



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Todd Stamm
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Monday, October 6, 2014

6:30 PM

Room 207

1. CALL TO ORDER

Chair Brown called the meeting to order at 6:30 p.m.

1.A ROLL CALL

Present: 8 - Chair Max Brown, Vice Chair Kim Andresen, Commissioner Jessica Bateman, Commissioner Roger Horn, Commissioner Missy Watts, Commissioner Judy Bardin, Commissioner Jerome Parker, and Commissioner Carole Richmond

Excused: 1 - Commissioner Darrell Hoppe

OTHERS PRESENT

Community Planning and Development Associate Planner Amy Buckler
Associate Planner and Historic Preservation Officer Michelle Sadler

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[14-0970](#) Approval of September 22, 2014 Planning Commission Meeting Minutes

The minutes were approved as amended.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Commissioner Parker attended the Greening of Capitol Way presentation and discussed some aspects of the project.

Ms. Buckler announced she has scheduled another presentation on cell towers with Principal Planner Steve Friddle for November 3, 2014. She distributed the new Thurston County Homeless Resource Guide and encouraged Commissioners to become familiar with services available in the City. She gave a development update which included information about major construction plans in the City and projected

single family, multi-family, and hotel permits. She discussed progress on the foundation for the new Columbia Heights complex, the Tanasse building, street light bulb replacement with LED, and the extension of the East Bay Trail by the Port of Olympia.

Commissioners requested information about the achieved density of the developments referenced by Ms. Buckler in her announcement.

6. INFORMATION REQUESTS - None

7. BUSINESS ITEMS

[14-0963](#) PUBLIC HEARING on Proposed Change to Historic Inventory Regulations

Ms. Sadlier outlined the requirements for properties on the Historic Registry and how it differs from properties on the Inventory. She discussed the recommendation of the Olympia Heritage Commission to remove section 18.12.100(B) of the Olympia Municipal Code and how it will impact Heritage Commission review of demolition permits for buildings which have been placed on the Olympia Historic Inventory (but not listed on a Heritage Register or within a historic district).

Discussion:

- How SEPA provision is managed by City process and determination of significant or not significant eligibility.
- Process and levels of mitigation between City and homeowner when designation is disputed.
- Accessing the Inventory and who uses it.
- Past Inventory properties process to get on the Registry.
- Role of Historic Registry.
- Using the periodic survey to recommend properties for Historic Registry.
- The role of the Heritage Commission in defining Inventory.
- Properties within the Historic District are given protection and tax credits.
- Parameters of a minimum reconnaissance survey.
- Difference between high and low integrity of historic properties.
- Intention of the upcoming midcentury modern survey.
- Recommendation and possible changes to the code.

The public hearing was opened at 7:07 p.m. with no public testimony.

The hearing was closed with submission to the written record left open until October 10, 2014 at 5:00 p.m.

The public hearing was held and closed.

[14-0911](#) Recommendation on the 2015-2020 Capital Facilities Plan (CFP)

Commissioners reviewed the final draft of the recommendation letter provided by

Subcommittee Chair Roger Horn to City Council of the Capital Facilities Plan. They discussed and finalized changes.

Chair Brown moved, seconded by Vice Chair Andresen, to adopt the recommendation as amended. The motion passed unanimously.

[14-0968](#) Discussion and Proposed Scope for Neighborhood Center Work Item

Ms. Buckler outlined the timeline and process for the public hearing on November 17, 2014. She discussed the interviews she and Ms. Sadlier are currently conducting with property and business owners in existing neighborhood center/retail areas. She outlined how information will be developed into an online survey to be noticed broadly throughout the community. She discussed the inclusion of public feedback related to potential barriers, possibly including certain regulations, that might be included on the Commission work plan. She discussed the intention of soliciting commissioners to provide staff with guidance for next steps for public outreach for a final interview and survey report completed on November 3, 2014.

She asked the following questions:

- Any comments or concerns about the public process and timeline outlined in Attachment 5? Or the preliminary scope of work outlined?
- Any comments or concerns regarding staff recommendation to City Council outlined in Attachment 4?
- Should staff begin to communicate that the Planning Commission plans to hold a public hearing on this matter on November 17, 2014?

Discussion:

- Need for representative sample of the population for survey validity.
- Pilot tests and how fair representation of the population must be integrated.
- Olyspeaks is not set up for measuring statistically relevant information.
- Open house particulars.
- Comprehensive Plan amendment.
- April 14, 2014 meeting with the Coalition of Neighborhood Associations.
- Eliminating the master plan idea because it has not been viable for decades.
- Purpose of scoping to gather information to determine why change is/is not happening.
- Developing an efficient process to reach the broadest possible number of citizens, not just property and business owners and concern about moving forward without public input.
- Care needs to be taken about inferences drawn from the survey due to its design.

Commissioner Parker moved, seconded by Vice Chair Andresen, to move work schedule discussion forward without having results of the scoping process. The motion passed with Commissioners Bardin and Horn opposed.

Discussion:

- Concerns about premature promotion to Council without adequate time to review the staff recommendations to Council and to consider changing the language and replace

the word "require" with "encourage".

- Commissioner review and discussion has been inadequate and endorsing any code amendment requires more information and time to study the issue.
- Role of the Planning Commission in this process and appropriateness of intervening in this document.
- Neighborhood centers need distinctive buildings and language which encourages cafes, food stores, etc. needs to be included.

Commissioner Parker moved, seconded by Commissioner Bateman, to allow attachment 4 to proceed to Council as written without further changes from the Commission. The motion passed with Commissioner Bardin opposed.

Ms. Buckler will express the dissenting Commissioners concern when she presents the staff recommendation to Council.

The report was received.

[14-0969](#) Discussion of Upcoming Joint Meeting of the Planning Commission and City Council

Chair Brown met with Mayor Buxbaum on September 30, 2014 to discuss possible dates and agenda topics for a joint meeting to occur this Fall. He gave a brief report.

The work session was completed.

8. REPORTS

Leadership Team:
Chair Brown gave a report.

Finance Subcommittee:
Commissioner Horn reported no further remarks needed after coverage of business item 14-0911.

Liaison Assignments:

Commissioner Parker reported on the Bicycle and Pedestrian Advisory Committee meeting.

Commissioner Richmond reported on the Utility Advisory Committee meeting.

Commissioner Bardin reported on the Heritage Commission meeting.

Other relevant meetings:

Chair Brown and Vice Chair Andresen attended the Community & Economic Revitalization Committee (CERC) meeting.

Vice Chair Andresen, Chair Brown, and Commissioners Parker, Richmond, and Horn

attended the Greening of Capitol Way meeting.

Chair Brown and Commissioners Richmond, Watts, Horn, and Parker attended the developers' roundtable meeting.

Commissioner Horn and Chair Brown attended budget meetings with the City Manager.

9. ADJOURNMENT

The meeting adjourned at 9:30 p.m.