



# Meeting Agenda

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Thursday, January 22, 2026**

**4:00 PM**

**Online and Via Phone**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_SyBb5pZhQN-yCGDVJNNBKg](https://us02web.zoom.us/webinar/register/WN_SyBb5pZhQN-yCGDVJNNBKg)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENT**

*(Estimated Time: 0-15 Minutes)*

*During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.*

- 5. APPROVAL OF MINUTES**
- 5.A 26-0006** Approval of December 18, 2025 Land Use and Environment Committee Meeting Minutes  
*Attachments:* [Minutes](#)
- 6. COMMITTEE BUSINESS**
- 6.A 26-0048** Discuss the Community Planning and Economic Development 2026 Work Plan  
*Attachments:* [CPED Planning Staffing Levels](#)  
[CPED 2026 Work Plan](#)
- 6.B 26-0049** Approve the Land Use and Environment Committee 2026 Work Plan  
*Attachments:* [LUEC 2026 Work Plan](#)
- 7. REPORTS AND UPDATES**
- 8. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## Land Use & Environment Committee

### Approval of December 18, 2025 Land Use and Environment Committee Meeting Minutes

**Agenda Date:** 1/22/2026  
**Agenda Item Number:** 5.A  
**File Number:** 26-0006

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**Type:** minutes **Version:** 1 **Status:** In Committee

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**Title**

Approval of December 18, 2025 Land Use and Environment Committee Meeting Minutes



## Meeting Minutes - Draft

### Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Thursday, December 18, 2025

4:00 PM

Online and Room 112

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#### Special Meeting - Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_1S4HNu72RyyTh\\_D5YR\\_xww](https://us02web.zoom.us/webinar/register/WN_1S4HNu72RyyTh_D5YR_xww)

#### 1. CALL TO ORDER

Chair Madrone called the meeting to order at 4:00 p.m.

#### 2. ROLL CALL

**Present:** 3 - Chair Dani Madrone, Committee member Jim Cooper and Committee member Robert Vanderpool

#### 2.A OTHERS PRESENT

Assistant City Manager Stacey Ray  
Housing Program Manager Jacinda Steltjes

Community Planning & Economic Development staff:  
Director Tim Smith  
Senior Planner Jackson Ewing  
Planning Manager Nicole Floyd

#### 3. APPROVAL OF AGENDA

The agenda was approved.

#### 4. PUBLIC COMMENT

The following people spoke: Meegan Cronk, Karen Caton, Brian Faller, Mike McCormick, Chris Wickham, Andrew Peterson, David Merchant, Jim Lazar and Jason Roberts.

#### 5. APPROVAL OF MINUTES

5.A [25-1059](#) Approval of October 23, 2025 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

#### 6. COMMITTEE BUSINESS

**6.A** [25-1058](#) Approval of a Recommendation to Terminate the Briggs Urban Village Development Agreement

Mr. Ewing provided a brief overview of the Briggs Urban Village Development Agreement and the recommendation to terminate said agreement.

**Committee Member Cooper moved, seconded by Committee Member Vanderpool, to approve the recommendation to terminate the Briggs Urban Village Development Agreement and forward to the full City Council for consideration.**

**Aye:** 3 - Chair Madrone, Committee member Cooper and Committee member Vanderpool

**6.B** [25-1041](#) Approval of the Proposed Hearing Examiner Request for Qualifications Process

Mr. Smith led discussions regarding the Proposed Hearing Examiner Request for Qualifications process.

**Committee Member Cooper moved, seconded by Committee Member Vanderpool, to approve the proposed Hearing Examiner Request for Qualifications process as discussed.**

**Aye:** 3 - Chair Madrone, Committee member Cooper and Committee member Vanderpool

**6.C** [25-1061](#) Discuss the Community Planning & Economic Development 2026 Work Plan

Mr. Smith and Ms. Steltjes led a discussion and answered questions regarding the 2026 CP&ED 2026 work plan.

**The discussion was completed.**

**6.D** [25-1065](#) Discuss the Land Use and Environment Committee 2026 Work Plan

Committee Members and staff discussed the 2026 Land Use and Environment Committee work plan.

**The discussion was completed.**

## **7. REPORTS AND UPDATES**

Council Member Vanderpool mentioned the Governor's discussion of housing and modernizing zoning codes.

## **8. ADJOURNMENT**

The meeting adjourned at 6:02 p.m.



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## Land Use & Environment Committee

### Discuss the Community Planning and Economic Development 2026 Work Plan

**Agenda Date:** 1/22/2026  
**Agenda Item Number:** 6.A  
**File Number:** 26-0048

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**Type:** discussion **Version:** 1 **Status:** In Committee

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**Title**

Discuss the Community Planning and Economic Development 2026 Work Plan

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Discuss the Community Planning & Economic Development 2026 Work Plan.

**Report**

**Issue:**

Whether to discuss the Community Planning & Economic Development 2026 Work Plan.

**Staff Contact:**

Tim Smith AICP, Director, Community Planning and Economic Development, 360.570.3915

**Presenter(s):**

Tim Smith AICP, Director, Community Planning and Economic Development

**Background and Analysis:**

City staff reports annually to the Land Use and Environment Committee regarding the Community Planning and Economic Development Department's work items for the upcoming year. Attachment 1 shows staffing levels within the Planning Division. Attachment 2 lists the primary projects that the Long Range Planning and Housing Divisions plan to focus on and bring to the Land Use and Environment Committee for discussion and consideration.

**Climate Analysis:**

The work program will not directly impact climate or greenhouse gas emissions. Items from the work program will include an analysis of climate issues in the development of staff recommendations. Many of the items on the work plan focus on the transportation and land use sectors by seeking and promoting ways for the City to accommodate future growth in denser land use patterns. Such patterns increase opportunities for residents to live closer to jobs and services, promoting non-automobile travel modes such as walking, biking and transit. These patterns also reduce urban

sprawl, preserving forests and agriculture outside the current city boundaries.

**Equity Analysis:**

Items from the work plan will include an equity analysis in the development of staff recommendations. Proposed agenda items will generally benefit existing and new community members with more opportunities to be closer to jobs and services with concurrent opportunities for reduced transportation costs and increased housing supply.

**Neighborhood/Community Interests (if known):**

There is generally strong community and neighborhood interest in City planning and housing projects. Public participation plans are prepared and presented to the Council at the beginning of all major planning projects.

**Financial Impact:**

FTEs (full-time equivalent staff) to support ongoing programs and projects are in the Department's base budget.

**Options:**

1. Discuss the Community Planning and Economic Development Department 2026 Work Plan.
2. Do not discuss the Community Planning and Economic Development Department 2026 Work Plan.
3. Receive the briefing at another time.

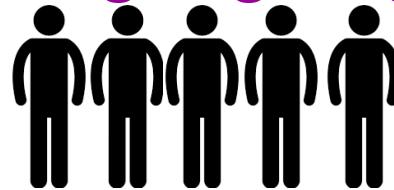
**Attachments:**

CPED Planning Staffing Levels  
CPED 2026 Work Plan



# CPED | 2026 Work Program Planning

## Ongoing Programs



= 5.00 FTE

Ongoing Programs	FTEs
Current Planning & Permitting • Includes Hearing Examiner and Design Review Board Support	3.00
Historic Preservation Program • Includes Heritage Commission Support	0.50
Neighborhood Matching Grants	0.25
Economic Development Program Support	0.25
Urban Forestry	1

## Long Range Planning Projects



= 2.00 FTE

\*Includes Planning Commission Support

Summary of Projects
Critical Areas Ordinance Update
Subdivision Code Update
Elimination of Minimum Commercial Parking Standards
Small Scale Commercial Development & Home Occ. Standards
Mobile Food Regulations
Raise SEPA Categorical Exemption Levels for Residential Projects
Capital Mall Subarea Plan Code Changes

## 2026 CPED PLANNING AND HOUSING PROJECTS

PROJECT DESCRIPTION	Lead Staff	Cross-Dept. Coord.	Continued From 2025	ESTIMATED TIMELINE			
				2026			
				Jan- Mar	Apr - Jun	Jun - Sep	Oct - Dec
				Q1	Q2	Q3	Q4
1 Subdivision Code Update	Joyce/Casey	Y	Y	X	X		
2 Critical Areas Ordinance Code Amendments (associated with Comp Plan Update)	Casey/Nicole	Y	Y	X	X	X	
3 Miscellaneous Code Amendments	Joyce/David	Y	Y	X	X		
4 Elimination of Minimum Commercial Parking Standards Citywide	Casey	Y	N	X	X	X	
5 Small Scale Commercial Development & Home Occupation Standards	David	Y	N	X	X	X	
6 Plum to Eastside Street Subarea Plan	Casey	Y	N				X
7 Raising SEPA Categorical Exemption for Residential Projects	Nicole	Y	Y		X	X	X
8 Mobile Food Regulations	Casey	Y	N			X	X
9 Capital Mall Subarea Plan Implementation - Code Changes	David	Y	N		X	X	X
10 Code Amendments to Implement the Comprehensive Plan	David	Y	N			X	X
11 Manufactured Home Communities Preservation Strategies	Christa	Y	Y	X	X	X	
12 Rent to Own/Tenant Opportunity to Acquire	Christa	N	N	X	X		
13 Affordable Housing Development Incentives	Jacinda	Y	Y	X	X	X	
14 Housing Action Plan Implementation	Jacinda/Christa	Y	Y	X	X	X	

1/12/2026



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## Land Use & Environment Committee

### Approve the Land Use and Environment Committee 2026 Work Plan

**Agenda Date:** 1/22/2026  
**Agenda Item Number:** 6.B  
**File Number:** 26-0049

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**Type:** decision **Version:** 1 **Status:** In Committee

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**Title**

Approve the Land Use and Environment Committee 2026 Work Plan

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to approve the Land Use and Environment Committee 2026 Work Plan.

**Report**

**Issue:**

Whether to approve the Land Use and Environment Committee 2026 Work Plan

**Staff Contact:**

Tim Smith AICP, Director, Community Planning and Economic Development, 360.570.3915

**Presenter(s):**

Tim Smith AICP, Director, Community Planning and Economic Development

**Background and Analysis:**

Each year, the Land Use and Environment Committee (LUEC) adopts a work plan identifying the items it will consider. The attached draft 2026 LUEC Work Plan includes items carried forward from the Committee's 2025 work plan, as well as items proposed in the draft 2026 work plans of the departments responsible for the work.

**Climate Analysis:**

This is a high-level summary of all the agenda items on the LUEC 2026 Work Plan. A more detailed analysis will be completed for each of the agenda items when they come before the LUEC.

Many of the agenda items in the proposed LUEC 2026 Work Plan include actions intended to specifically support climate action strategies. Many of the items focus on the transportation and land use sector by seeking and promoting ways for the City to accommodate future growth in denser land use patterns. Such patterns increase opportunities for residents to live closer to jobs and services,

promoting non-automobile travel modes such as walking, biking and transit. These patterns also reduce urban sprawl and preserve forests and agriculture outside city boundaries.

**Equity Analysis:**

This is a high-level summary of all the agenda items on the LUEC 2026 Work Plan. A more detailed analysis will be completed for each of the agenda items when they come before the LUEC.

Proposed agenda items will generally benefit existing and new community members and businesses with increased property values, greater stability in rental housing, opportunities to be closer to jobs and services with concurrent opportunities for reduced transportation costs, increased housing supply and variety, new programs to enhance energy efficiency of commercial buildings and decreased greenhouse gas emissions. Some community members may be burdened by additional construction near their home, likely increases in property taxes, and potentially more occupied on-street parking.

There are existing income, race, and homeowner/renter disparities between neighborhoods that could be exacerbated by some of the agenda items. To avoid this, intentional examination of these possibilities must be included, as well as specific actions to prevent or reverse those disparities.

**Neighborhood/Community Interests (if known):**

The agenda items on the Committee's work plan are typically of interest to neighborhoods and the community.

**Financial Impact:**

Staff work on all items on the draft LUEC 2026 Work Plan is included in the City's adopted 2026 budget. Individual work program items may have additional financial impacts that will be identified during the LUEC discussion.

**Options:**

1. Recommend approval of the LUEC 2026 Work Plan to City Council.
2. Recommend approval of the LUEC 2026 Work Plan to City Council with changes.
3. Do not recommend approval of the LUEC 2026 Work Plan to City Council.

**Attachments:**

Draft LUEC 2026 Work Plan

## **LAND USE AND ENVIRONMENT COMMITTEE DRAFT 2026 WORK PLAN**

**Updated 1/12/2026**

Meetings are on the fourth Thursday of the month starting at 4:00 PM unless otherwise noted. Meetings are held via Zoom with an in-person option available at City hall for community members.

<b>Agenda Item</b>	<b>Staff Responsible</b>	<b>Agenda Item Type (Discussion or Recommendation)</b>
<b>January 22</b>		
1. CPED 2026 Work Plan Update	Tim Smith	Discussion
2. LUEC 2026 Work Plan	Tim Smith	Recommendation
3.		
<b>February 19 (third Thursday) Special Meeting Date</b>		
1. Hearing Examiner Candidate Interviews	Tim Smith	Discussion
<b>February 26</b>		
1. Rent to Own/Tenant Opportunity to Purchase	Christa Lenssen	Discussion
2. Hearing Examiner Candidate Position Recommendations	Nicole Floyd	Recommendation
3.		
<b>March 26</b>		
1. 2025 EDDS Update	Steve Sperr	Recommendation
2. Manufactured Home Communities Preservation	Christa Lenssen	Discussion
3.		
<b>April 23</b>		
1. Affordable Housing Emergency Declaration	Jacinda Steltjes	Discussion
2. Miscellaneous Code Amendments	David Ginther	Recommendation
3. Rent to Own/Tenant Opportunity to Purchase	Christa Lenssen	Discussion
<b>May 28</b>		
1. Sidewalk Repair Policy	Max DeJarnatt	Recommendation
2. Subdivision Code Update	Casey Schaufler	Recommendation
3. Housing Related to 2026 Legislative Session	Christa Lenssen	Discussion
<b>June 25</b>		
1. Commercial Energy Code Amendments	Pamela Braff	Recommendation
2. Manufactured Home Communities Preservation	Christa Lenssen	Discussion
3. Critical Areas Ord./Periodic Update	Casey Schaufler/Nicole Floyd	Recommendation
<b>July 23</b>		
1. SEPA Categorical Exemptions	Nicole Floyd	Recommendation

2. Short-Term Rentals – Enforcement Procedures	CPED	Discussion
<b>August 27</b>		
1. Land Banking Strategy	Jacinda Steltjes	Discussion
2.		
3.		
<b>September 24</b>		
1. Code Concepts to Implement Climate Elements	Pamala Braff	Discussion (possible Recommendation)
2. Black Home Initiative	Christa Lenssen	Discussion
3.		
<b>October 22</b>		
1. Manufactured Home Communities Preservation	Christa Lenssen	Recommendation
2. Urban Forest Management Plan	Kym Foley	Discussion
3.		
<b>December 17 (third Thursday)</b>		
(note: special meeting date; regular November and December meeting dates canceled)		
1. CPED 2027 Work Plan	Tim Smith	Discussion
2. LUEC 2027 Work Plan	Tim Smith	Discussion
3.		
<b>To Be Scheduled</b>		
Evaluate Sea Level Rise Funding and Governance Approaches	Pamela Braff	Discussion
Elimination of Commercial Minimum Parking Standards	Casey Schaufler	Recommendation
Small Scale Commercial Dev/Home Occupation Standards	David Ginther	Recommendation
Plum to Eastside Street Subarea Plan	Casey Schaufler	Discussion
Mobile Food Regulations	Casey Schaufler	Discussion
Capital Mall Subarea Plan Code Changes	David Ginther	Discussion
Food System Plan	TBD	Discussion
Downtown Commercial Vacancy Study	Jennica Machado	Discussion