

## **RECOMMENDED REVIEW STEPS FOR CITY COUNCIL & PLANNING COMMISSION**

The City Council adopted scope of work for the Downtown Strategy defines roles for the Olympia Planning Commission (OPC) and Council:

### **City Council**

**Role:** Decision maker

**Tasks:**

- Define the scope of the strategy
- Members attend public workshops/meetings to listen and observe
- Receive input from all interested individuals and groups
- Provide final direction on the contents of the Strategy
- Adopt the Downtown Strategy

### **Olympia Planning Commission**

**Role:** Ensure Strategy's consistency with the Comprehensive Plan

**Tasks:**

- 2 members sat on consultant selection team
- Members attend public workshops/meetings to listen and observe
- 2 members are on the Stakeholder Work Group
- Review final draft strategy and provide recommendation to City Council regarding the Strategy's consistency with the Comprehensive Plan
- Hold a public hearing and make a recommendation to the City Council regarding any proposed development code changes resulting from the Strategy
- Receive regular updates from staff

City Staff recommend the following steps to complete review and adoption:

- **October 29 – Public Open House**
  - *Presentation of the recommended Downtown Strategy*
  - *Public feedback on recommendations*
  - *All Councilmembers and Planning Commissioners encouraged to attend*
- **November 22 – Council study session**
  - *Staff & MAKERS will present the Strategy and issues rising to the top from the public process*
  - *Council discussion leading to guidance for the final draft document and Planning Commission review*
  - *Planning Commissioners encouraged to attend and listen to Council discussion*

Downtown Strategy  
Land Use & Environment Committee  
August 18, 2016

- **December 5 – Planning Commission Briefing**
  - *Overview of Strategy elements& Council’s direction for OPC review*
  - *Discussion of Planning Commission’s public hearing process*
- **Completed in early 2017**
  - *Planning Commission public hearing and recommendation*
  - *Council adoption of the final Downtown Strategy*

Following adoption of the Downtown Strategy, work will begin on drafting code updates related to the Downtown Strategy (design, view protection, SEPA, and possibly others.) Code updates entail a Planning Commission public hearing, review and recommendation prior to City Council adoption.