



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Todd Stamm  
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**Monday, May 4, 2015**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Brown called the meeting to order at 6:31 p.m.

**1.A ROLL CALL**

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

**OTHERS PRESENT**

Community Planning & Development Principal Planner Todd Stamm  
Senior Planner Stacey Ray

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** [15-0436](#) Approval of April 6, 2015 Planning Commission Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - None**

Chair Brown introduced the new Planning Commissioner appointee Robert Ragland.

**5. STAFF ANNOUNCEMENTS & INFO REQUESTS**

Mr. Stamm discussed the Downtown Strategy Open House and a May 19, 2015 date for Council decision. He shared development status for the Bayan Trails Senior Apartments and Grand Terrace on Capital Lake projects.

Vice Chair Andresen announced she will be recusing herself from some future meeting items.

Commissioner Parker expressed concern regarding the general lack of clarity about

how the action plan, the downtown strategy and the Community Renewal Area (CRA) fit together. He requested information outlining a sequence for timing that insures actions are taken appropriately, not prematurely, before determination of the overall strategy is developed. He requested information on the Requests for Proposals content being used by staff to solicit development Downtown.

Mr. Stamm announced staff efforts to prepare a draft contract for consulting with an outside agent.

Chair Brown proposed scheduling a joint meeting with the CERC.

Commissioner Horn requested the analysis on downtown parking presented during the transportation briefing .

## **6. BUSINESS ITEMS**

### **6.A [15-0435](#) Action Plan -- Briefing and Discussion**

Ms. Ray gave a summary of the Comprehensive Plan (CP) vision and goals and discussed a draft list of actions which have been defined to carry out the Plan. She outlined the draft list of indicators for progress tracking and emphasized staff's intention to ensure goals and policies have real "on the ground" impacts through practical Implementation Strategy and/or Action Plans.

Discussion:

- Determination of a projected timeline or sequence of events.
- Areas requiring immediate action.
- Downtown Plan for CP implementation and potential to generate other related strategies.
- CRA fitting into the progression as a tool, not a strategy.
- Transportation grid needs to be imposed before development, not after development.
- Context for short term plans, otherwise long term or system plans that are long range will not be realized.
- Functional planning efforts like transportation need to be silo specific or subarea plans.
- Defining intermediary steps of strategic planning between the CP and an Action Plan.
- Action Plan could undermine long range visions.
- Clarifying what is meant by "strategic plan".
- Example of 5th Ave. bump out changes limiting possibility of 5th Ave. as a bicycle corridor.
- How community partner solicitation proceeds and is actualized.
- Action plan must drive alignment or context between Council goals, advisory committee's study and focus, and staff efforts.
- How undertaking a climate change plan will precipitate certain realignments with TCRP and other affected organizations.

- Quantifying the results of public input from the launch party.
- SCJ Alliance will facilitate focus groups targeted to represent a wide demographic.
- Staff activity for outreach to diverse organizations.
- Urban green space planning proposals.

Ms. Ray requested Commissioner feedback regarding draft correctness of indicators, measurements, criteria, and action priorities.

**The discussion was completed.**

**6.B**     [15-0433](#)            Commercial Design Review Expansion - Pre-hearing Briefing

Mr. Stamm presented background on the Design Review Board's history and role in Olympia. He discussed how the process works, covered areas for review, and described the difference between review domains of "concept" and "detailed".

Discussion:

- Example of codes for "McMansion" homes.
- How minor changes expand the design review process to include more public streets.
- Design review and guidelines for Downtown and the Downtown strategy.
- Problematic outcome resulting from vague criteria language.

**The information was received.**

**6.C**     [15-0375](#)            Planning Commission Work Plan for 2015 - Review and Discussion

Commissioners discussed the new matrix and revised schedule of their 2015 Work Plan.

Discussion:

- Annual retreat scheduling during the summer quarter.
- May 18, 2015 commercial design review public hearing.

**The discussion was completed.**

**6.D**     [15-0374](#)            Planning Commission Liaisons to other Advisory Committees -  
Annual Appointments

Design Review Board (DRB).  
Commissioner Hoppe

Parks and Recreation Advisory Committee (PRAC).  
Commissioners Richmond and Hoppe

Utility Advisory Committee (UAC).  
Commissioner Richmond

Community Neighborhood Association (CNA):  
Commissioner Horn

PBIA:  
Commissioners Horn, Parker, and Brown

**The decision was approved.**

## **7. REPORTS**

Commissioner Richmond attended the Utilities Advisory Committee meeting.

Commissioners Bateman and Parker attended the Olympians for People Oriented Places meeting.

Commissioners Bateman and Horn attended the finance committee meeting.  
Commissioner Horn gave a report.

Commissioner Hoppe gave a report on the Tanasse, McDonalds, 512 12th Ave, and 321 Legion Way projects.

Chair Brown announced his resignation as Chair. Vice Chair Andresen will function as Chair until a new election.

Commissioners expressed their appreciation for Chair Brown's leadership.

## **8. ADJOURNMENT**

The meeting was adjourned at 8:50 p.m.