



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Todd Stamm
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Monday, January 26, 2015

6:30 PM

Room 207

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 Roger Horn, Commissioner Judy Bardin, Commissioner Darrell Hoppe, Commissioner Jerome Parker, and Commissioner Carole Richmond

Excused: 1 - Commissioner Missy Watts

OTHERS PRESENT

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

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [15-0089](#) Approval of January 5, 2015, Planning Commission Meeting Minutes

The minutes were approved as amended.

4. PUBLIC COMMENT - None

5. SELECTION OF FINANCE SUBCOMMITTEE CHAIR

Mr. Stamm explained the correct protocol for voting. By a show of hands the Commissioners voted for a new Finance Subcommittee Chair with five votes for Commissioner Bateman and three votes for Commissioner Richmond.

Commissioner Bateman was elected to the position of Finance Subcommittee Chair.

If you would like a copy of the decision, you may contact CP&D at

360.753.8314 or at cpdinfo@ci.olympia.wa.us..

6. STAFF ANNOUNCEMENTS & INFO REQUESTS

6.A [15-0090](#) Memorandum responding to Commission questions about new multi-family development.

Mr. Stamm discussed why the low impact development regulation adoption target has been moved to June 2016. He updated the Commission about a report to be given by the Land Use & Environment Committee at the next PC meeting on February 2, 2015 regarding the Downtown Strategy.

Ms. Ray answered questions about the Downtown Action Plan and discussed the new deadline set by Council for all Comprehensive Plan (CP) amendment proposals to be submitted by March 2, 2015.

Mr. Stamm discussed the multi-family housing densities memo outlining how new developments are meeting target numbers for density.

Discussion:

- Concerns about senior housing projects located too far from downtown necessitating car dependency.
- Providing a map to indicate the exact sites for senior housing projects.
- How the public will be notified about the CP deadline change.
- Potential presentation at City Council meeting regarding the new March 2, 2015 deadline.
- Difficulties of noticing public when the media does not track or report changes.

Ms. Ray discussed the City's plan for notifying Neighborhood Associations.

Mr. Stamm discussed senior housing general age restrictions and how the market, not the City, determines viable sites. He reviewed a list of new project applications.

Ms. Ray discussed the status of partner work groups, nonprofit, and government staff working on the Action Plan and outlined the sequence of PC involvement and oversight to evaluate consistency with the CP.

Discussion:

- Understanding the Action Plan work group charter.
- Adding to the PC work plan time for the draft action review.
- Proposal periods are from years 1 to 6, 6 to beyond.
- Specific outreach plans for the public engagement process including kick off, focus meetings and OLYspeaks.
- SCJ Alliance consulting firm services.
- Importance of more forums than Twitter and Facebook as part of the social media campaign.
- The intention of launching a City e-newsletter.

The report was received.

7. BUSINESS ITEMS

7.A [15-0077](#) Planning Commission 2015 Work Program Recommendation

Chair Brown outlined how the Commission will organize to prepare a recommended work program for April 1, 2015, through March 31, 2016.

Vice Chair Andresen discussed the sign code revision proposal item.

The Commission divided into two groups to brainstorm priorities and came to consensus regarding topics and preliminary time allotment.

The recommendation was completed.

8. REPORTS

Leadership Team:

Chair Brown gave a report.

Liaison Reports:

Commissioner Richmond gave a report on the Utilities Advisory Committee (UAC) meeting.

Commissioner Hoppe gave a report on the Design Review Board meeting.

Other Relevant Meetings:

Commissioner Parker and Chair Brown attended a meeting on density and design organized by the Wildwood Neighborhood Association Chair.

Vice Chair Andresen and Commissioner Horn attended the City Council Retreat meeting.

Commissioner Parker attended a meeting with Public Works and a delegation from the Northwest Neighborhood Association about community traffic and safety concerns.

9. ADJOURNMENT

The meeting was adjourned at 8:52 p.m.