

Planning Commission 2014 Work Plan

OPC will hold full committee meetings every other week in 2014. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held, as needed.

Section 1. 2014 Policy Issues – Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, either as a staff provided summary of the OPC motion and deliberation, an attached memo authored by the Chair or committee and/or an oral report by a member of OPC at a Council meeting. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to accomplish Section #1 in 2014.

Professional staff liaison to OPC is Amy Buckler Q= Quarter

Estimated Percent of Overall Committee Effort: 80%

| Title Description | Committee Lead and Commitment <i>Committee hours, not individuals.</i> | Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i> | Schedule <i>Estimated timeline from start to finish.</i> | Budget Implications |
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| <p>1.a. Review Capital Facilities Plan (CFP) 6-year plan</p> <p>Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan.</p> <p>Deliverables: Recommendation to City Council on the 6-year CFP*.</p> | <p>4-6 hours of full OPC meeting time</p> <p>10-12 hours of Subcommittee meeting time</p> | <p>CP&D staff: 14-18 hours</p> <p>Other citywide administrative and planning staff: 2-3 hours</p> | <p>Subcommittee will start meeting in 2nd Q of 2014</p> <p>Full Commission Deliberation: 3rd Q of 2014</p> | <p>Included in base budget.</p> |
| <p>1.b. Review Capital Facilities Plan (CFP) 20-yr goals and policies</p> <p>Review the 20-year goals and policies in the CFP, hold a public hearing and identify any needed amendments. <i>*Scope to be established with Council. Review of 20-year goals and policies is currently on CPD's Work Plan for 2015.</i></p> <p>Deliverables: Recommendation to City Council on the 6-year CFP*.</p> | <p>4-6 hours of full OPC meeting time</p> <p>10-12 hours of Subcommittee meeting time</p> | <p>CP&D staff: 14-18 hours</p> <p>Other citywide administrative and planning staff: 2-3 hours</p> | <p>TBA</p> | <p>TBA</p> |

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| <p>1.c. Campus Master Plans (Development Code Update for Consistency with Comprehensive Plan Update) Add provision allowing for recognition of ‘campus’ plans, such as for SPSCC, hospitals, etc. Possibly by expanding Conditional Use Permit or Master Plan process. <i>(Public Hearing currently scheduled for March 2014, but may extend into 2014 Work Plan.)</i></p> <p>Deliverable: Recommendation on proposed development code update for City Council.</p> | <p>Full committee: 3-4 hours</p> | <p>CP&D Planning Staff: 3-4 hours</p> | <p>2nd Q of 2014</p> | <p>Included in base budget.</p> |
| <p>1.d Rezone Criteria (Development Code Update for Consistency with Comprehensive Plan Update) Revisions to rezone criteria, including a zoning crosswalk (text indicating which zones are compatible with which Future Land Use map categories.)</p> <p>Deliverable: Recommendation on proposed development code update for City Council.</p> | <p>Full committee: 4-5 hours</p> | <p>CP&D Planning Staff: 4-5 hours</p> | <p>2nd Q of 2014</p> | <p>Included in base budget.</p> |
| <p>1.e Four Zoning Map Amendments (Development Code Updates for Consistency with Comprehensive Plan Update)</p> <p>Recommend changes in zoning consistent with OPC recommendations on the Comp Plan Future Land Use map:</p> <ol style="list-style-type: none"> 1. Henderson Park from Commercial Services-High Density (CS-H)* to General Commercial or similar zoning, 2. LOTT plant from Industrial to Urban Waterfront zoning, 3. Heritage Park from Multi-family to Planned Development (Capital Campus) zoning, 4. Two blocks on 8th Ave SE from Commercial Services-High Density (CS-H)* to Professional Office/Residential Multi-family (PO/RM) <p>Deliverable: Recommendation on proposed development code update for City Council.</p> | <p>Full committee: 3-4 hours</p> | <p>CP&D Planning Staff: 3-4 hours</p> | <p>2nd Q of 2014</p> | <p>Included in base budget.</p> |

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| <p>1.f Other Potential Development Code Updates for Consistency with Comprehensive Plan Update: The above potential code amendments are considered less controversial based on public input during <i>Imagine Olympia</i>, thus probably efficient for OPC to review prior to Council’s adoption of the Comp Plan. The following potential updates may require some discussion at the Council level first. Then, if related policies are adopted by Council OPC will review potential Code amendments to:</p> <ol style="list-style-type: none"> 1. Merge HDC 1 & 2 Zones 2. Expand HDC 3 Zone (Establish Code for High Density Neighborhood Overlay) 3. Extend design review jurisdiction to all projects adjacent to public streets. 4. Relax home occupation regulations 5. Amend environmentally sensitive area clustering provisions to allow more clustering <p>Deliverable: Recommendation on proposed development code update for City Council.</p> | <p>Full committee: 3-4 hours for each (15-20 hours for all)</p> | <p>CP&D Planning Staff: 3-4 hours for each (15-20 hours for all)</p> | <p>2nd, 3rd & 4th Q of 2014</p> | <p>Included in base budget.</p> |
| <p>1.g PO/RM zoning amendment: Referred by City Council on January 11, 2014 (and may be complete prior to April 1, 2014.) Issue regards allowed size of single-use retail on large lots in the PO/RM Zone ‘west of Yauger.’ Originated from the Community Renewal Areas barriers to development discussion.</p> <p>Deliverable: Recommendation on proposed development code update for City Council.</p> | <p>Full committee: 3-4 hours</p> | <p>CP&D Planning Staff: 3-4 hours</p> | <p>1st and 2nd Q of 2014</p> | <p>Included in base budget.</p> |
| <p>1.h Homeless Shelter/ Group Homes Zoning Text Amendment Referred by City Council on January 11, 2014. Issue regards thresholds for allowing low barrier shelters in neighborhoods, but scope not established. Also, include change to definition of “family” in the Code to be consistent with TRPC recommendations.</p> <p>Deliverable: Recommendation on proposed development code update for City Council.</p> | <p>Full committee: 4-6 hours</p> | <p>CP&D Planning Staff: 4-6 hours</p> | <p>Unknown</p> | <p>Included in base budget.</p> |

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| <p>1.i Medical and Retail Cannibus Code: Referred by City Council on May 7, 2013. Council approved interim regulations for Retail uses in 2013, and needs to consider making them permanent. There is currently a moratorium on new Medical uses in the City, however City is waiting to see if the State Legislature establishes new laws concerning Medical cannibus during this year's session.</p> <p>Deliverable: Recommendation on proposed development code update for City Council.</p> | <p>Full committee: 4-6 hours</p> | <p>CP&D Planning Staff: 4-6 hours</p> <p>Other staff as needed: (i.e., Legal): 1-2 hours</p> | <p>Unknown</p> | <p>Included in base budget.</p> |
| <p>1.j Neighborhood Center Code: Proposed by the Planning Commission. For their 2013 Annual Retreat, OPC toured the 17 designated Neighborhood Centers in the Comprehensive Plan, and identified some potential barriers to development of these centers in the current Code. This work item would involve a review of current code, including some collaboration with stakeholders such as Coalition of Neighborhoods, business & development community.</p> <p>Deliverable: Recommendation on proposed development code update for City Council</p> | <p>Full committee: 10-15 hours</p> | <p>CP&D Planning Staff: 10-15 hours</p> <p>Other staff as needed: 2-4 hours</p> | <p>3rd & 4th Q of 2014</p> | <p>Some review and work is included in base budget for 2014. Needs to be scoped more.</p> |
| <p>1.k. Design Code Update: <i>Carry over from 2013 Work Plan</i> Refinements to make design code easier to use by developers and easier to administer by staff. Include integration of Pedestrian Street overlay into Design Code to give Design Review Board authority to review.</p> <p>Deliverable: Recommendation on proposed development code update for City Council</p> | <p>Full committee: 3-4 hours</p> | <p>CP&D Planning Staff: 3-4 hours</p> | <p>Unknown</p> | <p>Included in base budget.</p> |
| <p>1.l. Project Review Time Limits <i>Carry over from 2013 Work Plan</i> Update project review times in the code to reflect our streamlined permitting process (the Latimore process.)</p> <p>Deliverable: Recommendation on proposed development code update for City Council</p> | <p>Full committee: 3-4 hours</p> | <p>CP&D Planning Staff: 3-4 hours</p> | <p>Unknown</p> | <p>Included in base budget.</p> |

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| <p>1.m. Special Project Approval Close-Out – Only as needed Final action on various special projects may require recommendation by OPC (For example, as part of a development agreement, the City Council may have agreed to amend the zoning map after a project was built.)</p> <p>Deliverable: Recommendation on proposed development code update for City Council</p> | Full committee: Varies | CP&D Planning Staff: Varies | As Needed | Included in base budget. |
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SECTION 2.
2014 Program Implementation and/or Input to Council or Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2014 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort:

| Title Description | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications |
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| <p>2.a. Implementation Strategy Commission discussion of a draft implementation Strategy in Spring, followed by any other involvement as determined by Council and the Land Use & Environment Committee (LUEC).</p> <p>Deliverable: <i>Scope of advisory board involvement to be set by Council and LUEC in early 2014.</i></p> | <p>Depends on Council direction regarding role of advisory committees</p> <p>Full committee: 1 hour in 1st Q of 2014</p> | <p>Depends on Council direction regarding role of advisory committees CP&D Planning</p> <p>Staff: 1hour in 1st Q of 2014</p> | Depends on Council direction regarding role of advisory committees | Included in base budget. |

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| <p>12.b Climate Change Actions: Proposed by the Planning Commission.</p> <p>The Planning Commission will be briefed by City staff regarding community actions proposed as part of Sustainable Thurston, the City’s current efforts and best practices from other communities to reduce greenhouse gas emissions and adapt to climate change.</p> <p>Deliverable: OPC recommendation to the City Council for specific actions that could be plugged into the City’s implementation strategy (i.e., partnerships, code changes, internal operations, community outreach, etc.)</p> | <p>Full committee: 2-3 hours</p> | <p>CP&D Planning Staff: 4-6 hours</p> <p>PW Stormwater staff as needed: 2-4 hours</p> | <p>2nd Q of 2014</p> | <p>Depends on Scope</p> |
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SECTION 3.
2014 Educational Briefings

Estimated Percent of Overall Committee Effort:

| <p>Title Description</p> | <p>Committee Lead and Commitment</p> | <p>Staff Commitment</p> | <p>Schedule</p> | <p>Budget Implications</p> |
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| <p>3.a Inter-jurisdictional Planning Relationships</p> <p>Deliverable: Opportunity for OPC and public to learn more about context under which City plans.</p> | <p>Full committee: 30 minutes</p> | <p>CP&D Planning Staff: 30 minutes</p> | <p>Unknown</p> | <p>Included in base budget.</p> |
| <p>3.b Emergency Preparedness: Current strategy and how we compare to other communities</p> <p>Deliverable: Opportunity for OPC and public to learn more about context under which City plans.</p> | <p>Full committee: 30 minutes</p> | <p>Fire Department Staff: 30 minutes</p> | <p>Unknown</p> | <p>Included in base budget.</p> |
| <p>3.c Downtown Issues: Preparation for Downtown Master Planning work in 2015</p> | <p>Full committee: 2-4 hours (may be broken into</p> | <p>CP&D Planning Staff: 2-4 hours</p> | <p>4th Q of 2014, 1st Q of 2015</p> | <p>Depends on Scope</p> |

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| <p>Deliverable: Opportunity for OPC and public to learn more about context under which City plans.</p> | <p>several 30 min segments or take up a full meeting.)</p> | <p>Other staff as needed (i.e., Public Works, Police, Parks, etc.)</p> | | |
| <p>3.d Infrastructure Planning: Mostly pertaining to urban corridor and villages. What makes them viable? What are our challenge areas?</p> <p>Deliverable: Opportunity for OPC and public to learn more about context under which City plans.</p> | <p>Full committee: 30 minutes – 1 hour</p> | <p>CP&D Planning Staff: 30 minutes</p> <p>PW Staff: 30 minutes</p> | <p>Unknown</p> | <p>Included in base budget.</p> |
| <p>3.e Development Community/Economic Factors: More engagement with business & development community, as well as relationship between density and walkability/transit goals.</p> <p>Deliverable: Opportunity for OPC and public to learn more about context under which City plans.</p> | <p>Full committee: 2-4 hours</p> | <p>Outside Experts: 30 minutes each</p> | <p>Unknown</p> | <p>Included in base budget.</p> |