



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Monday, June 1, 2020

6:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_mNsTDuLeSXWUNBQtg1KHzQ

1. CALL TO ORDER

Estimated time for items 1 through 5: 20 minutes.

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

[20-0417](#) Approval of the May 18, 2020 Olympia Planning Commission Meeting Minutes

Attachments: [Draft Minutes 05182020](#)

4. PUBLIC COMMENT

Public comments will not be taken during the meeting, however written comments will be taken. Please submit your written comments to the e-mail addresses noted below at least two hours prior to the meeting. Your comments will be forwarded to the Planning Commissioners prior to the meeting.

o For the Amendments to the Municipal Code related to Recreational Vehicles, e-mail comments to Nicole Floyd at: nfloyd@ci.olympia.wa.us

o For the Shoreline Master Program Periodic Review, e-mail comments to Joyce Phillips at: jphillips@ci.olympia.wa.us

5. ANNOUNCEMENTS

This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.

6. BUSINESS ITEMS

6.A [20-0252](#) Amendments to the Municipal Code related to Recreational Vehicles - Briefing

Attachments: [RCW 35A.21.312](#)

Estimated Time: 30 minutes

6.B [20-0267](#) Shoreline Master Program Periodic Review - Briefing

Attachments: [Project Webpage](#)
[Public Participation Plan](#)

Estimated time: 45 minutes

7. REPORTS

From Staff, Officers, and Commissioners, and regarding relevant topics

8. OTHER TOPICS

None

9. ADJOURNMENT

Approximately 8:30 p.m.

Upcoming

Next Commission meeting is scheduled for June 15, 2020. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



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

Planning Commission

Approval of the May 18, 2020 Olympia Planning Commission Meeting Minutes

Agenda Date: 6/1/2020
Agenda Item Number:
File Number:20-0417

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

Title

Approval of the May 18, 2020 Olympia Planning Commission Meeting Minutes



Meeting Minutes - Draft

Planning Commission

Monday, May 18, 2020

6:30 PM

Virtual Meeting

Register to attend:

https://us02web.zoom.us/webinar/register/WN_1c6jfZmJS3yldiU0GCMmxA

1. CALL TO ORDER

Chair Millar called the meeting to order at 6:30 p.m.

1.A ROLL CALL

Present: 9 - Chair Candi Millar, Vice Chair Paula Ehlers, Commissioner Tammy Adams, Commissioner Kento Azegami, Commissioner Travis Burns, Commissioner Rad Cunningham, Commissioner Yen Huynh, Commissioner Carole Richmond and Commissioner Aaron Sauerhoff

1.B OTHERS PRESENT

City of Olympia Community Planning and Development Staff:
Senior Planner Cari Hornbein
Senior Planner Joyce Phillips
Planning and Engineering Manager Tim Smith

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

The minutes were approved.

[20-0254](#) Approval of the February 24, 2020, Olympia Planning Commission Meeting Minutes

4. PUBLIC COMMENT

In lieu of taking public comment during the meeting, interested parties were asked to submit written comments prior to the meeting. Written comments regarding the Housing Options Code Amendments were received from the following:

Judy Bardin
Thera Black

Whitney Bowerman
 Lauren Danner
 Ellen Dorfman
 Maxine Dunkelman
 Jay Elder
 Holly Gadbow
 Max Gordon
 Bob Jacobs
 Walt Jorgensen
 Peter Kardas
 Mike McCormick
 John McGee
 Rob and Linda Panowicz
 Denise Pantelis
 Tessa Smith
 Bob Vadas, Jr.
 Callie
 Olympians for People-Oriented Places

5. ANNOUNCEMENTS

Ms. Hornbein and Mr. Smith shared announcements.

6. BUSINESS ITEMS

6.A [20-0250](#) Housing Options Code Amendments - Staff Recommendation Briefing

Ms. Phillips shared a Powerpoint on the Housing Options Code Amendments.

The discussion was completed.

6.B [20-0385](#) Revised 2020 - 2021 Planning Commission Work Plan

Ms. Hornbein gave a presentation on the 2020-2021 Planning Commission Work Plan.

The following was amended:

Defer work on Item 1.4, Short Term Rentals to a later date based on staff resources, and assign as a Tier 3 priority based on the General Government Committee's three-tier framework.

Commissioner Burns moved, seconded by Commissioner Azegami, to move to approve the revised 2020-2021 Planning Commission Work Plan, with the recommended amendment. The motion passed unanimously.

7. REPORTS

Commissioner Cunningham was invited to meet with a group of short term rental hosts on

March 7. The hosts shared their views and concerns regarding how short term rentals are regulated by the City, and are interested in future involvement when the Planning Commission resumes work on this item.

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting was adjourned at 8:59 p.m.

Upcoming

The next regular Planning Commission meeting is June 1, 2020.



Planning Commission

Amendments to the Municipal Code related to Recreational Vehicles - Briefing

Agenda Date: 6/1/2020
Agenda Item Number: 6.A
File Number:20-0252

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

Title

Amendments to the Municipal Code related to Recreational Vehicles - Briefing

Recommended Action

Information only, no action requested at this meeting.

Report

Issue:

Discussion of potential minor amendments to the Olympia Municipal Code (OMC) to bring the code into compliance with the RCW by allowing recreational vehicles to be used as primary residences when located within a manufactured home community or mobile home park.

Staff Contact / Presenter:

Nicole Floyd, Senior Planner, Community Planning and Development, 360.570.3768

Background and Analysis:

Currently the City does not allow recreational vehicles to be used as residences anywhere in the City. This is in direct conflict with recent revisions to the State Law that were created to ensure regulations do not discriminate against consumer choices in the placement of homes. The RCW was amended to prohibit Cities from preventing the use of recreational vehicles used as primary residences in manufactured/mobile home communities. The Municipal Code therefore must be amended to conform to the revised RCW language.

The proposed revisions are applicable only to manufactured/mobile home parks, therefore the applicability is relatively limited. The proposed revisions intend to treat all of the housing types likely to be located in a manufactured/mobile home park (manufactured, mobile, RV) the same. Requirements that impose fire, safety, utility hook-up etc., would remain in place and apply equally to all housing types, including recreational vehicles. The intent is to allow replacement of units within the housing park provided the total number of units is not increased. The replacement unit would be required to be connected to utilities and be placed on the previously approved pad/site location regardless of whether it is a manufactured home or recreational vehicle.

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

Neighborhood/Community Interests (if known):

None known.

Options:

Briefing only - no action.

Financial Impact:

None, processing of these amendments is covered by the department's annual budget.

Attachments:

RCW 35A.21.312

RCW [35A.21.312](#)**Authority to regulate placement or use of homes—Regulation of manufactured homes—Issuance of permits—Restrictions on location of manufactured/mobile homes and entry or removal of recreational vehicles used as primary residences.**

(1) A code city may not adopt an ordinance that has the effect, directly or indirectly, of discriminating against consumers' choices in the placement or use of a home in such a manner that is not equally applicable to all homes. Homes built to 42 U.S.C. Sec. 5401-5403 standards (as amended in 2000) must be regulated for the purposes of siting in the same manner as site built homes, factory built homes, or homes built to any other state construction or local design standard. However, except as provided in subsection (2) of this section, any code city may require that:

- (a) A manufactured home be a new manufactured home;
- (b) The manufactured home be set upon a permanent foundation, as specified by the manufacturer, and that the space from the bottom of the home to the ground be enclosed by concrete or an approved concrete product which can be either load bearing or decorative;
- (c) The manufactured home comply with all local design standards applicable to all other homes within the neighborhood in which the manufactured home is to be located;
- (d) The home is thermally equivalent to the state energy code; and
- (e) The manufactured home otherwise meets all other requirements for a designated manufactured home as defined in RCW [35.63.160](#).

A code city with a population of one hundred thirty-five thousand or more may choose to designate its building official as the person responsible for issuing all permits, including department of labor and industries permits issued under chapter [43.22](#) RCW in accordance with an interlocal agreement under chapter [39.34](#) RCW, for alterations, remodeling, or expansion of manufactured housing located within the city limits under this section.

(2)(a) A code city may not adopt an ordinance that has the effect, directly or indirectly, of restricting the location of manufactured/mobile homes in manufactured/mobile home communities that were legally in existence before June 12, 2008, based exclusively on the age or dimensions of the manufactured/mobile home.

(b) A code city may not prohibit the siting of a manufactured/mobile home on an existing lot based solely on lack of compliance with existing separation and setback requirements that regulate the distance between homes.

(c) A code city is not precluded by (a) or (b) of this subsection from restricting the location of a manufactured/mobile home in manufactured/mobile home communities for any other reason including, but not limited to, failure to comply with fire, safety, or other local ordinances or state laws related to manufactured/mobile homes.

(3) Except as provided under subsection (4) of this section, a code city may not adopt an ordinance that has the effect, directly or indirectly, of preventing the entry or requiring the removal of a recreational vehicle used as a primary residence in manufactured/mobile home communities.

(4) Subsection (3) of this section does not apply to any local ordinance or state law that:

(a) Imposes fire, safety, or other regulations related to recreational vehicles;

(b) Requires utility hookups in manufactured/mobile home communities to meet state or federal building code standards for manufactured/mobile home communities or recreational vehicle parks; or

(c) Includes both of the following provisions:

(i) A recreational vehicle must contain at least one internal toilet and at least one internal shower; and

(ii) If the requirement in (c)(i) of this subsection is not met, a manufactured/mobile home community must provide toilets and showers.

(5) For the purposes of this section, "manufactured/mobile home community" has the same meaning as in RCW [59.20.030](#).

(6) This section does not override any legally recorded covenants or deed restrictions of record.

(7) This section does not affect the authority granted under chapter [43.22](#) RCW. [[2019 c 390 § 15](#); [2009 c 79 § 2](#); [2008 c 117 § 2](#); [2004 c 256 § 3](#).]



Land Use & Environment Committee

Shoreline Master Program Periodic Review - Briefing

Agenda Date: 6/1/2020
Agenda Item Number: 6.B
File Number:20-0267

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

Title

Shoreline Master Program Periodic Review - Briefing

Recommended Action

Committee Recommendation:

Information only. No action requested.

City Manager Recommendation:

Information only. No action requested.

Report

Issue:

Discussion on the periodic review of the Shoreline Master Program.

Staff Contact:

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

Shoreline Master Programs (SMPs) are local land use policies and regulations that guide development on, and the use of, most shorelines. SMPs apply to both public and private uses for lakes, streams, associated wetlands, and marine shorelines. They protect natural resources for future generations, provide for public access to public waters and shores, and plan for water-dependent uses. SMPs must be consistent with the Shoreline Management Act (RCW 90.58) and must be approved by the Washington State Department of Ecology.

SMPs must be reviewed and, if necessary, updated to ensure they remain compliant with state laws and local comprehensive plans. This review must be completed every eight (8) years and is known as the "Periodic Review". Olympia's SMP Periodic Review must be completed no later than June 30, 2021.

The Washington State Department of Ecology (Ecology) provides technical assistance, guidance

documents, and grant funding to assist in the completion of the Periodic Review. Ecology's grant contract requires completion of five tasks, designed to ensure local governments complete the required Periodic Review. The primary task is:

Review Shoreline Master Program and Draft Revisions, If Needed

Review the SMP to determine if revisions are needed. To do this, use the Ecology checklist to:

- a. Review ant amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended. Determine if local amendments are needed to maintain compliance.
- b. Review any changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent. Document the consistency analysis to support proposed changes to the SMP or note that Findings of Adequacy would be appropriate.
- c. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

The City will use Ecology's Periodic Review checklist to determine what, if any, changes are needed. This analysis is reviewed by Ecology for their approval. The outcome of that review will become the detailed scope of work the update.

Neighborhood/Community Interests (if known):

Shoreline issues are of interest to our community. Active engagement and comments are anticipated as we get farther along in the process. A public participation plan (see attachment) has been developed for this process and the City's Shoreline Master Program webpage has been updated to reflect this work and to identify how people can get involved and participate.

Options:

Information only, no action required.

Financial Impact:

The City has entered into a grant contract with the Washington State Department of Ecology for \$28,000 in grant funding to complete the Periodic Review. The Community Planning and Development Department is in the process of hiring The Watershed Company for professional services to conduct the review and draft any required updates.

Attachments:

Project webpage
Public Participation Plan

Shoreline Master Program (SMP)



About the SMP

The Shoreline Master Program (SMP) is a set of local policies and regulations adopted by the City under the State's Shoreline Management Act that generally applies to all major water bodies and lands within 200 feet of those waters.

- [View the 2015 Olympia SMP](#)
- [View the 2018 Olympia SMP \(as amended\)](#)

Periodic review

Every eight years, counties and cities must review the SMP to ensure it remains consistent with any changes in state law, the adopted Comprehensive Plan, and any changes in local circumstance.

The periodic review is not as involved as the “comprehensive update” that Olympia completed in 2015. The comprehensive update was a major rewrite of the SMP that took several years to complete.

For the periodic review, the Washington State Department of Ecology (Ecology) provides a checklist for us to identify and evaluate any needed revisions. Ecology also provides grant funds to help cover the costs associated with conducting the review. The City of Olympia will conduct this review in 2020.

How to participate

If you would like to participate, please contact Joyce Phillips at 360.570.3722 or jphillip@ci.olympia.wa.us and ask to be added to the interested parties list. You will receive periodic email updates and a notice of the public hearing, which is not yet scheduled.

You can also subscribe to the Planning & Development newsletter at olympiawa.gov/subscribe to receive periodic updates on this and other planning related information.

- [View the Public Participation Plan](#)
- [Frequently Asked Questions](#)

Questions?

Contact Joyce Phillips at 360.570.3722 or jphillip@ci.olympia.wa.us

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The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

Shoreline Master Program Periodic Review Public Participation Plan

Background

Shoreline Master Programs (SMPs) are local land use policies and regulations that guide development on and use of most shorelines. SMPs apply to both public and private uses for lakes, streams, associated wetlands, and marine shorelines. They protect natural resources for future generations, provide for public access to public waters and shores, and plan for water-dependent uses. SMPs must be consistent with the Shoreline Management Act (RCW 90.58) and must be approved by the Washington State Department of Ecology.



SMPs must be reviewed and, if necessary, updated to ensure they remain compliant with state laws and local comprehensive plans. This review must be completed every eight (8) years. Olympia's SMP Periodic Review must be complete no later than June 30, 2021.

The Washington State Department of Ecology (Ecology) provides technical assistance, guidance documents, and grant funding to assist in the completion of the Periodic Review. Ecology's grant contract requires completion of five tasks, designed to ensure local governments complete the required Periodic Review.

The tasks are as follows:

1. Project Oversight: Coordination, Management, and Administration

The City will provide project oversight to complete the scope of work in compliance with the grant contract, which includes project coordination, project management, and project administration.

2. Secure Consultant Services

The City will enter into a contract with the selected consultant to complete work in accordance with the scope of work of the grant through Ecology.

3. Public Participation

The City will prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090 and local requirements.

4. Review Shoreline Master Program and Draft Revisions, If Needed

The consultant will review the SMP to determine if revisions are needed. To do this, the consultant will use the Ecology checklist to:

- a. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended, and determine if local amendments are needed to maintain compliance.

- b. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them. Document the consistency analysis to support proposed changes to the SMP or note that Findings of Adequacy would be appropriate.
- c. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

If needed, the consultant will draft revised SMP goals, policies and regulations, or prepare Findings of Adequacy.

5. Final Draft SMP or Findings of Adequacy

The City and consultant will conduct the public review process, which at a minimum will include:

- a. Conduct a local public review process for the proposed Shoreline Master Program as provided in the SMA and WAC 173-26. Where amendments to the SMP are proposed they shall contain applicable shoreline goals, policies, or regulations with copies of any provisions adopted by reference. Where no changes are needed, the local process will include a formal Findings of Adequacy.
- b. Assemble final draft amendment or Findings of Adequacy: Assemble a complete SMP final draft amendment in preparation for review and approval by the City Council. Where the review determines that no changes are needed, formal Findings of Adequacy will be prepared.
- c. An Open House may be conducted prior to a Public Hearing on the draft amendments or proposed findings of Adequacy. The Public Hearing will be held by the Olympia Planning Commission. The Commission's recommendation will be forwarded to the City Council for consideration and decision.

Timeline

The City anticipates the draft SMP revisions or Findings of Adequacy will be prepared by June 30, 2020. The public hearing and Planning Commission deliberations would occur shortly thereafter. The City intends to adopt revisions to the SMP or adopt Findings of Adequacy by the end of 2020, prior to the deadline for completing the Periodic Review required by state statutes.



Public Participation Plan

Public engagement is an integral part of this planning process. Engagement is needed from interested parties including residents, businesses, and stakeholders. City staff is proposing the follow outreach methods:

Public Meetings

Public meetings to share progress and accept feedback during the process will be held. Staff is available to give presentations and seek feedback at the meetings of impacted organizations, in addition to the public meetings that will be held. Types of public meetings may include an Open House, presentations or briefings before the Planning Commission, and

the public hearing before the Planning Commission.

Comment Forms

Comment forms will be available at public meetings, City Hall and on the City's SMP webpage.

Webpage

The SMP webpage will contain information about the update requirements and process, timeline, opportunities to get involved or provide comments, and materials related to the work being conducted.

Planning Commission

Community Planning & Development (CP&D) staff anticipate bringing amendments or findings of adequacy to the Olympia Planning Commission in the summer of 2020. The Commission may also receive briefings on the proposal during the process. The Planning Commission will hold a public hearing on the proposal before making a recommendation to City Council.

Council's Land Use and Environment Committee

CP&D staff will provide at least one briefing to the City Council Land Use and Environment Committee during the process.

City Council

The Olympia Planning Commission will make a recommendation to the City Council on the SMP Periodic Review. The Council may hold an additional public hearing but it is not required. It is anticipated that Council will make a decision late in 2020.

How to get Involved

To request to be added to the Parties of Record for this proposal or for more information on how to get involved, please contact Joyce Phillips, Senior Planner, at 360.570.3722 or jphillip@ci.olympia.wa.us.

Updates will be provided to subscribers of the City's "Planning & Development" E-Newsletter. To subscribe to this or other City E-Newsletters, please visit olympiawa.gov/subscribe.

Information is available on the City's website at olympiawa.gov/SMP.

General Project Schedule and Outreach Plan

	2020											
Project Step	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Public Participation Plan			■									
Webpage Created			■									
Consultant Selection		■	■									
Ecology Update/Checklist			■	■								
Draft SMP Amendments				■	■	■						
Public Meetings & Hearing			■	■	■	■	■	■	■	■	■	■
Outreach Tools	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Webpage			●	●	●	●	●	●	●	●	●	●
E-Newsletter			●		●	●		●		●		●
Open House							●					
Planning Commission			●			●	●					
Land Use & Environment Committee			●					●			●	
Coalition of Neighborhood Associations						●						
City Council											●	●

●	Citywide Outreach
●	Interested Parties
●	Advisory Board, Council Committee, City Council