



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: David Ginther
360.753.8335

Monday, January 23, 2023

6:30 PM

Online and Via Zoom

Meeting Registration Link:

https://us02web.zoom.us/webinar/register/WN_LxghSs7aTd-pnS5P-d_bdw

1. CALL TO ORDER

Estimated time for items 1-5: 20 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

[23-0074](#)

Approval of the January 9, 2023, Olympia Planning Commission Meeting Minutes

Attachments: [01092023 OPC Meeting Minutes Draft](#)

4. PUBLIC COMMENT

During this portion of the meeting, community members may address the Planning Commission regarding items related to City business, including items on the Agenda. In order for the Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with the Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Commission in these two areas: (1) agenda items for which the Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Comments are limited three (3) minutes or less.

REMOTE MEETING PUBLIC COMMENT INSTRUCTIONS:

Live public comment will be taken during the meeting, but advance registration is required. The link to register is at the top of the agenda. When you register to attend the meeting, you will be asked if you would like to give public comment. After you register you will receive a link by email to log onto or call into Zoom for use at the meeting date and time. If you plan on calling into the meeting, you will need to provide your phone number at registration so you can be recognized during the meeting. Once connected to the meeting you will be auto-muted. At the start of the public comment period, the Chair will call participants by name to speak in the order they signed up. When it is your turn to speak, your microphone will be unmuted.

5. STAFF ANNOUNCEMENTS

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

6. BUSINESS ITEMS**6.A [23-0017](#) Draft 2023-2024 Planning Commission Work Plan**

Attachments: [Draft Work Plan](#)
[Topic Submittal Form](#)
[Proposals Submitted](#)

Estimated Time: 90 minutes

7. REPORTS**8. OTHER TOPICS****9. ADJOURNMENT**

The meeting is anticipated to adjourn around 8:30 p.m.

Upcoming Meetings**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 January 9, 2023, Olympia Planning Commission Meeting Minutes

Agenda Date: 1/23/2023
Agenda Item Number:
File Number:23-0074

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

Title

Approval of the January 9, 2023, Olympia Planning Commission Meeting Minutes



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: David Ginther
360.753.8335

Monday, January 9, 2023

6:30 PM

Room 207 and Via Zoom

Meeting Registration Link:

https://us02web.zoom.us/webinar/register/WN_IN6rLDQPSgCmPcsqyYEH7g

1. CALL TO ORDER

Chair Nejati called the meeting to order at 6:32 p.m.

1.A ROLL CALL

Present: 9 - Chair Zainab Nejati, Vice Chair Greg Quetin, Commissioner Tammy Adams, Commissioner Tracey Carlos, Commissioner Rad Cunningham, Commissioner William Hannah, Commissioner Candi Millar, Commissioner Carole Richmond and Commissioner Aaron Sauerhoff

Community Planning and Development Staff Present:

Ken Haner, Program Specialist
Nicole Floyd, Principal Planner
Joyce Phillips, Principal Planner

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

- 3.A** [23-0016](#) Approval of the December 5, 2022, Olympia Planning Commission Meeting Minutes

The minutes of the December 5, 2022, Planning Commission meeting were approved.

4. PUBLIC COMMENT

None.

5. STAFF ANNOUNCEMENTS

Staff announcements were made by Ms. Phillips.

6. BUSINESS ITEMS**6.A** [23-0015](#) Zoning Code Text Amendments Related to Reasonable Use Exceptions - Hearing

Ms. Floyd provided a staff briefing and presentation on the proposed code amendments. Paul Vogelheim provided public testimony during the public hearing. The hearing was closed. Planning Commissioners asked questions of staff and began discussion of the amendments. Commissioners asked Ms. Floyd to bring additional information back at its meeting on February 6, 2023.

6.B [23-0017](#) Draft 2023-2024 Planning Commission Work Plan

Information and discussion only; no action taken.

7. REPORTS

Commissioner Cunningham mentioned a few bills related to the Growth Management Act and planning that are under consideration in this legislative session (GMA Climate, water district/system plans, and two housing bills).

8. OTHER TOPICS

Chair Nejati discussed potential for Commissioners to attend other board/commission meetings.

Commissioner Millar indicated that she would be interested in following the work by the City's Transportation Division when they discuss the sidewalk issues this year.

9. ADJOURNMENT

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



Planning Commission

Draft 2023-2024 Planning Commission Work Plan

Agenda Date: 1/23/2023
Agenda Item Number: 6.A
File Number: 23-0017

Type: recommendation **Version:** 2 **Status:** In Committee

Title

Draft 2023-2024 Planning Commission Work Plan

Recommended Action

Information and discussion; no action required.

Report

Issue:

Discussion on the draft 2023-2024 Planning Commission Work Plan.

Staff Contact:

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

Presenter(s):

Joyce Phillips, Principal Planner, Community Planning and Development

Background and Analysis:

Each year the Planning Commission develops an annual work plan that is reviewed by the Community Livability and Public Safety Committee and approved by the City Council. The work plan will be effective April 1, 2023 through March 31, 2024.

Items considered for inclusion can come from city staff or individual commissioners. A large portion of the work plan is driven by Community Planning and Development (CPD) Department work plan. Other items include those carried over from previous years or referred by City Council.

In developing its work plan, the Planning Commission is expected to consider the following:

- City Council established or adopted goals and priorities, including the Comprehensive Plan, annual Council goals, master plans, budget, etc.
- Resource availability - budget, staff support, and committee member time
- Departmental work priorities
- Commissioner knowledge, interest, and expertise

At the meeting on January 9th, staff provided an overview of the work plan process. As had been done in past years, staff provided Commissioners a form for submitting proposals.

A basic, draft work plan has been developed. Based on input from Commissioners, a final draft will be prepared and presented at a future meeting. The Planning Commission will be asked to make a recommendation to the Community Livability and Public Safety Committee. The Committee will meet with all advisory committee officers, typically in March, to discuss their respective work plans before referring them to City Council for approval.

Climate Analysis:

The Commission's Work Plan will not directly impact climate or greenhouse gas emissions. Items from the work plan that come to the Commission later in the year will include analysis of climate issues for the Commission to discuss and use in the development of its recommendations. Perhaps the most significant way climate issues are addressed at this point is to factor climate issues into what does and does not get included in the final draft of the work plan.

Equity Analysis:

The Commission's Work Plan will not directly impact equity. Items from the work plan that come back to the Commission will include equity analysis for the Commission to discuss and use in the development of its recommendations. Perhaps the most significant way equity will be addressed currently is by considering equity issues as the Commission determines what does and does not get included in the final draft of the work plan.

Neighborhood/Community Interests (if known):

Much of the work of the Planning Commission is of interest to neighborhoods and community members. As projects move forward, the public will be notified and be given opportunities to participate and comment. Topics members of the public suggested for the Commission's work plan include sidewalks and speeding in neighborhoods.

Options:

1. Continue discussion of proposals for inclusion in the work plan at the next meeting.
2. Continue discussion of proposals for inclusion in the work plan at a meeting later in the year.
3. Move to approve a draft work program for April 1, 2023 through March 31, 2024.

Financial Impact:

None.

Attachments:

Draft Work Plan
Topic Submittal Form
Proposals Submitted

Olympia Planning Commission - 2023 Work Plan

(April 1, 2023 to March 31, 2024)

The Planning Commission (OPC) is expected to hold approximately 21 regular meetings and may conduct an optional retreat during this period. Special meetings may be held and subcommittees may be formed. The staff liaison is David Ginther, Senior Planner, dginther@ci.olympia.wa.us, 360.753.8335.

| Section 1: Policy Issues | | | |
|--|--|---|---|
| Commission recommendations on many of these items are forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Approximately 75% of commission effort. | | | |
| # | Title and Description | Anticipated Outcome from OPC | Schedule (Estimated start & completion) |
| 1.1 | Neighborhood Centers Strategy <i>(continued from 2022)</i> A review of current codes and policies, and market analysis of designated Neighborhood Centers, for encouraging neighborhood scale commercial development, higher density housing, and strategies for addressing barriers. | Recommendation on Final Report. <i>Policy and code changes may be proposed later.</i> | Est. 1-2 mtgs Jan - June |
| 1.2 | Capital Mall Triangle Area Subarea Plan <i>(continued from 2022)</i> Subarea plan and environmental impact statement (EIS) that facilitates transit-oriented development within the Capital Mall Triangle subarea. This area is designated as a High-Density Neighborhood Overlay in the Comprehensive Plan, envisioned to transform into multifamily residential, commercial, and mixed-use neighborhood. | Public hearing and recommendation to City Council. | Est. 2-3 mtgs Jan – June |
| 1.3 | Housing Action Plan Implementation <i>(continued from 2022)</i> Proposed amendments to reduce parking requirements for residential uses (including for multifamily developments near frequent transit routes) and to increase flexibility in the permit process. | Public hearing and recommendation to City Council. | Est. 1-2 mtgs Jan - June |
| 1.4 | Review Capital Facilities Plan (CFP) Review the Preliminary CFP, hold a public hearing, and identify whether proposals comply with the adopted Comprehensive Plan. | Public hearing and comment letter to City Council. | Est. 1-2 full OPC mtgs + 3-4 subcommittee mtgs: Aug - Oct |
| 1.5 | Creative District Code Amendments Code amendments to implement the Creative District vision in the Downtown Strategy. The Creative District is a 30-block area of downtown Olympia that is home to creative enterprises such as theaters, galleries, breweries, and industrial designers. | Public hearing and recommendation to City Council. | TBD |

| # | Title and Description | Anticipated Outcome from OPC | Schedule (Estimated start & completion) |
|-----|---|--|--|
| 1.6 | Zoning Map and Development Code Text Amendments <i>(if proposed)</i> Review of privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations not referenced above. | Public hearing and recommendation to City Council. | TBD |
| 1.7 | Comprehensive Plan Periodic Update <i>(2023-2025)</i> Briefings and updates from city staff on the Comprehensive Plan update. | Provide guidance to staff, participate in public engagement opportunities. | Est.5-6 mtgs Jan - Dec |

SECTION 2: Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. These items comprise approximately 5% percent of commission work effort.

| # | Title and Description | Anticipated Outcome from OPC | Schedule |
|-----|---|---|----------|
| 2.1 | Subarea/Neighborhood Plan <i>(if proposed)</i> Review of draft Subarea Plan if any initiated by neighborhood association(s) | Comments to staff and neighborhood work group; optional recommendation to Council | TBD |

SECTION 3: Administrative Activities

In addition to its role in providing input on policy and program implementation, the Commission reviews and approves its work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations. These items comprise approx. 5 % percent of commission work effort.

| # | Title and Description | Schedule |
|-----|--|----------|
| 3.1 | Organizational Retreat <i>(optional)</i> Focus on improving Commissioner relationships, procedures, or on topics of interest that allow more time for discussion | TBD |
| 3.2 | Preparation of 2024 - 2025 Work Plan Time allotted for proposing and discussing work items for following year | TBD |
| 3.3 | Council of Neighborhood Associations <i>(optional)</i> Meeting to discuss issues of interest with the Council of Neighborhood Associations (CNA) | TBD |

| SECTION 4: Informational Briefings | | |
|--|--|----------------------------|
| The Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve Commission information and knowledge necessary to fulfill its role. These items comprise approximately 10% percent of commission work effort. The Commission may not complete all of the briefings, as they are the first items to be displaced when time is needed for higher priority work items. Briefings are generally 30 minutes per topic. | | |
| # | Title and Description | Dept. |
| 4.1 | Development/Capital Project Updates Update on private development and public capital projects | CPD/PW |
| 4.2 | Housing Issues Update Update on implementation of the Housing Action Plan and Regional Housing Strategy, update on City plans and strategies for addressing housing supply and affordability | CMO/CPD |
| 4.3 | Martin Way Corridor Study <i>(continued from 2022)</i> Briefing on final land use and transportation planning recommendation for the Martin Way Corridor; joint effort with Thurston Regional Planning Council, Intercity Transit, City of Lacey, and Thurston County | PW/CPD |
| 4.4 | Park Projects Briefing on major park plans and projects | OPARD |
| 4.5 | Economic Development Briefing on economic development opportunities and actions in the city | CMO |
| 4.6 | Gridded Streets <i>(if carried over from previous year)</i> Briefing on use of gridded street systems with focus on how they shape neighborhood design, infill development, and transportation choices. Led by Commissioners. | OPC |
| 4.7 | Thurston Climate Mitigation Plan Update Update on actions to implement the Climate Action Plan | CMO |
| 4.8 | Street Cafes and Curb Uses Discussion of parking requirements downtown (and across the city where necessary) to include the best use of the public curb where street parking is currently allowed. This would include expanding sidewalks, pick up/drop off/loading, removing parking, street cafes, parklets, bicycle parking, and benches. Also discuss how these spaces encourage social connection | PW/CPD |
| 4.9 | Urban Agriculture Briefing regarding urban agriculture and the Urban Farmland Work Group | CPD |
| 4.10 | Programmatic Alternatives Analysis for CFP Development Briefing on how City of Olympia completes its programmatic alternatives analysis to score, rank, and determine project sequencing for the CFP. Programmatic alternatives analysis is the decision-making process used to ensure an entity funds those projects, or sets of projects, that are most likely to help them achieve its goals and objectives | PW, OPARD, Fire, CPD |
| 4.11 | Operations Budget Briefing An overview of the city's operations budget and how it interacts with the Capital Facilities Plan. This overview would support work in the Finance Subcommittee and Planning Commission to review the CFP | Finance |

Work Plan Items for Consideration April 2023 – March 2024

Date:

Proposal Submitted By:

1. Title of Proposal:

2. Description of Proposal:

3. Work Item Type:

☐

Informational briefing

☐

Planning Commission-led item

4. Related Comprehensive Plan goal and/or policy:

5. Why should this item be added to the work plan? How might it relate to other proposed items on the work plan?

6. Any additional input or considerations (e.g. timing of briefing, suggested speaker, etc.)?



Olympia Planning Commission

Work Plan Items for Consideration April 2023 – March 2024

Date: 1/9/23

Proposal Submitted By: Tracey Carlos

1. Title of Proposal:

Equity in Planning

2. Description of Proposal:

We talk about wanting to be equitable, but what does that actually mean in terms of planning? Look at where the American Planning Association is focusing in equitable planning and what would possibly work in Olympia

3. Work Item Type:

☐

Informational briefing

☒

Planning Commission-led item – I would need to do research but am willing to lead unless this work is already being done by staff

4. Related Comprehensive Plan goal and/or policy:

5. Why should this item be added to the work plan? How might it relate to other proposed items on the work plan?

Equity is an area city council is very focused on and it would help for the planning commission to better understand what it means whenever we are deliberating

6. Any additional input or considerations (e.g. timing of briefing, suggested speaker, etc.)?

Planning Commission – Work Items for Consideration April 2023 – March 2024

Date: 1/3/2023 **Proposal Submitted By:** Candi Millar

Title of Proposal: Status of sidewalk network – ongoing and scheduled projects and funding options

Brief Description of Proposal:

The Planning Commission recognized a disconnect between the Comprehensive Plan's emphasis on walkability and the dearth of sidewalk projects in the 2023 – 2029 Capital Facilities Plan. The Commission received some information on how that disconnect was being addressed but could benefit from a comprehensive briefing on sidewalk projects and funding prior to the next CFP review.

Work Item Type:

- ☒ Informational briefing (existing topic/project)
- ☐ Informational briefing (new topic)
- ☐ Planning Commission-led item

Please Explain:

Public Works Transportation planning should present a comprehensive briefing on ongoing and proposed sidewalk programs and funding strategies.

☒ Will require staff time (i.e. there is a budget implication because, for example, the item will require analysis, review, discussion, and/or a recommendation to Council)

Please Explain:

Action Plan Focus Area: more information on the Action Plan can be found on the City's website: <http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx>

- ☒ Community, Health and Safety
 ☒ Downtown
 ☒ Economy
 ☒ Neighborhoods
☒ Environment

Related Comprehensive Plan goal and/or policy: Use this link to access the Comprehensive Plan: <https://www.codepublishing.com/WA/Olympia/?OlympiaNT.html>

See recent Commission's letter to City Council w.r.t. CFP

Why should this item be taken up in the work plan? How might it relate to other proposed work items on the work plan?

This item would be helpful to understand the City's intention on developing a comprehensive sidewalk network as it relates to the Comprehensive Plan and CFP.

From: [Joyce Phillips](#)
To: ckelpforest@gmail.com; [David Ginther](#)
Subject: RE: Planning Commission Work Plan
Date: Thursday, January 05, 2023 1:29:00 PM

Hello, Cynthia.

David Ginther forwarded your email to me as we are both working with the Planning Commission and I am helping with the work plan item. I will forward your email below with the other topics proposed for consideration in the Planning Commission work plan. The Commission will begin consideration of topics at its meeting on Monday, January 9th, but is not expected to make any final decisions on its proposed work plan until it's January 23 or February 6 meeting. Please let me know if you have any additional comments you'd like me to provide to the Commission or if you have any follow up questions. Thank you!

Joyce

Joyce Phillips, AICP, Principal Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.570.3722 | olympiawa.gov

Note: Emails are public records and are eligible for release.

From: ckelpforest@gmail.com <ckelpforest@gmail.com>
Sent: Wednesday, January 4, 2023 5:42 PM
To: David Ginther <dginther@ci.olympia.wa.us>
Subject: Planning Commission Work Plan

David,

I can't tell where the issue of speeding through neighborhood's might be addressed in the upcoming Work Plan. Can you help me?

Thank you,
 Cynthia Stonick

Work Plan Items for Consideration

April 2023 – March 2024

Date: 12/28/2022
 Proposal Submitted By: Larry Dzieza, CNA Chair

1. Title of Proposal: Reform of City Policies Regarding Sidewalk Construction and Maintenance

2. Description of Proposal: The Commission will hold meetings to align and update the approach the city is currently taking to building and maintaining sidewalks to recognize the centrality of sidewalks and paths have in addressing neighborhood needs for non-automobile alternatives. Climate change, increased density and equity present a need to review the current and staff recognized failure of existing sidewalk and pathway policies.

Meetings should include city financial and capital staff and seek input from neighborhoods and community interests concerned with mobility.

3. Work Item Type:

Informational briefing
 Planning Commission-led item X

4. Related Comprehensive Plan goal and/or policy:

- Capital Facilities Plan (CFP)
- Comprehensive Plan:
 - “a walkable, accessible, vibrant city” with “complete streets that move people, not just cars.” With goals that relate to transportation and the environment (particularly the climate) to:
 - “Reduce the pollution and energy consumption of transportation by promoting the use of electric vehicles and expanding accessible and inviting alternatives that reduce vehicle miles traveled, including transit, walking and cycling (see also GT25).” (PN8.5) and
 - “All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.” (GT1)
- Follow-up on the Planning Commission’s October 3, 2022 letter to the Council on the CFP

5. Why should this item be added to the work plan? How might it relate to other proposed items on the work plan?
 High level of community interest.

6. Any additional input or considerations (e.g. timing of briefing, suggested speaker, etc.)?
 Briefings from other cities that have alternatives to meeting the sidewalk and pathways needs.