



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Casey Schaufler
360.753.8254

Monday, August 5, 2024

6:30 PM

Online

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_fQRvLudwTcOYqdBDp5zehw

1. CALL TO ORDER

Estimated time for items 1-5: 20 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.A** [24-0633](#) Approval of the July 15, 2024, Olympia Planning Commission Meeting Minutes.

Attachments: [OPC 7.15.2024 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 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) items for which the Commission held a Public Hearing but has not yet completed its deliberations and issued a recommendation to City Council, 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 to attend online or by phone. 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** [24-0632](#) Public Participation and Partners Chapter of the Comprehensive Plan
Periodic Update

Attachments: [Draft Public Participation & Partners Chapter](#)
[Survey Results Summary](#)
[Public Comment](#)
[Chapter Webpage](#)

Estimated Time: 45 minutes

6.B [24-0629](#) Preliminary 2025-2030 Capital Facilities Plan - Briefing

Estimated Time: 45 minutes

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

Estimated Time: 9:00 p.m.

Upcoming Meetings

The next scheduled meeting of the Olympia Planning Commission is Monday, August 19, 2024, beginning at 6:30 p.m.

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 July 15, 2024, Olympia Planning Commission Meeting Minutes.

Agenda Date: 8/5/2024
Agenda Item Number: 3.A
File Number:24-0633

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

Title

Approval of the July 15, 2024, Olympia Planning Commission Meeting Minutes.



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Casey Schaufler
360.753.8254

Monday, July 15, 2024

6:30 PM

Online

1. CALL TO ORDER

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

1.A ROLL CALL

Present: 6 - Vice Chair Greg Quetin, Commissioner Tammy Adams,
Commissioner Tracey Carlos, Commissioner Daniel Garcia,
Commissioner Raphael Garcia and Commissioner Aaron Sauerhoff

Excused: 2 - Chair Zainab Nejati and Commissioner William Hannah

1.B OTHERS PRESENT

Community Planning and Development Staff:
Associate Planner Casey Schaufler
Principal Planner Joyce Phillips

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [24-0585](#) Approval of the June 17, 2024, Olympia Planning Commission Meeting Minutes.

The minutes were approved.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Announcements were provided.

6. BUSINESS ITEMS

6.A [24-0572](#) Land Use and Urban Design Chapter of the Comprehensive Plan and planned Periodic Update

Staff updated Boardmembers on the Land Use and Urban Design chapter of the

Comprehensive Plan.

The information was received.

- 6.B** [24-0584](#) Olympia 2045 - Housing Element Chapter of the City of Olympia
Comprehensive Plan Update

Staff provided an update on the Housing Element chapter of the Olympia Comprehensive plan.

The information was received.

7. REPORTS - None

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting adjourned at 8:44 p.m.



Planning Commission

Public Participation and Partners Chapter of the Comprehensive Plan Periodic Update

Agenda Date: 8/5/2024
Agenda Item Number: 6.A
File Number: 24-0632

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

Title

Public Participation and Partners Chapter of the Comprehensive Plan Periodic Update

Recommended Action

Information only. No action requested.

Report

Issue:

Briefing on proposed amendments to the Public Participation and Partners chapter of the Comprehensive Plan

Staff Contact:

David Ginther, Senior Planner, Community Planning and Development, 360.753.8335

Presenter(s):

David Ginther, Senior Planner

Background and Analysis:

For the last Periodic Update, the City's Comprehensive Plan underwent a major rewrite through a planning process that took place from 2009 through 2014. The Plan was adopted in December of 2014. At least once every 10 years, cities and counties that are fully planning under the Growth Management Act (GMA), must update its plan through a process known as the Periodic Update. The Periodic Update requires that jurisdictions update the planning horizon to a minimum of 20 years, update the population projection it is planning for, and address all new planning requirements that have been adopted since the previous update.

The Public Participation and Partners chapter provides guidance for outreach and engagement of the community in a meaningful, inclusive, and equitable way. The voices of residents, local business owners and organizations provide the perspective and information that are absolutely essential to effective planning and decision-making regarding issues that will shape our community for generations to come.

In summer of 2023, a survey was made available to gather community input and comments on the

chapter. Of the 95 survey respondents, the majority indicated that they supported the overall intent and goals of the chapter. However, some felt that some of the goals were not being adequately achieved and that the city needed to work harder to accomplish the goals of the chapter. The public input received so far has indicated that a substantial rewrite of the chapter is not supported at this time. Staff has amended the chapter to include some refinements and updates including a section about the accord between the City of Olympia and the Squaxin Island Tribe and another section that mentions equity, inclusiveness, and outreach methods.

Climate Analysis:

The Public Participation and Partners chapter of the Comprehensive Plan provides the background and explains the importance of working with all members of the community including regional and local partners. For example, the city has a representative on the Thurston Regional Planning Council which helps to facilitate creating plans and coordinating with other jurisdictions & agencies, the community, and other interested parties. Through coordination and partnering with other interested parties, several plans related to climate were created and adopted, including the Thurston Climate Mitigation Plan. This is an example of how establishing partnerships and providing opportunities for public participation allows the city to facilitate the establishment of community supported goals related to climate. It also provides for the initiation of a process that results in implementation of actions to accomplish those goals.

Equity Analysis:

The Public Participation and Partners chapter of the Comprehensive Plan provides a basis for outreach, participation opportunities, and partnerships for the community. It also establishes the importance of working with all members of the community. Updating the chapter allows the city to continue to improve its methods of outreach, expand the variety of public participation opportunities that it utilizes, and provide guidance for establishing new partnerships. It also allows the city to apply an equity lens to the existing methods of outreach and public participation in order to provide opportunities for engagement, input, and feedback from community members that may not have been included in the past.

Neighborhood/Community Interests:

95 people provided input through the survey for the Public Participation and Partners chapter. The draft chapter was made available to the public on July 15, 2024, and was announced using Enews and the Parties of Record email list for the Comprehensive Plan update. Additional public comments will be sought during the review process.

Options:

1. Receive the briefing.
2. Do not receive the briefing.
3. Receive the briefing at another time.

Financial Impact:

The Comprehensive Plan Periodic Update is being funded, in part, by a \$175,000 grant from the Washington State Department of Commerce.

Attachments:

Draft Public Participation & Partners Chapter

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

[Survey Results Summary](#)

[Public Comment](#)

[Chapter Webpage](#)

Public Participation and Partners



Community members talk about their priorities at an Imagine Olympia event

What Olympia Values:

Olympians value their right to participate in city government, and to engage in meaningful, open and respectful community dialogue regarding decisions that affect our community.

Our Vision for the Future:

Through collaborative and open discussions, Olympians embrace a shared responsibility to make our community a better place.

Read more in the [Community Values and Vision chapter](#)

Introduction

Successful communities face their challenges collectively and harness the energy of different stakeholders. Without diverse participation in community decision-making, it is all too easy to descend into political gridlock over difficult-complex problems.

The voices of residents, local business owners and organizations provide the perspective and information that are absolutely essential to effective planning and decision-making regarding issues that will shape our community for generations to come. For this reason, the City has a strong, ongoing program to reach out and partner with all sectors of the community.

The City has found cooperative relationships between members of the community and policy-makers that will continue to be essential if we are to

achieve the collective vision and goals described in this Plan. It understands and makes use of effective and tested methods for encouraging community members to engage at multiple levels as we continue to look for creative solutions to the challenges we all share.



A young child enjoys a beautiful day in Olympia.

Public Participation is Essential

Active participation in civic affairs is an important part of life in Olympia, and the City has a long history of providing a forum for community members to get involved. Our open government policies are essential to ensure residents, business owners, employees and other community members are able to effectively participate in any number of issues.



Young people having fun at a community event.

There are several ways to participate in local government planning and decision-making in Olympia:

- Run for [City Council](#) or vote in the election
- Serve on an [advisory board](#). Olympia has ~~several~~ more than a dozen volunteer ~~citizen~~ advisory boards that study critical issues and provide careful advice to the City Council.
- Testify at a public hearing, share your ~~opinion~~ perspective or experience in a letter, or participate in a community workshop or meeting. The City keeps a [calendar](#) and posts [online agendas](#) of such events.
- [Volunteer](#) in one of many City programs aimed at helping the community help itself, such as Stream Team, Volunteers in Police Services, and ~~Volunteers in Parks~~ Park Stewardship.
- Get involved with [neighborhood programs](#). The City provides notification of certain development proposals, grant opportunities and other benefits to Recognized Neighborhood Associations (RNA) and the Council of Neighborhoods Associations (CNA).
- Partner with the City to help implement the Comprehensive Plan. The City looks for partners from all sectors of the community to be involved in implementation ~~through “Imagine Olympia, Take Action” of the Comprehensive Plan.~~
- Participate in planning for a “sub-area” that could include your own neighborhood. As Olympia grows and changes, the City will be collaborating with local residents and business owners to make key planning decisions on roads, walkways, bike paths, housing densities, and transit – to name a few.


Public outreach is essential, but also challenging. Some key challenges include:

- Our population is more diverse than ever, but our outreach resources are limited.
- Our desire to be responsive to community concerns must be balanced with very real legal and fiscal constraints, finite resources, and with our responsibility to make decisions for the overall public good, rather than for the benefit of individuals.
- Residents, business owners, and local organizations need to understand the land-use development process so they can be involved in a meaningful way.

To address these challenges, the City is always looking for new and creative ways to engage the community, including using ~~new~~ technologies,

such as social media, online discussion portals and high-quality visual maps. The City will continue to evaluate engagement methods to ensure they are equitable and inclusive. The City will outreach the community using methods that will reach those citizens most affected and those with the least ability to participate. The City will work to go into the community to meet with people where they are at. The City strives to create clear, concise, and jargon-free information so that people ~~from all walks of life~~ can easily and quickly understand the issues and provide input. The City hopes this will inspire partnerships that will help the community to pool its resources so that needed changes can be made more quickly and efficiently.

While Olympians are involved in all aspects of community planning, the land development process is often where neighborhood organizations and community members first engage. The experience tends to be frustrating because influence over decisions at this stage is somewhat limited. The City's intent in initiating sub-area planning is to give community members a chance to get involved early in the planning process for a relatively small area that includes their own neighborhood. Many communities refer to this type of planning process as "neighborhood planning." To avoid confusion with Olympia's numerous Recognized Neighborhood Associations, the City refers to the process as "sub-area planning."

Through sub-area planning, the City, Recognized Neighborhood Associations , and Coalition the Council of Neighborhoods Associations work with stakeholders to identify neighborhood assets, challenges and priorities for development. Activities are geared toward learning; for the City to learn about neighborhood needs and desires, and for these groups to learn about the plans and regulations that guide development in their area; and how land use decisions also must comply with federal, state and local laws. Although this process does not guarantee a neighborhood will get everything it wants, sub-area planning can help it get organized for future projects that will influence the direction of community decisions.



A community member discusses neighborhood issues with City staff at a public meeting.

Goals and Policies

GP1 The City, individual community members, other agencies and organizations all have a role in helping accomplish the vision and goals of the Comprehensive Plan.

PP1.1 Develop a strategy to implement the Comprehensive Plan goals and policies. Collaborate with partners, including City Advisory Committees and Commissions, neighborhoods, and other community groups, so that the strategy reflects community priorities and actions.

PP1.2 Annually measure and highlight progress towards achieving the Comprehensive Plan goals and policies. Engage the community in updating the strategy, publish performance reports, and recognize community partners who contribute to achieving the vision.

PP1.3 As the action plan is developed and carried-out, the City will provide education, technical assistance, volunteer opportunities and other methods to include the community in this work.

GP2 People of all ages, backgrounds and physical abilities can access public meetings and information.

PP2.1 Make information and outreach materials available through a variety of means.

PP2.2 Use and consistently evaluate new technologies to improve ways for community members to receive information and provide input.

PP2.3 Evaluate and pursue creative methods to inform and engage community members and under-represented groups who may not ordinarily get involved in civic affairs.

GP3 City decision processes are transparent and enable effective participation of the public.

PP3.1 Support and encourage City staff and other community leaders to strengthen their capacity to design and implement effective public involvement strategies.

PP3.2 Help the general public understand the structure of local government, how decisions are made, and how they can become involved.

PP3.3 Give community members, neighborhoods, and other interested parties opportunities to get involved early in land use decision-making processes. Encourage or require applicants to meet with affected community members and organizations.

PP3.4 Create structured opportunities for people to learn about city issues, share their experiences and motivations, and discuss public issues productively.

PP3.5 Develop public participation plans when amending or updating the Comprehensive Plan or master plans. Develop public participation or communication plans for other major projects.

PP3.6 Amend the Comprehensive Plan each year to incorporate the updated Capital Facilities Element and act upon other proposed changes to the Plan. Adopt these amendments only after notifying the public and providing opportunities for public comment.

PP3.7 Seek input from the community, including neighborhood

associations and other groups, before final decisions are made to site public and private utility facilities, especially when they may have a significant impact.

PP3.8 Respect property owners' legal rights when implementing this plan. Regulations should provide for compensation for the property owner or waivers from requirements if the implementation of the regulation would otherwise constitute a legally defined "taking."

PP3.9 Adopt a moratorium or interim zoning control only in cases of an emergency as defined by State statute.

GP4 Community members and other key stakeholders feel their opinions and ideas are heard, valued, and used by policy makers, advisory committees, and staff.

PP4.1 Build trust among all segments of the community through collaborative and inclusive decision making.

PP4.2 Replace or complement the three-minute, one-way testimony format with an approach that allows meaningful dialogue between and among community members, stakeholders, City Council members, advisory boards, and staff.

PP4.3 Clearly define public participation goals and choose strategies specifically designed to meet those goals.

PP4.4 Evaluate public participation strategies to measure their effectiveness in meeting desired goals.

PP4.5 Select strategies from the full spectrum of public participation tools and techniques.

GP5 Sub-area planning is conducted through a collaborative effort by community members and the City, and is used to shape how neighborhoods grow and develop.

PP5.1 Work with neighborhoods to identify the priorities, assets and

challenges of designated sub-area(s), as well as provide information to increase understanding of land-use decision-making processes and the existing plans and regulations that could affect them.


PP5.2 Encourage wide participation in the development and implementation of sub-area plans.


PP5.3 Define the role that sub-area plans play in City decision-making and resource allocation.

PP5.4 Allow initiation of sub-area planning by either neighborhoods or the City.

PP5.5 Encourage collaboration between neighborhoods and City representatives.

Our Partners: Strong Interjurisdictional Partnerships Help Our Region Thrive

Our City has strong planning partnerships with other area jurisdictions, and these have helped our region thrive. The [Thurston Regional Planning Council](#)  (TRPC), plays an important role in fostering this collaboration. TRPC consists of decision makers from numerous jurisdictions and organizations in Thurston County who meet regularly to discuss important regional issues. They also prepare a variety of plans and studies on environmental quality, land use and transportation, demographic trends, and other issues – all of which provide a framework for making informed decisions. Its work has influenced many parts of this Plan.

Because the City recognizes that our community is affected by forces outside our jurisdictional borders, we regularly coordinate with Thurston County and its other cities. We share [County-Wide Planning Policies](#) , which ensure our comprehensive plans are coordinated and consistent. These policies express shared regional goals to:

- Improve livability
- Preserve and enhance the quality of our environment
- Preserve open spaces
- Offer varied and affordable housing


- Provide high-quality urban services at the lowest possible cost
- Plan for development in the urban growth area so that upon annexation, these areas transition from the county to cities (from rural to urban) in an organized way



Kids plant a tree sapling at a local park.

In addition to our County-Wide Planning Policies, the cities of Olympia, Lacey and Tumwater work with Thurston County to establish and periodically review Urban Growth Areas, where high density, urban growth is encouraged (See Land Use and Design chapter).

Olympia's Urban Growth Area includes areas in unincorporated Thurston County the City expects to eventually annex. For this reason, it's important for the City of Olympia and Thurston County to establish common zoning and development regulations for these areas and avoid annexations that create illogical boundaries, which increase the cost of city services. The City and County periodically review the Urban Growth Boundary to get an accurate picture of future urban development.

Because this Plan applies, in part, to unincorporated Thurston County lands, it guides Thurston County decisions within Olympia Urban Growth Areas. The parts of this Plan that apply to these overlapping areas are [often](#) referred to as the "Joint Plan" for Olympia's Urban Growth Area and are also part of the [Thurston County Comprehensive Plan](#) .

The City also works closely with policy-makers from the State of Washington, Port of Olympia, Olympia School District and other jurisdictions to share information and collaborate when public resources can be pooled.

In 2022, the Olympia City Council and the Squaxin Island Tribal Council signed an accord [☞](#) that commits the two governments to work together on several long-term actions, including supporting economic and infrastructure opportunities and responding to climate change, and promoting a healthy exchange of cultures through public art and community service. The accord formalizes the bond of respect and friendship between the two governing bodies. It lays out a shared commitment to work in harmony for the economic, environmental, and cultural future for both communities.

The goals and policies below relate to partnerships focused on growth management.

Goals and Policies

GP6 Olympia accommodates growth in a way consistent with the regional goals expressed in [County-Wide Planning Policies](#).[☞](#)

PP6.1 Cooperate with Thurston County and its other municipalities to ensure comprehensive plans are coordinated and consistent.

PP6.2 Cooperate with Thurston County and the cities of Lacey and Tumwater to ensure our Urban Growth Boundaries are consistent with [County-Wide Planning Policies](#) [☞](#).

PP6.3 Work with Thurston County on its land-use designations for unincorporated county areas within the city's Urban Growth Boundary so they will be compatible with the City's policies and development standards when they are annexed.

PP6.4 Coordinate the hearings and actions of the Olympia and Thurston County planning commissions when amendments are proposed to the City's Comprehensive Plan that could affect unincorporated growth areas.

PP6.5 Participate in a County-wide "[transfer of development rights](#)" [☞](#) program in which ~~some portion of the density range within low-density residential districts~~ [a density bonus](#) is achievable through purchase of transferred development rights [from agricultural lands in the rural portion of th](#)

e county.

PP6.6 Periodically compare housing densities with Thurston County to establish density targets, update population forecasts, and adjust zoning requirements and incentives if needed.

GP7 Logical boundaries and reasonable service areas are created when areas within the Urban Growth Area are annexed.

PP7.1 All property within the Urban Growth Boundary may be annexed into the City.

PP7.2 Evaluate the potential removal of properties within the Urban Growth Boundary ~~and remove properties that are~~ unlikely to develop at urban densities in the future.

PP7.3 Before annexing areas, evaluate the City's capacity to provide services efficiently and effectively.

PP7.4 Encourage and assist property owners in existing unincorporated ~~"islands"~~areas to annex into the City. Avoid annexations that create "islands" of unincorporated land within city limits.

PP7.5 Evaluate all proposed annexations on the basis of their short- and long-term community impacts and how they adhere to the Comprehensive Plan's goals and policies. If a proposed annexation includes proposed development, analyze its short- and long-term impacts on the neighborhood and city, including all required water, sewer, roads, schools, open spaces, police and fire protection, garbage collection and other services.

PP7.6 Confer and assess the potential impacts and boundary issues of proposed annexations with special purpose districts and other jurisdictions. Work to Resolve boundary issues with affected jurisdictions before taking any final action on a formal annexation petition.

PP7.7 Use readily identifiable boundaries, such as lakes, rivers, streams, railroads, and highways, for annexation boundaries wherever practical. In special situations where those features are not present or appropriate,

consider other features such as streets, generally accepted neighborhood and subdivision/plat boundaries, or other types of boundaries such as special districts.

PP7.8 Work with the County to make sure the standards for utilities, roads, and services in the urban growth areas are compatible.



PP7.9 Provide that applicants for annexation pay their fair share for any utility and service extension and development, as well as for capital facilities needed to provide these services.

















PP7.10 Require that all fees and charges be paid or payment arrangements be made prior to annexation. Property owners within an annexing area ~~may~~ should be required to assume a share of the city's bonded indebtedness.


PP7.11 Discourage annexations for the sole purpose of obtaining approval of uses not allowed by County regulations unless the proposal is consistent with an adopted joint plan and with City standards and policies.

PP7.12 Decisions ~~on requests to increase the size on modifying the boundaries~~ of a proposed annexation should be evaluated based on the annexation policies in this section, City plans and policies, the Thurston County County-Wide Planning Policies, and other applicable agreements, and State laws. must be made by the City Council on a case-by-case basis. It may expand proposed boundaries if:
~~The expanded annexation would create logical boundaries and service areas; or~~
~~Without the proposed annexation, the additional area was unlikely to be annexed in the foreseeable future; or~~
~~The additional area would eliminate or reduce the size of an unincorporated County island.~~

For More Information

- Olympia has a Council-Manager form of government. [The Constitution and laws of Washington State](#)  and the [Olympia Municipal Code](#)  authorize the City Council to make decisions regarding City affairs. The City Council is elected by the public; the City M

- anager is appointed by the Council and is responsible for administration and staff
- State and local laws establish minimum requirements for public participation. Such laws include: parts of the [Growth Management Act](#)  (GMA) and [State Environmental Policy Act](#)  (SEPA), the [Open Public Meetings Act](#) , [Public Records Act](#) , and Olympia's Comprehensive Plan and Municipal Code
 - The Washington State [Growth Management Act](#)  establishes rules to guide the development of comprehensive plans and development regulations that shape growth over a 20-year horizon
 - [County-Wide Planning Policies](#)  establish how Thurston County and the cities and towns within will work together to achieve our regional goals
 - The [Buildable Lands Report](#)  prepared for Thurston County by the staff of the [Thurston Regional Planning Council](#)  helps Olympia to determine the quantity of land to provide for population and employment growth
 - The parts of this Plan that apply within unincorporated Thurston County are part of the [Thurston County Comprehensive Plan](#) 
 - The City of Olympia [Advisory Committees web pages](#)  have information about the role and work of advisory committees
 - The City of Olympia [Neighborhood Programs web pages](#)  have information about how to form a Recognized Neighborhood Organization and how neighborhoods can get involved and make a difference
 - The City of Olympia participates on a broad range of interjurisdictional committees and boards such as the Economic Development Council, Animal Services, Law and Justice Council, Regional Housing Council, and the Deschutes Estuary Restoration Committee. Councilmembers  are given committee/board assignments as a way for the City to participate and be represented on a broad variety of interjurisdictional issues. ~~Intergovernmental Boards and Committees  web pages have information about the City's partnerships with other jurisdictions~~
 - The [Centennial Accord between the Federally Recognized Indian Tribes in Washington State and the State of Washington](#)  and [Millennium Agreement](#)  outline the City's government-to-government relationship with federally recognized Indian tribes
 - [Municipal Resource Services Center](#)  (MSRC) provides information about issues and laws that shape local government
 - The City often references information from [[The International I](#)

[Institute for Public Participation](#)  Iap2 has developed a core set of public involvement principles, and a Spectrum of Public Participation that outlines participation approaches along a continuum.



Public Participation and Partners Chapter: Survey Results Summary

Of the ninety-five survey respondents, the majority indicated that they supported the overall intent and goals of the chapter. However, they also felt that the goals were not being achieved and that some revisions to the chapter were needed to facilitate reaching the goals of the chapter.

Common responses:

- Goals and values and vision statements are good but the implementation needs work*
- The City tries to inform but needs more work on engagement*
- Do more to seek diverse opinions, listen, and respond to comments*
- Find ways to build relationships*
- Diversity, equity, and inclusion need to be practiced*
- The traditional public involvement process creates barriers. Formal public meetings and hearings can be intimidating.*
- Communicate to the public that they are being heard, their concerns are valid, and public input is being used to help guide decision making*

SURVEY RESULTS:

Values & Vision Statements

What Olympia values:

“Olympians value their right to participate in city government, and to engage in meaningful, open and respectful community dialogue regarding decisions that affect our community.”

Do you believe the statement above reflects how you feel about participation in city government?

Yes 93%

No 7%

Please explain.

Summary of responses: (7 of the 95 respondents commented)

The responses were negative suggesting public hearings, especially before city council, were biased against low-income, progressives, and local business. Providing meaningful input is considered difficult. Council does not listen, and decisions are made in advance of public input.

Do you believe something should be added or removed from the value statement?

Yes 71%

No 29%

Please explain.

Summary of Responses: (27 of the 95 respondents commented)

The process restricts meaningful input because of time limits on comments and the 45-day blackouts for public input. The phrases “equitable” or “equity” are missing. People should be allowed safe, non-intimidating opportunity to speak. Council should listen to comments before making decisions and respond to comments. Pro-business and pro-progressive attitudes prevail. Add transparency and sincerity.

Our vision for the future:

“Through collaborative and open discussions, Olympians embrace a shared responsibility to make our community a better place.”

Do you believe the statement above reflects how you feel about participation in city government?

Yes 82%

No 18%

Please explain.

Summary of Responses: Some responses indicate this is a token statement, city council doesn’t listen and is unresponsive. Council should provide feedback to comments – communication should be two ways. Define “better place”. “Cancel culture” prevails.

Do you believe something should be added or removed from this vision statement?

Yes: 38%

No: 62%

Please explain.

Summary of Responses: Most responses indicated the statement was okay and nothing should be added or removed. Some felt that there was room for improvement and more specificity.

Community Outreach & Participation Opportunities

Outreach methods:

"...the City is always looking for new and creative ways to engage the community, including using new technologies, such as social media, online discussion portals and high-quality visual maps. The City strives to create clear, concise and jargon-free information so that people from all walks of life can easily and quickly understand the issues and provide input."

Do you believe the above statement provides enough guidance for continuing to improve community outreach?

Yes 82%

No 18%

Please explain.

Summary of Responses: Some responses indicate there is a feeling that participation is not collaborative or truly open. The City needs to improve its outreach efforts to reach the citizens most affected and those with the least ability to participate.

Participation opportunities:

"The city provides a number of methods for community members to participate in local government planning and decision-making. These include, but are not limited to, serving on city council or an advisory board (there are 13 boards/committees), participating in public hearings or community workshops or meetings, volunteering for city programs (parks, stream team, etc), involvement with neighborhood programs and associations, and establishing a partnership with the city."

Do you believe the chapter adequately describes the public participation opportunities available to the community?

Yes 80%

No 20%

Please explain.

Summary of responses:

Some responses indicate this is a token statement. There are rarely openings on advisory committees or other roles to participate. Participation opportunities for those that do not have the time to serve on commissions need to be offered as well.

Underrepresented community members and groups:

“Evaluate and pursue creative methods to inform and engage community members and underrepresented groups who may not ordinarily get involved in civic affairs.”

Do you believe the city could improve its efforts on engaging members of the community that are typically underrepresented?

Yes 71%

No 29%

Please explain.

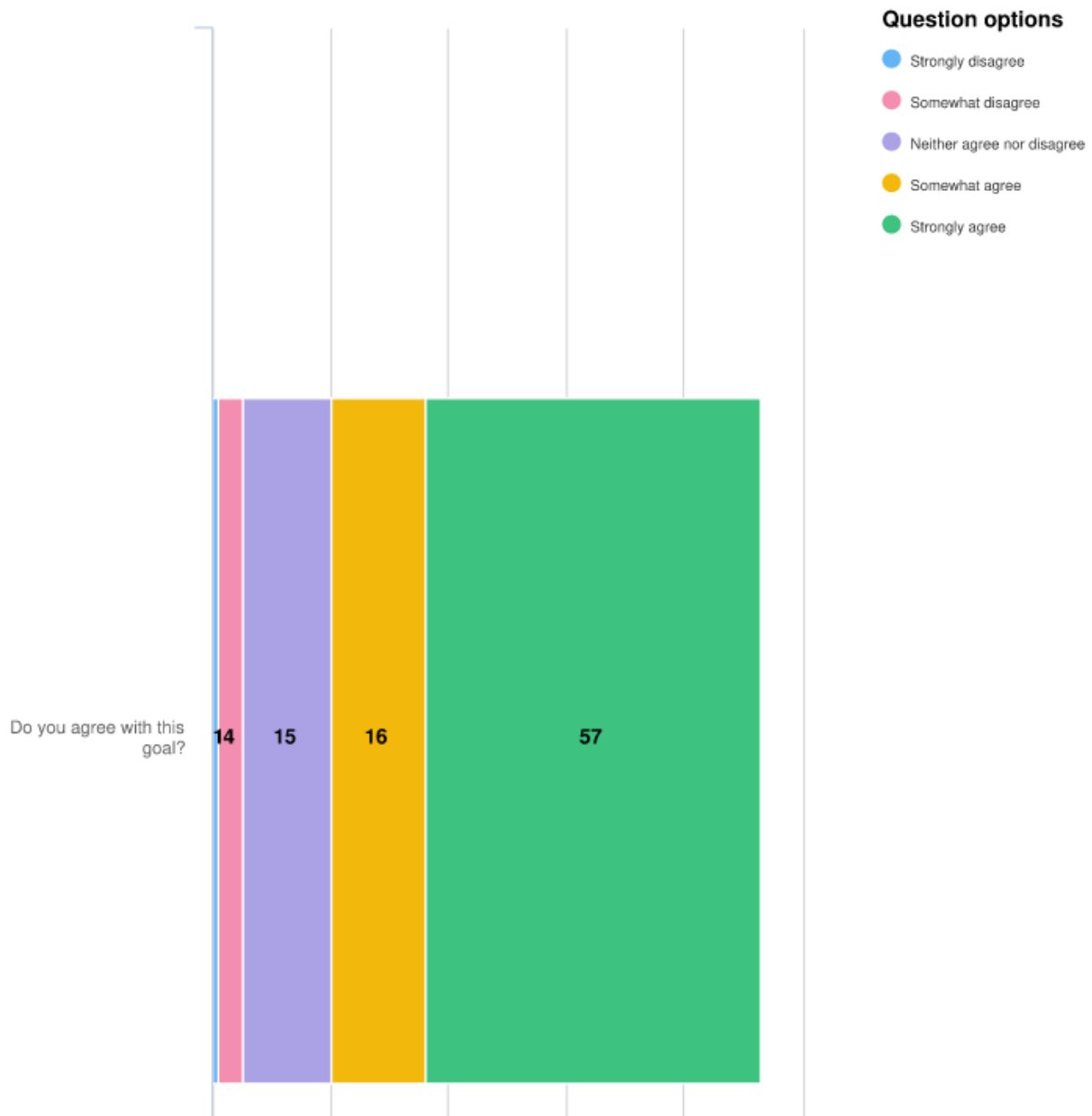
Summary of responses:

Extra effort by the city is needed to reach the underrepresented portions of the community. City events and participation opportunities need to be designed to be welcoming to all members of the community, especially those that typically are not able or do not feel welcome.

Chapter Goals

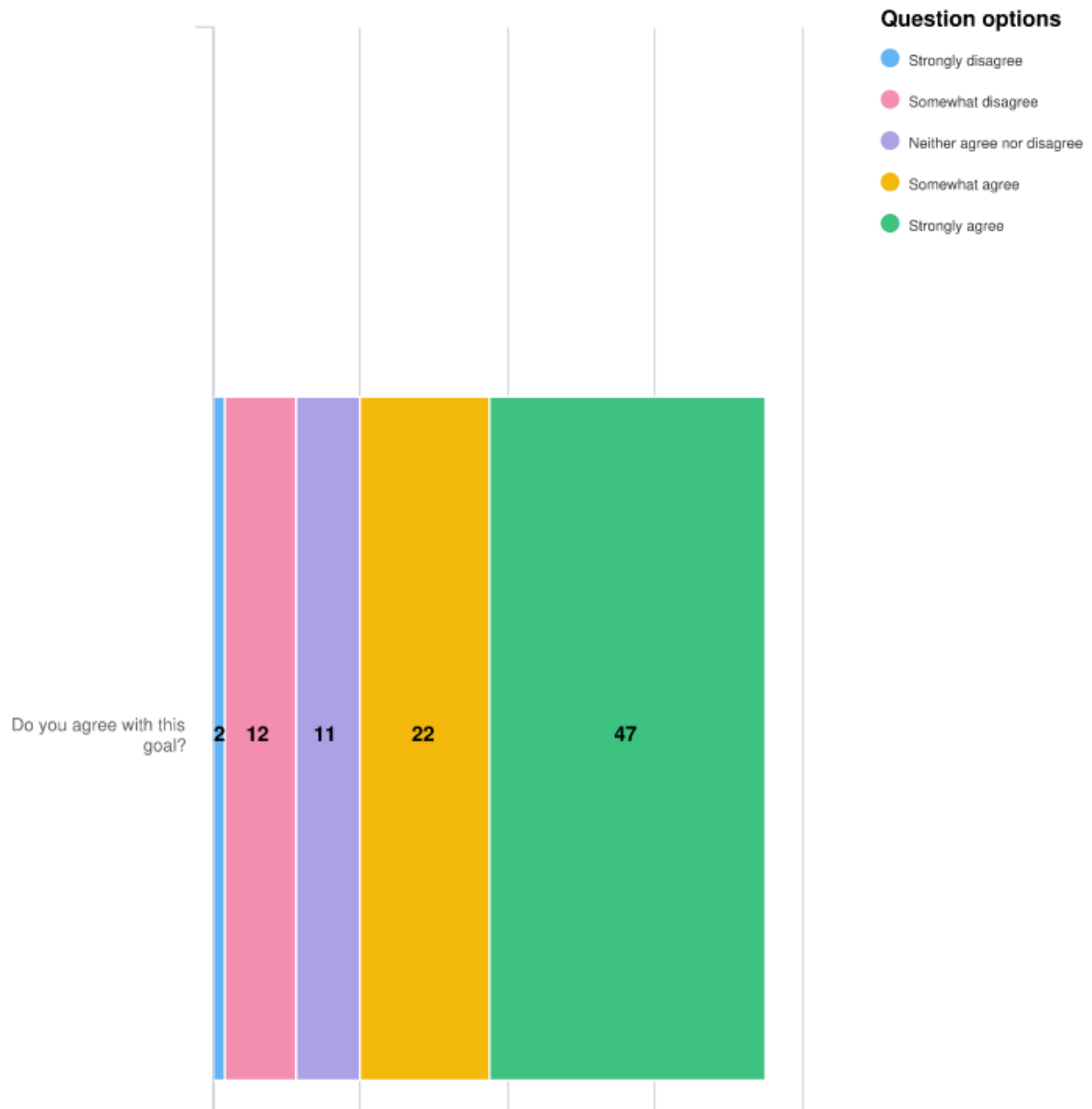
“GP1: The City, individual community members, other agencies and organizations all have a role in helping accomplish the vision and goals of the Comprehensive Plan.”

Do you agree with this goal?



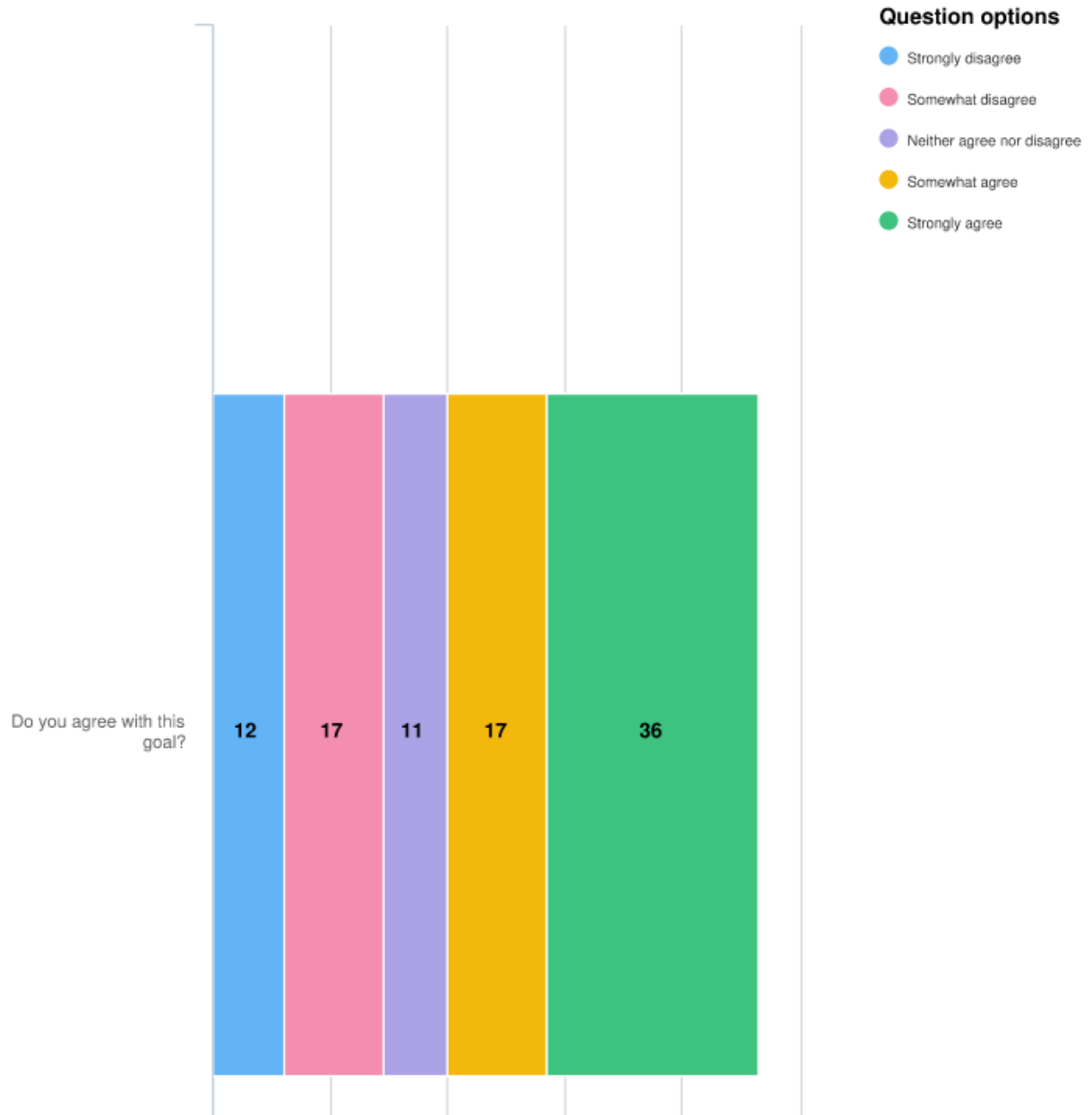
“GP2: People of all ages, backgrounds and physical abilities can access public meetings and information.”

Do you agree with this goal?



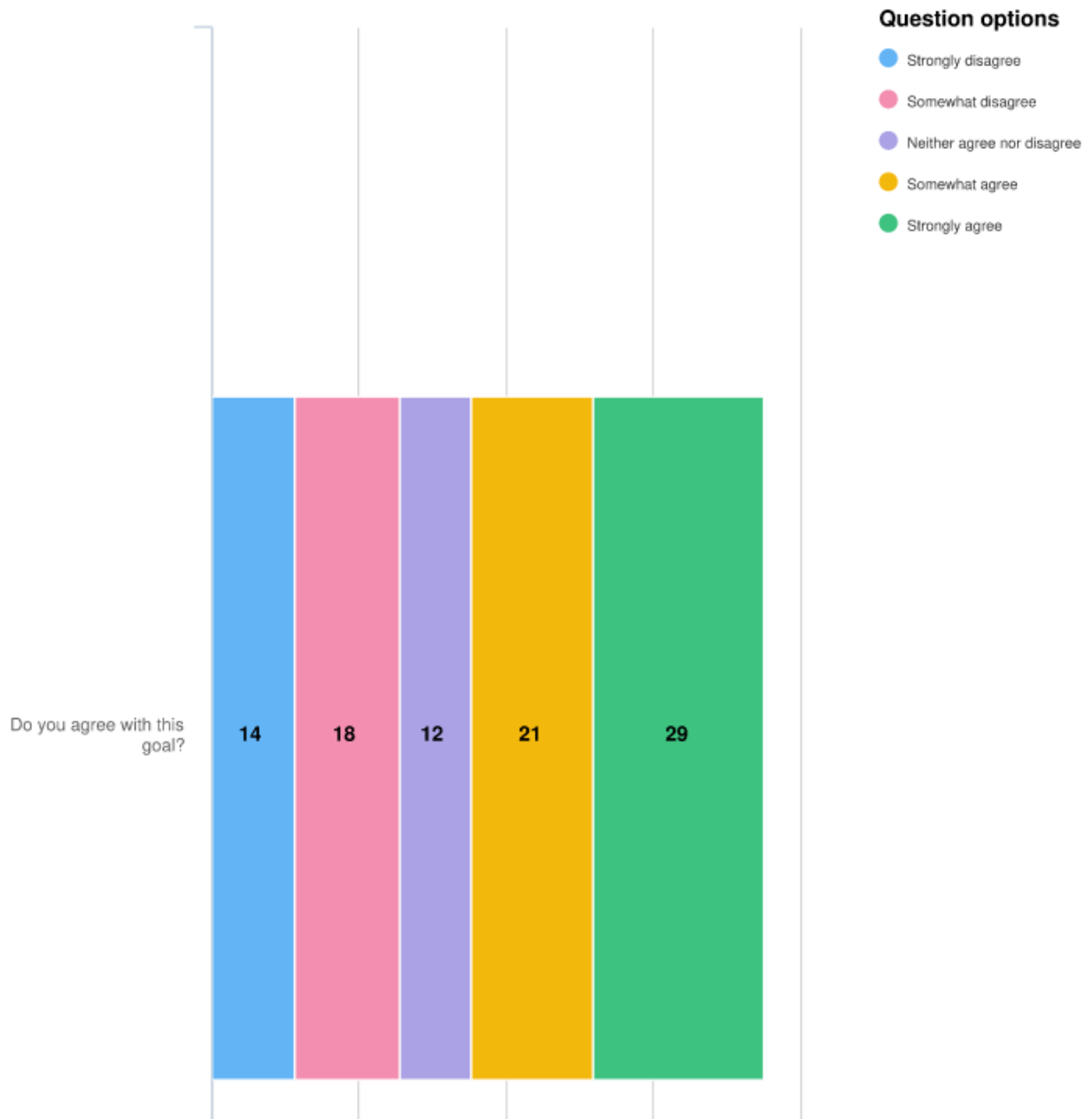
“GP3 City decision processes are transparent and enable effective participation of the public.”

Do you agree with this goal?



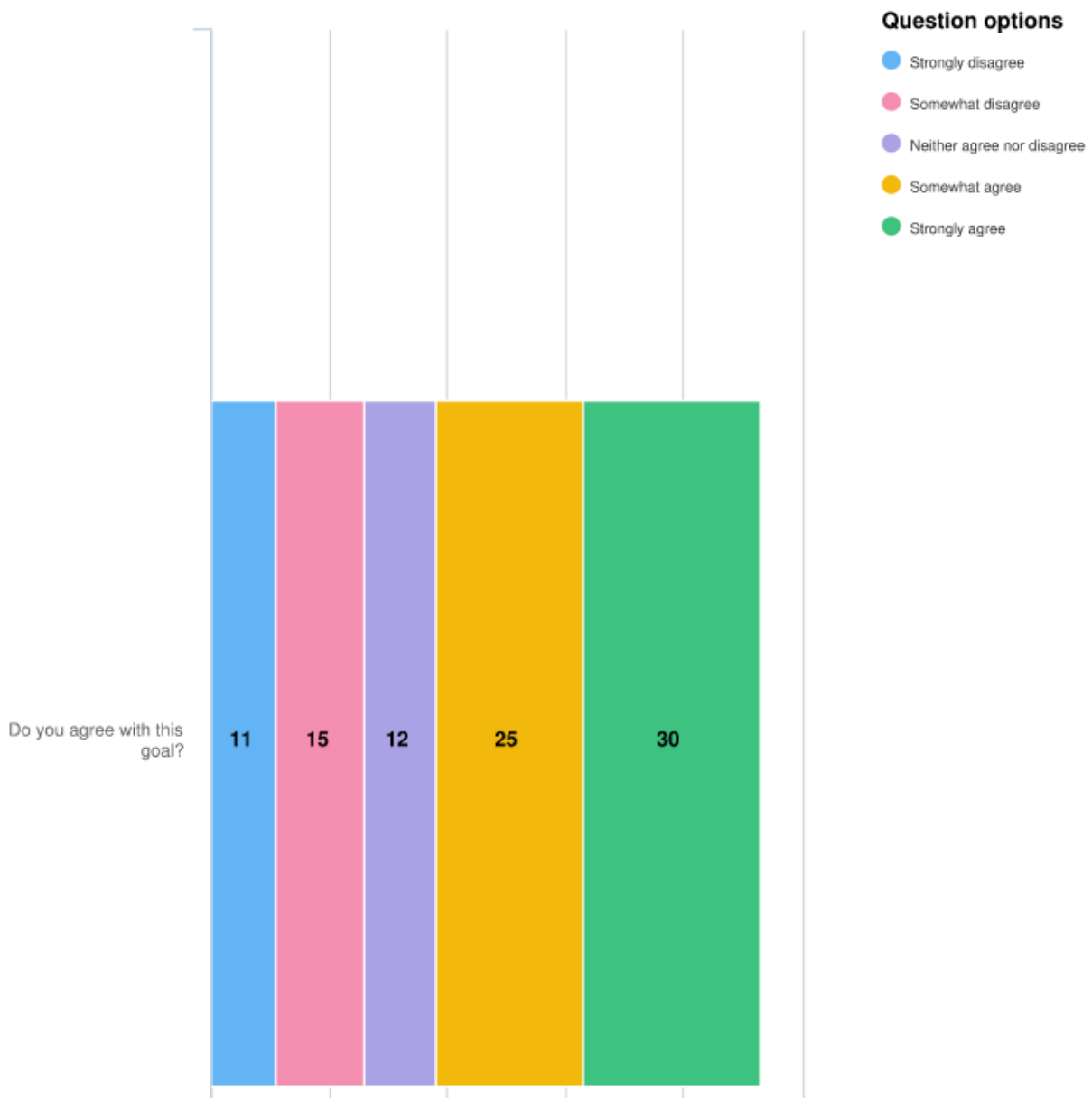
“GP4 Community members and other key stakeholders feel their opinions and ideas are heard, valued, and used by policy makers, advisory committees, and staff.”

Do you agree with this goal?



“GP5 Sub-area planning is conducted through a collaborative effort by community members and the City, and is used to shape how neighborhoods grow and develop.”

Do you agree with this goal?



Overall, do you feel the current Public Participation and Partners chapter is:

Adequate: 38%

Needs some work: 49%

Needs a significant rewrite 13%

Is there anything else you'd like to tell us?

Takeaways: Most responses are specific to individual issues.

- Decisions made are often anti-low income and anti-local resident. Decisions favor progressive types, developers, business
- Make Olympia clean, safe and thriving
- Reach out to churches
- Not addressing law and order
- Links to Countywide Planning Policies don't work
- Decisions ignore business interest
- Create focus groups
- The published Comprehensive Plan schedule is vague
- Consider other types of notification besides email
- City is ruining downtown
- Support affordable housing
- Information should be timely often too late in process
- Open meetings can be intimidating
- Public opinion should weigh more
- More and improved sidewalks are needed
- Civic education is needed

From: [John Saunders](#)
To: [Olympia2045](#)
Cc: [South Capitol South Capitol Board](#)
Subject: Comments on Public Participation and Partners Chapter of the 2045 Olympia Comprehensive Plan
Date: Wednesday, July 24, 2024 10:34:30 AM

Dear Ms. Phillips and Mr. Ginther:

Thank you for the opportunity to comment on the proposed updates to the Public Participation and Partners Chapter of the 2045 Olympia Comprehensive Plan. My comments reflect my personal opinions not that of the South Capitol Neighborhood Association.

Here are my comments:

1. GP4 - Community members and other key stakeholders feel their opinions and ideas are heard, valued, and used by policy makers, advisory committees, and staff.

Please add a sub-goal to meet or exceed the commitments of the City and the Registered Neighborhood Associations under Olympia Municipal Code (OMC) 18.86.100 H.6 to conduct at least 4 policy forums on topics of mutual interest each year. This is a concrete action that is already required under the OMC but which has not been used in recent years. Public forums organized through the neighborhood associations would be an extremely effective way to gain input on policy and/or budget choices. They would help the community understand and support the direction taken by the City on major issues such as transportation, public safety, fiscal planning, and more. Such a sub-goal would clearly support the main goal of assuring community members that “their opinions and ideas are heard, valued, and used by policy makers, advisory committees, and staff.” Perhaps the sub-goal could be: *“PP4.6 Partner with recognized neighborhood associations to conduct quarterly forums on upcoming policy and budget issues of common interest”*

2. GP7 Logical boundaries and reasonable service areas are created when areas within the Urban Growth Area are annexed.

This goal and its sub-goals do not appear to have anything to do with this chapter. The Chapter title is ‘Public Participation and Partners’. The goal addresses how jurisdictional boundaries are defined within the Urban Growth Area. This goal and its sub-goals would be more appropriate in the Comprehensive Plan chapter on Land Use and Urban Design. I suggest that this goal and its sub-goals be moved there.

Again, thank you for the opportunity to comment. Please do not hesitate to contact me with any questions.

best regards,

John Saunders
President, South Capitol Neighborhood Association
301 18th Ave SE
Olympia, WA 98501
m: 360 259-0288



Planning Commission

Preliminary 2025-2030 Capital Facilities Plan - Briefing

Agenda Date: 8/5/2024
Agenda Item Number: 6.B
File Number: 24-0629

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

Title

Preliminary 2025-2030 Capital Facilities Plan - Briefing

Recommended Action

Information only. No action requested.

Report

Issue:

Introduction of the Preliminary 2025-2030 Capital Facilities Plan.

Staff Contact:

Casey Schaufler, Associate Planner, Community Planning and Development, 360.753.8254
Joyce Phillips, Principal Planner, Community Planning and Development, 360.570.3722

Presenter(s):

Casey Schaufler, Community Planning and Development

Background and Analysis:

The Capital Facilities Plan (CFP) is a Chapter in the City's 20-year Comprehensive Plan adopted by Council in 2014. The CFP portion of the Plan is updated annually.

The CFP identifies which capital facilities are necessary to support development and/or growth, as well as infrastructure improvements needed in our community. Most projects listed are directly related to the applicable master plan, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, the Transportation Master Plan, and other similar plans. The Comprehensive Plan covers a 20-year time horizon; however, the *Preliminary CFP, 2025-2030 Financial Plan* is a 6-year financial plan. It is required by the Growth Management Act and includes specific projects, cost estimates, funding sources and strategies to implement the plan.

City staff annually reviews and updates the 6-year plan to ensure it can fund and implement the comprehensive plan vision, showing how the city will provide governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area.

The Commission is responsible for reviewing the plan for consistency with the other chapters of the Comprehensive Plan, holding a Public Hearing, and providing comments to the City Council. City Council is scheduled to hold a public hearing on the Preliminary CFP in October, with planned adoption of the in December (as may be amended by the Council).

At the time of writing this staff report, the Preliminary 2025-2030 CFP is in its final drafting stages and has not been issued. It will be posted on the City of Olympia's budget and financial webpage by August 5, 2024.

Climate Analysis:

The wide variety of projects included in the CFP, to occur over a number of years, can make it challenging to assess changes to emissions. Overall, the projects proposed help reduce greenhouse gas emissions by addressing energy use in city-owned buildings, transportation projects that also benefit bicyclists and pedestrians, and projects designed to increase capacity and efficiency of our drinking water, wastewater, and stormwater systems.

By continuing to serve our community members, as well as accommodating new growth, within the existing City limits and urban growth areas, we are working to create a compact and urban community. This helps us reduce emissions from the transportation sector by promoting active forms of transportation and providing for shorter trips required in order to meet our daily needs. It allows for the delivery of drinking water, sanitary sewer, and stormwater treatment facilities in a contained, compact area which is more efficient and costs less to serve than it would otherwise.

The CFP supports the following portions of the Climate Mitigation Plan:

- Reduce energy use in existing buildings.
- Reduce energy use in new construction or redevelopment. The new maintenance facility for Waste ReSources will meet or exceed current energy efficiency requirements.
- Helps implement land use policies that increase urban density and reduce urban sprawl. Compact, walkable communities help increase urban density and reduce sprawl. The CFP includes several transportation projects that support compact environments for bicyclists and pedestrians.
- Increase the efficiency of the transportation system. The variety of multimodal transportation improvements in the CFP aim to provide greater mobility options and consider people trips rather than volume to capacity ratios for automobiles. This considers efficiency of the whole system. It also supports the related strategy of increasing the use of active forms of travel, such as walking and biking.
- Increase the use of public transit. Sidewalks, bicycle lanes, safety improvements and streetlights all support use of public transit.
- Increase the efficiency of water and wastewater infrastructure. The CFP includes replacement of aging and small diameter pipes and projects that address seismic issues.
- Divert more solid waste from landfills. The new Waste ReSources facility will help the city capture more recyclable materials that would otherwise go to the landfill.

While not every project will directly reduce greenhouse gas emissions, by providing the infrastructure and services necessary to support our existing community and anticipated growth within the growth boundary, we can serve a greater number of people efficiently and compactly, while also providing parks, open spaces, and fire protection.

Equity Analysis:

Equity is considered as the master plans the capital projects generally come from are developed. In addition, equity issues are considered during budgeting decision making. The City strives to balance equity in its capital projects by including projects in various parts of the City, across multiple types of projects (transportation, parks, drinking water, etc.), and by improving accessibility in City facilities (ADA Transition Plan for accessibility). This work is done within the constraints of the funding sources and the limitations associated with many of them.

Some of the high level data that is considered is that in Olympia, roughly 37% of all households are cost burdened, with almost half of those households being severely cost-burdened. BIPOC members of our community are more likely to be cost-burdened than others. Approximately 42% of Olympians have a household income of less than \$50,000. Approximately 15% of our population live in poverty. In 2021, 13.5% of people in Olympia have a disability, up from 12.9% in 2016. Additionally, obesity rates have been rising in children and adults in Washington State.

Neighborhood/Community Interests (if known):

Specific neighborhood or community interests are not yet known, as the plan is not yet issued (at the time of writing this report). Community members will be given the opportunity to review and comment on this proposal through multiple Advisory Committee reviews and the Planning Commission will conduct a public hearing on September 16th. Additionally, the City Council will hold an additional public hearing on October 29th.

City staff works closely with the Bicycle, Pedestrian Advisory Committee, the Parks & Recreation Advisory Committee, and the Utility Advisory Committee to identify and prioritize projects in the CFP. These committees are likely to provide comments to the City Council as well. Last year, the majority of public comments received were related to sidewalk issues. It is anticipated that there will be additional comments about sidewalks this year as well.

Options:

None. Information only.

Financial Impact:

The CFP identifies multiple projects, includes project estimates, and identifies funding sources for capital projects. The plan includes projects totaling millions of dollars. Specific details will be included in the Preliminary CFP.

Attachments:

None.