



# Meeting Agenda

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

---

**Monday, November 21, 2016**

**6:30 PM**

**Room 207**

---

**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**

- 3.A** [16-1270](#) Approval of the November 7, 2016 Olympia Planning Commission Meeting Minutes

**Attachments:** [OPC 11.7.16 draft minutes](#)

**4. PUBLIC COMMENT**

*An opportunity for the public to address the Commission regarding items related to City business, including items on the agenda. However, this does exclude items for which the Commission or Hearing Examiner has held a public hearing in the last 45 days or will hold a hearing on in the next 45 days or for quasi-judicial review items for which there can be only one public hearing.*

**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** [16-1267](#) Zoning Code Text Amendment related to drive-through facilities within the Briggs Village Public Hearing

**Attachments:** [Proposed Text Amendment](#)  
[Support Letter](#)

*Estimated time: 45-60 minutes*

- 6.B** [16-1252](#) Sign Code Update Briefing

*Estimated time: 20 minutes*

- 6.C** [16-1277](#) Planning Commission Officers for 2017 - Selection

*Estimated time: 20 minutes*

**7. REPORTS**

*From Officers and Commissioners, and regarding relevant topics.*

**8. OTHER TOPICS****9. ADJOURNMENT**

*Approximately 8:30 p.m.*

**Upcoming Meetings**

*Next regular Commission meeting is December 5, 2016. 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 November 7, 2016 Olympia Planning Commission Meeting Minutes

**Agenda Date:** 11/21/2016  
**Agenda Item Number:** 3.A  
**File Number:** 16-1270

---

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

---

**Title**

Approval of the November 7, 2016 Olympia Planning Commission Meeting Minutes

This page intentionally blank.



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

---

**Monday, November 7, 2016**

**6:30 PM**

**Room 207**

---

**1. CALL TO ORDER**

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

**1.A ROLL CALL**

**Present:** 5 - Vice Chair Mike Auderer, Commissioner Travis Burns, Commissioner Paula Ehlers, Commissioner Negheen Kamkar and Commissioner Carole Richmond

**Excused:** 2 - Chair Brian Mark and Commissioner Darrell Hoppe

**Absent:** 1 - Commissioner Missy Watts

**OTHERS PRESENT**

Community Planning and Development:  
Senior Planner, Joyce Phillips  
Senior Planner, Nicole Floyd  
Senior Planner, Stacey Ray  
Office Specialist/Minute Recorder, Stacey Rodell

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [16-1062](#) Approval of September 16, 2016 Olympia Planning Commission Finance Subcommittee Meeting Minutes

**The minutes were approved.**

**3.B** [16-1070](#) Approval of September 23, 2016, Olympia Planning Commission Finance Subcommittee Meeting Minutes

**The minutes were approved.**

**3.C** [16-1152](#) Approval of the September 24, 2016 Olympia Planning Commission Annual Retreat Meeting Minutes

**The minutes were approved.**

- 3.D [16-1190](#) Approval of the October 14, 2016 Finance Subcommittee of the Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

- 3.E [16-1188](#) Approval of the October 17, 2016 Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

#### 4. PUBLIC COMMENT - None

#### 5. STAFF ANNOUNCEMENTS

Ms. Phillips announced the following:

- The City Council Study Session regarding the Downtown Strategy has been moved from November 22, 2016 to December 6, 2016. This is the study session where we expect to receive direction from the Council for the Planning Commission's review, so we will likely move the Downtown Strategy briefing to January.
- The Parkside Café project, near Harrison Avenue and Division Street, is scheduled before the Site Plan Review Committee (SPRC) on November 9, 2016. The Hansen and Pioneer Elementary Mini-Buildings will also be considered by SPRC on November 9, 2016 with public hearings scheduled for November 28, 2016.
- The Sonic restaurant on the westside (off Cooper Point Road by Pier 1) is likely to open in the next month or so. The Starbucks under construction next door will probably open in early 2017.
- The City received an application from the Washington Association of Realtors to demolish their existing office building at 14th and Jefferson and construct a new one (two stories and 13,366 square feet). The project requires board level design review and Land Use approval by the Director.
- The Planning Commission will conduct a public hearing at its next meeting.
- Applications for Advisory Boards (including the Planning Commission) started being accepted on November 1, 2016 and will close on January 31, 2017. There is a new web-based application process which allows the City to customize applications to specific committees/commissions and accept applications online at this website address:  
<http://olympiawa.gov/city-government/advisory-committees.aspx>
- The first Comprehensive Plan Amendment application has been received. Applications will be accepted through November 14, 2016 - 5:00 p.m.

#### 6. BUSINESS ITEMS

- 6.A [16-1195](#) Briefing on a proposed Zoning Code Text Amendment related to drive-through facilities within the Briggs Village

Ms. Floyd presented a briefing on a proposed zoning code text amendment related to drive-through facilities within the Briggs Village.

The Briggs Village Master Plan was adopted in 2003 and has been envisioned as a dense mixed use urban village. While residential development has occurred, the commercial (retail and office) uses have not been built-out as envisioned. To address this, amendments to the Master Plan were adopted in 2014 modifying specific standards related to the commercial core of the Village. While these amendments have spurred some multi-family development in the core, commercial development has not occurred.

The applicant acquired the property in 2015 and has been actively marketing the commercially zoned areas since. He believes the current limitations on ancillary drive-through lanes have been a key factor as to why the commercial core remains undeveloped today. Currently only banks are allowed to have a drive-through lane, and the applicant believes this has deterred a variety of development opportunities for businesses such as pharmacies, small scale restaurants, and coffee shops. The proposed amendments would allow for a broader range of uses to have ancillary drive-through lanes in certain areas of the Briggs Village outside the planned central square. In order to maintain the strong emphasis on the pedestrian environment within the code, the revisions proposed increase the development and design standards related to drive-through lanes. Drive-through lanes would only be permitted in association with businesses that primarily engage in providing services to walk-in customers.

Additionally, any new drive-through lane would be required to be accessed from existing interior parking areas and be designed so that dedicated pedestrian access to the entry is maintained from the primary street. These provisions are intended to significantly limit the potential locations for drive-through lanes and ensure they would remain within areas already dedicated to automobiles.

These revisions are intended to help spur the development that has long been anticipated, while maintaining the underlying design intent within the master plan.

A Public Hearing before the Planning Commission has been scheduled for November 21, 2016. The Public Comment period closes at 5:00 p.m. on the same day as the Public Hearing.

**The discussion was completed.**

**6.B**     [16-1208](#)     Action Plan Briefing

Ms. Ray provided an overview of the Action Plan. In 2014, Olympia adopted a new Comprehensive Plan (Plan) with updated goals and policies that reflect our community's vision. Early in the *Imagine Olympia* process, the City Council identified a vital next step: ensure the goals and policies become reality and have real "on the ground" impact by creating an Implementation Strategy or Action Plan with performance measures.

In November 2013, the Council Land Use and Environment Committee (LUEC) provided

staff with direction to begin work on an Action Plan. An interdepartmental staff team was formed to take what was learned during the Comprehensive Plan update process, Imagine Olympia, and develop a draft Action Plan.

The initial Draft Action Plan was released in April 2015. Throughout the summer, staff sought comments on the draft using a variety of tools and events. A broad range of community members and representatives from diverse interest groups participated, including City Advisory Committees and Commissions, neighborhood representatives, and potential partners for implementation.

Feedback received during the public involvement process provided insights into community interests and priorities; how community members and potential partners viewed the Plan's purpose; and how the Plan was structured and communicated. Specifically, focus group members stressed the need to have clear connections between the major parts of the Plan, which were the desired outcomes (or goals from the Comprehensive Plan), actions, and performance measures.

After having reviewed the outcomes from the public involvement process, the interdepartmental staff team made significant revisions to the initial draft, including revisiting the structure and developing logic maps to show clearer connections between the actions and the measures. Each of the five Action Areas now included: desired outcomes (from the Comprehensive Plan); strategies and actions for achieving those desired outcomes; and indicators for measuring progress. The performance measures were also more accurately dubbed 'community indicators,' which better reflects the role they play in alerting us to areas that need more attention.

She reviewed the following:

- Annual Cycle
- Community Indicators - Outcome, Strategies and Actions for:
  - Community Safety & Health
  - Downtown
  - Economy
  - Environment
  - Neighborhoods

**The information was received.**

## 7. REPORTS

Commissioner Burns reported he attended the Downtown Strategy open house at the Olympia Center on October 29, 2016.

Commissioner Richmond reported she also attended the Downtown Strategy open house. She also indicated the Capital Facilities Plan recommendations have been submitted to City Council.

Commissioner Ehlers reported about her attendance of the Washington and Oregon



chapters of the American Planning Association conference in Portland.

Vice Chair Auderer reported on some of his current work related projects that relate to local development.

**8. OTHER TOPICS - None**

**9. ADJOURNMENT**

The meeting adjourned at 8:14 p.m.

This page intentionally blank.



## Planning Commission

### Zoning Code Text Amendment related to drive-through facilities within the Briggs Village Public Hearing

Agenda Date: 11/21/2016  
Agenda Item Number: 6.A  
File Number: 16-1267

---

Type: public hearing Version: 1 Status: In Committee

---

#### Title

Zoning Code Text Amendment related to drive-through facilities within the Briggs Village Public Hearing

#### Recommended Action

Hold a public hearing on proposed changes to the zoning regulations regarding drive-through facilities within the Briggs Urban Village, and if the Commission has sufficient information, deliberate and formulate a recommendation to the City Council.

#### Report

##### Issue:

The City is required to have the Planning Commission review and hold a public hearing on all zoning code amendments. The Planning Commission is being asked to recommend that City Council adopt the proposed zoning code amendments proposed.

#### Staff Contact:

Nicole Floyd, AICP, Senior Planner, Community Planning & Development, 360.570.3768

#### Presenter(s):

Nicole Floyd, AICP, Senior Planner, Community Planning & Development

#### Background and Analysis:

The Briggs Village Master Plan was adopted in 2003 and has been envisioned as a dense mixed use urban village. While residential development has occurred, the commercial (retail and office) uses have not been built-out as envisioned. To address this, amendments to the Master Plan were adopted in 2014 modifying specific standards related to the commercial core of the Village. While these amendments have spurred some multi-family development in the core, commercial development has not occurred.

The applicant acquired the property in 2015 and has been actively marketing the commercially zoned areas since. The applicant believes that the current limitations on ancillary drive-through lanes have been a key factor as to why the commercial core remains undeveloped today. Currently only banks are allowed to have a drive-through lane, and the applicant believes that this has deterred a variety of

development opportunities for businesses such as pharmacies, small scale restaurants, and coffee shops. The proposed amendments would allow for a broader range of uses to have ancillary drive-through lanes in certain areas of the Briggs Village outside the planned central square.

In order to maintain the strong emphasis on the pedestrian environment within the code, the revisions proposed increase the development and design standards related to drive-through lanes. Drive-through lanes would only be permitted in association with businesses that primarily engage in providing services to walk-in customers.

Additionally, any new drive-through lane would be required to be accessed from existing interior parking areas and to be designed so that dedicated pedestrian access to the entry is maintained from the primary street. These provisions are intended to significantly limit the potential locations for drive-through lanes and ensure they would remain within areas already dedicated to automobiles.

In sum, these revisions are intended to help encourage the development that has long been anticipated, while maintain the underlying design intent within the master plan.

Neighborhood/Community Interests (if known):

The notice of Planning Commission Public Hearing has been sent to all known residents and property owners within the Briggs Village. Additionally, a meeting of interested parties was held on October 27, 2017.

Options:

1. Recommend adoption of the draft amendments to City Council as proposed.
2. Recommend adoption of the draft amendments to City Council with revisions.
3. Recommend denial of the draft amendments to City Council.

Financial Impact:

No specific impact to the City has been identified; however, should the revision encourage commercial growth within the village associated tax revenues are likely.

Attachment(s):

Proposed Text Amendment  
Letter of Support

## Briggs Village Proposed Text Amendment – Allowing Limited Drive Through Uses in Urban Villages

	Olympia Municipal Code Citation	Current Language	Proposed New Language
<b>OMC 18.05 Villages and Centers</b>			
A.	18.05, Table 5.01 Permitted, Conditional and Required Uses section 3	N/A	<u>Add new use to table, “Restaurants,” with “P” in column for UV designation only.</u>
B.	18.05.040 (B) Prohibited and Unspecified Uses.	B.1. Automobile-oriented uses which primarily cater to customers in their vehicles or rarely provide consumer goods or services to pedestrians. This includes drive-in and drive-through businesses (except drive-through banks as provided in Section 18.05.060(A) herein)[.]	B.1. Automobile-oriented uses which primarily cater to customers in their vehicles or rarely provide consumer goods or services to pedestrians <u>or walk-in customers. This includes drive-in and drive-through businesses (except drive-through banks as provided in Section 18.05.060(a) herein)</u>
C.	18.05.060 Use standards.	A. Banks. 1. Banks with drive-through facilities shall be limited to one drive-through lane. 2. Driveway access for the drive-through lane shall not be allowed on streets abutting a village green or park in a village center.	A. <u>Banks Drive-through facilities.</u> 1. Banks <del>with drive through facilities shall be limited to one drive-through lane,</del> <u>restaurants pharmacies, and other businesses that primarily cater to pedestrians or walk-in customers are permitted to have a single-drive through lane.</u> 2. Driveway access for <del>the drive-through lane a permitted single drive-through lane shall be allowed only through a common parking lot area in a village center,</del> <u>and shall not be allowed on streets abutting a village green or park in a village center.</u>

Briggs Village Proposed Text Amendment – Allowing Limited Drive Through Uses in Urban Villages

<b>OMC 18.05A</b>			
<b>Urban Village, Neighborhood Village, Neighborhood Center and Community Oriented Shopping Center Design Criteria</b>			
D.	18.05A.095 Building design – Drive-through <del>banks facilities.</del>	Building design – Drive-through banks A. REQUIREMENT: Locate the main entry to a bank on a pedestrian-oriented street. Orient drive-through facilities at banks in a way that makes minimal disruption of the street edge. See also Section 18.05.060(A) Use Standards Banks (i.e., limit of one lane, and prohibition of access onto streets abutting a village green).	Building design – Drive-through <del>banks facilities.</del> A. REQUIREMENT: Locate the main entry to a <del>banks facility</del> on a pedestrian-oriented street. Orient drive-through facilities <del>at banks</del> in a way that makes minimal disruption of the street edge. See also Section 18.05.060(A) Use Standards <del>Banks – Drive-through facilities (i.e., limit of one land, and prohibition of access onto street abutting a village green.)</del>  B. REQUIREMENT: Locate the drive-through facility on the side or behind the building as viewed from the street. Drive-through facilities shall not be located between the building and street frontage, unless the proposed drive-through location provides equivalent or better pedestrian access to the building. For all drive through facilities, uninterrupted pedestrian access to the main building entry shall be provided.

COMMERCIAL REAL ESTATE SERVICES



**Yeh-Hee Hahn**  
Vice President

CBRE, Inc.  
Brokerage Services

1201 Pacific Avenue  
Suite 1502  
Tacoma, WA 98402

253 596 0055 Dir  
253 596 0059 Fax  
253 230 2412 Cell

yeh-hee.hahn@cbre.com  
www.cbre.com

August 8, 2016

Keith Stahley  
Director, Community Planning and Development  
City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

RE: Briggs Village Proposed Text Amendment – Urban Village Commercial Zoning

Dear Keith:

I am a commercial real estate broker with CBRE primarily focusing in leasing and sale of retail properties. For the last 15+ years, I have worked with various retail property owners, buyers and tenants in the south Puget Sound area.

I have been working as the leasing broker for Briggs Village since the new ownership acquired the project in December of 2015.

After over six months of talking to prospective commercial tenants and actively marketing the concept of the Briggs Village project, I have come to the conclusion that the ability to include a drive-in or drive-through element on a portion of the commercial sites is imperative in order to secure key tenants, as I will elaborate further in this letter.

In April 2016, we had received a letter of intent from a local dentist looking to relocate his practice to Briggs Village Town Center. After weeks of active negotiation, the dentist ultimately decided to go elsewhere. A key factor in his decision was that he did not want to put himself in a position where he could end up being the only business located at Briggs Village for a long time. This experience demonstrates the importance of attracting viable retail tenants to the success of the Town Center concept and Briggs Village as a whole.

As part of our efforts to attract junior anchor retail tenants, we have had several conversations with representatives of Starbucks and Bartell Drugs. Starbucks has had an interest in the site for quite some time, but the company will not consider new locations without a drive-through,

especially in suburban areas. While Briggs is an "Urban Village" under City of Olympia regulations, as a practical matter it remains a suburban site for purposes of retail site selection criteria.

An anchor tenant with wide brand recognition like Starbucks or Bartell Drugs would draw other brands and businesses such as restaurants and service oriented businesses, as well as professional office tenants. The variety of such a tenant mix will create synergy thus attracting customers.

In addition, Bartell Drugs, just recently started discussions about expanding into Thurston County according to its broker, Dan McGinnis of CBRE. Bartell's prototypical building is 15,000 square feet (110 x 136) with a drive-through. According to the broker, Bartells has an interest in the site, but will not give it serious consideration without the availability to site a drive-through.

Currently Urban Village zoning allows drive through lanes for banking uses only. It is my professional opinion that based on current market conditions, the proposed text amendment to the current Urban Village zoning to allow limited single-lane drive through uses on certain sites within the Town Center will significantly improve the ability to secure the additional commercial tenants that are crucial to the success of the Briggs Village project.

Once we secure one or two anchor tenants, such as Starbucks or Bartell's, it should be fairly easy to attract other retailers and professional office tenants to fill the remaining spaces. We already have interest from two local service businesses who are prepared to sign leases when we have firm commitment from a junior anchor tenant such as Bartells or Starbucks.

It is my sincere hope that the City will support the proposed text amendment so that we can create a viable commercial Town Center at Briggs Village to support its residents and the surrounding community, as intended. Please feel free to contact me if you have further questions.

Sincerely,



Yeh-Hee Hahn  
Vice President  
CBRE





Planning Commission  
Sign Code Update Briefing

Agenda Date: 11/21/2016  
Agenda Item Number: 6.B  
File Number: 16-1252

---

Type: information Version: 1 Status: In Committee

---

Title  
Sign Code Update Briefing

Recommended Action  
Information only. No action requested.

Report  
Issue:  
Discuss the status of the Sign Code Update.

Staff Contact:  
Joyce Phillips, AICP, Senior Planner, Community Planning and Development, 360.570.3722

Presenter(s):  
Joyce Phillips, AICP, Senior Planner, Community Planning and Development

Background and Analysis:  
The City developed a public participation plan, which was reviewed by the Planning Commission in July and by the Land Use and Environment Committee in September. A Sign Code Update webpage was created, including information about why the city is updating its sign code, how people can get involved, and a copy of the public participation plan. Next staff issued a Request for Proposals in order to select a consulting firm to assist with the legal and graphic components of updating our sign code. Ogden Murphy Wallace PLLC has been selected to assist in this effort.

Efforts to date:

- Invite members of the Design Review Board to serve on the Policy and Technical Advisory Committees
- Invite members of the Heritage Commission to serve on the Policy Advisory Committee
- Reach out to members of the types of organizations listed in the public participation plan to invite their participation on an advisory committee
- Kick off meeting with the consulting team to refine the scope of work, timeline, and work products

Next Steps:

- Introductory meetings with the Advisory Committees
- Code review for compliance with recent related court cases to identify areas that must be addressed
- Analyze opportunities to simplify the sign code, identify what is missing that should be considered
- Survey to gage community interest and opinions regarding sign code issues
- Work with Advisory Committees to develop draft sign code
- Legal and environmental review of draft sign code(s)
- Develop graphics to convey sign code standards for use in the code and handouts

Neighborhood/Community Interests (if known):

Staff anticipates there will be community interest in the sign code update. We anticipate holding several public meetings and engaging with businesses and residents regarding changes and clarifications of the sign code. In addition, first amendment issues regarding free speech will be relevant.

Options:

None, information only.

Financial Impact:

None. This planning process is already included in the Community Planning and Development Department's work plan and budget.

Attachments:

Project Webpage  
Sign Code



## Planning Commission

### Planning Commission Officers for 2017 - Selection

Agenda Date: 11/21/2016  
Agenda Item Number: 6.C  
File Number: 16-1277

---

Type: decision Version: 1 Status: In Committee

---

#### Title

Planning Commission Officers for 2017 - Selection

#### Recommended Action

Move to select officers for calendar year 2017.

#### Report

##### Issue:

Olympia's Advisory Committee Rules of Procedure provide that "officers of the committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January." The Planning Commission traditionally also selects a member to Chair its Finance (CFP) Subcommittee.

#### Staff Contact:

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

#### Presenter(s):

Selection process to be facilitated by the Commission's Chair.

This page intentionally blank.