



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, February 4, 2019

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

4. PUBLIC COMMENT

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

5. STAFF ANNOUNCEMENTS

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

6. BUSINESS ITEMS

[19-0105](#) Preliminary 2019-2020 Planning Commission Work Plan

Attachments: [Draft 2019-2020 Work Plan](#)
[2019 Work Plan Proposal Form](#)

Estimated time: 120 minutes

[19-0112](#) Planning Commission Candidate Screening Process

Attachments: [Boards & Commissions Application Evaluation Matrix](#)

Estimated Time: 30 minutes

7. REPORTS

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

8. OTHER TOPICS

Selection of Planning Commission Officers for 2019. Positions include Chair, Vice Chair, and Finance Subcommittee Chair.

9. ADJOURNMENT

Approximately 9:00 PM

Upcoming Meetings

Next regular Commission meeting is March 4, 2019. 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.



Planning Commission

Preliminary 2019-2020 Planning Commission Work Plan

Agenda Date: 2/4/2019
Agenda Item Number:
File Number: 19-0105

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

Title

Preliminary 2019-2020 Planning Commission Work Plan

Recommended Action

Move to approve the preliminary 2019-2020 Planning Commission Work Plan.

Report

Issue:

Whether or not to approve the preliminary 2019-2020 Planning Commission Work Plan.

Staff Contact:

Stacey Ray, Senior Planner, Community Planning and Development, 360.753.8046

Presenter(s):

Stacey Ray, Senior Planner, Community Planning and Development

Background and Analysis:

Each year the Planning Commission proposes an annual work plan. It is reviewed by the City Council General Government Committee and ultimately approved by City Council.

Items considered for inclusion can come from individual Commissioners or city staff. Last year, staff recommendations included items in the previous year's program that were not completed, items included in the upcoming work program of the Community Planning and Development Department, and related work of other City departments or Advisory Boards and Commissions.

Attachment A is a proposed work plan for Commissioners to review and consider. Attachment B is a form Commissioners can use to identify potential work items. The proposed work plan and any completed proposals from Commissioners will be discussed as part of this agenda item. Commissioners will also be asked to refine the work plan and confirm a recommended draft to forward to the General Government Committee for consideration in March.

Neighborhood/Community Interests (if known):

Much of the work of the Planning Commission is of interest to neighborhoods and community members. However, to date there has not been specific comment about what should be included in

the Commission's work plan for 2019-2020.

Options:

1. Approve the Preliminary 2019-2020 Planning Commission Work Plan.
2. Modify and approve the Preliminary 2019-2020 Planning Commission Work Plan.

Financial Impact:

None. This work is included in the base budget.

Attachments:

Draft Work Plan
Work Plan Proposal Form

DRAFT Olympia Planning Commission - 2019 Work Plan DRAFT (April 1, 2019 to March 31, 2020)

The Olympia Planning Commission (OPC) is expected to hold approximately 20 regular meetings plus one optional “retreat” during this period. Special meetings may be held and subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC will be Senior Planner Stacey Ray of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

Section 1. 2019 Policy Issues – Will Include a Recommendation to City Council

Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2019. In general these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment to Supporting the Commission	Estimated Completion	Budget Implications	Commission Role	Source of Proposal
1.1 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. Deliverable: Public hearing and recommendation to City Council.	8 hours (2-3 meetings)	CP&D staff: 14-18 hours Other staff: 10 hours	September	Included in base budget	General review, public hearing, and recommendation	City Staff
1.2 Annual Comprehensive Plan Amendments http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission. Deliverables: Public hearing and recommendation to City Council.	4 hours (1-2 meetings)	CP&D staff: 20 hours Other staff: 20 hours	June	Included in base budget	Detailed review and recommendation	City Staff

1.3 Downtown Design Criteria Update http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code consistent with downtown strategy. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	June	Included in base budget	General review and recommendation	City staff
1.4 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code relative to the downtown strategy. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	December	Included in base budget	Detailed review and recommendation	City staff
1.5 Zoning Map and Development Code Text Amendments Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2019. Deliverables: Public hearing and recommendation to City Council.	2 hours per proposal	CP&D staff: 4 to 10 hours per proposal	Dependent on timing of proposals	Included in base budget; private applicants pay a \$3,200 fee.	Detailed review and recommendation	Placeholder for new proposals.
1.6 Short Term Rental Policies Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	June	Included in base budget	General review and recommendation	City Staff
1.7 Joint Plan Recommendations Review Thurston County Joint Plan for consistency with the City of Olympia's Comprehensive Plan. Deliverable: Recommendation to City Council/Thurston County.	4-6 hours (2-3 meetings)	CP&D staff: 10+ hours	To Be Determined	Included in base budget	General review and recommendation	City Staff

<p>1.8 Neighborhood Center Code: A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.</p> <p>Deliverable: Proposed development code update for consideration by the City in 2020.</p>	8 hours (3-4 meetings); optional work group hours	CP&D: 8 to 12 hours	Winter/Spring 2020	Included in base budget	Led by Commission	Planning Commission -- continued item begun in 2014
<p>1.9 Shoreline Master Program Periodic Update: A review of the current Shoreline Master Program, including the development code to meet the state-mandated periodic update schedule of every eight years.</p> <p>Deliverable: Public hearing and recommendation to City Council.</p>	8 hours (3-4 meetings); optional sub- committee hours	CP&D: 10+ hours Other staff: 10 hours	Winter/Spring 2020	Included in base budget	General review and recommendation	City Staff

SECTION 2. 2018 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. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2019 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
2.1 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx Commission will receive a briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission's role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan. Deliverable: Recommendation and comments to City staff.	2 hours	5 to 7 hours	April	Included in base budget	Advisor to staff and Council	Comprehensive Plan
2.2 Subarea/Neighborhood Plan Review of draft Subarea Plan Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	August	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

SECTION 3.**2018 Administrative Activities and Informational Briefings**

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat Annual event focused on improving Commissioner relationships and procedures	10 hours (including retreat)	8 to 10 hours Other staff: Variable	April/May	Included in base budget	Led by Planning Commission	Customary practice
3.2 Preparation of 2019 Work Plan Time allotted for proposing and discussing work items for following year. Deliverable: Recommendation to Council	2 hours	CP&D: 6 hours	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.3 Sea Level Rise Response Plan Briefing http://olympiawa.gov/city-utilities/storm-and-surface-water/sea-level-rise.aspx Briefing regarding SLR Response Planning Process	1 hour	2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	City Staff & Planning Commission
3.4 Economic Development Briefing Briefing regarding economic development opportunities and actions in the City of Olympia	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

3.5 West Bay Restoration & Parks Plan Briefing http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx Briefing regarding progress on the West Bay restoration and parks master planning efforts	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.6 Transportation Master Plan Briefing http://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/Transportation%20Master%20Plan.aspx Briefing regarding progress on the Transportation Master Plan	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.7 Growth and Development Briefing Briefing regarding population growth and annual development activity within the City and Urban Growth Area	1 hour	CP&D: 4 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission



**Planning Commission – Work Items for Consideration
April 2019 – March 2020**

Date: _____ **Proposal Submitted By:** _____

Title of Proposal: _____

Brief Description of Proposal:

Work Item Type:

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

Please Explain:

- ☐ 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:

☐ Community,
Health, and Safety

☐ Downtown

☐ Economy

☐ Neighborhoods

☐ Environment

Related Comprehensive Plan goal and/or policy:

Why should this item be taken up during the 2019-2020 work plan? How might it relate to other proposed work items on the work plan?



Planning Commission

Planning Commission Candidate Screening Process

Agenda Date: 2/4/2019
Agenda Item Number:
File Number: 19-0112

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

Title

Planning Commission Candidate Screening Process

Recommended Action

Move to approve a process for reviewing and making recommendation to the General Government Committee on applicants to be interviewed for the vacant Planning Commission position.

Report

Issue:

Whether to move forward with staff's recommended process for reviewing and making recommendation to the General Government Committee on applicants to be interviewed for the vacant Commission position.

Staff Contact:

Stacey Ray, Senior Planner, Community Planning and Development, 360.753.8046

Presenter(s):

Stacey Ray, Senior Planner, Community Planning and Development

Background and Analysis:

The City Council would like to engage the City Advisory Committees and Commissions in helping identify candidates to interview for vacant Committee and Commission positions. The General Government Committee has asked that members screen all applicants, and identify three candidates to be interviewed for every one vacant position. The Planning Commission will have one vacancy to fill this year.

This agenda item is to discuss a proposed process for screening candidates, including use of Attachment A, a form provided by the General Government Committee to evaluate potential candidates.

Discussion of the candidates is scheduled for the Commission's regularly scheduled meeting agenda on March 4. This enables the Commission to forward a recommendation to General Government, who will then hold candidate interviews and notify the selected candidate by the end of March. The new Commissioner would begin their term in April.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve staff's recommended process to help screen potential candidates to be interviewed for the vacant Commission position.
2. Refine and approve a process to help screen potential candidates to be interviewed for the vacant Commission position.
3. Choose not to participate in screening potential candidates to be interviewed for the vacant Commission position.

Financial Impact:

There is no financial impact to the Commission participating in screening potential candidates for a vacant position.

Attachments:

Boards & Commissions Application Evaluation Matrix

BOARDS & COMMISSIONS APPLICATION EVALUATION MATRIX

Candidate Name:		Committee:									
Residency: City Limits or Growth Area: Yes Outside of Olympia: Yes <i>Residency: Except as may be otherwise provided in the Olympia Municipal Code regarding a specific committee, the majority of members on each committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.</i>											
Desire to perform public service.	1	2	3	4	5	6	7	8	9	10	
	Comments:										
Experience in the community on other boards, commissions and Committees.	1	2	3	4	5	6	7	8	9	10	
	Comments:										
Ability to represent the interests of the community as a whole.	1	2	3	4	5	6	7	8	9	10	
	Comments:										
Special knowledge important to a particular board, commission or committee.	1	2	3	4	5	6	7	8	9	10	
	Comments:										
Ability to bring added perspectives and/or life experiences to board, commission or committee work.	1	2	3	4	5	6	7	8	9	10	
	Comments:										
Ability to work collaboratively with other members, staff and elected officials.	1	2	3	4	5	6	7	8	9	10	
	Comments:										
Time commitment/Availability to serve.	1	2	3	4	5	6	7	8	9	10	
	Comments:										
Notes:											