



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, March 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

[19-0212](#) Approval of January 7, 2019 Planning Commission Meeting Minutes

Attachments: [January 7, 2019 Draft Meeting Minutes](#)

[19-0214](#) Approval of February 4, 2019 Planning Commission Meeting Minutes

Attachments: [February 4, 2019 Draft Meeting Minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, citizens may address the Advisory Committee or 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 (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

[19-0213](#) Planning Commission Candidate Screening

Attachments: [Commission Application Evaluation Matrix](#)

Estimated time: 90 minutes

[19-0215](#) Briefing on the Homeless Response Plan Process

Attachments: [Homeless Response Plan Overview](#)
[Homeless Response Plan Process](#)
[Homeless Response Website](#)

Estimated time: 30 minutes

7. REPORTS

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

8. OTHER TOPICS

9. ADJOURNMENT

Approximately 9:00 p.m.

Upcoming Meetings

Next regular Commission meeting is March 18, 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.



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

Planning Commission

Approval of January 7, 2019 Planning Commission Meeting Minutes

Agenda Date: 3/4/2019
Agenda Item Number:
File Number: 19-0212

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

Title

Approval of January 7, 2019 Planning Commission Meeting Minutes



Meeting Minutes - Draft

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, January 7, 2019
6:30 PM
Room 207

1. CALL TO ORDER

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

1.A ROLL CALL

Commissioner Azegami was present via Webex.

Present: 7 - Chair Rad Cunningham, Commissioner Tammy Adams,
Commissioner Kento Azegami, Commissioner Joel Baxter,
Commissioner Travis Burns, Commissioner Paula Ehlers and
Commissioner Candi Millar

Excused: 1 - Commissioner Carole Richmond

OTHERS PRESENT

City of Olympia Community Planning and Development Staff:
Senior Planner Stacey Ray
Senior Program Assistant Max DeJarnatt

City of Olympia Public Works Staff:
Senior Planner Sophie Stimson

Intercity Transit Staff:
Development Director Eric Phillips
General Manager, Anne Freeman-Manzanares
Planning Manager, Rob LaFontaine

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[19-0028](#) Approval of December 3, 2018 Planning Commission Meeting Minutes

The December 3, 2018 meeting minutes were approved.

4. PUBLIC COMMENT - None**5. STAFF ANNOUNCEMENTS**

Ms. Ray made announcements.

6. BUSINESS ITEMS**6.A** [19-0027](#) Intercity Transit Briefing

Mr. Phillips provided a PowerPoint presentation explaining Intercity Transit's plan regarding future service following the November Ballot Measure.

The information was received.

6.B [19-0013](#) Draft Parking Strategy Briefing

Mr. DeJarnatt provided a PowerPoint presentation and briefed the Commission regarding the draft Parking Strategy.

The information was received.

6.C [19-0010](#) Transportation Update

Ms. Stimson provided a PowerPoint presentation and briefed the Commission about two major projects; the Transportation Master Plan and the Downtown Street Improvement Project.

The information was received.

7. REPORTS - None**8. OTHER TOPICS**

Commissioners discussed officer elections; however, because Vice-Chair Carole Richmond was not present, opted to postpone the election to the next regularly scheduled meeting on Monday, February 4.

9. ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

Upcoming Meetings

The next meeting is scheduled for February 4, 2019.



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

Planning Commission

Approval of February 4, 2019 Planning Commission Meeting Minutes

Agenda Date: 3/4/2019
Agenda Item Number:
File Number: 19-0214

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

Title

Approval of February 4, 2019 Planning Commission Meeting Minutes



Meeting Minutes - Draft

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

Chair Cunningham called the meeting to order at 6:33 p.m.

1.A ROLL CALL

Present: 8 - Commissioner Rad Cunningham, Commissioner Tammy Adams, Vice Chair Kento Azegami, Commissioner Joel Baxter, Commissioner Travis Burns, Commissioner Paula Ehlers, Commissioner Candi Millar and Chair Carole Richmond

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

The January 7, 2019 meeting minutes will be reviewed for approval at the March 4, 2019 meeting.

4. PUBLIC COMMENT

None.

5. STAFF ANNOUNCEMENTS

Ms. Ray made announcements.

6. BUSINESS ITEMS

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

Ms. Ray handed out the 2019 Planning Projects, 2019 CPD Planning Special Projects, 2019 Programming Staffing Levels and proposal form for discussion.

Chair Cunningham moved, seconded by Commissioner Ehlers to approve the 2019 Work Plan as amended and encompassing additions as identified by Commissioners. The motion was passed unanimously.

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

Ms. Ray facilitated discussion on the interview process and handed out a copy of the Boards & Commissions Application Evaluation Matrix generated by the General Government Committee.

Commissioner Azegami moved, seconded by Commissioner Baxter to approve the process for reviewing and making recommendations to the General Government Committee on applicants to be interviewed for the vacant Planning Commission position. The motion was passed unanimously.

7. REPORTS

Commissioners reported on outside meetings attended.

8. OTHER TOPICS

Chair Cunningham nominated Commissioner Richmond for Chair, Commissioner Azegami for Vice-Chair and himself as the Finance Committee Chair.

Chair Cunningham moved and seconded by Commissioner Millar to nominate the following new officers: Commissioner Richmond for Chair, Commissioner Azegami for Vice-Chair and Commissioner Cunningham for Finance Chair. The motion passed unanimously.

9. ADJOURNMENT

The meeting adjourned at 9:02 p.m.

Upcoming Meetings

The next meeting is scheduled for March 4, 2019.



Planning Commission

Planning Commission Candidate Screening

Agenda Date: 3/4/2019
Agenda Item Number:
File Number: 19-0213

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

Title

Planning Commission Candidate Screening

Recommended Action

Move to recommend to the General Government Committee applicants to be interviewed for the vacant Planning Commission position.

Report

Issue:

Whether to recommend to the General Government Committee applicants to be interviewed for the vacant Planning 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 General Government Committee (General Government) has requested that City Advisory Committees and Commissions help in identifying candidates to interview for vacant Committee and Commission positions. General Government has asked that members screen all applicants, and identify three candidates to be interviewed for every one vacant position.

This agenda item is to discuss the nine candidates who submitted an application for the one vacant position this year. Commissioners will complete in advance and bring for discussion Attachment A, a form provided by General Government to evaluate the potential candidates.

The Commission will 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 will begin their term in April.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Recommend to the General Government Committee three or more candidates to be interviewed for the vacant Planning Commission position.
2. Choose not to participate in screening potential candidates to be interviewed for the vacant Planning 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:											



Planning Commission

Briefing on the Homeless Response Plan Process

Agenda Date: 3/4/2019
Agenda Item Number:
File Number: 19-0215

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

Title

Briefing on the Homeless Response Plan Process

Recommended Action

Receive a briefing on the Homeless Response Plan Process. Briefing only; No action requested.

Report

Issue:

Receive a briefing on the Homeless Response Plan Process, including timeline, milestones, the various roles, and how stakeholders will be engaged to provide input and develop long-term strategies and actions.

Staff Contact:

Stacey Ray, Senior Planner, Office of Performance and Innovation, Administrative Services,
360.753.8046

Presenter(s):

Stacey Ray, Senior Planner, Office of Performance and Innovation, Administrative Services

Background and Analysis:

Rising homelessness is the most significant and urgent public concern facing our city. In July 2018, the Olympia City Council declared a state of public health emergency related to homelessness; the Thurston County Commissioners also declared a state of emergency last year. Although homelessness is most visible within the urban hub of downtown Olympia, this issue affects all of Thurston County

During 2019, the Olympia City Council is convening a broad, community-driven process to identify strategies and actions to respond to homelessness and its impacts on the city. The approach is based on a framework and methodologies called Participatory Leadership: a community-based approach to addressing complex issues that emphasizes learning, dialogue, equity, and inclusiveness.

A community work group with a diverse set of perspectives and experiences will help host the process, inviting a broad cross-section of the regional community to identify and carry out long-term

strategies and actions. This work will be informed by and build upon the County's 5-year Homeless and Housing Plan and Olympia's Comprehensive Plan and Downtown Strategy.

The City of Olympia cannot effectively address this issue on its own. The most effective and impactful response will require strong partnerships among the State, other governmental entities in the region, and other public and private partners. One aspect of this process is to engage and develop those partnerships.

Another aspect is to involve community members in learning about this complex issue and the plans and actions currently underway, while also providing well-designed opportunities for the community to participate in dialogue and inform the developing strategies, actions and partnerships.

Neighborhood/Community Interests (if known):

The community has a strong interest in addressing homelessness in the community.

Options:

Receive a briefing on the Homeless Response Plan process.

Financial Impact:

N/A

Attachments:

Project Overview

Planning Timeline and Milestones

[Link to City's Homeless Response Webpage](#)



Homeless Response Plan: Project Overview

WHAT	The Olympia City Council will convene a broad-based community-driven process to identify objectives, strategies, and actions to respond to homelessness in Olympia.
PURPOSE (WHY)	To identify how to effectively respond to homelessness and its related impacts on the City of Olympia.
INTENTION	To invite a broad cross-section of the regional community to collectively identify, co-create, and lead an effective response to homelessness and its impacts on the City of Olympia.
WHO	<p>The process will be hosted by a community work group, made up of 8-10 members who bring a diverse set of perspectives and experiences, and embody the following characteristics:</p> <ul style="list-style-type: none"> • Curious • Open-minded • An emerging leader • Committed • Team-oriented • Passionate and caring <p>The community work group will shape and shepherd a process that includes learning and having dialogue with community resource partners, implementation partners, and the community-at-large.</p>
WHEN	January 2019-October 2019

PRODUCTS	<ul style="list-style-type: none"> • Objectives, strategies, and actions for responding to homelessness and it's impacts in Olympia • An implementation framework; with partnerships and action leads identified • Dashboard of performance metrics for tracking implementation • A portfolio of current community partner resources and information on homelessness in Olympia
PEOPLE & ROLES	<ul style="list-style-type: none"> • City Council (Conveners): Host and support the process; listen; uphold the authenticity and validity of the process and its outcomes; and connect with key implementation partners throughout the process • Community Work Group (Core Team): Shape and shepherd the process; learn; invite others to contribute; and identify objectives, strategies, and metrics coming out of the process • Community Resource Partners: Set the context for the work group; provide expertise, resources, and data; and help host elements of the process • Implementation Partners: Stay informed; provide information for the work group; identify actions coming out of the process; and collaborate on implementation • Community Members: Stay informed throughout the process; and provide input and information for the work group • Community Planning & Development Staff: Provide City Council updates; ground the work group in the Comprehensive Plan, Downtown Strategy, etc.; provide internal/external communication; record and synthesize information; and provide strategy and action recommendations to City Council on which actions the City can take lead in implementing • Office of Performance and Innovation Staff: Provide process design; conduct confidential stakeholder interviews; select the community work group; and design and facilitate meetings, workshops, and other events
PROJECT CONTACTS	<p>Amy Buckler, Downtown Programs Manager (Project Manager) Community Planning and Development (360) 570-5847 abuckler@ci.olympia.wa.us</p> <p>Stacey Ray, Office of Performance and Innovation (Project Consultant) Administrative Services (306) 753-8046 sray@ci.olympia.wa.us</p>

Developing A Long Term Response to Homelessness

The City of Olympia will convene a community process to develop long-term, sustainable strategies and actions for how to address homelessness. Visit our webpage and sign-up for our e-newsletter at **olympiawa.gov/subscribe** to learn more, and stay engaged in this important work.

olympiawa.gov/homelessness

Our Purpose: To identify how to effectively respond to homelessness and its impacts on Olympia.



An Immediate Response to Homelessness

During the process to develop long-term, strategies, we will need to continue to respond to the immediate impacts of homelessness. Listed below are current actions underway:

- Expanded Downtown Walking Patrol
- Hired Homeless Response Coordinator
- Launched New Mobile Mental Health Provider through OPD - Community Response Unit
- Partnered with Providers in our community to move to 24/7 Shelter System
- Plum Street Village opening in Feb 2019
- Implementing Familiar Faces program
- Implemented Fire Department Downtown Aid Unit
- Hired Home Fund Program Manager
- and more...

Last Updated 01.22.2019 | CS