



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Monday, June 15, 2020

6:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_SQ-_0_dCSDGxVd79eLwdiw

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 [20-0472](#) Approval of June 01, 2020 Planning Commission Meeting Minutes

Attachments: [OPC Minutes 06012020](#)

4. PUBLIC COMMENT

Public comments will not be taken during the meeting, however written comments will be taken. Please submit your written comments to jphillip@ci.olympia.wa.us at least two hours prior to the meeting. Your comments will be forwarded to the Planning Commissioners prior to the meeting.

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 [20-0450](#) Shoreline Master Program Periodic Review - Department of Ecology Overview

Estimated time: 60 minutes

6.B [20-0460](#) Housing Options Code Amendments - Residential Design Review Briefing

Attachments: [Infill and Other Residential Design Review Code](#)

Estimated time: 60 minutes

7. REPORTS

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

8. OTHER TOPICS

None

9. ADJOURNMENT

Approximately 9:00 p.m.

Upcoming

Next Commission meeting is scheduled for July 6, 2020. 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 June 01, 2020 Planning Commission Meeting Minutes

Agenda Date: 6/15/2020
Agenda Item Number: 3.A
File Number:20-0472

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

Title

Approval of June 01, 2020 Planning Commission Meeting Minutes



Meeting Minutes

Planning Commission

ATTACHMENT 1

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Monday, June 1, 2020

6:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_mNsTDuLeSXWUNBQtg1KHzQ

1. CALL TO ORDER

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

1.A ROLL CALL

Present: 8 - Vice Chair Paula Ehlers, Commissioner Tammy Adams,
Commissioner Kento Azegami, Commissioner Travis Burns,
Commissioner Rad Cunningham, Commissioner Yen Huynh,
Commissioner Carole Richmond and Commissioner Aaron Sauerhoff

Excused: 1 - Chair Candi Millar

1.B OTHERS PRESENT

City of Olympia Community Planning and Development Staff:
Senior Planner Cari Hornbein
Senior Planner Nicole Floyd
Senior Planner Joyce Phillips
Planning and Engineering Manager Tim Smith

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[20-0417](#) Approval of the May 18, 2020 Olympia Planning Commission Meeting
Minutes

The minutes were approved.

4. PUBLIC COMMENT

In lieu of taking public comment during the meeting, interested parties were asked to submit written comments prior to the meeting. No written comments were received.

5. STAFF ANNOUNCEMENTS

Ms. Hornbein and Mr. Smith shared announcements.

6. BUSINESS ITEMS

- 6.A** [20-0252](#) Amendments to the Municipal Code related to Recreational Vehicles - Briefing

The discussion was completed.

- 6.B** [20-0267](#) Shoreline Master Program Periodic Review - Briefing

The information was received.

7. REPORTS - None

8. OTHER TOPICS

Commissioner Richmond spoke about housing; Mr. Smith and Ms. Phillips responded to questions. Commissioner Cunningham spoke about the funding source for tax credits.

9. ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

Upcoming

The next regular Planning Commission meeting is June 15, 2020.



Planning Commission

Shoreline Master Program Periodic Review - Department of Ecology Overview

Agenda Date: 6/15/2020
Agenda Item Number: 6.A
File Number: 20-0450

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

Title

Shoreline Master Program Periodic Review - Department of Ecology Overview

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the requirements of the Periodic Review of the Shoreline Master Program, including use of the Joint Review process between the Washington State Department of Ecology and the City of Olympia.

Staff Contact:

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

Presenter(s):

Kim Van Zwalenburg, Senior Shoreline Planner, Washington State Department of Ecology, Southwest Regional Office, 360.407.6520

Background and Analysis:

Shoreline Master Programs (SMPs) are local land use policies and regulations that guide development on, and the use of, most shorelines. SMPs apply to both public and private uses for lakes, streams, marine shorelines, and any associated wetlands. SMPs help protect natural resources for future generations, provide for public access to public waters and shores, and plan for water-dependent uses. SMPs must be consistent with the Shoreline Management Act (RCW 90.58) and must be approved by the Washington State Department of Ecology.

SMPs must be reviewed and, if necessary, updated to ensure they remain compliant with state laws and local comprehensive plans. This review must be completed every eight (8) years and is known as the "Periodic Review". Olympia's SMP Periodic Review must be completed no later than June 30, 2021.

The Washington State Department of Ecology (Ecology) provides technical assistance, guidance documents, and grant funding to assist in the completion of the Periodic Review. Ecology's grant

contract requires completion of five tasks, which are designed to ensure all local governments complete the required Periodic Review. The primary task is:

Review Shoreline Master Program and Draft Revisions, If Needed

Review the SMP to determine if revisions are needed. To do this, use the Ecology checklist to:

- a. Review any amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended. Determine if local amendments are needed to maintain compliance.
- b. Review any changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent. Document the consistency analysis to support proposed changes to the SMP or note that Findings of Adequacy would be appropriate.
- c. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

The City will use Ecology's Periodic Review checklist to determine what, if any, changes are needed. This analysis is reviewed by Ecology for approval. The outcome of that review will become the minimum scope of work the update.

Neighborhood/Community Interests (if known):

Shoreline issues are of interest to the community. Active engagement and comments are anticipated as the City gets farther along in the process.

Options:

Information only. No action requested.

Financial Impact:

The State of Washington Department of Ecology provides a grant to local jurisdictions to help cover the costs of the Periodic Review. The City of Olympia has been awarded a grant for \$28,000.

Attachments:

None.



Planning Commission

Housing Options Code Amendments - Residential Design Review Briefing

Agenda Date: 6/15/2020
Agenda Item Number: 6.B
File Number: 20-0460

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

Title

Housing Options Code Amendments - Residential Design Review Briefing

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the design review requirements for the housing types under consideration in the Housing Options Code Amendments.

Staff Contact:

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

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

Each of the housing types under consideration in these proposed amendments are subject to design review, even when proposed in parts of the City that are not located in a design review district. These standards are outlined in the Infill and Other Residential Design Review Chapter of the Olympia Municipal Code (see attachment). Design review is one of the primary ways the city addresses neighborhood scale, character, and compatibility of new construction.

For most of these housing types the items of review include Neighborhood Scale and Character; Building Orientation and Entries; Building Modulation and Articulation; Windows; Garage Design; and Materials and Colors. Accessory Dwelling Units are reviewed for Building Design and Entry Features.

Neighborhood/Community Interests (if known):

Public comments on the proposed amendments have been received over the past few months. Some of these comments have expressed concerns that these housing types may not fit in with existing neighborhoods due to the size and scale of potential new homes and that the character of the new homes may not blend in.

Options:

None, no action requested.

Financial Impact:

Staff time and resources for these proposed code amendments are included in the Department's base annual budget.

Attachments:

Infill and Other Residential Design Review Code

Chapter 18.175 INFILL AND OTHER RESIDENTIAL

18.175.000 Chapter Contents

Sections:

- [18.175.020](#) Neighborhood scale and character.
- [18.175.030](#) Building orientation and entries.
- [18.175.040](#) Building modulation and articulation.
- [18.175.050](#) Windows.
- [18.175.060](#) Garage design.
- [18.175.070](#) Material and colors.
- [18.175.080](#) Accessory Dwelling Unit (ADU); Building design.
- [18.175.090](#) Accessory Dwelling Unit (ADU); Entry features.
- [18.175.100](#) Site design; Cottage housing.

18.175.020 Neighborhood Scale and Character

- A. REQUIREMENT: Minimize the appearance of building scale differences between proposed dwelling unit(s) and existing neighborhood residential units. Reflect the architectural character of neighboring residences (within 300' on the same street) through use of related building features. On narrow lots (30 feet wide or less), the average height of the adjacent residences shall not be exceeded unless the apparent scale of the proposed building is reduced through modulation.
- B. GUIDELINES:
 - 1. Step the roof on the building perimeter segments to transition between a proposed taller building and an existing residential structure.
 - 2. Replicate or approximate roof forms and pitch found on existing residential structures in the neighborhood.
 - 3. Use window patterns and proportions similar to those on existing residential structures in the neighborhood.
 - 4. Use building facade materials similar to those used on existing residential buildings in the neighborhood.
 - 5. Maintain a consistent relationship to the street (i.e., building setbacks and entryways) as existing buildings.

**FIGURE 18.175.020****18.175.030 Building Orientation and Entries**

- A. **REQUIREMENT:** Provide a clearly defined building or courtyard entry from the primary street.
- B. **GUIDELINES:**
1. Use distinctive architectural elements and materials to indicate the entry.
 2. Define the transition space from the sidewalk to the entry with a terrace, plaza, or landscaped area.
 3. Avoid the use of exterior stairways to second stories that are visible from the street.
 4. Provide porches, balconies, and covered entries.

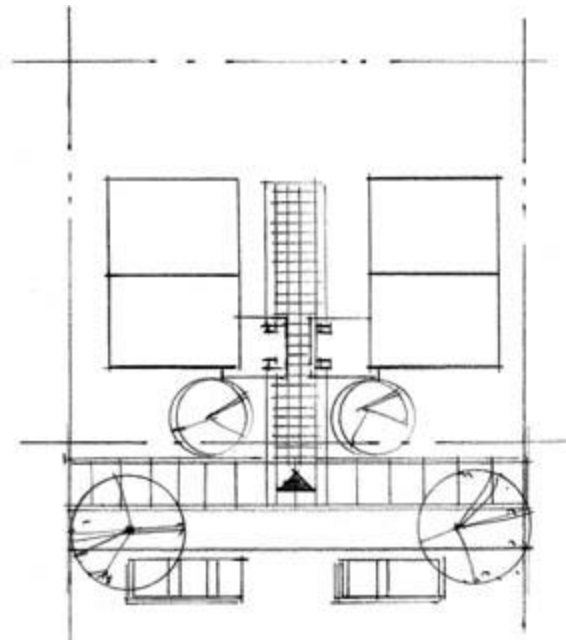
**FIGURE 18.175.030-A**



FIGURE 18.175.030-B

18.175.040 Building Modulation and Articulation

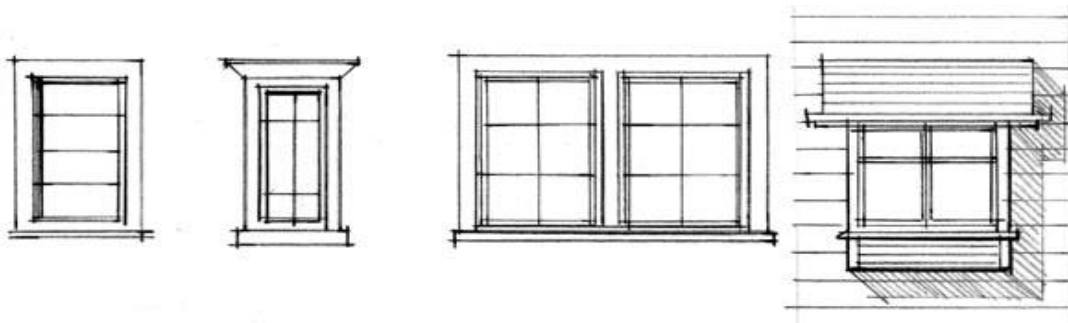
- A. REQUIREMENT: Use building and roof modulation and articulation to reduce the appearance of large building masses.
- B. GUIDELINES:
 - 1. Modulate the building facade with features such as porches, balconies, building wall relief, and bay windows.
 - 2. Provide roof elements such as gables, eyebrow roof forms or dormers.
 - 3. Incorporate prominent cornice, soffit, or fascia details that emphasize the top of the building.
 - 4. Provide prominent roof overhangs.
 - 5. Articulate the roof with rafter tails and brackets.



FIGURE 18.175.040

18.175.050 Windows

- A. **REQUIREMENT:** Provide relief, detail, and visual rhythm on the facade with well-proportioned windows.
- B. **GUIDELINES:**
1. Use window patterns, proportions, and orientation consistent with neighboring residences.
 2. Use multiple-pane windows.
 3. Provide windows that are designed to create shadows (either deeply recessed or protruding).
 4. Use visually significant window elements (i.e. frame dimensions, lintels, casings, sills, and trim).
 5. Locate windows so that the occupants from one residence cannot look directly into an adjacent residence.

**FIGURE 18.175.050****18.175.060 Garage Design**

- A. **REQUIREMENT:** Design garages and carports so that they do not dominate the dwelling's street facade.
- B. **GUIDELINES:**
1. Locate garages and carports behind residences, stepped back from the building's street facade, or provide a side entry (perpendicular to the street).
 2. Design driveways to be as narrow as possible and/or shared where possible to minimize impervious surface and to minimize disruption of the sidewalk and planting strip by curb cuts.

3. Incorporate windows into garage sidewalls whenever they face the street so that they appear to contain habitable space.
4. Incorporate garage door elements which reduce the apparent size of the doors, such as panels and windows.
5. Use materials and colors that match the residence.

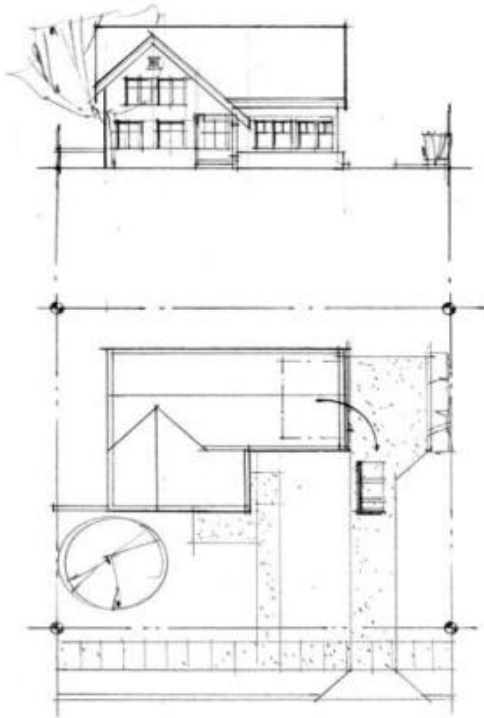


FIGURE 18.175.060-A

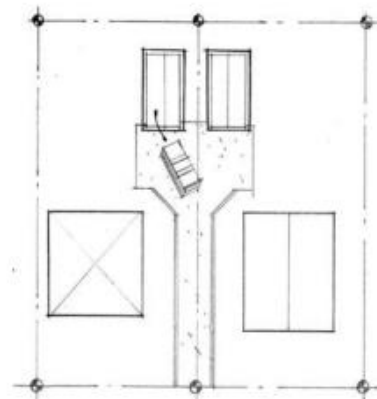


FIGURE 18.175.060-B

18.175.070 Material and Colors

- A. REQUIREMENT: Use building materials with texture and pattern and a high level of quality and detailing. Reserve brightly saturated colors for accent or trim features.
- B. GUIDELINES:
 1. Use materials such as horizontal lap siding, shingles, brick, stone, stucco, ceramic or terra cotta tile.
 2. When remodeling or adding to an existing building, use materials and colors that preserve or enhance the character of the original building.

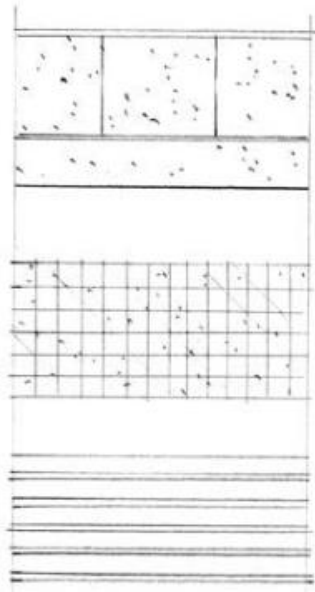


FIGURE 18.175.070-A

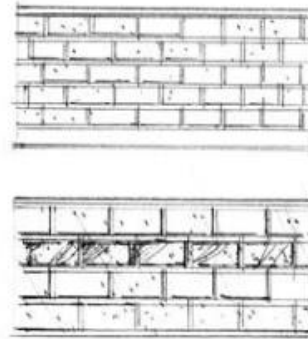


FIGURE 18.175.070-B

18.175.080 Accessory Dwelling Unit (ADU); Building Design

- A. REQUIREMENT: Reflect the architectural character of the primary residence in an ADU through use of related building features.
- B. GUIDELINES:
1. Replicate or approximate roof forms and pitch found on the existing residence.
 2. Use window patterns and proportions similar to those on existing residence.
 3. Use building facade material and colors that match or are compatible with those used on the existing residence.



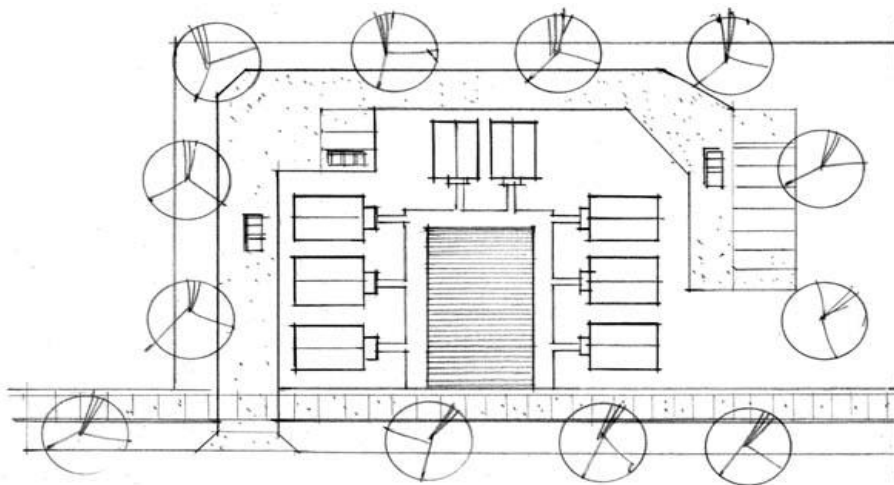
FIGURE 18.175.080

18.175.090 Accessory Dwelling Unit (ADU); Entry Features

- A. **REQUIREMENT:** Provide a clearly defined building entry for an ADU that is easily accessible from the street or the existing residence. Provide a well-lighted, paved sidewalk to the building entry.
- B. **GUIDELINE:**
1. The entry to an ADU may be shared with the primary residence.
 2. When there is a separate entry, construct an identifying feature, such as a porch, stoop and/or an eave overhang that is integral to the ADU structure.
 3. When an exterior stairway to the main entrance to the ADU is needed, avoid the use of open metal, prefabricated stairs.

**FIGURE 18.175.090****18.175.100 Site Design; Cottage Housing**

- A. **REQUIREMENT:** Orient cottage housing to the public right-of-way or to a shared interior courtyard. The sides of end units may front the street when the interior courtyard is a prominent feature on the adjacent public right-of-way.

**FIGURE 18.175.100**