



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Monday, August 17, 2020

6:30 PM

Online and via phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_mhsZQO80SXud63nLeo3H2Q

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

[20-0635](#) Approval of August 3, 2020 Planning Commission Meeting Minutes

Attachments: [Draft OPC Minutes 08032020](#)

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 the 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. Individual comments are limited three (3) minutes or less.

REMOTE MEETING PUBLIC COMMENTS INSTRUCTIONS:

During this time, the Planning Commission will hold business meetings remotely using Zoom. Live public comments will be taken during the meeting but advance registration is required. The link to register is at the top of the agenda. You will be given the choice to comment during the registration process.

After you complete the registration form, you will receive a link by email to log onto or call into Zoom for use at the meeting day 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. Once three minutes concludes your microphone will be muted again.

WRITTEN COMMENT INSTRUCTIONS:

If you prefer to submit written comments, please submit them to Cari Hornbein, Staff Liaison, at chornbei@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.

Estimated time: 0-30 minutes

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 [20-0633](#) Briefing on the Preliminary Capital Facilities Plan, 2021-2026 Financial Plan

Estimated time: 30 minutes

- 6.B [20-0630](#) Briefing on the Preliminary Capital Facilities Plan, 2021-2026 Financial Plan - Department Presentations

Attachments: [Comprehensive Plan](#)

Estimated time: 60 minutes

- 6.C [20-0632](#) Organizational Retreat

Attachments: [Retreat Planning Subcommittee Meeting Notes](#)

Estimated time: 15 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 regular Commission meeting is September 21, 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 August 3, 2020 Planning
Commission Meeting Minutes

Agenda Date: 8/17/2020
Agenda Item Number:
File Number:20-0635

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

Title

Approval of August 3, 2020 Planning Commission Meeting Minutes



Meeting Minutes - Draft

Planning Commission

ATTACHMENT 1

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Monday, August 3, 2020

6:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_qe6zPUcqQJSYPLpgmlupTg

1. CALL TO ORDER

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

1.A ROLL CALL

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

Excused: 1 - Vice Chair Paula Ehlers

1.B OTHERS PRESENT

City of Olympia Community Planning and Development Staff:
Senior Planner Cari Hornbein
Senior Planner Nicole Floyd
Homeless Response Coordinator Teal Russell
Strategic Projects Manager Amy Buckler

City of Olympia Public Works Staff:
Transportation Planning Supervisor Sophie Stimson

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[20-0591](#) Approval of July 20, 2020 Planning Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT

The following people spoke: Judy Bardin and Lisa Riner. No written comments were received.

5. STAFF ANNOUNCEMENTS

Ms. Hornbein shared announcements.

6. BUSINESS ITEMS

6.A [20-0559](#) Amendments to the Municipal Code related to Recreational Vehicles - Public Hearing

Chair Millar will prepare a letter expressing the Commission's desire for the City Council to seek a long term solution to housing issues.

Commissioner Richmond moved, followed by Commissioner Azegami to recommend the Amendments to the Municipal Code Related to Recreational Vehicles for approval by City Council. The motion carried by the following vote:

Aye: 8 - Chair Millar, Commissioner Adams, Commissioner Azegami, Commissioner Burns, Commissioner Cunningham, Commissioner Huynh, Commissioner Richmond and Commissioner Sauerhoff

Excused: 1 - Vice Chair Ehlers

6.B [20-0583](#) Transportation Master Plan Briefing

The report was received.

6.C [20-0587](#) One Community: Healthy, Safe and Housed Plan - Briefing

The information was provided.

7. REPORTS

Commissioners reported on the Retreat Planning Subcommittee.

8. OTHER TOPICS

None

9. ADJOURNMENT

The meeting was adjourned at 8:24 p.m.

Upcoming

The next regular Planning Commission meeting is August 17, 2020.



Planning Commission

Briefing on the Preliminary Capital Facilities Plan, 2021-2026 Financial Plan

Agenda Date: 8/17/2020
Agenda Item Number: 6.A
File Number: 20-0633

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

Title

Briefing on the Preliminary Capital Facilities Plan, 2021-2026 Financial Plan

Recommended Action

Briefing only. No Action.

Report

Issue:

Whether to receive a briefing on the Preliminary Capital Facilities Plan, 2021-2026 Financial Plan, including key projects, revenues, and expenses.

Staff Contact:

Nanci Lien, Finance Director, 360.753.8465

Presenter(s):

Nanci Lien, Finance Director, 360.753.8465

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. Most projects listed in the CFP are directly related to the applicable master plan or functional plan; such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The CFP covers a 20-year time horizon; however, the Preliminary CFP, 2021-2026 Financial Plan is a six-year financial plan which is required by the Growth Management Act to specifically identify projects, estimated costs and the 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's 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. It includes projected timing, location, costs and funding sources for capital projects.

The Planning 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. The Planning Commission is scheduled to hold a Public Hearing on Monday, September 21, 2020.

Neighborhood/Community Interests (if known):

The Capital Facilities Plan addresses the provisions of essential city services and is of broad community interest. It addresses a wide variety of issues that cover the City of Olympia in its entirety, including: Parks, Arts, and Recreation projects; Transportation projects; General Capital Facilities Projects; Drinking Water projects; Wastewater projects; Storm and Surface Water projects; Fire; and it incorporates projects from other service providers such as the Olympia School District. 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 Preliminary CFP, 2021-2026 Financial Plan. These committees also provide official comments to the City Council.

Options:

Briefing only. No Action Required.

Financial Impact:

The CFP is a multi-year plan of specific capital projects, including anticipated beginning and completion dates, estimated costs, and proposed methods of financing. Over the six-year span of the CFP, investments will total over \$192 million. For the first year of the six-year Financial Plan, it will total over \$29.3 million.

Attachments:

None



Planning Commission

Briefing on the Preliminary Capital Facilities Plan, 2021-2026 Financial Plan - Department Presentations

Agenda Date:
Agenda Item Number: 6.B
File Number:20-0630

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

Title

Briefing on the Preliminary Capital Facilities Plan, 2021-2026 Financial Plan - Department Presentations

Recommended Action

Information only. No action requested.

Report

Issue:

Informational briefing from staff on the elements of the Preliminary Capital Facilities Plan and 2021 - 2026 Financial Plan.

Staff Contact:

Cari Hornbein, Senior Planner, Community Planning and Development, 360.753.8046

Presenter(s):

Meliss Maxfield, General Services Director, Public Works

Keith Stahley, Assistant City Manager

Mark John, Fire Chief

Tammy LeDoux, Finance and Policy Coordinator, Parks, Arts and Recreation

Sophie Stimson, Transportation Program and Planning Supervisor, Public Works

Eric Christensen, Water Resources Director, Public Works

Susan Clark, Engineering and Planning Supervisor, Public Works

Background and Analysis:

The Capital Facility Plan (CFP) is a 20-year plan to implement the Comprehensive Plan vision. It shows how the city will provide urban services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. It includes project timing, location, costs, and funding sources for capital projects and maintenance of existing buildings and facilities. Also part of the CFP is a six-year financially constrained plan with identified projects, anticipated costs, and proposed funding sources.

The Planning Commission is responsible for reviewing the plan, holding a public hearing, and

providing a recommendation to the City Council. At the Monday, August 17 meeting, Commissioners will receive an introductory briefing on the CFP from Finance Director Nanci Lien. She will be followed by staff from other departments who will provide more detailed information about projects included in the Preliminary CFP.

No deliberation of the CFP will occur, and no action will be taken by Commissioners at this meeting. This is an opportunity for Commissioners to receive information from staff and ask clarifying questions. The Planning Commission will hold a public hearing on Monday, September 21, after which they will deliberate and develop a recommendation to City Council.

Neighborhood/Community Interests (if known):

Capital facilities, and the projects that help building and maintain them, are located throughout the city.

Options:

Information only. No action requested.

Financial Impact:

The presentation on the 2021 - 2026 Preliminary Capital Facilities Plan includes information on the financial components of the new and on-going capital projects that support the community's vision as embodied in the City's Comprehensive Plan.

Attachments:

Website link: Comprehensive Plan



Planning Commission

Organizational Retreat

Agenda Date:
Agenda Item Number: 6.C
File Number:20-0632

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

Title

Organizational Retreat

Recommended Action

Discussion only; no action requested.

Report

Issue:

Discussion of the 2020 organizational retreat.

Staff Contact:

Cari Hornbein, Senior Planner, Community Planning and Development, 360.753.8048

Presenter(s):

Commissioner Richmond, Retreat Planning Subcommittee Chair, Commissioner Huynh, and Commissioner Sauerhoff.

Background and Analysis:

The Planning Commission holds an organizational retreat most years. For 2020, Commissioners are interested in having a retreat utilizing a virtual platform. At the July 20 meeting, a retreat planning subcommittee was formed. Commissioners Richmond, Huynh and Sauerhoff volunteered to serve on this subcommittee. The group met on July 29, along with Chair Millar and Senior Planner Hornbein, and developed a list of potential topics for discussion by the full Commission at the upcoming meeting (see attached meeting notes).

Neighborhood/Community Interests (if known):

N/A

Options:

None at this time; discussion only.

Financial Impact:

None

Attachments:

Subcommittee Meeting Notes

MEMORANDUM

To: Olympia Planning Commission

From: Retreat Planning Subcommittee

Subject: Notes from July 29, 2020 Subcommittee Meeting

Introduction

As we briefly discussed at our last OPC meeting, we've tentatively agreed to schedule a virtual retreat sometime this fall, which will be limited to two hours. There is no money available for presentations or training. There seems to be some agreement, however, that this time of change and uncertainty presents an opportunity for the Commission to have a free-wheeling discussion about what we see as the critical planning issues facing the City, check in with individual commissioners about their interests and priorities, and see how we can increase the relevance and value of the Commission going forward.

The subcommittee appointed by the Commission to flesh out these thoughts met on July 29 and this is our report back to the Commission. The purpose of this evening's discussion is to get your feedback on these ideas and to decide on next steps.

Ideas and Major Theme

The subcommittee brainstormed ideas from each member. The following list of topics emerged from the discussion:

- Analysis of Commission performance (CR)
- Strategic Plan (CR)
- Vision of Olympia (CR)
- Equity in Planning (CR, CM, YH, AS)
- Post Covid19 world (CR, CM, YH, AS)
- Commissioner's passions and how we can address them as a Planning Commission or how Commission can add value to the Community (CR, CM)
- Increase profile of Commission (CR)
- Due process training (CM, YH, AS)
- Equity and inclusion training (YH, AS, CR)
- Sustainability (YH)
- Promoting group cohesion (AS)
- Reduce the cost of building and built environment (AS)
- Economy (CR)
- Home ownership v. rental inequities (CR)
- Food security (CR)

- Safe (non-motorized) streets (CR)
- Climate change (CR)

Candi likes the idea of having structured conversations around specific topics related to things that are within the OPC's purview. She sees two major issues facing the planning community:

- How planning has contributed to inequity in housing, transit, and capital improvements, and
- How COVID is going to change how we live and how planning should respond.

Yen focused her comments on the topic of equity. She would like to explore how planning efforts have contributed to social and economic inequities, with a focus on historical developments and institutional behavior. She supports having annual equity training. She also echoed Candi's comments about the post-COVID world and how planning can assist.

Aaron is also interested in equity and inclusion training, and is looking for a sense of alignment within the Commission. He would like to see better building quality at lower cost ("build better cheaper"), as well as more diversity in housing and an increase in sustainability. He is hoping that we all come away from the retreat inspired and energized.

Carole is interested in equity, but not in spending a lot of time on training. She thinks that equity is best addressed through "economic justice." Everyone should be housed, and everyone should be able to own a home (if they want to), no matter how modest. Home ownership is still the most important way that ordinary people can build wealth. Micro energy grids built by the City may also be a way to reduce energy costs for everyone.

She is also interested in sustainability, green building, and resilience (for example, food security as part of a post-COVID world). We could create more community gardens and encourage lawns-to-food activities (maybe even "agrihoods" in our urban growth areas), and provide for more food trucks.

The creation of safer non-motorized streets is also a popular adaptation to a post-COVID world.

We should also look at both mitigating climate change, per the forthcoming Thurston Climate Action plan, and preparing for climate refugees.

Carole has also had a decades-long interest in high-speed rail, which could provide more options for accommodating growth throughout the Puget Sound region, while increasing our quality of life and protecting our environment.

In summary, the theme of the retreat can be seen as "Big Ideas."

Commission Performance

It seems that the Planning Commission could play a more proactive role in planning. As an advisory group, we could add value as futurists and problem-solvers. Not all of the Big Ideas discussed above are within the purview of the Commission, but the Commission may be able to encourage other entities, through the City Council, to consider well-thought out suggestions or recommendations.

Part of the retreat discussion could focus on an analysis of commission performance, either through a formal “SWOT” analysis (strengths, weaknesses, opportunities, and threats), or something less formal.

Process

We also talked briefly about retreat process. The suggestion was made to have TWO 2-hour retreats – one on Big Ideas and one on the Role of the Commission in light of those ideas. Rather than retreats, these might be considered “seminars;” that is, group discussions in which a recorder keeps us on track and takes notes.

Some of the outcomes of these discussions may include a “statement of values,” a charter or “statement of commitments,” gratitude [?], a set of norms, and review of our Bylaws. We could also recognize particularly creative or interesting plans carried out by neighborhoods or other entities with an award.

Questions for the Commission

What are your thoughts in relation to:

- The suggested Big Ideas? Would you add or delete any? What are your priorities?
- The role of the Commission and possible analysis of its performance?
- Process for the Retreat?
- Outcomes of the Retreat?
- One or two 2-hour retreats and schedule?
- Anything else?