

# DRAFT - - Olympia Planning Commission - 2024 Work Plan - - DRAFT

## (April 1, 2024 to March 31, 2025)

The Planning Commission (OPC) is expected to hold approximately 21 regular meetings and may conduct an optional retreat during this period. Special meetings may be held and subcommittees may be formed. The staff liaison is Casey Schaufler, Associate Planner, [cschaufl@ci.olympia.wa.us](mailto:cschaufl@ci.olympia.wa.us), 360.753.8254.

Section 1: Policy Issues			
Commission recommendations on many of these items are forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Approximately 75% of commission effort.			
#	Title and Description	Anticipated Outcome from OPC	Schedule (Estimated start & completion)
1.1	<b>Neighborhood Centers Strategy</b> A review of current codes and policies, and market analysis of designated Neighborhood Centers, for encouraging neighborhood scale commercial development, higher density housing, and strategies for addressing barriers.	Briefing on Final Report. <i>Policy and code changes may be proposed later.</i>	1 mtg April (if not done in previous work plan)
1.2	<b>Capital Mall Triangle Area Subarea Plan</b> Subarea plan and environmental impact statement (EIS) that facilitates transit-oriented development within the Capital Mall Triangle subarea. This area is designated as a High-Density Neighborhood Overlay in the Comprehensive Plan, envisioned to transform into multifamily residential, commercial, and mixed-use neighborhood.	Public hearing and recommendation to City Council.	Est. 2-3 mtgs Jan – June
1.3	<b>Capital Mall Triangle Planned Action Ordinance</b> Proposed amendments to implement the Final EIS. (Additional code amendments to implement the Subarea Plan will be proposed at a later date)	Public hearing and recommendation to City Council.	Est. 1-2 mtgs June - Aug
1.4	<b>Review Capital Facilities Plan (CFP)</b> Review the Preliminary CFP, hold a public hearing, and identify whether proposals comply with the adopted Comprehensive Plan.	Public hearing and comment letter to City Council.	Est. 1-2 full OPC mtgs + 3 subcommittee mtgs: Aug - Oct
1.5	<b>Olympia 2045 – Periodic Update of the Comprehensive Plan</b> Briefings and public hearings on each chapter.	Public hearings and comment letters to City Council.	Approximately 18 meetings

#	Title and Description	Anticipated Outcome from OPC	Schedule (Estimated start & completion)
1.6	<b>Zoning Map and Development Code Text Amendments</b> <i>(if proposed)</i> Review of privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations not referenced above.	Public hearing and recommendation to City Council.	TBD

## SECTION 2: 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. These items comprise approximately 5% percent of commission work effort.

#	Title and Description	Anticipated Outcome from OPC	Schedule
2.1	<b>Subarea/Neighborhood Plan</b> <i>(if proposed)</i> Review of draft Subarea Plan if any initiated by neighborhood association(s)	Comments to staff and neighborhood work group; optional recommendation to Council	TBD

## SECTION 3: Administrative Activities

In addition to its role in providing input on policy and program implementation, the Commission reviews and approves its work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations. These items comprise approx. 5 % percent of commission work effort.

#	Title and Description	Schedule
3.1	<b>Organizational Retreat</b> <i>(optional)</i> Focus on improving Commissioner relationships, procedures, or on topics of interest that allow more time for discussion	TBD
3.2	<b>Preparation of 2025 - 2026 Work Plan</b> Time allotted for proposing and discussing work items for following year	TBD
3.3	<b>Listening Sessions to Hear from the Community Members</b>	TBD

#### SECTION 4: Informational Briefings

The Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve Commission information and knowledge necessary to fulfill its role. These items comprise approximately 10% percent of commission work effort. The Commission may not complete all of the briefings, as they are the first items to be displaced when time is needed for higher priority work items. Briefings are generally 30 minutes per topic.

#	Title and Description	Dept.
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