



# Meeting Minutes - Draft

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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**Thursday, January 19, 2017**

**5:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Hankins called the meeting to order at 5:33 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Julie Hankins, Committee member Clark Gilman and  
Committee member Nathaniel Jones

**OTHERS PRESENT**

Community Planning and Development:  
Director, Keith Stahley  
Deputy Director, Leonard Bauer  
Senior Planner, Joyce Phillips  
Lead Code Enforcement Officer, Chris Grabowski  
Office Specialist/Minute Recorder, Stacey Rodell

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. APPROVAL OF MINUTES**

- 4.A** [17-0085](#) Approval of December 15, 2016 Land Use & Environment Committee  
Meeting Minutes

The minutes were approved.

**5. COMMITTEE BUSINESS**

- 5.A** [16-1359](#) Code Enforcement Status Report

Mr. Grabowski gave a status report on 2016 Code Enforcement via a PowerPoint presentation. He reviewed the following:

- Code enforcement mission, vision and values
- Types of enforcement pertaining to building, land use, health, safety and the environment
- Skills of the code enforcement team of two
- Duties of the team

- November 2015 through November 2016 enforcement case data:
  - Cases opened - 380
  - Total case actions - 2,907
  - Total inspections - 1,346
- Illegal Encampments
- Emergency response
- Sign violations
- Vehicle abatement
- Graffiti abatement
- Challenges and opportunities

Member of the public, Amy Tousley who works for Puget Sound Energy (PSE) commended the Code Enforcement team on their work and collaboration with PSE on code enforcement issues.

**The report was received.**

**5.B**     [17-0009](#)     Sign Code Update Briefing

Ms. Phillips briefed the Committee on the sign code update. She reviewed the following:

- Progress to date
- Next steps
- Legal analysis - key findings for developing the new sign code
- Legal analysis - emerging themes moving forward

Member of the public, Bob Jacobs spoke about how all cities will have to address the court case and inquired as to why each city is hiring a consultant and addressing this separately. He asked why there isn't a standard template for Cities to follow. Ms. Phillips stated there is a model code that Association of Washington Cities (AWC) has put together that tries to address a broad range of issues. Olympia will be using this template as a starting point for updating its code. Staff will be looking to revise more than just the court case change in the sign code. Ms. Phillips listed other resources that will be used in updating the sign code.

**The discussion was completed.**

**5.C**     [17-0011](#)     Review of Annual Comprehensive Plan Amendments

Ms. Phillips briefed the Committee on the annual Comprehensive Plan Amendments via a PowerPoint presentation. She reviewed the following:

- Amendment process
- Screening criteria
- 2017 applications received
  - Bentrige Village
  - Transportation 2030 & Bicycle Network Map amendments
  - South Capitol Neighborhood Association

- Kenneth Bannan/Briggs Urban Village
- Tsuki Corner

**The discussion was completed.**

**5.D**     [17-0048](#)     Review and Approval of Annual Land Use and Environment  
Committee Work Plan

Mr. Stahley reviewed the 2017 Land Use and Environment Committee proposed work plan.

**The Committee unanimously approved the proposed 2017 work plan and forwarded it onto City Council for review and approval.**

**6.        REPORTS AND UPDATES**

Mr. Stahley reported the next Land Use and Environment Committee meeting will be on February 16, 2017. The following items will be on the agenda:

- Pavement restoration fee
- Review of the Planning Commission 2017 work plan
- 'Missing Middle' public involvement plan

**7.        ADJOURNMENT**

The meeting adjourned at 7:15 p.m.