

DRAFT Olympia Planning Commission - 2019 Work Plan **(April 1, 2019 to March 31, 2020)**

The Olympia Planning Commission (OPC) is expected to hold approximately 20 regular meetings plus one optional “retreat” during this period. Special meetings may be held and subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC will be Senior Planner Stacey Ray of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

Section 1 2019 Policy Issues – Will Include a Recommendation to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2019. In general these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment to Supporting the Commission	Estimated Completion	Budget Implications	Commission Role	Source of Proposal
1.1 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. Deliverable: Public hearing and recommendation to City Council.	8 hours (2-3 meetings)	CP&D staff: 14-18 hours Other staff: 10 hours	September	Included in base budget	General review, public hearing, and recommendation	City Staff

1.2 Annual Comprehensive Plan Amendments http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission. Deliverables: Public hearing and recommendation to City Council.	4 hours (1-2 meetings)	CP&D staff: 20 hours Other staff: 20 hours	June	Included in base budget	Detailed review and recommendation	City Staff
1.3 Downtown Design Criteria Update http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code consistent with downtown strategy. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	June	Included in base budget	General review and recommendation	City staff
1.4 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code relative to the downtown strategy. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	December	Included in base budget	Detailed review and recommendation	City staff
1.5 Zoning Map and Development Code Text Amendments Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2019. Deliverables: Public hearing and recommendation to City Council.	2 hours per proposal	CP&D staff: 4 to 10 hours per proposal	Dependent on timing of proposals	Included in base budget; private applicants pay a \$3,200 fee.	Detailed review and recommendation	Placeholder for new proposals.

1.6 Short Term Rental Policies Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. Deliverable: Public hearing and recommendation to City Council.	6 hours (2-3 meetings)	CP&D staff: 10 hours	June	Included in base budget	General review and recommendation	City Staff
1.7 Joint Plan Recommendations Review Thurston County Joint Plan for consistency with the City of Olympia’s Comprehensive Plan. Deliverable: Recommendation to City Council/Thurston County.	4-6 hours (2-3 meetings)	CP&D staff: 10+ hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
1.8 Neighborhood Center Code A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community. Deliverable: Proposed development code update for consideration by the City in 2020.	8 hours (3-4 meetings); optional work group hours	CP&D: 8 to 12 hours	Winter/Spring 2020	Included in base budget	Led by Commission	Planning Commission -- continued item begun in 2014
1.9 Shoreline Master Program Periodic Update A review of the current Shoreline Master Program, including the development code to meet the state-mandated periodic update schedule of every eight years. Deliverable: Public hearing and recommendation to City Council.	8 hours (3-4 meetings); optional sub-committee hours	CP&D: 10+ hours Other staff: 10 hours	Winter/Spring 2020	Included in base budget	General review and recommendation	City Staff

SECTION 2 2019 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. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2019 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
2.1 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx Commission will receive a briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission's role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan. Deliverable: Recommendation and comments to City staff.	2 hours	5 to 7 hours	April	Included in base budget	Advisor to staff and Council	Comprehensive Plan
2.2 Subarea/Neighborhood Plan Review of draft Subarea Plan Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	August	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

SECTION 3 2019 Administrative Activities and Informational Briefings In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on walkability and reducing the use of automobiles	10 hours (including retreat)	8 to 10 hours Other staff: Variable	May/June	Included in base budget	Led by Planning Commission	Customary practice
3.2 Preparation of 2020 Work Plan Time allotted for proposing and discussing work items for following year Deliverable: Recommendation to Council	2 hours	CP&D: 6 hours	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.3 Sea Level Rise Response Plan Briefing http://olympiawa.gov/city-utilities/storm-and-surface-water/sea-level-rise.aspx Briefing regarding SLR Response Planning Process	1 hour	2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	City Staff & Planning Commission
3.4 Economic Development Briefing Briefing regarding economic development opportunities and actions in the City of Olympia	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

3.5 West Bay Restoration & Parks Plan Briefing http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx Briefing regarding progress on the West Bay restoration and parks master planning efforts	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.6 Transportation Master Plan Briefing http://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/Transportation%20Master%20Plan.aspx Briefing regarding progress on the Transportation Master Plan	1 hour	CP&D: 1 hour Other staff: 2 hours	August	Included in base budget	Informational Briefing	Planning Commission
3.7 Walkability and Reducing Reliance on Automobiles Briefing on the City's current and planned strategies to implement the Comprehensive Plan goals and policies for enhancing walkability and reducing reliance on automobiles	1 hour	CP&D: 1 hour Other staff: 6 hours	May	Included in base budget	Informational Briefing	Planning Commission
3.8 Growth and Development Briefing Briefing regarding population growth and annual development activity within the City and Urban Growth Area	1 hour	CP&D: 4 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.9 Coalition of Neighborhood Associations Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA)	2 hours	CP&D: 4 hours	To Be Determined	Included in base budget	Led by Planning Commission	Planning Commission

3.10 Affordable Housing Briefing Briefing regarding strategies to increase Olympia’s affordable housing units, including existing and possible tools and incentives, and revisiting the fee study proposed as part of the ‘Missing Middle’ development code updates	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.11 Homelessness Briefing http://olympiawa.gov/community/homelessness.aspx Briefing on the City’s strategies to respond to homelessness	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.12 Legislative Briefing Briefing on the 2019 Legislative session, with an emphasis on the City’s legislative agenda and outcomes with impacts on local government and priority issues for the City	1 hour	CP&D: 2 hours Other staff: 2 hours	June	Included in base budget	Informational Briefing	Planning Commission
3.13 Downtown Strategy Briefing http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Briefing on implementation of the Downtown Strategy and an update on the Port of Olympia Vision 2050 planning process	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission