Bicycle and Pedestrian Advisory Committee (BPAC) 2017 Work Plan
April 2017 - March 2018 Work Plan

The BPAC will hold six full committee meetings in 2017. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2017 Policy Issues - Recommendations to City Council
Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2017-18.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Lead and Commitment *Committee hours, not individuals.*	Staff Commitment *Hours reflect working with the committee, not total project staff time.*	Schedule *Estimated timeline from start to finish.*	Budget Implications
1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. **Deliverable**: Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
1.b. Council referral: Staff briefing on City efforts to work with neighborhoods and the Olympia School District on safe walking & biking routes.	Full committee: 1 hour	Transportation staff: 2-4 hours	May - July	None
1.c. Special Projects and Studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. **Deliverable**: Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.e. US 101/West Olympia Access Project: Briefing on the project, including parts that make it easier to bike and walk. **Deliverable:** Briefing only.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May - July	None anticipated
2.f. Action Plan: Briefing on Action Plan progress to date, including indicator data (as available), actions accomplished and/or underway, and Council emphasis areas. **Deliverable:** Comments to staff.	Full committee: 1-2 hours	CPD Staff: 2-4 hours Transportation staff: 1-2 hours	September - November	None anticipated
2.g. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS. **Deliverable:** Comment to staff and/or recommendation to Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	July - September	None anticipated
2.j. Project review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects. **Deliverable**: Comments to staff on scope, design, implementation issues.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	On-going	None anticipated

ARTS COMMISSION - 2017 Work Plan

During 2017 the Arts Commission will hold full meetings on the second Thursday of each month. In addition to full committee meetings, Art in Public Places and Community Events & Outreach subcommittees will alternate meetings the hour before each Commission meeting.

Section 1 - 2017 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2017.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 50%

Title Description	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	Committee hours, not individuals.	*Hours reflect working with the committee, not total project staff time.*	*Estimated completion.*		
1.1 2017 Municipal Art Plan to City Council **Description**: As part of the 2017 Work Plan process, recommend plan for 2017 dollar per capita funds and any potential capital projects where 1% funds might apply. **Deliverable**: Recommend 2017 Municipal Art Plan to City Council.	APP 3 hours	3 hours	March		

Olympia's arts community and monitor progress of ArtsWA program development at state level.					
1.6 Commission Retreat/Work Session **Description**: Spring retreat to orient new Commissioners, fall session to discuss new work plan. **Deliverable**: Complete the retreat	Commission 3 hours	3 hours	May and October	None	
1.7 Expressive Enhancement of Downtown **Description:** Develop initiatives for the expressive enhancement of the downtown area in collaboration with the PBIA and ODA. **Deliverable:** Recommendations for GG review	Commission 4 hours	4 hours	Ongoing	TBD	
1.8 Proposal for Arts Organizations Granting Program **Description:** Research and develop proposal for granting program. **Deliverable:** Recommendation to General Government Committee	CEO 4 hours	4 hours	October		

Deliverable: Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.					
2.4 Traffic Box Mural Wrap Public Art Project **Description**: Working in partnership with Public Works, 10 transit boxes in East Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available for online voting. **Deliverable** Project.	APP 4 hours	4 hours	December	Municipal Art Fund	
2.5 Percival Plinth Project **Description:** Annual exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases. **Deliverable:** Program plinths for art exhibitions.	APP 4 hours	4 hours	September	Municipal Art Fund	
2.6 Poet Laureate **Description:** Assist as needed to support program. **Deliverable:** Poet Laureate program is supported and successful.	CEO 12 hours	12 hours	March	Municipal Art Fund	
2.7 Implementation of Temporary Display of Art at City Hall & Programming **Description:** Develop policy, programming, schedule, selection process and criteria for loaned, rotating exhibitions and concurrent presentationsat City Hall. **Deliverable:** Placement of temporary art in City Hall.	APP 6 hours	6 hours	December	Municipal Art Fund for Arts Infrastructure	

Olympia Heritage Commission (OHC) – DRAFT 2017 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2017 on the fourth Wednesday of the following months: January, March, April, May, June, August, September, October, and November. Subcommittee meetings and special meetings held as needed.

Professional Staff Liaison to the Heritage Commission: Michelle Sadlier

Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.
Estimated Percent of Overall Commission Effort: **20%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
1.a. Promote & Oversee Olympia Heritage Register **Proposed Work:** *Promote and provide guidance on applications to place individual properties and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts.* **Deliverable:** *Recommendations to City Council; plaques for individually listed properties; accurate Register*	OHC: Public hearings at regularly-scheduled meetings Heritage Review Committee: 3-9 hours Survey & Inventory Committee: 5-15 hours	CP&D Staff: Individual property application: 20-50 hours Historic district application: 250+ hours** Database maintenance: 100+ hours	As needed	Individual property application: Included in base budget **Historic district application: TBD. If an application is submitted, it is not included in base budget. Grant funding may be sought for Downtown survey to support Downtown Strategy

OHC Standing Committees: Downtown | Heritage Review | Outreach | Policy & Ordinance | Preservation Award | Survey & Inventory

Olympia Heritage Commission (OHC) – DRAFT 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
1.d. Nominate Historic Preservation Award Recipient(s) **Proposed Work:** *Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council; Committee to make recommendations on process improvements* **Deliverable:** *Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting*	OHC: 5 hours Preservation Award Committee: 30 hours	CP&D Staff: 10 hours Communications Staff: 10-20 hours	January – October	Included in base budget

OHC Standing Committees: Downtown | Heritage Review | Outreach | Policy & Ordinance | Preservation Award | Survey & Inventory

Olympia Heritage Commission (OHC) – DRAFT 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
2.b. Conduct Design Review for Land Use Applications for Register and Historic District Properties **Proposed Work:** *Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.* **Deliverable:** *Recommendations to Community Planning & Development Director or Hearing Examiner*	Heritage Review Committee: 6-12 hours	CP&D Staff: 12-24 hours	As needed, approximately 1-2 per year	Included in base budget
2.c. Review and Provide Input on City Projects and Develop Familiarity with Other Regulatory and Budgetary Frameworks Relevant to Olympia's Heritage **Proposed Work:** *Review, discuss, and provide historic preservation input on planning, public works, and parks activities such as the design review standards phase of the Downtown Strategy, Comprehensive Plan Implementation Strategy (Action Plan), code updates, and Capital Facilities Plan; build on familiarity with how State and Federal environmental regulations on historic and cultural resources – such as the State Environmental Policy Act and Section 106 of the National Historic Preservation Act – come into play at the local level.* **Deliverable:** *Recommendations to staff*	OHC: Review at regularly-scheduled OHC meeting Committee formation as needed	CP&D Staff: Varies	As needed	Included in base budget

OHC Standing Committees: Downtown | Heritage Review | Outreach | Policy & Ordinance | Preservation Award | Survey & Inventory

Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City's goals to protect and enhance Olympia's historic character and sense of place.
Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
3.a. Conduct and Collaborate on Historic Preservation Outreach **Proposed Work:** *Organize and conduct activities to champion Olympia's historic places, including historic preservation month; partner with area organizations such as the Olympia Historical Society & Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and other community organizations to create educational opportunities; provide research support for staff in producing biannual rotation of City Hall heritage gallery wall photo displays.* **Deliverable:** *Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment*	OHC: Varies Outreach Committee: 40 hours	CP&D Staff: 80 hours Communications Staff: 20-30 hours	Ongoing	Included in base budget Grant funding may be sought for larger-scale outreach efforts

* DRAFT * * Olympia Planning Commission - 2017 Work Plan * * DRAFT * January 25, 2017
(April 1, 2017 to March 31, 2018)

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one "retreat" during this period. In addition, a "Finance" subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC is Senior Planner Joyce Phillips of the Community Planning and Development Department (jphillip@ci.olympia.wa.us; 360.570.3722).

[Note that the far-right column is for purposes of reviewing the proposed work plan and is NOT to be part of work plan officially approved by Council.]

Section 1. 2017 Policy Issues – Recommendations 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 2017. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% percent of overall commission effort.

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
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 City Comprehensive Plan. **Deliverable:** Public Hearing and recommendation to City Council.	2 hours; plus 6 or more hours of subcommittee meeting time	CP&D staff: 14-18 hours Other citywide administrative and planning staff: 10 hours	Subcommittee formed in April; Commission to conclude review in September.	Included in base budget.	Detailed review and recommendation	City Staff – an annual update is customary for Olympia
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.	12 hours - dependent on scope, nature and controversy of proposals	CP&D staff: 24 to 40 hours Other department support: 24 to 40 hours	June	Included in base budget	Detailed review and recommendation	Council referrals may include Bentridge Village, Transportation Maps, Briggs Village and Tsuki Corner.

1.7 Sign code amendment • www.olympiawa.gov/signcode Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling **Deliverable:** Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours plus consultant	May	Consultant contract from 2016 and 2017 funds	General review and recommendation	City staff
1.8 Low density neighborhood "in-fill" code amendments (aka Missing Middle Housing/Infill) Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations. **Deliverable:** Public Hearing and recommendation to City Council.	6 hours	CP&D staff: 10 hours	September	Included in base budget	Detailed review and recommendation	City staff
1.9 Transitional zoning amendments Amendment of development code to refine provisions intended to ensure compatibility between different land use zones; may include refinement of entirety of General Commercial and Commercial Services – High Density zones. **Deliverable:** Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours	October?	Included in base budget	General review and recommendation	Bigelow Neighborhood and City staff
1.10 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.	4 hours	CP&D staff: 10 hours	July	Included in base budget	General review and recommendation	City staff

SECTION 3.
2017 Administrative Activities and Informational Briefings
In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal. Estimated 5 meeting hours plus retreat; about 10% percent of overall commission effort.

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
3.1 Organizational Retreat. Annual event focused on improving Commission functions and procedures. **Deliverable.** None - internal only.	1 hour of regular meeting time to prepare; 4 to 6 hours of retreat meeting time	CP&D Staff: 8 to 10 hours Facilitator at OPC option.	To be determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
3.2 Check-In with the Land Use and Environment Committee Potential joint meeting with the Land Use and Environment Committee **Deliverable:** None	1-2 hours		To be determined	Included in base budget	Led by LUEC	Planning Commission
3.3 Preparation of 2018 Work Plan Time allotted for proposing work items for following year. **Deliverable:** Recommendation to Council	2 hours	CP&D: 6 hours Other staff: Variable	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.4 Meet with Coalition of Neighborhood Associations Meeting to share issues and coordinate; an alternative joint meeting may be substituted. **Deliverable:** None	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA

3.10 Development Activity Briefing Briefing regarding annual development activity within the City and UGA **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.11 SmartGov Portal Demonstration and Briefing Briefing regarding the new SmartGov public portal, with a demonstration on its use, to track applications in the permitting process **Deliverable:** None	1 hour	CP&D: 1 hour	August	Included in base budget	Informational Briefing	Planning Commission
3.12 Affordable Housing Briefing A briefing regarding the status of affordable housing issues in Olympia and Thurston County **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.13 Public Safety Briefing • http://olympiawa.gov/city-services/police-department.aspx • http://olympiawa.gov/city-services/fire-department.aspx A briefing by the Police and Fire Departments regarding public safety in Olympia **Deliverable:** None	1 hour	OPD: 1 hour OFD: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.14 Emergency Management Briefing • http://olympiawa.gov/news-and-faq-s/disasters-and-emergency-information.aspx A briefing about the City's Emergency Management Plan and procedures **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission

Parks and Recreation Advisory Committee -- 2017 Work Plan (April 1, 2017 to March 31, 2018)

SECTION 1. 2017 Policy Issues - Recommendations to City Council

The committee has scheduled 8 regular meetings to accomplish this work plan. Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2017.

Professional staff liaison for PRAC is Laura Keehan.
Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

Budget Implications *Hours (Estimated) Description of the committee, not total project staff time.*				
[redacted]				
Capital Facilities Plan (CFP) (Annual) incorporating feedback into plan) **PRAC Role:** Make recommendation to the Planning Commission for the 2018-2023 Capital Facilities Plan. Laura Keehan 2 hours (Meeting attendance) **Deliverable**: Recommendation to Planning Commission & City Council				
Capital Asset Management Program (CAMP) (Annual) incorporating feedback into plan) **PRAC Role:** Make recommendation to the Planning Commission for the CAMP portion of the CFP. Laura Keehan 2 hours (Meeting attendance) **Deliverable**: Recommendation to Planning Commission & City Council				

SECTION 2. 2017 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from committee members is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless otherwise noted, there is sufficient staff time/resource available in 2017 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Commitment	Staff Commitment *Hours reflect working with the committee, not total project staff time.*	Schedule *(Estimated)*	Budget Implications
MISCELLANEOUS				
2.1 Informal meeting with department and city leadership. **PRAC Role:** Attend optional, informal annual meeting with the department director, associate directors, and city manager. **Deliverable:** None – information sharing only.	None necessary	Paul Simmons, Jonathon Turlove, Scott River, Steve Hall 2 hours	June	None
2.2 Annual Park Evaluation Program **PRAC Role:** Administer annual park evaluation program. **Deliverable**: Compiled park evaluation information.	6 hours	No staff lead: This is an entirely PRAC-driven effort	Survey forms distributed in May, Results discussed in October	None
2.3 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual) **PRAC Role:** PRAC members will help plan and attend the joint meeting of regional park boards.	3 hours	Jonathon Turlove 3 hours	TBD based on host jurisdiction	None

2.8 Performance Report Update **PRAC Role:** Receive presentation on OPARD's 2016 performance report **Deliverable**: None – information sharing only	None necessary	Paul Simmons 1 hour	April	None
2.9 Volunteer Program **PRAC Role:** Receive briefing on OPARD's volunteer program **Deliverable:** None – information sharing	None necessary	Sylvana Niehuser 2 hours	August	None

Utility Advisory Committee (UAC)
April 2017 – March 2018 Workplan

SECTION 1. Recommendations to City Council

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2017-2018.
Items c. and d. within this section are routine in nature and come before the UAC every year.

Estimated percent of overall committee effort for this section: 40%. UAC Staff Liaison: Andy Haub

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
1. a. Capital Facilities Plan (CFP) Review Draft 2018-2023 CFP in regards to utility capital project priorities, consistency with approved master plans and appropriate funding levels. **Deliverable:** Recommendations to the Planning Commission and City Council.	60 minutes	Eric Christensen/Andy Haub	May 2017	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2018 budget and utility rates as appropriate.
1. b. Waste ReSources Rate Evaluation Review current rates and evaluate their distribution between various services. **Deliverable:** Recommendation to City Council.	45 minutes	Dan Daniels	June 2017	Integrate results into the 2018 Waste ReSources budget and utility rates.
1. c. LOTT Rates & Finances * Review financial structures and rate proposals for LOTT wastewater treatment services. **Deliverable:** Recommendation to City Council.	60 minutes	LOTT staff/Andy Haub	June 2017	Incorporate into 2018 budget and rate review.
1. d. Storm and Surface Water Plan Update Review and comment on the draft Storm & Surface Water Plan update. **Deliverable:** Recommendation to Council.	60 minutes	Susan Clark	September 2017	Guide future program and funding emphasis.
1. e. Utility Budgets, Rates & GFCs Review staff's 2018 recommendations for the four utility budgets, rates and general facilities charges. **Deliverable:** Recommendation to City Council	60 minutes	Andy Haub/Dan Daniels	September 2017	Incorporate financial discussions into 2018 budgets, rates and general facility charges recommendations.
1. f. Commercial Recycling Program Review staff recommendations for potential program changes. **Deliverable:** Recommendation to Council.	60 minutes	Dan Daniels	October 2017	Identify and integrate into the Waste ReSources rates.

SECTION 2. CONTINUED

Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
2. f. Sea Level Rise Planning Update on the sea level rise response planning project with focus on risk and vulnerability assessments. **Deliverable:** Briefing	60 minutes	Eric Christensen/Andy Haub	September 2017	None at this time. Continuing discussion and input to staff.
2. g. Climate Change Mitigation Planning Review progress on Citywide work effort. **Deliverable:** Briefing	30 minutes	TBD	October 2017	None at this time.
2. h. City Action Plan - Utilities Review City Action Plan as it relates to utilities. **Deliverable:** Briefing	45 minutes	Stacey Ray, Community Planning and Development	November 2017	None at this time.
2. f. Sea Level Rise Planning Update on the sea level rise response planning project with focus on risk and vulnerability assessments. **Deliverable:** Briefing	60 minutes	Eric Christensen/Andy Haub	September 2017	None at this time. Continuing discussion and input to staff.
2. g. Climate Change Mitigation Planning Review progress on Citywide work effort. **Deliverable:** Briefing	30 minutes	TBD	October 2017	None at this time.
2. h. City Action Plan - Utilities Review City Action Plan as it relates to utilities. **Deliverable:** Briefing	45 minutes	Stacey Ray, Community Planning and Development	November 2017	None at this time.
2. i. Onsite Septic & STEP System Programs Update on onsite septic system conversion and STEP management program. **Deliverable:** Briefing. Potential future recommendations to Council.	45 minutes	Diane Utter	November 2017	None at this time.