



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
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Monday, October 21, 2019

6:30 PM

Room 207

1. CALL TO ORDER

Chair Richmond called the meeting to order at 6:32 p.m.

1.A ROLL CALL

Present: 5 - Chair Carole Richmond, Vice Chair Kento Azegami, Commissioner Travis Burns, Commissioner Rad Cunningham and Commissioner Paula Ehlers

Excused: 3 - Commissioner Tammy Adams, Commissioner Candi Millar and Commissioner Aaron Sauerhoff

1.B OTHERS PRESENT

City of Olympia Community Planning and Development staff:

Senior Planner Stacey Ray
Planning and Engineering Manager Tim Smith
Associate Planner Lydia Moorehead
Senior Planner Joyce Phillips
Associate Planner Catherine McCoy

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [19-0958](#) Approval of October 7, 2019 Planning Commission Meeting Minutes

The minutes were approved.

3.B [19-0957](#) Approval of September 28, 2019 Planning Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Ms. Ray and Mr. Smith shared announcements.

6. BUSINESS ITEMS

6.A [19-0736](#) Eastside Neighborhood Association Subarea Plan Review

Ms. Moorehead provided additional information on the development of a Eastside Neighborhood Association Subarea Plan.

Vice-Chair Azegami moved, seconded by Commissioner Burns, to find the Eastside Neighborhood Association Subarea Plan consistent with the Comprehensive Plan and direct staff to share that information with City Council. The motion passed unanimously.

6.B [19-0928](#) Briefing on the Downtown Design Guidelines - Site Planning Section (18.120.200s)

Ms. Phillips and Ms. McCoy shared information on the Site Planning Section of the Draft Downtown Design Guidelines.

The information was received.

6.C [19-0944](#) Capital Facilities Plan and 2020-2025 Financial Plan - Recommendation

Chair Richmond provided Commissioners with a draft CFP recommendation letter. Commissioners discussed the letter, made revisions and approved a final version to be sent to City Council.

Commissioner Cunningham moved, seconded by Vice-Chair Azegami, to approve the Capital Facilities Plan and 2020-2025 Financial Plan recommendation letter to City Council. The motion passed unanimously.

7. REPORTS

Commissioners reported on outside meetings attended.

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting was adjourned at 8:53 p.m.

Upcoming

The next regular Planning Commission meeting will be November 4, 2019.