

DRAFT
Olympia Planning Commission
2021 Work Plan
(April 1, 2021 to March 31, 2022)

The Olympia Planning Commission (OPC) is expected to hold 21 regular meetings plus one optional “retreat” during this period. Special meetings may be held, and subcommittees may be formed if necessary to more efficiently complete the work plan. The staff liaison to the OPC is Cari Hornbein, Senior Planner, CPD (chornbei@ci.olympia.wa.us; 360.753.8048).

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	Tier/ Rationale <i>Retained from prior work plan; may be removed/modified depending on 2021 Council priorities.</i>	Estimated Commission Meeting Time	Estimated Staff Commitment to Supporting the Commission	Estimated Start and Completion	Budget Implications	Commission Role	Source of Proposal
1.1 Shoreline Master Program Periodic Review and Critical Areas Amendments A review of the current Shoreline Master Program, including policies and regulations, to meet the state-mandated periodic update schedule of every eight years. Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Supports economic development. Involves two contracts with 2020 deliverable dates.	4 – 6 hours (2-3 meetings)	CP&D: 10-20 hours Other staff: 10 hours	Started in 2020 and carried over into 2021. OPC involvement expected to wrap up in the first quarter of 2021.	Included in base budget; partially funded with Ecology Grant	Review, public hearing, and recommendation	City Staff
1.2 Short Term Rentals 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 of proposed code amendments.	3 Rationale: Supports small, home-based business.	6 hours (2-3 meetings)	CP&D staff: 10 - 15 hours	To Be Determined Based on Staff Resources	Included in base budget	Review, public hearing, and recommendation	City Staff
1.3 Neighborhood Centers Code A review of current development codes, including collaboration with stakeholders such as Coalition of Neighborhood Associations, businesses, and development community. Deliverable: Public hearing and recommendation to City Council of proposed code amendments.	2 Rationale: Supports small businesses and encourages neighborhood resilience	8 hours (3-4 meetings); optional work group hours	CP&D: 20 – 30 hours Other staff: 10 hours	January – December May carry over into 2022	Included in base budget	Review, public hearing, and recommendation	Planning Commission -- continued item begun in 2014

1.4 Annual Comprehensive Plan Amendments Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by City Council prior to referral to Planning Commission. Deliverables: Public hearing and recommendation to City Council.	Rationale: Annual process	4 -6 hours (2-3 meetings)	CP&D: 20 hours Other staff: 20 hours	January - September	Included in base budget	Review, public hearing, and recommendation	City Staff/ Private Parties
1.5 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. CPD staff will take lead on preparation of the CFP starting in 2021. Deliverable: Public hearing and recommendation to City Council.	2 Rationale: Annual process	8 - 10 hours (4-5 meetings)	CP&D: TBD Other staff: TBD	March - December	Included in base budget	Review, public hearing, and recommendation	City Staff
1.6 Zoning Map and Development Code Text Amendments Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations: <ul style="list-style-type: none"> • Restructure land use permit types • Add RV Parks as allowed use in the UW zone district • Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards • Housekeeping amendments • Subdivision Code • Drive-through reuse in HDC zone • Wireless code updates Deliverable: Public hearing and recommendation to City Council of proposed code amendments.	2 Rationale: Supports small business and housing affordability	2-4 hours per proposal	CP&D staff: 8 - 10 hours per proposal	HDC Code Amendments January - February Other Items: dependent on timing of proposals	Included in base budget; private applicants pay a \$3,200 fee.	Review, public hearing, and recommendation	City Staff/ Private Party
1. 7 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Development code amendments for implementation of the downtown strategy: <ul style="list-style-type: none"> • Downtown parking exemption boundary changes • Create district code amendments Deliverable: Public hearing and recommendation to City Council of proposed code amendments.	3 Rationale: Supports economic development	6 hours (2-3 meetings)	CP&D staff: 10 - 20 hours	To Be Determined	Included in base budget	Review, public hearing, and recommendation	City Staff
1.8 Joint Plan Recommendations Review Thurston County Joint Plan for consistency with the City of Olympia's Comprehensive Plan. Deliverable: Public hearing (joint) and recommendation to City Council/Thurston County.	2 Rationale: Fundament to role of OPC; timing based on County staffing and work priorities.	4-6 hours (2-3 meetings)	CP&D staff: 10 - 20 hours	To Be Determined	Included in base budget	General review and recommendation	City/County 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	Tier/ Rationale	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<div>2.1 Subarea/Neighborhood Plan</div> <div>Review of Draft Subarea Plan</div> <div>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</div>	<div>2</div> <div>Rationale: Supports small businesses and encourages neighborhood resilience.</div>	2 hours	CP&D staff: 4 hours	Dependent on requests from neighborhood associations.	Included in base budget	Optional advisor to staff, citizens and Council	City staff

SECTION 3

2020 Administrative Activities

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 5% percent of overall commission work effort.

Title and Description	Tier/ Rationale	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 Commissioner relationships and procedures, and information-sharing and discussion on walkability and reducing the use of automobiles	1 Rationale: May be an opportunity to brainstorm new work plan items that relate to COVID-19 emergency.	10 hours (including retreat)	8 to 10 hours Other staff: Variable	To Be Determined	Included in base budget	Led by Planning Commission	Customary practice
3.2 Preparation of 2021 Work Plan Time allotted for proposing and discussing work items for following year Deliverable: Recommendation to Council	1 Rationale: May be an opportunity to add new work plan items that relate to COVID-19 emergency	2 - 4 hours (1 – 2 meeting)	CP&D: 6 hours	January – February	Included in base budget	Led by Planning Commission	Customary practice

SECTION 4

2020 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 <i>Several items carried over from prior work plan; are not listed In any priority at this time.</i>	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
4.1 Thurston Regional Planning Council Briefing by TRPC staff regarding their role in developing plans, providing data, and administering funds to CPD. Also of interest is how OPC could interact with TRPC, when appropriate, and participate in projects relevant to Olympia’s Comprehensive Plan or regional planning projects.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.2 Economic Development Briefing Briefing on economic development opportunities and actions in the city.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.3 Park Projects Briefing on major park projects, including information regarding the development of park master plans and use of the Greenprint tool.	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.4 Comprehensive Plan Update Briefings Briefings from city staff regarding Comprehensive Plan update. Topics include: <ul style="list-style-type: none"> Update process/phased approach Housing Chapter Economy Chapter 	1 hour per topic	CP&D: 2 hours per topic	To Be Determined	Included in base budget	Informational Briefing	City Staff
4.5 West Side/Mall High Density Focus Area/Node/Development Incentives Briefing on development incentives on the west side/Capital Mall area.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	City Staff
4.6 Growth and Development Briefing on 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
4.7 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
4.8 Martin Way Corridor Study Briefing on study regarding land use and transportation planning along the Martin Way Corridor; joint effort between Intercity Transit, Lacey, and Thurston County.	2 hours	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget; partial funding from the Federal Surface Transportation Block Grant Program	Informational Briefing	City Staff

4.9 Regional Housing Action Plan Briefing regarding strategies to increase Olympia’s affordable housing units, including existing and possible tools and incentives.	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.10 Homelessness Response Plan Briefing http://olympiawa.gov/community/homelessness/Response-Plan.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
4.11 Legislative Briefing Briefing on the 2022 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	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.12 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
4.13 Economic Development Briefing Briefing on economic development opportunities and actions in the city.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.14 Development Patterns Explore development patterns and their impact on walkability and density.	To Be Determined	To Be Determined	To Be Determined	To Be Determined	Led by Planning Commission?	Planning Commission
4.15 Solar Access Develop solar access regulations for inclusion in the zoning code.	To Be Determined	To Be Determined	To Be Determined	To Be Determined	To Be Determined	Planning Commission
4.16 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx 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.	2 hours	5-7 hours	To Be Determined	Included in base budget	Advisor to staff and Council	Comprehensive Plan