

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: 2021 Policy Issues – Includes 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 that there is sufficient professional and administrative staff time to support Section #1 in 2021. In general, these work items are tasks that State law or local rules require the Commission to perform. Comprises approximately 75% of overall Commission effort.							
Title and Description	Tier/Rationale <i>Based on 2021 GGC Direction/Council Priorities</i>	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
1.1 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 Council.	2 Rationale: Supports small, home-based business.	6 hours (2-3 meetings)	CP&D staff: 15-20 hours	February – June	Included in base budget	Review, public hearing, and recommendation	City Staff
1.2 Neighborhood Centers Code A review of current development codes as well as trends regarding housing and the economy to determine the best path for Comprehensive Plan implementation. Includes an overview of work done by staff prior to the pandemic, and identifying data and informational needs. Includes collaboration with stakeholders such as Coalition of Neighborhood Associations, businesses, and the development community. May include code amendments and zoning map changes, and/or further direction to staff to address during the Comprehensive Plan update. Deliverable: Public hearing and recommendation to City Council.	2, 3 Rationale: Supports small businesses and neighborhood resilience.	8 hours (3-4 meetings)	CP&D: 20-30 hours Other staff: 15-20 hours	January – December	Included in base budget	Review, public hearing, and recommendation	Planning Commission -- continued item begun in 2014
1.3 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.	3 Rationale: Annual process. The docket is approved by City Council; items moving forward would be consistent with their priorities.	4-6 hours (2-3 meetings)	CP&D: 20-30 hours Other staff: 15-20 hours	January - September	Included in base budget	Review, public hearing, and recommendation	City Staff/ Private Parties
1.4 Review 6-year Capital Facilities Plan (CFP) 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.	3 Rationale: Annual process. The CFP and financial plan are approved by City Council and would reflect their priorities.	8-10 hours (3-4 meetings)	CP&D: 20-30 Other staff: 20-30	March - December	Included in base budget	Review, public hearing, and recommendation	City Staff

Title and Description	Tier/Rationale (Based on 2021 GGC Direction/Council Priorities)	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
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: <ul style="list-style-type: none"> • Restructure land use permit types • Subdivision Code • Allow RV Parks in the UW zone district • Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards • Housekeeping amendments Deliverable: Public hearing and recommendation to City Council.	2, 3 Rationale: Supports small business and housing affordability related to pandemic recovery. Consistent with Council priorities.	2-4 hours per proposal	CP&D staff: 8-10 hours per proposal	To be determined; dependent on timing of proposals	Included in base budget; private applicants pay a fee.	Review, public hearing, and recommendation	City Staff/ Private Party
1.6 Zoning Code Updates – Downtown Development code amendments for implementation of the downtown strategy: <ul style="list-style-type: none"> • Downtown parking exemption boundary changes • Creative district code amendments Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Supports economic recovery in downtown Olympia.	6 hours (2-3 meetings)	CP&D staff: 10-20 hours Other staff: 5-10 hours	January – September	Included in base budget	Review, public hearing, 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: Public hearing (joint) and recommendation to City Council/Thurston County Commissioners.	2 Rationale: Fundamental to Planning Commission role.	4-6 hours (2-3 meetings)	CP&D staff: 20-30 hours	To be determined; dependent on County’s schedule	Included in base budget	Review, public hearing, and recommendation	City/County Staff

SECTION 2: 2021 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 2021 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.							
Title and Description	Tier/ Rationale (Based on 2021 GGC Direction/Council Priorities)	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
2.1 Subarea/Neighborhood Plan Review of Draft Subarea Plans Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.	3 Rationale: Supports neighborhood resilience consistent with Council priorities.	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: 2021 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 <i>(Based on 2021 GGC Direction/Council Priorities)</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
3.1 Organizational Retreat Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on topics related to the work plan. Deliverable: Recommendation to Council	1, 3 Rationale: Opportunity for team-building and identifying new work plan items that relate to pandemic response and Council priorities.	10 hours (including retreat)	8-10 hours Other staff: Variable	To be determined	Included in base budget	Led by Planning Commission	Customary practice
3.2 Coalition of Neighborhood Associations Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA).	3 Rationale: Opportunity to meet with the Coalition to discuss issues, priorities, and opportunities around neighborhood resilience.	2 hours	CP&D: 4 hours	To be determined	Included in base budget	Led by Planning Commission	Planning Commission
3.3 Preparation of 2022 Work Plan Time allotted for proposing and discussing work items for the following year. Deliverable: Recommendation to Council	1, 3 Rationale: Opportunity to add new work plan items in support of the pandemic response and Council priorities.	2-4 hours (1-2 meetings)	CP&D: 6 hours	January – February	Included in base budget	Led by Planning Commission	Customary practice

SECTION 4: 2021 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
4.1 Economic Development Briefing Briefing on economic development opportunities and actions in the city, including discussion related to the Neighborhood Centers Plan. Ties into the update of the Economy Chapter in the Comprehensive Plan.	1 hour	CP&D: 2 hours	February – March	Included in base budget	Informational Briefing	Planning Commission
4.2 Thurston Regional Planning Council Briefing by TRPC staff regarding their role in developing plans, providing data, and administering funds to the City. 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. Included in this briefing is an update on the 2021 Building Lands Report which will inform the Comprehensive Plan update.	1 hour	CP&D: 2 hours Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission/ City Staff

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
4.3 Comprehensive Plan Update Briefings Briefings from city staff regarding Comprehensive Plan update. Topics include: <ul style="list-style-type: none"> Laying the Groundwork – process, public participation, scope, GMA framework, etc. Housing Chapter Economy Chapter 	1 hour per topic	CP&D: 2 hours per topic	October – December	Included in base budget	Informational Briefing	City Staff
4.4 Regional Housing Action Plan Briefing regarding strategies to increase Olympia’s affordable housing units, including existing and possible tools and incentives. Ties into the update of the Housing Chapter of the Comprehensive Plan in 2022	1 hour	CP&D: 1 hour Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
4.5 Priorities, Performance, and Investment (PPI) Cycle 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
4.6 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. Among other outcomes, the study will identify specific infrastructure improvements and opportunities for increased connectivity in the area.	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
4.7 Downtown Strategy Briefing 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
4.8 Legislative Briefing Briefing on the 2021 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
4.9 Park Projects Briefing on major park projects and the 2022-2028 Parks, Arts, and Recreation Plan.	1 hour	CP&D: 1 hour Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
4.10 West Side/Mall High Density Focus Area/Node/Development Incentives Briefing on development incentives on the Westside/Capital Mall area. Intended to follow the Commission’s work on Neighborhood Centers	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Informational Briefing	City Staff