



# Meeting Minutes - Draft

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Cari Hornbein  
360.753.8048

---

**Monday, October 4, 2021**

**6:30 PM**

**Online and via phone:**

---

**1. CALL TO ORDER**

Chair Millar called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

**Present:** 8 - Chair Candi Millar, Vice Chair Aaron Sauerhoff, Commissioner Paula Ehlers, Commissioner Rad Cunningham, Commissioner Carole Richmond, Commissioner Zainab Nejati, Commissioner Tracey Carlos and Commissioner Greg Quetin

**Absent:** 1 - Commissioner Tammy Adams

**1.B OTHERS PRESENT**

Community Planning and Development staff:  
Senior Planner Cari Hornbein  
Principal Planner Joyce Phillips

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

- 3.A** [21-0956](#) Approval of September 22, 2021 Olympia Planning Commission, Finance Subcommittee Meeting Minutes

**Attachments:** [09222021 Minutes Draft](#)

The minutes were approved.

- 3.B** [21-0957](#) Approval of September 20, 2021 Olympia Planning Commission Meeting Minutes

**Attachments:** [09202021 Minutes Draft](#)

The minutes were approved.

- 3.C [21-0958](#) Approval of September 01, 2021 Olympia Planning Commission, Finance Subcommittee Meeting Minutes

**Attachments:** [09012021 Minutes Draft](#)

**The minutes were approved.**

#### 4. PUBLIC COMMENT

The following people spoke:

Larry Dzieza

Judy Bardin

Walt Jorgensen

#### 5. ANNOUNCEMENTS

Ms. Hornbein shared announcements.

#### 6. BUSINESS ITEMS

- 6.A [21-0937](#) Proposed Code Amendments to the Uniform Development Code, OMC Title 18 - Briefing

**Attachments:** [Draft Amendments](#)

Ms. Phillips shared a PowerPoint presentation regarding the proposed code amendments to the Uniform Development Code.

**The information was received.**

- 6.B [21-0936](#) Preliminary Capital Facilities Plan, 2022-2027 Financial Plan - Recommendation

**Attachments:** [Budget webpage, with link to plan](#)

[Draft Finance Subcommittee Letter](#)

Ms. Phillips shared information regarding the Capital Facilities Plan. The Commission held a discussion regarding their recommendations.

**Commissioner Richmond moved, seconded by Commissioner Nejati to recommend approval of the Capital Facilities Plan, 2022-2027 Financial Plan and forward the Finance Subcommittee recommendation letter to City Council. The motion passed unanimously.**

**6.C**     [21-0938](#)     2021 Annual Comprehensive Plan Amendments - Continued  
Deliberations

**Attachments:**     [Webpage, with links to applications](#)

[Pending Motion](#)

[Neighborhood Character Language](#)

[Equity Language Proposals](#)

[Draft Comment Letter](#)

**Part C, Sub-motion C.3B**

The following motion was made at the September 20, 2021 meeting, but was not voted upon:

Commissioner Nejati moved, seconded by Commissioner Richmond to add the proposed language to the Land Use and Urban Design Chapter of the Comprehensive Plan.

Neighborhood character is an amalgam of various elements that give a neighborhood its distinct "identity" Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical attributes that contribute to its sense of place and identity. These elements may include, but are not limited to, a neighborhood's land use, urban design, visual resources, and/or historic resources. This includes design elements of buildings (mass, scale, materials, setting, and setbacks,) parks and open space, provision of City utilities, street grids and connections, and street trees.

Our community considers it essential that all neighborhoods become accessible, sustainable, and culturally inclusive.

-Accessible: Includes ADA compliancy, multimodal mobility, and housing affordability.

-Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.

-Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympian's past and present.

Neighborhood character will be balanced with other plan goals and policies, such as increasing the variety of housing types and providing pedestrian oriented streets, and implemented through the City's development regulations.

**Commissioner Nejati moved, seconded by Commissioner Richmond to add the proposed language to the Land Use and Urban Design Chapter of the Comprehensive Plan. The motion passed unanimously.**

**Part C, Sub-motion C.4**

Motion to recommend approval of Commissioner Richmond's proposed language with the addition of "sexual orientation" between "gender" and "age" and under the Equity Section.

**Commissioner Nejati moved, seconded by Commissioner Carlos to recommend approval of the proposed language. The vote carried as follows:**

**Aye:** 7 - Chair Millar, Vice Chair Sauerhoff, Commissioner Ehlers, Commissioner Richmond, Commissioner Nejati, Commissioner Carlos and Commissioner Quetin

**Absent:** 1 - Commissioner Adams

**Abstained:** 1 - Commissioner Cunningham

**7. REPORTS**

Commissioner Nejati recommended a book titled *The Color of Law* by Richard Rothstein.

**8. OTHER TOPICS**

Chair Millar announced that officer elections will take place later in the year and for Commissioners to think about nominations.

Vice Chair Sauerhoff will facilitate the October 18 meeting.

**9. ADJOURNMENT**

The meeting adjourned at 8:22 p.m.