



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Joyce Phillips  
360.570.3722

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**Monday, November 21, 2016**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

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

**1.A ROLL CALL**

Commissioner Burns and Commissioner Richmond arrived after roll call was taken.

**Present:** 7 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Travis Burns, Commissioner Paula Ehlers, Commissioner Darrell Hoppe, Commissioner Negheen Kamkar and Commissioner Carole Richmond

**Excused:** 1 - Commissioner Missy Watts

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A [16-1270](#) Approval of the November 7, 2016 Olympia Planning Commission Meeting Minutes**

Chair Mark recommended one addition to the minutes. Under staff announcements first bullet - add in 5:30 p.m. after the date December 6, 2016.

**The minutes were approved as amended.**

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips announced the following:

- Positions for City Advisory Boards are now open, including for the Planning Commission. Applications opened on November 1, 2016 and will close January 31, 2017. Please share this information with those who may be interested!

Applications are available at:

<http://olympiawa.gov/city-government/advisory-committees.aspx>

- The new Low Impact Development (LID) stormwater regulations go into effect on December 1, 2016.

## 6. BUSINESS ITEMS

### 6.A [16-1267](#) Zoning Code Text Amendment related to drive-through facilities within the Briggs Village Public Hearing

Ms. Floyd presented information regarding the proposed zoning code text amendments related to drive-through facilities within the Briggs Village. In order to maintain the strong emphasis on the pedestrian environment within the code, the revisions proposed increase the development and design standards related to drive-through lanes. Drive-through lanes would only be permitted in association with businesses that primarily engage in providing services to walk-in customers. Additionally, any new drive-through lane would be required to be accessed from existing interior parking areas and to be designed so that dedicated pedestrian access to the entry is maintained from the primary street. These provisions are intended to significantly limit the potential locations for drive-through lanes and ensure they would remain within areas already dedicated to automobiles.

The Commission asked for clarification on some proponents of the proposed amendments which Ms. Floyd provided.

#### **Chair Mark opened the public hearing.**

The following members of the public spoke:

Gurdip Gill, owner of Briggs Village  
Ron Thomas, Thomas Architecture Studio (active architect on this project)  
David Schaffert, CEO of Thurston County Chamber of Commerce  
Heather Burgess, Phillips Burgess (attorney representing the owner of Briggs Village)

All were in favor of the proposed zoning code text amendments and were hopeful they will encourage commercial development as they provide more flexibility to potential businesses. They encouraged the Commission to approve these zoning code amendments.

#### **Chair Mark closed the public hearing.**

The Commission proceeded with deliberation.

**Vice Chair Auderer moved, seconded by Commissioner Kamkar, to recommend adoption of the draft amendments to City Council as proposed. The motion was unanimously approved.**

### 6.B [16-1252](#) Sign Code Update Briefing

Ms. Phillips presented an update.

## Accomplishments to date:

- August 2016 - developed a public participation plan
- August 2016 - created a sign code update webpage that went live on September 1, 2016
- August through September 2016 - sent out a request for proposals for a consultant
- October 2016 - selected a consultant and entered into a contract agreement
- October through November 2016 - formed a Policy Advisory Committee (PAC)
- Scheduled the first PAC meeting for November 29, 2019 at City Hall from 3:00 p.m. to 5:00 p.m.

## Next Steps (December 2016 - May 2017):

- Form Technical Advisory Committee (TAC)
- Determination of portions of sign code that are not content neutral and must be updated
- Review options for streamlining the code and making it more “user-friendly”
- Consider sign types that are not currently allowed
- Hold public meetings and receive input
- Begin drafting a new sign code
- Work with PAC, TAC, staff, and the public to refine draft
- Public Hearing on final draft

**The information was received.**

**6.C**     [16-1277](#)     Planning Commission Officers for 2017 - Selection

**Chair Mark moved, seconded by Commissioner Kamkar, to elect Commissioner Richmond as the Chair of the Finance (Capital Facilities Plan) Subcommittee for 2017. The motion was unanimously approved.**

**Commissioner Kamkar moved, seconded by Commissioner Burns, to elect Commissioner Mark as Chair and Commissioner Auderer as Vice Chair of the Planning Commission for 2017. The motion was unanimously approved.**

**7.     REPORTS**

Commissioner Richmond reported on the November 14, 2016 Downtown Strategy Stakeholders Work Group meeting she attended.

Commissioner Hoppe mentioned a property that has been donated to the City, Zables Rhododendron Garden. He has an interest in the progress of this property as he wants to see the plants that are there remain healthy. The Rhododendron Society has been contacted to seek help in keeping this property maintained as there isn't current funding in the Parks Department. The Parks Department is currently working on a plan for the property. Commissioner Hoppe will present updates as he receives them.

Chair Mark reported on the most recent Arts Commission meeting he attended.

### **OTHER TOPICS**

Commissioner Auderer requested an update at the next Planning Commission meeting on how many applications for the open Planning Commission seats have been received. Ms. Phillips indicated an update will be provided.

Chair Mark suggested the Commission may want to form subcommittees to tackle some of its larger work plan items in 2017.

The Commission agreed to cancel its December 5, 2016 meeting.

### **9. ADJOURNMENT**

The meeting adjourned at 8:25 p.m.