



Meeting Minutes

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Thursday, February 16, 2017

5:30 PM

Council Chambers

1. CALL TO ORDER

Chair Hankins called the meeting to order at 5:32 p.m.

2. ROLL CALL

Present: 2 - Chair Julie Hankins and Committee member Clark Gilman

Excused: 1 - Committee member Nathaniel Jones

OTHERS PRESENT

City Manager Steve Hall
Community Planning and Development:
Director Keith Stahley
Deputy Director Leonard Bauer
Senior Planner Joyce Phillips
Office Specialist/Minutes Recorder Stacey Rodell
Public Works City Engineer Fran Eide
Planning Commission Chair Brian Mark
Puget Sound Energy Senior Municipal Liaison Manager Amy Toulsey

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

- 4.A** [17-0115](#) Approval of January 19, 2017 Land Use and Environment Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

- 5.A** [17-0018](#) Pavement Restoration Fee

Ms. Eide provided an overview of the proposed pavement restoration fee and implementation via a PowerPoint presentation. She reviewed the following:

- Goals
 - Improve collaboration with private utilities

- Plan projects to complete repairs prior to paving
 - Improve the overall pavement rating
 - Minimize pavement cuts in new pavement
 - Collect funds to repair streets
 - Collection is minimal when collaboration is effective
- Background
 - Pavement Restoration Committee established and met in April, July, August, September and November of 2016
 - Committee was made up of private utility representatives and City staff
 - Developed updated fee structure and amount
 - Met to discuss upcoming Capital Projects
- Proposed Pavement Restoration Fee
 - Year 1:(new) 5X base fee (\$125.00 /sq. ft. or portion thereof);
 - Year 2: 4X base fee (\$100.00/ sq. ft. or portion thereof);
 - Year 3: 3X base fee (\$75.00/sq. ft. or portion thereof);
 - Year 4: 2X base fee (\$50.00/ sq. ft. or portion thereof);
 - Year 5: 1X base fee (\$25.00/sq. ft. or portion thereof).
 - Increase Base Fee to \$25/SF
 - Amend OMC, Chapter 4.04, Engineering Fees
 - Amend OMC Chapter 12.270, Excavations Through Pavement
- Proposed next steps upon approval by City Council
 - Update Olympia Municipal Code
 - Establish fees and associated process
 - Engage with utilities to develop a plan to move forward
 - Implement New Process
 - Permit Process
 - Schedule annual meetings with private utilities and LOTT
 - Periodic review of base fee and update base rate per City cost

The Committee unanimously agreed to recommend approval of the proposed pavement restoration fee and forward it on to City Council for consideration.

5.B [17-0104](#) Review Planning Commission Work Plan

Planning Commission Chair Mark and Ms. Phillips reviewed the proposed 2017 Planning Commission work plan. The Committee approved of the proposed work plan.

The discussion was completed.

5.C [17-0151](#) 'Missing Middle' Infill Housing Analysis - Public Involvement Plan

Mr. Bauer reviewed the draft schedule for public involvement and outreach for the 'Missing Middle' Infill Housing Analysis. The draft schedule includes a work group to provide in-depth discussion and feedback throughout the project. Mr. Bauer reviewed the draft Charter for the work group.

Chair Hankins suggested meetings be held with neighborhoods both on the west and

east areas of Olympia. Mr. Bauer and Mr. Stahley indicated they will look into implementing this suggestion.

The information was received.

6. REPORTS AND UPDATES

Mr. Stahley reported the next Land Use and Environment Committee meeting will be on March 16, 2017. The following items will be on the agenda:

- Parking strategy status update
- Sign code status update
- Urban design regulation updates

7. ADJOURNMENT

The meeting adjourned at 6:38 p.m.