



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Monday, May 3, 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: 6 - Chair Candi Millar, Vice Chair Aaron Sauerhoff, Commissioner Paula Ehlers, Commissioner Tammy Adams, Commissioner Rad Cunningham and Commissioner Carole Richmond

1.B OTHERS PRESENT

Community Planning and Development Staff:

Senior Planner Cari Hornbein
Strategic Projects Manager Amy Buckler
Principal Planner Joyce Phillips
Director Leonard Bauer

2. APPROVAL OF AGENDA

The order of business items was modified as follows:

6.A Housing Action Plan Briefing
6.B 2021 Code Amendments Briefing
6.C Short Term Rental Ordinance Recommendation

The agenda was approved as amended.

3. APPROVAL OF MINUTES

3.A [21-0434](#) Approval of April 05, 2021 Planning Commission Meeting Minutes

The minutes were approved.

3.B [21-0436](#) Approval of April 19, 2021 Planning Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Ms. Hornbein shared announcements.

6. BUSINESS ITEMS**6.A [21-0423](#) Briefing on Olympia Housing Action Plan**

Ms. Buckler shared a presentation.

The information was received.

6.B [21-0425](#) 2021 Code Amendments - Briefing

Ms. Phillips shared a presentation.

The information was received.

6.C [21-0377](#) Short Term Rental Ordinance - Recommendation

Commissioner Richmond moved, seconded by Commissioner Cunningham, to approve recommendations as proposed by staff, with the following revision: short term rentals that existed prior to the effective date of the ordinance are exempt from the additional off-street parking space requirement. The motion failed by the following vote:

Aye: 3 - Chair Millar, Commissioner Adams and Commissioner Richmond

Nay: 3 - Vice Chair Sauerhoff, Commissioner Ehlers and Commissioner Cunningham

Commissioner Cunningham moved, seconded by Vice Chair Sauerhoff, to remove prohibition restricting the use of accessory dwelling units as short term rentals; this would apply to both existing and new accessory dwelling units. The motion passed unanimously.

Commissioner Ehlers moved, seconded by Commissioner Richmond, to change the terms 'occupants' and 'occupancy' to 'overnight guests' in the ordinance. The motion passed unanimously.

Commissioner Ehlers moved, seconded by Commissioner Richmond, to raise the limit to four short-term rentals per owner and have staff prepare language that exempts existing owners from any number of short term rentals, with the intent of eventually capping them at four rentals. The motion passed unanimously.

Commissioner Richmond moved, seconded by Commissioner Ehlers, to recommend approval of the ordinance as written, with revisions as approved under the previous three motions. The motion passed unanimously.

7. REPORTS

Commissioner Cunningham provided a legislative update.

8. OTHER TOPICS

Ms. Hornbein announced agenda items for the May 17 Planning Commission meeting.

9. ADJOURNMENT

The meeting adjourned at 9:08 p.m.