



## City Council

### 2013 Comprehensive Plan Amendment Docket

**Agenda Date:** 2/12/2013  
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**Agenda Item:**

2013 Comprehensive Plan Amendment Docket

**Issue:**

Council is being asked to review and determine if any Annual Comprehensive Plan Amendment proposals should be forwarded to the Planning Commission for consideration on the 2013 Docket.

**Committee Recommendation:**

Not applicable.

**City Manager's Recommendation:**

Move to limit the 2013 Comprehensive Plan Amendment Docket to the annual Capital Facilities Plan (CFP) Update only, and forward the Amendment Docket to the Olympia Planning Commission.

**Staff Contact:**

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**Presenter(s):**

Stacey Ray, Associate Planner  
Mr. Keith James, Gemstar Properties LLC, Applicant

**Background and Analysis:**

***Annual Amendment Process***

Each year, the City Council reviews all Comprehensive Plan amendment proposals to determine which the City should consider. The 2013 list of proposed amendments, or "docket," includes one proposed amendment submitted by a private applicant and a routine annual update of the City's Capital Facilities Plan (CFP). The CFP is an element of the City's Comprehensive Plan.

As set forth in Chapter 18.59 of the Olympia Municipal Code (OMC), the City has a two-step amendment application process consisting of preliminary applications and final applications. Preliminary applications are accepted in late 2012 and early 2013. Staff then conducts a preliminary review and evaluation of the applications based on the following criteria defined in OMC Chapter 18.59:

1. Is the proposed amendment consistent with the county-wide planning policies, the Growth

Management Act (GMA), other state or federal law, or the Washington Administrative Code?

2. Would the proposed amendment cause little or no adverse environmental impacts and, is the time required to analyze impacts available within the time frame of the standard annual review process?
3. Is sufficient analysis completed to determine any need for additional capital improvements and revenues to maintain level-of-service, and is the time required for this analysis available within the time frame for this annual review process?
4. Can the proposed amendment be considered now without conflicting with some other Comprehensive Plan established timeline?
5. Can the proposed amendment be acted on without significant other amendments or revisions not anticipated by the proponents and is the time required for processing those amendments or revisions available within the time frame of this annual review process?
6. If the proposed amendment was previously reviewed, ruled upon or rejected, has the applicant identified reasons to review the proposed amendment again?

Staff then brings the preliminary proposals to Council for review or "screening." At this step, Council is asked to decide which proposals should be considered for a formal review based on the above criteria as well. Council's screening of the docket is also based on work program priorities, staffing, Planning Commission workload, and level of Council interest in updating or reconsidering goals, policies, and land use designations.

Staff may recommend to the City Council that the proposed amendment or revision not be further processed in the current amendment review cycle if it does not meet one or more of the criteria noted above from OMC 18.59, or there are concerns regarding staffing and resource availability.

Any proposals on the docket that are determined by Council as worthy of review, are then forwarded to the Planning Commission as the "final docket." Representatives of the forwarded proposals are asked to submit a final application. The 2013 deadline for final application submittal is March 15.

### ***2013 Annual Amendment Proposals***

For 2013, staff has received one private pre-application in addition to the annual CFP update:

***Capital Heights.*** Gemstar Properties LLC on behalf of Capital Heights LLC, requests a change to the Future Land Use Map and Zoning Map designation for approximately 6 acres with frontage on Capital Mall Drive SW. The property is currently zoned Residential Multifamily (RM-24), and the applicant is requesting it be changed to Medical Services (MS).

Considering the 'Capital Heights' proposal in 2013 may be difficult and cause confusion due to review criteria #4 (OMC 18.59), as it would conflict with the timeline established for completion of the major update to the Comprehensive Plan known as *Imagine Olympia*. The Planning Commission is preparing to deliver their recommendations to the Council, and staff is preparing to support Council in reviewing and adopting the major update in the second half of 2013. It is potentially awkward and confusing to process an annual amendment in 2013 that would amend the existing 1994 Comprehensive Plan almost simultaneously

while adopting a major update to replace it.

If Council were to approve consideration of the 'Capital Heights' proposal, the staff needed to support the process would be an .25 FTE (full-time employee). Staff resources are currently dedicated to the completion of such major long-range planning projects as the Shoreline Master Program, *Imagine Olympia*, and associated updates to development regulations. Staff would need to be redirected from those work efforts to process the proposed amendment this year.

If Council were to decline consideration of the 'Capital Heights' proposal, the private applicant may still have an opportunity to submit a request for a change to the Future Land Use Map during Council's review of the major update in the second half of 2013. Once adopted, the applicant could then pursue approval of a Zoning Map amendment, a process that typically takes 4-6 months.

The private applicant may also resubmit their request for consideration during the next annual amendment cycle in 2014, after the major update to the Comprehensive Plan has been adopted.

If Council were to decline consideration of the annual review of the CFP, there would be no updates made to the current 2013-2018 CFP. The existing six-year plan would remain in effect in 2014, including no new proposals for capital projects.

**Neighborhood/Community Interests (if known):**

Annual Comprehensive Plan amendments, including the CFP annual update, are applicable citywide.

**Options:**

A) Forward the proposed amendment known as 'Capital Heights' and the annual CFP update to the Planning Commission for consideration in 2013.

B) Forward only the annual CFP update to the Planning Commission for consideration in 2013.

C) Decline forwarding both the 'Capital Heights' and the annual CFP update to the Planning Commission for consideration in 2013.

**Financial Impact:**

Processing a privately-initiated Annual Comprehensive Plan Amendment in 2013 would require .25 of an FTE (full-time employee).