



Planning Commission

Planning Commission 2016 Work Program - Initial Discussion

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Title

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Staff Recommended Action

None at this stage - discussion only.

Report

Issue:

Each year the Planning Commission, and other Council advisory committees prepare and present to the City Council's General Government Committee a proposed annual work plan. These work plans extend from April 1 to March 31. This agenda item is to provide an opportunity for the Commission to begin preparation of its 2016 work plan proposal.

Staff Contact:

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Presenter:

Todd Stamm, Principal Planner

Background and Analysis:

At the request of City Council, each city advisory committee forwards a recommended Work Plan to the Council early in the calendar year. The General Government Committee of Council meets with advisory committee chairs to discuss the proposed work plan and forwards a recommendation to the full Council for approval. New annual work plans are generally effective April 1 through March 31.

The approved work program establishes a set of tasks for the Planning Commission during the twelve-month period. The Chair, and sometimes other officers, then coordinates with staff to establish a calendar and agendas. Note that during the course of a year it is common for the Council to add new items to the work program.

Unlike the Council's advisory committees, much of the Commission's work is mandated by State statutes, including the Planning Commission Act and the Planning Enabling Act. These statutory mandates generally require that the Commission review and make recommendations before the Council may make certain decisions, particularly regarding the Comprehensive Plan and

development regulations.

The schedule for the Commission's presentation of its proposed 2016 work program has not yet been established. The Council's General Government Committee is to discuss the schedule and general process with advisory committee chairs on November 18. Thus, this agenda item is a 'head start' on the task of preparing a proposal for 2016.

In formulating a work program, the Commission should consider:

- The Work Plan will be in effect from April 1, 2016 to March 31, 2017
- Planning Commission will probably hold 22 regular meetings, plus one 'retreat' during that period
- The Commission may again utilize a "Finance" subcommittee to review the annual Capital Facilities Plan (CFP) update
- The Commission's work plan must align with City Department programs
- The Commission's work plan must be consistent with Commission's role as outlined in state law and in Olympia Municipal Code 2.100.350 through 2.100.410
- Comprehensive Plan amendment proposals are anticipated, and time should also be reserved for two or more major work items to be added by the Council during the year

City Department programs for 2016 are still being developed along with the 2016 budget. There is no specific Commission budget, instead city staff seeks to allocate a reasonable amount of time and other resources to Commission activities. Aspects of Department work items related to the Commission's work plan will be presented when available. However, as an example, although only preliminary, the Community Planning and Development Department's anticipates the following items - in no particular order - related to the Commission's work plan may occur in 2016:

1. Refinement of local marijuana sales regulations and zoning in response to new State rules and regulations
2. The first 'subarea' plan
3. The Downtown Strategy
4. The City's first "Action Plan" for implementing the Comprehensive Plan, and adoption of related 'community indicators
5. Proposed or State-required critical area code amendments
6. The Kaiser-Harrison opportunity area study
7. SEPA code amendments related to the downtown strategy
8. Scenic vista code amendments related to the downtown strategy
9. Refinement of accessory dwelling unit and other in-fill development standards
10. Review and update of the Auto Mall landscaping code
11. Review and update of the city-wide sign code
12. Review and refinement of transitional zoning related to low-density neighborhoods
13. Update of downtown or other design criteria
14. Refinement of home occupation regulations
15. Refinement of light industrial aspects of commercial zoning
16. Update of 'review period' aspects of development regulations
17. Urban corridor code updates

More detail will be forthcoming. And, note, the list above does not include work plan items that may

be carried over from 2015.

Neighborhood/Community Interests (if known):

There is usually general public interest in the work plan of the Commission.

Options:

Discussion item only; the Commission may decide to schedule this topic for further discussion, or form a work group, or both.

Financial Impact:

Dependent on specific content of work plan