Olympia Planning Commission - 2017 Work Plan
(April 1, 2017 to March 31, 2018)

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one "retreat" during this period. In addition, a "Finance" subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC is Senior Planner Joyce Phillips of the Community Planning and Development Department (jphillip@ci.olympia.wa.us; 360.570.3722).

[Note that the far-right column is for purposes of reviewing the proposed work plan and is NOT to be part of work plan officially approved by Council.]

Section 1. 2017 Policy Issues – Recommendations to City Council

Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2017. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment *(Direct support for Commission role)*	Schedule *(Estimated Completion)*	Budget Implications	Commission Role	Source of Proposal
1.1 Review 6-year Capital Facilities Plan (CFP) • http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan. **Deliverable:** Public Hearing and recommendation to City Council.	2 hours; plus 6 or more hours of subcommittee meeting time	CP&D staff: 14-18 hours Other citywide administrative and planning staff: 10 hours	Subcommittee formed in April; Commission to conclude review in September.	Included in base budget.	Detailed review and recommendation	City Staff – an annual update is customary for Olympia
1.2 Annual Comprehensive Plan Amendments • http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission. **Deliverables:** Public Hearing and recommendation to City Council.	12 hours - dependent on scope, nature and controversy of proposals	CP&D staff: 24 to 40 hours Other department support: 24 to 40 hours	June	Included in base budget	Detailed review and recommendation	Council referrals may include Bentridge Village, Transportation Maps, Briggs Village and Tsuki Corner.

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1.3 Downtown design criteria update • http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code consistent with pending downtown strategy. **Deliverable:** Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours - may include consultant	March, September	Dependent on scope	General review and recommendation	City staff
1.4 Scenic view code amendment – downtown area • http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Amendment of development code relative to views to, from and over downtown area. This item is phase one of two to implement the new Comprehensive Plan; phase one is related to the downtown strategy below. **Deliverable:** Public Hearing and recommendation to City Council.	3 hours	CP&D staff: 10 hours plus consultant	March, September	Funded as part of downtown strategy scope Included in base budget	Detailed review and recommendation	City staff
1.5 SEPA- and Code-related regulation amendments – downtown area • http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Review and revision of local SEPA regulations and development regulations regarding to downtown; may include updates responsive to State rules. **Deliverables**: Public Hearing and recommendation to City Council.	3 hours	6-20 hours	March, September	Included in base budget	Detailed review and recommendation	City staff
1.6 Zoning map and development code text amendments Review of any privately proposed or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2017. **Deliverables**: Public Hearing and recommendation to City Council.	2 hours per proposal	CP&D staff: 4 to 10 hours per proposal	Dependent on timing of proposals	Included in base budget; private applicants pay a $3200 fee.	Detailed review and recommendation	Placeholder for new proposals. May include Capitol Campus rezone.

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1.7 Sign code amendment • www.olympiawa.gov/signcode Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling **Deliverable:** Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours plus consultant	May	Consultant contract from 2016 and 2017 funds	General review and recommendation	City staff
1.8 Low density neighborhood "in-fill" code amendments (aka Missing Middle Housing/Infill) Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations. **Deliverable:** Public Hearing and recommendation to City Council.	6 hours	CP&D staff: 10 hours	September	Included in base budget	Detailed review and recommendation	City staff
1.9 Transitional zoning amendments Amendment of development code to refine provisions intended to ensure compatibility between different land use zones; may include refinement of entirety of General Commercial and Commercial Services – High Density zones. **Deliverable:** Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours	October?	Included in base budget	General review and recommendation	Bigelow Neighborhood and City staff
1.10 Short Term Rental Policies Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. **Deliverable:** Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours	July	Included in base budget	General review and recommendation	City staff

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SECTION 2.
2017 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated 11 meeting hours; about 15% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment *(Direct support for Commission role)*	Schedule *(Estimated Completion)*	Budget Implications	Commission Role	Source of Proposal
2.1 Neighborhood Center Code: A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community. **Deliverable:** Proposed development code update for consideration by City in 2018	1 hour; plus substantial work group time	CP&D: 8 to 12 hours		Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
2.2 Action Plan for comprehensive plan implementation. • http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx An implementation strategy is called for in the new Comprehensive Plan. Commission will review a draft Action Plan including proposed performance measures (or 'community indicators') and provide comments on the draft actions, priorities and performance measures. **Deliverable:** *Recommendation and comments to City staff.*	2 hours	5 to 7 hours	April	Included in base budget.	As directed by Council's Land Use and Environment Committee	Comprehensive Plan
2.3 Subarea/Neighborhood Plan Review of draft Subarea Plan **Deliverable:** Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	TBD	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

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SECTION 3.
2017 Administrative Activities and Informational Briefings
In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal. Estimated 5 meeting hours plus retreat; about 10% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment *(Direct support for Commission role)*	Schedule *(Estimated Completion)*	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat. Annual event focused on improving Commission functions and procedures. **Deliverable.** None - internal only.	1 hour of regular meeting time to prepare; 4 to 6 hours of retreat meeting time	CP&D Staff: 8 to 10 hours Facilitator at OPC option.	To be determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
3.2 Check-In with the Land Use and Environment Committee Potential joint meeting with the Land Use and Environment Committee **Deliverable:** None	1-2 hours		To be determined	Included in base budget	Led by LUEC	Planning Commission
3.3 Preparation of 2018 Work Plan Time allotted for proposing work items for following year. **Deliverable:** Recommendation to Council	2 hours	CP&D: 6 hours Other staff: Variable	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.4 Meet with Coalition of Neighborhood Associations Meeting to share issues and coordinate; an alternative joint meeting may be substituted. **Deliverable:** None	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA

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3.5 Downtown Strategy Implementation Measures Briefings. • http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Briefings regarding activities to implement the Downtown Strategy, potentially including: Parking Strategy; Housing Issues; Addressing Homelessness; and Isthmus Planning **Deliverable:** None	4-6 hours	Variable depending on range and scope of topics prioritized for first year of implementation	To be determined	Included in base budget	Informational Briefing	City Staff
3.6 Gateways & Art Master Plan Briefing Briefing regarding the Art Master Plan for city gateways **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	City Staff & Planning Commission
3.7 Economic Development Briefing Briefing regarding economic development opportunities and actions in the City of Olympia **Deliverable:** None	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.8 West Bay Restoration & Parks Plan Briefing Briefing regarding progress on the West Bay restoration and parks master planning efforts **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.9 Transportation Master Plan Briefing Briefing regarding progress on the Transportation Master Plan **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission

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3.10 Development Activity Briefing Briefing regarding annual development activity within the City and UGA **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.11 SmartGov Portal Demonstration and Briefing Briefing regarding the new SmartGov public portal, with a demonstration on its use, to track applications in the permitting process **Deliverable:** None	1 hour	CP&D: 1 hour	August	Included in base budget	Informational Briefing	Planning Commission
3.12 Affordable Housing Briefing A briefing regarding the status of affordable housing issues in Olympia and Thurston County **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.13 Public Safety Briefing • http://olympiawa.gov/city-services/police-department.aspx • http://olympiawa.gov/city-services/fire-department.aspx A briefing by the Police and Fire Departments regarding public safety in Olympia **Deliverable:** None	1 hour	OPD: 1 hour OFD: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.14 Emergency Management Briefing • http://olympiawa.gov/news-and-faq-s/disasters-and-emergency-information.aspx A briefing about the City's Emergency Management Plan and procedures **Deliverable:** None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission

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