

Olympia Planning Commission - 2018 Work Plan (April 1, 2018 to March 31, 2019)

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one optional “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 Stacey Ray, of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

Section 1. 2018 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 54 meeting hours; approximately 70% 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 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 Spring; 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	

<p>1.3 Downtown design criteria update http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code consistent with downtown strategy. Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours - may include consultant	To Be Determined	Dependent on scope	General review and recommendation	City staff
<p>1.4 Zoning Code Amendments – downtown area http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code relative to views to, from and over downtown area and other zoning changes related to the downtown strategy. Deliverable: Public Hearing and recommendation to City Council.</p>	3 hours	CP&D staff: 10 hours plus consultant	To Be Determined	Funded as part of downtown strategy scope Included in base budget	Detailed review and recommendation	City staff
<p>1.5 Zoning map and development code text amendments</p> <p>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 2018. Deliverables: Public Hearing and recommendation to City Council.</p>	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.
<p>1.6 Sign code amendment www.olympiawa.gov/signcode</p> <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours plus consultant	To Be Determined	Consultant contract from 2016 and 2017 funds	General review and recommendation	City staff
<p>1.7 Low density neighborhood “in-fill” code amendments (aka Missing Middle Housing/Infill) http://olympiawa.gov/city-government/codes-plans-and-standards/missing-middle.aspx</p> <p>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.</p>	6 hours	CP&D staff: 10 hours	May Be Completed Before April 2018	Included in base budget	Detailed review and recommendation	City Staff

<p>1.8 Short Term Rental Policies</p> <p>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.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.9 Drive Through Code Amendments</p> <p>Review existing code for consideration of areas appropriate to remove prohibition of drive-through uses.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	2-4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.10 Parking Strategy Recommendations</p> <p>http://olympiawa.gov/city-services/parking/parking-strategy.aspx</p> <p>Review Parking Strategy recommendations for consistency with the Comprehensive Plan and Downtown Strategy.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	2-4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.11 Joint Plan Recommendations</p> <p>Review Joint Plan for consistency with the City of Olympia’s Comprehensive Plan.</p> <p>Deliverable: Recommendation to City Council/Thurston County.</p>	4-6 hours	CP&D staff: 10+ hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.12 Parks/Open Space Zoning District Recommendation</p> <p>Review proposal for adding a new Parks/Open Space zoning district to the Olympia Municipal Code. May or may not include a comprehensive plan amendment.</p> <p>Deliverable: Public Hearing and recommendation to City Council</p>	4-6 hours	CP&D staff: 6-8 hours	To Be Determined, if Referred by City Council	TBD	General review and recommendation	City Council

**SECTION 2.
2018 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 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
<p>2.1 Neighborhood Center Code: A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.</p> <p>Deliverable: Proposed development code update for consideration by City in 2018.</p>	1 hour; plus substantial work group time	CP&D: 8 to 12 hours	To Be Determined	Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
<p>2.2 Action Plan for comprehensive plan implementation. http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx</p> <p>An implementation strategy is called for in the Comprehensive Plan. Commission will review the Action Plan including performance measures (or ‘community indicators’) and provide comments on the actions, priorities and performance measures.</p> <p>Deliverable: Recommendation and comments to City staff.</p>	2 hours	5 to 7 hours	April	Included in base budget.	As directed by Council’s Land Use and Environment Committee	Comprehensive Plan
<p>2.3 Subarea/Neighborhood Plan Review of draft Subarea Plan</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p>	2 hours	CP&D staff: 4 hours	To Be Determined	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

SECTION 3.

2018 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 17 meeting hours plus retreat; about 20% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
<p>3.1 Organizational Retreat. Annual event focused on improving Commission functions and procedures.</p>	1 hr. of meeting time to prepare; 4 to 6 hours for retreat	<p>CP&D Staff: 8 to 10 hours Facilitator at OPC option.</p>	To Be Determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
<p>3.2 Check-In with the Land Use and Environment Committee Potential joint meeting with the Land Use and Environment Committee</p>	1-2 hours		To Be Determined	Included in base budget	Led by LUEC	Planning Commission
<p>3.3 Preparation of 2019 Work Plan Time allotted for proposing work items for following year. Deliverable: Recommendation to Council</p>	2 hours	<p>CP&D: 6 hours Other staff: Variable</p>	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
<p>3.4 Meet with Coalition of Neighborhood Association Meeting to share issues and coordinate; an alternative joint meeting may be substituted.</p>	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA
<p>3.5 Sea Level Rise Response Plan Briefing http://olympiawa.gov/city-utilities/storm-and-surface-water/sea-level-rise.aspx</p>			To Be Determined			City Staff & Planning Commission

Briefing regarding SLR Response Planning Process						
3.6 Economic Development Briefing Briefing regarding economic development opportunities and actions in the City of Olympia	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.7 West Bay Restoration & Parks Plan Briefing http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx Briefing regarding progress on the West Bay restoration and parks master planning efforts	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.8 Transportation Master Plan Briefing Briefing regarding progress on the Transportation Master Plan	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.9 Development Activity Briefing Briefing regarding annual development activity within the City and UGA	1 hour	CP&D: 1 hour	Nov/Dec	Included in base budget	Informational Briefing	Planning Commission
3.10 Affordable Housing Briefing A briefing regarding the status of affordable housing issues in Olympia and Thurston County	1 hour	CP&D: 1 hour	Nov/Dec	Included in base budget	Informational Briefing	Planning Commission
3.11 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	1 hour	OPD: 1 hour OFD: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.12 Thurston County Joint Plan Briefing A briefing about the city and county efforts to update the Joint Plan for the Urban Growth Area of Olympia.	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	City Staff
3.13 Population Growth Briefing A briefing about the City's estimated population	1 hour	CP&D: 3 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

growth across the city, based on comprehensive plan density estimates.						
3.14 Community Land Trust Briefing A briefing on Community Land Trusts and how they could impact agriculture, housing, and other provisions of the comprehensive plan.	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.15 Data & Metrics Briefing A briefing on definitions, data, and metrics of the comprehensive plan. It is related to the community indicators in the Action Plan.	1 hour	CP&D: 3 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.16 LOTT General Facilities Charges Briefing http://lottcleanwater.org/ A briefing on the GFCs for wastewater treatment through the LOTT Clean Water Alliance.	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission