



City of Lacey, Washington

Lacey Planning Commission Meeting Agenda

Refer to bottom of the agenda for instructions on attendance and public comment.

Tuesday, August 15, 2023

6:00 PM

Council Chambers and Online

Call to Order

1. Approval of Agenda and Consent Agenda Items:

Items listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. Approval of Agenda

B. Approval of July 18, 2023 Minutes

2. Public Comment:

Refer to the bottom of the agenda for instructions on how to provide public comment.

3. Commission Members' Reports:

4. Department Report:

5. Public Hearing:

6. New Business:

A. **Neighborhood Commercial Open House Debrief: Hans Shepherd, Senior Planner.** The Planning Commission will debrief on the Neighborhood Commercial Open House held on Wednesday, August 9th and discuss next steps in the process.

B. **Preparation for Joint Planning Meetings with Thurston County: Hans Shepherd, Senior Planner.** Staff will share information to prepare for the work sessions with Thurston County on the Joint Plan for the Lacey Urban Growth Area scheduled for August 23 and 30.

- C. **2025 Comprehensive Plan Update Overview: Ryan Andrews, Planning Manager.** Staff will provide an introduction to the 2025 Comprehensive Plan Update including an overview of the various elements of the Comprehensive Plan to be revised, provide options for public engagement, and a general schedule.

1. Staff Report

7. Old Business: None

8. Communications and Announcements:

A. Planning Commission Schedule

9. Next Meeting: August 23, 2023, Joint Planning Commission Meeting with Thurston County

10. Adjournment

Attend Remote or In Person

The public may attend the meeting in person, or you may view or listen to the meeting using one of the following platforms:

In Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: <https://us02web.zoom.us/j/85867425002>

Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: https://www.youtube.com/watch?v=C_ihgq8ADh0

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 858 6742 5002)



MINUTES

Lacey Planning Commission Meeting

Tuesday, July 18, 2023 – 6:00 p.m.

Lacey City Hall Council Chambers, 420 College St SE – and via Zoom

Meeting was called to order at 6:00 p.m. by Dave Wasson

Planning Commission members present: Dave Wasson, Kyrian MacMichael, Daphne Retzlaff, Mark Mininger, Gail Madden, Cathy Murcia and Judith Doyle. Staff present: Ryan Andrews, Grant Beck, Linsey Fields, Jen Burbidge and Erin Skelley

Dave noted a quorum present.

Eddie Bishop made a motion, seconded by Daphne Retzlaff, to approve the agenda for tonight's meeting. All were in favor, the motion carried.

1. **Public Comments:** No public Comments
2. **Commission Members Reports:** Daphne mentioned an article about homelessness and being more proactive instead of reactive. Cathy mentioned participating in Transit month and being disappointed in some of the routes and outreach.
3. **Department Report:** Ryan Andrews provided information about Our new agenda system CiviClerk. Ryan also mentioned the Gwinwood Retreat Fire on 7/4. The comprehensive plan is going before the City Council the second meeting in August. Ryan also provided a comment about a pilot program for tenant/landlord issues. Grant Beck provided an update on Maple Court. Grand opening was a success, 31 people have been moved in. August 21st is the start date to the Franz St Community.
4. **New Business: Agenda Management System: Kelly Adams, Special Projects Administrator.** Kelly provided an introduction and overview of the City of Lacey's new public meetings system, CivicClerk.
5. **Closed Meeting**
6. **Opened Public Hearing for Parks**
7. **Parks, Culture and Recreation Comprehensive Plan: Jen Burbidge, Parks, Culture and Recreation Director.** Jen provided a briefing on the 2023-2029 Lacey Parks, Culture & Recreation (LPCR) Comprehensive Plan. This meeting served as a public testimony. The planning commission will make a recommendation to the City Council.
8. **Closed Public Hearing, Reopened Commission Meeting**
9. **Gail Madden put forth a motion, seconded by Cathy to put forward to the City Council the Parks Plan.**
10. **Climate Initiative Updates: Linsey Fields, Climate and Sustainability Coordinator:** The Planning Commission received a briefing from staff on ongoing city initiatives to further goals identified within the Thurston Mitigation Plan. (TCMP).
11. **Old Business:** None

12. **Communications and Announcements:** The Joint Council Meeting with Thurston County is moving forward, stay tuned for date.

13. **Next Meeting:** August 15th

14. **Adjournment:** 7:07 PM

To hear the full discussion of a specific topic, or the complete meeting, watch the recorded video available on YouTube https://www.youtube.com/watch?v=Vqx5G3_HIJU



PLANNING COMMISSION STAFF REPORT

August 15, 2023

SUBJECT: Introduction to the 2025 Comprehensive Plan Update

RECOMMENDATION: Staff will provide an introduction to the 2025 Comprehensive Plan Update including proposed schedule.

STAFF CONTACT: Grant Beck, Planning and Development Services Manager 
Ryan Andrews, Planning Manager 

ATTACHMENTS: None.

**PRIOR COUNCIL/
COMMISSION/
COMMITTEE REVIEW:**

None. This is a GMA-required update that will be part of future Planning Commission work programs in 2024 and 2025.

BACKGROUND:

RCW 36.70A, the Growth Management Act (GMA) requires every city and county in the state to conduct a mandatory review and update of its Comprehensive Plan and development regulations at least once every ten years. This review is intended to address relevant changes in the GMA and respond to changes in land use and population growth. For Lacey, the Comprehensive Plan includes not only the city limits, but also the unincorporated portions of the Lacey Urban Growth Area (UGA). Lacey's statutory deadline to update the Comprehensive Plan is June 30, 2025.

The Comprehensive Plan is comprised of several elements that, at a high level, articulate the vision of the community. Each element is then implemented at various levels including through our various utility plans, the Capital Facilities Plan, the Transportation Improvement Program (TIP), and implemented by the private sector through development codes and regulations. The following elements will comprise the 2025 Comprehensive Plan:

- Land Use
- Housing
- Transportation
- Environment/Climate Change
- Utilities:

Wastewater Plan
 Reclaimed Water Plan
 Private Utilities
 Economic Development
 Capital Facilities Plan
 Public Participation
 Parks, Culture, and Recreation Comprehensive Plan*
 Water System Plan*
 Stormwater Plan*

(* = Previously Completed)

Draft Schedule

The Comprehensive Plan Update will begin in earnest in January of 2024. The process to review and update the Comprehensive Plan and development regulations will be incorporated into the City's annual review cycle. Each year the City establishes a work program that typically includes a docket of amendments to the Comprehensive Plan and development regulations suggested by the public, City Council, Planning Commission and staff. For the 2024 and 2025 amendment dockets, the City will consider the changes to the Comprehensive Plan and development regulations outlined below in the draft schedule:

Timeframe	Sp - 2024	Su - 2024	F - 2024	W - 2025	Sp - 2025
Public Engagement					
Comp Plan Element Updates					
Land Use					
Housing					
Transportation					
Utilities					
Environment					
Economic Development					
Development Code Updates					
Title 16 - Zoning					
Title 15 - Land Division					
Title 14 – Buildings and Construction					

Next Steps

The update to the Comprehensive Plan is a large effort that will need to be completed in phases. The update to the Comprehensive Plan is expected to formally kick-off with public engagement at the beginning of January. In preparation for the public engagement, staff will be conducting work sessions with the City Council this fall to establish priorities for the Plan. Staff will also be collecting data to assist in the development of the information that

goes into the Plan. It is anticipated that the City will be contracting with Thurston Regional Planning Council (TRPC) for this work. A general timeline of these activities is listed below:

- August-November 2023 - Data Gathering
- Fall 2023 – Comprehensive Plan Update Kick-Off Meeting with City Council
- January 1, 2024 - Public Engagement Begins
- Jan/Feb 2024 – City Council Approves Docket

At the work session, staff will provide an introduction to the Comprehensive Plan update process and the proposed draft schedule to the Planning Commission. The Planning Commission is requested to provide feedback on the draft schedule.

8/4/23

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
August 15, 2023**

Packets due: August 10

1. **Work Session:** Neighborhood Commercial De-brief
2. **Work Session:** 2025 Comprehensive Plan Update Calendar
3. **Work Session:** Joint Plan Prep

**Joint Planning Commission
Meeting with Thurston County**

**August 23, 2023, 6:30-8:30 p.m.
The Atrium, 3000 Pacific Ave. SE**

1. **Work Session:** Joint Plan for the Lacey Urban Growth Area

**Joint Planning Commission
Meeting with Thurston County**

**August 30, 2023, 6:30-8:30 p.m.
The Atrium, 3000 Pacific Ave. SE**

1. **Work Session:** Joint Plan for the Lacey Urban Growth Area

**Planning Commission Meeting
September 5, 2023**

Regular Meeting Canceled

**Planning Commission Meeting
September 14, 2023**

Time: TBD

Planning Commission/City Council Bus Tour

8/4/23

**Planning Commission Meeting
September 19, 2023**

Packets due: September 14

**Joint Planning Commission
Meeting with Thurston County**

1. Public Hearing: Joint Plan for the Lacey Urban Growth Area

**Sept. 27, 2023, 6:30-8:30 p.m.
The Atrium, 3000 Pacific Ave. SE**