



City of Lacey, Washington

Lacey Planning Commission Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, December 5, 2023

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Approval of Agenda and Consent Agenda Items:

- A. Approval of Agenda
- B. Approval of November 7, 2023 meeting minutes
 - 1. November 7, 2023 Minutes

5. Public Comment:

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

6. Commission Members' Reports:

7. Department Report:

8. Public Hearing: Capital Facilities Plan Update: Ryan Andrews, Planning Manager.

- A. The Planning Commission will conduct a public hearing to receive testimony on the update to the Capital Facilities Plan and the Government Facilities Master Plan. After the conclusion of the public hearing, the Planning Commission is

requested to consider the testimony received and make a recommendation on the Plan to the City Council.

1. CFP Staff Report

9. New Business: Planning Commission Rules of Procedure Revisions: Ryan Andrews, Planning Manager.

- A. The Planning Commission will review draft amendments to the Rules of Procedure related to amending the regular meeting dates and recognition of the land acknowledgement. After the Planning Commission reviews the amendments, the recommendation is to approve a motion to adopt the amended Rules of Procedure.

1. Rules of Procedure Attachments

10. Old Business: Draft Neighborhood Commercial Amendments: Hans Shepherd, Senior Planner.

- A. Staff will brief the Planning Commission on the initial draft amendments to the Neighborhood Commercial zoning district (LMC 16.36). The Planning Commission will review the amendments, provide suggested edits, and discuss public outreach associated with the review of the draft regulations.

1. Staff Report

11. Communications and Announcements: Planning Commission Schedule

- A. Updated Planning Commission Schedule

12. Next Meeting: January 10, 2023

13. 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/84844006170
Website:	https://cityoflacey.org/government/public-meetings/
YouTube:	https://www.youtube.com/watch?v=J-k_9q_qC3s
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 848 4400 6170)



MINUTES

Lacey Planning Commission Meeting
Tuesday, November 7, 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, Mark Mininger, Jeff Gadman and Daphne Retzlaff. Staff present: Ryan Andrews, Samra Seymour, Hans Shepherd, Justin Knox, and Erin Skelley

Dave noted a quorum present. Mark Mininger read the Land Acknowledgement.

Jeff Gadman made a motion, seconded by Mark Mininger 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:** Kyrian MacMichael attended the Woman of The Year event at the YWCA, at which a presentation was made about efforts to remove Racial Restrictive Covenants in neighborhood bylaws.
- 3) **Department Report:** Ryan Andrews and Hans Shepherd attended the Joint Plan public hearing on November 7th. Major topics included UGA, rezoning, comments on the rezoning application for Steilacoom Road. On November 28th, Thurston County Commissioners will vote to adopt the Joint Plan.
- 4) **Closed Meeting**
- 5) **Opened Public Hearing: Revisions to LMC 14.34, Flood Prevention**
The Planning Commission conducted a public hearing to take testimony on draft amendments to Lacey Municipal Code 14.34 Flood Hazard Prevention. The purpose of the amendments are to maintain the qualifications necessary for the National Flood Insurance Program. The Planning Commission will make a recommendation to the City Council.
- 6) **Closed Public Hearing, Reopened Commission Meeting**
- 7) **Kyrian MacMichael put forth a motion, seconded by Jeff Gadman to recommend adoption of the flood prevention revisions to the Council.**
- 8) **New Business: Capital Facilities Plan Update: Ryan Andrews, Planning Manager.**
The Planning Commission received a briefing from the Julie and Beth from Makers Consultants on the update to the Capital Facilities Plan and the Government Facilities Master Plan. The Planning Commission will conduct a public hearing on the Plan at the December 5th meeting.
- 9) **Old Business: Neighborhood Commercial Amendments: Hans Shepherd, Senior Planner**
Hans briefed the Planning Commission on initial concepts and supporting visualizations for the future amendments to the Neighborhood Commercial code. The Planning Commission provided feedback on the concepts provided and discuss public outreach associated with the review of the future draft regulations.

10) **Communications and Announcements:** Ryan Andrews provided the Planning Commission schedule.

11) **Next Meeting:** December 5, 2023

12) **Adjournment:** 8:10 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=PBetPkUP1KI>



PLANNING COMMISSION STAFF REPORT

December 5, 2023

SUBJECT: Draft Facilities Master Plan and Draft 2023-2042 Capital Facilities Plan

RECOMMENDATION: Conduct a public hearing to take testimony on the draft update to the Capital Facilities Plan and the draft Government Facilities Master Plan. After the conclusion of the hearing, the Planning Commission is requested to approve a motion recommending approval of both documents to the City Council.

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

ATTACHMENTS: [1. Draft Facilities Master Plan](#)
[2. Draft 2023-2042 Capital Facilities Plan](#)

**PRIOR COUNCIL/
COMMISSION/**

COMMITTEE REVIEW: November 7, 2023 Planning Commission Work Session.
This has also been reviewed previously by the City Council at three work sessions.

BACKGROUND:

The Capital Facilities Element of the Comprehensive Plan is a mandatory element as set forth in RCW 36.70A, of the Growth Management Act. As part of the Capital Facilities Element, a Capital Facilities Plan (CFP) must include these five key components:

- An inventory of existing capital facilities owned by the City, showing the locations and capacities of the capital facilities
- A forecast of the future needs for such capital facilities
- The proposed locations and capacities of expanded or new capital facilities
- At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes and
- A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.

The general purpose of a Capital Facilities Plan is to show the financial plan that implements the City's Comprehensive Plan. It's meant to help cities use their limited funding wisely and most efficiently and to maximize funding opportunities. Ideally, comprehensive plans, development regulations, budgeting policy and decisions are made in a coordinated and consistent manner, so the outcome can be better implementation of the adopted community vision.

Individual comprehensive plans, sometimes called "master plans", for water, sewer, stormwater, parks, and transportation inform the Capital Facilities Plan. They provide a detailed description of inventories, condition, future need, and projected costs for implementation. Those plans are updated approximately every five years and populate the Capital Facilities Plan, which is reviewed annually reviewed and projects are reprioritized as needed.

The last Capital Facilities Plan was adopted in March 2019 and is in need of an update. To complete this update, the City has contracted with Makers Architecture and Urban Design to assess the City's current and future general government facility needs and develop a master plan for budgeting and long-range planning purposes that will culminate in development of a Government Facilities Master Plan as part of a wholesale update to the Capital Facilities Plan. The facility needs are those that are general government-related and not covered under other specific master plans. The primary focus of the planning includes: City Hall, Maintenance Center, Martin Way Operations Yard, Animal Services, and the Senior Center.

The goals of the effort include:

1. Providing information needed to support City decisions and budgeting for facilities investments.
2. Leading a transparent, objective, collaborative process focused on what's best for the city as a whole over the life of the plan.
3. Identifying employee space and government facilities needed to serve population growth.
4. Coordinating with ongoing planning efforts for the Police Department.
5. Completing an overhaul of the existing Capital Facilities Plan so that it's easy to read, find information and be updated on an annual basis.

The first step in the process for the Government Facilities Master Plan was the development of a facility and space needs assessment. The needs assessment included reviewing facilities and touring each, understanding how they are organized to deliver city services by conducting interviews and working with department leaders to identify underutilized areas and shortfalls, and identifying future projects needed to achieve the City's vision.

After the assessment was completed, further visioning occurred with the leadership team and additional evaluation was completed to develop alternative concepts. Working with City staff, the consultant team developed and evaluated alternatives to address facility needs. City staff determined further analysis was needed of interim and lower cost options

for city hall and Animal Services. As a result, the team worked with directors and Animal Services staff to identify critical needs, evaluate lower cost options, and develop a financial plan and preliminary implementation schedule.

At a previous work session, the City's consultant and staff briefed the Planning Commission on the draft Government Facilities Master Plan. Ultimately, these recommendations have been folded into a draft Capital Facilities Plan template that was also reviewed. At this meeting, the Planning Commission will conduct a public hearing and is requested to make a formal recommendation on both. Once the Planning Commission review has been completed, the Plans will be provided to the City Council for review and action.



PLANNING COMMISSION STAFF REPORT

December 5, 2023

SUBJECT: Update to Planning Commission Rules of Procedure

RECOMMENDATION: The Planning Commission will take action on draft amendments to the Rules of Procedure to change the regular meeting dates and recognize the City of Lacey Land Acknowledgement.

TO: Lacey Planning Commission

STAFF CONTACTS: Ryan Andrews, Planning Manager *RA*

ATTACHMENT(S): Draft Amendments to Rules of Procedure

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

None.

BACKGROUND:

The Planning Commission is governed by three sets of governing statutes including Washington State Law (RCW 35A.63), Lacey Municipal Code (LMC 2.32), and the Rules of Procedure. The Rules of Procedure outline procedural matters including meeting times, election of officers, and other logistical items. The last update to the Rules of Procedure were completed in 2022.

With the City Council anticipated to move their meeting dates from Thursdays to Tuesdays, the Planning Commission has indicated the desire to move the regular meeting dates to the second and fourth Wednesdays of the month beginning on Wednesday, January 10th. Staff has attached the draft amendment to the Rules of Procedure which will adjust the meeting dates accordingly.

Additionally, a draft amendment is incorporated into the Rules of Procedure recognizing the City of Lacey Land Acknowledgment. The amendment states that the Abbreviated Land Acknowledgement will be added to the Planning Commission's agendas and read aloud by a member at the beginning of each meeting.

The Planning Commission is requested to review the draft amendments. After review, the Planning Commission is requested to approve a motion to adopt the revised Rules of Procedure.

RULES OF PROCEDURE

LACEY PLANNING COMMISSION

DRAFT EDITS 12.5.23

We, the members of the Planning Commission of the City of Lacey, State of Washington, created by Chapter 2.32 of the City of Lacey City Council, pursuant to Revised Code of Washington 35A.63 do hereby adopt, publish and declare the following Rules of Procedure.

I. Name

The official name shall be the “Lacey Planning Commission”.

II. Meetings

- A. Regular Meetings – The Planning Commission shall meet regularly on the ~~first~~ second and ~~third~~ fourth Tuesday-Wednesdays of each month from 6:00 p.m. to 8:00 p.m.
- B. Special Meetings – May be called by the Chair of the Planning Commission when a certain case, question or matter of interest arises where it would be necessary and proper for the Planning Commission, or committee, to meet.
- C. All Planning Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Planning Commission.
- D. When a regular meeting falls on a legal holiday, the Planning Commission will meet on the day following that legal holiday or as scheduled.
- E. If no matter over which the Planning Commission has jurisdiction is pending on its calendar, a meeting may be cancelled at the notice of the Chair, and notice should be posted at the meeting place.
- F. Except as modified by these Rules of Procedure, Robert’s Rules of Order, Revised, shall guide the formal decision process by the Planning Commission in making their recommendation to Council.
- G. Planning Commission work sessions, public meetings and deliberations should be conducted in an informal manner, inclusive of all meeting attendees, facilitated by the Planning Commission Chair.
- G.H. The Planning Commission recognizes the City of Lacey Land Acknowledgement, as adopted in Resolution 1137 as hereafter amended, by incorporating the Abbreviated Land Acknowledgement into all meeting agendas and by a member reading the Acknowledgement aloud at the beginning of each meeting.

III. Election of Officers

- A. The officers of the Planning Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Planning Commission, and such other officers as the Planning Commission may elect.

- B. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year. The term of each officer shall begin each year on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.
- C. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Planning Commission.

IV. Chair

- A. The Chair shall preside over the meetings of the Planning Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Planning Commission.
- B. The Chair shall have power to create temporary committees of one or more members. Committees of the Planning Commission shall be created at the direction of the Planning Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Planning Commission. No committee shall have the power to commit the Planning Commission to the endorsement of any plan, case or program without the approval of the Planning Commission.
- C. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

V. Chair's Absence

The Vice-Chair shall, in the absence of the Chair, perform all duties of the Chair. The Chair and Vice-Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

VI. Secretary

The Staff shall perform the usual and necessary secretarial functions of the Planning Commission including preparation of minutes of each meeting.

VII. Quorum

A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Commission.

VIII. Absence of Members

In the event of a member being absent from three consecutive regular meetings, or being absent from 35 percent of all meetings (including committee) in any six-month period, the member's record shall be forwarded by the Chair to the Mayor for consideration of asking for the member's resignation.

IX. Conflict of Interest

Any member of the Planning Commission who has a conflict of interest with a particular case should publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member shall recuse themselves from participation and decisions on the particular case in question.

X. Application and Petition

- A. Applications and petitions will be accepted by the Planning Commission only when properly filed as in XII-B. below.
- B. In order that proper deliberations and consideration be given to any application, the Planning Commission reserves the right to withhold any decision on any application for a period not to exceed the time set forth in the governing ordinance.

XI. Organization and Responsibility

A. Regular Meetings – Public Hearings

- 1. All recommendations of the Planning Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Planning Commission shall be forwarded to a City Council committee for review and recommendation.
- 2. On matters requiring public hearings, such hearings shall be held only after complying with State Environmental Policy Act procedures. A matter may be heard at the public hearing pending the threshold determination, but such matter shall not be referred from the Planning Commission to the City Council prior to the rendering of the threshold determination or the preparation of a Final Environmental Impact Statement if one is required.
- 3. Presentation of each item of business at the public hearing will be done by the Staff. Following the public hearing and necessary discussion, a recommendation for action will be made to the Planning Commission by the Staff, or committee, if the case has been so referred.
- 4. No official action from the Planning Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.
- 5. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

B. Filing Date Deadlines for Planning Commission Agendas

- 1. Public Hearings: Ten days prior to the regular meeting date, to allow for legal advertising, posting, notification and administrative processing of application.
- 2. Other Business: Five days prior to the regular meeting.
- 3. Information Items: Any additional information, charts, maps, etc., that is to be considered for any case or question before the Planning Commission shall be submitted to the Commission staff at least five working days prior to the meeting for which the

matter has been scheduled. Failure by an applicant to meet this deadline will result in consideration of the matter being continued to a subsequent meeting. This rule may be waived by the concurrence of two-thirds of the members of the commission present and voting.

4. Other Agency Reports: Reports from consulted agencies when appropriate, should be forwarded to the Planning Commission at the earliest possible date, but not later than five working days prior to a commission meeting on the subject matter.

All informational items and reports to be presented shall be referred to the Commission members as soon as possible.

XII. Amendment

The Rules of Procedure may be amended at any regular or called meeting of the Planning Commission by a majority vote of the entire membership.

XIII. Approval

APPROVED by the City of Lacey Planning Commission this 5th day of April, 2022.

David Wasson
Chair

Gail Madden
Vice Chair



Planning Commission December 5th, 2023

SUBJECT: Neighborhood Commercial District - Code Assessment and Update

RECOMMENDATION: Staff will provide a briefing to the Planning Commission on draft text changes to the Neighborhood Commercial District. No action is required.

STAFF CONTACTS: Grant Beck, Planning and Development Services Manager
Ryan Andrews, Planning Manager *RA*
Hans Shepherd, Senior Planner *HS*

ATTACHMENT(S): See [project webpage](#) for all project materials.

WORK PLAN GOAL AND STRATEGY: Coordinated & Collaborative Planning - (B)(1)

PRIOR REVIEW: Planning Commission has been previously briefed at previous project milestones including community and tenant surveys, district analysis, community workshops, and project findings.

BACKGROUND:

Following a development proposal located at the northern corner of Willamette Drive NE and Campus Glen Drive NE, the Lacey City Council asked staff to engage the community in a review of existing Neighborhood Commercial Districts within the City of Lacey.

Through a combination of public events, social media publications, newspaper articles, HOA contacts, interested distribution lists, the City website and Youth Council, and project specific community survey, staff shared resources and information with Lacey residents about our existing Neighborhood Commercial Districts.

Following a review of our Neighborhood Commercial District Municipal Code ([Chapter 16.36](#)), community members and businesses operating within these districts provided feedback through a range of written and in person formats on their goals and future visions for these locations. The results of this outreach can be found on the [project webpage](#).

The findings and results of this outreach was presented back to the Lacey community to ensure the collected feedback was consistent with community opinions and expressed community needs. Examples from other communities were also identified and shared to

further assist the Lacey community in identifying the types of Neighborhood Commercial Districts they wished to see in the future.

NEXT STEPS:

Following this second phase of outreach, staff have begun identifying compatible uses, building masses, and design standards based on the community feedback and the location of each Neighborhood Commercial Zoning District. All findings and draft design updates will be publicly distributed and uploaded to the project webpage before any formal recommendations are made.

At the December 5th Planning Commission meeting, staff will share draft code updates based on the feedback received from the Lacey community, local businesses, City Council, the Planning Commission, and an internal staff review for consistency with other chapters.

Discussions will include a review of massing and coverage standards, building/neighborhood compatibility, and a list of potentially permitted uses based on example districts as identified by the Lacey community.

Recommendations:

City staff will continue to promote and advance this program while providing updates to the Planning Commissions on their findings, program milestones, and potential next steps for consideration.

Additional Planning Commission briefings, public events, and City Council review will take place before any potential actions are taken.

11/27/23

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
December 5, 2023**

Packets due: November 30

1. **Public Hearing:** Capital Facilities Plan
2. **Work Session:** Neighborhood Commercial Code Amendments
3. **Work Session:** Bylaw Amendment for Meeting Dates/Time

**Planning Commission Meeting
December 19, 2023**

Packets due: December 14

Meeting Canceled

**Planning Commission Meeting
January 10, 2024**

Packets due: January 5

1. **Nomination and Election of Chair/Vice Chair**
2. **Work Session:** Neighborhood Commercial Code Amendments
3. **Work Session:** Sol Smart Code Audit (Linsey Fields)

**Planning Commission/City
Council Joint Work Session
January 23, 2024**

January 24: Meeting Canceled