



City of Lacey, Washington Lacey Planning Commission Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, December 11, 2024

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 they have 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 13, 2024 meeting minutes

1. November 13, 2024 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

9. New Business

A. **Comprehensive Plan Update:** The Planning Commission will participate in a work session around the Comprehensive Plan Update. The work session will consist of

the following:

- 1) Overview of the Comprehensive Plan update process and timelines
- 2) Review the results of public outreach conducted to date
- 3) Review the legal requirements, vision, themes and goals for establishing a Climate Element and for updating the Transportation and Housing Elements

1. Comprehensive Plan Update Attachments

10. Old Business

11. Communications and Announcements

- A. Planning Commission Schedule

12. Next Meeting - January 8, 2025

13. Adjournment

Attendance and Public Comment

Optional City of Lacey Title VI Public Involvement

<https://app.smartsheet.com/b/form/6161ca6c549047dc81d9677e6aae55af>

For further information regarding this process, please contact the Title VI Coordinator by phone at (360) 413-4384.

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/webinar/register/WN_R6GmKluTSOmY_U-e-UQF7Q

Updated on December 6, 2024

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

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=xSocpFGPJ0o>

Cable: Channel 77 with your local cable provider

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 895 7250 3623)

Verbal Public Comment



Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located at the meeting location.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_R6GmKluTSOmY_U-e-UQF7Q

Updated December 6, 2024

Instructions and access details will be provided once registration is complete.



MINUTES

Lacey Planning Commission Meeting
Wednesday, November 13, 2024 – 6:00 p.m.
Lacey City Hall Council Chambers, 420 College St SE – and via Zoom

Meeting was called to order at 6:24 p.m. by Gail Madden who temporarily acted as chair due to technical issues. Once the issues were resolved, Jeff Gadman led the meeting as chair.

Planning Commission members present: Jeff Gadman, Kyrian MacMichael, Gail Madden, Judith Doyle, Spencer Zeman, Elliot Kirk and Tonya Moore. Staff present: Sarah Schelling, Hans Shepherd, Tom Stiles and Erin Skelley

Gail noted a quorum present. Tonya read the Land Acknowledgement.

Gail Madden made a motion, seconded by Elliot Kirk to approve the agenda for tonight's meeting. Gail Madden made a motion, seconded by Tonya Moore to approve October 23, 2024 minutes for tonight's meeting. All were in favor, both motions carried.

- 1) **Public Comments:** None
- 2) **Commission Members Reports:** None
- 3) **Department Report:** None
- 4) **Jeff Gadman suspended the regular meeting and opened the Public Hearing at 6:28 PM.**
- 5) **Public Hearing: SB 5290 Permit Processing Requirements; Sarah Schelling, Current Planning and Economic Development Manager.** The Planning Commission conducted a public hearing to take testimony on required amendments to comply with Senate Bill 5290 passed by the legislature in 2024 related to permit procedures and timelines.
- 6) **Jeff Gadman closed Public Hearing and re-opened regular meeting at 6:45 PM**

Gail Madden made a motion, seconded by Judith Doyle to make a recommendation on the SB 5290 Permit Processing Requirements to City Council. All were in favor, the motion carried.

- 7) **Jeff Gadman suspended the regular meeting and opened the Public Hearing at 6:46 PM.**
- 8) **Public Hearing: Critical Areas Ordinance Update: Hans Shepherd, Senior Planner.** The Planning Commission conducted a public hearing to take testimony on an update to the Critical Areas Ordinance (CAO) required as part of the Comprehensive Plan Update to incorporate legislative changes and best available science.
- 9) **Jeff Gadman closed Public Hearing and re-opened regular meeting at 6:49 PM**

Gail Madden made a motion, seconded by Elliot Kirk to make a recommendation on the Critical Areas Ordinance Update to City Council. All were in favor, the motion carried.

- 10) **New Business:** None
- 11) **Old Business: Public Works Standards Update—Chapter 5, Stormwater: Tom Stiles, Development Review Engineer Manager.** The Planning Commission received a briefing from staff and reviewed the draft updates to Chapter 5 (Stormwater) of the Public Works Standards. This was a briefing only and no

formal action was taken. Additional chapters will be brought to the Planning Commission for review at future dates.

12) **Communications and Announcements:** None

13) **Next Meeting:** December 11, 2024

14) **Adjournment:** 7:00 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=qQOAJBKEEHM>



PLANNING COMMISSION STAFF REPORT - 1

December 11, 2024

SUBJECT: Comprehensive Plan Update

RECOMMENDATION: The Planning Commission will conduct a work session on the Comprehensive Plan Update. No formal action is requested.

STAFF CONTACT: Vanessa Dolbee, Director of Community and Economic Development *VD*
Ryan Andrews, Community Planning Manager *RA*
Hans Shepherd, Senior Planner *HS*

ATTACHMENTS: 1. Comprehensive Plan Update Schedule
2. Climate Element Deliverables

PRIOR COUNCIL/COMMISSION/COMMITTEE REVIEW: The Planning Commission has held several briefings and work sessions on the Comprehensive Plan Update. This session will summarize the work completed in 2024 and set the stage for the completion of the Update by the end of 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 associated 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. Lacey's statutory deadline to update the Comprehensive Plan is December 31, 2025.

For Lacey, the Comprehensive Plan update process started in 2024. This effort kicked-off with visioning sessions held by the City Council, Planning Commission, and Youth Council. The purpose of these work sessions was to guide the priorities surrounding the update within the framework of the GMA and other legislative requirements. Key themes from these sessions highlighted the importance of strong community relationships, abundant parks and natural beauty, the growing need for more walkable commercial activity centers, and the critical issue of affordable housing.

From the visioning sessions, a Community Engagement Plan was developed and reviewed by various stakeholder groups and the Planning Commission, Commission on Equity and the City Council. The aim of this plan was to ensure an inclusive, informative update to the Comprehensive Plan, fostering active community participation and a sense of ownership in

the final product. The Community Engagement Plan established a communications strategy around engaging hard to reach audiences and four general “phases” around community engagement—visioning, community priorities, draft plan, and final plan. With the near completion of the first two phases, staff will provide initial results of the public outreach including feedback received as part of tabling at local events and an online survey tool.

In early 2025, the update process will shift from broad community outreach and engagement to a more targeted approach, focusing on the required elements of the Comprehensive Plan and their corresponding draft policies. This will start in January with a review of future land use map options which will be presented at the joint meeting with the City Council in February. A calendar of events and various meetings are included in the packet as Attachment 1.

Vision and Goals

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.

At this meeting, the Planning Commission will participate in a work session on the Climate, Transportation and Housing Elements to confirm that the direction of each element is consistent with the vision of the community. Additionally, the Planning Commission will be briefed on the significant updates needed to comply with State legislative requirements for each of these elements. For informational purposes, materials have been included as Attachment 2 related to the early development of the Climate Element since this is a new element required under the GMA and not just an update to an existing chapter.

Another important component of the work session will be to confirm the overall goals of the update. Staff have developed the following goals of the Comprehensive Plan document and will review and confirm them with the Planning Commission:

1. Readable and useable Comprehensive Plan that reflects the public's vision.
2. Integrated and relatable from element to element.
3. Streamlined with a goal of simplifying zoning and development standards (to be worked on in future docket cycles).
4. Meet the GMA requirements and all new laws.

Next Steps

The Planning Commission will continue throughout the next year to conduct work sessions to review and update the Comprehensive Plan. At the next meeting on January 8th, the Planning Commission will begin review of the Land Use Element with the review of the future land use alternatives map. This will lead to the joint Planning Commission/City Council

meeting on February 11th and an Open House on February 12th. Individual topics and elements will be brought to the Planning Commission for review through the spring of 2025.

COMPREHENSIVE PLAN DUE DATES 2024-25

Comp Plan Objectives:

1. Readable Useable Comp. Plan - that reflects the public's vision
2. Intergraded and relatable from element to element
3. Streamlined with a goal of simplifying and zoning and development standards (to be worked on in future docket cycles).
4. Meet the GMA requirements and all new laws.

Title	Type of Event	Area Responsible for Report	Due Date if needed	Action items/Follow-Up	Status (as of December 2, 2024)
November 2, 2024 - Winterfest Outreach Event	Outreach Event				Complete
November 19, 2024 – Youth Council Meeting	Engagement Meeting	Ryan			Complete
December 3, 2024 – Youth Council Meeting	Engagement Meeting	Ryan			Complete
December 11, 2024 – Planning Commission	Comp Plan Vision, Themes, Goals Land Use discussions, covering Planning,	All			

Title	Type of Event	Area Responsible for Report	Due Date if needed	Action items/Follow-Up	Status (as of December 2, 2024)
	Transportation, and Outreach				
January 8, 2025 - Planning Commission	Map	All			
January 21, 2025 - Youth Council	Survey Results	Hans Ryan			
January 27, 2025 - Commission on Equity	Survey Results	Hans Ryan			
February 11, 2025 - Joint Council & Planning Commission Meeting	Special time - work plan	Hans Ryan			
February 12, 2025 - Open House Comp Plan	Open House before the Planning Commission mtg.	All			
April 9, 2025 - Element - Transportation/Climate/Utilities		Linsey			
April 15, 2025 - Council Worksession - Element - Transportation/Climate/Utilities	Worksession for Council Meeting	Linsey			
April 23, 2025 - Element - Land Use/Housing		Jennifer			

Title	Type of Event	Area Responsible for Report	Due Date if needed	Action items/Follow-Up	Status (as of December 2, 2024)
May 6, 2025 at 9:00 a.m. – Element – Land Use/Housing	Worksesison for Council Meeting	Jennifer			
May 14, 2025 – Element – Land Use/Economic Development		Wesley			
May 20, 2025 – Council Worksession - Element Land Use/Economic Development	Worksession for Council Meeting	Wesley			
May 26, 2025 – Equity Commission – Full Review	Full Review of Plan	All			
June 2, 2025 – Public Release of Plan	Public Release	All			
June 2, 2025 - SEPA Review Begins		All			
June 30, 2025 – End of Public Review	End of Public Review	All			
July 23, 2025 – Draft Comp Plan Public Hearing	Public Hearing	All			
August 13, 2025 – Planning Commission Recommendation	Planning Commission Meeting	Ryan Hans			
August 19, 2025 – City Council Meeting? - Planning	Recommendation of plan and review of briefing	Ryan Vanessa			



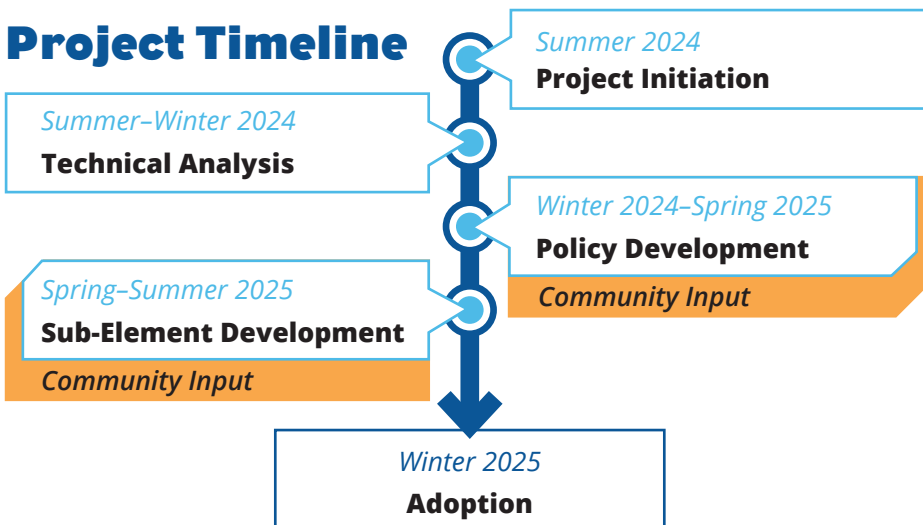
Lacey Resilience Sub-Element

Envision Tomorrow is Lacey's Comprehensive Plan Update that will set a clear vision for the city over the next 20 years. As part of this effort, the state requires Lacey to develop a Resilience Sub-Element that has goals and policies to help the city prepare for natural hazards exacerbated by climate change. These include more frequent and/or intense storms, floods, droughts, wildfires, and changes in temperatures.

What is Climate Change?

Human activities emit greenhouse gases which have unequivocally caused global warming. Global surface temperatures have increased by nearly 2°F above the late-19th century average, leading to widespread and rapid changes in the atmosphere, ocean, and other Earth systems.¹

Project Timeline



How do I Find out More?

Visit www.envisiontomorrowlacey.org for more information and to sign up for updates.

Contact the City with Questions or Comments:

Linsey Fields (they/she)
Climate and Sustainability
Coordinator, City of Lacey

Phone 360-486-8739

Email linsey.fields@cityoflacey.org

420 College ST SE, Lacey WA 98503



What Does Resilience Mean?

Climate resilience is the ongoing process of anticipating, preparing for, and adapting to changes in climate and minimizing negative impacts to our natural systems, infrastructure, and communities.

- Washington Department of Commerce

1. IPCC. (2023). Summary for Policymakers. In: Climate Change 2023: Synthesis Report. Contribution of Working Groups I, II and III to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, H. Lee and J. Romero (eds.)]. IPCC, Geneva, Switzerland, pp. 1-34, doi: 10.59327/IPCC/AR6-9789291691647.001.



Lacey Resilience Sub-Element Listening Sessions

November 2024

The Resilience Sub-Element

Envision Tomorrow is Lacey's Comprehensive Plan Update that will set a clear vision for the city over the next 20 years. The state requires cities to develop a Climate Resilience Sub-Element of their Comprehensive Plan that has goals and policies to help the city prepare for natural hazards exacerbated by climate change. These include more frequent and/or intense storms, floods, droughts, wildfires, and changes in temperatures. The City is in the early stages of preparing the Resilience Sub-Element.

Resilience Listening Sessions

The purpose of Listening Sessions is to learn about your experiences with climate change in Lacey and ideas you have for how to make Lacey more climate resilient. The sessions are facilitated by City staff and project consultants and last about 45 minutes. Your comments will be summarized for internal use by the project team but will not be attributed to you.

Listening Session Questions

Experience with Hazard Impacts in Lacey

1. When and in which parts of the city have you experienced events such as heat waves, floods, storms, and/or days where the air is very smoky?
2. What negative impacts have these had on your health, home, business, or other aspects of daily life?
3. How do you get information about when these events are going to happen?
4. How do you cope when these events occur? What do you do to prepare ahead of time and to recover afterwards?
5. What is already being done in Lacey to help people prepare for and recover from climate hazard impacts ?

Your Priorities

1. Are there any barriers that hinder your ability to prepare for and recover from climate hazard events? If so, what do you think should be done to better support you?
2. What do you think are the most important community assets (like places, groups of people, community activities/qualities) to protect from the impacts of climate change?

Memo

November 5, 2024

To: Linsey Fields, Climate and Sustainability Coordinator, City of Lacey
From: Robyn Wong and Ron Whitmore
Subject: Plan and Policy Audit, Lacey Resilience Sub-Element

Introduction

The Plan and Policy Audit (Task 2.1) is an assessment of existing City and regional plans related to climate resilience. The purpose of this memo is to describe the methodology and to summarize the findings of the Audit.

The assessment was completed as a matrix of goals, policies, actions, projects, and other information that identifies gaps, maladaptation policies, and considerations when drafting policies for the Resilience Sub-Element of the Lacey Comprehensive Plan. The assessment matrix was created using the Climate Element Workbook provided by the State of Washington Department of Commerce (Commerce) and is provided as a separate Excel file.

Plans and Policies Reviewed

The selection of plans and policies reviewed was based on Commerce's Climate Element Planning Guidance as well as recommendations from City staff. The following seven documents were reviewed:

- Lacey Comprehensive Plan (2016)
 - Economic Development Element
 - Housing Element
 - Environmental Element
 - Utilities Element
 - Shoreline Master Program (2021)
- Hazards Mitigation Plan for the Thurston Region (4th Edition) (2023) and City of Lacey Annex to the Hazards Mitigation Plan for the Thurston Region (4th Edition) (2024)
- Thurston County Climate Mitigation Plan (2020) (there were no climate resilience goals or policies in the Plan)
- Lacey Parks Culture & Recreation Comprehensive Plan (2023)
- Lacey Urban Forest Management Plan (2021)
- Lacey Government Facilities Master Plan (2023)
- Lacey Stormwater Comprehensive Plan (2020)
- 2030 Transportation Plan (2012).

Method

Each plan was reviewed according to selected criteria in the “Task 2.1: Review existing plans for climate gaps and opportunities” tab of the Climate Element Workbook provided by Commerce (in Excel). All goals, policies, initiatives, and activities in the plans that have any implicit or explicit connection to climate resilience were included in the matrix (included as a separate Excel file); components of the plans that do not have a nexus to climate resilience were not assessed.

The criteria assessed are:

- **Type:** This identifies the type of “measure” in the source plan. The types of measures listed in the matrix reflect those used in the plans and include: goals, policies, strategies, initiatives, capital improvements, and program activities. Some reviewed plans contain very high-level goals and policies (e.g., in Comprehensive Plan Elements), while others include facility-specific projects (e.g., in the Government Facilities Master Plan).
- **Sector:** This identifies the sector(s) the measure applies to. The sectors recommended by Commerce are: Buildings & Energy; Cultural Resources & Practices; Economic Development; Emergency Management; Health & Well-being; Ecosystems; Transportation; Agriculture & Food Systems; Waste Management; Water Resources; Zoning & Development.
- **Assets:** This identifies the built and natural assets that the measure applies to. If it has to do with people, the entry is “Residents.”
- **Hazards:** This identifies the climate change hazard that is relevant to the measure. The hazard is “relevant” if it is identified in the measure itself or in the source plan (e.g., based on the plan’s organization or naming/tagging convention of the measure). Climate hazards that *can* be applicable but are not explicitly mentioned are also listed in this column of the matrix.
- **Climate Impacts:** This identifies the climate impacts that the measure addresses as written, if applicable, or could be addressed with changes.
- **Gaps and Opportunities:** This is an initial assessment of how the measure could be incorporated into the Resilience Sub-Element, often with additions or revisions.

Plan and Policy Audit Findings

Recommendation: Incorporate stormwater management measures from the Stormwater Comprehensive Plan.

The Stormwater Comprehensive Plan contains a comprehensive assessment of how climate change impacts stormwater management and its downstream impacts to water resources and riparian ecosystems. The plan contains goals and recommended actions to address flooding, changes in streamflow, and extreme precipitation. Drought is not

mentioned explicitly in these goals and recommended actions, but actions that increase stormwater infiltration also help support local groundwater supplies.

Recommendation: Incorporate adapted measures from the Lacey Annex to the Regional Hazard Mitigation Plan (HMP) and the Regional HMP.

The Lacey Annex to the HMP has “initiatives” to address the hazards that specifically impact Lacey. With amendments to more directly address climate hazards and with a longer planning horizon in mind, these initiatives should be incorporated into the Resilience Sub-Element. Additional initiatives from the Regional HMP can also be incorporated and adapted to the Lacey context.

Numerous HMP policies focus on making facilities and assets resilient to “disruptions” and “hazards.” The language of these policies can be modified to specifically reference climate hazards and then incorporated into the Resilience Sub-Element.

Recommendation: Prioritize measures to increase the resilience of vulnerable communities.

Lacey faces relatively little direct exposure to climate hazards that have a defined geospatial footprint, such as wildfire, flood, and sea level rise. However, as a couple of plans noted, every resident is exposed to heat and wildfire smoke regardless of where they live in the city. Vulnerable populations (due to socioeconomic conditions, household characteristics, linguistic isolation, or their housing and environment) will face disproportionately large impacts and have more difficulty recovering.

Recommendation: Add measures to reduce wildfire impacts.

Missing from existing plans are measures to harden/manage buildings and properties to reduce the risk of ignition during a wildfire or to mitigate the impacts of wildfire smoke. Even though wildfire hazard areas are limited within city boundaries, burning embers from a wildfire can fly for miles and start fires. The Resilience Sub-Element should include measures to harden structures and establish defensible space. Likewise, smoke can be addressed in the Sub-Element through outreach and notifications about smoky conditions and through the provision of community spaces that serve as clean air spaces.

Recommendation: Add measures to address heat impacts.

Also missing from existing plans are measures that directly address heat. Some goals and policies in the HMPs that are focused on resilient facilities can be adapted to ensure access to cooling centers. Likewise, measures in the Urban Forest Management Plan can be adapted to reduce the urban heat island effect.

Recommendation: Consolidate detailed policies in departmental plans into higher-level policies in the Resilience Sub-Element.

This recommendation applies to multiple departmental plans as well as the Shoreline Master Plan. Many of the measures in these plans are too specific for the purposes of the Resilience Sub-Element and should be consolidated.

- **Government Facilities Plan:** This plan recommends improvements to City facilities down to the level of design alternatives. The information from this plan can be

combined with measures from other plans to craft more general policies about climate resilience upgrades to City facilities.

- **Shoreline Master Program (SMP):** The SMP goals cover many aspects of managing multiple habitat types, ecological functions, vegetation, and beach areas. Two central themes from all the goals listed in the matrix are: 1) Encouraging restoration/implementation of nature-based solutions on beaches and shorelines, and 2) Avoiding development and shoreline hardening. The Resilience Sub-Element can include policies to advance these measures.
- **Stormwater Comprehensive Plan:** Public Works – Water Resources staff have indicated that this plan will likely be updated in the next year. The existing plan (2020) has policies that clearly connect to climate change impacts, and the update will likely do the same. The two planning efforts should mutually inform each other and remain consistent.

Recommendation: Incorporate climate resilience in the narrative, goals, and policies of the Transportation Element Update or Resilience Sub-Element.

The 2030 Transportation Plan has broad goals and policies that could relate to climate change resilience with changes. Updated goals and policies that connect climate resilience and transportation could either be in the Transportation Element (to be updated by Fehr & Peers) or the Resilience Sub-Element. F&P, R+A, and City staff should collaboratively decide their most suitable placement in the Comp Plan during the development of the Policy Frameworks.

Some of the 2030 Transportation Plan’s goals and policies currently reference climate change, but they mostly allude to transportation’s impact on greenhouse gas emissions. Transportation systems can be negatively impacted by climate hazards (e.g., damage to infrastructure, rider/user impacts). However, connected, safe streets, multimodal networks, and active transportation networks can also increase the resilience of Lacey residents during hazard events.

Attachment

- Task 2.1: Review Existing Plans for Climate Gaps and Opportunities Matrix (Excel)

11/15/24

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
December 11, 2024**

1. Work Session: Comprehensive Plan Vision, Themes, and Goals

Packets due: December 6, 2024

**Planning Commission Meeting
December 25, 2024**

Meeting Canceled

**Planning Commission Meeting
January 8, 2025**

1. Nomination and Election of Chair/Vice Chair
2. Work Session: Comprehensive Plan Future Land Use Map

Packets due: January 3, 2025

**Planning Commission Meeting
January 22, 2025**

1. Work Session: Public Works Standards: Water, Sewer, Transportation
Follow-up

Packets due: January 17, 2025

Pending Items: Joint Meeting with City Council: 2/11