



Lacey Planning Commission Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, January 28, 2026

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

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 January 14, 2026 meeting minutes
 - 1. January 14, 2026 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. **Accessory Dwelling Unit Draft Code Amendments: Jennifer Adams, Housing Coordinator.** The Planning Commission will receive an introductory briefing on HB 1337 which sets forth requirements to amend regulations for accessory dwelling units. This is a briefing only and no formal action is requested.
 - 1. Accessory Dwelling Unit Draft Code Amendments Attachments

10. Old Business

- A. **2026 Draft Docket Review: Ryan Andrews, Community Planning Manager.**
The Planning Commission will conduct a final review the draft 2026 Docket/Work Program in preparation for presentation to the City Council at the joint meeting scheduled for February 10th. No formal action is needed.

1. 2026 Draft Docket Review Attachments

11. Communications and Announcements

- A. Planning Commission Calendar

12. Next Meeting - February 25, 2026

13. Adjournment

Attendance and Public Comment

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_bPaiO1WCSUWJq8vsCR1kUQ
Website:	https://cityoflacey.org/government/public-meetings/
Facebook:	https://www.facebook.com/cityoflacey
YouTube:	https://www.youtube.com/watch?v=5oVmqFWerks
Cable:	Channel 77 with your local cable provider
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 823 6138 2041)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- Name
- City of residence or connection to the City
- Topic or subject matter of your comments

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_bPaiO1WCSUWJq8vsCR1kUQ

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

Written Public Comment

Please email written public comments to PlanningCommission@cityoflacey.org. The comment period will close

two hours before the meeting time. Commissioners will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.

MINUTES

Lacey Planning Commission Meeting
Wednesday, January 14, 2026– 6:00 p.m.
Lacey City Hall Council Chambers, 420 College St SE – and via Zoom

The meeting was called to order at 6:00 p.m. by Jeff Gadman

Planning Commission members present: Jeff Gadman, Kyrian MacMichael, Tonya Moore, Spencer Zeman, Robert Lane, Judith Doyle, and Jennifer Harju. Staff present: Hans Shepherd, Jennifer Adams, and Erin Skelley.

Jeff noted a quorum present. Kyrian read the Land Acknowledgement.

Robert Lane made a motion, seconded by Spencer Zeman to approve the agenda for tonight's meeting. Spencer Zeman made a motion, seconded by Jennifer Harju to approve December 10th minutes. All were in favor, both motions carried.

- 1) **Public Comments:** Chris Lester; Government Affairs Director from the Thurston County Realtors Association introduced himself to the Planning Commission.
- 2) **Commission Members Reports:** Judith Doyle commented on how fun the Hogum Bay holiday decorations were and how much they incorporated the joy and spirit of the season. Robert Lane reminded the Commission that it was the third day of legislature. Robert also went to the State of the Community event put on by the Chamber of Commerce. He said it was very informative and it's nice to be part of the process. Spencer Zeman explained about Intercity Transit's DIY bike repair program. Volunteer staff will teach people how to repair bikes and then the bikes go home with the individual who fixed it.
- 3) **Department Report:** Hans Shepherd let the Planning Commission know that the City Council unanimously passed a motion to approve the Comprehensive Plan. The Council gave many accolades to the Planning Commission for all the work they did.
- 4) **New Business: Nomination and Election of Officers for 2026.** Kyrian MacMichael made a motion to elect Jeff Gadman to Chair. All were in favor and Jeff accepted the nomination and the motion carried. Spencer Zeman made a motion to elect Robert Lane to Vice Chair. All were in favor and Robert accepted the nomination and the motion carried.
- 5) **Old Business: Middle Housing Draft Code Amendments: Jennifer Adams, Housing Coordinator.** The Planning Commission reviewed draft code amendments to implement the middle housing requirements of HB 1110.
- 6) **Communications and Announcements:** Jeff Gadman stated the next meeting would be January 28, 2026.
- 7) **Next Meeting:** January 28, 2026
- 8) **Adjournment:** 6:50 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=IThUWbJZOLY>



STAFF REPORT

Planning Commission
January 28, 2026

Subject: Accessory Dwelling Code Amendment Introduction

To: Planning Commission

Prepared by: *GA* Jennifer Adams, Housing Coord.; Ryan Andrews, CP Manager *RA*

Department Director: Vanessa Dolbee, CED Director *VD*

Reviewed By: Not Applicable

Final Review: Same as Department Director

Purpose: Briefing

Recommendation: Review only.

Brief: This briefing introduces state-mandated changes to accessory dwelling unit (ADU) regulations adopted under Engrossed House Bill 1337. Staff will review required state standards, highlight inconsistencies with existing local code, and distinguish mandatory provisions from areas of local discretion. The briefing is intended to prepare the Planning Commission for upcoming review of draft ADU code amendments needed to achieve state compliance.

Attachments:

1. Accessory Dwelling Unit (ADU) code crosswalk - State requirements and existing Lacey Municipal Code

Policy or Legal Alignment:

1. Engrossed House Bill 1337 ([HB 1337](#))
2. [RCW 36.70A.681](#) – Accessory dwelling units – Limitations on local regulations
3. [RCW 36.70A.680](#) – Accessory dwelling units – Local regulation
4. [RCW 36.70A.696](#) – Accessory dwelling units – Definitions
5. [Housing Action Plan 3.g.](#) – increase minimum residential densities
6. Housing Element (Comprehensive Plan 2025), H-1A – Promote housing choice for residents of diverse household sizes, incomes and abilities by allowing a greater variety of housing types, and by increasing residential densities.

Background:

In recent legislative sessions, the Washington State Legislature adopted several housing-related bills intended to expand housing choice and reduce regulatory barriers for residential development. In 2023, the legislature adopted Engrossed House Bill 1337 (HB 1337), which significantly amended state law governing accessory dwelling units (ADUs). The bill is codified primarily in RCW 36.70A.681, with related provisions in RCW 36.70A.680 and RCW 36.70A.696.

HB 1337 revised RCW 36.70A.681 to establish updated minimum standards for ADU regulations statewide. These amendments limit the extent to which cities may regulate ADUs, and require jurisdictions to modify local codes to ensure consistency with state law. Key requirements include but are not limited to the following:

- Cities must allow up to two (2) ADUs per residential lot - which may be attached, detached, or a combination of both, and may include conversions of existing structures;
- Cities may not establish a maximum ADU size of less than 1,000 square feet;
- Parking requirements must be modified consistent with state statute;
- Design standards and review processes may not be more restrictive than those applied to the principal dwelling unit within the underlying zone;
- Owner occupancy requirements may not be imposed, except where related to short-term rental regulations;
- Impact fees for ADUs may not exceed 50 percent of the impact fees charged for the principal dwelling unit;
- Independent sale of ADUs must be allowed where applicable legal frameworks permit; and
- Cities may prohibit ADUs on lots not served by sewer.

In addition, state law requires that ADU applications be reviewed through a ministerial process, meaning approvals must be based on objective, measurable standards rather than discretionary judgment.

While the statute establishes clear baseline requirements, it also allows limited areas of local discretion, provided that local regulations do not conflict with or undermine the intent of state law.

Purpose of the Briefing and Recommended Approach:

The City intends to update its accessory dwelling unit regulations to achieve full compliance with state law. At this stage in the process, staff's focus is on familiarizing the Planning Commission with the legislative framework, identifying areas where Lacey's current ADU code does not align with state requirements, and clarifying which statutory provisions are mandatory versus those that allow for local policy discretion.

This briefing is intended to provide a side-by-side comparison of Lacey's existing ADU regulations and the requirements established under House Bill 1337. The presentation will



highlight provisions that may be retained, those that must be modified, and those that will need to be removed as part of the update process.

Interim Application of State Standards:

Until updated local accessory dwelling unit regulations are adopted, state law establishes certain standards that must be applied where existing local regulations are inconsistent. Lacey is currently operating within this interim period. Staff are implementing these standards as required while advancing coordinated efforts to develop local code amendments that ensure consistency with state law.






Local adoption of updated ADU regulations is anticipated in early to mid-summer 2026, at which time the City's adopted regulations will provide the primary framework for ADU development.






Next Steps







Staff will return to the Planning commission at a future meeting with draft ADU code amendments that reflect new requirements and incorporate local policy considerations. At that time, staff will seek the Planning Commission's recommendation to advance the draft code amendments to the City Council for consideration and adoption.



This crosswalk compares Lacey’s existing ADU regulations with newly enacted state requirements. It is provided for informational purposes to support the Planning Commission’s briefing discussion on required code updates. *Note. Where state law conflicts with local regulations, state law will apply during the preemption period (January 1, 2026 until local adoption).*

ADU Topic	Compliance ✓ Compliant ▲ Partially Compliant × Not Compliant	RCW 36.70A.681 (State law for ESB 1337 – ADUs)	LMC 14.23.071 (existing code)	Notes
Minimum number of ADUs per lot (that allow detached single-family dwellings)		At least 2 ADUs per lot allowed (attached/detached or combinations) *2 detached unit combo – may be either one or two detached structures – may <i>look like</i> duplex	Only 1 ADU per lot in addition to the primary unit (SFD)	More restrictive than state law, need to allow 2 ADUs on any lot that allows an SFD (City may impose a limit of 2 ADUs on lots 2,000sf or less)
Owner occupancy requirement		No requirement for owner to reside on the lot	Not addressed	Currently compliant
ADU location/structure type		Detached and attached ADUs must be allowed; conversions of existing structures permitted	Detached ADUS allowed; guidelines for above garage or separate structures; no explicit allowance for conversions overriding setbacks/lot coverage	Partially compliant; will need explicit language for conversions
Conversions/flexibility (Zoning code)		Existing structures may be converted to ADUs even if code noncompliant for setbacks or lot coverage	Not explicitly allowed	Will need language added to permit conversions that override certain standards
Lot Size		Must allow ADUs on any lot meeting minimum principal unit size	Not explicitly addressed	Potential clarification needed

Maximum ADU size		Minimum 1,000 sq ft must be allowed; no lower max allowed	50% of main unit, max 850 sq ft, size exceptions through administrative review	Existing maximum size standard is more restrictive than state law and will require revision
Height/roof limits		Must allow roof height of at least 24 feet, unless the primary dwelling is less than 24 feet (ex. Primary unit = 20ft, then ADU can be 20ft) (*Primary 20ft + ADU 24ft = also complaint with RCW)	Roof ridge generally lower than primary residence	More restrictive, will need adjustment to align with state law; policy choice to allow ADUs taller than 24ft and/or taller than the primary unit
Design-review/setbacks/aesthetics		Cannot impose more restrictive setbacks, yard coverage, tree retention, entry locations, aesthetics, or design review than principal unit and must not be subjective criteria	Extensive design review and aesthetic requirements; distance from other structures – detached ADUs shall have separation from the primary dwelling that meets building code requirements	Further review will help determine whether any refinements are needed to ensure alignment with state law
Parking		May not require more than 1 off street parking space per unit for lots ≤ 6,000 sf, before any zero lot line subs or lot splits; or 2 off street parking spaces per unit for lots ≥ 6,000 sf, before zero lot subs or lot splits	At least one (1) parking space required	Partially compliant – will need to be updated
Access/driveway		Detached ADUs can be sited at lot line if abutting public alley (unless routine snow plowing occurs)	Driveway consolidation required	Adds local requirement, potentially more restrictive

Condominium sale/conveyance	 	Cannot prohibit sale or conveyance of ADU condominiums	Not addressed	The City may choose to update LMC for consistency with state law
Impact fees/public street improvements	 	Impact fees ≤ 50% of principal unit; cannot require public street improvements	Not addressed	The City may choose to update LMC for consistency with state law
Critical areas/exemptions	 	The RCW does not apply to lots with critical areas or specific watersheds. See also SHB 1987 (2024)	Not addressed	The City may choose to update LMC for consistency with state law

DRAFT



STAFF REPORT

Planning Commission
January 28, 2026

Subject: 2026 Docket and Work Plan
To: Planning Commission
Prepared by: Ryan Andrews, Community Planning Manager *RA*
Department Director: Vanessa Dolbee, CED Director
Reviewed By: Select one or add
Final Review: Same as Department Director

Purpose: Briefing

Recommendation: Review only.

Brief: The Planning Commission will review the final draft 2026 Docket and Work Plan in preparation for the joint meeting with the City Council to be held February 10th.

Prior Review:

Planning Commission - 12/10/2025

[Linked Here](#)

Attachments:

1. Draft Docket/Work Plan

Background:

At the regular meeting on December 10th the Planning Commission reviewed a draft docket of work plan items for 2026. Staff has considered the Planning Commission feedback provided at the December 10th meeting and is providing the attached draft docket/work plan for final review in advance of the joint meeting with the City Council on February 10th. No formal action is requested from the Planning Commission as this is a briefing only. The work plan will be formally adopted by the City Council.

2026 Community Planning Ongoing Docket List & Work Plan Draft

Table 1 - State Mandated Code Amendments

(Code Amendments required by state law.)

#	Requester	Title/Summary of Docket Request	Bill Reference	Carry-Over from Previous Year	Recommended for Work Plan <input checked="" type="checkbox"/>	Staff Time/Assigned Staff	Priority
Docket-01	Jennifer Adams/ Legislation	Co-Living Housing Co-Living housing permitted where 6 units per lot are allowed; provides private bedrooms with shared kitchens, bathrooms, and other common spaces- offering a more affordable and community-oriented living option.	ESHB 1998	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40 Hours/Housing Coordinator, Jennifer Adams	High
Docket-02	Hans Shepherd/ Legislation	Child-Care Centers Must allow child-care centers (and conversions of existing buildings for use as child-care centers) as an outright permitted use in all zones except industrial, light-industrial and open space zones.	ESSSB 5258 SB 5509	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 Hours/Senior Planner, Hans Shepherd	High
Docket-03	Legislation	Parking Updates The state has passed various bills that impose regulations on how local governments can regulate off-street parking. Lacey Parking codes need to	SB 5184 SB 6015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	300 Hours/Senior Planner, Hans Shepherd	High

		be updated for compliance.					
Docket-04	Jennifer Adams/ Legislation	Accessory Dwelling Unit Updates Allow 2 ADUs per lot, allow for them to be sold independently using a condominium form of ownership or other form of land division.	HB 1337	<input type="checkbox"/>	<input checked="" type="checkbox"/>	120 Hours/Housing Coordinator, Jennifer Adams	High
Docket-05	Jennifer Adams/ Legislation	Middle Housing Update low density and medium density residential zones to be compliant with Middle Housing state legislation, which requires a minimum of 2 units per lot and up to 4 units if one unit is affordable.	HB 1110 (2023) ESHB 2321	<input type="checkbox"/>	<input checked="" type="checkbox"/>	120 Hours/Housing Coordinator, Jennifer Adams	High
Docket-06	Jennifer Adams/ Legislation	PSH, transitional and emergency housing Update Lacey Code as mandated by the state to allow PSH, transitional and emergency housing and shelters in zones where hotels are permitted.	ESSHB 1220	<input type="checkbox"/>	<input checked="" type="checkbox"/>	60 Hours/Housing Coordinator, Jennifer Adams	High
Docket-07	Jennifer Adams/ Legislation	Homeless Encampments on Religious Property Update Lacey Homeless Encampment regulations to be in compliance with state legislation providing limits on regulating homeless encampments on religious property.	ESHB 1754	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40 Hours/Housing Coordinator, Jennifer Adams	High
Docket-08	Hans Shepherd/ Legislation	Conversion of Existing Buildings Various bills require updates to development standards, including	ESHB 1042 HB 1757 SSHB 1183	<input type="checkbox"/>	<input checked="" type="checkbox"/>	120 Hours/ Senior Planner, Hans Shepherd	High

		density, to allow conversions of existing buildings to residential use. The provisions also aim to incentivizing affordable and sustainable building practices.						
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Table 2 - Optional Code Amendments

(Code Amendments not mandated but may be initiated locally.)

#	Requester	Title/Summary of Docket Request	Recommended for Work Plan ☒	Staff Time/Assigned Staff	Priority
Docket-09	Wesley Nguyen/Vanessa Dolbee/ Current Planning Team	Street Merchant Regulations Evaluate and update street merchant regulations. Post COVID various new street merchant businesses operate within the City and/or could expand into the City, current regulations do not address this evolving industry.	☒	250 Hours/Senior Project Planner, Shannon Vincent and Economic Development Coordinator, Wesley Nguyen	High
Docket-10	Jennifer Adams/ Comprehensive Plan Implementation- Housing Element	Mobile Home Park Protections Develop code amendments and/or zoning changes to support long term preservation of mobile home parks and reduce opportunities for displacement. This item is expected to include a robust engagement effort with stakeholders.	☒	200 Hours/Housing Coordinator, Jennifer Adams	High
Docket-11	Vanessa Dolbee/Hans Shepherd	Tree Standard Updates A) Review of tree standards related to development projects in response to the adoption of the new tree spacing standards included in the PWDS for right-of-way tree planting requirements. B) Review residential lot tree retention requirements. Consider increasing the number of trees to be removed in a 5-year	☒	100 Hours/Senior Planner, Hans Shepherd	High

		<p>period or providing alternatives to tree removal.</p> <p>C) Review tree tract requirements for Woodland District. Address requirements for 5% tree tract requirements on projects over 1 acre in size in the Woodland Zoning District (LMC 16.24).</p> <p>D) Add a definition for class IV forest practices to clarify the application is required when 5,000 or more board feet are removed.</p>			
Docket-12	Linsey Fields	<p>Home Energy Score Model Ordinance</p> <p>Home Energy Score Model Ordinance we developed by the TCMC in 2025. Consider adopting the model ordinance into Lacey code and developing a program to support implementation.</p>	<input checked="" type="checkbox"/>	40 Hours/Climate Coordinator, Linsey Fields	Medium
Docket-13	Vanessa Dolbee	<p>Battery Energy Storage Systems (BESS)</p> <p>Adopted development regulations to address Battery Energy Storage Systems (BESS) an emerging technology used to support power grids. Typically, these are designed as large lithium-Ion Battery Storage sites that can be 100 MW and up. Thurston County has developed a model ordinance to consider.</p>	<input checked="" type="checkbox"/>	150 Hours	Medium
Docket	Linsey Fields/ Comprehensive Plan Implementation – Climate Element	<p>Rooftop Solar</p> <p>Consider Code amendments-requiring large rooftops to be built Solar Ready.</p>	<input checked="" type="checkbox"/>		
Docket	Linsey Fields/ Comprehensive Plan	<p>Resilience Hubs</p> <p>Develop codes for resilience hubs. Code amendments should address heating/cooling and air</p>	<input checked="" type="checkbox"/>		

	Implementation-Climate Element	filtration standards.			
Docket	Linsey Fields/ Comprehensive Plan Implementation – Climate Element	Reduce Embodied Carbon Code updates to create permitting incentives to address embodied carbon and utilization of low carbon materials in new developments.	<input checked="" type="checkbox"/>		
Docket	Linsey Fields/ Comprehensive Plan Implementation-Climate Element	Wildland Urban Interface Consider code changes that address and incorporate wildfire and wildfire smoke mitigation techniques (e.g., defensible space, landscape species selection, HVAC upgrades, air filter systems) into development standards. Updates based on DNR wildland urban interface maps.	<input checked="" type="checkbox"/>		
Docket	Vanessa Dolbee/Current Planning Team	Live Work Units Update regulations for live work units to add standards for commercial space, parking, entries, and residential space. Current regulations lack specificity to ensure the final product supports both commercial and residential uses.	<input checked="" type="checkbox"/>		
Docket	Vanessa Dolbee	Site Plan Review Committee Evaluate the code related to site plan review committee decisions and consider replacement with a predictable process with defined criteria for approval though the site plan review land use permit process.	<input checked="" type="checkbox"/>		
Docket	Vanessa Dolbee	Master Plan Review Update Master Plan Review process identify when this permit is required and clearly define timing, expiration dates, and phasing criteria.	<input checked="" type="checkbox"/>		

Docket	Sarah Schelling/ Current Planning Team	Multifamily Private Open Space Standards Review common and private open space requirements for mixed-use commercial/residential projects in commercial and mixed-use zones. Current open space requirements apply to all multi-family projects but are difficult to apply to redevelopment and mixed-use projects that include multi-family. Explore variations for urban multi-family projects, including a fee-in-lieu of open space.	<input checked="" type="checkbox"/>		
Docket	Shannon Vincent/Current Planning Team	Minimum Necessary Variance Criteria Amend variance criteria to evaluate whether a requested variance goes beyond the minimum necessary to afford relief. Amended criteria would protect reasonable expectations for existing and new residential developments as recent legislation increases opportunities for increased density and infill. Add a criterion as a minimum necessary.	<input checked="" type="checkbox"/>		
Docket	Samra Seymour/ Current Planning Team	Update Title 14, 15, and 16 Remove the word “encourage” from Title 14, 15 and 16, excepting intent/purpose sections. Removing this language will help eliminate ambiguity for both current planning staff and applicants.	<input checked="" type="checkbox"/>		
Docket	Reace Fant/Current Planning Team	Update Definition of “Adult Family Home” The current definition in 16.06 does not match the State definition. Adult family homes are permitted outright in residential zones pursuant to state law. For consistency the City’s definition should match the State. LMC 16.06.095. See RCW 70.128.060.	<input checked="" type="checkbox"/>		
Docket	Vanessa Dolbee/Sarah Schelling/	3rd Party Review of Technical Reports Explore provisions in the code to allow for third party	<input checked="" type="checkbox"/>		

	Current Planning	review of critical area reports and other technical reports and/or studies, at the expense of the applicant.			
Docket	Vanessa Dolbee/Sarah Schelling/ Current Planning	Retaining Wall Provisions Update standards in 16.03.070 to address retaining walls. Consider regulations for height, setbacks, and screening.	<input checked="" type="checkbox"/>		
Docket	Sarah Schelling/ Current Planning	Neighborhood Meeting Standards and Notice Requirements Some sections of the zoning code (16.39 LI-C, 16.66 Conditional Uses) have requirements that applicants hold public meetings prior to land use application submittal, however there are few parameters in the code that ensure the public meetings are meaningful and reach the intended audience. To ensure that the meetings achieve the intended goal, to inform the public and provide an opportunity for comment, consider developing criteria for neighborhood meetings.	<input checked="" type="checkbox"/>		
Docket	Hans Shepherd/ Comprehensive Plan Implementation	Zoning Code Audit - Implementation Amend the development regulations based on the 2025 Comprehensive Plan Code Consistency Audit. (Audit to be completed by Raimi + Associates)	<input checked="" type="checkbox"/>		

Table 3 – Rezone and Comprehensive Plan Amendments

#	Requester	Address/ Location	Title/Summary of Docket Request	Recommended for Work Plan <input checked="" type="checkbox"/>	Staff Time/Assigned Staff	Priority
Docket-14	Hans Shepherd/ Comprehensive Plan Implementation – Land Use Element	City Wide	Zoning code – Martin Way Corridor Zoning code refresh based on 2025 Comprehensive Plan: Martin Way Corridor (LMC 16.23 and 16.45). *Anticipated as a two-year project.	<input checked="" type="checkbox"/>	400 Hours/Senior Planner, Hans Shepherd	High
Docket-15	Hans Shepherd/Rezone Requests	City Wide	Comprehensive Plan Map Amendments and Rezone Requests Docketing and advancement of 2026 private applicant rezone requests. Priority will be given to those who participated in 2025 process. The private amendment docket requests will be due by January 2, 2026. If approved for docket, these will be applicant-led requests.	<input checked="" type="checkbox"/>	Up to 3 requests 273 Hours/Senior Planner, Hans Shepherd	High
Docket	Hans Shepherd/ Comprehensive Plan Implementation – Land Use Element	City Wide	Zoning code – Commercial Districts Zoning code refresh based on 2025 Comprehensive Plan: Commercial Districts (LMC 16.27 and 16.41).	<input type="checkbox"/>		
Docket	Hans Shepherd/ Comprehensive Plan Implementation – Land Use Element	City Wide	Zoning code – Low Density Zones Zoning code refresh based on 2025 Comprehensive Plan: Low Density Zones (LMC 16.13 and 16.14).	<input type="checkbox"/>		

Docket	Hans Shepherd/ Comprehensive Plan Implementation – Land Use Element	City Wide	Zoning code - CBDs Zoning code refresh based on 2025 Comprehensive Plan: CBDs (LMC 16.25).	<input checked="" type="checkbox"/>		
Docket	Hans Shepherd/ Comprehensive Plan Implementation – Land Use Element	City Wide	Zoning code - HPBD Zoning code refresh based on 2025 Comprehensive Plan: HPBD (LMC 16.37).	<input checked="" type="checkbox"/>		
Docket	Hans Shepherd/ Comprehensive Plan Implementation – Land Use Element	City Wide	Zoning code - Industrial Zones Zoning code refresh based on 2025 Comprehensive Plan: Industrial Zones (LMC 16.39 and 16.40).	<input checked="" type="checkbox"/>		
Docket	Hans Shepherd/ Comprehensive Plan Implementation – Land Use Element	City Wide	Review Townhouse Development Standards Review and update of LMC based on 2025 Comprehensive Plan: Townhouse Development (LMC 16.61).	<input checked="" type="checkbox"/>		
Docket	Hans Shepherd/Limited Rezone/ Development Agreements	City Wide	Limited Rezone/Development Agreements Dissolution of existing Limited Rezone/Development Agreements as identified on Lacey Urban Growth Area Zoning Map.	<input checked="" type="checkbox"/>		

Table 4 – Long Range Planning Work Plan Items

#	Requester	Title/Summary of Work Plan Request	Recommended for Work Plan ☒	Staff Time/Assigned Staff	Priority
WP-01	Linsey Fields/Thurston Climate Mitigation Collaborative Initiative	<p>TCMC Climate Work Plan</p> <p>Conduct a Vehicle Miles Traveled (VMT) gap analysis of regional and jurisdictional plans to reduce greenhouse gas emissions.</p>	☒	300 Hours/Climate Sustainability Coordinator, Linsey Fields	High
WP-02	Linsey Fields/ Comprehensive Plan Updates – work plan item – Comp Plan implementation	<p>Urban Forestry Management Plan</p> <p>Urban Forestry Management Plan update and new Canopy Assessment. RCW 36.70A.070(B) - evaluation of tree canopy coverage within the urban growth area.</p>	☒	400 Hours/Climate Sustainability Coordinator, Linsey Fields	High
WP-03	Linsey Fields	<p>Energize Thurston</p> <p>Build on 2025’s Energize Thurston program to continue subsidies for residential energy efficiency upgrades.</p> <p>*HEAR Grant dependent</p>	☒	40 Hours/Climate Sustainability Coordinator, Linsey Fields	High
WP-04	Linsey Fields/ Comprehensive Plan Updates	<p>Digital Print Campaign</p> <p>Develop digital and print educational resources related to climate hazards. Create education and outreach campaign and plan to target Lacey residents.</p>	☒	70 Hours/Climate Sustainability Coordinator, Linsey Fields	High
WP-05	Linsey Fields/ Comprehensive Plan Updates	<p>Energy Audits</p> <p>Conduct Energy Audits on City owned buildings creating a list of priority projects to meet net-zero</p>	☒	60 Hours/ Climate and Sustainability Coordinator,	High

		goals. *Grant Dependent		Linsey Fields	
WP-06	Linsey Fields/ Comprehensive Plan Updates	Solar Feasibility Studies Explore Commerce Grants for Solar Feasibility Studies and Investment in City facilities.	<input checked="" type="checkbox"/>	70 Hours/Climate Sustainability Coordinator, Linsey Fields	High
WP-07	Ryan Andrews/ Annexation	Annexation Build on the 2025 Urban Growth Area Annexation Financial Study and City Council direction to consider a large annexation of 10,000 population or more.	<input checked="" type="checkbox"/>	400 Hours/Community Planning Manager, Ryan Andrews	High
WP-08	Hans Shepherd/Ryan Andrews/UGA Boundary Adjustment	Urban Growth Area Joint Planning Support Thurston County in: 1. UGA Boundary amendment based on 2023 Joint Plan recommendations to explore removing area from the Pleasant Glade and McAllister Springs Geologically Sensitive Area and designating them as “urban holding areas” until sewer service becomes available. 2. Adopting the Lacey Municipal Code by reference for zoning standards in the UGA.	<input checked="" type="checkbox"/>	100 Hours/Senior Planner, Hans Shepherd and Community Planning Manager, Ryan Andrews	High
WP	Hans Shepherd/Tree Tracts	Tree Tracts GIS Inventory of permitted Tree Tracts, condition assessment, development and implementation of enforcement strategy.	<input type="checkbox"/>		
WP	Hans Shepherd/Public GIS Mapping tool	GIS Mapping Refinement of zoning, parcel, and city layers for Public Facing Mapping Tool/Platform.	<input type="checkbox"/>		

WP	Hans Shepherd/ Public Works Staff/Bike and Pedestrian Plan	Bike and Pedestrian Plan Bike and Pedestrian Plan Update/prioritization of bike/ped projects within Transportation Projects.	<input checked="" type="checkbox"/>		
WP	Linsey Fields/ Comprehensive Plan Updates	Transit Education Partner with Intercity Transit for transit education.	<input checked="" type="checkbox"/>		
WP	Linsey Fields/ Comprehensive Plan Updates	GHG Emissions City facilities GHG emissions inventory.	<input checked="" type="checkbox"/>		
WP	Hans Shepherd/GIS Mapping	GIS Mapping ADU GIS Mapping Feasibility Tool: https://aduniverse- seattlecitygis.hub.arcgis.com/pages/feasibility.	<input checked="" type="checkbox"/>		
WP	Linsey Fields/Climate Work Plan	Resilience Volunteer Program Explore and Create Community Resilience Volunteer Program.	<input checked="" type="checkbox"/>		
WP	Hans Shepherd/Safe Routes to School	Safe Routes to School Review and support development of Safe Routes to School consistent with 2025 Comprehensive Plan, 2025 Safety Action Plan, CTR goals, WSDOT guidance, and 2018 Pedestrian and Bicycle Plan.	<input checked="" type="checkbox"/>		

Note: Docket items listed in the Work Program are completed based on evolving community requests, state legislative requirements and staff capacity.

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
January 28, 2026**

1. **Work Session:** Accessory Dwelling Unit: HB 1337 Introduction
2. **Work Session:** Docket/Work Plan

Packets due: January 23, 2026

**Planning Commission Meeting
February 10, 2026**

1. **Joint Work Session with City Council**

Packets due: January 27, 2026

**Planning Commission Meeting
February 11, 2026**

Meeting Cancelled

**Planning Commission Meeting
February 24, 2026**

1. **Work Session:** Middle Housing/ADU Regulations

Packets due: February 20, 2026

Pending Items: March 11, 2026: Middle Housing/ADU Regulations Public Hearing
 DG&PWS Additional Updates (Joey Etter)