

AGENDA
LACEY PLANNING COMMISSION MEETING
Tuesday, October 19, 2021 – 5:00 p.m.
MEETING WILL BE CONDUCTED REMOTELY, NOT IN-PERSON
Please click the link below to join the webinar:

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Webinar ID: 836 2311 9614

Call to Order: 5:00 p.m.

Approval of Agenda & Consent Items: 5:01 p.m.

- A. Approval of Agenda
- B. Approval of October 5 meeting minutes

Public Comments: 5:02 p.m.

Commission Members' Reports: 5:04 p.m.

Director's Report: 5:05 p.m.

New Business: 5:10 p.m.

2022 Work Program: Ryan Andrews, Planning Manager. The Planning Commission will provide input on the potential elements of the draft 2022 Work Program in preparation for the joint meeting with the City Council to be held in early 2022.

Development Update: Grant Beck: Planning and Development Services Manager. Staff will provide information to the Planning Commission on the status of various development projects around Lacey.

Communications and Announcements: 5:55 p.m.

Next Meeting: November 16, 2021.

Adjournment: 6:00 p.m.

10/12/21

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
October 19, 2021**

1. **Work Session:** 2022 Work Program
2. **Work Session:** Housing Projects Briefing

Packets due: October 14, 2021

**Planning Commission Meeting
November 2, 2021**

Meeting Cancelled

Packets due: October 28, 2021

**Planning Commission Meeting
November 16, 2021**

1. **Public Hearing:** Parking Code EV & MF

Packets due: November 11, 2021

MINUTES

Lacey Planning Commission Meeting
Tuesday, October 5, 2021 – 5:00 p.m.
Conducted remotely via videoconference

Meeting was called to order at 5:00 p.m. by Dave Wasson.

Planning Commission members present: Dave Wasson, Gail Madden, Peg Evans-Brown, Daphne Retzlaff, Kyrian MacMichael, Mark Mininger, and Robin Vasquez. Eduardo Maldonado arrived after the approval of agenda and minutes. Staff present: Ryan Andrews.

Dave noted a quorum present.

Gail Madden made a motion, seconded by Mark Mininger, to approve the agenda for tonight's meeting and the September 21 minutes. All were in favor, the motion carried.

1. **Public Comments:** None.

2. **Commission Members Reports:**

- Peg reported that she watched the Council taxation presentation.
- Mark wished Robin luck on her election to Council and said she will be missed on Planning Commission if elected.
- Robin noted that she was unable to attend the Parks outreach but did provide feedback on an upcoming survey that will go out to Lacey citizens.
- Dave noted that he asked Rick to update Planning Commission on current housing projects in the community, and Rick will do so at the next meeting.

3. **Director's Report:** None.

4. **Old Business:**

Lacey Municipal Code 16.72 and 16.73 Amendments: Ryan Andrews, Planning Manager.

- Ryan went over the amendments and answered questions.
- Ryan noted that wording will be changed in the multi-family section to say "at the time of application" in regards to required parking in proximity to bus routes and ride shares.
- Ryan said that outreach will be developed and a public hearing will be held in November.
- Ryan asked the guests to introduce themselves.
- Teracina Humphrey and Nohemi Ramirez addressed Planning Commission regarding parking challenges they are facing at Britton Place Apartments. Ryan noted that although Planning Commission cannot take action on the issues, they can advise Council and make sure they're aware. He also suggested Teracina and Nohemi contact Council directly and speak to the appropriate staff regarding the challenges and issues they're experiencing.

5. **Communications and Announcements:** Ryan noted a change to the Planning Commission schedule – the parking amendments public hearing will be held in November and not at the next meeting.

6. **Next Meeting:** October 19, 2021.

7. **Adjournment:** 6:20 p.m.



PLANNING COMMISSION STAFF REPORT

October 19, 2021

SUBJECT: 2022 Planning Commission Work Program

RECOMMENDATION: The Planning Commission will provide input on the potential elements of the draft 2022 Work Program in preparation for the joint meeting with the City Council to be held in early 2022. No action is needed.

TO: Lacey Planning Commission

STAFF CONTACTS: Rick Walk, Community and Economic Development Director
Ryan Andrews, Planning Manager *RA*

ATTACHMENT(S): 2021 Adopted Planning Commission Work Program

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

None.

BACKGROUND:

Early each year, the City Council and the Planning Commission hold a joint work session to review a docket of work program items. In preparation for the joint work session, staff has listed below the items that are currently underway that the Planning Commission can expect to complete for the 2022 work program. The tasks are organized by the type of amendment that they are considered (plan update, joint planning requirement, or code update). At the meeting, the Planning Commission will have the opportunity to discuss any other emerging issues or items that may be added to the work program and discuss how they should be prioritized.

Comprehensive Plan Amendments

The Comprehensive Plan Amendments identified are those that are currently underway to implement a portion of the Comprehensive Plan, required by state law, or are funding dependent. These items include:

- **Martin Way Corridor Study:** The Martin Way Corridor Study is an interjurisdictional study of the Martin Way Corridor from Pacific Avenue in Olympia to Marvin Road in Lacey. The purpose of the study is to address bicycle and pedestrian improvements (building off Lacey's Pedestrian and Bicycle Plan), corridor safety, transit facilities, access management, neighborhood connectivity and land use.

- Water Utility Plan Update: The City's various utility plans are updated on a regular basis. The Water Plan will undergo a technical update to identify future capital project improvements and an associated financial analysis.
- Capital Facilities Plan Update: A complete revision to the Capital Facilities Plan will be conducted with a focus on the future space needs for City buildings and facilities.
- Six Year Transportation Improvement Plan: Review and hold a hearing on the 6-year Transportation Improvement Plan (TIP). This is a required item that is updated annually.
- Private Comprehensive Plan Amendments/Rezoning: To date, one private docket request has been submitted for a comprehensive plan amendment/rezone. Additional requests may be received by the December 31st deadline.

In addition to the items listed above, the next full update to the Comprehensive Plan is due in 2025 and will need to occur over multiple years. Work program items will set the stage for the multi-year update.

Code Revisions

The high priority code revisions associated with the 2016 Comprehensive Plan have been completed. Those potential code items identified for the 2022 work program would largely focus on the implementation of plans adopted since 2016 and include implementation of the recommendations of the Housing Action Plan, Thurston Climate Mitigation Plan, the Pedestrian and Bicycle Plan, the Depot District Subarea Plan, and the Urban Forest Management Plan.

Some implementation items may be outside of the purview of Planning Commission as they would be accomplished through staff-led programs or completed directly with the City Council. Staff time for Planning Commission meetings may be limited in 2022 to accomplish some high-priority implementation items that would not require a Planning Commission recommendation.

Joint Planning

One long term item related to the 2016 Comprehensive Plan is completing the joint planning effort with Thurston County to adopt the Comprehensive Plan for the Lacey UGA. This will include addressing issues specific to the UGA including requiring sewer for all new development, increasing minimum density requirements for the Moderate and High Density Residential zones, reviewing agricultural designations within the UGA and identifying "urban holding areas" in the Pleasant Glade and McAllister Geologically Sensitive Areas.

2021 PLANNING COMMISSION WORK PROGRAM
ADOPTED 1/28/21

Plan Amendments		Proposed By:	Description	Anticipated Start - Completion Date	PC Hours /FTE Time	Staff Lead
Priority	2021 Plan Updates					
High	Thurston Climate Mitigation Plan Phase 2	Regional Climate Mitigation Plan	The Thurston Climate Mitigation Plan is a multi-year planning and implementation process. In December 2017, the cities of Lacey, Olympia, Tumwater and Thurston County entered into an interlocal agreement to fund Phase 1 of the coordinated effort. Phase 1 documented the baseline activities each jurisdiction has taken to date related to climate action measures, identified a baseline emission year, target reduction year and outlined a scope of work for Phase 2. Phase 2 was a one year process started in 2020 to develop the regional climate action plan and strategies. Phase 2 will be adopted into the Environmental Element of the Comprehensive Plan.	Start: Fall 2018 Complete: Summer 2021	8/.25	Jessica Brandt
High	Thurston Climate Mitigation Plan Phase 3	Regional Climate Mitigation Plan	Phase 3 will focus on regional and local implementation of the Thurston Climate Mitigation Plan by developing a monitoring program and conducting additional community engagement. The four jurisdictions will contract with TRPC as a consultant to convene stakeholders, develop policy options for implementation, and monitor progress.	Start: February 2021 Complete: Early 2022	2/.25	Jessica Brandt
High	Low Density Residential Zone Consolidation	Affordable Housing Strategy and Housing Action Plan	Implement a recommendation of the Affordable Housing Strategy and the Housing Action Plan to consolidate Low Density Residential zones to reduce minimum lot sizes, lot widths, and density minimums will help increase density in older, central neighborhoods, which are near utilities, transit lines, services, and jobs. The Comprehensive Plan and zoning map will need to accompany the text amendment change.	Start: January 2019 Complete: Summer 2021	2/.10	Ryan Andrews
High	Martin Way Corridor Study	TRPC	TRPC on behalf of Thurston County, Intercity Transit, the City of Olympia and City of Lacey was awarded a Federal Surface Transportation Block Grant in the amount of \$452,750. Combined with the local match of \$70,660, the total project amount will total \$523,410. The purpose of the grant is to fund an interjurisdictional study of the Martin Way Corridor from Pacific Avenue in Olympia to Marvin Road in Lacey. The purpose of the study is to address bicycle and pedestrian improvements (building off Lacey's Plan), corridor safety, transit facilities, access management, neighborhood connectivity and land use. City of Lacey's match is in kind staff resources as a member of the steering committee and providing baseline information.	Start: January 2020	2/.25	Ryan Andrews
High	Water Comprehensive Plan	Public Works	Complete an update to the Water Comprehensive Plan.	Start: Underway Complete: Summer 2021	2/.10	Brandon McAllister/ Planning Staff
High	Housing Action Plan	Housing Strategy	Develop a Housing Action Plan under the HB 1923 grant program. The goal of the plan is to develop data and programs to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes. The Housing Action Plan will be adopted as an appendix of the Housing Element of the Comprehensive Plan. In addition, develop a district-level strategy to attract urban infill multi-family housing development in the Lacey Midtown District.	Start: Early 2020 Complete: June 2021	4/.25	Ryan Andrews
High	Urban Forest Management Plan Update	Necessary Periodic Update	The Urban Forest Management Plan was last updated in 2013 and is in need of a periodic update. The update will include amendments to associated development regulations to ensure that the goals of the Plan are being implemented as envisioned.	Start: Spring 2020 Complete: Summer 2021	6/.25	Jessica Brandt
Medium	Capital Facilities Plan	Annual Requirement	Complete a comprehensive revision to the Capital Facilities Plan with a focus on the future space needs for City buildings and facilities.	Start: Spring 2021 Complete: Winter 2021	2/.25	Jessica Brandt
Medium	Annual Six Year Transportation Improvement Program Amendment	Annual Requirement	Review and hold a hearing on the 6-year Transportation Improvement Plan (TIP). This is a required item that will be scheduled for Council's action by July of each year.	Start: Spring 2021 Complete: July 2021	1/0	Martin Hoppe
Medium	Land Capacity Analysis - 8 Year Update	GMA, Land Use and Housing Elements	In preparation for the 2025 Comprehensive Plan periodic update: 1) Evaluate existing commercial and industrial land use designations and provide additional areas to meet the land demand projections for the planning period. 2) Review and update the development standards to include strategies and provisions that encourage affordable housing and provide housing for special needs populations such as mixed-use development, congregate care facilities, retirement homes, accessory dwellings, and inclusionary zoning. 3) Review land designations to provide for an adequate supply of mixed-use and higher density development patterns.	Status: Underway Complete: 2021	TBD	Ryan Andrews

2021 PLANNING COMMISSION WORK PROGRAM
ADOPTED 1/28/21

Priority	2021 Joint Planning					
High	City of Lacey and Thurston County Joint Land Use Plan for the Lacey Urban Growth Area	GMA/CWPP/MOU	Work with Thurston County staff and Planning Commission to review and adopt the Comprehensive Plan for the Lacey UGA. Address issues specific to the unincorporated UGA that include: require sewer for all new development; increase minimum density requirements for MD and HD zones, reviewing agricultural designations within UGA and identifying "Urban Holding Areas" in the Pleasant Glade and McAllister Geological Sensitive Areas.	Start: To Be Determined Complete:	TBD/.25	Ryan Andrews
Priority	2021 Code Updates					
High	Hawks Prairie Business District Amendments	Private Applicant	Consider a private-applicant initiated zoning text amendment to amend standards for residential and medical uses.	Start: January 2021 Complete: TBD	8/.25	Jessica Brandt
High	Housing Action Plan Implementation	Housing Action Plan	Implementation of the recommendations of the Housing Action Plan, including: completing the Low Density Residential zoning consolidation (with associated revisions to the Comprehensive Plan), review of emergency housing regulations, and an analysis of the street development standards in existing older neighborhoods related to impacts on housing affordability.	Start: March 2021 Complete: TBD	TBD/.25	TBD
Medium	Parking Code Revisions	Housing Action Plan and Regional Climate Mitigation Plan	Examination of the City's parking standards in LMC 16.72 to address appropriate ratios for multi-family development and electric vehicle parking.	Start: To Be Determined Complete:	TBD/.15	TBD
Medium	DG&PWS Updates	Public Works and Community and Economic Development	Examine public notice for land use applications in Chapter 1. Require additional notice and a public meeting prior to comprehensive plan amendments, zoning text amendments, and large development projects. Conduct technical updates to other sections.	Start: To Be Determined Complete:	6/.15	TBD
Priority	2021 Pending Recommendations					
High	Emergency Housing Regulations	Housing Strategy	Implement a recommendation of the Affordable Housing Strategy to modify codes to allow nonprofits or faith-based organizations to host small encampments, tiny home villages, or other types of monitored, supportive housing meant for temporary occupancy with social services available.	Start: January 2019 Complete: Winter 2021	TBD	Ryan Andrews
High	Low Density Residential Zone Consolidation	Affordable Housing Strategy and Housing Action Plan	Implement a recommendation of the Affordable Housing Strategy and the Housing Action Plan to consolidate Low Density Residential zones to reduce minimum lot sizes, lot widths, and density minimums will help increase density in older, central neighborhoods, which are near utilities, transit lines, services, and jobs. The Comprehensive Plan and zoning map will need to accompany the text amendment change.	Start: January 2019 Complete: Summer 2021	2/.10	Ryan Andrews
				Total Planning Commission Hours:	43	
				Total FTE for Work Program Completion:	2.75	
	Other City Council/Department Commitments:					
	Community Workgroup on Homelessness					
	City-Initiated Annexations: Capitol City/Pacific Lake Lois					
	Private Applicant Annexations: RAC, 54th Avenue					
	Regional Housing Council Workgroups					
	Point in Time Count					
	Cuoio Park Master Plan Stakeholder Group					
	Plan Implementation: Pedestrian & Bicycle Plan, Depot District, Midtown Branding, Economic Development Element					