

AGENDA
LACEY PLANNING COMMISSION MEETING
Tuesday, April 5, 2022 – 5:00 p.m.
MEETING WILL BE CONDUCTED REMOTELY, NOT IN-PERSON

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88115383467>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 206 337 9723 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 881 1538 3467

YouTube: <https://youtu.be/-oY689dieRw>

Call to Order: 5:00 p.m.

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

- A. Approval of Agenda
- B. Approval of March 15 meeting minutes

Public Comments: 5:02 p.m.

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

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

Old Business: 5:10 p.m.

Update to the Water Comprehensive Plan: Brandon McAllister, Utility Engineer. Staff will provide the Planning Commission with a briefing on the update to the Water Comprehensive Plan. The purpose of the Plan is to evaluate the existing system and its ability to meet the anticipated requirements for water source, quality, transmission, storage, and distribution over a twenty-year planning period while also identifying planning level costs of capital improvement projects and a financial plan for funding the projects. The update to the Plan is part of the overall 2022 Comprehensive Plan Updates.

New Business: 5:30 p.m.

Low Density Zone Consolidation Comprehensive Plan Amendment: Ryan Andrews, Planning Manager. Staff will brief the Planning Commission on the zoning map amendments that will accompany the text amendment change to consolidate the two Low Density zones. These revisions are part of the 2022 Comprehensive Plan Updates.

Amendment to Rules of Procedure: Ryan Andrews, Planning Manager. The Planning Commission will review proposed amendments to the Rules of Procedure to alter the meeting times to 6:00 p.m. beginning with the meeting on April 19.

Communications and Announcements: 5:55 p.m.

Next Meeting: April 19, 2022 - 6:00 p.m.

Adjournment: 6:00 p.m.

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

Planning Commission Meeting
April 5, 2022 5:00 p.m. (Remote)

Packets due: March 31, 2022

- 1. Work Session:** Water Comprehensive Plan Update
- 2. Work Session:** LD Zone Consolidation CPA Introduction
- 3. Update to Rules of Procedure**

Planning Commission Meeting
April 19, 2022 6:00 p.m.(In-Person)

Packets due: April 14, 2022

- 1. Work Session:** Carpenter Road Rezone Introduction
- 2. Work Session:** Trakit Launch

Planning Commission Meeting
May 3, 2022

Packets due: April 28, 2022

- 1. Public Hearing:** 6-Year Transportation Improvement Plan
- 2. Public Hearing:** Stormwater Manual Update

Planning Commission Meeting
May 17, 2022

Packets due: May 12, 2022

- 1. Work Session:** Martin Way Corridor

June 7: Public Hearing for 2022 Comp Plan Amendments

MINUTES

Lacey Planning Commission Meeting
Tuesday, March 15, 2022 – 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, Kyrian MacMichael, Mark Mininger, Alan Baum, and Daphne Retzlaff. Staff present: Rick Walk, Ryan Andrews, Hans Shepherd, and Grant Beck.

Dave noted a quorum present.

Gail Madden made a motion, seconded by Mark Mininger, to approve the agenda for tonight's meeting and the March 1 meeting minutes. All were in favor, the motion carried.

1. **Public Comments:** None.
2. **Commission Members Reports:**
 - Planning Commissioners and Staff introduced themselves to new Commissioner Alan Baum.
3. **Director's Report:**
 - Rick noted that the April 19 meeting will be a hybrid meeting format and will start at 6 p.m.
4. **New Business:**

ADU Promotion: Hans Shepherd, Senior Planner.

 - Hans gave a presentation and answered questions.

Energy Efficiency Program: Hans Shepherd, Senior Planner.

 - Hans gave a presentation and answered questions.

Community Workgroup on Homelessness: Rick Walk, Community and Economic Development Director.

 - Rick gave a presentation and a brief discussion followed.
5. **Communications and Announcements:** None.
6. **Next Meeting:** April 5, 2022.
7. **Adjournment:** 6:25 p.m.

To hear the full discussion of a specific topic, or the complete meeting, watch the recorded video available on YouTube – <https://youtu.be/INes2ka6dGA>



PLANNING COMMISSION STAFF REPORT

April 5, 2022

SUBJECT: Water System Plan Update

RECOMMENDATION: No action, this is an informational briefing only. The Water System Plan Update is part of the 2022 slate of Comprehensive Plan Amendments and will be scheduled for a future public hearing.

TO: Lacey Planning Commission

STAFF CONTACTS: Rick Walk, Director of Community Development
Ryan Andrews, Planning Manager *RA*
Brandon McAllister, Utilities Engineer *BM*

ATTACHMENT(S): A link to the draft Water System Plan will be sent in an e-mail prior to the meeting.

**PRIOR COUNCIL/
COMMISSION/**

COMMITTEE REVIEW: Planning Commission Briefing (06-15-21)

BACKGROUND:

Lacey staff and our consulting team have prepared an update to the City's Comprehensive Water System Plan (WSP). Our current Plan was approved and adopted in 2013. These plans are required by the Washington Department of Health for Group 'A' public water systems operating under their regulatory authority. The Washington Administrative Code (WAC) chapter 246-290 outlines the required elements of these plans.

The purpose of this Plan is to ensure the utility's infrastructure and operational practices are able to meet current and future needs. Developing a long-term planning strategy for the City's water service area is critical to maintaining the level of service customers expect, while allowing for continued growth of the community. Updated every 10 years, the Plan evaluates the existing water system and its ability to meet the anticipated requirements for water supply, quality, transmission, storage, and distribution over a 20-year planning period. Water system improvement projects have been developed to meet the changing demands of regulatory impacts, population growth, and necessary infrastructure repair and replacement. The Plan also identifies planning-level costs of the recommended improvement projects and forecasted operating expenses, along with a financial plan to ensure the utility's continued viability.

The Water System Plan contains the following major elements:

- **Description of the Existing System-** This includes a general description of the utility's structure and management, the local area, environment, neighboring systems, and the history of Lacey's system. It also details the system's service area, the size and type of infrastructure components, and its general configuration.
- **Policies and Criteria-** Policies in this section pertain specifically to the water utility and cover topics including service extensions, system reliability, emergency planning, fire protection, design and construction criteria, water use efficiency, operations, and finance.
- **Demand Forecast-** Using historical consumption records and applying growth projections provided by Thurston Regional Planning Council, future water demands are estimated for the next 20 years.
- **Water Use Efficiency-** In this section of the plan the amount of water produced is compared to metered sales, this is used to look for any apparent losses that cannot be accounted for. Water conservation is also discussed with a formal setting of target goals and proposed conservation measures.
- **Source Analysis and Water Quality-** This is a critical component of the plan where the City's existing water sources and water rights are evaluated to determine our actual production capacity. That is then compared against the demand forecast to evaluate the need for additional supply. Water quality parameters, regulatory requirements, and treatment needs are also discussed in detail.
- **Wellhead Protection-** This portion of the plan focuses on identifying any potential risks that may compromise the use of a water source and provides recommendations that can help minimize the risk of contamination.
- **System Analysis-** Here the City's water distribution network is evaluated to ensure adequate flow and pressure are available to all areas of the system, under existing water demands and future projections. Storage needs are also analyzed to ensure the system can adequately handle fire and/or emergency conditions.
- **Capital Improvement Program-** The CIP includes a comprehensive listing of the projects proposed to address deficiencies identified throughout the plan. This includes a mix of projects needed to address increases in growth, regulatory requirements, repair/replacement, and general system improvements.
- **Operation and Maintenance-** The organizational structure, including roles and responsibilities are included here. This chapter also includes summaries of how the water system is operated, various maintenance programs, and a staffing analysis.
- **Financial-** The final component of the plan evaluates the utility's financial health to ensure regular operating expenses are covered and appropriate reserves are in place. This also includes a funding strategy for the Capital Improvement Program.

The City's consultant team has now finalized the draft plan. The final steps toward approval include a public review process that will begin shortly after this meeting. During this time, the public, the Planning Commission, neighboring municipalities, and adjacent water purveyors will be asked to provide comment. The SEPA process will run concurrent to this public review. At the conclusion of the review period the Planning Commission will be asked to hold a public hearing and forward the plan to City Council. This public hearing is needed to meet two specific Department of Health requirements, the first is an official presentation of the plan to the consumers, and the second is Water Use Efficiency (WUE) goal setting in a public forum. A hearing date is tentatively set for the month of June.

The steps following the hearing will primarily involve the City Council, the Department of Ecology, and the Department of Health. Council will be briefed on the plan prior to submittal to Health and Ecology for their review and approval, a process that can take several months. Once the Department of Health indicates they are prepared to approve the City's WSP, Council will be asked to formally adopt the plan and Health will issue an approval letter.

RECOMMENDATION:

No action as this is an informational briefing only. Staff will provide a link to the Water System Plan documents at the time of this meeting so that Planning Commission members can begin familiarizing themselves with the plan and its contents.

The Planning Commission will also hold a public hearing and make a recommendation to the City Council on the Plan at a future date. This plan update would be part of the 2022 package of comprehensive plan amendments.



PLANNING COMMISSION STAFF REPORT

April 5, 2022

SUBJECT: Low Density Zone Consolidation Comprehensive Plan Amendment

RECOMMENDATION: The Planning Commission will review the amendment to Lacey's zoning map to consolidate the two Low Density zones into one. No action is necessary. This is part of the 2022 slate of Comprehensive Plan Amendments and will be scheduled for a future public hearing.

TO: Lacey Planning Commission

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

ATTACHMENT(S): Zoning Map

**PRIOR COUNCIL/
COMMISSION/
COMMITTEE REVIEW:** None.

BACKGROUND:

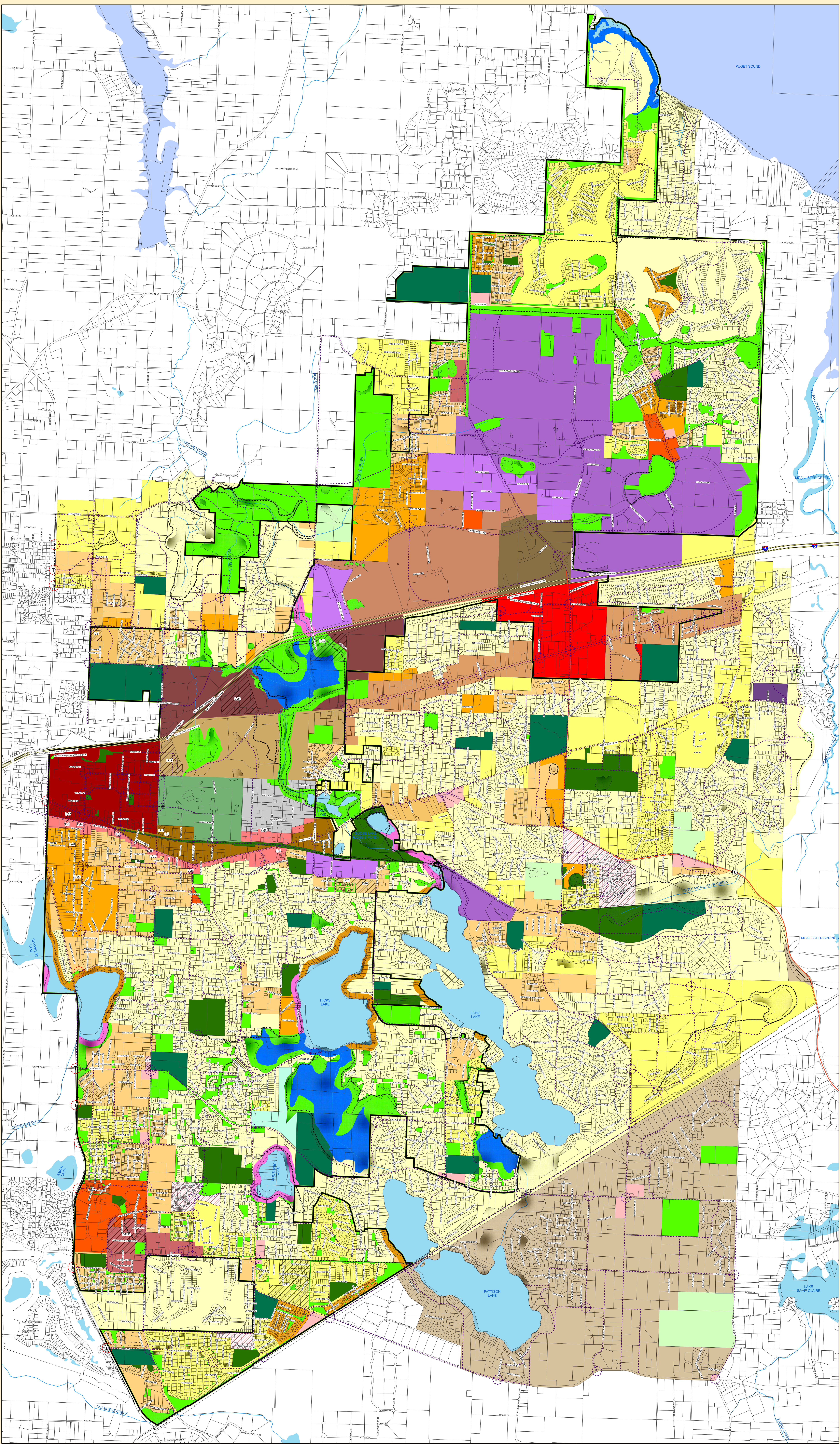
On January 20th, the City Council adopted several initiatives related to the implementation of affordable housing initiatives recommended by the Affordable Housing Strategy and the Housing Action Plan. This included expansion of a fee waiver program to for-profit builders constructing low income units, extension of the multi-family tax exemption, and the Low Density Zone consolidation.

The Low Density Zone consolidation amended the zoning code to consolidate two existing zoning districts (Low Density 0-4 and Low Density 3-6) into one zone. The revisions will also amend the zoning map which will require a Comprehensive Plan amendment to be completed as the zoning map is adopted into the Comprehensive Plan as the future land use map. Staff also reviewed the Land Use Element of the Comprehensive Plan for any references to the two Low Density zones and was not able to locate any references that needed to be changed.

Currently within the city limits there are approximately 3,643 acres of Low Density Residential 0-4 and approximately 652 acres of Low Density Residential 3-6. The amendment will consolidate these two zones into one "Low Density" zone totaling approximately 4,295 acres. This zoning will cover approximately 40% of the land area within the city limits.

The amendment will not apply to the unincorporated portions of the Lacey Urban Growth area until the joint planning process is complete.

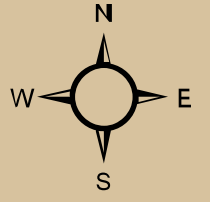
The Planning Commission is requested to review the map amendment as part of the 2022 Comprehensive Plan Amendments.



Approved by the Lacey City Council
Ordinance # 1572
Approval Date: November 19, 2020

By: *Andy Doyle*
Mayor
Ben Zamora
City Clerk

Revised: January 6, 2021



Lacey Urban Growth Area Zoning

- Key Multimodal Corridor
- Freight/Truck/Trailer Corridor Only
- Connections to Regional Trail Systems (T)
- Viewpoint Designation (D)
- City Limits
- Limited Rezone
- Parcels

- MCSA McAllister Geologically Sensitive Area
- LHR Lacey Historic Neighborhood
- LD 1-4 Low Density Residential
- LD 3-6 Low Density Residential
- MD Moderate Density Residential
- HD High Density Residential
- MMDC Mixed Use Moderate Density Corridor
- HRDC Mixed Use High Density Corridor
- HRBD-BC Howe Prairie Business District (Business/Comm)

- HRBD-C Howe Prairie Business District (Commercial)
- NC Neighborhood Commercial
- CCD Community Commercial District
- CO Community Office
- WD Woodland District
- Central Business District 4
- MMDC Mixed Use Moderate Density Corridor
- Central Business District 5
- Central Business District 6
- Central Business District 7

- St. Martin's University
- GC General Commercial
- LI Light Industrial
- ME Mineral Extraction
- C Cemetery
- AG Agriculture
- OSI-Open Space Institutional
- OSI-P Open Space Park

- OSI-S Open Space School
- Bluestem Residential
- Urban Conservancy
- Natural
- Lake/Aquatic
- Village (Urban) Center

* Shading designates areas with identified wetlands or environmental constraints. Environmental issues will need to be addressed as properties with this shading are developed. Shaded areas where proposed City Limits will be zone OSI-Open Space/Institutional. Absence of this designation does not mean a site is without environmental constraints.

Village Urban Centers in the unincorporated areas require the inclusion of parks and school lands. Village Urban Centers are planned parks and school sites and sizes will be determined and land set aside for these uses.

DEVELOPMENT REQUIREMENTS

MINIMUM LOT SIZE (SQ FT)	MINIMUM LOT AREA (AC)	MINIMUM LOT AREA (AC)	MINIMUM LOT AREA (AC)
10,000	0.23	0.23	0.23
15,000	0.34	0.34	0.34
20,000	0.46	0.46	0.46
25,000	0.58	0.58	0.58
30,000	0.69	0.69	0.69
35,000	0.81	0.81	0.81
40,000	0.92	0.92	0.92
45,000	1.04	1.04	1.04
50,000	1.15	1.15	1.15
55,000	1.27	1.27	1.27
60,000	1.39	1.39	1.39
65,000	1.50	1.50	1.50
70,000	1.62	1.62	1.62
75,000	1.74	1.74	1.74
80,000	1.85	1.85	1.85
85,000	1.97	1.97	1.97
90,000	2.08	2.08	2.08
95,000	2.20	2.20	2.20
100,000	2.31	2.31	2.31

Colored areas outside of Lacey City Limits are a part of the Lacey Urban Growth Area.



PLANNING COMMISSION STAFF REPORT

April 5, 2022

SUBJECT: Update to Planning Commission Rules of Procedure

RECOMMENDATION: The Planning Commission will take action on draft changes to the Rules of Procedure to change the meeting start times to 6:00 p.m.

TO: Lacey Planning Commission

STAFF CONTACTS: Rick Walk, Community and Economic Development Director
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. A major update to the Rules of Procedure were last completed in 2019.

The Planning Commission has indicated the desire to adjust the regular meeting times from 7:00 p.m. to 6:00 p.m. beginning on Tuesday, April 19th which will be the first in-person/hybrid meeting. Staff has attached the draft amendment to the Rules of Procedure which will adjust the meeting time to begin at 6:00 p.m. and end at 8:00 p.m.

The Planning Commission is requested to review the draft amendment. After review, if the Planning Commission desires to adjust the meeting time, this will need to be done through approval of a motion to adopt the revised Rules of Procedure.

4.5.22 Draft Revisions

RULES OF PROCEDURE

LACEY PLANNING COMMISSION

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 and third Tuesday of each month from ~~7~~6:00 p.m. to ~~9~~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.

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 ____ day of _____, ~~2019~~2022.

~~Paul Enns~~David Wasson
Chair

~~Sharon Keph~~Gail Madden
Vice Chair