

AGENDA
LACEY PLANNING COMMISSION MEETING
Tuesday, February 18, 2020 – 7:00 p.m.
Lacey City Hall Council Chambers, 420 College Street SE

Call to Order: 7:00 p.m.

- A. Roll Call
- B. Approval of Agenda & Consent Agenda Items*
Approval of the February 4, 2020, Planning Commission Meeting Minutes

Public Comments: 7:01 p.m.

Commission Members Reports: 7:03 p.m.

Director's Report: 7:05 p.m.

New Business:

Planning Commission Education. The Planning Commission will watch the video titled “How do Council, Staff and Commission Work Together” from the Association of Washington Cities. After the conclusion of the video, the Planning Commission will have the opportunity to discuss and ask questions.

Old Business:

Urban Forest Management Plan Public Outreach: Jessica Brandt, Associate Planner; Ryan Andrews, Planning Manager. The Planning Commission will review the Public Participation Plan for the update to the Urban Forest Management Plan.

City Council Role in Land Use Applications: Rick Walk, Director. Staff will present options for public outreach on the potential modifications to the City Council's role in reviewing land use applications.

Communications and Announcements: 8:55 p.m.

Next Meeting: March 3, 2020.

Adjournment: 9:00 p.m.

2/10/20

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
February 18, 2020**

Packets due: February 13, 2020

1. **Work Session:** Planning Commission Role (Video)
2. **Work Session:** Urban Forestry Plan Outreach
3. **Work Session:** City Council Role in Permit Process Outreach

**Planning Commission Meeting
March 3, 2020**

Packets due: February 27, 2020

1. **Work Session:** Indoor Sports Facility Feasibility (Jen)
2. **Work Session:** Light Industrial Commercial Zoning Text Amendment Introduction (Tentative)

**Planning Commission Meeting
March 17, 2020**

Packets due: March 12, 2020

1. **Work Session:** 2020 Private CPA/Rezone Applications Introduction
2. **Work Session:** Regional Climate Plan (Jessica)
3. **Work Session:** Stormwater Plan Outreach Update (Doug C.)

**Planning Commission Meeting
April 7, 2020**

Packets due: March 26, 2020

1. **Work Session:** SMP Public Open House

Pending Items: April 21, Private CPA/Rezone Applications Public Hearing

MINUTES

Lacey Planning Commission Meeting
Tuesday, February 4, 2020 – 7:00 p.m.
Lacey City Hall Council Chambers, 420 College Street SE

Meeting was called to order at 7:00 p.m. by Sharon Kophs.

Planning Commission members present: Sharon Kophs, Paul Enns, Peg Evans-Brown, David Wasson, Shaunesy Behrens, Eddie Bishop, and Daphne Retzlaff. Staff present: Jessica Brandt, Ryan Andrews, Rick Walk, and Leah Bender.

Sharon Kophs noted a quorum present.

Paul Enns made a motion, seconded by David Wasson, to approve the agenda for tonight's meeting. All were in favor, the motion carried.

David Wasson made a motion, seconded by Daphne Retzlaff, to approve the January 7 meeting minutes. All were in favor, the motion carried.

1. **Public Comments:** None.

2. **Commission Members Reports:**

- Sharon Kophs reported on her attendance at the last Council meeting. Sharon shared information regarding four bills going before the Legislature that are related to increased density, ADUs, GMA, etc.

3. **Director's Report:**

- Rick Walk asked for feedback on the Joint Meeting with Council. David Wasson said that Ryan did a really good job. Eddie Bishop said he thought it went smoother than last year.
- Jessica Brandt reminded Commissioners about the ADU Workshop this Saturday.
- Rick reported that he and Scott Spence attended the Jubilee "Fireside Chat" Q & A at Jubilee Lodge.

4. **New Business:**

City Council Role in Land Use Applications:

- Rick gave a presentation that was given to Council by attorney Jeff Meyers, "Pros and Cons of Hearing Examiner System." The presentation covered topics including quasi-judicial vs. legislative functions, types of land use decisions, an overview of the hearing examiner system, effect of hearing examiner decisions, appeal options, liabilities, and some landmark cases involving other jurisdictions.
- Rick went over the alternatives for Council:
 - o No change – Council has final decision
 - o Amend – hearing examiner has final decision subject to appeal to Council
 - o Amend – hearing examiner has final decision subject to appeal to Superior Court (Council is not involved)
- Commissioners discussed the pros and cons of each alternative. Rick noted that Council members are not allowed to speak to citizens regarding land use decisions when they have final decision; consequently if Council is not involved in final decision or appeal, they are available to discuss issues and give testimony on land use applications.
- Rick asked for suggestions on the public participation plan and how best to engage the public. Forming a focus group and contacting people who have testified at public hearings in the past were suggested. It was noted that this should be considered a recurring, continuous campaign.

Urban Forest Management Plan Introduction:

- Jessica Brandt gave some background information and went over the regulations.
- Jessica went over the common scenarios for land clearing and different types of permits.

- There was a discussion regarding public participation. Some suggested stakeholders included Master Gardners, conservation districts, HOAs, tree service companies, local colleges, OMB, and environmental groups. Forming a citizen task force was also discussed.
- Making presentations at the Arbor Day celebration and the home and garden show, and holding open houses were suggested ways of informing the public.

2016 Comprehensive Plan Overview:

- Ryan Andrews went over the 2016 update document framework, outreach, feedback, and key issues.
- Ryan discussed the major updates to various elements of the Comp Plan. Ryan noted that links to the other elements of the comp plan were provided in the staff report.

5. **Communications and Announcements:** None.

6. **Next meeting:** February 18, 2020.

7. **Adjournment:** 8:57 p.m.



PLANNING COMMISSION STAFF REPORT

February 18, 2020

SUBJECT: 2020 Urban Forest Management Plan Update

RECOMMENDATION: Review the Public Participation Plan for the update to the Urban Forest Management Plan and associated implementation regulations in LMC 14.32. Select a Planning Commission liaison to the Urban Forest Management Plan Update Task Force.

TO: Lacey Planning Commission

STAFF CONTACTS: Rick Walk, Community and Economic Development Director *RW*
Ryan Andrews, Planning Manager *RA*
Jessica Brandt, Associate Planner *JB*

ATTACHMENT(S): 1. Urban Forest Management Plan - Public Participation Plan

**PRIOR COUNCIL/
COMMISSION/**

COMMITTEE REVIEW: 02/04/20 Planning Commission Worksession

BACKGROUND:

The Urban Forest Management Plan is the overarching policy document that guides the City's urban forestry vision and efforts. The City developed this Plan in 2006 and updated it in 2013 with the assistance of the City of Lacey's contract forester Galen Wright, who has decades of experience and perspective into Lacey's urban forestry efforts.

In keeping with the Plan's goal of updating the document every five years, it is now due again for review, along with the implementation regulations in LMC 14.32.

The review process will examine challenges, issues, and experiences related to the implementation of the Plan since its last update. The Planning Commission will review suggested updates at a future work session. LMC 14.32 will also be updated to address issues brought forth by homeowners associations and commercial property owners who wish to remove and replace existing trees but are constrained under current regulations.

During the February 4th work session, the Planning Commission provided suggestions to staff on stakeholders that should be involved in this plan update to help ensure a meaningful and inclusive public involvement. Staff have since drafted a Public Participation Plan. A notable element of the Public Participation Plan is the development of a Task Force to assist the

Planning Commission in developing recommendations for changes to the Urban Forest Management Plan and tree regulations.

The Planning Commission is requested to provide suggestions on the draft Public Participation Plan (Attachment 1) to help ensure a meaningful and inclusive public involvement. In particular, staff will review the list of stakeholders and potential list of Task Force members with the Planning Commission to identify additional stakeholders the City should engage.

The Planning Commission is requested to select a Planning Commission liaison to the Urban Forest Management Plan Update Task Force.

City of Lacey Urban Forest Management Plan:

2020 Periodic Review Public Participation Plan

Introduction

The City of Lacey (City) is undertaking a periodic review of its Urban Forest Management Plan (UFMP). The current UFMP recommends review every five years. The last review and update was in 2013. The review ensures the UFMP remains consistent with other City plans and regulations and is responsive to changed circumstances, new information and improved data.

A Public Participation Plan describes how the City will encourage early and continuous public participation throughout the process of reviewing the UFMP.

This Public Participation Plan describes the steps that the City will take to provide opportunities for public engagement and public comment, as well as the City's contact information and web addresses. This plan is in addition to any other minimum requirements for public participation required by the City. This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

1.0 Public Participation Goals

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the UFMP.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the periodic review process.
- Encourage interested parties to review and comment on proposed changes to the UFMP throughout the process and provide those comments to decision makers.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

2.0 Public Participation Opportunities

The City is committed to providing multiple opportunities for public participation throughout the process. The City will use a variety of communication tools to inform the public and encourage their participation, including the following:

2.1 Website

The City's website will include a periodic review webpage where interested parties can access status updates, draft documents, official notices, minutes and other project information. The webpage will be the primary repository of all information related to the periodic review process. The page will include who to contact for more information and an email link for questions and comments. [FILL IN WEBSITE](#)

[HERE](#)

2.2 Social Media

The City will use its existing social media channels including Facebook, Twitter, Instagram and YouTube to post information about public meetings, a link to the UFMP project website, and key project updates. This will supplement traditional news media notices mentioned in 2.6.

2.3 Task Force

This public involvement technique involves the appointment of a number of citizens representing specific interests or possessing special expertise to work on a single issue or special topic in a limited amount of time. A task force will be developed to solicit specific input on challenges, issues, and recommendations to be provided to the Planning Commission for consideration. Details about the structure, purpose, and role of the task force is outlined in 4.0 of this document.

2.4 Notice mailing list

A letter will be mailed to all stakeholders listed in 3.0 notifying them of the upcoming UFMP review and inviting them to join an email list of interested parties. The list will be maintained by the Community and Economic Development Department and will be used to notify interested parties regarding periodic review progress and participation opportunities, including the open house. Interested parties can be added to the list by contacting Jessica Brandt, Associate Planner, at (360) 438-2637, or jbrandt@ci.lacey.wa.us.

2.5 Open House

The City will share the Task Force recommendations during a community open house. Public comments received during the open house will be posted on the periodic review webpage.

2.6 Public Comment Periods and Hearings

The Planning Commission will be the primary forum for detailed review and recommendations to the City Council. Interested parties are encouraged to attend and provide comments during the Planning Commission deliberations and/or City workshops and public hearings. Official notices will be published as established in City policy.

The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the periodic review.

Public notice of all hearings will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official policy and comply with all other legal requirements such as the Americans with Disabilities Act. A notice will be sent to the email list.

Interested parties will be encouraged to provide comments to the City by letter or email. All comments will be forwarded to the Planning Commission. The periodic review webpage will be the central repository for information under consideration. Documents will be available for review at the City's Community and Economic Development Department, and copies will be provided at the established copying cost.

2.7 News media

The local news media will be kept up-to-date on the periodic review process and receive copies of all official notices.

3.0 List of stakeholders

The City will engage the following stakeholders:

- Washington State Department of Ecology
- Washington State Department of Fish and Wildlife
- Washington State Department of Natural Resources – Urban and Community Forestry
- Nisqually Tribe
- Squaxin Island Tribe
- City of Olympia
- City of Tumwater
- Thurston County Community Planning & Economic Development
- Thurston County Conservation District
- Thurston County WSU Extension – Master Gardener Program
- Thurston Regional Planning Council
- Olympia Master Builders
- Thurston County Chamber of Commerce
- Thurston Economic Development Council
- Home Owners Association Boards
- Puget Sound Energy
- St. Martin's University
- Residents who have commented on project specific tree issues in the past year
- Thurston Climate Action Team
- Panorama Green Team
- Tree service companies

3.1 City of Lacey Staff Committee Representatives

The City will conduct an internal committee that will recommend changes to existing regulations to be reviewed by the task force identified in 4.0 below. The internal committee will be comprised of staff members from the following departments:

Community and Economic Development– Current Planning

Public Works - Street Maintenance

Parks- Maintenance

4.0 Task Force

4.1 Function of the UFMP Task Force

The City will appoint a citizen task force to serve a limited amount of time for the specific purpose of identifying issues and providing recommendations to the Planning Commission for consideration on the periodic update of the UFMP and associated tree regulations.

4.2 Task Force Membership

Task force members shall be appointed by the Community and Economic Development Director. The size and composition of task force will be a cross-section of the community representing a variety of issues and include the following:

- Commercial property owners
- Residential property owners
- Forestry and tree technical expert
- Home owners association management companies
- Land development interests
- Tree service business owners
- Environmental interest groups

The Lacey Planning Commission will select a Planning Commission member to serve as the Task Force Liaison.

4.3 Activities, Duties, Responsibilities

Members should attend and participate in meetings as follows:

1. Learn: attend meetings to learn about existing plans and regulations
2. Discuss: participate in discussion of issues and concerns (two meetings if necessary)
3. Recommend: provide recommendations on suggested changes to UFMP and regulations to Planning Commission. Provide information to Planning Commission on areas of agreement and departure.

4.4 Urban Forest Management Plan Task Force – Potential Members

1. Planning Commission Liaison
2. City Arborists: Kevin McFarland/Galen Wright
3. HOA Management Company: Steve Hyer, Project Manager VIS GROUP, INC.
4. Jubilee HOA: Corinne Holland, Community Association Manager, Jubilee
5. Hawks Prairie Community Association: Barbara Sovde
6. HOA: Greenbriar HOA Rep: Wendy Lippmann
7. Thurston Climate Action Team: Marianne Tompkins
8. Tree Services/Contractor: Get recommendation from Kevin McFarland

9. Commercial properties: Rants Group, Prime Locations
10. Olympia Master Builders: Erin Hall, Government Affairs Director

Potential Optional Additions:

11. Student: Youth Council Member? or St. Martin's
12. Nisqually Tribe (David Troutt?)

5.0 Public Participation Timeline

The following is a general timeline including anticipated public participation opportunities. A detailed timeline will be posted on the periodic review webpage.

DATE	TASK
02/14/20	Launch webpage with information and materials on UFMP Update
02/28/20	Appoint Task Force Members
03/02/20	Send notice to stakeholder list about UFMP update process and start email list
03/11/20	Meeting #1 of Task Force
03/18/20	Meeting #2 of Task Force
03/25/20	Meeting #3 of Task Force
04/01/20	Meeting #4 of Task Force
04/11/20	Arbor Day Event Outreach
05/19/20	Open House
06/23/20	Public Hearing