

AGENDA
LACEY PLANNING COMMISSION MEETING
Tuesday, March 1, 2016 – 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 16, 2016, Planning Commission Meeting Minutes

*Items listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Public Comments: 7:01 p.m.

Commission Members Reports: 7:03 p.m.

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

Public Hearing: 7:10 p.m.

2016-2035 Capital Facilities Plan: Tom Palmateer, Management Analyst. The Planning Commission will conduct a public hearing on the proposed annual update of the 2016-2035 Capital Facilities Plan. At the conclusion of the public hearing, the Planning Commission is requested to make a recommendation on the CFP to the City Council.

Communications and Announcements: 8:55 p.m.

Next Meeting: April 5, 2016.

Adjournment: 9:00 p.m.

MINUTES

Lacey Planning Commission Meeting
Tuesday, February 16, 2016 – 7:00 p.m.
Lacey City Hall Council Chambers, 420 College Street SE

Meeting was called to order at 7:00 p.m. by Mike Beehler.

Planning Commission members present: Mike Beehler, Sharon Kophs, Carolyn St. Claire, Michael Goff, Cathy Murcia, Paul Enns, and Mark Morgan. Also present: Council Member Michael Steadman. Staff present: Christy Osborn, Ryan Andrews, Rick Walk, and Leah Bender.

Mike Beehler noted a quorum present.

Paul Enns made a motion, seconded by Carolyn St. Claire, to approve the agenda for tonight's meeting. All were in favor, the motion carried. Cathy Murcia made a motion, seconded by Mark Morgan, to approve the February 2, 2016, meeting minutes. All were in favor, the motion carried.

1. **Public Comments:** None.

2. **Public Hearing:**

Comprehensive Plan Update EIS Scoping Hearing:

- No members of the public were present.
- Rick Walk gave some background information and explained that the hearing is to take public testimony to consider impacts and alternatives for analysis in the EIS.
- Christy Osborn went over some of the content that will be included in the EIS – environmental summary and fact sheet, concise analysis of alternatives, comments and responses, and appropriate technical and other materials.
- Christy noted that three alternatives have been identified for discussion in the EIS:
 - GMA Principals for Urban Growth Under Existing Trends.
 - GMA Principals for Urban Growth Under Higher Densities and Mixed Use Concepts.
 - No Action Alternative.
- A Determination of Significance and Notice of Scoping has been published in the *Olympian Newspaper* and notification has been sent to affected tribes and agencies on the distribution list that was included in the agenda packet.
- There was a discussion about review process. Christy explained there is no formal adoption process but this hearing is the first step in preparing the draft document. The draft will be reviewed by Planning Commission and there will be a comment period and public hearings.
- Public Hearing was closed at 7:25 p.m.

3. **Commission Member's Report:**

- Sharon Kophs announced that Thurston County will hold a public hearing tomorrow on designating areas where marijuana producers/processors can be located, and asked if any city staff will attend. Rick said staff will not attend because the hearing concerns rural areas outside the UGA.

4. **Director's Report:**

- Rick Walk noted that staff is working on implementing joint planning efforts with Thurston County. Staff would like a sub-committee of the Planning Commission to attend the Thurston County Planning Commission on March 16. Mike Beehler, Paul Enns, and Mike Goff said they will attend. Carolyn Cox may possibly attend as well.
- Rick said that Public Works will meet with Thurston County Public Works director to discuss transportation and efforts in joint planning issues with Marvin Road.
- Ryan Andrews distributed a letter he sent to Thurston County regarding a residential plat amendment in the UGA.

5. **New Business:**

Self-introduction of members: Sharon Kophs and Mike Beehler introduced themselves and discussed their backgrounds.

Planning Commission On-The-Road Debrief:

- Ryan went over some of the comments from the January 19 meeting at Evergreen Forest Elementary and the February 2 meeting at Olympic View Elementary.
- Planning Commissioners noted that there was a good turnout and were happy with the outcome.

- A question was posed to Council Member Steadman about the Council-On-The-Road meetings. He said they were well attended and feedback was positive.

Joint Council/Planning Commission Meeting Debrief:

- It was noted that some collaboration is needed between Planning Commission and Council regarding Intercity Transit issues.
- Concerns were expressed about the lack of communication between the City and Thurston County and it was suggested that policy makers be more assertive and be good advocates for staff.

6. Communications and Announcements:

- Mike Beehler passed around the Planning Commission contact list and asked everyone to make any applicable updates.
- Mike also distributed the Council Meeting Sign-up sheet and asked that Commissioners sign up to attend remaining council meetings.
- Ryan announced that in the future, agenda packets will be delivered by a courier service on the Friday prior to Planning Commission meetings. Rick noted that other options are being discussed, such as city email accounts or tablets for Commissioners.
- It was suggested that the City provide Commissioners with name tags for when they attend meetings and other functions.
- When asked about the status of the City's social media policies, Ryan said staff is working with Human Resources to conduct a workshop within the next couple of months on this topic.

7. **Next meeting:** March 1, 2016.

8. **Adjournment:** 8:45 p.m.

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

Planning Commission Meeting
March 1, 2016

1. **Hearing and Worksession:** Capital Facilities Plan (Tom Palmateer)

Packets due: February 25th

Planning Commission Meeting
March 15, 2016

1. **MEETING CANCELLED**

Packets due: March 10th

Thurston County Planning
Commission Meeting
March 16, 2016 6:30 p.m.
Thurston County Courthouse
Bldg 1, Rm 152

1. **Meeting with Thurston County on Joint Planning for Lacey UGA**

Joint Meeting of Thurston
County Planning Commissions
Date in March TBD

1. **Worksession:** Joint Meeting of Thurston County Planning Commissions

Pending items:

LID Code Briefing, June 7 (Doug Christenson & Samra Seymour)

Stormwater Design Manual Briefing, July 5 (Doug Christenson & Samra Seymour)

LID Hearing, July 19 (Doug Christenson & Samra Seymour)

Social Media/Open Public Meetings Act Training

Comprehensive Plan for Outdoor Recreation Update



PLANNING COMMISSION STAFF REPORT

March 1, 2016

SUBJECT: City of Lacey Capital Facilities Plan 2016 - 2035

RECOMMENDATION: Conduct a public hearing and make a formal recommendation to the City Council on the proposed City of Lacey Capital Facilities Plan 2016 - 2035.

TO: Lacey Planning Commission

STAFF CONTACTS: Ryan Andrews, Planning Manager *RA*
Tom Palmateer, Management Analyst *JA*

ATTACHMENT(S): 1. 2016-2035 Capital Facilities Plan. The full text of the Capital Facilities Plan is also available here: <http://www.ci.lacey.wa.us/city-government/reports-plans/currently-under-review>

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

BACKGROUND:

Capital Facilities Plans are considered a mandatory element of the Comprehensive Plan by the Growth Management Act as set forth in RCW 36.70A. A Capital Facility Element must show an inventory of existing capital facilities, their locations, and a forecast of the future needs to include locations and capacities. It must also show at least a six-year capital improvement plan that details how the city intends to finance the cost of the facilities consistent with the city's revenue forecast.

The last Capital Facilities Plan was adopted in early 2015. This new update—the 2016 - 2035 Capital Facilities Plan is formatted the same as previous versions with an executive summary, introduction, and sections for general government, parks, transportation, wastewater, storm drainage, water and applicable appendices. This plan is a minor update to the version adopted in 2015 with only minor changes to project schedules and budgets. Future updates will occur annually and will be completed shortly after the development and adoption of the City's annual budget in order to make them more consistent with each other in terms of budget and project scheduling.

RECOMMENDATION:

The Planning Commission will conduct a public hearing to take testimony on the update to the Capital Facilities Plan, analyze the testimony, and is requested to refer the Capital Facilities Plan 2016-2035 to the City Council for adoption.