

AGENDA
LACEY PLANNING COMMISSION MEETING
Tuesday, March 20, 2018 – 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 20, 2018, 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: 7:10 p.m.

Lacey Annex to Thurston County Hazard Mitigation Plan: Sarah Schelling, Senior Planner. The Planning Commission will be briefed on the draft update to the Lacey Annex to the Thurston County Hazard Mitigation Plan. The Plan addresses the most destructive natural hazards that threaten the community and identifies strategies to mitigate them. The Plan will be scheduled for a public hearing at a future meeting.

Old Business: 8:05 p.m.

Update on Depot District and Pedestrian and Bicycle Plans: Ryan Andrews, Planning Manager. The Planning Commission will receive an update from staff on the recently conducted Depot District Studio event and will hear about the current development of the Pedestrian and Bicycle Plan.

Communications and Announcements: 8:55 p.m.

Next Meeting: April 3, 2018.

Adjournment: 9:00 p.m.

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
March 20, 2018**

1. **Work Session:** Hazard Mitigation Plan
2. **Work Session:** Update on Pedestrian and Bicycle Plan and Depot District

Packets due: March 15th

**Planning Commission Meeting
April 3, 2018**

1. **Work Session:** Rezone Applications—Introductory Briefing
2. **Work Session:** Temporary Housing

Packets due: March 29th

**Planning Commission Meeting
April 17, 2018**

1. **Public Hearing:** Hazard Mitigation Plan
2. **Work Session:** Open Space Inventory

Packets due: April 12th

**Planning Commission Meeting
May 1, 2018**

1. **Public Hearing:** Rezone Applications

Packets due: April 26th

MINUTES

Lacey Planning Commission Meeting
Tuesday, February 20, 2018 – 7:00 p.m.
Lacey City Hall Council Chambers, 420 College Street SE

Meeting was called to order at 7:00 p.m. by Paul Enns.

Planning Commission members present: Paul Enns, David Lousteau, David Wasson, Peg Evans-Brown, Mark Morgan, and Sharon Kophs. Michael Goff arrived after the approval of the agenda and minutes. Staff present: Ryan Andrews and Leah Bender.

Paul Enns noted a quorum present.

David Wasson made a motion, seconded by Mark Morgan, to approve the agenda for tonight's meeting. All were in favor, the motion carried. David Lousteau made a motion, seconded by Mark Morgan, to approve the February 6, 2018, minutes. All were in favor, the motion carried.

1. **Public Comments:** None.

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

- Peg Evans-Brown reported on her attendance at a League of Women Voters meeting and noted that the organization is making affordable housing a priority.
- David Wasson reported that he recently went on a tour of the City with Rick Walk.
- Mark Morgan said he will not be able to attend the next Planning Commission meeting on March 6.
- David Lousteau, Sharon Kophs, Mark Morgan, Paul Enns, and Peg Evans-Brown reported on their attendance at the Council Retreat.

3. **Director's Report:**

- Ryan Andrews shared the agenda for the upcoming Depot District Studio.

4. **New Business:**

City Manager State of the City:

- City Manager Scott Spence gave a presentation on the State of the City which included information regarding the City budget, commercial development, population growth, residential development, economic health, the future of retail, and employment.
- A brief discussion followed.

5. **Old Business:**

Community Supported Shelters Temporary Housing Program:

- Ryan introduced Subir Mukerjee, Community Supported Shelters Board Member.
- Subir gave some background information about himself and CSS and shared a scale model of a Conestoga Hut along with the construction manual.
- Subir gave a presentation that included information about CSS, Safe Spot Communities, the governance handbook, and costs associated with providing affordable housing and shelters vs. the costs of non-action.
- Subir shared recommendations for the City when considering temporary shelters:
 - Work with neighboring jurisdictions through interlocal agreements
 - Adopt uniform regional code
 - Make it a legislative priority

- Apply for State grants
- Provide a site
- Waive or reduce utility connection fees
- Ryan noted that we are looking at creating a consolidated temporary housing ordinance. Staff is working on identifying the issues and will present a spreadsheet to Planning Commission for further discussion.

6. **Communications and Announcements:** None.

7. **Next meeting:** March 6, 2018.

8. **Adjournment:** 8:55 p.m.



PLANNING COMMISSION STAFF REPORT
March 13, 2018

SUBJECT: 5 Year Hazard Mitigation Plan Update

RECOMMENDATION: No Action is needed. This will be a briefing on the hazard mitigation plan update process and the next steps for review.

TO: Lacey Planning Commission

STAFF CONTACTS: Rick Walk, Director of Community Development *RW*
Sarah Schelling, Senior Planner

ATTACHMENT(S): N/A

PRIOR COUNCIL/
COMMISSION/
COMMITTEE REVIEW: N/A

BACKGROUND:

In an effort to reduce the risk to life and property from disasters, the federal government enacted the Disaster Mitigation Act of 2000; the act established requirements that local governments adopt a federally approved mitigation plan in order to be eligible to receive certain forms of federal assistance program grants. The City of Lacey adopted its first hazard mitigation plan in 2003 as part of a multi-jurisdictional hazard mitigation planning process, with the City plan as an Annex to the Hazard Mitigation Plan for the Thurston Region. Led by the Thurston Regional Planning Council, more than 15 jurisdictions in Thurston County participated in a multi-jurisdictional planning process to develop a multi-jurisdictional hazard mitigation plan. A multi-jurisdictional Hazard Mitigation Plan enables communities within a region to join together to prepare a common strategy for the region; it recognizes the dependence individual jurisdictions have on one another during times of disaster as well as enables growth of partnerships within the region. In addition to partnering in the multi-jurisdictional plan, all jurisdictions are required to adopt a local plan representing each jurisdictions unique development patterns and hazard risks.

Following initial adoption, the federal regulations require that jurisdictions regularly review and update their hazard mitigation plans to reflect changes in development patterns, evaluate progress on their mitigation strategies and to identify new mitigation initiatives designed to protect the community and to reduce the impacts of natural and man-made disasters. Plans are required to be reviewed, updated and resubmitted to the Federal Emergency Management Agency (FEMA) for review and approval on a five year cycle. In 2014

the Thurston Regional Planning Council began an effort to update the regional plan and all the jurisdictions also began the process of updating their individual plans.

Working with the partner jurisdictions and special districts, a regional planning workgroup identified 9 regional goals and objectives that are intended to drive the mitigation strategies in both the regional plan and the strategies that are unique to Lacey. The 9 goals and objectives are as follows:

1. Protect life
 - a. Design, build, operate and maintain disaster resistant communication systems that provide emergency notifications and instructions.
 - b. Decrease the impacts of hazards on at risk individuals or special needs populations.
 - c. Address emergency evacuation needs, prioritizing areas of the community where mitigation strategies are ineffective or cost prohibitive.
 - d. Train and equip emergency service providers to effectively respond to hazard events.
2. Protect infrastructure
 - a. Maintain and upgrade roads, bridges, and other transportation infrastructure and services to withstand the effects of hazards without prolonged operational disruptions.
 - b. Maintain and upgrade utility systems and services to withstand the effects of hazards.
 - c. Maintain or replace public buildings such as offices, schools, and other facilities to withstand the effects of hazards.
 - d. Strengthen or relocated critical facilities or create protective spaces or infrastructure around them so they are not significantly affected by the effects of hazards.
3. Protect Property
 - a. Minimize the number of properties that are situated in hazard prone locations.
 - b. Protect and preserve vital records, data, information technology systems, and facility contents.
 - c. Safeguard objects or places that have cultural or historic significance.
4. Protect the environment
 - a. When possible, use mitigation strategies that preserve ecological functions of natural systems.
 - b. Consider mitigation actions that restore natural systems that provide protective measures to surrounding properties.
 - c. Continue evaluating the effectiveness of Critical Areas Ordinances and development regulations and revised as necessary to ensure development does not occur in areas prone to hazards or changing environmental conditions that threaten public safety.
 - d. Support efforts to increase local jurisdictions abilities to appropriately respond to hazardous material releases.
5. Sustain the economy
 - a. Develop and maintain efforts to prepare recovery plans.
 - b. Focus on mitigation strategies that protect medical treatment centers, employment centers, commercial districts, and schools.
 - c. Coordinate with regional, state and federal agencies to identify and prioritize continuity of operations on lifeline transportation corridors and systems.
 - d. Strengthen public-private partnerships to reinforce or establish redundancy for

- critical supply systems.
- e. Develop and maintain continuity of operations plans for essential public safety services.
- 6. Build community support
 - a. Coordinate and provide leadership in the hazard mitigation planning process among local, tribal, state, and federal government entities.
 - b. Engage residents, businesses, employers, medical centers, utility companies, subject matter experts, community and faith-based organizations as partners to help identify opportunities to strengthen the region's hazard resilience.
 - c. Update the region's Hazards Mitigation Plan every five years, or sooner if necessary to respond to emerging threats.
- 7. Expand understanding of hazards
 - a. Monitor and evaluate precipitation, groundwater, and stream flow levels, and survey flood high water marks.
 - b. Partner with state and federal agencies, colleges, universities, and non-governmental organizations to participate in modeling programs to map high risk hazard areas.
 - c. Participate in regional or statewide disaster scenario exercises to assess mitigation, preparedness, response and recovery capacities, and apply lessons learned to mitigation activities.
 - d. Develop a better understanding of the location and mitigation needs of vulnerable and special needs populations within the communities.
 - e. Document, share, and act on lessons learned following disaster events.
- 8. Implement effective mitigation strategies
 - a. Focus mitigation efforts on the region's greatest risks and vulnerabilities.
 - b. Integrate adopted mitigation strategies into other planning documents such as response plans, comprehensive plans, strategic plans, Critical Areas Ordinances, Capital Facility Plans, zoning code, and development regulations.
 - c. Apply for federal mitigation assistance grants and leverage other funding sources to finance mitigation projects.
- 9. Increase public awareness
 - a. Develop and sustain ongoing communication campaigns with residents, customers, businesses, and other stakeholders about the known risks of hazard events and the actions that community members or organizations can take to prevent or minimize losses.
 - b. Conduct broad outreach activities to engage all sectors of the community in the hazards mitigation planning process.

To follow the regional goals and objectives the planning workgroup also identified 7 mitigation categories. The mitigation strategies for both the regional plan and local annex then fall into one or more of these 7 categories:

1. Public outreach and information:
This involves information delivered in a variety of formats intended to inform and educate community members, elected officials, and property owners about the hazards and potential ways to mitigate them. Examples of means of information delivery include; websites, outreach projects, fair and expos, and education programs.
2. Plan coordination and implementation:
Activities that support a jurisdiction hazards mitigation planning process and

implementation strategy within their organization and in conjunction with neighboring jurisdictions and relevant stakeholders.

3. **Data Collection and Mapping:**
Actions that relate to the process of gathering and analyzing new data and then mapping or utilizing the information in such a manner that it improves communities' ability to make informed decisions about increasing their disaster resilience.
4. **Development regulations:**
Government administrative or regulatory actions or processes that influence the way land and buildings are developed and built. Actions include public activities that to reduce hazard losses. Some examples include planning and zoning, building codes and stormwater management regulations.
5. **Hazard preparedness:**
Advance actions that protect people and property during and immediately after a disaster or hazard event. Examples could include developing warning systems, emergency response services and stockpiling supplies and materials.
6. **Hazard damage reduction:**
This includes actions that involve the modification of existing buildings and structures to protect them from a hazard, or that remove them from a hazard area. Some examples include, structural retrofits, installation of storm shutters, and shatter resistant glass.
7. **Critical facilities replacement/retrofit:**
These are activities that target protecting or replacing critical or essential facilities.

(3rd Edition Hazards Mitigation Plan for the Thurston Region - 2017)

The referenced goals and objectives are intended to guide jurisdictions into developing mitigation strategies that will reduce the overall risks to people and property creating a more resilient community that is better prepared for disaster making recovery more straightforward.

UPDATE PROCESS:

The Regional Plan was approved by the Federal Emergency Management Agency in 2017. Local jurisdictions are now in the process of updating and adopting the local versions of the plan for incorporation into the larger regional document. The City began an internal review in 2015 with the Emergency Services Committee who reviewed and updated the plan and the existing mitigation initiatives. In 2017, the Committee requested that the Community and Economic Development Department review the plan and address questions related to development trends, relationship of the hazard mitigation plan to other planning documents, public process requirements and mitigation initiatives.

A draft of the plan is currently in progress and will be forwarded to the planning commission for a work session in April with the intent of a public hearing soon to follow. The purpose of this briefing is to introduce the Planning Commission to the Hazard Mitigation Plan. At the briefing staff will introduce the Planning Commission to the existing hazard mitigation initiatives in the plan

In the update staff is focusing on adding information related to the growth and development experienced and projected in the City of Lacey, addressing how hazard mitigation planning is incorporated into existing planning documents, and identifying new mitigation initiatives to

addresses risks unique to the City of Lacey. Staff is also focused on developing an ongoing public outreach strategy so that the public is aware of both the hazard mitigation plan and of general emergency preparedness activities.

As mentioned this effort is an update to earlier hazard mitigation plan. One of the principle goals of the process is to assess and update existing initiatives to determine progress on established hazard mitigation planning priorities. Since adoption of the mitigation plan in 2009 several mitigation initiatives have been completed they include the following activities:

ID Number	Category	Action	Status
L-EH 4	Hazard Damage Reduction	Replace the shut off valve at the Union Mills Reservoir that will enable the water storage facility to be isolated in case of a water line break or other damage.	Completed
L-MH 8	Hazard Damage Reduction	Retrofit the City's alarm system for wastewater lift station facilities and convert them from older, analog technology to modern digital components.	Completed
L-FH 5	Hazard Preparedness	Evaluate the flood prone area of Rainier Road SE near the BNSF railroad trestle and determine solutions to prevent future flooding events.	Completed
L-MH 5	Hazard Damage Reduction	Develop a policy to allow HOA's to hire private contractors to remove snow from residential streets.	Completed
L-MH 10	Hazard Damage Reduction	Evaluate and purchase an internet based communications system that will enable City resources to be called-out in response to disasters or emergencies as well as send out announcements and warnings to the public.	Completed

The following are previously adopted initiatives that will remain in the plan as mitigation priorities:

- Pursue seismic upgrades to water facilities that do not meet current seismic codes.
- continue funding the water line replacement program to ensure water supply lines are continually upgraded
- Purchase and install backup generators to provide power to the remaining sewer lift stations that do not currently have permanently mounted standby generators.

- Reduce hazards inside of City facilities to prevent property damage and enhance ability to recover and respond after an earthquake.
- Develop public and private partnerships to foster natural hazard mitigation
- Include information in public outreach materials and presentations that flood insurance is not typically included in homeowner's insurance policies and that it is incumbent on the consumer to request this coverage over and above the standard policy limits.
- Identify and map public and private properties located in the 100-year floodplain.
- Develop a system for secure off-site "real-time" storage of data from City computers and networks.

In developing new initiatives for inclusion in the plan, staff and the Emergency Preparedness Committee have attempted to identify gaps in the existing mitigation strategy and create strategies that will address those gaps and increase community resilience. Some of the initiatives that will be proposed for adoption in the plan focus on arming the community with information that they need to prepare for and mitigate impacts to disasters, as well as better preparing City staff for response following a disaster event. Some of the potential initiatives include:

- A city wide adopted "preparedness month" where hazard mitigation and preparedness materials are made available and publicized throughout the month to increase awareness within the residential and business communities of the hazards and steps to take to protect life and property, as well as how to prepare for potential long-term isolation and/or businesses disruption.
- Creating hazard map inventories to incorporate into planning documents
- Provide a Preparedness HOA Academy, focus on non-structural and structural retrofit activities that homeowners can undertake on their own
- Prepare a pop-up hazard mitigation display that can be used at City events throughout the year to ensure hazard mitigation activities remain a priority.
- Develop an annual City wide training scenario for all staff and a biannual department level training to ensure staff readiness in the event of a disaster

RECOMMENDATION

There is no action required at this time. At the work session staff will provide a brief history of the mitigation planning requirements, review the current mitigation plan and provide a briefing on the Hazard Mitigation Plan for the Thurston Region, as well as provide information on the planning process to date.