

AGENDA
LACEY PLANNING COMMISSION MEETING
Tuesday, December 4, 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 November 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.

Public Hearing: 7:10 p.m.

Complete Streets Ordinance: Ryan Andrews, Planning Manager. The Planning Commission will conduct a public hearing to take testimony on a proposed Complete Streets ordinance which supports the recommendations of the Pedestrian and Bicycle Plan and will allow the City to apply for additional grant money for pedestrian and bicycle facilities. At the conclusion of the hearing, the Planning Commission will make a recommendation on the policy to the City Council.

Old Business: 7:40 p.m.

Housing Strategy: Ryan Andrews, Planning Manager. The Planning Commission will review a revised draft of the Housing Strategy which identifies the reasons why housing is becoming less affordable and proposes measures the City can take to address affordability issues. The Planning Commission will also get an update on the outreach program and review initial feedback that has been received.

Communications and Announcements: 8:55 p.m.

Next Meeting: December 18, 2018.

Adjournment: 9:00 p.m.

11/21/18

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
December 4, 2018**

- 1. Public Hearing:** Complete Streets Ordinance
- 2. Work Session:** Housing Strategy Follow-up

Packets due: November 29th

**Planning Commission Meeting
December 18, 2018**

- 1. Work Session:** Wireless Communications Facilities

Packets due: December 13th

**Planning Commission Meeting
January 1, 2019**

- 1. Meeting Canceled (New Years Holiday)**

**Planning Commission Meeting
January 15, 2019**

- 1. Election of Officers**
- 2. Public Hearing:** Wireless Communications Facilities

Packets due: January 19th

MINUTES

Lacey Planning Commission Meeting
Tuesday, November 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, Peg Evans-Brown, Mark Mininger, Eddie Bishop, Sharon Kophs, and David Lousteau. Staff present: Ryan Andrews, Jessica Brandt, and Leah Bender.

Paul Enns noted a quorum present.

David Lousteau made a motion, seconded by Eddie Bishop, to approve the agenda for tonight's meeting. All were in favor, the motion carried. David Lousteau made a motion, seconded by Eddie Bishop, to approve the November 6, 2018, minutes. All were in favor, the motion carried.

1. **Public Comments:** None.

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

Peg Evans-Brown noted that at her request, the City will install a "no littering" sign in her neighborhood.

Mark Mininger reported on his attendance at the last Council meeting.

Paul Enns thanked Staff and the City's IS department for helping him with his iPad.

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

4. **Public Hearing:**

Municipal Code Audit:

Ryan Andrews gave some background information.

Ryan went over the proposed changes to Title 16, Title 14, and the DG&PWS.

Peg Evans-Brown made a motion, seconded by David Lousteau, to refer the amendments to Council. All were in favor, the motion carried.

5. **Old Business:**

Intercity Transit Update:

Eric Philips introduced himself, Ann Freeman-Manzanares, and Rob LaFontaine.

Eric gave a PowerPoint presentation that discussed the Short and Long Range Plans for the Proposition 1 implementation.

Eric shared a handout that summarized the 12 long-range recommendations and noted that the complete Plan is available online.

Wireless Code Update:

Jessica Brandt gave a presentation that outlined the proposed small cell regulations.

There was a discussion regarding FCC regulations.

Ryan noted that staff will request that Council adopt emergency interim regulations to address applications submitted prior to permanent ordinance adoption.

Jessica noted that the next step will be to finalize the permit process. Staff is looking at other jurisdictions for guidance in drafting the regulations.

6. **New Business:**

Complete Streets Ordinance:

Ryan presented the proposed Complete Streets chapter and noted that the ordinance is being created in order to utilize grant money.

Ryan went over the policies which include Vision and Purpose, Project, Exceptions, Design Criteria, Intergovernmental Cooperation, Community Context Sensitive Design, and Implementation.

A public hearing on the proposed Complete Streets Ordinance will be held December 4.

7. **Communications and Announcements:** The Housing Strategy public hearing that was scheduled for December 4 will be postponed until next year to allow for further discussion at the Joint Meeting with Council and to conduct public outreach.

8. **Next meeting:** December 4, 2018.

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



PLANNING COMMISSION STAFF REPORT December 4, 2018

SUBJECT: Complete Streets Ordinance

RECOMMENDATION: Conduct a public hearing to take testimony on a proposed complete streets policy. At the conclusion of the hearing, make a recommendation on the proposed policy to the City Council.

TO: Lacey Planning Commission

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

ATTACHMENT(S): 1. Proposed Lacey Municipal Code 12.44: Complete Streets Policy

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

November 20, 2018, Planning Commission Meeting

BACKGROUND:

The recently adopted Pedestrian and Bicycle Plan for Lacey and the Lacey Urban Growth Area identifies a number of pedestrian, bicycle, and spot improvement projects throughout the community. The projects range from those that have minimal cost to those larger corridor improvements that will have a significant cost. The Plan also identifies a number of funding options for the City to consider to implement the project recommendations.

One of the funding options recommended in the Pedestrian and Bicycle Plan is to utilize the Washington State Transportation Improvement Board (TIB) Complete Streets Award. The Complete Streets award is a relatively new funding opportunity for local governments. The program is for a smaller amount of money (funding awards range from \$125,000 to \$500,000), however, the program does have a great amount of flexibility which would be advantageous for implementation of smaller projects. In order to qualify for this grant program, the City is required to have adopted a complete streets ordinance.

The attached draft complete streets ordinance was cooperatively developed between the city's Public Works and Community and Economic Development Departments. The draft policy is consistent with both the 2030 Transportation Element of the Comprehensive Plan and the Pedestrian and Bicycle Plan. The policy states that the City strives to plan for a transportation system that is a multi-modal network for all users, recognizes the recommendations of the Pedestrian and Bicycle Plan, is coordinated across jurisdictions, and

is sensitive to context and neighborhood character. The draft policy meets the requirements of eligibility for the grant program.

RECOMMENDATION

The Planning Commission will conduct a public hearing to take testimony on the proposed complete streets policy LMC 12.44. After the hearing is concluded, the Planning Commission is requested to make a recommendation on the proposed policy to the City Council.

Draft Complete Streets Policy

11.20.19

12.44.010 Vision and Purpose

The City of Lacey will plan for, design, construct, operate and maintain an appropriate and integrated transportation system that provides for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders and freight. The system's design will be consistent and in harmony with local neighborhoods and corridors, recognizing that transportation needs vary and must be balanced in a safe, practical and cost effective manner. All of Lacey's streets, through the adopted Transportation Plan and Development Guidelines, address all modes of transportation.

12.44.020 Projects

Consideration to all users and modes of travel will be given to the design and planning of projects within the public right-of-way from the conception of the project. Transportation improvements will be viewed as opportunities to create a safer and more accessible multimodal transportation network for all users. This will apply to new construction and reconstruction. Proposed bicycle and pedestrian facilities are specified in the Pedestrian and Bicycle Plan adopted as part of the Transportation Plan and updated continuously.

12.44.030 Exceptions

Exceptions to this policy may be determined by the Public Works Director, City Manager, or City Council under the circumstances listed below:

- a) Nonmotorized uses are prohibited by law;
- b) Ordinary maintenance paving projects that do not involve pavement widening;
- c) The cost would be disproportionate to the current need or probable future uses and alternatives exist within close proximity;
- d) Complete street improvements will be completed with later phasing of the project;
- e) The impact of acquiring right of way and displacing residents is determined disproportionate to the need.

12.44.040 Design Criteria

The City of Lacey shall maintain, through the Public Works Department, the Development Guidelines and Public Works Standards as identified in Lacey Municipal Code 12.28.010. These guidelines and standards specify complete street design criteria based on functional classification and location of the roadway. The guidelines shall be supplemented by the Bicycle and Pedestrian Facility Design Guide contained within the Pedestrian and Bicycle Plan which are to be integrated into the Development Guidelines and Public Works Standards. Resources to be referenced in developing these standards shall include, but not necessarily be limited to, the latest editions of: American Association of State Highway

Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Institute of Transportation Engineers (ITE) Design Guidance and the Manual on Uniform Traffic Control Devices (MUTCD).

12.44.050 Intergovernmental Cooperation

The City will coordinate with other transportation agencies, including the Washington State Department of Transportation (WSDOT), Thurston Regional Planning Council (TRPC) and Thurston County to ensure the principles and practices of complete streets are embedded within planning and design activities. The City will cooperate and coordinate with neighboring jurisdictions to ensure the multimodal transportation network flows seamlessly between jurisdictions in accordance with Lacey's adopted Transportation Plan.

12.44.060 Community Context Sensitive Design

Implementation of this policy will take into account the goal of enhancing and best utilizing the context and character of the surrounding built and natural environments. This will allow for design flexibility to respond to different street functions and contribute to neighborhood character and identity. Complete streets will be utilized to provide an integrated and connected multimodal transportation network that meets user needs while recognizing the function and context of each corridor.

12.44.070 Implementation

This policy will be implemented through adherence to the Transportation Plan, Pedestrian and Bicycle Plan and the Development Guidelines and Public Works Standards for both capital construction and development projects. These plans specify the type and location of improvements and will be implemented as funding becomes available or as development occurs.