



JOINT WORKSESSION
LACEY CITY COUNCIL AND PLANNING COMMISSION
THURSDAY, JANUARY 28, 2021
5:00 – 6:30 P.M.
REMOTE ATTENDANCE

To comply with Governor Inslee's Proclamation 20-28, the City Council Worksession will be conducted remotely, not in-person. However, you may view the Council meeting by watching live through Zoom:

Link: <https://us02web.zoom.us/j/88500352077>

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 or **(877) 853-5247** - when prompted enter Webinar ID **885 0035 2077**
press # (*participant ID not required*)

AGENDA

- 5:00** **2020-2021 PLANNING COMMISSION WORK PROGRAM**
RICK WALK, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
(STAFF REPORT)
- 6:30** **ADJOURN**



LACEY CITY COUNCIL WORKSESSION January 28, 2021

SUBJECT: 2021 Planning Commission Work Program

RECOMMENDATION: Approve a motion to adopt the 2021 Planning Commission work program.

STAFF CONTACT: Scott Spence, City Manager *SS*
Rick Walk, Community and Economic Development Director *RW*
Ryan Andrews, Planning Manager *RA*

ORIGINATED BY: Community and Economic Development Department

ATTACHMENTS: [2021 Planning Commission Work Program](#)

FISCAL NOTE: The 2021 budget funds the city-initiated work program items. No additional budget impact is identified for City funds.

PRIOR REVIEW: None

BACKGROUND:

The City Council and Planning Commission will review and the City Council is requested to adopt the draft work program at the joint meeting. The attached document contains the final draft work program, which lists tasks that the City expects to complete within the next year. The tasks are organized by the type of amendment (plan update, joint planning requirement, or code update) with each item prioritized. Both the City Council and Planning Commission will have the opportunity to ask questions, discuss the program schedule and add, remove or re-prioritize items on the work program.

Comprehensive Plan Amendments

The Comprehensive Plan Amendments identified are those that are currently underway to implement a portion of the Comprehensive Plan. These projects are either required by state law, or are funding dependent. These items include integration of the Regional Climate Mitigation Plan and Regional Housing Action Plan into the Comprehensive Plan; the Martin Way Corridor Study; revisions necessary to the Comprehensive Plan related to the Low Density Residential zone consolidation; updates to utility plans; update to the

Urban Forest Management Plan; and required updates to our Capital Facilities Plan and Six Year Transportation Improvement Program.

Code Revisions

The high priority code revisions associated with the 2016 Comprehensive Plan have been completed. Those identified for the 2021 work program include implementation of the Regional Housing Action Plan including the ongoing review of the emergency housing regulations, completing the Low Density Residential zone consolidation, and an analysis of the street development standards in existing older neighborhoods and impacts on housing affordability. Work program items also include an update to the Development Guidelines and Public Works Standards related to potential changes to notice and appeal procedures. An amendment to the City's parking code requirements have been added that will examine requirements for parking spaces associated with multi-family development and requirements for electric vehicle parking. One private-applicant zoning code amendment will be processed in 2021 related to amendments to the Hawks Prairie Business District for residential and medical office uses.

Joint Planning

One long-term item related to the 2016 Comprehensive Plan is completing the joint planning effort with Thurston County to adopt the Comprehensive Plan for the Lacey UGA. This will include addressing issues specific to the UGA including requiring sewer for all new development, increasing minimum density requirements for the Moderate and High Density Residential zones, reviewing agricultural designations within the UGA and identifying "urban holding areas" in the Pleasant Glade and McAllister Geologically Sensitive Areas.

For the 2021 work program, an additional category has been added which identifies the items that have received a recommendation from the Planning Commission but have not yet had a decision from the City Council. Also, additional information has been provided for the estimated full-time equivalent (FTE) employees necessary to complete the work program. It is estimated that to complete the work program, 2.75 FTE's are necessary. Currently, the long range planning program department is staffed with 2 FTE's. Additional information is also provided in the work program related to other City Council and Department initiatives that are outside of the Planning Commission but have resource demands.

ADVANTAGES:

1. Reviewing and adopting the 2021 Planning Commission Work Program provides an opportunity for Council to ask questions on specific planning topics and reprioritize the work program based on emerging or changing issues.

DISADVANTAGES:

1. No disadvantages identified

**2021 PLANNING COMMISSION WORK PROGRAM
DRAFT 1/28/21**

Plan Amendments		Proposed By:	Description	Anticipated Start - Completion Date	PC Hours /FTE Time	Staff Lead
Priority	2021 Plan Updates					
High	Thurston Climate Mitigation Plan Phase 2	Regional Climate Mitigation Plan	The Thurston Climate Mitigation Plan is a multi-year planning and implementation process. In December 2017, the cities of Lacey, Olympia, Tumwater and Thurston County entered into an interlocal agreement to fund Phase 1 of the coordinated effort. Phase 1 documented the baseline activities each jurisdiction has taken to date related to climate action measures, identified a baseline emission year, target reduction year and outlined a scope of work for Phase 2. Phase 2 was a one year process started in 2020 to develop the regional climate action plan and strategies. Phase 2 will be adopted into the Environmental Element of the Comprehensive Plan.	Start: Fall 2018 Complete: Summer 2021	8/.25	Jessica Brandt
High	Thurston Climate Mitigation Plan Phase 3	Regional Climate Mitigation Plan	Phase 3 will focus on regional and local implementation of the Thurston Climate Mitigation Plan by developing a monitoring program and conducting additional community engagement. The four jurisdictions will contract with TRPC as a consultant to convene stakeholders, develop policy options for implementation, and monitor progress.	Start: February 2021 Complete: Early 2022	2/.25	Jessica Brandt
High	Low Density Residential Zone Consolidation	Affordable Housing Strategy and Regional Housing Action Plan	Implement a recommendation of the Affordable Housing Strategy and the Regional Housing Action Plan to consolidate Low Density Residential zones to reduce minimum lot sizes, lot widths, and density minimums will help increase density in older, central neighborhoods, which are near utilities, transit lines, services, and jobs. The Comprehensive Plan and zoning map will need to accompany the text amendment change.	Start: January 2019 Complete: Summer 2021	2/.10	Ryan Andrews
High	Martin Way Corridor Study	TRPC	TRPC on behalf of Thurston County, Intercity Transit, the City of Olympia and City of Lacey was awarded a Federal Surface Transportation Block Grant in the amount of \$452,750. Combined with the local match of \$70,660, the total project amount will total \$523,410. The purpose of the grant is to fund an interjurisdictional study of the Martin Way Corridor from Pacific Avenue in Olympia to Marvin Road in Lacey. The purpose of the study is to address bicycle and pedestrian improvements (building off Lacey's Plan), corridor safety, transit facilities, access management, neighborhood connectivity and land use. City of Lacey's match is in kind staff resources as a member of the steering committee and providing baseline information.	Start: January 2020	2/.25	Ryan Andrews
High	Water Comprehensive Plan	Public Works	Complete an update to the Water Comprehensive Plan.	Start: Underway Complete: Summer 2020	2/.10	Brandon McAllister/ Planning Staff
High	Regional Housing Action Plan	Housing Strategy	Develop a Housing Action Plan under the HB 1923 grant program. The goal of the plan is to develop data and programs to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes. The Housing Action Plan will be adopted as an appendix of the Housing Element of the Comprehensive Plan. In addition, develop a district-level strategy to attract urban infill multi-family housing development in the Lacey Midtown District.	Start: Early 2020 Complete: June 2021	4/.25	Ryan Andrews
High	Urban Forest Management Plan Update	Necessary Periodic Update	The Urban Forest Management Plan was last updated in 2013 and is in need of a periodic update. The update will include amendments to associated development regulations to ensure that the goals of the Plan are being implemented as envisioned.	Start: Spring 2020 Complete: Summer 2021	6/.25	Jessica Brandt
Medium	Capital Facilities Plan	Annual Requirement	Complete a comprehensive revision to the Capital Facilities Plan with a focus on the future space needs for City buildings and facilities.	Start: Spring 2021 Complete: Winter 2021	2/.25	Jessica Brandt
Medium	Annual Six Year Transportation Improvement Program Amendment	Annual Requirement	Review and hold a hearing on the 6-year Transportation Improvement Plan (TIP). This is a required item that will be scheduled for Council's action by July of each year.	Start: Spring 2020 Complete: July 2020	1/0	Martin Hoppe
Medium	Land Capacity Analysis - 8 Year Update	GMA, Land Use and Housing Elements	In preparation for the 2025 Comprehensive Plan periodic update: 1) Evaluate existing commercial and industrial land use designations and provide additional areas to meet the land demand projections for the planning period. 2) Review and update the development standards to include strategies and provisions that encourage affordable housing and provide housing for special needs populations such as mixed-use development, congregate care facilities, retirement homes, accessory dwellings, and inclusionary zoning. 3) Review land designations to provide for an adequate supply of mixed-use and higher density development patterns.	Status: Underway Complete: 2021	TBD	Ryan Andrews

**2021 PLANNING COMMISSION WORK PROGRAM
DRAFT 1/28/21**

Priority		2021 Joint Planning				
High	City of Lacey and Thurston County Joint Land Use Plan for the Lacey Urban Growth Area	GMA/CWPP/MOU	Work with Thurston County staff and Planning Commission to review and adopt the Comprehensive Plan for the Lacey UGA. Address issues specific to the unincorporated UGA that include: require sewer for all new development; increase minimum density requirements for MD and HD zones, reviewing agricultural designations within UGA and identifying "Urban Holding Areas" in the Pleasant Glade and McAllister Geological Sensitive Areas.	Start: To Be Determined Complete:	TBD/.25	Ryan Andrews
Priority		2021 Code Updates				
High	Hawks Prairie Business District Amendments	Private Applicant	Consider a private-applicant initiated zoning text amendment to amend standards for residential and medical uses.	Start: January 2021 Complete: TBD	8/.25	Jessica Brandt
High	Housing Action Plan Implementation	Regional Housing Action Plan	Implementation of the recommendations of the Housing Action Plan, including: completing the Low Density Residential zoning consolidation (with associated revisions to the Comprehensive Plan), review of emergency housing regulations, and an analysis of the street development standards in existing older neighborhoods related to impacts on housing affordability.	Start: March 2021 Complete: TBD	TBD/.25	TBD
Medium	Parking Code Revisions	Regional Housing Action Plan and Regional Climate Mitigation Plan	Examination of the City's parking standards in LMC 16.72 to address appropriate ratios for multi-family development and electric vehicle parking.	Start: To Be Determined Complete:	TBD/.15	TBD
Medium	DG&PWS Updates	Public Works and Community and Economic Development	Examine public notice for land use applications in Chapter 1. Require additional notice and a public meeting prior to comprehensive plan amendments, zoning text amendments, and large development projects. Conduct technical updates to other sections.	Start: To Be Determined Complete:	6/.15	TBD
Priority		2021 Pending Recommendations				
High	Emergency Housing Regulations	Housing Strategy	Implement a recommendation of the Affordable Housing Strategy to modify codes to allow nonprofits or faith-based organizations to host small encampments, tiny home villages, or other types of monitored, supportive housing meant for temporary occupancy with social services available.	Start: January 2019 Complete: Winter 2021	TBD	Ryan Andrews
High	Low Density Residential Zone Consolidation	Affordable Housing Strategy and Regional Housing Action Plan	Implement a recommendation of the Affordable Housing Strategy and the Regional Housing Action Plan to consolidate Low Density Residential zones to reduce minimum lot sizes, lot widths, and density minimums will help increase density in older, central neighborhoods, which are near utilities, transit lines, services, and jobs. The Comprehensive Plan and zoning map will need to accompany the text amendment change.	Start: January 2019 Complete: Summer 2021	2/.10	Ryan Andrews
				Total Planning Commission Hours:	43	
				Total FTE for Work Program Completion:	2.75	
	Other City Council/Department Commitments:					
	Community Workgroup on Homelessness					
	City-Initiated Annexations: Capital City/Pacific Lake Lois					
	Private Applicant Annexations: RAC, 54th Avenue					
	Regional Housing Council Workgroups					
	Point in Time Count					
	Cuoio Park Master Plan Stakeholder Group					
	Plan Implementation: Pedestrian & Bicycle Plan, Depot District, Midtown Branding, Economic Development Element					