

AGENDA
LACEY PLANNING COMMISSION MEETING
Tuesday, July 16, 2019 – 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 July 2, 2019, Planning Commission Meeting Minutes

Public Comments: 7:01 p.m.

Commission Members Reports: 7:03 p.m.

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

Old Business: 7:10 p.m.

Planning Commission Rules of Procedure: Jessica Brandt, Associate Planner. The Planning Commission Rules of Procedure, which governs the business of the Planning Commission, has not been updated in some time. Staff has prepared draft revisions to the rules which will be reviewed by the Planning Commission. After review, the Planning Commission is requested to adopt the updated rules by approval of a motion.

Economic Development Briefing: Rick Walk, Director. Staff will brief the Planning Commission on ongoing economic development initiatives in Lacey.

New Business: 8:00 p.m.

Washington Homeless Housing Strategic Plan: Rick Walk, Director. The Planning Commission will be briefed on the [State of Washington Homeless Housing Strategic Plan](#) which provides a statewide vision to address homelessness.

August 6 Public Hearing Prep: Jessica Brandt, Associate Planner. The Planning Commission will coordinate with staff in preparation for the upcoming public hearing on August 6 related to temporary shelter regulations.

Communications and Announcements: 8:55 p.m.

Next Meeting: August 6, 2019.

Adjournment: 9:00 p.m.

CITY OF LACEY PLANNING COMMISSION WORK SCHEDULE

**Planning Commission Meeting
July 16, 2019**

Packets due: July 11th

1. **Work Session:** Revisions to Rules of Procedure
2. **Work Session:** State Homeless Strategy
3. **Work Session:** Economic Development Briefing
4. **Work Session:** August 6 Hearing Prep

**Planning Commission Meeting
August 6, 2019**

Packets due: August 1st

1. **Public Hearing/Work Session:** Emergency Housing Facility Regulations

**Planning Commission Meeting
August 20, 2019**

Packets due: August 15th

1. **Public Hearing:** Low Density Zone Consolidation
2. **Work Session:** Economic Development Briefing

**Planning Commission Meeting
September 3, 2019**

Packets due: August 29th

1. **Cancel (tentative)**

Future Items: Hawks Prairie Business District History
Lacey Makerspace
Port of Olympia ILA
NE Lacey Industrial
Woodland District Branding

MINUTES

Lacey Planning Commission Meeting
Tuesday, July 2, 2019 – 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, Sharon Kophs, Daphne Retzlaff, Mark Mininger, Shaunesy Behrens, Eddie Bishop, Peg Evans-Brown, and David Lousteau. Staff present: Ryan Andrews, Jessica Brandt, Rick Walk, and Leah Bender.

Paul Enns noted a quorum present.

Sharon Kophs made a motion, seconded by David Lousteau, to approve the agenda for tonight's meeting. All were in favor, the motion carried. David Lousteau made a motion, seconded by Mark Mininger, to approve the June 18, 2019, minutes. All were in favor, the motion carried.

1. **Public Comments:** None.

2. **Commission Members Reports:**

- Mark Mininger reported on his attendance at the Council on the Road meeting and the MakerSpace open house.
- Peg Evans-Brown shared an article from The Olympian newspaper regarding affordable housing and homelessness.
- Paul Enns reported that he and David Wasson also attended the Council on the Road meeting.

3. **Director's Report:**

- Rick Walk reported on the MakerSpace ribbon cutting and open house and noted there will be a grand opening this fall.
- Rick noted that the July 3 Fireworks Spectacular will be at Rainier Vista Park.
- Rick reported that Council passed a camping ordinance and that Council may consider an interim emergency ordinance to allow overnight sites. A proposal will be made to Council as a result of public comments and the urgent need for temporary housing.
- There were discussions regarding camping, sleeping in vehicles, and the mitigation site.

4. **Old Business:**

Emergency Housing Facilities LMC 16.64:

- Ryan Andrews reminded Planning Commission that their role is to suggest edits to the ordinance and make a recommendation to Council, who then has the final decision on whether the amended ordinance is passed or not.
- Ryan explained that notice of tonight's meeting was sent to all the interested parties, (over 100 people) and noted that no members of the public were in attendance.
- Ryan went over the goals and policies of the Housing Element related to homelessness and distributed a table listing the topics and concerns to be discussed.
- Ryan went over the topics discussed at the last meeting and the consensus reached.
- There was a discussion regarding the number of visitors allowed at emergency housing facilities. It was suggested that two visitors be allowed per resident, limiting the number of visitors dependent on the capacity of the facility, and leaving it to the discretion of the host.
- The number of residents was discussed. It was suggested that the maximum for a church or non-profit facility be 20 residents, with an option to receive an exemption for more residents on a case by case basis for facilities hosted by government agencies.

- There was a discussion about changing the title of the ordinance as some people may misinterpret “housing.”
- Onsite staffing was discussed and it was pointed out that the ordinance currently requires 24-hour onsite staff as well as an onsite manager at all times.
- Concerns regarding notifying North Thurston Public Schools was discussed. Ryan reiterated that the current ordinance is worded as such that approval is required from NTPS prior to City approval, which is not feasible. It was decided that the school district will still be notified of proposed facilities, but the element regarding approval will be removed.
- There was a discussion regarding the time limitations. Staff noted that six months is too short of a period as the process of moving the facility is burdensome. It was also noted that the option of requesting an extension of time gives the city the opportunity to deny the extension if the facility is not complying with regulations.
- There was a discussion regarding case managing and social services.
- Ryan said that the consensus items will be incorporated into the draft and the recommendation is to hold another public hearing to review the amended draft.
- David Lousteau said he is opposed to holding another public hearing and feels that due to public objections, the item should be shelved so that attention can be put into a better solution to homelessness. A discussion followed and it was suggested that the hearing be held but framed better so that the public has a better understanding of what the hearing is about. Paul Enns reiterated that the final decision rests with Council and that they will take all comments and discussions into account when making their decision.
- Sharon Kophs made a motion, seconded by Eddie Bishop, to hold a public hearing on August 6. Seven were in favor, one opposed, the motion carried.

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

6. **Next meeting:** July 16, 2019.

7. **Adjournment:** 9:15 p.m.



PLANNING COMMISSION STAFF REPORT

July 16, 2019

SUBJECT: Planning Commission Rules of Procedure

RECOMMENDATION: Review draft revisions to the Planning Commission Rules of Procedure and adopt by approval of a motion.

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. Draft Revisions to Planning Commission Rules of Procedure

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

BACKGROUND:

The Planning Commission Rules of Procedure, which governs the business of the Planning Commission, has not been updated in some time. The rules of procedure include topics that govern meeting times and locations, election of officers, ethics, responsibility, etc. Staff has prepared draft revisions to the rules for review.

The Rules of Procedure may be amended at any regular or called meeting of the Planning Commission by a majority vote of the entire membership.

Recommendation

The Planning Commission will review draft revisions to the Planning Commission Rules of Procedure and adopt by approval of a motion.

5.29.19 Draft Revisions

RULES OF PROCEDURE

LACEY PLANNING COMMISSION

We, the members of the Planning Commission of the City of Lacey, State of Washington, created by Chapter 2.32 of the City of Lacey City Council, pursuant to ~~Chapter 44, Laws of 1935 (Revised Code of Washington 35A.63.060)~~ do hereby adopt, publish and declare the following Rules of Procedure.

I. Name

The official name shall be the "Lacey Planning Commission".

II. Meetings

- A. Regular Meetings – The Planning Commission shall meet regularly on the first and third Tuesday of each month ~~from 7:00 p.m. to 9:00 p.m.~~
- B. Special Meetings – May be called by the Chair of the Planning Commission when a certain case, question or matter of interest arises where it would be necessary and proper for the Planning Commission, or committee, to meet.
- C. All Planning Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Planning Commission.
- D. When a regular meeting falls on a legal holiday, the Planning Commission will meet on the day following that legal holiday or as scheduled.
- E. If no matter over which the Planning Commission has jurisdiction is pending on its calendar, a meeting may be cancelled at the notice of the Chair, and notice should be posted at the meeting place.
- F. Except as modified by these Rules of Procedure, Robert's Rules of Order, Revised, shall guide the formal decision process by the Planning Commission in making their recommendation to Council.
- G. Planning Commission work sessions, public meetings and deliberations should be conducted in an informal manner, inclusive of all meeting attendees, facilitated by the Planning Commission Chair.

~~Where both the Chair and Vice Chair will be absent, the Planning Commission member with the most seniority shall perform the duties of the Chair.~~

Commented [RA1]: Conflicts with section V.

III. Election of Officers

- A. The officers of the Planning Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Planning Commission, and such other officers as the Planning Commission may elect.
- B. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year. The term of each officer shall begin each year on the

occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

- C. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Planning Commission.

IV. Chair

- A. The Chair shall preside over the meetings of the Planning Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Planning Commission.
- B. The Chair shall have power to create temporary committees of one or more members. Committees of the Planning Commission shall be created at the direction of the Planning Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Planning Commission. No committee shall have the power to commit the Planning Commission to the endorsement of any plan, case or program without the approval of the Planning Commission.
- C. The Chair shall rule on issues regarding: ~~The the~~ committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

V. Chair's Absence

The Vice-Chair shall, in the absence of the Chair, perform all duties of the Chair. The Chair and Vice-Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

VI. Secretary

The Staff shall perform the usual and necessary secretarial functions of the Planning Commission including preparation of minutes of each meeting. ~~All Planning Commission minutes shall be signed by the Chair of the Planning Commission.~~

VII. Quorum

A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Commission.

VIII. Absence of Members

In the event of a member being absent from three consecutive regular meetings, or being absent from 35 percent of all meetings (including committee) in any six-month period, the member's record shall be forwarded by the Chair to the Mayor for consideration of asking for the member's resignation.

IX. Conflict of Interest

Any member of the Planning Commission who has a conflict of interest with a particular case should publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member shall ~~not partake in the discussion or voting on said case, and shall step down during~~recuse themselves from participation and decisions on the particular case in question.

X. Application and Petition

- A. Applications and petitions will be accepted by the Planning Commission only when properly filed as in XII-B. below.
- B. In order that proper deliberations and consideration be given to any application, the Planning Commission reserves the right to withhold any decision on any application for a period not to exceed the time set forth in the governing ordinance.

XI. Organization and Responsibility

A. Regular Meetings – Public Hearings

- 1. All ~~actions by~~recommendations of the Planning Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Planning Commission shall be forwarded to a City Council committee for review and recommendation.
- 2. On matters requiring public hearings, such hearings shall be held only after complying with State Environmental Policy Act procedures. A matter may be heard at the public hearing pending the threshold ~~environmental-determination-of-the Environmental Impact Review Committee~~, but such matter shall not be referred from the Planning Commission to the City Council prior to the rendering of the threshold determination or the preparation of a Final Environmental Impact Statement if one is required.
- 3. Presentation of each item of business at the public hearing will be done by the ~~Planning Staff~~. Following the public hearing and necessary discussion, a recommendation for action will be made to the Planning Commission by the ~~Planning Staff~~, or committee, if the case has been so referred.
- 4. No official action from the Planning Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.
- 5. It shall be the responsibility of the Chair to present to the City Council, through the ~~Planning Staff~~, special information regarding those cases or proposals having unusual significance.

B. Filing Date Deadlines for Planning Commission Agendas

- 1. Public Hearings: ~~Four weeks~~Ten days prior to the regular meeting date, to allow for legal advertising, posting, notification and administrative processing of application.
- 2. Other Business: ~~Ten-Five~~Five days prior to the regular meeting.

3. Information Items: Any additional information, charts, maps, etc., that is to be considered for any case or question before the Planning Commission shall be submitted to the Commission staff at least five working days prior to the meeting for which the matter has been scheduled. Failure by an applicant to meet this deadline will result in consideration of the matter being continued to a subsequent meeting. This rule may be waived by the concurrence of two-thirds of the members of the commission present and voting.
4. Other Agency Reports: Reports from consulted agencies (~~Thurston County Health Department, Department of Ecology, Department of Highways, etc.~~) when appropriate, should be forwarded to the Planning Commission at the earliest possible date, but not later than five working days prior to a commission meeting on the subject matter.

All informational items and reports to be presented shall be referred to the Commission members ~~by mail or personal delivery~~ as soon as possible.

XII. Amendment

The Rules of Procedure may be amended at any regular or called meeting of the Planning Commission by a majority vote of the entire membership.

XIII. Approval

APPROVED by the City of Lacey Planning Commission this ~~18th~~ _____ day of ~~April~~ _____, ~~1989~~2019.

~~Gail Madden~~Paul Enns
Chair

~~Raymond Payne~~Sharon Kophs
Vice Chair