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JOINT WORKSESSION
LACEY CITY COUNCIL AND PLANNING COMMISSION
THURSDAY, SEPTEMBER 3, 2015
6:00 – 9:00 P.M.
LACEY CITY HALL, 420 COLLEGE STREET SE
AMENDED

AGENDA

- 6:00-7:00** **2015-2016 PLANNING COMMISSION WORK PROGRAM**
RICK WALK, COMMUNITY DEVELOPMENT DIRECTOR
(ATTACHMENT)
- 7:10-8:00** **SPSCC LACEY CAMPUS TOUR**
DR. PELKY, VICE PRESIDENT OF STUDENT SERVICES, SPSCC
MICHAEL CADE, EXECUTIVE DIRECTOR, EDC
CELIA NIGHTINGALE, EDC DIRECTOR OF CENTER FOR BUSINESS & INNOVATION
(NO ATTACHMENT)
- 8:15** **ENTER INTO EXECUTIVE SESSION**
 - DISCUSS PROPERTY ACQUISITION (*SCOTT SPENCE*)
- 9:00** **ADJOURN**



LACEY CITY COUNCIL JOINT WORKSESSION September 3, 2015

SUBJECT: Joint Worksession with the Planning Commission to adopt the 2015-2016 Planning Commission work program.

RECOMMENDATION: Adopt the attached 2015-2016 Planning Commission work program.

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

ORIGINATED BY: Community Development Department according to legislative review procedures.

ATTACHMENTS: 1. [Draft 2015-2016 Planning Commission work program spreadsheet](#)

FISCAL NOTE: The 2015 and 2016 budgets include funds to address the city initiated work program items.

PRIOR REVIEW: The last joint meeting was held on February 19, 2015.

Each year the Council and the Planning Commission hold a joint worksession to create a docket of work program items for the year. The docket represents the core tasks the Planning Commission will work on over the course of the year.

The Growth Management Act (GMA), RCW 36.70A, requires that jurisdictions planning under GMA must update their Comprehensive Plan on an eight year cycle. As part of the update, the jurisdictions must review their associated urban growth boundary and the densities allowed within the urban growth area to ensure it will accommodate for the projected population over a 20-year horizon. In addition, the Comprehensive Plan must assure adequate services, utilities, infrastructure, parks and open spaces, critical area protection, and economic strategies are consistent and concurrent to meet projected community growth. The City of Lacey's timeline

established by RCW 36.70A to complete our Comprehensive Plan update is on or before June 30, 2016.

In development of previous year's work-programs, we took a multi-year approach to coordinate the update of the various elements that make up the City's Comprehensive Plan. Over the last five years we have accomplished significant updates to the following elements and sub-area plans that embody the Comprehensive Plan:

- Transportation
- Parks & Open Space (update due in 2016)
- Water
- Stormwater
- Wastewater
- Public Participation
- Resource & Conservation
- Capital Facilities
- Woodland District Strategic Plan

A significant amount of work and effort is still necessary in order to complete the review and update of the City of Lacey's Comprehensive Plan and to be compliant with the GMA. The remaining elements to be completed include: Land Use, Housing, Economic Development, Utilities and Environmental Element including the CR₂ Plan. These elements have been completed in draft form and taken out for citizen and public participation under the "Envision Lacey" outreach effort to engage the community so informed decision can be made. Envision Lacey has held outreach opportunities at several community events this summer and will transition to presentations with community organizations and service clubs beginning this fall. Additionally, the Planning Commission will be conducting several meetings in the coming months "on the road." These on the road meetings will be held in specific planning areas across the Urban Growth Area to give citizens direct opportunity to discuss growth and planning issues directly with the Planning Commission.

In addition to the Comprehensive Plan effort, the City also has several code updates that have been identified as a priority either by Plan adoption, Council direction or statutory mandate. Those items include completion of the form-based code for the Woodland District and amending development codes to incorporate stormwater low impact development (LID) requirements for all land use development projects.

The Woodland District form-based code project will establish new regulations for the Woodland District consistent with the Woodland District Strategic Plan. These regulations will be integrated into the City's existing regulatory framework to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, mixed-use and office space. The code is currently in draft form and is being prepared for Planning Commission review.

The integration of LID techniques into the City's Development Codes to address stormwater stems from City's NPDES permit approval. As part of this permit, the Department of Ecology has required that LID techniques be integrated in all ordinances related to land use

development by December of 2016. The affected development regulations include the Zoning Ordinance, Public Works Development Guidelines and Public Works Standards, critical area ordinances, and building and construction codes.

The attached spreadsheet lists tasks the City expects to complete within the next Twelve months that will meet our goal to be compliant with the GMA by June 30, 2016, compliant with NPDES by December 2016 and meet identified Council priorities. With the amount of work to be accomplished the GMA update and Stormwater LID integration, the tasks listed on the attached spreadsheet will be our primary focus for the next year.

Another joint worksession will be scheduled in January to review and consider any applicant-initiated amendment requests that are submitted prior to January 1, 2015. In addition, as topics or issues come up this fall, this meeting will be an opportunity for the City to amend the work program as deemed necessary. This joint work session will also be an opportunity to discuss topics and/or issues that emerge out of the work program or community and provide additional opportunity for City Council and Planning Commission communication.

The attached proposed work program was developed based on priorities established by the City Council, Planning Commission, and State requirements for plan and code updates. At the work session, Community Development Department staff will provide a summary of the 2014-2015 accomplishments, an overview of each of the listed work items for 2015-2016 and respond to questions. The purpose of the joint meeting is to provide an opportunity for Council and Planning Commission Members to review the proposed work items, provide insights, and discuss any potential amendments to the draft work program prior to the Council adopting the 2015-2016 Planning Commission work program.

ADVANTAGES:

1. The joint worksession implements a requirement of GMA for a public process to consider the Planning Commission's 2015-2016 work program.
2. The joint worksession provides the opportunity for citizens to listen to discussion between the Planning Commission and Council.
3. The joint worksession provides the opportunity for the Council to explore priorities for the coming planning year with its citizen planning advisory committee. This has significant benefits of information exchange in a public format.

DISADVANTAGES:

1. No disadvantages have been identified with the joint worksession.

**2014-2015 PLANNING COMMISSION WORK PROGRAM
08-25-2014**

Plan Amendments		Proposed By:	Description	Anticipated Start - Completion Date	Staff Lead
Priority	2015-2016 Plan Updates				
High	Envision Lacey	GMA	The community engagement and outreach for the Comprehensive Plan began in September of 2013. The outreach is a continuing effort until the Comprehensive Plan is complete and adopted. The outreach effort, which has been very successful, has taken dedicated staff time from multiple departments to plan outreach efforts and to coordinate graphics and information. The community events portion of the outreach effort will conclude with the Summer's End Car Show and transition to giving formal presentations to community clubs and organizations. While the Envision Lacey outreach effort is part of the comprehensive effort, it needs to be identified separately to ensure appropriate resources are dedicated for community engagement.	Start: In Process Complete: On-going	Ryan Andrews
High	Land Use Element	GMA	While the Land Use Element has been reviewed as the other elements of the comprehensive plan have been adopted, this element will now be developed into it's final form. Demographic information will be updated and reviewed. An analysis of the UGA will be conducted to ensure established densities will achieve our projected growth and establish policies that will guide land use patterns, the built form, quality of life, and community prosperity informed by the other elements of the comprehensive plan. The Land Use Element will take 12 months of staff, Planning Commission and Council time to complete between 2014 and 2016.	Start: September 2014 Complete: June 2016	Ryan Andrews
High	Economic Development Element	GMA	The Economic Development Element will be informed by a community market study that will analyze the City's economic opportunities, gaps, leakages and opportunities related to industrial, office and retail sectors. This analysis will be the first step in developing the Economic Development Element. This effort began in the fall of 2014 and will completed by June of 2016.	Start: October 2014 Complete: June 2016	Rick Walk
High	CR₂ Plan	Council	The last step of the City's CR ₂ Plan is to develop and adopt the community-wide strategy for carbon reduction. The draft plan currently guides the City as an organization to take steps to reduce greenhouse gas emissions. The next step is to bring the document to the general community through the Envision Lacey outreach effort and integrate the plan into the Land Use Element. This plan will be completed concurrently with the Land Use Element.	Start: September 2014 Complete: June 2016	Rick Walk
High	Utilities Element	GMA	The Utilities Element focuses on private utilities such as electrical, natural gas, cable, telecommunications, etc. The update of this element will be straight forward but will require coordination with the City's private utility provides to ensure information is consistent and our respective plans, policies and projections are consistent and concurrent.	Start: September 2014 Complete: June 2016	Christy Osborn
High	Annual Capital Facilities Plan Update	GMA	Update the capital facilities plan to include facility and infrastructure improvements identified by the recently adopted water, wastewater, and storm water comprehensive plans. The annual update will start in September with the Planning Commission anticipating a recommendation to the Council for action in December.	Start: September 2015 Complete: December 2015	Tom Palmateer
High	Annual Six Year Transportation Improvement Program amendment	GMA	Review and hold a hearing on 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: May 2016 Complete: July 2016	Martin Hoppe
	2015-2016 Code Updates				
High	Woodland District Form Base Code	City Council	Development of a hybrid form-based code to catalyze private development and investment consistent with the Woodland District Strategic Plan and integrated into the City of Lacey's existing regulatory framework to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, mixed-use and office space. The new code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, and other elements needed to implement the vision for the Woodland District. Consultant selection will occur in September, project would start in October and is expected to be completed in 12 months. Staff time will be necessary to manage the project, interact with the consultant and public engagement.	Scheduled Completion November 2015	Ryan Andrews
High	Stormwater LID Code Update	Department of Ecology	Updates to City regulations to comply with the Phase 2 NPDES permit to integrate low impact development techniques into the Development Guidelines & Public Works Standards and land use regulations.	Start: September 2014 Complete: December 2016	Samra Seymour Doug Christensen

2014-2015 PLANNING COMMISSION WORK PROGRAM

08-25-2014

Low	Hawks Prairie Business District Code Amendments	City Council	As review of the Gateway Town Center master plan continues, there may be need for the Planning Commission to review the Hawks Prairie Business District Ordinance related to design and uses. For example, should ground floor residential or auto sales be considered and if so what kind of design parameters should be in place?	Scheduled Completion October 2015	Rick Walk
Low	Ligh Industrial Building Cap amendment	Applicant	A privately-initiated zoning text amendment application was submitted by J & J Lacey requesting to review the current 500,000 square foot building maximum building size regulation and eliminate a building cap in the Light Industrial District.	Scheduled Completion October 2015	Ryan Andrews
Low	Code Updates	Community Development	Updating the Municipal Code is another on-going work item for the City. As the many plan elements are updated and adopted, implementation ordinances also require review and amendment to ensure consistency with the Comprehensive Plan. Ordinances that are expected to be reviewed by the Planning Commission and acted upon by the Council include but are not limited to street development and connectivity, wetland rating and buffer standards, and housekeeping amendments.	Scheduled Completion October 2015	Ryan Andrews/Christy Osborn