Tape side #1:

1. **Call to Order**

   Commissioner Lyman, followed by introductions of the Thurston County Planning Commission members, called the meeting to order at 6:30 p.m.

   a. **Attendance**

   **Thurston County**
   Members Present: Liz Lyman, Mark Lovrien, Liz Kohlenberg, Margaret Paradise, Joyce Roper, Craig Ottavelli and George Darkenwald.

   Members Absent: Bob Bower and Tom Cole

   Staff Present: John Sonnen and Cami Petersen

   b. **Approval of Agenda**

   Commissioner Paradise moved to approve the Agenda. Commissioner Kohlenberg seconded. The Agenda was approved.

   c. **Approval of February 18, 2004 Minutes**

   Commissioner Kohlenberg moved to approve the February 18, 2004 minutes. Commissioner Lovrien seconded. Motion carried. Commissioner Lyman accepted the taped version of the February 18, 2004 meeting as the official record.

2. **Public Communication**

   None.

3. **Discuss Nisqually Watershed Management Plan**

   The Planning Commission approved the draft letter to the Board of County Commissioners concerning the Planning Commission’s comments regarding the Nisqually Watershed Management Plan.
4. **Choose Discussion Topics for March 25, 2004 Dinner with BOCC**

The Planning Commission agreed that the following topics of discussion will be on the agenda for the March 25, 2004 Joint meeting with the Board of Commissioners:

- What are the Board of Commissioners expectations and vision for the Planning Commission?
- Selection of Planning Commissioners – what is the process for selection; could the current Planning Commissioners assist in the selection process; the benefits of providing an orientation for new members.
- Long Range Planning – what is the Board’s vision and will the resources to achieve those goals be available to the Planning Commission.
- What is the county’s role in Growth Management – how does the Board balance the urban and rural areas needs.

*Tape side 2 & 3*

5. **Discuss the Role of the Planning Commission**

The discussion of the role and function of the Planning Commission emphasized the following:

- Stay on track during the meetings – the Planning Commission agreed that it is important for all members to recognize the need to stay on the subject of discussion. The Commissioners agreed to “self-regulate” to avoid tangent discussions and the Chair and staff will step in, if necessary, to keep the meetings on track.
- Members were encouraged to ask their questions of staff before the meeting.
- Set aside time during meetings for additional comments on topics discussed – in an effort to try and limit the tangent discussions, time may be set aside at the end of the meeting to discuss the tangent issues raised during the discussions.
- The Chair will remind the commissioners at the beginning of the meetings that there is an agenda and to please be respectful of the time allotted for each agenda item.
- Historical Background – it was decided that it would be beneficial to the members for staff and/or senior Planning Commission members to provide a brief historical accounting of the briefing topics.
- Annual Retreat – the Planning Commission agreed that it would be beneficial to meet for an annual retreat, in the fall, at Kennydell Lodge.
- Briefings – allow staff member’s uninterrupted time to provide the briefing. All commissioners should be prepared prior to meeting, which will allow staff to only highlight the main issues. After the briefing, the chair will go around the table to ask for questions. If time allows, the chair will then open up the table for discussion.
- Agendas – members questioned the value of some of the items on the Planning Commission agendas. The chair indicated that she would take an active role in formulating meeting agendas.
Commissioner Lyman provided the Planning Commission with a handout titled “Length of TCPC Meetings,” which illustrated that the Planning Commission meetings from last year were typically on time.

6. **Procedural Changes for Reviewing Meeting Minutes; Distribution of Meeting Tapes**

The discussion of the meeting minutes and meeting tapes included the following:

- Revise the minutes to only include the salient points raised by the commission, omitting the names of the commissioners who raised the concerns.
- Add the “Request for Information Summary Sheet” at the end of the minutes. This sheet is actually required to be a part of the meeting minutes.
- Add an Agenda item (after Public Communication) to review the status of the “Request for Information Summary Sheet” with staff.
- Cami Petersen will email the minutes to all commissioners for comment and provide the commissioners with a “track changes” draft prior to the meeting. The draft minutes will not be provided at the next meeting, but one meeting following the next. Any conflicting changes will be brought to the chair for review prior to adoption of the minutes.
- The Planning Commission agreed that all absent members will be sent a copy of the meeting tapes for all regular meetings missed in an effort to reduce the time spent bringing the absent members up to speed on the topics discussed. This will allow the absent commissioners to fully participate in the topics of discussion.

7. **Planning Commission Staff Updates**

John Sonnen provided the Planning Commission with the Thurston Regional Transportation Plan January 2004 draft document. It was decided that the Planning Commission would have a briefing from Regional Planning staff on this topic, followed by a worksession to provide comment at the March 17, 2004 meeting.

8. **Calendar (Tentative)**

March 17, 2004 – Commissioner Lovrien will be unable to attend.

The meeting adjourned at 8:30 p.m.

---

Liz Lyman, Chair  
Mark Lovrien, Vice Chair