MINUTES

Wednesday, September 1, 2004 Regular Meeting

1. **Call to Order**

Commissioner Lyman, followed by introductions of the Thurston County Planning Commission members, called the meeting to order at 7:01 p.m.

a. **Attendance**

**Thurston County**
Members Present: Liz Lyman, Bob Bower, Craig Ottavelli, Liz Kohlenberg, Chris Lane, Margaret Paradise, Joyce Roper, George Darkenwald.

Members Absent: Tom Cole

Staff Present: Michael Welter, Jennifer Hayes, Ryan Andrews, Nancy Pritchett and Cami Petersen

b. **Approval of Agenda**

Commissioner Bower requested to amend the agenda to discuss the possibility of the Planning Commission recommending that the Board make a change to the Olympia UGA.

Commissioner Lyman requested to add a discussion with Michael Welter to the agenda.

**Commissioner Paradise moved to approve the agenda. Commissioner Kohlenberg seconded. The agenda was approved as amended.**

c. **Approval of July 28, 2004 minutes**

**Commissioner Paradise moved to approve the July 28, 2004 minutes. Commissioner Kohlenberg seconded. Motion carried**

Commissioner Lyman requested to make two typographic changes.

**Commissioner Kohlenberg moved to accept the tapes of the July 28, 2004 meeting as the official record. Commissioner Bower seconded. Motion carried.**
d. **Approval of August 4, 2004 minutes**

Commissioner Paradise moved to approve the August 4, 2004 minutes. Commissioner Bower seconded. Motion carried.

Commissioner Lyman requested to make one typographic change and one substantive change to section 5, third bullet.

**Commissioner Kohlenberg moved to accept the tapes of the August 4, 2004 meeting as the official record. Commissioner Bower seconded. Motion carried.**

2. **Public Communication**

None.

3. **Miscellaneous**

Michael Welter addressed the Planning Commission to respond to a question that had been asked of him concerning the amendment of the Planning Commission Rules of Procedure to allow for staff briefings without a quorum present during certain circumstances. Mr. Welter explained that it would not be in the best interest of the county to allow official committees to hold meetings with less than a quorum. Mr. Welter stated that he understands the large workload the Planning Commission is undertaking this year and would like to offer suggestions as to how staff can ensure that a quorum be present for all scheduled meetings. A discussion followed. The Planning Commission expressed their reasoning for requesting that briefings be allowed with less than a quorum on special occasions – only those last minute emergency cancellations of the Planning Commission members. It was decided that the Planning Commission could hold meetings without a quorum present under these circumstances and that the Rules of Procedure would not be changed.

Mr. Welter discussed the issue of the Planning Commission minutes – the minutes shall be a summary of the meeting and changes to the minutes shall be factual. Any specific information that a Planning Commissioner wishes to be included in the minutes should be stated as such during the meeting; otherwise the minutes will only be a brief summary of the main meeting topics. Commissioner Lyman requested that the minutes be even less detailed to avoid the numerous changes that have previously occurred.

4. **GMA Update Process – Check in and Public Participation Program**

   **Staff: Jennifer Hayes**

Ms. Hayes explained that staff is still focusing on meeting the December 1, 2004 deadline for updates to the Comprehensive Plan (excluding Critical Areas) and that this is the last briefing on the Comprehensive Plan and will also be setting the hearing for September 29, 2004. This should keep staff on schedule to get this information to the Board for their public hearing.
Ms. Hayes explained that the tan sheet in the packet that had been sent to the Planning Commission for this meeting explains the public participation process, cataloguing all of the review process and additional information.

5. **Briefing: GMA Update – Land Use (Special Use Permits and Other Regulations, cont’d)**  
   Staff: Jennifer Hayes and Ryan Andrews

The document titled: Proposed Amendment to the Thurston County Zoning Code Chapters 20.08E, 20.09A, and 20.54 T.C.C. and associated sections, dated September 1, 2004, is a continuation of the sub-committee briefing which was held at a previous meeting. This draft contains the changes discussed at that meeting.

A revised portion of this document was provided to the Planning Commission replacing section B titled “Adding Green Cove vegetation retention requirements.” This document provides new Green Cove standards.

A color map titled: “Thurston County Green Cove Creek Basin Parcel Size Classes” dated August 31, 2004, was provided to the Planning Commission.

6. **Briefing: GMA Update – Administrative Section**  
   Staff: Jennifer Hayes

This section of the GMA update reflects changes such as removing old information, moving information around, adding descriptions of certain items, etc. Ms. Hayes asked the Planning Commission for their opinion on changing the Preface and the Historic Commissions section concerning the history of Thurston County.

The Planning Commission decided to remove the Preface and make the history section Appendix A. The Planning Commission also requested to add a reference in the introduction to the Comprehensive Plan to discuss public participation guidelines.

7. **Briefing: GMA Update – Utilities Chapter**  
   Staff: Ryan Andrews

Mr. Andrews discussed the latest changes to the Utilities Chapter of the Comp Plan. The Planning Commission suggested that the Utilities Chapter encourage the local cable television provider, Comcast, to provide access to the Internet for low-income citizens. This suggestion had a motion and a second.

8. **Briefing: GMA Update – Transportation Chapter**  
   Staff: Nancy Pritchett

Ms. Pritchett discussed the latest changes to the Transportation Chapter of the Comp Plan. The Planning Commission was provided with a handout titled: “Map D-3: Transit Service Area and Routes in Thurston County, WA,” which is a part of the 2025 Transportation Plan. The Planning Commission would like to see the Intercity Transit system expanded to provide service to rural “park and ride” lots. A discussion followed concerning transportation options within the county.
9. **Set Hearing – GMA Update – Comprehensive Plan**

    Commissioner Paradise moved to set a public hearing on the GMA Update, Comprehensive Plan Updates as amended on September 29, 2004 at 7:00 p.m. in room 280. Commissioner Roper seconded. Motion carried.

10. **Change to the West Side UGA**

    Commissioner Bower stated that he would like the Planning Commission to consider asking the Board of Commissioners to consider removing the West Side critical areas from the city of Olympia Urban Growth Area boundaries and put that back in the County to help preserve this critical wildlife habitat. The Planning Commission agreed that this would be a good topic to discuss at a later meeting.

11. **Calendar**

    The following Planning Commission members are unable to attend the following meetings:

    **October 6, 2004 – Commissioner Cole**

12. **Adjourn**

    The meeting adjourned at 10:00 p.m.

Liz Lyman, Chair  
Tom Cole, Vice Chair
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Thurston County Planning Commission

REQUEST FOR INFORMATION
SUMMARY SHEET