1. **7:00 PM CALL TO ORDER**

Chair Roper called the January 2, 2008 regular meeting of the Thurston County Planning Commission to order at 7:00 p.m. Commissioners provided self-introductions.

**Attendance:** Chair Joyce Roper, Chris Lane, Tom Cole, Scott Nelson, Katherine O’Connor, and Liz Myers

**Excused:** Commissioner Liz Kohlenberg

**Staff:** Aimee Swenson-Farrow, Mike Kain, and Recording Secretary Jessica Tate

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2. **7:05 PM PUBLIC COMMUNICATIONS (Not associated with topics for which public hearings have been held.)**

There were no public communications.

3. **7:06 PM APPROVAL OF MINUTES**

**MOTION:** Commissioner O’Connor moved to approve the December 19, 2007 minutes and accept the audio as the official recording. Commissioner Myers seconded. The following changes were requested to the minutes:

- The calendar should reflect that Commissioner O’Connor might not be able to attend the January 2, 2008 meeting.
- Page 2, Paragraph 2, Second Sentence: insert “to be” before “appealed.”
- Page 2, Paragraph 5: The intent was to ensure someone acts as a supervisor for additional tasks, not to appoint a liaison.
- Page 2, Paragraph 6, Last Sentence: replace “downsizing” with “decreasing.”
- Page 4, Paragraph 4, Last Sentence: replace “annexing into the UGA” with “UGAs are expanded.”
- Page 5, Paragraph 3, First Sentence: revise “Commissioner” with “Commissioners.”
4. 7:17 PM CALENDAR (Tentative) AND ATTENDANCE
- January 9, 2008: Special Session – Briefing: Long Term Ag Designations
- January 16, 2008: Critical Areas Ordinance (Wetlands)
- February 6, 2008
- February 13, 2008: Special Session – Public Hearing: Long Term Ag Designations

The Commission agreed not to hold the February 6, 2008 meeting unless an issue regarding Long Term Agriculture should arise that would impact the public hearing.

5. 7:18 PM STAFF UPDATES

Ms. Swenson-Farrow reported the January 9, 2008 meeting will be held downstairs in Room #152.

Ms. Swenson-Farrow reported the meeting room will not be available until 7:30 p.m. on February 13, 2008. The Commission agreed to hold the meeting in south Thurston County for convenience to those most impacted. Commissioner Nelson suggested potential locations such as Rochester High School, Tenino High School, or the Rainier Sportsman’s Club. Ms. Swenson-Farrow said she will contact Commissioners regarding a location.

7:22 PM Mr. Kain provided an update on the status of current hiring and staffing.

Mr. Kain reported the upcoming Forest Land Conversion Ordinance contains several provisions that will potentially be revised for clarity. The Commission agreed to review the ordinance in the future.

6. 7:27 PM STAFF RULES OF PROCEDURE FOR 2008
(Staff: Mike Kain, Aimee Swenson-Farrow)

Commissioner Cole indicated he recently submitted his written revisions to Ms. Swenson-Farrow.

Ms. Swenson-Farrow reported the Rules of Procedure were last updated in 2004.

The following revisions were requested to the Rules of Procedure:
- Page 6, Paragraph 1, First Sentence: revise “three” to “two.”
- Page 6, Application and Petition Section: clarify the proper action process.
Page 4, Section C. Conflict of Interest: clarify that the Commissioner is expected to sit in the audience and passively observe the discussion.

Discussion followed regarding potential conflicts of interest such as direct financial investment. Ms. Swenson-Farrow stated she will have Attorney Fancher review the issue of legal viability in regard to where to draw the line regarding conflict of interest.

7:50 PM Page 2, Section C: revise the first “office” to “officer.”
Page 1, Section A: the Commission agreed to revise the “7:00 p.m.” meeting time to “6:30 p.m.” and add the adjournment time of 9:00 p.m. Add language indicating public hearings will commence at 7:00 p.m.

7:57 PM The Commission agreed to begin the 6:30 p.m. meeting times at the next meeting. Ms. Swenson-Farrow advised that she will inform Commissioner Kohlenberg of the time revision and post the change on the County’s website as well.

- Page 1, Section D: strike “Secretary or.”
- Page 4, Section VII. Quorum, Voting, Conflict of Interest: clarify quorum and voting language to be consistent with the bylaws.
- Page 6, Paragraph 3: provide language indicating that the BoCC can amend the work program when warranted to adequately complete projects.
- Page 7, Section XIII. Meeting Minutes: add language indicating that the digital recording is now the official record.
- Page 8, Item 9: revise the term “factual errors” to “factual ambiguities and misinterpretations.”
- Page 8, Item 6: begin this practice again. However, start with a fresh list.
- Page 6, Paragraph 2, First Sentence: revise “shall” to “may.”
- Page 6, Paragraph 2: strike the last sentence.

Mr. Kain asked for the Commission’s opinion regarding whether the first draft of the Commission’s requested letters should be crafted by the Chair or if a list of items for inclusion could be provided to assist staff. Chair Roper suggested the Chair should stay after such meetings to discuss letters with staff and ensure specific items are addressed.

Ms. Swenson-Farrow reported the intent is to ensure that language of the Commission is reflected in prepared letters. Letters will be provided at the following meeting for potential adoption.

Ms. Swenson-Farrow reported agendas will be posted on the County’s website no later than the Wednesday prior to a meeting. Agendas will be replaced by 4:00 p.m. Mr. Nelson suggested posting new agendas on the Thursday prior to a meeting to avoid confusion. Ms. Swenson-Farrow said she will create a new folder on the County’s website containing previous agendas to address potential issues.
7. **8:38 PM ADJOURNMENT**
   With there being no further business, Chair Roper adjourned the meeting at 8:38 p.m.

Joyce Roper, Chair

Prepared by Jessica Tate, Recording Secretary
Puget Sound Meeting Services