1. 6:43 PM CALL TO ORDER
Vice Chair Nelson called the July 16, 2008 regular meeting of the Thurston County Planning Commission to order at 6:43 p.m.

Attendance: Vice Chair Scott Nelson, Commissioners Tom Cole, Liz Kohlenberg, Kathleen O’Connor, and Joyce Roper.
Excused: Chair Chris Lane and Commissioner Liz Myers.
Staff: Scott Clark, Cindy Wilson, Jeremy Davis, and Recording Secretary Danielle Gardea.

6:45 PM APPROVAL OF AGENDA
MOTION: Commissioner Cole moved to approve the agenda. Commissioner O’Connor seconded. Motion carried as amended.

The following changes were requested for the July 16, 2008 agenda:
- Remove item 4, LTA
- Include approval of the June 4, 2008 minutes

Motion carried as amended.

Commissioner Joyce Roper arrived.

2. 6:46 PM PUBLIC COMMUNICATIONS (Not associated with topics for which public hearings have been held.)
There were no public communications.

3. 6:47 PM APPROVAL OF MINUTES
MOTION: Commissioner Kohlenberg moved to approve the June 4, 2008 and accept the audio as the official recording. Commissioner O’Conner seconded. Motion carried

MOTION: Commissioner O’Conner moved to approve the July 2, 2008 minutes and accept the audio as the official recording. Commissioner Roper seconded.

The following changes were requested to the July 2, 2008 minutes:
- On page 4 in the second sentence of the first paragraph change, “TDRs” to “PDRs.”
- On page 4, within the sixth paragraph, change “open space program” to “the fee.”
• On page 2, within the sixth paragraph, change “both subsets of parcels” to “original LTA and proposed LTA.”

**Motion carried as amended.**

Commissioner O’Conner suggested superscripting the changes that were moved to a different location.

Vice Chair Nelson recessed the meeting from 6:51 p.m. to 7:00 p.m.

4. **(W) LONG TERM AGRICULTURE – Pulled from the agenda.**

5. **7:00 PM (D): CRITICAL AREAS ORDINANCE – ADMINISTRATIVE PROVISIONS**  
   *(Staff: Cindy Wilson)*  

Ms. Wilson reported the administrative procedures document is a draft in progress with changes highlighted in green. Many of the changes are typographical or language changes. Commissioners and staff reviewed the revised document with additional changes recommended below:

- On page 4-2, in item 3, the language has been changed to, “on the property.” Commissioner Roper said if a neighboring property has a wetland anyone would be able to build into the buffer and she would like the wording to be revised to reflect “proximity.”
- On page 4-2, in item 3, change “available” to “explicit.”
- On page 4-4, in item A, under staff comment, clarify language to read, “working days” for permits requested around holidays and weekends.
- On page 4-5, in item C, within the last sentence, change, “Chapter 2.06” to “Chapter 20.06.”
- On page 4-5, in the last sentence of item D, change “Chapter 2.06” to “Chapter 20.06.”
- On page 4-6, within item B, replace the following language from the previous draft to state, “approval authority may require updated studies in order to decide whether to grant an extension to a permit.”
- On page 4-6, in item B, change the language to include “enlarge or altered” and “in the judgment of the approval authority.” Staff was asked to review and revise if necessary.
- Add in a condition from the previous document stating, “If the applicant fails to abide by the terms of the original permit.” This gives discretion to the approval authority to require updated studies.
- On page 4-6, in item B, change “17.15.415” to “17.15.416.”
- On page 4-6, in item A under 17.15.415, change “as applicable” to “as determined by the approval authority.”
- On page 4-7, in the last sentence in item 3, change “on” to “to.”
- On page 4-7, in the second sentence of item 3, strike the proposed language of, “or
accommodate the lineal facility.”

- On page 4-8, in item C, change “Residential Development” to “New and Expanded Structures.”
- On page 4-8, item C should be changed back to the previous language and move the last sentence of the old provision to the top to state, “the approval authority will look at what the physical restraints are and where the expansion is permitted.”
- On page 4-8, in item C, no list of critical areas should be included because of limitations.
- On page 4-10, in section B, staff was asked to review the reasoning of a staff option pertaining to, “attempt to.”

Ms. Wilson distributed a matrix of the Critical Areas zone and related comments. Commissioner Kohlenberg suggested staff review the document and discuss any concerns with the Commission. Mr. Clark advised that staff is scheduled to attend the August 8, 2008 meeting for further discussion on the issue.

Commissioner Roper asked staff to review the presubmission conference provision within the ordinance.

Discussion ensued regarding the procedure for presubmission conferences.

Mr. Clark indicated staff is scheduled to review the issue at the beginning of the meeting on August 8, 2008. Commissioner Roper asked whether definitions will be included at a future meeting. Ms. Wilson replied staff will be able to schedule a review at a later meeting.

6. **8:06 PM STAFF UPDATES**

Mr. Clark reported on an extension by the Hearings Board for LTA until November. The Commission should be able to finalize the LTA at its next scheduled meeting.

Mr. Clark introduced Jeremy Davis, the department’s new Associate Planner from Seattle. Mr. Davis has experience in urban planning and development. Staffing for Long Range Planning was approved on July 15, 2008 to include a Manager, Senior Planner, Environmental Scientist Project Manager (next year), Associate Planner, Assistant Planner, and a GIS Mapper.

Mr. Davis and Ms. Terwilleger are attending the Government-to-Government training class for local and tribal governments.

Mr. Clark reported on an upcoming planning course. He said he will work on scheduling Commissioners to attend the course.

Mr. Clark reviewed the calendar of upcoming events through the end of the year.

7. **8:20 PM CALENDAR (Tentative) AND ATTENDANCE**
Discussion ensued on the best time for a local planning meeting.

8:24 PM ADJOURNMENT

With there being no further business, Vice Chair Nelson adjourned the meeting at 8:24 p.m.

Scott Nelson, Vice Chair

Prepared by Danielle Gardea, Recording Secretary
Puget Sound Meeting Services