1. **6:32 PM CALL TO ORDER**
Chair Lane called the September 17, 2008 regular meeting of the Thurston County Planning Commission to order at 6:32 p.m. Commissioners provided self-introductions.

**Attendance:** Chair Chris Lane, Commissioners Tom Cole, Liz Kohlenberg, Liz Myers, and Scott Nelson.

**Excused:** Commissioners Kathleen O’Connor and Joyce Roper.

**Staff:** Scott Clark, Olivia Terwilleger, Jeremy Davis, Mark Swartout, Cynthia Stewart, and Recording Secretary Cheri Lindgren.

2. **6:32 PM APPROVAL OF AGENDA**

**MOTION:** Commissioner Cole moved to approve the agenda. Commissioner Myers seconded. **Motion carried.**

3. **6:32 PM APPROVAL OF MINUTES**

**MOTION:** Commissioner Cole moved to approve the September 3, 2008 minutes and accept the audio as the official recording. Commissioner Myers seconded. **Motion carried.**

The following changes were requested to the September 3, 2008 minutes:

- Within the first line of the eighth paragraph on page 2, change “Senate Lake” to “Summit Lake”
- Within the first line of the paragraph under DEVELOPMENT CODE DOCKET on page 1, change “Commissioners” to “Commissions”

**Motion carried as amended.**

4. **6:34 PM STAFF UPDATES**
Mr. Clark reported on the rescheduling of Grand Mound Alternatives to a future meeting. The Confederated Tribes of the Chehalis Reservation’s consultant is briefing the Tribe on the Economic Development Plan (EDP) on September 18, 2008. Staff will brief the Board of County Commissioners (BoCC) at an upcoming meeting.

Staff is scheduling the Long Term Agriculture (LTA) designation project during the next meeting. Commissioners will be asked to review the final map cut.
Staff is considering revising the Commission’s meeting schedule to meet once a month because of budgeting and workload considerations.

Commissioner Kohlenberg arrived.

Mr. Clark reported Cindy Wilson will join the Long Range Planning Department on October 1, 2008. Her priorities include shorelines and critical areas.

5. **6:39 PM CALENDAR (Tentative) AND ATTENDANCE**
   - October 1, 2008: (Commissioners Cole and Kohlenberg unable to attend)
   - October 15, 2008: (W) LTA (Commissioner Cole unable to attend, Commissioner Myers tentative)

Commissioners discussed attendance to the September 24 training session with the Department of Community, Trade and Economic Development (CTED), specifically noticing requirements if a quorum of the Commission is attained.

6. **6:45 PM (PH) CAPITAL FACILITIES PLAN PUBLIC HEARING**
   (Staff: Mark Swartout)

Chair Lane opened the public hearing at 6:45 p.m. There was no public comment. Chair Lane closed the public hearing at 6:45 p.m.

Commissioner Kohlenberg moved to recommend adoption of the 2009-2014 Capital Facilities Plan (CFP) to the BoCC. Commissioner Cole seconded. Motion carried.

7. **6:46 PM (W) DEVELOPMENT CODE DOCKET**
   (Staff: Olivia Terwilleger, Jeremy Davis)

   **A-5 Guest House Size**

Ms. Terwilleger reviewed the proposal to include the following language in section 20.34.020, Limitations on accessory uses: “To ensure that the guest house is clearly secondary to the primary unit, the floor area for the guest house shall in no case exceed eight-hundred square feet.” Currently there is no size requirement. A person could build a 2,000 square-foot guesthouse and sell it as a single-family residence. Neighboring jurisdictions regulate the size of guesthouses, which range from 800 to 850 square feet. The intent of a size limitation is to ensure guesthouses are secondary to the primary dwelling unit and to prevent the illegal sale of an accessory structure.

Commissioners discussed other options, such as regulating the size of guesthouses based on a certain percentage of the size of the primary structure and establishing a maximum size threshold.

Mr. Davis commented that the current size of the average household is 2,200 square feet.
Chair Lane moved to revise the language to read, “To ensure that the guest house is clearly secondary to the primary dwelling unit, the floor area of the guest house shall be no more than 50% of the primary structure not to exceed 2,000 square feet.” Commissioner Cole seconded. Motion carried.

7:01 PM Discussion ensued on the distinction between an accessory dwelling unit and a guest house, and the intent of item d within section 20.34.020 stating, “The primary entrance to an accessory dwelling unit shall not be visible from the yard on the same side of the lot on which the primary entrance to the primary single-family dwelling unit is located.” Commissioners expressed an interest in scheduling the matter on next year’s development code docket.

A-8 Subdividing the Tumwater UGA with no Sewer

7:05 PM Mr. Davis reported a citizen requested the County allow subdivisions in areas where sewers do not exist in Tumwater’s urban growth area (UGA). Currently, parcels of five acres or less cannot be divided without sewer even though septic systems could be approved. The text amendment eliminates lot size requirements. The City of Tumwater opposes the amendment because it’s inconsistent with the city’s zoning code, the Growth Management Act (GMA), and the joint planning agreement between Tumwater and Thurston County. He reviewed pros and cons concerning the proposed change. Staff recommends no changes to the County’s current code. It was noted that the Salmon Creek basin is located within Tumwater’s UGA and most of the area is not suitable for septic systems.

Discussion followed on minimum density requirements. Commissioners generally agreed no change is the appropriate action.

A-18 Tree Removal in Wetlands

7:15 PM Ms. Terwilleger reported wetland tree cutting is only allowed for the personal use of the property owner and not for sale or resale, provided that the removal does not adversely affect the functioning of the wetland. The proposal is limiting tree cutting to danger trees with mitigation at a ratio of 1:3 for each tree removed. The replacement trees shall have a minimum 15-gallon pot size, a height of four feet, and three years of age or older.

Discussion ensued on how the amendment was initiated. Current language within the Critical Areas Ordinance (CAO) states in part, “... provided that the removal does not adversely affect the function of the wetland.” Mr. Clark and Mr. Davis said staff will follow up by email to Commissioners on how and/or who initiated the amendment and why the proposal is limited to danger trees.

Commissioners expressed interest about the amendment in light of pending changes to the CAO. Commissioners indicated they were generally comfortable with the existing
Mr. Clark reported staff is considering revising the County’s docket screening process. Staff is examining how other jurisdictions establish development code dockets.

Discussion followed on the status of the Shoreline Master Program (SMP) update.

**7:30 PM ADJOURNMENT**

With there being no further business, Chair Lane adjourned the meeting at 7:30 p.m.

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Chris Lane, Chair

Prepared by Cheri Lindgren, Recording Secretary
Puget Sound Meeting Services