

RULES OF PROCEDURE

PLANNING COMMISSION OF THURSTON COUNTY

~~Including Amendments through~~ Amended January 2023 ~~January, 2013~~

WE, THE MEMBERS of the Planning Commission of Thurston County, State of Washington, created by a Resolution of the Board of Thurston County Commissioners, pursuant to Chapter 201, Laws of 1959, do hereby adopt, publish and declare the following rules of procedure:

I. NAME

The official name shall be the "Thurston County Planning Commission."

II. MEETINGS

- A. As of January 2023, Mmeetings are typically held at ~~the Building One, Room 152, 2000 Lake ridge Drive SW~~ 3000 Pacific Avenue, Olympia. Regular meetings shall be held on the first and third Wednesdays of each month and shall be open to the public. Regular meetings will begin at 6:30 p.m. Public hearings will begin at 7:00 p.m.
- B. Special meetings shall be at the call of the Chair or by a quorum.
- C. When a regular meeting day falls on a legal holiday, the Commission will convene at the call of the Chair.
- D. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be canceled at the call of the Chair.
- E. Except as modified by these rules of procedure, the latest edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings and all procedures.
- F. Remote attendance shall be allowed during any public hearings, but only if the following requirements are met; otherwise, such remote attendance may solely be allowed for the other portions of the meeting; provided that the conditions set forth in subsection (I)(G) of this section are met:
 - a. The member can hear all that is spoken in the hearing; and
 - b. All members and individuals attending the hearing can hear the member speak; and
 - c. The member has already received or is able to receive during the hearing, electronically or otherwise, all materials and documents presented in the hearing; and
 - d. The member can view all exhibits identified and referred to during the hearing, regardless of whether or not they were submitted before the meeting.

- G. To participate in remote attendance other than during any quasi-judicial or legislative public hearing, the member(s) must in advance inform the Chair they are unable to attend in person, must be able to hear everything that is spoken by any member(s) or individual(s) who are participating in the meeting, either in person or by remote attendance, and all members and individual(s) attending the meeting in person or remotely must be able to hear everything spoken by the member(s).
- H. Remote attendance by Planning Commission members should be announced by the Chair or Vice Chair in the absence of the Chair and will be reflected in the meeting minutes.

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IX. TRANSMITTAL OF REPORTS TO THE BOARD OF COUNTY COMMISSIONERS

- A. Any two or more concurring Planning Commissioners may submit a minority report to accompany the majority report to the Board of Thurston County Commissioners.
 - a. The Report provided shall be appropriately formatted as a standard memo or letter.
 - b. Staff will not edit (i.e., no formatting, grammar, or spell check) the document.
 - c. The Report shall include but not be limited to findings of fact appropriate to the minority report, the date, and all signatory's printed name and signature on the document when received by staff.
- B. ~~Findings of fact appropriate to the minority report should be included.~~ The Chair will provide clear instructions about when the minority report is due to staff.
- C. Majority and minority reports will be submitted through the Community Planning and Economic Development ~~Planning~~ Department.
- D. Any Planning Commissioner may have his or her minority opinion heard and entered into the minutes immediately following a vote, to be forwarded to the Board of County Commissioners in addition to majority or minority reports.
- E. When the Planning Department is making a recommendation to the County Commissioners different from that of the Planning Commission, the Department shall notify the Planning Commission so the Commission Chair or a designee may represent the Planning Commission when the report is presented to the Board.