



Planning Commission

Planning Commission Meeting

9/5/2018

BLUF

- Provide the Planning Commission with Background Information for the September 19th BoCC Briefing

Planning Commission Role

- Planning Commission roles have evolved over the years and in some places serve in a quasi-judicial role on special use permits, variances, site plan reviews and zoning changes.
- Thurston County's Planning Commission provides advice to the Board on legislative comprehensive plan, joint plans with the cities, regulations, and planning issues as requested by the Board.
- It is responsible for providing the Board with a citizen perspective on proposed changes to the Comprehensive Plan, zoning and subdivision regulations.

Staff's Role

- Organize the Meetings and Keep Records
- Conduct initial fact finding, research, and prepare reports for the Planning Commission to review
- Prepare initial drafts of amendments and regulations for Planning Commission Review
- Conduct citizen outreach on behalf of the Planning Commission and Board of County Commissioners on proposed actions
- Conduct capital project planning for the annual Capital Facilities Plan updates

Planning Commission Laws

- **Chapter 35.63 Planning Commissions**
- Chapter 35A.63 Planning and Zoning in Code Cities
- Chapter 36.70 Planning Enabling Act (Counties)
- **Chapter 36.70A Growth Management Act**
- **TCC Chapter 2.04 Planning Commission**
- **TCC Chapter 2.05 GMA Public Participation**



Planning Commission Required

RCW 35.63.020

RCW 35.63.030

- Requires the creation of a Planning Commission
- 3-12 Members
- Term of Office 4 or 6 years
- Vacancies are to end of Term filled
- No compensation and are selected without respect to political affiliations

Planning Commission Established in Code

Chapter 2.04 TCC

Since 1966

- Established Planning Commission
- Membership - 9
- Appointment - Board
- Term of Office – 6 Years



Planning Commission Rules of Procedure

Adopted per RCW 35.63.040

Meetings

Elections and Roles of Officers

Subcommittees

Quorum, voting conflicts of interest

Attendance

Recommendations to the Board



PC Meeting Basics

- Times established in PC Rules and State Law
- 1st and 3rd Wednesdays
- Special Meetings at the call of the Chair or by quorum
- Meetings may be cancelled by the Chair
- Roberts Rules of Order Govern the Conduct of Meetings
- One regular meeting required in each month for nine months in a year (RCW 35.63.040)



Assigning Items to the PC

RCW 35.63.060

RCW 36.70A.470

Chapter 2.05 TCC

- Planning Commission acts as the research and fact finding agency
- The Board assigns items for review
- Docket Required by GMA and County Code
- Assignments Made via Docketing



Review Required

RCW 35.63.080

Chapter 36.70A RCW

Board Needs PC Review

- Comprehensive Plans
- Zoning Regulations
- Subdivision Regulations
- Critical Areas Regulations
- Other Regulations on the Physical Development as Assigned

Two Dockets

Comprehensive Plan Amendment Docket

- Comprehensive Plan Amendments
- Development Code Amendments that “may” require a Comprehensive Plan Amendment

Development Code Amendment Docket

- Development Code Amendments that “Do Not” Require a Comprehensive Plan Amendment

Amendments to the following must be on the docket (2.05 TCC)

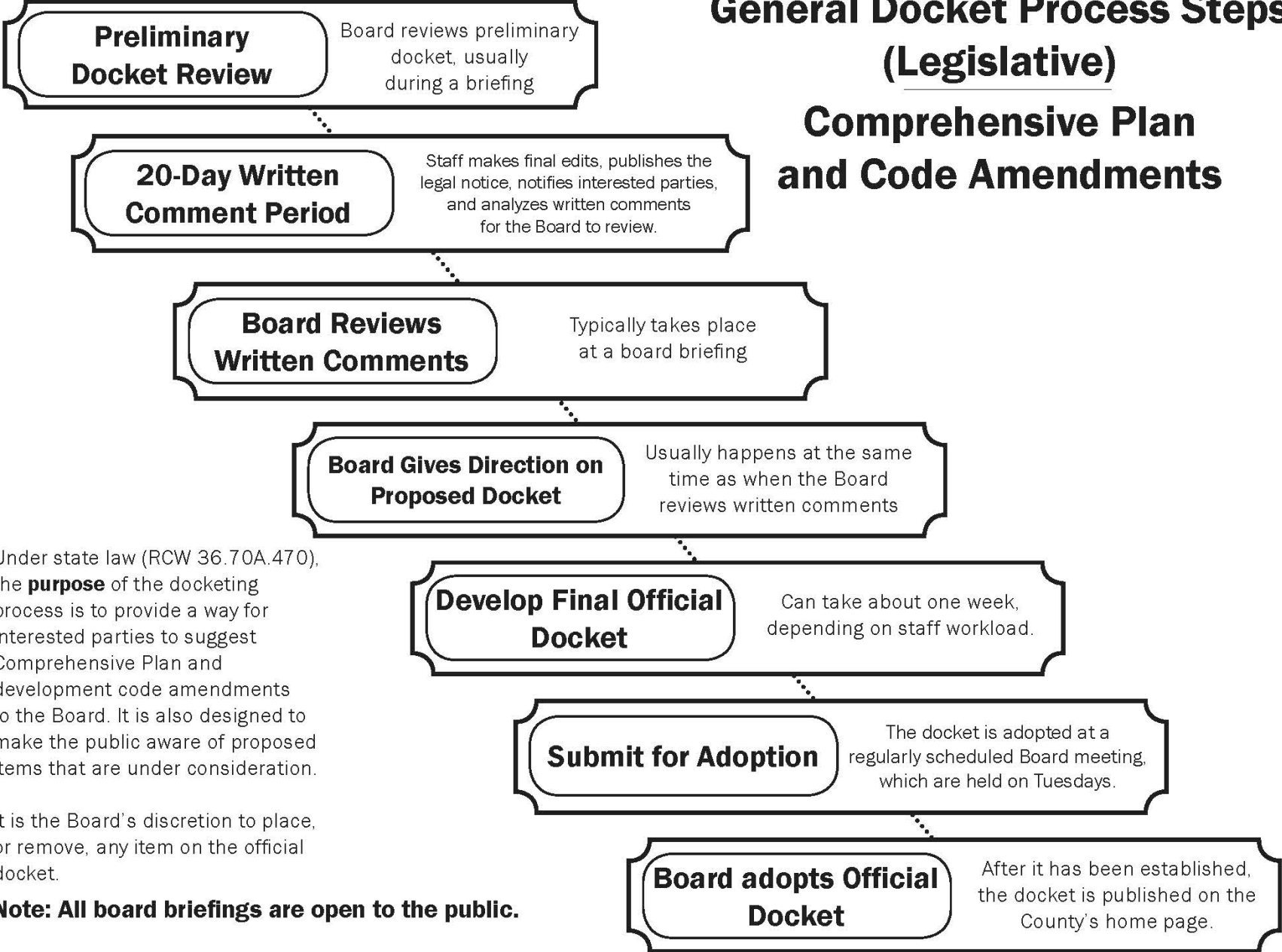
- Chapter 17.09 State Environmental Policy Act
- Chapter 17.15 Ag Activities CAO
- Title 18, Platting and Subdivision
- Title 19, Shoreline Master Program
- Title 20 (Rural) Zoning
- Title 21 Lacey UGA Zoning
- Title 22 Tumwater UGA Zoning
- Title 23 Olympia UGA Zoning
- Title 24 CAO

The docket may also include:

- Amendments to other titles, chapters and sections as deemed necessary by the Board
- Examples:
 - Title 25 Impact Fees
 - Chapter 17.20 Mineral Extraction Code
 - Chapter 17.25 Forest Lands Conversion Ordinance

General Docket Process Steps (Legislative)

Comprehensive Plan and Code Amendments



Under state law (RCW 36.70A.470), the **purpose** of the docketing process is to provide a way for interested parties to suggest Comprehensive Plan and development code amendments to the Board. It is also designed to make the public aware of proposed items that are under consideration.

It is the Board's discretion to place, or remove, any item on the official docket.

Note: All board briefings are open to the public.



Recommendation Required

RCW 35.63.100, .105, & .120

Section 2.05.030 TCC

Board Needs a Recommendation from the Planning Commission following a public hearing on initial plans and regulations as well as amendments prior to making a final decision.

Becoming an Amendment

Step 2: Planning Commission Review Process

Staff Review of Draft Amendments

Staff reviews draft code amendments, prepares a staff report, completes an initial legal review and develops alternatives.

Planning Commission Review

Planning Commission reviews preliminary draft amendments over the course of one or more meetings. After review, they set a public hearing with a 20-day notice.

Planning Commission Public Hearing

The public has the opportunity to give comments to the Planning Commission at the public hearing.

Recommendation to the Board

Planning Commission decides on the preliminary draft amendments. Their decision, along with a minority report (if available) is sent to the Board as a recommendation.

- **State Environmental Policy Act (SEPA) Determination**
- **Commerce 60-Day Review**
- **Sent to Board to review**

Proposed amendments are sent to the Department of Commerce for a 60-day review, except under special circumstances.

Note: All Planning Commission meetings are open to the public.

Planning Commission Recommendations

- Majority Report and Recommendation
- Minority Report and Recommendation
 - 2 or more members
- Forward with No Recommendation



Board Action

RCW 35.63.120

Chapter 2.05 TCC

The Board can only make a final decision on comprehensive plan amendment or regulation change after a public hearing.

The Board may affirm, modify or deny any recommendation of the Planning Commission.

Becoming an Amendment

Step 3: Board of County Commissioners Review Process

Board Reviews Planning Commission Recommendation

Board begins review process after it receives the recommendation from the Planning Commission.

Board Briefing

Staff provide all available recommendations and a summary of public comments received during the Planning Commission review process. The board will give staff feedback for desired changes and set the public hearing with a 20-day notice.

Public Hearing

Public comment is given at the hearing. Staff prepares a review of the comments for the board.

Board Briefing and Direction

Board reviews public comments and recommends any changes to proposed amendments. Board gives staff final direction to prepare amendments for adoption.

Develop Ordinance

Staff draft an ordinance with proposed amendments to development code or comprehensive plan. Requires legal review prior to adoption.

Board Decision

Staff submit ordinance for adoption at a regularly scheduled board meeting.

Notice of Adoption

Notice is published in the County's newspaper of record. 60-day appeal period begins.

Note: All board briefings are open to the public.

Questions?