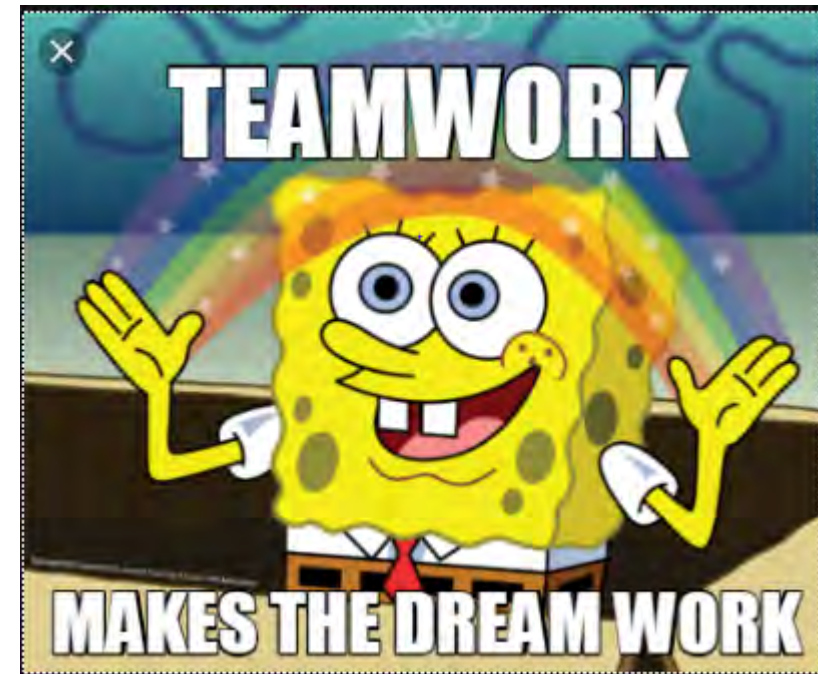


**Planning Commission
and CPED staff:
Work flow, roles and
relationships**



Citizen application

Planning Partner request

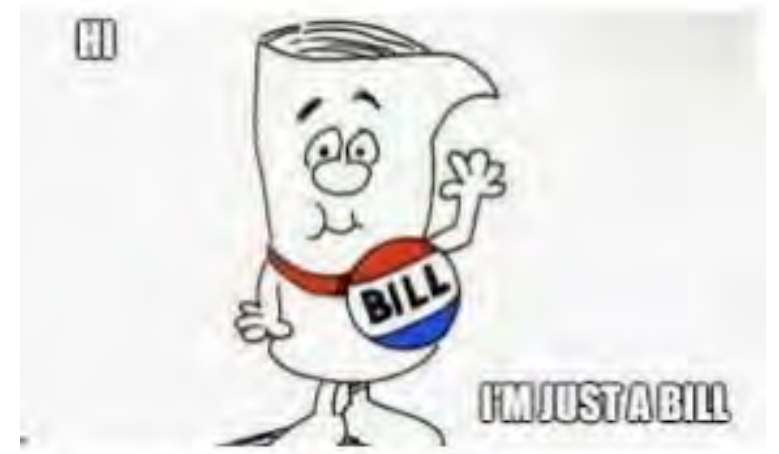
New legal requirement

Code improvement id'd by staff

Compliance with court case/settlement

BoCC Initiative

Correction/fix error



Docketing Process

General Docket Process Steps (Legislative) Comprehensive Plan and Code Amendments

Preliminary Docket Review

Board reviews preliminary docket, usually during a briefing

20-Day Written Comment Period

Staff makes final edits, publishes the legal notice, notifies interested parties, and analyzes written comments for the Board to review.

Board Reviews Written Comments

Typically takes place at a board briefing

Board Gives Direction on Proposed Docket

Usually happens at the same time as when the Board reviews written comments

Develop Final Official Docket

Can take about one week, depending on staff workload.

Submit for Adoption

The docket is adopted at a regularly scheduled Board meeting, which are held on Tuesdays.

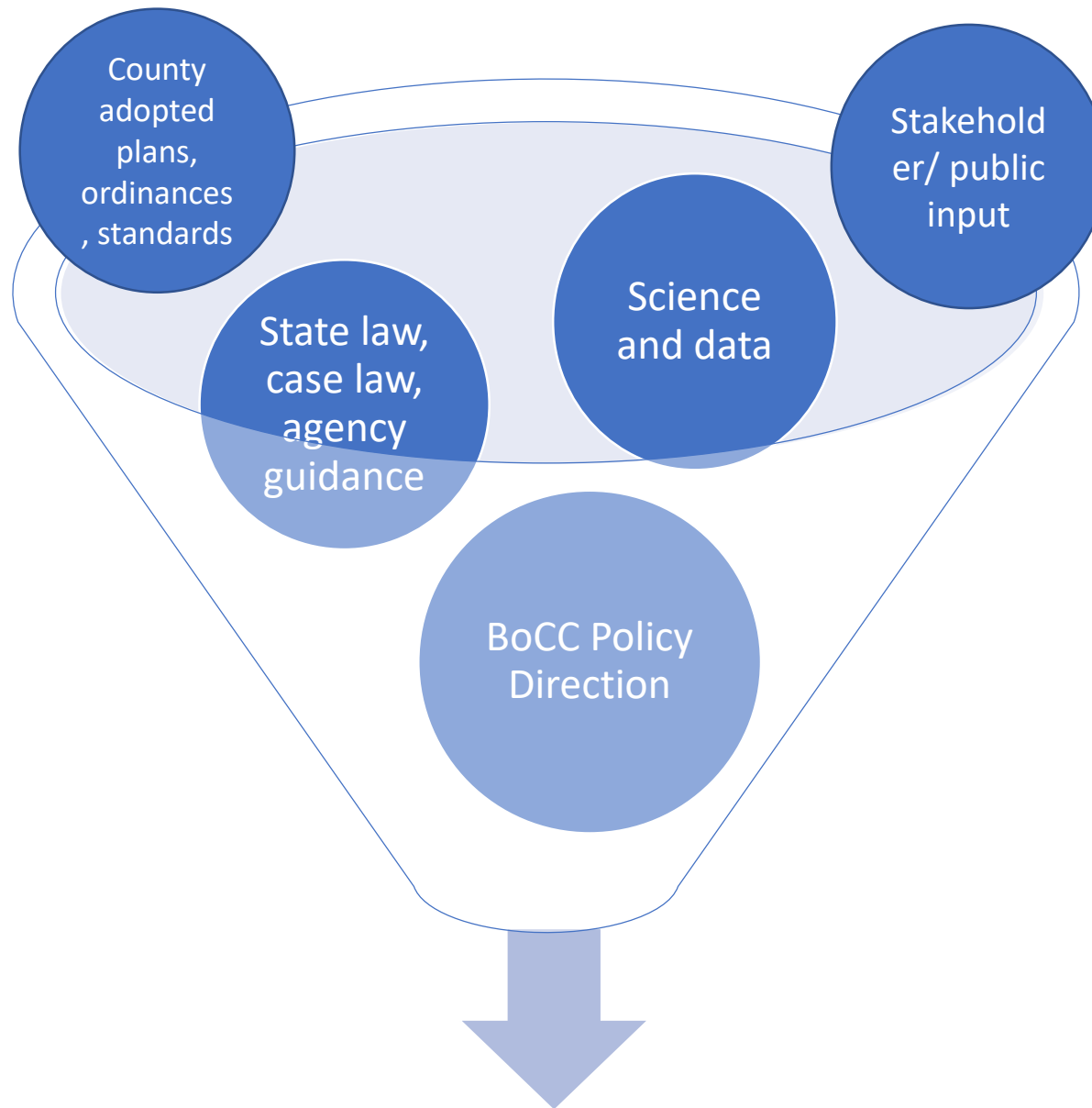
Board adopts Official Docket

After it has been established, the docket is published on the County's home page.

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.



Proposal brought to TCPC

Planning Commission:
Review, ask questions, suggest additional options or amendments to proposal



Planning Staff:
Facilitate, schedule, research, fact-find, evaluate, draft, recommend, help “articulate collective will of the PC”, stakeholder outreach



**TCPC
Public
Hearing
Draft**

Staff Roles (from Rules of Procedure, Section X):

1. The professional-technician role in which staff planners representing the Thurston County Planning Department **bring proposals** to the Planning Commission, or **comment on proposals** before the Planning Commission, and **make recommendations** consistent with the County's adopted plans, ordinances, and standards and with accepted planning theory and practice.
2. The traditional staff role in which the staff planners provide research assistance to the Planning Commission and help its members in **articulating their collective will**.

Both of these roles involve research, fact-finding, identification of alternatives, evaluation and recommendations.

...

The manner in which the Planning Staff provides its day-to-day service to the Planning Commission may be redefined annually by the Lead Planner and the Planning Commission. Essentially, **the relationship between the Planning Staff and the Planning Commission shall be whatever the two entities negotiate between them.**

Public hearing, PC
deliberation (work
sessions)

*Staff compiles comments,
answers questions,
recommends options*

PC decides/votes on
amendments

*Staff drafts final text and
transmittal letter for Chair
signature*

PC
recommendation
to BoCC

*Staff provides PC
recommendation to BoCC;
Staff may also have alternative
recommendation*