Planning Commission and CPED staff: Work flow, roles and relationships
Citizen application
Planning Partner request
Compliance with court case/settlement
Code improvement id’d by staff
Correction/fix error
New legal requirement
BoCC Initiative
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.
Proposal brought to TCPC

- County adopted plans, ordinances, standards
- State law, case law, agency guidance
- Science and data
- Stakeholder/public input

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

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

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