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## SPECIAL MEETING PLANNING COMMISSION Minutes\*

Shoreline Master Program with emphasis on:

Comprehensive Plan Update with emphasis on:

**Meeting**

Date: 6/20/2012 Location: City Hall – Room 112

**Meeting**

Convened: 6:35 p.m. Meeting Adjourned: 8:30 p.m.

**Meeting**

Recorded:  Yes  No

**USE CHECKBOXES TO INDICATE ATTENDEES**

|                                     |                    |                                     |                      |                          |  |                                     |                                    |
|-------------------------------------|--------------------|-------------------------------------|----------------------|--------------------------|--|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | JUDY BARDIN        | <input checked="" type="checkbox"/> | JEROME PARKER 7 p.m. | <input type="checkbox"/> |  | <input type="checkbox"/>            | AMY BUCKLER ( Associate Planner)   |
| <input type="checkbox"/>            | ROGER HORN         | <input type="checkbox"/>            | JAMES REDDICK        |                          |  | <input checked="" type="checkbox"/> | STACEY RAY (Associate Planner)     |
| <input checked="" type="checkbox"/> | PAUL INGMAN 7 p.m. | <input checked="" type="checkbox"/> | ROB RICHARDS         |                          |  | <input type="checkbox"/>            | KRAIG CHALEM (Associate Planner)   |
| <input type="checkbox"/>            | AGNIESZKA KISZA    | <input checked="" type="checkbox"/> | AMY TOUSLEY          |                          |  | <input type="checkbox"/>            | CARI HORNBEIN (Senior Planner)     |
| <input type="checkbox"/>            | LARRY LEVEEN       | <input type="checkbox"/>            |                      |                          |  | <input type="checkbox"/>            | JENNIFER KENNY (Associate Planner) |
|                                     |                    |                                     |                      |                          |  |                                     | OTHER:                             |

**ACTION ITEMS (including Motion/Voting information)**

ITEM DESCRIPTION: \_\_\_\_\_

VOTE Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

APPROVED/DISAPPROVED: (enter tally)

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

\*The intent of these minutes is to summarize main ideas presented at the meeting. Minutes may not capture all comments made. Comments noted by individuals may not represent the views of all those in attendance.

**ACTION ITEMS (including Motion/Voting information)**

ITEM DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

VOTE Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

APPROVED/DISAPPROVED: (enter tally)

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**ACTION ITEMS (including Motion/Voting information)**

ITEM DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

VOTE Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

APPROVED/DISAPPROVED: (enter tally)

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**DISCUSSION ITEMS**

Item 1: \_\_\_\_\_  
\_\_\_\_\_

Item 2: \_\_\_\_\_  
\_\_\_\_\_

Item 3: \_\_\_\_\_  
\_\_\_\_\_

Item 4: \_\_\_\_\_  
\_\_\_\_\_

Item 5: \_\_\_\_\_  
\_\_\_\_\_

Item 6: \_\_\_\_\_  
\_\_\_\_\_

Item 7: \_\_\_\_\_  
\_\_\_\_\_

Item 8: \_\_\_\_\_  
\_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Amy Tousley, Chair

June 20, 2012

Special Meeting—Planning Commission  
Emphasis on: Comprehensive Plan Update

*Note: The intent of these minutes is to summarize main ideas presented at the meeting. Minutes may not capture all comments made. Comments noted by individuals may not represent the views of all those in attendance.*

Topic: Planning Commission Hearing and Public Involvement

- Chair expresses desire to discuss CPU role at July 9 regular Commission meeting.
- Request made to staff for clarification on whether or not members can attend meetings via telephone.
- Members request that staff provide a distribution list for who will receive regular notice of the public hearings.
- Desire expressed to reach out to or invite participation from subsets of the community that are not typically involved in public participation opportunities.
- Emphasis that OPC doesn't intend to hold any special meetings; preference to make this clear to Council.
- A member of the public submits a letter for distribution to the entire Commission; letter focuses on Imagine Olympia public participation to date and going forward.
- Request made that Chair Tousley inform Council that the Commission wishes to maintain an open, fair public participation process that doesn't include special access for any members of the public.
- Request made that the OPC Leadership Team confirm staff's offer to add an additional four meetings to the OPC review schedule; determine how and when to add those meetings.
- Concern expressed about the existing review timeline; Council should know what OPC can accomplish during the time allotted.
- Staff requested to confirm how much advance notice is needed to notice a meeting.
- Desire expressed to expand the August 1 CPU meeting to a meeting of the full Commission for the purpose of identifying and prioritizing issues for deliberation.
- Chair Tousley confirmed continuing to discuss with Council the potential to remove work items from OPC's 2012 work plan.
- CPU members will present a work plan through Aug. 6 at the July 9 regular OPC meeting.
- Commissioners should discuss and confirm their role at the public hearings; to ask questions that are clarifying and not challenging.
- Request made to add the July 26 hearing date as a placeholder on the calendar in case more than two nights of hearings are needed.
- Staff requested to demonstrate or have visual examples of differing densities on display at the open house preceding the hearings.
- Staff will provide Commissioner Ingman with examples of what materials would be made available in advance of the open house.
- Suggestion made to request that the OPC Finance committee discussion potential funding of visualization and design software.
- Visual graphics are imperative for demonstrating the relationship of the plan to other planning processes and documents.
- Commissioners confirm public hearing format, specifically items 1-4 on the handout distributed by staff ("Planning Commission Public Hearings," created June 20, 2012).
- A member of the public makes the suggestion that the hearing notice ask participants to bring or submit specific written language with edits.