



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Stacey Ray  
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**Monday, November 4, 2019**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Richmond called the meeting to order at 6:32 p.m.

**1.A ROLL CALL**

**Present:** 6 - Chair Carole Richmond, Vice Chair Kento Azegami, Commissioner Tammy Adams, Commissioner Travis Burns, Commissioner Candi Millar and Commissioner Aaron Sauerhoff

**Excused:** 2 - Commissioner Rad Cunningham and Commissioner Paula Ehlers

**1.B OTHERS PRESENT**

City of Olympia Community Planning and Development staff:  
Senior Planner Joyce Phillips

City of Olympia Public Works staff:  
Senior Planner Sophie Stimson

Intercity Transit staff:  
General Manager Ann Freeman-Manzanares  
Development Director Eric Phillips  
Planning Manager Rob LaFontaine  
Senior Planner Steve Swan  
Associate Planner Michael Burnham

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [19-0999](#) Approval of October 21, 2019 Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips shared announcements.

**6. BUSINESS ITEMS****6.A**     [19-0988](#)            Intercity Transit Briefing

Staff with Intercity Transit briefed the Commission on their current services and projects that are underway.

**The information was received.**

**6.B**     [19-0977](#)            Briefing on the Downtown Design Guidelines - Site Elements and Design Section (18.120.300s)

Ms. Phillips shared an informational briefing on section three, Site Elements and Design, of the Downtown Design Guidelines.

**The information was received.**

**7. REPORTS**

Commissioners shared reports on outside meetings attended.

**8. OTHER TOPICS**

Ms. Phillips gave an update on the Growth Management Hearings Board decision received last week.

**9. ADJOURNMENT**

The meeting adjourned at 8:23 p.m.

**Upcoming**

The next regular Planning Commission meeting is November 18, 2019.