



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Stacey Ray  
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**Monday, November 18, 2019**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Richmond called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

**Present:** 8 - Chair Carole Richmond, Vice Chair Kento Azegami, Commissioner Tammy Adams, Commissioner Travis Burns, Commissioner Rad Cunningham, Commissioner Paula Ehlers, Commissioner Candi Millar and Commissioner Aaron Sauerhoff

**1.B OTHERS PRESENT**

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

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** [19-1057](#) Approval of November 4, 2019 Planning Commission Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Ray and Ms. Phillips shared announcements.

**6. BUSINESS ITEMS**

**6.A** [19-1041](#) Briefing on the Downtown Design Guidelines - Building Design Section (18.120.400s)

Ms. Phillips shared information, including a PowerPoint and handouts, on the Building Design section of the Downtown Design Guidelines.

The discussion was completed.

**7. REPORTS**

Commissioners reported on outside meetings attended.

**8. OTHER TOPICS**

Commissioners followed-up on information shared at their annual retreat.

**9. ADJOURNMENT**

The meeting was adjourned at 8:15 p.m.

**Upcoming**

The next regular Planning Commission meeting is December 2, 2019.