

**Planning Commission
Special Meeting
Wednesday, January 25, 2012
City Hall, Council Chambers
601 4th Avenue East
Olympia, Washington**

Members

*Roger Horn, Chair
Amy Tousley, Vice
Chair
Mark Derricott
Paul Ingman
Carol Law
Larry Leveen
Tom Muller
James Reddick
Rob Richards
Jeanne Marie Thomas
Richard Wolf*

AGENDA

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| 1. Call to Order | 6:30 p.m. |
| A. Roll Call | |
| B. Acceptance of Agenda | |
| C. Announcements | |
| 2. Public Communications (for items not on the agenda) | 6:40 p.m. |
| 3. Deliberation – Shoreline Master Program Update:
Chapter 4, Shoreline Use Policies and Regulations – Building
Heights | 6:50 p.m. |
| <i>Cari Hornbein, Senior Planner</i> | |
| 4. Evaluation of Meeting/Other Thoughts | 9:20 p.m. |
| 5. Adjournment | 9:40 p.m. |

Enclosures:

[Staff Report – Shoreline Master Program Update](#)

The listed times for each agenda item are approximate only.
If you need special accommodations to participate in this meeting,
call (360) 753-8314 by 10:00 a.m. three days prior to the meeting
and ask for the ADA Coordinator.

Hearing-impaired individuals may call the Washington State Relay Service
by dialing 711 or 1-800-833-6384 and ask to be connected to the phone number listed
above, or call the City of Olympia's TTY phone number at (360) 753-8270.

Planning Commission Deliberation Process

Purpose: This process is intended to provide a general framework to guide the Planning Commission in its decision-making but is not intended to be overly rigid. Deviations to this process may occur from time to time.

Step 1 Information phase - Gather information regarding the proposal:

- Staff presentation and Q&A on the proposal,
- Gather information from the public through public testimony (if appropriate),
- Close public testimony,
- Staff follow-up on questions generated from public testimony or staff report.

Step 2 Discussion phase - Potential effects of proposal – both positive and negative:

- Start with a free form discussion and evaluation of proposal- both pros and cons,
- Weigh policy/code change against Comprehensive Plan policies and goals,
- Following free form discussion, formally go around the table and have each commission member state their position on the proposal (~2 minutes each),
- Follow-up among commission members – Q&A on viewpoints,
- Request staff to provide their perspective on any issues raised (as appropriate),
- Close discussion phase.

Step 3 Decision phase - Formulate a recommendation:

- Chair will begin with a restatement of the staff recommendation.
- Is there a motion to approve policy as presented by staff? If yes, motion is made and vote is taken. If motion succeeds, recommendation is made.
- If no motion to recommend as presented by staff or if motion fails, is there an alternate recommendation? If yes, open floor to discussion of motion. Discussion should generally follow format in Step 2. Commission should consider if motion is significantly different from the original proposal, and if so, whether additional public testimony should be taken. Repeat this process as necessary to develop a recommendation.
- Successful motion will generally be captured in the minutes and transmitted to the Council in this manner. Where desired by the majority, a recommendation may be forwarded in letter format.
- Provide opportunity for dissenting opinions to be stated – minority report.
- If no motion is successful, deliberation ends and no recommendation is made.