



MASON COUNTY

**PLANNING ADVISORY COMMISSION**

**MASON COUNTY COMMUNITY SERVICES**

615 W. ALDER STREET, SHELTON, WA 98584

Meetings held at: Commissioners' Chambers

411 N. 5<sup>th</sup> Street Shelton, Wa 98584

**REGULAR MEETING**

**November 20, 2017**

**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

James Thomas, Planning Advisory Commission Chair, called the meeting to order at 6:01 p.m. Five of the currently appointed commissioners were in attendance:

Aaron Cleveland

Marilyn Vogler

James Thomas

Deb Soper

Vicki Wilson

Planning Advisory Commissioner Jason Bailey arrived at 6:29 p.m. Commissioner Bailey had previously informed staff of this late arrival.

**2. REGULAR BUSINESS**

**A. APPROVAL OF MEETING MINUTES AND AGENDA**

Motion was made by Commissioner Vogler and Seconded by Commissioner Cleveland to approve the minutes of the October 9, 2017, Special meeting and the October 16, 2017, Regular meeting as corrected, and the agenda as presented.

**Vote:**

6 in favor (Vogler, Wilson, Bailey, Cleveland, Soper, Thomas)

0 opposed

0 abstentions

**Motion passed**

**B. CHANGES TO THE AGENDA**

**None**

*This is a short summary of the action that took place during the meeting. The audio recording of the meeting can be found on the Planning Advisory Commission page of the Mason County website. (Available Soon!)*

**C. CONFLICT OF INTEREST**

None

**D. NEXT REGULAR MEETING(S)**

**December 18, 2017 and January 22, 2017 (due to holiday on January 15<sup>th</sup>)**

**E. COMMITTEE/STAFF UPDATES**

Paula Reeves, Planning Manager, reminded Commissioners and the public that a short course was being held at the Shelton Civic Center on November 29, 2017 from 2pm-5pm. She also mentioned that the meeting summaries (minutes) will be compiled differently than in the past. The audio from the meeting will be made available online, as well as a short summary of the agenda item with what action was taken, after it has been approved by the Commission.

**F. OTHER BUSINESS**

None

**3. PUBLIC COMMENT ON NON-AGENDA ITEMS**

- **Teri King**  
-Noted the many changes within the Community Services department, regaining a sense of when the public was able to comment on agenda items, revising ByLaws and Code of Conduct, and the helpfulness of the audio's future availability on the website.
- **Constance Ibsen**  
-Mentioned the idea of streaming the meeting audio, would like to see the Planning Advisory Commissioner's district and term expiration next to name on web page, clarification on public comment during meetings and through email/mail before meetings.

**No other persons indicated desire to comment and the public comment on non-agenda items was officially closed at 6:22 pm.**

**4. BRIEFING – Comprehensive Plan Update – Status**

Paula Reeves talked about the comments by Commerce and the Department of Transportation regarding the Draft Comprehensive Plan 2036. These letters were provided at the time of the meeting and are in the record. A letter was also sent to the Squaxin Island Nation regarding their Comprehensive Plan Update Comments; letter was addressed to Natural Resources Director, Andy Whitener. She also talked about alterations to Title 6.68 and the deletion of the waiver of regulations.

This complete briefing and resultant discussion is on file (via audio) and will be made available on the Mason County website.

## 5. ACTION ITEM – Planning Commission Code of Conduct

Paula and the Planning Commission had a discussion about what constituted quasi-judicial and ex-parte. The commission looked over the Code of Conduct that Paula had drafted and discussed melding and revising their Bylaws with the new document. The commission also discussed the topic of public comment and when it might be appropriate in items other than public hearings.

Motion was made by Commissioner Wilson that the commission have public comment at the beginning of each worksession item and depending on people present to comment the commission can decide an appropriate timeframe; and that commissioners are allowed clarification questions. This motion was seconded by Vogler.

### **Vote:**

6 in favor (Vogler, Wilson, Bailey, Cleveland, Soper, Thomas)

0 opposed

0 abstentions

**Motion passed**

Commission discussed page 2 of the Code of Conduct draft, bullet three.

Motion was made by Commissioner Vogler to change bullet three on page two of the draft Code of Conduct, “Refraining from deciding cases before the meeting discussion” to “Attending Commission Meetings informed, but with an open mind to listen to your peers and the community before rendering your final decision”. This motion was seconded by Cleveland.

### **Vote:**

6 in favor (Vogler, Wilson, Bailey, Cleveland, Soper, Thomas)

0 opposed

0 abstentions

**Motion passed**

Motion was made by Commissioner Vogler to table the Code of Conduct topic till the December 18, 2017 meeting with the request that changes already suggested and voted on be made to the draft of the Rules of Conduct and that when they consider it the Bylaws are included. Motion seconded by Commissioner Bailey.

### **Vote:**

6 in favor (Vogler, Wilson, Bailey, Cleveland, Soper, Thomas)

0 opposed

0 abstentions

**Motion passed**

This complete action item and resultant discussion is on file (via audio) and will be made available on the Mason County website.

**6. WORKSESSION – Public Benefit Rating System**

Paula mentioned that she had briefed the BOCC on this item that same morning. The current draft is a staff effort between the Assessor’s Office and Planning. The Public Benefit Rating System is a tax incentive program for the public regarding the allocation of open space on their property. The BOCC would like the Planning Advisory Commission to look at the rating system with a broad view of what the goals should be for this tax incentive. Planning Commission should think about what type of Open Space is a public benefit, what is the definition of open space in regard to this incentive.

This complete worksession and resultant discussion is on file (via audio) and will be made available on the Mason County website.

**7. WORKSESSION – 2018 Long Range Planning – Work Program Development**

Paula brought up a spreadsheet on the tv showing an itemized workplan for staff and the Planning Advisory Commission for 2018. The commissioners discussed and added topics to the workplan that they thought were important to approach in the next annual update of the Comprehensive Plan. Paula discussed the items that she had already added to the worksheet including joint planning discussion with the City of Shelton and the staff hours that were estimated for each topic; as well as staff available to work on long range planning.

This complete worksession and resultant discussion is on file (via audio) and will be made available on the Mason County website.

**8. ADJOURN**

Commissioner Thomas called meeting adjourned at 9:07 pm.