



MASON COUNTY

PLANNING ADVISORY COMMISSION

MASON COUNTY COMMUNITY SERVICES

615 W. ALDER STREET, SHELTON, WA 98584

Meetings held at: Commissioners' Chambers

411 N. 5th Street Shelton, WA 98584

REGULAR MEETING

June 17, 2024

MINUTES

1. CALL TO ORDER AND ROLL CALL

At 6:00 p.m. Commissioner Wilkerson, Planning Advisory Commission Chair, called the meeting to order. The following commissioners were in attendance:

Bob Wilkerson Jeff Carey
Will Harris Brad Carlberg
Mike Hill Terri Arcieri (left 8:55)

Staff: Marissa Watson – Mason County Long Range Planner

Kell Rowen – Mason County Community Development Director

Mariah Frazier – Clerical

2. REGULAR BUSINESS

A. APPROVAL OF MEETING MINUTES

Commissioner Carey made a motion to approve the April 15, 2024, regular meeting minutes as presented. Motion was seconded by Commissioner Hill.

Vote:

6 in favor

0 opposed

Motion passed

B. CHANGES TO THE AGENDA

Commissioner Carey asked to add a discussion under Other Business regarding Bylaws.

C. CONFLICT OF INTEREST

None.

D. NEXT REGULAR MEETING(S)

July 15, 2024

E. COMMITTEE/STAFF UPDATES

Marissa stated there is a good chance there won't be a meeting in July. Commissioners expressed concern about the timeline of the Comprehensive Plan. She stated that SCJ Alliance was present and would be giving an update as stated on the agenda.

F. OTHER BUSINESS

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.

Commissioner Carey had questions regarding the bylaws and what constitutes a meeting according to the OPMA. Mariah said she would provide some specific guidance.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS – 6:14 p.m.

Ken VanBuskirk – Ken stated he attended a candidate forum in Belfair the previous week and had concerns about some comments made by one of the candidates regarding rezones and public process. Ken felt the comments were in relation to the Belfair Planned Action EIS and were inflammatory and disrespectful to the work put in by the Planning Advisory Commission.
Randy Lewis – Randy talked about the importance of capturing and understanding the demographics of Mason County accurately.

Commissioners discussed if they should take any action regarding Ken’s comments and what would be appropriate. Commissioner Harris stated he would need to recuse himself from any discussions. They decided to investigate the matter on their own time individually and then decide if they would take action at a later date, possibly a special meeting.

4. PUBLIC HEARING – 6:30 p.m.

Review draft amendments to Mason County Title 17, Chapter 17.07 – Shelton Urban Growth Area Development Regulations, Article 5 – Airport Industrial, Section 17.07.560 Building size and height – Kell presented her staff report, stating the Port of Shelton had brought this request forward to ask to increase the height limit to 45feet when appropriate within the Airport Overlay Area. She also mentioned any development would need to comply with FAA rules and regulations. Commissioner Carey confirmed that an increase to 45 feet would match the rest of the county and that fire departments would be involved in review.

Commissioner Harris had some questions for Brandon Palmer, the representative for the applicant, regarding the runway protection zones. Brandon explained how any development would be outside the runway development zones and explained that they would formally request the FAA to do an air space evaluation prior to any construction.

Public Comment – None.

With no further discussion, Commissioner Hill made a motion to recommend approval to the Board of County Commissioners. Motion was seconded by Commissioner Arcieri.

Vote:

6 in favor

0 opposed

Motion passed

5. WORK SESSIONS – 6:46 p.m.

Sub-Committee formation for the 2025-2030 Capital Improvement Program Pilot Review process – Marissa presented her staff report and went over the drafted timeline. Commissioners Carey, Hill, Harris, and Wilkerson were interested in serving on the sub-committee. After briefly discussing, Commissioner Wilkerson said he would let the other three serve on the sub-

committee. Marissa then asked about the proposed dates as there were conflicts with the August 5th date. Members were all able to be available with moving it to August 9th.

Commissioner Harris made a motion to form a three-member sub-committee to review the 6-year financing plan, also known as the Capital Improvement Program, and appoint Jeff Carey as chair of the sub-committee, Will Harris, and Mike Hill as sub-committee members for the 2025 – 2030 CIP review. Motion was seconded by Commissioner Carey.

Vote:

6 in favor

0 opposed

Motion passed

2025 Comprehensive Plan Periodic Update – Status Update – Marissa introduced and turned it over to Kirsten Peterson from SCJ Alliance who presented an update on the 2025 Comprehensive Plan Periodic Update. Prior to jumping into the bulk of her discussion topics, Kirsten reviewed the project timeline ensuring PAC that while it may feel like they’re behind, there is a lot of work being done behind the scenes and they are in fact on track. She also mentioned that she had just received updated demographics prior to the meeting.

Kirsten then went on to discuss the update of County Wide Planning Policies and implementing HB1220 and HB1181. Some of the other items being considered for updating include the UGA’s, transportation, and resource industry policies. Commissioner Carey expressed his concern about the previously presented demographic information and multiple dates of reports and the need to rectify-reconcile them before adoption. Kirsten proceeded to share some of the information she had received from the FCS Group who is doing the demographic work for this update discussing population estimates before moving on to discuss community engagement.

Kirsten discussed the feedback received from the online community survey, stating the responses received to date are primarily from long-tenured residents and retired residents. The

Preliminary Responses

- What makes Mason County great:
 - Rural atmosphere and natural beauty/resources
 - Small community with strong social connections
 - Low population with good access to services and larger cities

- What Mason County needs:
 - More amenities, services, retail, and job opportunities
 - Environmental protection/conservation and tourism
 - Reduce crime
 - More affordable housing choices
 - Improve infrastructure

responses were broken up into two categories: What makes Mason County Great; and What Mason County Needs?

She then asked for any ideas on how to reach a greater range of participants before the survey closes on June 24th. Marissa stated she had already posted the survey to Facebook and shared to several community pages as well as both Chambers of Commerce, she posted and left flyers at all the post offices and libraries, as well as publishing a news release that went to all the local news and radio agencies. Some other ideas presented by members of the public were to have surveys available at HOA meetings, farmers markets, churches, food banks, and schools.

Julianne Gale mentioned that Mason County Climate Justice recently applied for a Community Participation Grant to help engage with community regarding the Comprehensive Plan and advocated making documents accessible both online and in person as early as possible. Randy Lewis commented on the demographic information [and suggested SCJ expand their survey to include the broader community](#) ~~and~~ [while](#) Constance Ibsen had concerns about exploring making Union an Urban Growth Area. Peggy Morell expressed unease for the timeline and public participation plan, as well as the staff turnover throughout the process, making it difficult to get straight answers on what is being done.

Draft Short-Term Rental Regulations – Marissa presented her staff report going over the projected timeline of the project and went over some of the discussion topics and items the BOCC wanted the Planning Commission’s opinion on. She asked for PAC members to help draft a “Problem Statement” to which Commissioner Harris asked to review all the items she would like input on before developing a statement to better understand how it connects.

Marissa continued with her questions, asking for input on if the definition of short-term rental needed to be refined to include whether an RV can be a short-term rental or not. She pointed out that the current definition uses “dwelling unit” which is often interpreted as excluding RVs. She asked about the inclusion of a third type of short-term rental to encompass those with a higher occupancy and input for what that occupancy level might be. In the current draft, it lists two types of short-term rentals. She also asked for input on how to determine occupancy limits and mentioned this is typically related to what the septic system can accommodate. Wrapping up, she mentioned the BOCC was hesitant to set a limit per parcel or specify if the owner needed to live on site. Marissa stated other code sections would regulate limiting the number of STRs on a parcel and asked for input on if PAC felt differently. Lastly, ensuring weekly waste removal was a big concern brought forward that Marissa was seeking input on.

Commissioner Wilkerson asked how the County plans to enforce these regulations. Kell explained it would require hiring a third party to monitor and additional staffing said they have spoken with a few companies as well as other jurisdictions about their programs prior to creating these draft regulations to get an idea of what this kind of program would look like for Mason County. Commissioner Harris asked if the program would be funded by fees and if they had thought about how much that fee may be. Kell stated after conversations with other jurisdictions, they would need to charge an initial review fee, inspection fee, and enforcement fee to help fund the program.

With it getting late and more questions from commissioners on how to implement this program, Commissioner Carey made a motion to table the discussion of short-term rental regulations until the next meeting. Motion was seconded by Commissioner Hill.

Vote:

5 in favor

0 opposed

Motion passed

6. ADJOURN

With no further discussion, Commissioner Wilkerson called the meeting adjourned at 9:12 p.m.