

**PLANNING COMMISSION**

**SUMMARY MINUTES**

**FEBRUARY 13, 2023**

APPROVED AS WRITTEN

 3/13/2023  
Steve Schwalbe, Chair

APPROVED WITH NOTED  
CORRECTIONS

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Steve Schwalbe, Chair

**ISLAND COUNTY  
PLANNING COMMISSION SUMMARY MINUTES  
FEBRUARY 13, 2023  
WORKSHOP**

*To hear the Planning Commission's full discussion of a specific topic, or the complete meeting listen to the audio stream available [HERE](#)*

**CALL TO ORDER:**

(Approximate recording timestamp: 00:00:02/01:00:58)

Meeting called to order at 2:00 pm

**ROLL CALL:**

(Approximate recording timestamp: 00:00:24/01:00:58)

**Present:**

District 1 – Margaret Andersen, William Criswell, Kristi Lovelady

District 2 – Steve Bristow, Darin Hand

District 3 – Steve Schwalbe, Paul McCausland, Fred Kiga

**Absent:**

District 1 –

District 2 –

District 3 –

**Planning & Community Development Staff Present:** Mary Engle, Director; Jonathan Lange, Assistant Director; John Lanier, Long Range Planner; Lucas Clark, Long Range Planner; Layla Tromble, Program Coordinator

**APPROVAL OF MINUTES:**

(Approximate recording timestamp: 00:00:58/01:00:58)

Minutes from 1.23.23 Meeting approved 7 yay and one abstention

**ITEMS FROM THE PUBLIC– UNRELATED TO TOPICS ON THE AGENDA**

(Approximate recording timestamp: 00:01:50/01:00:58)

No Public Comments

## **DIRECTOR'S REPORT**

(Approximate recording timestamp: 00:01:58/01:00:58)

Jonathan Lange delivered the Director's report update on staffing. Island County Planning is currently hiring for a second Critical Areas Planner and will in the future be hiring an additional Long Range Planner to focus specifically on the upcoming update to the Comprehensive plan.

## **ELECTION OF NEW OFFICERS**

(Approximate recording timestamp: 00:03:23/01:00:58)

Chair Schwalbe was nominated and seconded to continue as Chair. The motion passed unanimously

Vice-Chair Lovelady was nominated and seconded to continue as Vice-Chair. The motion passed unanimously.

## **WORKSHOP**

(Approximate recording timestamp: 00:04:13/01:00:58)

John Lanier and Lucas Clark, the Long Range Planning Team delivered the annual training presentation for the Planning Commission. The slides for the training can be viewed [here](#).

Staff covered a number of topics including:

- Typical order of business in a Planning Commission Meeting
- Robert's Rules of Order
- Election of Officers and Responsibilities of the Chair and Vice-Chair
- Functions of the Planning Commission
- Schedule for regular meetings (2<sup>nd</sup> and 4<sup>th</sup> Monday of the Month at 2pm)
- The importance of using email specific to Planning Commission communication
- Importance of being prepared for Planning Commission meetings
- Conflicts of Interest and Ex Parte Contact
- Handling Public Comment
- Sneak Peek at the upcoming 2023 Docket and Work Plan Schedule
- OPMA training provided by the Secretary of State

Commissioners discussed:

- Commissioners asked what constitutes exparte contact when reaching out to people in their district to gain knowledge?
  - Staff clarified that it is part of the job as Planning Commissioners to engage other citizens on their district around these topics but to avoid situations where someone is trying to sway your vote on a specific item

- and encouraging that citizen to submit public comment so all commissioners can have public access to the information being provided.
- Commissioners asked whether the Planning Commission handle quasi-judicial matters?
    - Staff clarified that Island County has a Hearing Examiner for quasi-judicial matters and the Planning Commission acts as an advisory board offering recommendations to the Board of County Commissioners but not decisions.
  - Commissioners enquired about public comment and maintaining the one way communication directed to the chair rather than dialog with the commenter and a commissioner and where the rule comes from.
    - Staff clarified that this is done in order to maintain order and time and it is based in Robert's Rules and proper parliamentary procedure.
  - Commissioners asked if the items on the work plan for Public Works will be presented to the Planning Commission in a way that allows the commissioners to have context for the items Public Works is presenting.
    - Staff offered to have Public Works work shops prior to any public hearing to allow the Planning Commission to be more fully briefed on the topics.
  - Commissioners enquired as to whether there was policy or directive about referring to Commissioners by their first names.
    - Staff clarified that Commissioners could indicate what way they wish to be addressed.
  - Staff reiterated the need for Planning Commission specific emails.
  - Commissioners enquired as to the process that Commissioner recommendations go through to get to the Board of County Commissioners.
    - Staff clarified the process that the Planning Commission findings of fact that are approved are then taken to the Board of County Commissioners and presented as part of the Ordinance. The Board can then act as they see fit on those recommendations.
  - Commissioners enquired how to get an item back on the Docket that the Planning Commission supports but was not on the Docket for this year.
    - Staff clarified that if it is a smaller item, it can be looked at under the minor code updates staff works on every year. If it is a larger item, it is best to bring it up during the creation of the next year's Work Plan and Docket.
  - Commissioners requested Staff look into the possibility of having a joint meeting with the Board of County Commissioners prior to the creation of the 2024 Work Plan and Docket.

Commissioners watched the Open Public Meetings Act training video provided by the Secretary of State of Washington State in order for all Commissioners to be up to date on required training. The video can be found [here](#) and the accompanying slides can be found [here](#).

**ADJOURNMENT**

(Approximate recording timestamp: 01:00:37/01:00:58)

Meeting Adjourned at 3pm