

A photograph of two women in a room. The woman in the foreground is a young woman with short blonde hair, wearing a dark blue sweater with a white collar and a white stripe on the sleeve. She is smiling and looking towards the right. The woman in the background is a Black woman with her hair styled in a bun, wearing a grey turtleneck sweater. She is also smiling and looking towards the right. The wall behind them is white and has several framed photographs pinned to it. The lighting is bright and natural.

2021

Planning Commission of Island county

Training

Mary Engle- Director 2021

Why training matters

To ensure that you receive all tools and information that you need to be successful.

Members of the Planning commission play an essential role in influencing policy that affects our County.

It is important that each member stay informed about current issues, legislative activity, statutes and even events which may affect decisions.

Members are expected to attend each meeting, prepared to discuss the topics.

Planning Commission created: ICC 16.09.020

Rules of records: RCW 36.70.140

What you need to know!

Although you are serving as a volunteer, did you know that in many cases the law treats commissioners the same as employees.

*Following Roberts Rules of orders, assists in conducting productive meetings.

*Typical Order of Business

Call to order

Approval of minutes from previous meetings

Citizen comments

Consent, Action and Discussion items

Other Business

Adjournment

*All minutes, recordings and documents of the Planning Commission are disclose able and are a matter of Legal record. The Planning Department follows the state regulations on retention of these items.

Electing your officers

Chair and Vice Chair

Election of officers shall take place each year at the first meeting in February.

The Term shall run until the subsequent election.

These 2 positions will be elected from the current appointed members by a majority vote.

The Chair's responsibilities

- Run the meeting
- Maintain order
- Keep business moving
- Manage public testimony

The Vice Chair's responsibilities

* Run the meeting in the Chair's absence.

The commissions primary function

is to submit advice and recommendations to the Island County Board of Commissioners.

Research, obtain public input and make recommendations as it pertains to the Comprehensive plan.

There are 3 members representing each district to make 9 members total

All meetings shall be held in accordance with the Open Public Meetings act, RCW 42.30

If a Planning commissioner will be absent-they must notify the Chair, Planning Director or Commission Secretary prior to the meeting.

A simple majority of the total membership (filled) of the commission shall constitute a quorum.

Meetings

The Island County Planning department's long range team, provides to each member pertinent information in a timely manner, to allow enough time for members to be ready to discuss or make decisions at scheduled meetings.

Schedule is as follows:

- Island County Planning Staff aim to email documents- 7 days prior to meeting
- Meeting 2nd and 4th Mondays @ 2pm each month to include Public Hearing scheduled
- Planning Staff provides Planning commissions outcome to the Board of County Commissioners

Why you were chosen

You were chosen by your District Commissioner because they trust that you will represent your District and invest time on the issues at hand.

Don't form an opinion before knowing all the facts.

Take time to research further about the issue.

Visiting the site can help you become more familiar with the issue.

Encourage your neighbors or friends who have ideas on the issue to attend and speak during public comment.

Questions to ask yourself:

- How will it affect surrounding properties?
- What % of population in our county does this affect?
- Will the outcome provide positive or negative outcomes?
- How will it affect the future?
- How will it affect the entire County?
- How does it affect current Island County Code?
- Will the County Code need updating?



Prepare for your meeting

- *Read through all documents ahead of time. Staff will only provide an overview of the issues at hand at the meetings.
- *If you have questions, don't wait to ask them at the meeting, prepare by reaching out to the Planning staff ahead of time.
- *Should you need maps, or other visuals to assist your decisions, contact the Planning staff ahead of time.
- *You may feel it is necessary to visit sites prior to the meeting, if doing so reach out to the property owner prior.
- *Prior to your meeting have your thoughts and comments written down and ready to share with the members.
- *Reach out to your District Commissioner for their input on the subject matter.
- *Don't formulate a decision until you have considered public comment.

Conflict of interest

As an appointed serving on the Planning Commission you should not be beholden to any special interest of the issues. If you feel you have a conflict, you should abstain from the vote.

EX Parte contact

This occurs whenever someone tries to influence or secure your vote, outside of a public meeting. The most effective way to avoid ex parte contact is to avoid planning commission discussions outside of your meetings. Persons interested in discussing the issue should attend the public hearing and comment at the appropriate time.

PUBLIC INPUT

The public hearing is an opportunity for you to listen and hear what others think about the topic.

*Chair opens the public comment

*Chair asks that commenters : State their Name and Address

*Chair allows 2-3 minutes for their input.

(Commissioner's secretary will keep Chair aware of time.)

*Chair reminds commenters to direct all questions to the Chair not members or staff.

*The Chair writes down questions, that came up during public comment.

*After all commenters have been heard.

*Chair closes the Public comment.

*The Chair then reviews questions and calls on members or staff to respond to the pertinent questions.

*This is not an opportunity for back and forth discussions between members of the commission or staff with the commenter. The commenter should have made their comments during their allotted time.



Remember, by keeping your meeting on schedule and timing commenters, it allows each commenter to be treated equally in terms of being heard, others waiting to comment may not have hours to wait and want to have an opportunity to make comment.

2021 Topics

Shoreline Master program update
FEMA Process and code updates
Critical Area Ordinance Appeal
compliance
ICC Title 11 and 13 Public works
proposed updates
Housing Element
Clinton Gateway Implementation
PBRs Program update
~~Sign code update~~



Questions???

We thank you for serving our community.

Long Range Planning Team

Meredith Penny – Principle Planner

Grant Johnson- Associate Planner

Lourdes Shuart- Secretary

Mary Engle- Director

Jonathan Lange- Assistant Director