

MASON COUNTY PLANNING COMMISSION

December 18, 2017 - 6:00 p.m.
Mason County Building 1 - Commission Chambers

411 N. 5th Street, Shelton, WA 98584

1. **6:00pm - Call to Order**
Roll Call
Approval of Joint Planning/BOCC Commission Minutes
Changes to Agenda by Commissioners or Staff
Conflict of Interest Inquiry
Next Planning Commission Meeting Date – January 22, 2018
Committee / Staff Updates
Other Business
2. **6:15pm – Public Comment** on topics not covered on this Agenda: Please limit comments to 3 minutes.
3. **6:30pm – Briefing:** Mason County Water System Plan
4. **6:45pm – Action Item:** Planning Commission Bylaws Review
5. **7:00pm – Action Item:** Planning Commission Code of Conduct
6. **8:00pm – Action Item:** Planning Commission 2018 Officers

What is the Planning Commission?

The Mason County Planning Commission is a citizen advisory commission that is appointed by and advisory to the Mason County Commission on the preparation and amendment of land use plans and implementing ordinances such as zoning.

- The actions tonight are not final decisions; they are Commission recommendations to the Board of County Commissioners who must ultimately make the final decision. If you have any questions or suggestions on ways the Planning Commission can serve you better, please contact the Planning Office at 360-427-9670

Americans with Disabilities Act (ADA) accommodations will be provided upon request, with reasonable, adequate notice.

BYLAWS OF THE MASON COUNTY PLANNING ADVISORY COMMISSION
PREAMBLE

Members of the Planning Advisory Commission shall strive to respect and honor their position so as to enhance and maintain public confidence in the Planning Advisory Commission. Members shall avoid personally disparaging remarks and offensive conduct which creates an atmosphere hostile to the freedom of speech of all members of the public, even those of opposing viewpoints. Members should be unwayed by partisan interests, public clamor, or fear of criticism. Members should be patient, dignified, and courteous to all parties. By eliminating conflicts of interest and providing a guide for conduct in County matters, the Board of Commissioners hopes to promote the faith and confidence of the citizens of the County in their government.

SECTION I: SCOPE AND APPLICABILITY

These bylaws shall govern the conduct of the Planning Advisory Commission. When the membership of the Planning Advisory Commission assumes the function of the Shoreline Advisory Board, these rules shall also apply. The Planning Advisory Commission and the Shoreline Advisory Board shall have only those duties set forth in the Revised Code of Washington, the Mason County Code, and in these bylaws. The Planning Advisory Commission may set forth supplementary rules, so long as there is no conflict with these rules, any future rules adopted by the Commissioners or the County Executive, or any applicable laws.

SECTION II: MEETINGS

Meetings of the Mason County Planning Advisory Commission shall be held monthly in the County Commissioners Chambers, Shelton, Washington, or such other place as the Chairperson shall designate, on the third Monday of each month of each calendar year. At least three (3) days written notice of such meetings and the meeting agenda shall be given to each member of the Planning Advisory Commission. Special meetings may be called by the Secretary.

SECTION III: OFFICERS

Except when designated by the Board of County Commissioners, the elected officers of the Planning Advisory Commission shall be the Chairperson and Vice Chairperson. The Secretary shall be the Director of Community Development or designee. The officers shall be elected at the ~~last regular meeting of each calendar year or soon after~~ and shall hold office until their successors have been elected and qualified. The officers shall qualify as regularly appointed members of the Mason County Planning Advisory Commission. The duties of the officers shall be those usually pertaining to their respective office.

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The Secretary shall keep a written record of all meetings, resolutions, transactions, findings, and determinations of the Planning Advisory Commission. Said written records shall be public record and shall be available for inspection during normal meeting hours.

SECTION IV: ABSENCE OF MEMBERS

In the event of a member being absent for three (3) consecutive regular meetings, or being absent from twenty-five percent (25%) of all meeting in any twelve (12) month period without being excused by the Planning Advisory Commission, the Chairperson shall, at the discretion of the Commission, request the Board of County Commissioners ask for their resignation.

SECTION V: QUORUM

At least the presence of four voting members shall constitute a quorum for the transaction of any business that may come before any monthly or special meeting of the Planning Advisory Commission. If there is less than a quorum, then no official decisions may be made.

SECTION VI: VOTING AND ACTION

Each member shall be entitled to one vote on any matter that may come before the Planning Advisory Commission. The vote of the majority of the quorum present of the membership of the Planning Advisory Commission shall be necessary to decide any question or issue. Board decisions shall be initiated by motion. In order for an action to proceed, another member must "second" the motion. The chair may then open up the motion for discussion amongst the members. When it appears to the chair that meaningful discussion has been completed, the chair shall call for a vote, "all in favor" and "all opposed." Where there is confusion as to decision of the majority, the chair may call votes from members individually. No decision shall be made by secret ballot.

When written comments are submitted to the Planning Advisory Commission or Shoreline Advisory Board, those comments shall be distributed to members no later than the Friday prior to the next meeting.

SECTION VII: CONFLICT OF INTEREST No member shall use position to secure special privileges, or exemptions for themselves or others.

No member shall vote on any project or permit application when the member has some special financial interest in the outcome of the decision, unless 1) the member's presence is necessary for a quorum, 2) that person discloses on the record such interest prior to any discussion or vote, and 3) make a genuine good faith statement that their vote would not be affected by any special financial interest.

No member shall act as an agent or attorney for another in any matter before the council or any board or commission in which a conflict of interest exists or may exist.

No member shall directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity in any matter or proceeding connected with, or related to, the duties of such member's position except as may be provided by law.

No member shall enter into any contract with the County, except as specifically authorized by law. Any member who has a proprietary interest in any agency doing business with the County shall make known that interest in writing on the record and to the Commissioners.

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When making a recommendation on a development proposal or application, members shall apply any applicable law to the facts.

Members shall not advocate for willful noncompliance with the law and shall to their abilities faithfully attempt to follow the law. However, members may issue a comment of approval or disapproval of the law. Members may also recommend as part of either a proposed project or proposed legislation that elected officials seek to change the law.

Members shall not discuss pending applications that will come to the Planning Advisory Commission with project opponents or proponents.

Members having actual knowledge of a conflict of interest or an ex parte contact of a personal nature or affecting another member should notify the chair of the Planning Advisory Commission.

Members should disqualify themselves when their impartiality might reasonably be questioned when: 1) the member has a personal bias or prejudice against an applicant or proposal, 2) an applicant is a close friend, family member, or work associate, or 3) the member or a member of the family shares an economic interest with the applicant.

A majority of the quorum may and should strike a member's voting ability where a reasonable person would believe there is a potential for a violation of a conflict of interest rule, ex parte rule or appearance of fairness rule.

SECTION VIII: ENFORCEMENT

Any member who 1) intentionally (and not by accident and not by reasonable mistake of law) votes on a project application where that member has an actual conflict of interest and may materially financially benefit from their own vote or 2) intentionally (and not by accident or reasonable mistake of law) discusses a project application with a project proponent or opponent prior to public debate and fails to announce on the record the nature of that discussion, shall be removed from the Planning Commission after a hearing in front of the County Commissioners pursuant to RCW 36.70.110. Any other violation of these bylaws may also result in removal where there is an allegation of a member's neglect, inefficiency or malfeasance pursuant to RCW 36.70.110.



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Mason County Planning Commission – Rules of Conduct

Adopted: XXXXX

These rules support the Mason County Planning Commission Bylaws established under RCW 35.63 and set the standard of conduct to guide the Planning Commission and the public ensuring productive and respectful meetings and communications.

Rules of Conduct:

1. The Chair of the Planning Commission conducts the meetings and exercises authority to assure compliance with the meeting agenda and orderly and civil conduct by all present.
2. If the Chair is uncertain how a Planning Commission member has voted, he or she may require a roll call vote.
3. Citizens are invited to participate in each Planning Commission Meeting ~~in a manner that does not disrupt the conduct of the meeting or interfere with the ability of others to observe and participate in the meeting by:~~
 - Submitting written comments prior to or during a meeting
 - Asking questions of staff following briefings
 - Offering comments during any public hearing or public comment period

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~~Citizens are invited to address specific topics or proposals appropriate to the Planning Commission's mission.~~

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Planning Commission Duties and Responsibilities:

The Mason County Planning Commission is a citizen advisory commission that is appointed by and advisory to the Mason County Board of County Commissioners on the preparation and amendment of land use plans, development regulations, and implementing ordinances such as zoning. Their primary duties and responsibilities include:

- Accepting responsibility to represent the Mason County Planning Commission with dignity and pride by being a positive role model.
- Conducting committee business in an organized manner as outlined here and in the Bylaws by respecting the rights and opinions of other members and of the public. Abusive, insulting, profane or excessively argumentative language or conduct should not be tolerated.
- Accepting the responsibility to promote and support an effective County planning and zoning program.
- Attending the meetings of the Planning Commission on a regular basis and providing ing prior notification of any necessary absences.

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- Reading the plans, zoning ordinances, other ordinances, rules of procedure, bylaws, and other pertinent documents which pertain to the business of the Mason County and continuing to gain knowledge and understanding through self-study and inquiries.
- Attending training programs on planning and zoning in order to stay current on issues of concern for the County and in planning and zoning law.
- Respecting, adhering to, and helping enforce the rules, policies, and guidelines established by the Planning Commission.
- Reading meeting packet materials ahead of time, providing input, and otherwise being prepared for the meetings.
- Refraining from deciding cases before the meeting discussion and giving consideration to cases with an informed and open mind.
- Participating in the Planning Commission deliberations at the meetings when appropriate.
- In public forums, after a vote by the Planning Commission has been taken, I will represent the adopted majority position when speaking on behalf of the Planning Commission.

Rules for Public Hearing Participation:

Public Hearings offer the public the opportunity to express their views and opinions about specific topics or proposals before the Planning Commission. Participation in Public Hearings shall be subject to the following conditions:

- Participants shall identify themselves by name and address prior to offering comment. A sign-up sheet will be provided for those persons wishing to offer comment.
- Comments and observations shall be directed to the Planning Commission and not the audience.
- Comments will generally be limited to three minutes; extensions may be granted at the discretion of the Chair.
- At no time will anyone present be allowed to confront the applicant or members of the Planning Commission with derogatory language or in an unprofessional manner. The Chair shall have the discretion to require a person to leave the hearing if this occurs.

Rules for Conducting Public Hearings:

The Chair of the commission shall serve as the hearing officer conducting Public Hearings. All Public Hearings shall be conducted in a civil and orderly manner as follows:

- The Chair shall open the hearing; identify the time; state the topic/purpose of the hearing; instruct the Planning Commission members and others present representing the County to introduce themselves; and instruct the applicant and representative agents thereof to introduce themselves.
- County Staff or designated representative shall present relevant staff reports.

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- Interested persons and applicants shall be invited individually to address the Commission and provide comments about the particular topic/purpose of the hearing.
- After all new facts and information have been heard, the Chair shall identify the time and close the Public Hearing.
- In the Planning Commission's discussion, and prior to a decision being made, the Commission shall discuss and consider information presented during the public hearing.

These rules were adopted XXXXXX and may be modified upon majority vote at any regular or special meeting of the Mason County Planning Commission.