



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

December 18, 2023

MINUTES

1. CALL TO ORDER AND ROLL CALL

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

Bob Wilkerson

Jeff Carey

Terri Arcieri

Brad Carlberg

Absent: Tim Opiela

Staff: Marissa Watson – Mason County Long Range Planner

Mariah Frazier – Clerical

2. REGULAR BUSINESS

A. APPROVAL OF MEETING MINUTES

Commissioner Carey made a motion to approve the November 18, 2023, regular meeting minutes as presented. Motion was seconded by Commissioner Arcieri.

Vote:

4 in favor

0 opposed

Motion passed

B. CHANGES TO THE AGENDA

None.

C. CONFLICT OF INTEREST

None.

D. NEXT REGULAR MEETING(S)

January 22, 2024 (4th Monday)

E. COMMITTEE/STAFF UPDATES

Mariah discussed PAC membership and vacancies beginning by informing PAC members that Commissioner McLean had resigned from PAC effective immediately. His term would have expired in January 2024 and he would not be re-applying. Mariah and Commissioner Wilkerson then discussed with the other members Commissioner Opiela's unexcused absences and that the bylaws state the chair can ask the BOCC for his resignation. Mariah also stated that the BOCC had decided to interview a candidate from District 3 for one of the

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.

now three vacant positions if they asked the BOCC to remove Commissioner Opiela. This would leave an open position for District 2 and an at-large position.

Marissa gave an update on the Comp Plan, stating SCJ Alliance had a draft ready for the Public Participation Plan and they have started working on demographics and the transportation element while still waiting for the grant from Commerce. She expects the first meeting for the Periodic Comp Plan update will be in February. Marissa also gave an update of Short-Term Rentals, stating they've received over 1,200 surveys to date and after talking with the County Administrator, the BOCC will field the first public meeting after the survey results are analyzed, then provide PAC with a more guidance.

F. OTHER BUSINESS

Election of Officers –

Chair	Vice Chair
Commissioner Wilkerson volunteered for Chair. With all commissioners in agreement, he called for the vote before moving on to Vice Chair. Vote: 3 in favor 0 opposed 1 abstain Motion passed	Commissioner Carey volunteered to be Vice Chair. Commissioner Wilkerson called for the vote. Vote: 3 in favor 0 opposed 1 abstain Motion passed

Commissioner Opiela Status – After sorting out officers for 2024, Commissioner Wilkerson asked if everyone was okay with him requesting the BOCC ask for Commissioner Opiela’s resignation per the bylaws. Commissioner Wilkerson confirmed staff had reached out to Commissioner Opiela with no response on multiple occasions. Commissioner Carey seconded the motion.

Vote:
 4 in favor
 0 opposed
Motion passed

3. PUBLIC COMMENT ON NON-AGENDA ITEMS – 6:11 p.m.

None.

4. PUBLIC HEARINGS – 6:13p.m.

Draft amendments to Mason County Title 16 – Plats and Subdivisions, related to boundary line adjustments, specifically section 16.40.041(1)(A). This non-project action is exempt from SEPA per WAC 197-11-800(19)(b). – 6:13p.m.

Marissa presented the staff report, stating the PAC had previously recommended approval of this code section to the BOCC, and the BOCC approved it in August. Since then, there has been a

problem with this particular section that needs to be relooked at. If approved, Kell will be bringing this section back at a later date with corrections. With no public comment, Commissioner Carey made a motion to recommend approval of rescinding the amendment, seconded by Commissioner Carlberg.

Vote:

4 in favor

0 opposed

Motion passed

Review the annual 6-year financing plan for capital facilities, the Mason County Capital Improvement Program 2024-2029 – 6:18p.m.

Marissa went over the draft Capital Improvement Plan, noting she had made some changes prior to the meeting after finding she had used the wrong numbers for Reet 1. She discussed how this plan looks different from the currently adopted plan, providing more information on each project. She emphasized how this plan and proposed funding are fluid as grant monies come and go and priorities may change between now and 2029.

Commissioner Arcieri asked about future grant funds and if Mason County doesn't receive that expected funding, does it open the reserves to supplement or release the reserve for other projects? Marissa explained the only reserve is for Reet 2 and it's specifically for repaying the Belfair Wastewater debt.

Commissioner Carlberg had some concerns about the numbers regarding wastewater projects and asked if the smaller districts were aware of other funding sources outside of Commerce and Ecology. Marissa explained that when she met with Public Works they only specifically talked about Ecology and Commerce grants, but that Public Works may be aware of others not included.

Commissioner Carlberg also expressed concern regarding how high the estimations were for projects and wanted to see more detail as to the breakdown of how each department came up with their numbers. Marissa stated that the CIP is a high-level overview for the funding of future projects and that the more detailed information would come from the specific departments overseeing the projects. Commissioner Wilkerson asked if Marissa would provide Commissioner Carlberg with the contact information for who to talk with at Public Works for more information.

Commissioner Carey first discussed the total revenue in table 1 compared to the annual budget and said it wasn't adding up to him. Marissa confirmed with Commissioner Carey she understood his concern and said she would take it back to the Finance Manager for clarification and ensure the formula was correct. Commissioner Carey then continued to express concerns about departments not having updated adopted plans and how that skews the Capital Facilities Plan. In particular, the Belfair EIS is not reconciled with all county departments and therefore is

not reflected in the draft plan or the CIP. He also used parks as an example, pointing out their inventory and budget for repairs, not providing enough detail on where that money is going.

Marissa reminded PAC that particular level of detail is at the departmental level and for questions on how they reached the numbers they provided to her, they would need to speak with the individual departments. Commissioner Wilkerson suggested it would take a subcommittee to work outside of regular meetings to reconcile all the county plans for the Comp Plan Update, which needs to be done, but there isn't time for before the CIP needs adopted.

Commissioner Wilkerson gave Will Harris, the only member of the public present an opportunity to comment. Mr. Harris had reviewed the draft and agreed with the Commissioners that some follow up work needs to be done. He asked if there were any projects not listed in the CIP which Marissa explained that Transportation has its own element and is why it's not present. He also asked if there was more information on how Finance projected their numbers for the upcoming years regarding lower rates and if that was factored in. Marissa explained the CIP is supposed to be updated annually with the Capital Facilities Plan so is subject to change with updated information. Related to fees he was also concerned how they skewed towards round numbers. While that's understandable for projects slated for 2028, those slated for 2024 should have a more defined budget at this time.

Wrapping discussion up, Marissa and gave the Commissioners their three options moving forward. At this time, the PAC could recommend approval, recommend denial, or remand back to staff. As the CIP needs adopted no later than April 2024, if they were remand it back to staff, she would need specifics as to what they would like clarification on. She conveyed a lot of the information they're asking for is specific to the departments providing the information to her and beyond the level of detail of the CIP. She said she will ask for clarification on the conflicting REET numbers mentioned by Commissioner Carey and would also provide contact information of each department for them to ask specific questions as to how they came up with their specific numbers.

Commissioner Carey made a motion to remand the CIP back to staff for more information with a focus on cleaning up the numbers and tables to the January PAC meeting. Motion was seconded by Commissioner Arcieri.

Vote:

4 in favor

0 opposed

Motion passed

5. ADJOURN

With no further discussion, Commissioner Wilkerson called the meeting adjourned at 7:39 p.m.