



MASON COUNTY

**PLANNING ADVISORY COMMISSION**

**MASON COUNTY COMMUNITY SERVICES**

615 W. ALDER STREET, SHELTON, WA 98584

Meetings held at: Commissioners' Chambers

411 N. 5<sup>th</sup> Street Shelton, WA 98584

**REGULAR MEETING**

January 22, 2024 (4<sup>th</sup> Monday)

**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**   **Terri Arcieri (left 7:09)**  
**Mike Hill**   **Brad Carlberg (arrived 6:03)**

**Guests: Loretta Swanson, Diane Zoren, and Kelly Frazier**

**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 December 18, 2023, regular meeting minutes as presented. Motion was seconded by Commissioner Hill.

**Vote:**

5 in favor

0 opposed

**Motion passed**

**B. CHANGES TO THE AGENDA**

None.

**C. CONFLICT OF INTEREST**

None.

**D. NEXT REGULAR MEETING(S)**

**February 26, 2024 (4<sup>th</sup> Monday)**

**E. COMMITTEE/STAFF UPDATES**

Marissa stated the first workshop for Short Term Rentals with the BOCC has been scheduled for Tuesday, February 6<sup>th</sup>. She said the meeting will be held via Zoom and that they won't be taking public comment at this meeting. She said she would send PAC members the link in case they wanted to join.

*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.*

Marissa also mentioned that she would be meeting with SCJ Alliance regarding the Comprehensive Plan update and the February meeting. She also stated that the Public Participation Plan talks about Pop Up Information Sessions in different areas of the county. While she doesn't know yet where and when they'll be, she may ask if any PAC members could be present to help answer any questions.

**F. OTHER BUSINESS**

None

**3. PUBLIC COMMENT ON NON-AGENDA ITEMS – 6:05 p.m.**

None.

**4. PUBLIC HEARINGS – 6:06p.m.**

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

As Commissioner Carey and Commissioner Carlberg had concerns during the last meeting, Commissioner Wilkerson asked if either of them were able to speak to the departments and get the answers they were looking for. Mr. Carlberg stated he had spoken with Public Works and didn't necessarily get the answers he was looking for but had voiced his concerns and was assured by staff that the level of detail he's looking for will come along as they secure funding.

Commissioner Carey expressed the concerns he still had regarding reconciliation of the plan and what level of service the county is going to provide. He gave examples, including how the Parks Plan doesn't include the Belfair EIS and is therefore not accounted for in the CIP. Diane Zoren, Central Services Manager of which Parks is underneath spoke up, stating that REET2 funds could be used for Parks and are included and relied upon in the budget every year. Commissioner Carey also asked Loretta Swanson, Public Works Director, about some projects and how they can be reconciled. Commissioner Carey summed up his comments by stating he's not 100% happy with the plan, but it's been improved from what it was and would be okay to move forward with what they have.

Commissioner Harris then asked his remaining questions, mainly whether funding had been secured or not yet for some specific projects. He then asked for clarification on how the estimates are calculated to which Diane stated that each department provides their own numbers for the CIP and explained the process behind the numbers provided for Parks. He suggested for future including a bar graph for tables 1 and 2 that illustrates the total proposed cost, the in-house budgeted cost, and what would need to be funded elsewhere.

Commissioner Wilkerson asked Commissioners Hill and Arcieri if they had anything to add before moving on to public comment.

Public Comment Opened - 6:54 p.m.

Tim Opiela, who had previously been a member of PAC, addressed the reason for his absences and was informed he would need to address the BOCC about reappointment. No public comment regarding the CIP.

Public Comment Closed – 7:00 p.m.

With no further discussion Commissioner Wilkerson made a motion to recommend approval of the Capital Improvement Program 2024-2029 to the BOCC. Motion was seconded by Commissioner Carlberg. Before calling for the vote, Commission Wilkerson confirmed there was no discussion regarding amendments to the motion. Commissioner Carey asked about including a statement regarding coming into compliance with the WAC, which Marissia explained Mason County has always followed chapter 6 of the CFP guidebook that commerce published which outlines how jurisdictions with limited staff and budgets should address the requirements of a capital facilities plan, as well as reminding everyone that the CIP is just one section of the Capital Facilities Plan. She will be bringing the Capital Facilities Element update to the PAC which will cover several of their concerns.

With a motion and second to recommend approval of the Capital Improvement Program 2024-2029, Commissioner Wilkerson called for the vote.

**Vote:**

5 in favor

0 opposed

**Motion passed**

Marissa mentioned that she would be bringing the Department of Commerce’s example of a decision matrix for capital projects to an upcoming meeting, where the PAC could provide input on what questions they believe should be answered by the County when choosing projects for funding.

**5. ADJOURN**

With no further discussion, Commissioner Wilkerson called the meeting adjourned at 7:15 p.m.