



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

March 18, 2024

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 Brad Carlberg
Mike Hill

Excused: Terri Arcieri

Staff: Marissa Watson – Mason County Long Range Planner

Kell Rowen – Mason County Community Development Director

Mariah Frazier – Clerical

2. REGULAR BUSINESS

A. APPROVAL OF MEETING MINUTES

Commissioner Carey made a motion to approve the February 26, 2024, regular meeting minutes as presented. Motion was seconded by Commissioner Hill.

Vote:

5 in favor

0 opposed

Motion passed

B. CHANGES TO THE AGENDA

Commissioner Carey asked to add discussion after the workshop to discuss the Community Profile and other documents presented at the February meeting and some of its discrepancies. Commissioner Wilkerson called for approval to add the discussion after the workshop.

Vote:

5 in favor

0 opposed

Motion passed

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.

C. CONFLICT OF INTEREST

None.

D. NEXT REGULAR MEETING(S)

April 15, 2024

E. COMMITTEE/STAFF UPDATES

Marissa stated the next workshop with the BOCC on Short Term Rentals is scheduled for April 23rd. Dependent on that workshop, she may bring draft regulations to PAC at the May meeting.

F. OTHER BUSINESS

None.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS – 6:04 p.m.

Chris Kay – Chris stated he was an interested North Mason community member who at this time had no comment.

Ken VanBuskirk – Ken mentioned concerns that the minutes from the March meeting didn't reflect all guests present at the meeting and with the use of the chat function in hybrid meetings. PAC members discussed his concerns with staff, who ensured a record is kept of guests at meetings, just not included in the minutes, and staff monitors the chat function during meetings and is included as part of the recording.

4. PUBLIC WORKSHOP – 6:14 p.m.

Discuss the development of a Capital Improvement Program prioritization matrix – Marissa presented her staff report, discussing the rationale for why a prioritization matrix may work for Mason County. She had provided several examples of matrices from other jurisdictions and asked PAC to provide comments on what they did or didn't like so she could begin drafting one for Mason County and present it to other departments to see if it would work.

All commissioners seemed to like the idea of a prioritization matrix and agreed it could be helpful in Mason County for the CIP if implemented. Only Commissioner Harris had used a similar matrix before and highlighted its ability to be more objective in review of proposals. He particularly liked the provided example from City of Moab because of the criteria it used to score and that it wasn't too complicated to use or understand. The example from Waterville he felt was a little too constricted in its point system, and the example from Department of Commerce was too complicated. He recommended including a criterion for executability and consideration for funding sources.

Commissioner Carey had questions regarding the review process. He wanted to ensure there could be an avenue for proposed projects to be reviewed for consistency with other plans and regulations and that the matrix would be reviewed by qualified staff. Commissioner Hill agreed that some level of review would be needed prior to adding projects to a matrix for scoring, and stated he felt the City of Moab example seemed to be the place to start for creating a matrix for Mason County.

Commissioner Carlberg stated he was partial to the example provided by the Department of Commerce. He felt because the Department of Commerce is the agency reviewing the CIP that Mason County should use the example provided to ensure compliance. He also questioned if the county would be using the same questions and criteria as the example or creating their own? Marissa stated her intent with the workshop was to have them review the examples for components they did or did not like for her to build a version that might work for Mason County. She reiterated the examples she provided were just examples which she will build upon.

Commissioner Wilkerson mentioned the possibility of forming a work group to nail down the specifics of a prioritization matrix and implementing it into the CIP and Comprehensive Plan. Commissioner Carey stated that would be a little premature as staff is only asking for guidance to bring forward to other departments to decide if this would even be feasible. Kell jumped in to agree and reminded the commission that Marissa is also working on updating the Capital Facilities Plan which will address some of Commissioner Carey's concerns about filling the gaps and ensuring the proposed projects are realistic. Marissa also reminded PAC that implementing a prioritization matrix would most likely not happen prior to completion of the Capital Facilities update.

Finishing discussion, Marissa told PAC to email her with any additional comments no later than April 11. She also stated she would contact Carol Holman with the Department of Commerce to ask about their example prioritization matrix and if she knew if any other jurisdictions were using it.

5. COMMUNITY PROFILE AND COMPREHENSIVE PLAN DOCUMENTS– 7:21 p.m.

Commissioner Carey went over some discrepancies he found in reviewing the documents provided by SCJ at the previous meeting. He wanted to bring them forward and stated he would put his comments in writing to better illustrate his concerns. Marissa asked Commissioner Carey, and other PAC members to send her any questions or concerns so that she could pass them along to SCJ Alliance to be addressed.

6. ADJOURN

With no further discussion, Commissioner Wilkerson called the meeting adjourned at 7:33 p.m.