

**City of Benton City
Planning Commission Board Meeting Minutes
May 27th, 2015**

CALL TO ORDER – (00:45:25*Audio recording begins) Commission Chair Allen called the May 27th, 2015 Planning Commission Board Meeting to order at 6:00 p.m.

ROLL CALL – (00:45:16*) **Commissioners Present:**

Commission Chair Don Allen
Commissioner Gary Robins
Commissioner Steve Zetz
Board Vacancy
Board Vacancy

City Professionals Present:

Stephanie Haug, Clerk of Board

PLEDGE OF ALLEGIANCE TO THE FLAG/U.S. – Commission Chair Allen led the Board and audience in the Pledge of Allegiance - (00:45:05*)

APPROVAL OF MINUTES FOR APRIL 29th, 2015 PLANNING COMMISSION BOARD MEETING
(00:44:39*)

Commissioner Robins: I'd like to approve the Minutes from our last meeting.

Commissioner Zetz: I'll second.

MOTION #1 - Commissioner G. Robins moved and Commissioner S. Zeta seconded to approve the Minutes of the April 29th, 2015 Planning Commission Board Meeting as presented.

VOICE VOTE #1 –C. D. Allen, C. G. Robins, C. S. Zetz
ALL YEAS. Motion carried.

PUBLIC RECORDS ACT TRAINING – VIDEO FROM WA STATE ATTORNEY GENERAL - (00:44:13*)

Stephanie Haug, Clerk of Board - Technical difficulties with video projector - Discussion

Commissioner Zetz – As City Clerk and Records Keeper of records in Benton City – List of things that would give you a headache that Planning Commissioners might accidentally do that would violate Public Records Act

Ms. Haug – Basically – If only do business including communicate with others – Primarily what Planning Commissions do – As long as don't do it outside of meetings – We are golden – If send emails from private emails or send text messages to people requesting land use information – Headache for me – Anything on your personal devices hard for me to get to – Opens up your personal devices – If someone knows that you sent them something in your official capacity as Planning Commission member – If they know you have and you don't disclose it to me – City can be sued – Lawyers will have ability to subpoena all your stuff and go through everything – So if you've done it and somebody does a records request for it – Let me know that you have it and then provide it to me – Ideally just don't do it

Commissioner Zetz – My understanding too - Could be just as innocuous as somebody texting you "Hey, what did the Planning Commission decide on this?" If you respond via text "Oh, well, we voted yes." - That would be City business and subject your phone

Ms. Haug – For last five years – Movement towards everything is public record – Everything is disclosable – Now sort of wave – Push back – Commissioners don't qualify because not elected – But elected officials have the right to communicate with their citizens – It's a constitutional right – Not sure what amendment it is – Constitutional right – For representation – Now sort of going back to – Just because Council person is communicating with citizen – Doesn't necessarily mean it is a public record and its disclosable – Protected activity under that constitutional amendment – Basically the only thing – Unless you're sitting up there passing notes back and forth – A note to yourself is not considered public record – When you communicate it via recording or writing – Constitutes public record – Whether or not disclosable up for review – My job if somebody does records request – Working with attorney – Have to review all those documents – Find out if any are exempt from disclosure – Then disclose them

Commission Chair Allen – Basically just saying keep our stuff in house

Ms. Haug – Last training we had was the Open Public Meeting – Between the three of you – You are not supposed to talk about any of the items before you – Planning Commission business – Definitely don't do that in writing – Don't send email - Can have meeting in series – If you had emailed Gary and Steve – You are all 'Reply All-ing' to each other's email – The three of you are all seeing it and responding – Your essentially having a meeting – Just via email – No-no under Open Public Meetings – But would also be a public record – Really you guys don't have much as far as public records you would be subjected to

SHORT COURSE ON LOCAL PLANNING TRAINING – COMPREHENSIVE PLANNING (00:27:26*)

Stephanie Haug, Clerk of Board - Department of Commerce – Short Courses on Planning – Know you're familiar with – Will be spending next few years working on our Comp Plan – Sort of introduction to process – Why we do it – Elements of it – Sorry not working – Any other questions? Whole bunch of videos and presentations – Recorded previous trainings – Also have different trainings throughout state – Went to one last week

Commissioner Zetz – Can actually go to Department of Commerce website – Link there

Ms. Haug – Google Short Course and Department of Commerce – Should find page – Guide book – Short Course videos – Recorded previous training they have done - Also Economic Development – All kinds of information – Going to have us watch it together – If you had questions – We could discuss

Commission Chair Allen – Look on that website – See something we probably should tackle – Get involved in – Not a bad idea

*** Video begins (00:24:37) ***

*** Video ends (00:10:36) ***

Ms. Haug – Any questions – There are four more videos – Should take us about 35 more minutes to watch them all – One about updating the plan – Might be worthwhile

Commissioner Robins – We're required to watch all of these?

Ms. Haug – Not required to – Very informational

Commissioner Robins – Stuff we're required to do – Saw last month?

Ms. Haug – Yes – That is one most important – Open Public Meetings – Affects you most – Is very similar to Shoreline process we went through – What we will be doing but will encompass all those elements – Looks like that's the only one we'll get to watch tonight

Commissioner Zetz – That's a mandate from the State for 2017 Update?

Ms. Haug – Yes – We are required

Commissioner Zetz – More than just the tweaking of the Comp Plan – It is a complete look

Ms. Haug – Last time our Comp Plan had major update – Done by consultant based on language in it – More than likely we'll be having someone come in and help us with that process – Guess that was the only one we got to watch – These are all on their website – If you want to watch them at home

Commissioner Robins – Just hit Google and go to Short Course

Ms. Haug – Short course – Then hit Commerce

Commission Chair Allen – It'll have that list – Same list we're looking at now

Ms. Haug – It'll be that webpage – I can go onto my computer and print this page – You'd have to type all that in - Probably faster just to Google it – Looks like this page

Commissioner Zetz – Just go to Department of Commerce webpage

Ms. Haug – Services and Assistance – Local Government – Growth Management Services

Commissioner Zetz – Short Course on Local Planning

Ms. Haug – Looks like the next course isn't until October in Chelan – One in West Richland last month – Figured we'd just watch videos but they're not working – You can watch the recorded one of the whole presentation if you want to watch one of the trainings – From Marysville

Commission Chair Allen – Go back up – Local Government

Ms. Haug – Under Local Government – Growth Management Services – Take you to this page – Then over here on right - Short Course in Local Planning – Has information you have in your packets - Printed off of here – If I recall – Handout they give at actual training – Apologize for it not working – Worked before I left for my meeting this afternoon – Thought I was doing well getting it all set up and ready to go – Unless we have any applications in next month – We won't have a meeting in June and definitely not in July

Commission Chair Allen – Heard through grapevine – City has got a meat market coming in or something?

Ms. Haug – Site Plan Application submitted for where Bear's Den used to be – For a market – They've put in application – Haven't heard anything back from them for revisions they need to make – Have to change the use for that from the restaurant to mercantile – Updates they need to do – Haven't heard back from them – Don't know where they are at on that

Commissioner Zetz - Any applications?

Ms. Haug – Couple people came in and took applications – None returned – Keep advertising every month when I have an insert – Make sure to put a notice – We need Planning Commission members – Haven't had anybody respond – Don't know what else to do

Commissioner Zetz – Perhaps we just need to make up a contentious issue – Cat licensing – I hear that's a good one

Ms. Haug – No other meeting until I get something requiring a meeting – If so – Will give you a call to make sure – But will try to schedule for last Wednesday of month

Commission Chair Allen – If some kind of training you think we should do – Appreciate you letting us know

Commissioner Zetz – Do you have a roughed out schedule for your 2017 Update as far as Public Participation Plan – Still too early for that?

Ms. Haug – No – Yes – Hoping we'd get extension to 2019 – Got letter stating we might get extension – Somebody from Commerce is supposed to be contacting us – Haven't been contacted yet – We've been attending the meetings with the County for the County-wide Planning Policies – Got copy from Aaron and Greg? Their Public Participation Plans – Will forward it to you tomorrow - Got copies of West Richland's and Kennewick's – We can model ours off of – Get going on that

Commissioner Zetz – The Whatcom County formula is interesting – It's hard when you read the Whatcom County formula for Lands Capacity Analysis thing – When you read it and start thinking about your local jurisdiction – Think well there's a lot of stuff in there that wouldn't be applicable to Prosser or Benton City or any other jurisdiction – Not sure there's a one size fits all formula – Thought Richland and West Richland leaning away from trying to find a one size fits all – Every city has different needs – Using a matching formula might great for one jurisdiction – Leave another jurisdiction out in the cold – Especially when you start subtracting – Prosser's Critical Area for example – Our steep slopes are significantly different than another jurisdiction where they have the ability to grade level and put a bunch of houses on it – Don't think it's been decided though

ADJOURNMENT (00:00:18*)

Commissioner Robins: I'll make a motion that we adjourn this meeting.

Commissioner Zetz: Second.

MOTION #2 – Commissioner G. Robins moved and Commissioner S. Zetz moved to adjourn the May 27th, 2015 Planning Commission Board Meeting at 6:45 p.m.

**VOICE VOTE #2 –C. D. Allen, C. G. Robins, C. S. Zetz
ALL YEAS. Motion carried.**

Planning Commission Meeting ends at 6:45 p.m. (00:00:06*Audio recording ends)


Stephanie Haug
Clerk of the Board


Don Allen, Commission Chair
Planning Commission Board

Date: Sept 2, 2015