

**UNION GAP PLANNING COMMISSION
REGULAR MEETING OF
APRIL 23RD, 2013**

Call to Order:

The Regular and Study Session Meeting of the Union Gap Planning Commission was called to order by Chairman Mike Moore at 7:00 p.m.

**Planning Commission
Members Present:**

Chairman Mike Moore, Commissioner Rick Cecil, Commissioner Dave Hansen, Commissioner Mark Carney, and Commissioner Sandy Dailey were present.

Staff Present:

David L. Spurlock, Director; and Andrea Ely, Administrative Secretary were present.

**APPROVAL OF MINUTES:
January 29th, 2013**

Motion held by Commissioner Hansen to inquire if any Commissioners were able to attend the training opportunities. The Director stated that due to travel scheduling it was not possible; however additional local trainings will be available in late summer. He will be checking the WCIA calendar for upcoming dates.

Motion by Commissioner Carney, second by Commissioner Hansen to approve the Regular & Study Session Meeting Minutes of January 29th, 2013. Motion carried unanimously.

REGULAR MEETING

Draft Annual Report

The Director stated that by ordinance the Planning Commission is required to submit an annual report by February of each year to the City Council annually. This deadline has not been met due to recent transitions within the CED department.

Andrea Ely is our new Administrative Secretary and comes with experience working from Yakima County. Approval from the City Council for a new Code Enforcement Officer/Building Inspector position has been approved; all efforts will be made to find a qualified candidate.

The Director has presented Draft Annual Report and has asked that it be reviewed prior to sending it to Council. Commissioner Hansen addressed the Planning Commission meetings dates, the draft states the 2nd Tuesday of every month. The Director stated it should state the 4th Tuesday of every month.

Commissioner Cecil stated the email addresses may be incorrect. The Director stated that the contact information is correct for 2012. Commissioner Cecil stated that his email address should be (omitted).

Chairman Moore asked for a motion to table the Annual Draft Review to the next meeting. This is a report for the Planning Commission to review and modify. Motion by Commissioner Cecil, second by Commissioner Hansen; motion carried.

COMMUNICATIONS

PC Rules of Procedure

The Director noted that the items within communications require no immediate action by the Planning Commission; they are items of discussion for housekeeping. This draft document of *PC Rules and Procedures* should be reviewed and adopted by the Planning Commission.

The first section is general rules of order for councils, which mirrors most council procedures. The next section is organization, appointing of new commissioners, which includes swearing in.

The section regarding the selection of Chair and Vice Chair, which is completed in January of each year. The Director asked if this was sufficient, some do this on fiscal year or election time. Chairman Moore asked if the Planning Commission wanted to make the end of January the fiscal year; motion by Commissioner Hansen and second by Commissioner Cecil. Motion carried.

The Director continued that Section B is about the nomination and election process. Chairman Moore noted if anyone was interested in standing in as Chair, he would yield the gavel.

The Director stated the goal for these procedures is to have stability and consistent monthly meetings; last year there were eight. In March 2013 the meeting was cancelled due to the Director's absence; formally the Planning Commission should be able to conduct business as usual with or without staff present.

Regarding Terms of Office, this portion was taken from other adoptions of other Planning Commissions and is a collected hybrid. It includes voting, absences (unexcused and excused) for Council members and staff, and is similar to the City Council.

Commissioner Carney asked if the mayor terminology will be used since there is no longer a strong mayor system in place. Chairman Moore believes it should be changed as the Mayor is no longer in direction of the Government. The Director stated that the Mayor has some ceremonial purposes as the ordinances still use mayor terminology. Commissioner Carney wanted to note that the Mayor is in charge of catastrophic emergency situations. The Director will speak with the City Attorney on who holds the appointing authority.

The Director stated although there have not been issues with Commissioner Conduct, section 5 covers it. Sections "E" and "F" touch on documentation and correspondence and conflict of interest.

The Director suggests the Planning Commission obtain city issued email addresses. The reason for this would be in response to public disclosure request laws. For protection for members, personal emails may be retrieved turned over to the court for review if they are case-related. The emails pertaining to the case are only required, however all personal emails can be retrieved. The Director wanted to note that the City Council members have obtained city email addresses.

Chairman Moore is in support. The Director stated that *Gmail* is used for the City of Union Gap. Commissioner Carney wanted to know using the *Google* domain was secure enough. The Director stated it is only as secure as your password.

Chairman Moore asked if the Planning Commission could benefit from tablets. The Director stated that he would have to review the budget. Chairman Hansen wanted more formalization, and was not sure if he understood why the email would be necessary.

The Director gave an example of a Planning Director who used a home email address to work from home on a project. The project was appealed and public records were obtained, in which a personal home email address was listed. They retrieved the personal hard drive and filtered through all personal emails, which became public information. The Director believes it is best practice to generate city emails.

Commissioner Hansen suggested amending the wording on page 8; section F, and adding the word "recuse himself" regarding the Commissioners personal involvements. Chairman Moore recognized it was a good comment, but not necessary to change it. Chairman Carney noted that it should state "Council Chambers;" the Director noted the Library will be the Council Chambers and will make the changes.

Chairman Moore would like to see more public involvement regarding public notices. The Director did note that the website has been down, but the new City Manager is looking at proposals for the webpage and IT services. The newsletter will be regenerated; it will no longer be the Mayor's Message but focus on all department news.

Chairman Moore stated that the Order of Business section (containing role call, flag salute, sub-committees, etc.) is similar to the City Councils. Commissioner Hansen noted that some items are unnecessary, and inquired if members could meet outside of the regular meeting to review the items. The Director stated that any meetings must be held in a public forum.

Regarding Agenda, the Director stated that council packets will be given to the Commission seven (7) days prior to the regular meeting.

In Section 9 (Public Testimony) is a formal processes for public hearings and commentary. Oral commentary can be given by the public in three minute segments. The Director stated that there are timers or warning light systems that may be used.

The Director continued on sub-committees; there are none at this time. If the opportunity arises, members may be asked to research for the Planning Commission. The remaining portions of the document should be reviewed and brought back for the next agenda.

Open Public Meeting Act The Director noted that these two documents (Open Public Meeting Act, The Appearance of Fairness Doctrine) have been given to the members to review in case of court issues arise.

Commissioner Hansen asked if they are formalized, in which the Director replied yes. They are state law MRSC (Municipal Research & Services Center) which help cities with legal questions; their website has government information available in sections. They also have an email flier called *Planning In Focus* which the Director recommends the Planning Commission signs up for, once the city email addresses have been obtained.

The Appearance of Fairness Doctrine Chairman Moore stated the Appearance of Fairness Doctrine will also be reviewed. He added that YVCOG also has a great website. The Director stated that the next YVCOG meeting will be hosted by the City of Union Gap, in May at the Ahtanum Youth Barn. The Director will be getting the exact date. It will be catered by Jean's Cottage Inn and costs \$18 per person.

NEXT MEETING AGENDA

Chairman Moore stated that the next meeting agenda will be to review the Draft Annual Report, the Planning Commission Rules & Procedures, the Open Public Meeting Act, and the Appearance of Fairness Doctrine.

Commissioner Carney asked if there was any business that required attention. The Director stated there are items that will need to be looked at (medical marijuana, I-502) but he would like the Planning Commission to focus on the procedures prior.

Commissioner Carney stated that the marijuana issue was a federal and local issue; the Director stated it was a medical and recreational issue still in discussion. I-502 is a separate zoning issue and siting criteria, and rests within State. The City will eventually have to handle the siting issues, and how to process applications. The Director requested that the medical marijuana issue be discussed in the June regular meeting, he is expecting the state to release their draft plans in August.

MEETING ADJOURNED

There being no further discussion, the meeting adjourned at 8:00 p.m.

Chairman Mike Moore

ATTEST:

Andrea Ely, Administrative Secretary