

**UNION GAP PLANNING COMMISSION  
REGULAR MEETING OF  
MAY 29<sup>TH</sup>, 2013**

**Call to Order:** The Regular and Study Session Meeting of the Union Gap Planning Commission was called to order by Chairman Pro Tem Mark Carney at 7:10 p.m.

**Planning Commission Members Present:** Chairman Pro Tem Mark Carney, Commissioner Dave Hansen, and Commissioner Sandy Dailey were present.

**Staff Present:** David L. Spurlock, Director; and Andrea Ely, Administrative Secretary were present.

**APPROVAL OF MINUTES:**  
**April 23<sup>rd</sup>, 2013** Motion by Commissioner Hansen, second by Commissioner Dailey to approve the Regular & Study Session Meeting Minutes of April 23<sup>rd</sup>, 2013; motion carried unanimously.

Chairman Pro Tem Carney motioned to excuse Commissioner Moore and Commissioner Cecil from the Regular Meeting. Second by Commissioner Dailey; motion carried unanimously.

**REGULAR MEETING**

**Draft Annual Report** Due to the absence of Planning Commission members, Commissioner Hansen motioned to table all items (a. – d.) until the next Regular Meeting. Second by Commissioner Dailey; motion carried unanimously.

**PC Rules of Procedure**

**Open Public Meeting Act**

**The Appearance of  
Fairness Doctrine**

**COMMUNICATIONS**

**PC Emails** The Director stated that Council has begun evaluating the IT needs of the City (website, emails, security, etc.) and is currently considering an inter-local agreement for services provided by the City of Yakima or Yakima County. Many jurisdictions are outsourcing like this regionally, but the Council will need to review numbers first. City-issued emails for the Planning Commission will be on hold until a decision is met. However, if the issue is not resolved in the near future, emails will be obtained.

**Training Opportunities** The Director stated there are a training opportunities forthcoming. *A Short Course on Local Planning* held by Washington State Department of Commerce, Planning Association of Washington (PAW), and Washington Cities Insurance Authority (WCIA) will be held from 6:30pm to 9:30pm on June 5<sup>th</sup> (Olympia), June 13<sup>th</sup> (Kettle Falls), and June 19<sup>th</sup> (Spokane). Travel plans can be arranged; however YVCOG plans to host this training here in Yakima in September, but has not been officially confirmed. It would be best if the Planning Commission could wait to attend this local training in September.

The WCIA is hosting the *Overview of the Open Public Meetings Act* training on June 25<sup>th</sup> from 9:00am to 12:00pm in Tukwila. It is specifically designed for Park Boards, Commissions and Committees.

Commissioner Sandy inquired to what day that meeting occurred. The Director stated it would be a Tuesday, the same day as the Planning Commission Regular Meeting. If anyone is interested, travel could be arranged the day before.

Commissioner Hansen would like additional formal training and stressed its importance with Planning Commission decision making. Chairman Pro Tem Carney asked if there were online trainings available until then.

The Director stated he will look for webinars and that regardless of where the trainings are, state laws are the same. Most occur on the west side, however training has been budgeted. Training is an investment and should be for staff and Planning Commission members, and would like the Council to continue to invest in that.

Chairman Pro Tem Carney asked if these trainings are recorded or available on media, and stated it would be nice if these agencies would produce them for smaller Cities to obtain. The Director replied most of the one day trainings are not recorded, but may be teleconferenced (E.g. Skype).

Commissioner Dailey asked if there was a time frame for registering for these trainings. The Director replied that trainings usually do not fill up quickly, but if travel needs to be arranged registration should be complete as soon as possible and is budgeted for.

Chairman Pro Tem Carney stated the City has a "Use It or Lose It" type budget. The Director stated he returns on average 5% to 10% at the end of the year, but the department has eventual vehicle needs as well. Commissioner Hansen said it would be good to use those returned funds for training if possible.

## **NEXT MEETING AGENDA**

Chairman Pro Tem Carney stated items (a. - d.) will be on the Agenda. The Director asked if there were other items of discussion.

The Director noted the previous meeting Medical Marijuana was scheduled discussion for June's Regular Meeting. Chairman Pro Tem Carney questioned if the State was treating the Medical Marijuana and Recreational use the same. The Director stated they are still independent issues.

Chairman Pro Tem Carney is concerned about growing issues. The Director has customers coming in asking to have a dispensary. His response is those who use for medical purposes cannot have a dispensary, and recreational use it is not legal at this time either. Both are initiatives, creating two separate laws. It would take another initiative for them to be removed.

The Director stated that draft material from the Liquor Control Board (LCB) should be available before August; if it is available he will provide it to the Planning Commission for the July Regular Meeting discussion under Communications. Chairman Pro Tem Carney's highest concern is zoning and dispensaries.

The Director stated medical marijuana will have two issues including zoning and business licenses; recreational use (I-502) will require zoning. The licensing and permitting will be done through the LCB. Zoning and siting criteria will be what needs addressing.

The LCB will send a copy of the proposal and their review, and request a decision. That is what the LCB currently does for liquor licensing. Applications may meet the State siting criteria, but not our local ordinances. We can also contest and appeal applications at the State level.

Chairman Pro Tem Carney stated that some of the Municipal Code sections online are not up to date, including Council Meeting Ordinance and the meeting times. The Director stated with the recent change of the Clerk position, they are not updated. Chairman Pro Tem Carney noted that there was not a section regarding resignations of Council Members.

The Director stated it would fault back to RCW's; yet there is a grace period. With these transitions of the City (change of Government, new City Management, etc.) things have been put aside. The City is working on correcting these items. This is why there is urgency for IT Services for the City; it will serve our constituents and residents.

Commissioner Dailey stated the IT presentation at the Council meeting was informative, but wanted to know why it was needed. The Director stated that the world-wide-web can be dangerous. Some jurisdictions have lost funds electronically to organized crime. Burlington, Wenatchee Hospital, and Chelan County are just a few examples of public systems being exploiting.

Commissioner Dailey asked if the Yakima County IT was referencing to the entire City being at risk or just Council. The Director stated the City was vulnerable and that the server resides in the old City Hall and is not safe to be around, hence being unprotected. Routine IT care has not been available, nor can the City afford that type of around-the-clock care. Recently the IT presentation to the Council has brought that issue to the table.

The Director noted the City may be small but is also a multi-million dollar corporation. These are public dollars which need protection. The reason for this regionalization of IT contracts it is to prevent the vulnerability of attacks. It would also allow the City to be free from hosting physical wired servers; the new servers would be wireless, located off-site (E.g. the County Courthouse), and protected.

Commissioner Hansen asked if that would connect the City to the County. The Director stated it would have no political connection; it would be just a service provider contract.

Commissioner Dailey asked if the City currently has a contract for IT services. The Director replied that there are four vendors due to various locations (City Hall, PD, Fire, and Courts). For years departments were acquiring their own IT needs, some using Sprint, Verizon, etc. This is an attempt by Administration to unify the entire City to one system.

Commissioner Dailey wanted to note that the training on June 25<sup>th</sup> is also the same day as the next Regular Meeting and wanted to know if an email will be sent out. The Director noted that although the staff uses email frequently, direct phone contact will be made by phone and not email upon short notices.

**MEETING ADJOURNED**

There being no further discussion, the meeting adjourned at 8:02 p.m.

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Chairman Pro Tem, Mark Carney

ATTEST:

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Andrea Ely, Administrative Secretary