




**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Al Scalf, Director of Community Development   
Stacie Hoskins, Planning Manager   
Michelle McConnell, Associate Planner, Long Range Planning Lead 

**DATE:** May 2, 2011

**SUBJECT:** Planning Commission District 1 and 2 Appointments

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**STATEMENT OF ISSUE:** The nine-member Jefferson County Planning Commission currently has three vacancies for District 1 and 2 representatives:

- District 1 - A four-year term that expired March 17 of this year;
- District 1 - A four-year term that will expire March 17, 2012; and
- District 2 - A four-year term that expired March 17 of this year.

Department of Community Development staff has interviewed four (4) interested candidates and provides this overview of the review process with a recommendation for appointments.

**ANALYSIS/STRATEGIC GOALS/PROS and CONS:** Planning is intended to guide and regulate the physical development and servicing of lands to provide predictability and consistency for citizens and agencies, and to assure high standards of environment for living, operation of commerce, industry, agriculture and recreation while conserving the highest degree of public health, safety, morals and welfare in view of the need for a strong local economy. To this end the Board of County Commissioners (BoCC) established a Planning Agency comprised of a department and a commission. Per the originating resolution, the commission should assist the department in carrying out its duties, by and through engaging the public in the preparation and review of comprehensive plans and development regulations. The department shall forward any commission recommendation on to the BoCC and a final departmental recommendation on matters before the Board.

**July - November 2010:** The current Planning Commission (PC) District 1 vacancies were created when Andrew Reding and Ashley Bullitt resigned in July and September 2010, respectively, prior to completion of their terms. In response to the vacancies, the first position was publicly advertised by Department of Community Development (DCD) for four weeks in September 2010, yielding one (1) applicant who submitted a letter of interest (Gary Felder). DCD re-advertised to produce a larger pool of applicants, and in the meantime, a second vacancy was created. The two positions were advertised for another four weeks in October 2010, yielding no additional applicants by the November 5<sup>th</sup> deadline.

December 2010: Given concerns that advertising was not yielding many applicants, DCD opted in early-December to move forward with interviewing the one applicant who had expressed interest. An interview was set for early-January 2011. Due to lack of citizen response to previous advertising for the two positions, DCD re-advertised to produce a larger pool of applicants. A second application for District 1 was received in late-December (Al Cairns).

January 2010: As part of the review process the DCD interview team (Stacie Hoskins and Michelle McConnell) reviewed the Volunteer Application/Statement of Interest submitted by Gary Felder, and looked into whether the applicant resided within District 1, if the person had any local permit history, and if other county employees had experience working with the applicant. During the interview, the applicant was asked a standard series of questions to help the DCD interview team better understand Mr. Felder's interest, experience and education as related to possible service on the Planning Commission. The team appreciated learning more of Mr. Felder's willingness to serve and his individual perspectives.

After the interview, the DCD interview team discussed the applicant's knowledge, skills and abilities to determine if there was a good fit for the Planning Commission. The team concurred Mr. Felder's long-time residency in the state, extensive experience in the home-building industry and knowledge of permitting processes in numerous jurisdictions in the Puget Sound region makes him a good candidate for volunteer service with Jefferson County.

March 2011: In anticipation of her four-year term expiring on March 17, 2011, District 2 representative Patricia Farmer submitted email correspondence the week prior indicating she is willing to continue volunteer service on the PC. With still only two applicants for two District 1 positions and a new District 2 vacancy, DCD advertised again for two weeks in mid-March 2011. *The Leader* also ran a short article, in print and online, about the opportunity to apply for PC vacancies. Ms. Farmer submitted a Volunteer Application/Letter of Interest in late-March.

April 2011: Given the three vacancies and low response from interested candidates, DCD decided to move forward with interviewing the other two applicants (Cairns and Farmer). Then, another application was received for the District 2 position from Chris Hanson. Three interviews were scheduled for the week of April 11, 2011.

1. Patricia Farmer – On April 14, 2011, the DCD Interview Team (Al Scalf and Stacie Hoskins) reviewed the Volunteer Application/Letter of Interest submitted by Ms. Farmer. During the interview, the applicant was asked a standard series of questions to help the interview team better understand Ms. Farmer's interest, experience and education as related to possible continued service on the Planning Commission. The team appreciated learning more about her perspective on her past PC service and willingness to continue her participation.
2. Al Cairns – On April 14, 2011, the DCD Interview Team (Stacie Hoskins and Zoe Ann Lamp) reviewed the Volunteer Application/Letter of Interest submitted by Mr. Cairns. During the interview, the applicant was asked a standard series of questions to help the interview team better understand Mr. Cairns' interest, experience and education as related to possible continued service on the Planning Commission. The team appreciated learning more of his willingness to serve and individual perspectives
3. Chris Hanson – On April 15, 2011, the DCD Interview Team (Stacie Hoskins and Michelle McConnell) reviewed the Volunteer Application/Letter of Interest submitted by Mr. Hanson. During the interview, the applicant was asked a standard series of questions to help the interview

team better understand Mr. Hanson's interest, experience and education as related to possible continued service on the Planning Commission. The team appreciated learning more of his willingness to serve and individual perspectives.

DCD concludes that Mr. Felder will make positive contributions to the Planning Commission and represents the interests of District 1 residents. Further, while DCD believes that Mr. Hanson would also make positive contributions to the Planning Commission as a District 2 representative, we conclude that Ms. Farmer has provided excellent volunteer service to date on the Planning Commission by fulfilling a full four-year term and is interested and willing to continue her service allowing her past experience to enrich the group dialogue and the PC's role in community involvement. While Mr. Cairns would also make positive contributions to the Planning Commission, he cannot be recommended for appointment as he is a County employee.

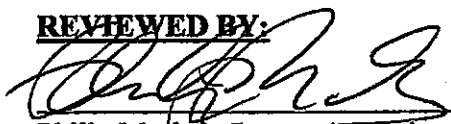
**FISCAL IMPACT/COST-BENEFIT ANALYSIS:** There is no fiscal impact to the county's General Fund for appointing three new members to serve on the Planning Commission (PC). The 2011 DCD and PC Budgets are based on nine (9) PC members and these new appointees would serve as part of the group.

**RECOMMENDATION:** Based on the findings of the DCD interview team, staff recommends the BoCC:

- *Interview & appoint Gary Felder as a District 1 representative on the Planning Commission to complete an unexpired four-year term ending March 17, 2012.*
- *Re-appoint Patricia Farmer as a District 2 representative on the Planning Commission to serve a four-year term ending March 17, 2015.*
- *Re-advertise for additional candidates for the District 1 four-year term ending March 17, 2015.*

Because two of the vacancies have existed for several months, staff urges timely action by the Board to allow new member participation in the next Planning Commission meeting on May 4, 2011.

**REVIEWED BY:**

  
Philip Motley, County Administrator

4/29/11  
Date