



JEFFERSON COUNTY

DEPARTMENT OF COMMUNITY DEVELOPMENT

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Building Permits & Inspections | Development Consistency Review | Long Range Planning | Watershed Stewardship Resource Center

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

FROM: Carl Smith, Director
Stacie Hoskins, Planning Manager
Zoe Ann Lamp, Associate Planner, DRD Lead

DATE: February 11, 2013

SUBJECT: **Limited DCD Staff and Resources to Support the Climate Action Committee**

DCD has supported the Climate Action Committee by staff work on a variety of tasks, over a number of years. Zoe Ann Lamp has been a primary staff contact. Zoe has put in nearly 100 hours during 2012 and over 140 hours in 2011. Last year, most of Zoe's time was spent on tasks of an administrative nature (minutes, website updating, agenda prep, etc.). For the same reasons DCD has curtailed its involvement with the Housing Action Plan Network (limited staff resources and workload), DCD wants to reduce staff time on the CAC.

With John Austin, Pinky Feria-Mingo (Environmental health specialist – Green business, EnviroStars & other programs) and Brian Goldstein (Public Works – Resource Conservation manager) as members, the CAC has significant County representation on the CAC. DCD would still be available from time to time for consultation or other limited support, particularly if the CAC suggested changes to the county's development regulations or Comprehensive Plan.

When we recently announced our new policy of reduced involvement to the HAPN, other volunteers stepped up to take over tasks formerly done by DCD. This could also happen at the CAC and allow other community members to get more involved. The next CAC meeting is February 27. Zoe will inform the CAC of this new reduced involvement by DCD, as follows:

DCD (Zoe) is available to help with the following:

- Upload final pdfs of agendas, draft minutes and approved minutes to the webpage.
- Format and copy Agenda Requests to the BoCC. Content would come from another source.
- Monitor CAC activities by reading minutes and agendas and provide guidance on suggested changes to county development regulations or the county Comprehensive Plan.

Responsibilities for which DCD (Zoe) will no longer be available:

- Attending meetings
- Taking or preparing minutes
- Developing content for Agenda Requests to the Board of County Commissioners or joint sessions with City Council
- Developing content for webpage
- Advising County Administrator's staff of special meetings and topics