

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**CONSENT AGENDA REQUEST**

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

**FROM:** Stacie Hoskins, Planning Manager *SH*  
Michelle McConnell, Associate Planner, Long Range Planning Lead *MM*

**DATE:** June 3, 2013

**SUBJECT:** Planning Commission District 3 Appointment

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**STATEMENT OF ISSUE:** The nine-member Jefferson County Planning Commission currently has two vacancies for District 2 and 3 representatives for terms that expired March 17 of this year:

- District 2 - A four-year term to expire March 17, 2017; and
- District 3 - A four-year term to expire March 17, 2017.

Department of Community Development provides this overview 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 the natural 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.

Both vacant positions are four-year terms that expired on March 17 of this year. District 2 representative Mr. Peter Downey indicated that he would 'retire' from service after two consecutive four-year terms. District 3 representative Mr. Richard Hull was first appointed in 2009 and was elected by the membership as Vice Chair in 2011. Mr. Hull has indicated he wants to continue serving and submitted a Volunteer Application/Statement of Interest.

The Planning Commission website was updated on April 2 and May 14 of this year to announce the vacancies and invite interested parties to submit applications. On April 12 and May 14, a one-page announcement was distributed via email to Planning Commission members and the Interested Parties list (approx. 80 recipients) to further publicize the vacancies. On April 17 and May 22, a legal ad was published in the *Port Townsend & Jefferson County Leader* newspaper to notice the vacancies and solicit applications.

Only one application (H. Putterman) has been received for District 2 in response to recent advertising and one application for District 3 from 'incumbent' Mr. Hull indicating his interest to be reappointed. Mr. Hull is a retired scientist and college professor who has four years of experience as a Jefferson County Planning Commissioner. His participation has included the review of numerous proposals for Comprehensive Plan Amendments, Unified Development Code amendments, and the group's early efforts to begin a Periodic Assessment in support of the state Growth Management Act-required Comprehensive Plan Update. DCD has found Mr. Hull to be a valued member of the Planning Commission who makes positive contributions to deliberations and group dialogue. He is highly skilled in keeping discussions focused on key topics and issues. His willingness to serve as an officer – Vice Chair in 2011 - to represent the interests of District 3 residents and his eagerness to keep serving is recognized and appreciated. Staff believes Mr. Hull will continue to provide thoughtful input to the Planning Commission and recommends him for continued public service.

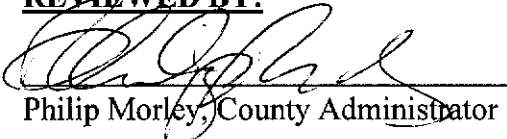
Because the next Planning Commission meeting is scheduled for Wednesday, June 5, 2013, staff urges timely action by the Board to allow Mr. Hull's participation. Further, staff will schedule an interview with Mr. Putterman to commence the candidate review process, while still continuing to accept applications. Staff anticipates making a recommendation for District 2 appointment in time for the new member to participate in the July 17 meeting.

**FISCAL IMPACT/COST-BENEFIT ANALYSIS:** There is no fiscal impact to the county's General Fund for re-appointing a member to serve on the Planning Commission (PC). The 2013 DCD and PC Budgets are based on nine (9) PC members and this appointee would serve as part of the group.

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

1. *Re-appoint Richard Hull as a District 3 representative on the Planning Commission to serve a four-year term ending March 17, 2017.*
2. *Direct staff to interview Mr. Putterman, continue seeking candidates for the District 2 position, and to make a recommendation for appointment when a suitable applicant is identified.*

**REVIEWED BY:**

  
Philip Morley, County Administrator

5/29/13  
Date