



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Wednesday, May 18, 2022
6:00 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/837170661>

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1. CALL TO ORDER

- a. Roll Call

2. APPROVAL OF MINUTES

- a. April 20, 2022 Regular Meeting Minutes

3. PUBLIC COMMENT

4. OLD BUSINESS

- a. Review possible zoning code revisions.

5. NEW BUSINESS

- a. Planning Commission Training

6. ADJOURNMENT

NEXT REGULAR MEETINGS:

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Karlene Akesson at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

Planning Commission may add and take action on other items not listed on this Agenda.

1. CALL TO ORDER

Richard Skreen called the Regular Meeting to order at 6:04 pm

a. Roll Call

Members Present - City Planner, Rachel Granrath, City Planner, Keshia Owens; Commissioners: Richard Skreen, Justice Wyonne, Leah Medina, Rick Sullivan, Ryane Olin; Planning Commission Secretary, Karlene Akeson

Members Absent - Chairperson Jana Gann, Commissioner Jon Murfitt

b. Introduce New Commission Members: Rick Sullivan; Ryane Olin Introduce Newly Contracted City Planner: Rachel Granrath, SCJ Alliance Planner

Commissioner Ryane Olin was introduced to the Commission
Commissioner Rick Sullivan was introduced to the Commission
City Planner Rachel Granrath was introduced to the Commission

2. APPROVAL OF MINUTES

a. June 16, 2021, Regular Meeting

Commissioner Skreen motioned to approve the June 16, 2021 Regular Meeting and Public Hearing minutes.

Commissioner Olin seconded the motion.

By consensus, the minutes were approved.

b. August 18, 2021, Regular Meeting and Public Hearing

Commissioner Skreen motioned to approve the August 18, 2022 Special Meeting minutes.

Commissioner Olin seconded the motion.

By consensus, the minutes were approved.

c. March 22, 2022, Special Meeting

Commissioner Skreen motioned to approve the March 22, 2022 Special Meeting minutes.

Commissioner Olin seconded the motion.

By consensus, the minutes were approved.

3. PUBLIC COMMENT

No public present

4. OLD BUSINESS

a. Shoreline Master Program Draft (Final Review)

There was a brief overview regarding the status of the Shoreline Master Program.

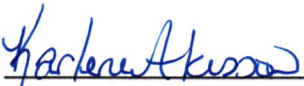
b. Revisions to Zoning Code (from 2019)

There was discussion regarding home businesses versus home occupations and what defines each. There was discussion regarding efforts to streamline the application process for home occupations.

City Planner Granrath suggested to the commissioners a refresher course in rules of order may benefit the commission. The commissioners were agreeable.

5. ADJOURNMENT

The meeting was adjourned at 6:54 pm.



Karlene Akesson, Secretary



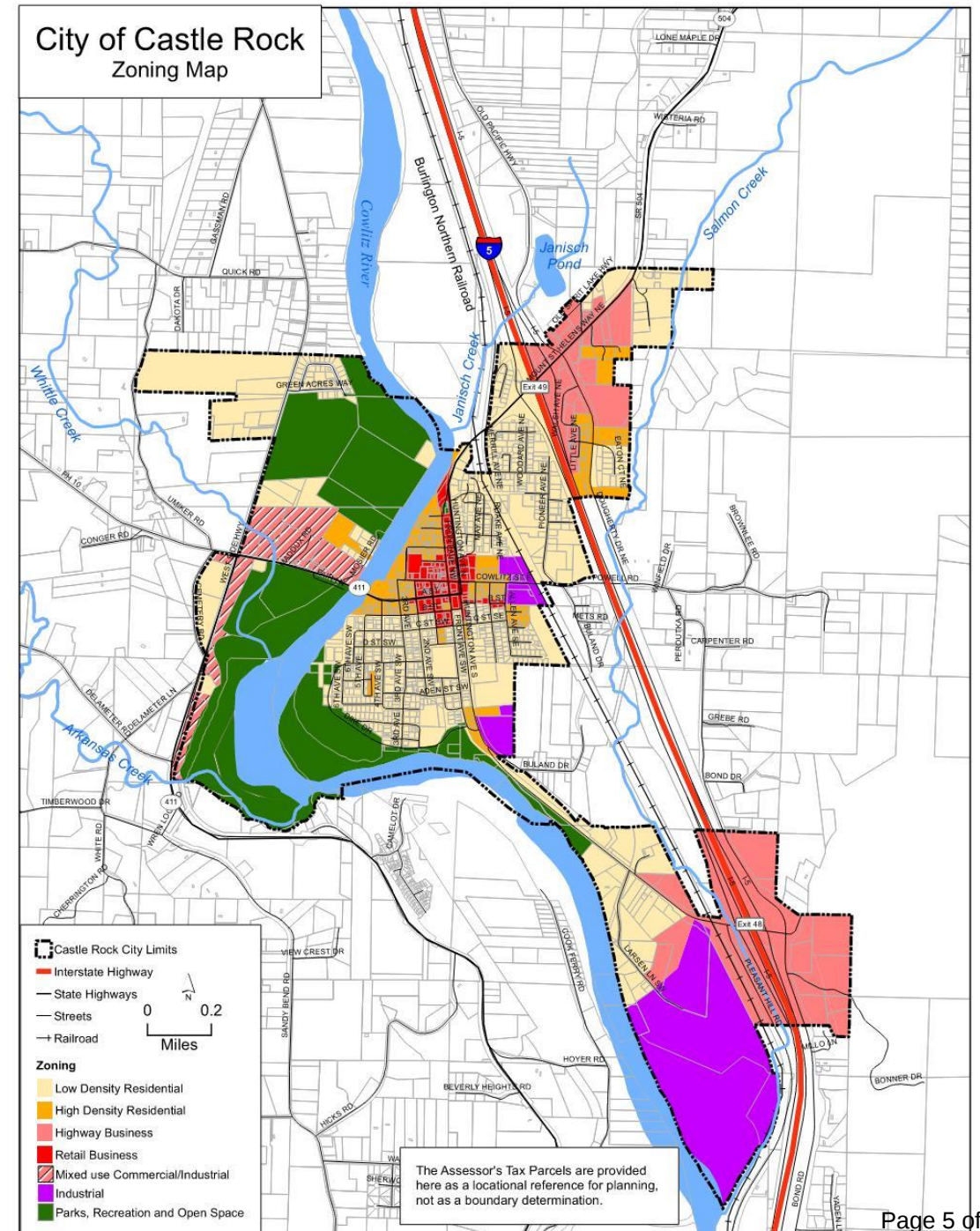
City of Castle Rock

Planning Commission Roles

April | 2022

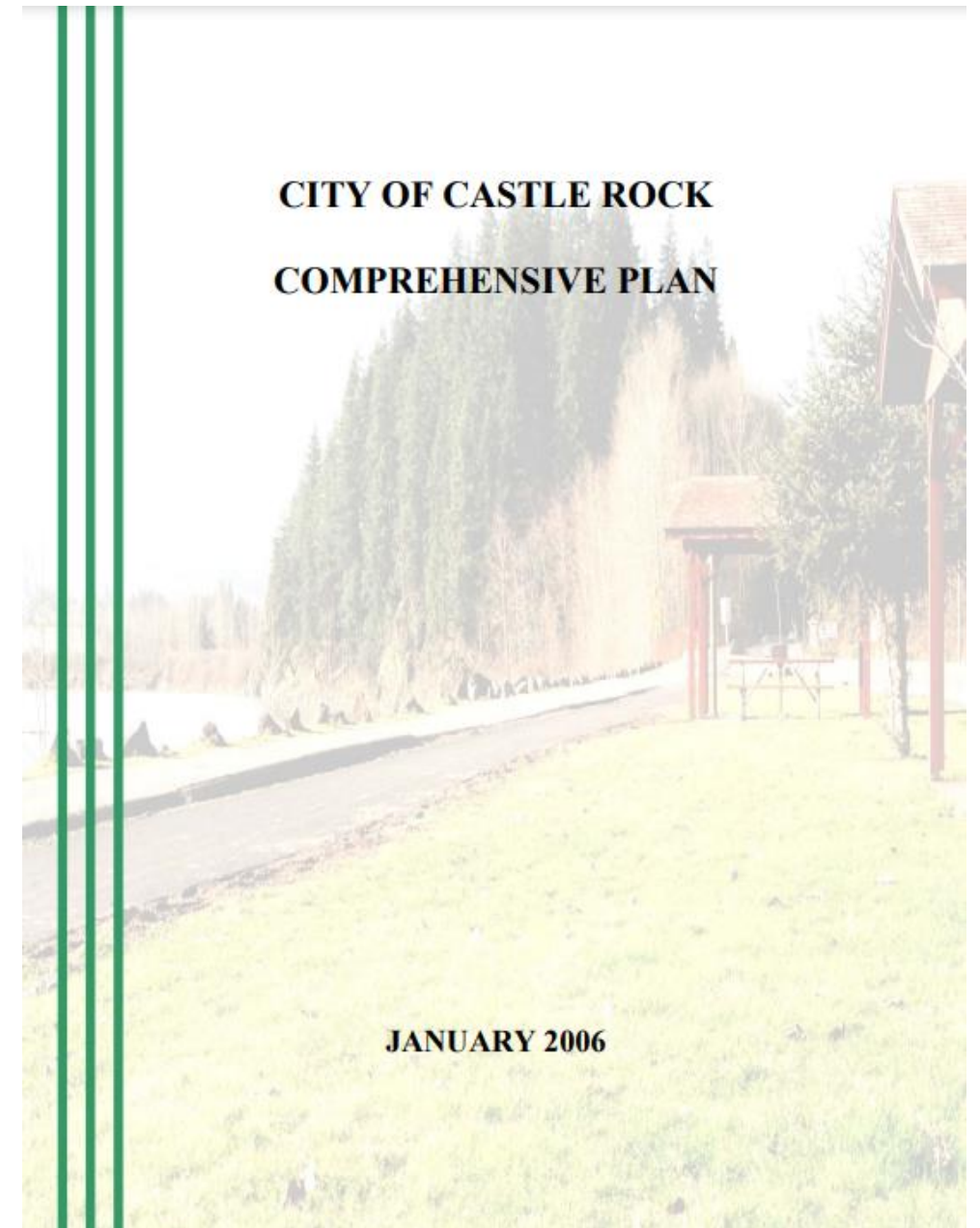
Presentation Overview

- Overview of Roles
- Appearance of Fairness Doctrine
- Conflicts of Interest
- Open Public Meetings Act
- Public Hearings
- Parliamentary Procedure: A Brief Guide to Robert's Rules of Order



Overview of Duties

- Preparation and revision of the Medical Lake comprehensive plan
- Review and revise local land use regulations (examples: zoning or subdivision code)
- Advisory recommendation to city council
- Review and recommendation of certain permits
- CMC - 2.28.060



Appearance of Fairness Doctrine

Overview

The Appearance of Fairness requirements apply to all local decision-making bodies:

- You must be procedurally fair.
- You must appear to be conducted by impartial decision-makers.



In Practice

- Planning Commission must follow methods found in state law for disqualifying a request.
- Members shall not prejudge the issues, have a bias in favor of one side in the proceeding, or have a conflict of interest, or must recuse themselves if they cannot otherwise be impartial.
- No "Ex parte" communications

Conflicts of Interest

CONFLICT OF INTEREST



INDIVIDUAL



ORGANIZATION



PERSONAL
BENEFIT



SIMULTANEOUS
ROLE



DECISION



RESULTS



UNETHICAL



ILLEGAL

1. Use their position to secure special privileges or exemptions for themselves or others;
2. Give, receive, or agree to receive, directly or indirectly, any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with role;
3. Accept employment or engage in business or professional activity that they might reasonably expect would require or induce them by reason of their official position to disclose confidential information acquired by reason of their official position; or
4. Disclose confidential information gained by reason of their position, nor may they otherwise use such information for their personal gain or benefit.

Open Meetings

The Washington Open Public Meetings Act (OPMA), codified in chapter 42.30 RCW, requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose districts, be open to the public.

Meeting types/ overview:

- Regular meetings
- Special meetings
- Executive sessions
- Public hearings (next slide)
- Notice types (duly noticed)
- Meeting conduct
- Penalties and remedies for violations



Public Hearings

Public Meeting vs. Public Hearing

Public meetings – public must be able to attend when there is a quorum but isn't required by law to participate. Medical Lake allows for public comment for up to 5 minutes at each public meeting.

Public hearings - are intended to obtain public testimony or comment before significant decisions are made.

Legislative public hearings – Comprehensive plan amendment, code updates

Quasi-judicial public hearings – Preliminary plat, plat variances

Parliamentary Procedure: A Brief Guide to Robert's Rules of Order

Rules Overview:

- Only one subject may be before a group at one time.
- "Negative" motions are generally not permitted.
- Only one person may speak at any given time.
- All members have equal rights.
- Each item presented for consideration is entitled to a full and free debate.
- The rights of the minority must be protected, but the will of the majority must prevail.

General Meeting Procedure:

- Open meeting
- Recognize members
- Public comment (limit time)
- Chair announces each agenda item
- State questions
- Agenda item motions
- Chair enforces order and decorum
- Questions from commission
- Close meeting

Questions?

Contact:

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