

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Josh D. Peters, AICP, Director, Community Development
Joel M. Peterson, Associate Planner, Community Development

DATE: November 27, 2023

SUBJECT: Scheduling request for a Saturday, January 20, 2024, Annual Work-Planning Joint Meeting with Planning Commission and the Board of County Commissioners

STATEMENT OF ISSUE:

The Department of Community Development (DCD) and the Planning Commission (PC), the “Planning Agency,” request to schedule the Board of County Commissioners (BoCC) again this year to hold a joint workshop as part of the annual Planning Commission retreat, Saturday, January 20, 2024. The plan is for the Planning Commission to meet from 9:00 to 12:00, followed by lunch with the BoCC from 12:00 to 1:00, and then a joint workshop between the BoCC, PC, and DCD staff from 1:00 to 4:00. The location is yet to be determined; the decision will be made with consideration of logistics and available resources.

The joint workshop provides an opportunity to share information and perspectives between the Planning Agency and BoCC, including work planning and community perspectives. This has been a valuable experience for all in the past. The timing of the workshop aligns with scoping the work program for the 2025 Periodic Update of the county’s Comprehensive Plan and development regulations, as required by the Growth Management Act (GMA).

The proposed schedule and agenda would generally follow this format:

I. Planning Commission Retreat 9:00 to 12:00

1. Review of 2022-2023 goals and work accomplished
2. Training
3. Administrative processes and bylaws review
4. Proposed 2024-2025 work planning and prioritization

Objectives

Celebrate PC & goal-setting
Creating a record & recommendations
Annual administrative tasks
Review & analyze docket priorities

II. Lunch 12:00 to 1:00 – BoCC arrives at noon for lunch with Planning Commission and DCD staff

III. Joint Workshop 1:00 to 4:00

1. Review of PC activities – 2023 Annual Report

Share perspectives

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|---|---------------------------------------|
| 2. BoCC workshop on 2024-2025 perspectives and priorities | Establish goals and priorities |
| 3. Coordination workshop on 2024-2025 work plans | Coordinate b/t BoCC & Planning Agency |

ANALYSIS:

Although holding a joint session does not need a code mandate to occur, we do have an applicable reference in the Jefferson County Code regarding comprehensive planning and code amendments at 18.45.060(2) JCC: Optional Board of County Commissioners/Planning Commission Workshop. "The board of county commissioners and planning commission may, but are not required to, hold a noticed joint workshop meeting to gather information regarding the items on the preliminary docket and the administrator's report and recommendation. If held, notice of the joint workshop meeting shall be given by publication in the county's official newspaper at least one time 10 days prior to the date of the meeting and by posting a copy of the meeting notice at the county courthouse, which shall include a statement of the purpose of the joint workshop."

It is important for Jefferson County to establish a scope of work early in the 2025 Periodic Update process, and this workshop is a key step to completing that task. Additional coordination with the PC and BoCC will occur to detail a forthcoming final agenda for this three-hour joint workshop.

FISCAL IMPACT:

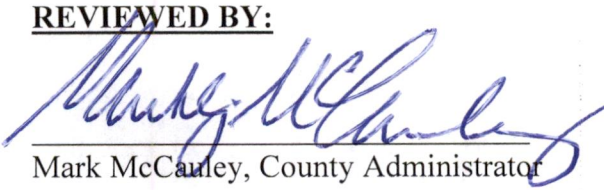
The County General Fund covers typical long-range planning activities of Community Development and the Planning Commission.

A Washington Department of Commerce grant agreement is forthcoming for Board concurrence. These grant funds will be used to complete Comprehensive Plan Periodic Review work due June 30, 2025.

RECOMMENDATION:

Community Development recommends the Board schedule a joint workshop with the Planning Agency on January 20, 2024, from 1:00 to 4:00 (preceded by lunch 12:00 to 1:00).

REVIEWED BY:


Mark McCauley, County Administrator

11/21/23
Date