

**Foothills Sub-Area Plan Advisory Committee  
Meeting Summary May 3, 2006**

Committee Members in Attendance:

Julie Baker	Lou Piotrowski
Richard Banel	Cindy Purdy
Phil Cloward, Vice-Chair	Alan Seid
Gary Gehling, Chair	Bill Coleman
Norma Otto	

Meeting started by Gary Gehling at 6:30 pm with a quorum.

**1. Public Comment**

- Jan Eskola – suggested that the survey be made available before public meetings. She mentioned that she learned a lot from the first Vision meetings for the sub-area planning committee (2002).
- Matt handed out the nametags for each of us.

**2. Business Rules and Procedures**

All agreed on:

I. NAME

The official name is the "Foothills Subarea Plan Advisory Committee."

2. COMMITTEE PURPOSE

The members of the Foothills Subarea Plan Advisory Committee (hereinafter "Advisory Committee") will represent their respective communities, recommend methods of reaching out to the community and obtaining public input, provide advice to the Planning & Development Services Department, review work of the planning consultant, and recommend the text, goals, policies, action items, and maps that should be in the Foothills Subarea Plan (Resolution 2005-062).

3. OFFICERS - ELECTION

The Advisory Committee will elect a chairperson and vice-chairperson.

In the event of a vacancy in the office of chairperson, the vice-chairperson automatically becomes the chairperson. A vacancy occurring in the office of vice-chairperson is filled by election of a replacement. A vacancy in an office automatically occurs upon the third consecutive unexcused absence of an officer from the regular meetings or upon a vote by a majority of the total membership.

4. OFFICER DUTIES

The chairperson has the responsibility of presiding at meetings of the advisory committee, calling special meetings, canceling meetings, and excusing members for valid reasons from attendance at Advisory Committee meetings.

Agendas will be developed collaboratively by the chairperson, vice-chairperson and Planning & Development Services staff. The chairperson will give due consideration to requests from committee members to place items on the agenda.

## 5. MEETINGS

The regular meeting times will be the first and third Wednesday of the month from 6:30 p.m. to 8:30 p.m. The regular meeting place will be in the Kendall Elementary School, 7547 Kendall Rd. A regular meeting that falls on a legal holiday is ordinarily held on the next business day.

Special meetings may be called by consensus of the members at a regular meeting. Special meetings may also be called by order of the chairperson upon giving written notice to other members and local newspapers at least 24 hours before the meeting. The written notice must state the time, place and business to be transacted. Final action cannot be taken at a special meeting on any item that is not included on the agenda.

All meetings shall be open to the public

Discussion began with:

## 6. ATTENDANCE

The chairperson, upon the fourth consecutive unexcused absence of any member from the regular meetings, will bring forward the issue to the full Advisory Committee to consider a recommendation to the County Executive for replacement of that member.

- Gary asked “what constitutes an unexcused absence”?
- Allen suggested that any excuse given ahead is probably good enough.
- Matt suggested that calling someone if they are absent three times to see what is going on is probably appropriate.  
There was a little more discussion by different people but it was decided to leave it as currently written.

## 7. QUORUM – DECISION MAKING

A majority of the currently appointed members is required to conduct regular business.

Where possible, decision-making will be by consensus. Consensus means all of the following:

- (a) That everyone on the committee can live with and fully support the decision.
- (b) That everyone on the committee feels that the best solution has been reached.
- (c) That the positions of each member have been heard, respected, and seriously considered.
- (d) That no member had to give in on any strongly held convictions, values or needs.

When, after due deliberation consensus is not reached on a decision, the committee will reach a decision by majority vote. Any decision reached by vote may be accompanied by a majority or minority report at the discretion of the majority or the minority.

- Allen suggested that the word “fully” be remove from (a). after some discussion it was agree to remove that word from (a) so that it would read:  
“That everyone on the committee can live with and support the decision.”
- It was agreed to leave (b), (c) and (d) as they are.
- In addition the committee agreed to add language to these rules along these lines –“each member of the committee has the right to, support consensus, block consensus as a last resort or stand down (abstain). Consensus blocking should be taken seriously and used sparingly.” It wasn’t clear whether this language would be added to (a) or given a separate heading (e). None the less, it will be added.

## 8. ORDER OF BUSINESS

The regular order of business is generally as follows:

- (a) Determination of Quorum
  - (b) Public comment period
  - (c) Approval or modification of meeting summary
  - (d) Staff reports or agency presentations
  - (e) Advisory Committee discussion, deliberations and decision-making
  - (f) Public comment period
  - (g) Adjournment
- Discussion began with (c ) - Should we approve the minutes? We agreed the minutes should be approved.

- There was discussion over whether or not the minutes should be published to the web-site before they are approved, as they would be approved the meeting after they occurred, which is two weeks from when the meeting occurred.
- It was decided by consensus by the members of the committee that the minutes would be published as a draft to the web-site, then approved at the following meeting with any (agreed upon) changes being added as an amendment.

#### 9. OPEN SESSION FOR THE PUBLIC TO SPEAK

All meetings are to be open to the public and will include time for the public to speak. The Chairperson or the committee may limit speakers to three (3) minutes per meeting to make their points.

We agreed that members of the public who wish to address the committee would be asked to identify themselves for the record, but did not change section 9.

#### 10. REPORTING TO WHATCOM COUNTY

- a. The Advisory Committee will complete its work and issue final recommendations on the Foothills Subarea Plan by March 31, 2007. All Advisory Committee members will sign the report containing Advisory Committee recommendations.
  - b. The Advisory Committee's recommendations will be forwarded to County Executive, Planning Commission and County Council for consideration.
  - c. A member may be chosen by consensus or majority vote to represent the Advisory Committee at meetings of the Planning Commission or County Council.
  - d. A member may be chosen by the minority to present a minority report at meetings of the Planning Commission or County Council.-
  - e. Any Advisory Committee member may address the Planning Commission or County Council on any issue. The member must state clearly if he/she is speaking on behalf of the Advisory Committee, a minority of the Advisory Committee or in another capacity.
- Lou asked for clarification on (b) and asked that the "County Planning Department" be added to (b). Committee approved.
  - Cindy asked why the word "may" was used in (d). After some discussion about why the word "may" was use instead of "shall" or "must" it was agreed that further definition would occur later when we elect a person for the position.
  - Matt suggested that "at meetings that relate to the Foothills Sub-Area Plan" be added. It was agreed on.

- Allen suggested adding “on specific issues”. It was agreed on.
- Matt said the Planning staff would keep the committee informed about the county meetings that pertain to the Foothills Sub-Area Plan.

#### 11. MEETING SUMMARIES

Meeting summaries will be approved by the Advisory committee and signed by the chairperson.

Lou asked for clarification. Gary said it just means we approve the summary Gary signs.

#### 12. NOTICE - AGENDA

Copies of the agenda will be e-mailed or placed in the mail to Advisory Committee members at least five days prior to the next meeting.

#### 13. STAFF

The Planning & Development Services Department will provide staffing for the Advisory Committee.

#### 14. AMENDMENT

These rules may be amended by the Advisory Committee, provided notice of the amendment has been placed in the mail or delivered to the members at least one week in advance.

It was agreed to adopt these rules with the (afore mentioned, discussed and agreed upon) amendments.

Approval of Minutes from last meeting – On Page 2 Lou wanted a comment he made at the prior meeting put in the minutes. The comment was about needing a little more time to read documents needed for meetings. Matt agreed to fix that.

### **3. Advisory committee review of public participation program.**

The Committee considered whether postcards should be mailed to landowners and residents (i.e. renters), the timeframe for holding “vision week” workshops, and the timeframe and potential issues addressed by the questionnaire.

- Matt discussed the cost for mailing saying there are approximately 5,000 property owners. That will cost about \$1,400 to \$1,500 to mail out postcards. Add Amy Mowers estimate of about 3,500 post office boxes adds about \$900 to \$1,000 to the cost. In addition Matt asked us to consider that the total mailing budget for the Planning Department is \$4000 for the year.
- The committee discussed and agreed that we would mail the (approximately 5,000) postcards to the property owners in our area PLUS

distribute (2,000) postcards at strategic locations throughout the Foothills Sub-Area communities in an effort to reach as many citizens of the Foothills Sub-Area as possible.

- The cost of printing regular postcards is about \$35 per 1,000 (it is probably more for fold-over postcards).
- The committee agreed this would be the most cost effective method to reach the bulk of the people in the Foothills Sub-Area.
- Norma also suggested that we use the Foothills Gazette, which offers inexpensive advertising with a distribution of 4,000 throughout the Foothills sub-area.
- Allen suggested that a sub-committee of three be formed to work more on the postcard to use the committee meeting time more effectively but the committee agreed that the post card needed to be done now in order to have enough time to get it out to the public in time.
- As such, the committee agreed to devote more time to this issue and less to item #5 for this meeting.
- The committee agreed that members of the committee would distribute the postcards that aren't mailed to the communities in our respective areas and give Matt a list of where they were distributed and how many at each location.
- Norma asked for a time frame, Matt didn't know but said he would ask Bill Grimes about it.
- Committee members all agreed this is a time-sensitive issue
- Matt thinks the post cards could be available to mail and distribute by the week of May 15, 2006.

What should go on the post card was discussed:

- Lou suggested that we use a different word than "Charette". Allen thought "design workshop" would be better.
- It was decided that the 'design workshop' be held on September 16<sup>th</sup> or September 23<sup>rd</sup> depending on availability of building.
- It was decided that the policy workshop would be held four weeks after the design workshop (October 14<sup>th</sup> or October 21<sup>st</sup>)
- The committee decided to leave the April 2007 date open, saying only "April 2007" without a specific date.
- Jan asked to swap the dates on the Maple Falls and Glacier Vision open house workshops. The committee agreed to. The Vision open house workshop will now take place June 7, 2006 in Glacier, June 8, 2006 in Maple Falls.
- Recommended locations for the workshops:

- Deming -Junior or Senior high schools
- Kendall – Elementary school Gym, St. Peters Church, Kendall school library
- Maple Falls – Town hall/Library or possibly the old school gym
- Glacier – Fire hall

#### **4. Postcard**

The committee discussed the questions that should go on the postcard – Phil asked the purpose of the postcard. It was agreed the postcard was to a. Generate interest and b. Inform.

Julie suggested adding the wording “Questions to be considered at the Vision Workshops”. The committee agreed.

Richard asked to add “local shopping” as an “issue” on the postcard. The committee agreed.

The committee agreed the postcard business was complete.

The committee agreed to table the last line of agenda item #4 (time frame and potential issues addressed by the questionnaire) and the agenda item #5 until a future meeting.

#### **5. Public comment period**

Jan Eskola from Glacier commended the committee on how well the meeting went and said she liked having the seating for the committee separate from that of the general public.

Kevin Zender referred to what a transcription of the earlier held open house. He said the property referred to in that transcription is incorrectly identified at the “MacMillan property”. “This is the property behind Peaceful and Paradise on the east side. It should be referred to as the “Holly and Goshen LLC property”. In the transcription someone suggested that he consider this property as a location for a water sewer treatment. He said he is not opposed to talking to someone about that. He also said he might apply for a re-zone on the 80 acres and would like to address the committee in the future about zoning issues. He was also glad that the sub-area planning committee has been given extra time and wanted to know if the county would be funding Cascade to stick with us for this amount of extra time.

Karen Reich addressed the committee with a number of issues:

- Was happy with the meeting, also.
- Thanked Sharon for forwarding meeting information to her.
- Asked how the committee vacancy would be filled.
- Asked for clarity on the minority report. Gary clarified that the committee operates by consensus. The vote is to fall back on. A minority report should be about specific issues that are disputed. Hopefully the

committee will work well enough together that there is no need for a full second report. Karen asked if a second report would be allowed if there was a great deal of contention. Committee members agreed that if there was a need for it, however, the hope is that we will all work well together and eliminate the need for two separate reports at the end of this process.

- Asked that the special meetings notice be amended to require that we give written notice in the only local daily paper – by advertisement if the paper doesn't give free notice – for any special meetings held. Phil answered that the most effective way of advertising in the Foothills area seems to be by posting notices in strategic locations
- Asked if we could list regular meetings in the Bellingham Herald. Matt said he does give the Bellingham Herald notice, but that they don't always list it.
- Post cards are a "great idea". She wants to know if post cards and posters will be brought to the next meeting.

Rob Staveland commented that whether or not we use the population estimates from ECONorthwest or from McLaughlin it would be a waste of time. "This area has a set limit of probably 4,000 (more people) period." He said the area will only support a rigid number of people no matter what the UGA calls for. And that it is not the committee's job to figure out the population. Gary thought that we have to follow the State UGA requirements. Matt answered that the County has to accommodate population projections for the whole county and the UGA, but has some flexibility in distributing population to the various subareas in the County. Julie asked why don't we give Mr. Staveland the opportunity to give a presentation on his figures - Gary said this issue would be tabled for now as we were 15 minutes over the allotted meeting time at this point.

Bill Coleman invited the committee to meet at the Tribal Offices June 21<sup>st</sup> instead of the Kendall school. The committee agreed to discuss this at a future meeting.

Meeting adjourned.