



**DRAFT**

## MINUTES

### Regular Meeting of the Intergovernmental Collaborative Group (ICG)

Thursday, November 16, 2023 at 5:00 p.m.

Hybrid Meeting: 355 Hudson St. Port Townsend, WA 98368

ICG Members present:

**Jefferson County Board of Commissioners:**

Commissioner Heidi Eisenhour, Commissioner Kate Dean, Commissioner Greg Brotherton

Staff present: County Administrator Mark McCauley, Department of Community Development Director Josh Peters, and Associate Planner Joel Peterson

**Port Townsend City Council:**

Mayor/Councilmember David Faber, Councilmember Amy Howard, Councilmember Ben Thomas, Councilmember Owen Rowe, Councilmember Monica Mick-Hager, Councilmember Libby Wennstrom

Staff present: City Manager John Mauro, and Director of Planning and Community Development Emma Bolin

**Jefferson County Public Utility District (PUD) No. 1:**

President/Commissioner Jeff Randall, Commissioner Dan Toepper

Staff present: PUD General Manager Kevin Streett

**Port of Port Townsend Board of Commissioners:**

President/Commissioner Pam Petranek, Commissioner Pete Hanke, and Commissioner Carol Hasse

Staff present: Executive Director Eron Berg

**CALL TO ORDER:** Port of Port Townsend Commissioner/Rotating ICG Chair Pam Petranek called the meeting to order at 5:01 p.m. after establishing a quorum.

**PUBLIC COMMENT PERIOD:** Six comments were received.

**REVIEW AND APPROVE REGULAR MEETING MINUTES OF September 21, 2023:** Member Brotherton moved to approve the Regular Meeting Minutes, as presented. Member Dean seconded the motion. The motion carried.

**PRESENTATION re: Washington State Department of Commerce Comp Planning and GMA:** Department of Commerce Senior Managing Director Dave Andersen and staff were present to give a presentation and answer questions posed by ICG members. Director Andersen covered various topics which included county-wide planning policies, growth target allocation, housing needs analysis, land capacity analysis, Comprehensive Plan, capital facilities and development regulations, and local project review and implementation process.

Director Andersen's presentation also covered a process for a periodic plan update: create a work program, develop a community engagement plan, initiate county-city collaboration and public engagement, review existing plan regulations, data gathering and analysis, start SEPA review, include staff reports and maps with draft plan and development regulations, issue public notices and hold public hearings, make SEPA determination, submit notice to Commerce for their 60-day review, adopt plan and regulations, submit notice of adoption to commerce and publish updates.

Department of Community Development Director Josh Peters proposed a reformation of the Growth Management Steering Committee. Commissioner Dean noted that the committee could be extended to add additional entities such as fire districts and schools, but added that the conversation should be part of a much bigger discussion, that should be held at a later date.

**DISCUSSION re: Draft ICG Resolution:** The ICG members reviewed the draft Resolution to carry the ICG through 2024. During discussion, there were two proposed motions to amend the resolution, but later withdrawn. After further discussion, ICG members indicated that the resolution could be approved as presented, and that changes could be discussed at a future meeting. Each agency present took-action on the same resolution re: A joint resolution of Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson County Public Utility District #1, Establishing a Multi-Governmental Process for Collaborating on Issues of Mutual importance.

Port of Port Townsend Commissioner Pete Hanke moved to adopt the Joint Resolution as presented. Port of Port Townsend Commissioner Carol Hasse seconded the motion. The motion carried. (Port of Port Townsend Resolution No. 807-23)

Jefferson County Commissioner Dean moved to approve the Joint Resolution as presented. Commissioner Eisenhower seconded the motion which carried by a unanimous vote. (Jefferson County Resolution No. 53-23)

City of Port Townsend Councilmember Owen Rowe moved to approve the Joint Resolution as presented. Councilmember Wennstrom seconded the motion. The motion carried. (City of Port Townsend Resolution No. 23-055)

Jefferson PUD No. 1 Commissioner Dan Toepper moved to authorize approval of the Joint Resolution. Commissioner Randall seconded the motion. The motion carried. (Jefferson PUD No. 1 Resolution No. 2023-028)

**AGENCY ROUNDTABLE:** Not discussed.

**NOTICE OF ADJOURNMENT:** Rotating Chair Petranek adjourned the meeting at 7:15 p.m. until the next regular meeting or special meeting as properly noticed.

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Carolyn Gallaway  
Jefferson County Clerk of the Board

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Date