

AS-13804

Consent 2.

BOCC Agenda

Meeting Date: 11/05/2024

Rescind & Replace Resolution 24-063, establishing the Building & Planning Advisory Council day/time change

Submitted For: Traci Jackson

Submitted By: Traci Jackson

Department: Building & Planning

Information

Subject and Summary Statement

Rescind and Replace Resolution 24-063 re-establishing the Building & Planning Advisory Council with new day/time.

Meeting dates will be every odd month, second Tuesday 4-5:00 in the county's general meeting room.

Will Staff Attend - NAME OF STAFF

Traci Jackson

Department Recommendation

Staff recommends approving the proposed new day/time for BPAC.

Attachments

resolution

stakeholder

Form Review

Form Started By: Traci Jackson

Started On: 10/29/2024 03:57 PM

BEFORE BOARD OF COUNTY COMMISSIONERS OF COWLITZ COUNTY, WA

In the Matter of Rescinding Resolution)
24-063 and Re-establishing the Building and) Resolution No. 24-079
Planning Advisory Council with)
Day/time change)

WHEREAS, the Board of County Commissioners (the Board) shall be the policy-making body that provides direction to the Department of Building and Planning (the Department). This resolution rescinds Resolution 24-063, which organized and provided the responsibilities for the Building and Planning Advisory Council (the Advisory Council) on August 27, 2024.

WHEREAS, the Board has determined that the Advisory Council provides a critical connection between the Department and community stakeholders representing a broad range of interests; and

WHEREAS, the relationship between the Advisory Council and the Department has evolved in a positive direction over time, and a new resolution is necessary to document the roles and responsibilities that have emerged for each entity; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners as set forth below:

Section 1. The Advisory Council shall be responsible for taking recommendations to the Department and to the Board of County Commissioners. The focus of the Advisory Council is to provide technical expertise to the Department. This includes involvement in development and update of regulations, standards, and policies; customer service and process recommendations; and review of new technology that may enhance Department functions; and

Section 2. The Advisory Council shall consist of nine (9) voting members appointed for four-year terms by the Board. Advisory Council members shall be staggered so that no more than three members of the Advisory Council shall have terms expiring in any year.

Section 3. Membership will consist of one member representing the Lower Columbia Contractors Association, the Cowlitz Economic Development Council, Lower Columbia Realtors Association, environmental community, development community, a general contractor and three citizens at large – one from each commissioner district. The Advisory Council shall include non-voting members: the Building and Planning Director (or designee) , County Engineer (or designee), and Environmental Health Manager (or designee).

Section 4. It is expected by the Board that members of the Advisory Council are and shall remain interested in the advancement of the mission of the Advisory Council and to their responsibilities as Advisory Council members. A condition of membership on the Advisory Council shall be regular participation in the meetings of the Advisory Council and its appointed committees. Any Advisory Council member who misses three consecutive meetings, except in the case of illness or when excused, shall no longer be on the Advisory Council. The Board also has the power to remove an existing member. Such a position would automatically become vacant and the Board of County Commissioners shall appoint a successor; and

Section 5. The Advisory Council shall elect from among its members a President, Vice-President and Secretary. The immediate Past President shall be an officer. Officers shall serve for one year; and

IT IS HEREBY FURTHER RESOLVED that the Building and Planning Director, as an appointee of the Board, shall be the executive authority responsible for carrying out the policies of the Board and responsible for the detailed operation of the Department. The Director and the Department shall assist with the organization and function of the Advisory Council, and implementation of recommendations developed by the Advisory Council deemed necessary and feasible.

EFFECTIVE this 5th day of November, 2024.

Attest:

Signed by:
Kelly Grayson
AC359B2400C0492
Clerk of the Board

Signed by:


BOARD OF COUNTY COMMISSIONERS
OF COWLITZ COUNTY, WASHINGTON

Signed by:
Richard Dahl
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Richard R. Dahl, Chair

DocuSigned by:
Dennis Weber
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Dennis P. Weber, Commissioner

DocuSigned by:
Arne Mortensen
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Arne Mortensen, Commissioners

COWLITZ COUNTY

BUILDING AND PLANNING ADVISORY COUNCIL

The Building and Planning Advisory Council assists in the review of the County Building & Planning Department's work plan, stakeholder and customer-impact practices, service levels, process performance, implementation of new technology, and development new regulatory guidelines and standards.

The Building and Planning Advisory Council consists of seven members appointed by the Board of Commissioners. Membership is made up of:

- One member representing Lower Columbia Contractors' Association
- One member representing Cowlitz County Realtor Association
- One member representing Economic Development Council
- One member representing the Environmental community
- Three persons serving as Members at Large (one from each commissioner district)

The Director of Building & Planning (or designee), County Engineer of Public Works (or designee) and Environmental Health Manager (or designee) serves as a non-voting members.

The Council convenes on the second Tuesday of every odd month: Meetings are held from 4:00 – 5:00 pm in the General Meeting Room.

General Meeting Room
County Administration Building
207 Fourth Avenue North
Kelso, WA 98626

Membership terms are four years; expiring July 31. Terms shall be staggered so that no more than three members shall have terms expiring in any year.

The Building and Planning Advisory Council was established June 19, 2007 by Resolution No. 07-076.