

Kittitas County Critical Areas Ordinance Update

CITIZEN ADVISORY COMMITTEE RULES OF PROCEDURE

Committee Purpose

A Public Participation Program (PPP) has been approved by the Board of County Commissioners for the Critical Areas Ordinance update process. One component of the PPP is formation of a Citizen Advisory Committee (CAC). The purpose of the CAC is to provide assistance in preparing final recommendations on critical area goals, policies and regulations for Kittitas County consistent with Growth Management Act (GMA) requirements (RCW 36.70A).

Operating Procedures

Structure and Function:

1. The Citizen Advisory Committee (CAC) shall consist of approximately twelve members with a diverse mix of interests including agriculture, recreation, real estate/development, environment, sporting and conservation.
2. Kittitas County will serve as the chair of the CAC. Their consultants will serve as project staff and will facilitate the CAC meeting discussions.
3. The CAC will meet approximately once a month starting in June of 2014 and continuing through October of 2014. Meetings will occur at the Kittitas County Commissioners' Auditorium. Meetings are anticipated to last approximately 2 hours, depending on the specific agenda. Additional meetings, or smaller subcommittee meetings, may be held at the CAC's discretion.

Roles and Responsibilities:

4. The role and purpose of the CAC is to make recommendations to County Staff on proposed updates to critical area policies and regulations that will be forwarded to the County Planning Commission and Board of County Commissioners. The CAC will not take action on draft goals, policies or regulations associated with the CAO update process.
5. CAC members accept the responsibility to come to the meetings prepared for the discussions. Draft documents will be sent to the CAC at least a week prior to meetings. CAC members should submit written comments at, or within fourteen days after each of the meetings. Written comments in advance of the meetings are encouraged.
6. CAC members are expected to consult with other stakeholders in their agencies and/or communities in order to bring a wider set of information and perspectives to the table.

Orders of Conduct:

7. CAC members are equal participants in the process and have equal opportunity to voice opinions and contribute ideas. No member shall dominate the discussions.
8. CAC members agree to recognize the legitimacy of the interests, concerns and goals of others, whether or not they agree with them and to act in a manner that promotes a collaborative process.
9. CAC members commit to attending all meetings, if possible. CAC members may submit written comments that will be distributed in the event of their absence.

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Meeting Agendas, Summaries and Recommendations:

10. Meetings of the CAC will be task-oriented. Agendas and meeting materials will be prepared by Kittitas County and their consultants and distributed to all members at least seven days before a meeting. Agendas will describe the matter for discussion, identify action items and be accompanied by information necessary to support informed discussion.
11. Following each meeting, a summary of key agreements, comments and/ or action items will be developed and distributed to each member within seven days of a meeting's conclusion. Note that, due to the tight schedule, comments submitted after the meeting may not be able to be distributed within seven days. Committee members are encouraged to review the summaries for accuracy and to alert Kittitas County and the consultant project staff within three days of receipt of the draft meeting summary if they find mistakes. The meeting summary will be posted on the County website fourteen days following the CAC meeting.
12. CAC member expectations and requests must be consistent with the legal mandates of the update processes and within the constraints of the CAO project schedules and budgets.

The Role of the Public:

13. Members of the public may attend the meetings and address the CAC with their thoughts and ideas. Accordingly, meeting materials will be available on the County website and up to ten minutes will be provided at the beginning of each meeting for public comment. The public will also be encouraged to submit written comments..

County website: [Kittitas County Community Development Services | Critical Areas Ordinance Update](http://www.co.kittitas.wa.us/cds/cao/default.aspx) at <http://www.co.kittitas.wa.us/cds/cao/default.aspx>.