



9605 NE 24th Street • Clyde Hill, Washington 98004
425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

CITY OF CLYDE HILL PLANNING COMMISSION RULES OF PROCEDURE

June 2024

Pursuant to Clyde Hill Municipal Code Section 2.20.030, the Planning Commission for the City of Clyde Hill (“Commission”) has the authority to adopt administrative rules it deems appropriate for the orderly operation of its business.

DUTIES AND RESPONSIBILITIES

The Members of the Commission accept the responsibility of the office and agree to perform such duties as defined under applicable State of Washington Statutes, City of Clyde Hill Ordinances, and Chapter 2.20 of the Clyde Hill Municipal Code. The Commission mostly serves in an advisory capacity to the City Council. The Commission’s primary responsibility is to advise the City Council regarding the orderly use of land within the City, in the best interests of the City and its residents.

OFFICERS

The elective officers of the Commission shall consist of a Chair and a Vice-Chair. The Chair is appointed by the Mayor and the appointment is confirmed by the City Council. Vice-Chair shall be nominated and elected by the Commission at the first regular meeting of the Commission in January. Election shall be by a majority vote of the members of the Commission. The Vice-Chair shall take office upon election and shall serve for a term of one year or until a successor is elected. A vacant Vice-Chair position shall be filled at the next regular or special meeting of the Commission for the unexpired portion of the term.

DUTIES OF OFFICERS

Chair.

The Chair shall preside at all meetings and public hearings of the Commission and shall call special meetings when the Chair deems it necessary, or is required to do so. Robert’s Rules of Order notwithstanding, the Chair shall be a full voting member of the Commission and be able to participate fully in its activities. The Chair shall sign all official correspondence of the Commission, unless delegated to another member. The Chair shall supervise the preparation of the agenda for all meetings, which shall be prepared by City staff.

Vice Chair.

The Vice-Chair shall assume the duties of the Chair in the Chair's absence.

If the Chair and the Vice Chair are absent, the remaining members shall elect a Chair Pro-tem to serve during their absence.

MEETINGS

Regular Meetings.

Regular meetings of the Commission shall be held on the 4th Thursday of each month (as required) at 7:00 p.m. in the City Hall. Should the regular meeting day fall on an official holiday, the meeting shall be held the following Thursday at the same time.

Special Meetings.

The Chair may call special meetings of the Commission. Written notice of such a meeting and its purpose shall be given to all members not less than 24 hours in advance, and the same notice shall be posted at the City Hall and on the City's website. All meetings shall be held in accordance with applicable State Laws and City Ordinances, in particular, the State Open Public Meetings Act.

Quorum.

A quorum shall consist of three (3) members of the Commission and no action can be taken in the absence of a quorum.

Voting.

At all meetings of the Commission, each member shall have one vote on each motion. Voting shall be by voice or a show of hands. Any member may abstain from voting by so stating to the Chair. The affirmative vote of at least three (3) members shall be necessary for the adoption of any motion or other voting matter, unless otherwise specified in these bylaws.

Proceedings.

The regular order of business at meetings of the Commission shall be:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Non-Agenda Public Comments
5. Public Hearings & Action Items
6. Other Business
7. Adjourn

Each formal action of the Commission shall be embodied in a formal motion, which will be entered verbatim in the Minutes by City staff.

The Chair may call a recess as needed. All meetings of the Commission shall strive to end promptly at 9:00 p.m. and any items on the agenda not completed at that time shall be continued to a date and time certain.

RULES OF PROCEDURE

All meetings of the Commission shall be conducted in accordance with Robert's Rules of Order, unless specifically provided otherwise by these bylaws, applicable City Ordinances, or State Statutes. Only Commissioners and Staff (including the City Attorney) are authorized to make Points of Order as well as Points of Information.

PUBLIC HEARING AND INFORMAL DISCUSSION PROCEDURES

Most of the Planning Commission's agenda items are conducted in an informal setting not requiring a formal quasi-judicial hearing process. Public hearings that do not involve quasi-judicial hearings typically involve area-wide issues that affect part or all of the wider community, such as for example and without limitation, zoning map or comprehensive plan amendments. Consideration of these matters is designed to gather information from the community to develop policy advice that the Commission can provide to the City Council with a recommendation on a certain issue.

- Step 1: Chair introduces matter to be discussed or considered.
- Step 2: Disclosure of Conflict of Interest/Appearance of Fairness. Opportunity for Commissioners to reveal any potential Conflict of Interest/Appearance of Fairness issue. If any members of the audience have any Conflict of Interest/Appearance of Fairness challenges to any Commissioners, the challenge should be made at this time.
- Step 3: Planning Commission ruling on Conflict of Interest/Appearance of Fairness challenges, if any.
- Step 4: City staff provides background on the matter, outlines any issues of importance, and clarifies types of Commission action requested.
- Step 5: Open the Public Hearing. Allow each person speaking at the hearing three minutes to address the commission, unless the commission, by majority vote, agrees to lengthen or shorten the time for speaking before opening the public hearing. Before opening the public hearing, the commission may set a total time allotment for the hearing, after which no more persons may speak, or it may adjourn the hearing and continue it to a later date.
- Step 6: Public Comment #1: This is an opportunity for those in attendance to share any facts, feelings, or ideas on the subject topic.
- Step 7: Close the public hearing.

- Step 8: Informal Discussion. Planning Commission discussion of agenda topic. It is not appropriate for audience participation at this time. Staff is to remain available to answer questions or provide information.
- Step 9: Reopen the Public Hearing. Allow each person speaking at the hearing three minutes to address the commission, unless the commission, by majority vote, agrees to lengthen or shorten the time for speaking before opening the public hearing. Before reopening the public hearing, the commission may set a total time allotment for the hearing, after which no more persons may speak, or it may adjourn the hearing and continue it to a later date.
- Step 10: Public Comment #2: This is an opportunity for those in attendance to share any facts, feelings, or ideas on the subject topic.
- Step 11: Close public hearing.
- Step 12: Deliberation. Commission deliberation and action on agenda item.

QUASI-JUDICIAL HEARING PROCEDURES

All public hearings of the Commission involving the application of the specifically identified rights of an individual property owner or between and among specifically identified property owners. The city attorney should be present at these hearings. Quasi-judicial hearings shall be held according to the following procedure:

- Step 1: Open the Hearing
- Step 2: Disclosure of Conflict of Interest/Appearance of Fairness. Opportunity for Commissioners to reveal Ex-Parte oral or written communications or any potential Conflict of Interest/Appearance of Fairness issues. If any members of the audience have any Conflict of Interest/Appearance of Fairness challenges to any Commissioners, they should be made at this time.
- Step 3: Planning Commission ruling on Conflict of Interest/Appearance of Fairness challenges, if any.
- Step 4: Staff submits, for the record, any new written material/documents received after distribution of staff report.
- Step 5: Planning Commission ruling on whether to accept new material submitted, if any.
- Step 6: Applicant presentation. Commissioners may question applicant(s) to clarify proposal. If more than one property is involved, each party may

present their positions. Only one person should speak for and represent each property/party affected.

- Step 7: Staff presentation and evaluation. Planning Commissioners may question staff for clarification in terms of compliance with City policies and regulations.
- Step 9: Applicant response to staff comments.
- Step 10: Staff response to applicant comments.
- Step 14: Close Quasi-Judicial Hearing
- Step 15: Commission deliberations and action. The Commission can hold these deliberations in private, either by asking those in attendance to leave the hearing room or by the commissioners themselves moving to a separate room. Any motions by the Commission shall be based upon Findings of Fact and Conclusions in support of the Commission's decision.

CONFLICT OF INTEREST

Each Commission member shall vote on all questions put to the Planning Commission, unless a conflict of interest under state law or an appearance of fairness question is present. Any Commission member excused by reason of Conflict of Interest/Appearance of Fairness shall step down and leave the meeting room.

The following procedure shall apply in instances where it is unclear that a Conflict of Interest/Appearance of Fairness question exists or is challenged by a Commission member:

If it is determined by majority vote of the Planning Commission present that a Commission member has a conflict of interest under state law or would violate the Conflict of Interest/Appearance of Fairness doctrine by participating and/or voting on a matter coming before the Commission, then the member determined to have the Conflict of Interest/Appearance of Fairness doctrine violation shall not participate in or vote on the matter. At the conclusion of the presentation the Planning Commission shall make its determination as provided above.

RULE SUSPENSION OR AMENDMENTS

The Commission Chair, or a majority of the Commission members appointed, shall have the authority to suspend any of these rules if it is deemed in the best interest of the Commission and the City of Clyde Hill. These bylaws may be amended at any meeting of the Commission.

THESE BYLAWS ADOPTED THURSDAY, JUNE 27, 2024.

Amy Kwan

Amy Kwan, Chair
Clyde Hill Planning Commission

Jill Zimmerman

Jill Zimmerman
Clyde Hill Planning Commission

Lynn Janata

Lynn Janata
Clyde Hill Planning Commission

Mark Kroese

Mark Kroese
Clyde Hill Planning Commission

Jared Wheeler

Jared Wheeler
Clyde Hill Planning Commission