



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
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# **CITY OF CLYDE HILL PLANNING COMMISSION RULES OF PROCEDURE**

March 2022

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, with the exception of making and seconding motions. 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 4<sup>th</sup> 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 thereof, 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 ten-minute recess at approximately 1 hour after the start of the meeting. 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 PROCEDURES**

All public hearings of the Commission involving the application of an individual property owner shall be held according to the following procedure:

- Step 1: Open the Public 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 new material submitted, if any.
- Step 6: Applicant's presentation. Commissioners may question applicant to clarify proposal.
- Step 7: Staff presentation and evaluation. Planning Commissioners may question staff for clarification in terms of compliance with City policies and regulations.
- Step 8: Public comments. Planning Commissioners may question the public for clarification of their comments.
- Step 9: Applicant response to public and/or staff comments.

- Step 10: Staff response to applicant and/or public comments.
- Step 11: Public response to applicant and/or staff comments.
- Step 12: Applicant closing comments.
- Step 13: Commissioners may question applicant, staff, and/or public if needed for clarification.
- Step 14: Close Public Hearing
- Step 15: Commission deliberations and action. Any motions by the Commission shall be based upon Findings of Fact and Conclusions in support of the Commission's decision.

### **INFORMAL DISCUSSION PROCEDURES**

Most of the Planning Commission's agenda items are conducted in an informal setting not requiring a formal hearing process. Consideration of these matters is designed to gather information from the community and solicit policy advice from the Commission in an effort to provide 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 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: City staff provides brief background on matter, outlines any issues of importance, and clarifies types of Commission action requested.
- Step 5: Opportunity for those in attendance to share any facts, feelings or ideas on topic. Each comment should be limited to three minutes per person, as administered by the Chair.
- Step 6: Planning Commission discussion of agenda topic. It is not appropriate for audience participation at this time.

Step 7: Opportunity for any additional comment from those in attendance. Each comment should be limited to three minutes per person, as administered by the Chair.

Step 8: Commission deliberation and action on agenda item.

### **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 said matter. At the conclusion of the presentation the Planning Commission shall make its determination as provided herein 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, MARCH 24, 2022.

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Amy Kwan, Chair  
Clyde Hill Planning Commission

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Ryan Olson  
Clyde Hill Planning Commission

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Jill Zimmerman  
Clyde Hill Planning Commission

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Brendon Pack  
Clyde Hill Planning Commission

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Lynn Janata  
Clyde Hill Planning Commission