

**Chapter 2.30**  
**PLANNING COMMISSION\***

Sections:

- 2.30.010 Created.
- 2.30.020 Membership.
- 2.30.030 Duties.
- 2.30.040 Organization.
- 2.30.050 Minutes preparation.

\*Prior legislation: Ord. 98-115.

**2.30.010 Created.**

- A. The original nine-member planning commission was appointed by the city council on December 4, 1997.
- B. The council originally appointed four members to terms expiring June 30, 1999, and five members to terms expiring June 30, 2001. The terms of the members currently serving on the commission shall expire May 6, 2003. A new commission, consisting of seven members, is hereby established. This planning commission shall serve pursuant to the authority granted by RCW 35A.63.020.
- C. Members of the newly established seven-member commission shall be appointed by the council, in accordance with the process set forth in the Section 20 of Council Rules of Procedures, by position number, and shall serve staggered terms as follows: Positions 1 through 3 will initially serve a three-year term expiring on June 30, 2006, with two-year terms being assigned thereafter, and positions 4 through 7 will be assigned two-year terms expiring on June 30, 2005, with two-year terms being assigned thereafter, in order to create staggered terms for the overall membership.
- D. Future commission members shall be selected in accordance with Section 20 of the Council Rules of Procedures.
- E. The planning commission shall serve the city council as an advisory body with power to recommend policy to the council.
- F. Establishment of the planning commission shall not preclude the use of a hearing examiner by the city to address quasi-judicial matters. (Ord. 03-207 § 1; Ord. 00-157 § 1; Ord. 99-138 § 1).

**2.30.020 Membership.**

- A. Planning commission members shall serve without compensation.
- B. No member shall serve more than two consecutive two-year terms.
- C. A commissioner shall attend no less than 80 percent of regular meetings during any 12-month period for which there is no prearranged absence approved by the chair. Failure to meet these attendance requirements shall be grounds for removal by the city council.
- D. In selecting the planning commission, the city council shall seek to ensure representation includes members with an understanding of architecture and urban planning, economic development, community involvement, and knowledge of the specific concerns of Edgewood residents. Furthermore, the council shall seek a diverse membership that includes residents from each geographic region of the city, owners or operators of Edgewood businesses, and citizens with a

- record of community involvement. Each member of the commission must be a city resident.
- E. Any commissioner may be removed by a majority vote of the city council. The decision of the city council regarding membership shall be final and there shall be no appeal therefrom.
  - F. The city council shall fill vacancies as stated in Section 20 of the Council Rules of Procedures with the newly appointed commissioners serving the remainder of the term of the vacant position.
  - G. If participation in any decision by any member of the commission presents a conflict of interest or creates an appearance of fairness problem, that member shall recuse himself from deliberations or voting as to the issue. Members of the planning commission shall fully comply with Chapter 42.23 RCW, Codes of Ethics for Municipal Officers, Chapter 42.36 RCW, Appearance of Fairness, and such other rules and regulations as may be adopted from time to time by the city council regulating the conduct of any person holding appointive office within the city. (Ord. 03-207 § 1; Ord. 00-157 § 1; Ord. 99-138 § 2).

**2.30.030 Duties.**

The planning commission serves as the principal advisory body to the city council with responsibility for providing guidance and direction for land use policy. Duties of the commission shall include:

- A. Providing recommendations to the city council for development and review of the comprehensive plan in compliance with Chapter 36.70A RCW. This includes establishing procedures providing for early and continuous public participation in the development and amendment of the comprehensive land use plan and development regulations implementing the plan.
- B. Periodically reviewing and recommending amendments to the zoning map and table of permitted uses.
- C. Periodically reviewing and recommending amendments to the development regulations.
- D. Other duties as assigned by the council relating to subjects referred to in Chapter 35A.63 RCW. (Ord. 03-207 § 1; Ord. 99-138 § 3).

**2.30.040 Organization.**

- A. The mayor may appoint and the city council may confirm a chair and vice-chair. If the mayor and council choose not to select the chair and vice-chair, the commission shall elect them from its members. The chair and vice-chair terms of office shall be for one year beginning July 1st and ending June 30th. The elected chair and vice-chair shall preside in the absence of the chair. The chair and vice-chair shall be voting members of the commission. The council may create and fill other such offices as it may determine it requires.
- B. At least once each year, the commission shall meet with the council to discuss the commission's work and land use policy in general.
- C. The commission shall adopt such rules and regulations as are necessary for the conduct of its business, including rules of procedure.
- D. A majority of planning commission members shall represent a quorum for the transaction of businesses, and a majority vote of those present shall be necessary to carry any proposition.
- E. The planning commission shall conduct meetings in accordance with the Open Public Meetings Act, and shall, whenever possible, keep a taped and/or written record of its meetings, resolutions, transactions, findings and determinations.
- F. The commission shall keep a tape recording or other verbatim record of any public hearing. (Ord. 03-207 § 1; Ord. 00-157 § 1; Ord. 99-138 § 4).

**2.30.050 Minutes preparation.**

Edgewood Municipal Code

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- A. Purpose of Minutes. A sufficient record must be kept to furnish evidence that the planning commission has complied with the law or rules by which it is governed. The facts contained in the minutes are also treated as evidence in a court of law.
- B. Content of Minutes. Minutes shall show exactly what actions were taken and decisions made at the commission meeting(s). The following is a list of information to be included in the minutes:
1. Date of meeting;
  2. Location of meeting;
  3. Type of meeting (regular, continued, public hearing, etc.);
  4. Time of meeting;
  5. Time meeting commenced;
  6. Officials/members present\*;
  7. Officials/members absent or excused\*;
  8. Topics of business;
  9. Actions taken on each business matter;
  10. Record of motions;
  11. Record of voting;
  12. Time of adjournment.

\*If a commissioner leaves during a meeting, note time of departure and time of return, if applicable. If a commissioner arrives after commencement of the meeting, note time of arrival.

- C. Standard Format. Use of standardized format to create uniformity of minute entries and to save time in composing the record shall be developed by the city clerk. Composition of the minutes shall require the input of only specifics, such as verbiage of motions made, maker of motions and second, and results of voting. Other statements, discussion, and remarks of individual commissioners and commentators will not be noted in the official minutes. Written statements may be submitted to the city clerk and will be retained in the appropriate meeting file. (Ord. 05-250 § 1).