

**CITY OF WHITE SALMON
RESOLUTION 2024-05-591**

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON REGARDING
THE MATTER OF ADOPTING PLANNING COMMISSION BYLAWS AND RULES
OF PROCEDURE FOR THE CITY OF WHITE SALMON.**

WHEREAS, the City of White Salmon has created a Planning Commission pursuant to authority granted by Ch 35.63 RCW, and by ordinances establishing such commission as set forth in Chapter 2.20.020 of the White Salmon Municipal Code, and

WHEREAS, the White Salmon Municipal Code gives the Planning Commission the power to adopt their own rules, and

WHEREAS, the Planning Commission reviewed and created bylaws governing the organization and procedures of the commission, and

WHEREAS, the City Council desires to adopt the bylaws as policy; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, as follows:

SECTION 1. The City Council for the City of White Salmon hereby adopts the following by-laws and rules of procedure as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of the city.

SECTION II. This resolution will be effective immediately upon passage.


PASSED by the Council of the City of White Salmon, Washington. Dated this 1st day of May, 2024.

CITY OF WHITE SALMON, WASHINGTON

DocuSigned by:

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Marla Keethler, Mayor

ATTEST:

DocuSigned by:

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Stephanie Porter, Clerk/Treasurer

APPROVED AS TO FORM:

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Shawn MacPherson, City Attorney

PLANNING COMMISSION OF THE CITY OF WHITE SALMON

By-laws and Rules of Procedure

I. NAME

The official name shall be "The Planning Commission of the City of White Salmon."

II. MEETINGS

A. Location:

1. All meetings shall be held at White Salmon City Council Chambers located in the Fire Hall at 220 NE Church Avenue, White Salmon, WA 98672, unless otherwise directed by City staff and appropriate notification to the media and public is provided.

B. Date and Time:

1. The Commission will have one regular monthly meeting date upon which it will convene to do business as necessary in response to citizen or city council requests. Regular meetings shall be held on the first Wednesday after the first City Council meeting of the month at 5:30 p.m.

C. Special Meetings and Workshops:

1. Special meetings and workshops (outside of a regular meeting) may be held at the discretion of the Commission after consultation with City staff regarding availability. Workshops shall be held for the development of long-range plans, updating ordinances, and other work programs deemed necessary by the Planning Commission or City Council.
2. Action may be taken at a special meeting, provided that appropriate public notice requirements are met.

D. Joint Meetings:

1. The Planning Commission will be available for joint meetings with the City Council at least once annually to gather information and generally discuss topics related to the development and growth of the City.

E. Meeting Notices and Agenda:

1. Written notice of all regular and special meetings or workshops shall be provided twenty-four (24) hours in advance of the meeting date.
2. An agenda of the matters to be considered by the Planning Commission at the meeting shall be available no fewer than five (5) days before the meeting.

F. Attendance:

1. Commission members are expected to attend all regular and special meetings in person.
2. Any member anticipating absence from an official meeting shall notify the Chairperson and City Staff in advance.
3. Any absence may be excused by a majority vote of the Commission.

Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action.

G. Remote Attendance:

1. Remote attendance shall be allowed via audio or video conferencing as allowed by law and subject to the conditions as set forth herein. There is no limit to the number of times a commission member may attend a meeting by remote attendance and no limit to the number of commission members who may participate by remote attendance in a meeting. Remote attendance by any member shall be considered an appearance towards a quorum. Remote attendance is for the benefit of the City of White Salmon and not for the benefit of an individual member or the membership as a whole.
 - i. Commission members shall notify the Chair of the Planning Commission (or Vice-Chair if the Chair is the member), on or before the day of the meeting that such member is unable to attend the meeting in person.
 - ii. Public hearings—Commission members must attend in person to vote on any matter at a public hearing unless remote attendance is excused by a majority vote of the Commission.
2. To participate in remote attendance, the member(s) must be able to hear everything that is spoken by any member(s) or individual (s) who are participating in the meeting, either in person or by remote attendance, and all members and individual(s) attending the meeting in person or remotely must be able to hear everything spoken by the member(s).
3. Remote attendance by commission members shall be announced by the Chair or Chair pro tempore in the chair's absence and reflected in the meeting minutes.

III. ORGANIZATION OF THE PLANNING COMMISSION

A. Membership:

1. The Planning Commission shall consist of five members appointed by the Mayor and confirmed by the City Council. All members shall live within the White Salmon Urban Area. At least three members of the White Salmon Planning Commission shall be residents of the City of White Salmon.

B. Election of Officers:

1. The officers of the Planning Commission shall consist of a Chairperson and Vice-Chairperson elected annually from the members of the Planning Commission by a majority vote of the members.
2. Any officer may be removed at any time by a majority vote of the Planning Commission, with the officer in question not voting and not present. Four members of the commission shall be present to have a vote.

3. A member of the city staff shall serve as secretary to the commission.

C. Duties of the Chairperson and Vice-Chairperson:

1. Chairperson: The Chairperson shall preside over the meetings of the Planning Commission and will exercise all the powers usually incident to the office. The Chairperson will work with staff to review meeting agendas. The Chairperson may create standing or temporary committees to examine, investigate, and inquire into subjects of interest to the Planning Commission. No standing or temporary committee shall have the power to commit the Planning Commission to endorse any plan or program.
2. Vice-Chairperson: The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties of the Chairperson at a regular or special meeting. In the absence of the Chairperson and Vice-Chairperson, the members present may elect a temporary Chairperson to preside at the meeting.

D. Code of Conduct

1. It is the constant duty of each Commission member to maintain respect for each other, the staff, consultants, and the public. Likewise, the Commission shall require corresponding respectful behavior from all persons who attend a meeting, whether in-person or via video.
2. Conflict of Interest: Commission members are expected to comply with RCW 42.23.070.
3. Appearance of Fairness: Commission members are expected to comply with RCW 42.36.
4. Ex Parte Communication: Commission members are expected to comply with RCW 42.36.060.

IV. OPERATIONS AND CONDUCTING BUSINESS

A. Quorum:

1. A quorum is required for the Planning Commission to conduct business. It shall consist of at least three Planning Commission members of record at the call for a vote on a question. If members leave during the course of a meeting, reducing the attendance below three members, the quorum will have ceased. Action shall be by majority of those present and voting, when those present constitute a quorum, at any regular or special meeting of the Planning Commission.

B. Motions and Voting:

1. All members of the Planning Commission may make and vote on motions to recommend approval, approval with conditions, or denial of any development proposal or amendment to a long-range plan or city ordinance. All motions shall be made in the affirmative. For matters requiring a public hearing, motions may be accompanied by an oral statement, by the person making the motion, of reasons and findings

supporting the motion. This statement may include reference to any part or all of the planning staff's report and to testimony or evidence submitted at the hearing.

2. Motions addressing development proposals may be acted on by a majority of the Planning Commission present at the time of a vote on the question, provided there is a quorum present. Recommendations for approval on amendments to the text or maps of long-range plans and city ordinances require an affirmative vote by a majority of the Planning Commission.
3. Planning Commission members must be present to vote on motions; proxy votes are not valid votes. A tie vote means the motion fails. A member may abstain from voting.
4. Where not otherwise specified in these rules of procedure, the meetings of the White Salmon Planning Commission and the manner of conducting business shall be governed by the latest edition of Robert's Rules of Order.

V. WORKSHOPS

- A. Workshops shall be held for the development of long-range plans, updating ordinances, and other work programs deemed necessary by the Planning Commission or City Council.

VI. PUBLIC HEARING PROCEDURES

A. Rules of Procedure for Legislative Hearings

1. Chair – Opens the hearing:
2. Initial Presentation:
 - i. Staff
3. Chair – Opens the hearing for public testimony:
 - i. Proponents (those testifying in support or neutral).
 - ii. Opponents (any party in opposition to the application).
 - iii. City staff rebuttal and/or clarifications.
4. Chair – Closes the public testimony portion of the hearing.
5. Chair - Asks the Commissioners if there are questions for staff or for other persons who testified.
6. Commissioner proposes a motion.
7. Another Commissioner seconds the motion, and then the Chair states the motion to the assembly.
8. Chair - Calls for deliberation and/or discussion of the motion.
 - i. Discussion must be confined to the motion before the commission.
 - ii. If there is no further discussion, the Chair calls for a vote on the motion and restates the motion.
9. Chair - Closes the hearing upon a motion being passed by a majority of the Planning Commission.

Note: Each member of the public is limited to three (3) minutes per person for public testimony. At the onset of the meeting, the Chair has the authority to increase the per-person time for public comment at his or her discretion based on the nature and attendance of the meeting. The Chair may use his or her discretion to accept additional testimony or evidence after the close of the public testimony portion of the hearing, providing that all members of the public who gave previous testimony are still present. The Chair should reopen the public testimony portion of the hearing and may limit the testimony to a specific issue and timeframe.

The Planning Commission is the hearings body. It gathers information and makes recommendations, and does not make decisions. The recommendations, together with all the information and testimony from the hearing (record), are sent to the City Council, which then makes a decision based on the record.

B. Rules of Procedure for Quasi-Judicial Hearings

1. Chair - Opens the hearing with the following:
 - i. The case number, applicant name, and address of the property;
 - ii. Identify that the applicable approval criteria are addressed in the staff report.
 - iii. Explain how to testify (name, address, and relevancy to approval criteria)
 - iv. Ask Planning Commission Members of any conflict of interest or ex-parte contact.
 - v. Ask for any public challenge to the partiality of any member.
 - vi. Summarize the sequenced events to be followed at the hearing as follows:
2. The hearing begins in the following order
 - i. Staff presentation
 - ii. Applicant presentation
3. Chair – Opens the hearing for public testimony:
 - i. Proponents (those testifying in support or neutral).
 - ii. Opponents (those testifying in opposition).
 - iii. Applicant rebuttal
 - iv. City staff rebuttal or clarifications
 - v. Applicant’s closing argument.
4. Chair – Closes the public testimony portion of the hearing.
5. Planning Commission deliberates on the case. They may question staff or the applicant.
 - i. Commissioner proposes a motion.
 - ii. Another Commissioner seconds the motion, and then the

- Chair states the motion to the assembly.
- iii. Chair calls for deliberation and/or discussion of the motion.
(NOTE: Discussion must be confined to the motion before the commission).
 - iv. If there is no further discussion, the Chair calls for a vote on the motion and restates the motion.
6. The Chair closes the hearing (stating, "This hearing is now closed.") upon a motion being passed by a majority of the Planning Commission.

NOTE: Each member of the public is limited to three (3) minutes per person for public testimony. At the onset of the meeting, the Chair has the authority to increase the per-person time for public comment at his or her discretion based on the nature and attendance of the meeting. In the event the Chair uses his or her discretion to accept additional testimony or evidence after the close of the Public Testimony portion of the hearing, the Chair should reopen the Public Testimony portion of the hearing and may limit testimony to a specific issue and timeframe.

VII. AMENDMENTS

- A. The By-laws and Rules of Procedure of the Planning Commission of the City may be amended at any meeting of the Planning Commission by a majority vote of the entire membership. Any amendments approved by the Planning Commission must also be approved by the City Council before they become effective.

VIII. PERIODIC REVIEW

- A. These By-laws and Rules of Procedure of the Planning Commission of the City of White Salmon are subject to periodic review and should be reviewed by the commission annually.