



BYLAWS OF THE PLANNING COMMISSION OF THE CITY OF WOODINVILLE

ARTICLE I **DUTIES AND RESPONSIBILITIES**

The members of the Planning Commission accept the responsibility of the office and shall perform such duties as defined under applicable State of Washington Statutes and City of Woodinville Ordinances. The Planning Commission (hereinafter "Commission") serves in an advisory capacity to the City Council with primary responsibility for ensuring the orderly use of land within the City of Woodinville (hereinafter "City") in the best interests of the City.

ARTICLE II **ORGANIZATION OF THE COMMISSION**

1. The membership of the Commission shall be defined in the Woodinville Municipal Code (WMC), Chapter 2.12. We aspire for a membership having varied perspectives, experiences, backgrounds, talents and interests that fosters a commitment of inclusion and diversity to the communities that we serve.
2. A Chair and Vice-Chair shall be elected by the Commissioners at the regular meeting in September of each year, or as soon thereafter as feasible. Elected officers shall serve for a term of one year, or until a successor is elected.
3. In the absence of the Chair and Vice-Chair, a Chair pro tem shall be elected informally by the members present to conduct the meeting.
4. In the event of the resignation of the Chair or Vice-Chair, the Commission shall expeditiously elect a new officer to fill the vacancy.
5. The Chair shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings. It shall be the Chair's duty to see that the transaction of Commission business is in accord with law and with these Bylaws.

6. The Chair may appoint standing committees or special committees and assign one or more members to such committees.
7. The Development Services Department provides administrative support to the Planning Commission. The Development Services Director (Director), or a designee, serves as the lead staff liaison to the Commission. The Director, or a person designated by the Director, serves as the Secretary to the Planning Commission. The Secretary shall:
 - a. Maintain an accurate and permanent record of all proceedings conducted before the Commission;
 - b. Prepare the agenda and minutes for all Commission meetings;
 - c. Give all notices as required by law;
 - d. Inform the Commission of correspondence relating to Commission business and conduct all correspondence of the Commission;
 - e. Be responsible for meeting logistics; and
 - f. Perform such other duties for the Commission as are customary in that role to support the duties of the Commission.

ARTICLE III MEETINGS

1. Regular meetings shall be held on the Fourth Wednesday of each month. Meetings shall be held in the City Council Chambers, located at 17301 133rd Avenue NE, Woodinville, WA, and shall begin at 7:00 p.m. unless otherwise noticed.
 - a. To continue past the time of adjournment stated in the agenda, a majority of the Commission members present must concur.
 - b. When a regularly scheduled meeting falls on a holiday, the meeting shall be held on the next business day or may be canceled with appropriate notice to all parties and the public.
 - c. At regular meetings, the Commission may consider all matters that may be properly brought before the Commission without prior notice being given to the members. However, action on matters, not having prior notice given to the members, may be taken only with a unanimous vote of those Commission members present.
2. Special meetings of the Commission may be called by the Chair or a quorum of the Planning Commission members together with the Secretary to the Planning Commission. Written notice of such a meeting and its purpose shall

be given to all members not less than twenty-four hours in advance thereof, and the same notice shall be posted in City Hall and at the United States Post Office in Woodinville. All meetings shall be held in accordance with applicable state laws and City ordinances, and in particular, the state Open Public Meetings Act.

3. Any regular meeting may be recessed to a definite time and place by a majority vote of the Planning Commission members present at the meeting.
4. A quorum shall consist of a majority of the members of the Commission appointed and confirmed pursuant to WMC 2.12.020 and no action can be taken in the absence of a quorum. In the case where the appointed and confirmed membership is an even number, half of the appointed and confirmed membership plus one member shall constitute a quorum.
5. To provide a fair and efficient forum for the conducting of business at Planning Commission meetings, meetings will be conducted in accordance with Robert's Rules of Order, and shall include the following rules:
 - a. No person shall address the Commission without first obtaining recognition from the Chair.
 - b. The order of business shall be as prescribed on the agenda; changes to the agenda order shall be approved by general consensus of the Commissioners.
 - c. In instances where a written staff report has been prepared, the staff representative, upon recognition by the Chair, shall present the report for the record.
 - d. Following the presentation of the staff report, the Commission shall be afforded the opportunity to question the staff regarding the material in the report.
 - e. After questioning of the staff is completed, the Chair may recognize the applicant or proponent of that item of business to speak. Following the proponent's remarks, any other person wishing to speak on the matter may be recognized by the Chair.
 - f. Once any person has spoken in regard to a specific matter before the Commission, he/she shall not be recognized to speak again until all persons wishing to speak have been given the first opportunity to do so.
 - g. Following the presentation by each speaker, the Planning Commission shall be afforded the opportunity to question the speaker regarding the information presented by the speaker.

ARTICLE IV
VOTING AND ACTIONS OF COMMISSION

1. At all meetings of the Commission, each member shall have one vote on each motion. The Chair shall have one vote and shall enjoy the same opportunity to vote as afforded to all other Commission members. The affirmative vote of at least a majority of the members present shall be necessary for the adoption of any motion or other voting matter, unless otherwise specified in these Bylaws. There shall be no voting by proxy. No matter may be voted upon unless:
 - a. The matter has been discussed at a previous meeting of the Commission, or
 - b. The matter has been placed on the agenda prior to the meeting by any member of the Commission or Development Services Director, or
 - c. The matter is considered by majority vote of the Commission to constitute an emergency and thus warrant immediate decision.
2. Each formal action of the Commission shall be embodied in a formal motion which will be entered verbatim in the Minutes. The Chair shall, at the Chair's discretion or at the request of any Commission member, read the motion before being voted on, as provided for in Section 1 above.
3. Each Commissioner should vote on all questions put to the Planning Commission unless a conflict of interest or an appearance of fairness question under state law is present. Yes, no, and abstention votes will be recorded as such.

ARTICLE V
ORDER OF BUSINESS

The order of business of Planning Commission meetings shall be:

1. Call to Order
2. Roll Call
3. Flag Salute
4. Approve Agenda in Content and Order
5. Public Comments
6. Council Liaison Report
7. Business and Discussion Items
 - a. Approval of Minutes

- b. Business and Discussion Items
8. Public Comments
9. Director's Report
10. Reports of Commissioners and Issues to be forwarded to City Council
11. Adjournment

Upon approval of a majority of the Planning Commissioners present at a meeting, the above order of business may be changed to accommodate issues, speakers, etc.

ARTICLE VI PUBLIC HEARINGS

1. All Public Hearings of the Commission shall be held according to the following procedure:
 - a. Chair calls for a motion to open the Public Hearing. To the maximum extent possible, copies of all testimony and reports shall be submitted in writing to be made a part of the hearing record.
 - b. The staff shall present technical analysis, review planning considerations and policy, cite possible alternatives and may make recommendations.
 - c. Spokesperson for the applicant may speak in favor of the application.
 - d. Rebuttal for proponents and opponents will be heard. Commissioners shall voice other significant considerations and pose any relevant questions through the Chair.
 - e. All interested parties shall be given a reasonable time to comment or make inquiries.
 - f. Information submitted shall be factual, relevant and not merely duplication of previous presentations. Each person speaking shall give his/her name, address (optional), organization, and nature of interest in the matter before the Commission. Individuals should limit comments to three minutes, and representatives of organizations or groups for five minutes. Written comments submitted for Planning Commission consideration should be submitted to the clerk for inclusion in the record and distribution to the Commissioners.
 - g. If necessary, the Commission may continue the Public Hearing to such time and place as the Commission may deem appropriate.
 - h. After all interested persons have had an opportunity to speak, the Chair shall call for a motion to close the Public Hearing.
 - i. The Commission shall discuss the issue in order to ensure that all relevant points are considered. Action will then be taken following the introduction of a formal motion with appropriate discussion prior to a vote.

ARTICLE VII
COMMITTEES

The Planning Commission may establish from time to time such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of a maximum of three members, and minutes are not required. No standing or special committee shall have the power to commit the Planning Commission to the endorsement of any plan or program without its submission to, and the consensus of, the body of the Commission.

ARTICLE VIII
CONFLICTS OF INTEREST

All members of the Commission shall exercise every effort to avoid conflicts of interest, or the appearance thereof, in the actions of the Commission. Any member who in his/her judgment has an interest in any matter before the Commission that would tend to prejudice his/her actions shall so indicate publicly, shall step down and abstain from the deliberations and voting on that matter.

ARTICLE IX
ABSENCES

The accumulation by any member of two (2) consecutive or a total of three (3) unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation by the Commission to the City Council for removal of that member. An excused absence will be granted to any member who notifies the Development Services Director or Commission Chair in advance of the meeting.

ARTICLE X
AMENDMENTS

These Bylaws may be amended, from time to time, at any meeting of the Commission provided that notice of said proposed amendment, together with precise wording of such changes, shall be given each member, in writing, at least five (5) days prior to said meeting. The affirmative vote of at least four (4) members shall be required to adopt any changes to these Bylaws. All amendments to the Bylaws shall be submitted to the City Council for their information.

CERTIFICATION

The undersigned Secretary of the City of Woodinville Planning Commission does hereby certify that the above and foregoing Bylaws having been duly adopted on August 4, 1993 and last amended July 28, 2021 by the members of said Commission as the Bylaws of said Commission.



Robert J. Grumbach, AICP
Secretary of the Woodinville Planning Commission

Date July 28, 2021