CITY OF EVERETT PLANNING COMMISSION

BY-LAWS

ARTICLE I

Objectives and Purposes

The objectives and purposes of the Planning Commission of the City of Everett of Snohomish County are those set forth in Chapter 35.63 RCW and amendments and supplement thereto, and those powers and duties delegated to the Planning Commission by State law, by the City Council through ordinances and in accordance with the Planning Commission's enabling laws.

ARTICLE II

Officers and Their Duties

Section 1: The officers of the Planning Commission shall consist of a Chairperson and a Vice-Chairperson.

Section 2: The Chairperson shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officer. The Chairperson shall be the Planning Commission liaison at official functions, or in the Chairperson's absence, the Chairperson may appoint the Vice-Chairperson or another member to serve as the Planning Commission liaison.

Section 3: The Chairperson shall be one of the appointed members of the Commission. ~~He/she~~ The Chairperson shall have the privilege of discussing all matters before the Commission and voting thereon.

Section 4: The Vice-Chairperson shall act for the Chairperson in the ~~his/her~~ absence of the Chairperson. ~~He/she~~ The Vice-Chairperson shall be an appointed or alternate member of the Commission and that the voting is in accordance with Article 4, Section 2 which describes the voting rights of alternate members~~.~~.

ARTICLE III

Election of Officers

Section 1: Nomination of officers shall be made from the floor at a regular meeting date in the month of January of each calendar year, and the election shall follow immediately thereafter.

Section 2: A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for one year or until his/her successor shall take office.

Section 3: Vacancies in offices shall be filled immediately by regular election procedure.

ARTICLE IV

Meetings

Section 1: The regular meeting date will be the third Tuesday of each month at 6:30 p.m. in the Planning Department Hearing Room. The first Tuesday of the month will be reserved as the second meeting date of the Commission with their approval. The meeting times shall not exceed the hour of 9:30 p.m. without the approval of the majority of Commission members present. A motion to extend the length of the meeting may be made by any member of the Planning Commission.

Section 2: The Planning Commission shall consist of seven (7) members appointed by the mayor with the approval of the council. Additionally, two individuals may be appointed by the mayor with the approval of council to serve in the capacity of alternates. Four (4) members, including the alternates serving as a member, of the Commission shall constitute a quorum and a vote of a majority of those present (there being a quorum) is all that is required for the adoption or passage of any motion or the doing of any other act which the Planning Commission has the power to do. The alternates shall have the privilege of participating in all discussions before the commission and shall serve as a voting member in the absence of regular members and, when serving, shall have the same powers and responsibilities as duly appointed members. At meetings where the commission votes on a recommendation to the city council, and where one regular member is absent and both alternates are present, the voting alternate shall be the one with the longest duration since their last vote on a

commission recommendation as the sole voting alternate. Voting shall be by roll call. A record of the roll call shall be kept as a part of the minutes.

Section 3: Special meetings may be called by the Chairperson in accordance with the requirements of Chapter 42.30 RCW.

Section 4: All meetings at which official action is taken shall be at scheduled meetings and shall be open to the general public, provided that official action may be taken at a special meeting when due notice is given.

Nothing contained herein may be construed to prevent the Commission from holding an executive session during a regular or special meeting. Cancellation of a regular meeting, or a different location for a meeting, shall be announced at the last regular meeting, if possible; otherwise, the change will be advertised in the regular manner.

Section 5: The Planning Commission shall establish its own rules and regulations for the conduct of its business and the maintenance of order.

Section 6: As required by state and local law, a Planning Commission member with a conflict of interest in an item before the Commission shall declare that a conflict of interest exists and shall withdraw from participation as a member in the item. Such participation includes any presentation, discussion, or voting in a regular or special meeting and hearing, or participating in a work session. A conflict of interest shall be defined under applicable state and local law.

ARTICLE V
Order of Business

The order of business at regular meetings shall be:

a. Roll call

b. Approval of minutes of previous meeting

c. Reports of members and committees – Staff comments – Citizen comments

d. New Business – Agenda items

e. Old business

f. Adjournment

ARTICLE VI

Committees

The Chairperson may appoint standing and special committees.

ARTICLE VII

Employees

The Director of the Planning and Community Development Department or his/her designee shall be the Secretary of the Planning Commission and shall perform his/her duties and such other duties as may be assigned to him/her by the Chairperson of the Planning Commission. The Secretary shall keep the minutes and records of the Commission, prepare agenda of regular and special meetings with the Chairperson, provide notice of meetings to the Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission and do such other duties as are normally carried out by the Secretary. The Department of Planning and Community Development shall provide regular staff services to the Commission. Other City departments shall provide staff services as requested by the Commission.

ARTICLE VIII

Hearings

Section 1: In addition to those required by law, the Commission may at its discretion hold hearings when it decides that such hearings will be in the interest of the public.

Section 2: In addition to such other requirements as may be imposed by law, notice of such hearings shall be published in the official newspaper of the municipality.

Section 3: The case before the Commission shall be presented in summary by the Department of Planning and Community Development, and parties in interest shall have privileges of the floor as defined by the Planning Commission Chairperson.

Section 4: A record shall be kept of those speaking before the Commission.

Section 5: The commission shall adopt format(s) and procedures for hearings.

ARTICLE IX

Amendments

These by-laws may be amended by a vote of at least five regular members of the Planning Commission.

Original adopted 7th day of August, 1990.

Amended 6th day of October, 1992.

Amended 15th day of August, 1995.

Amended 17th day of June 2014

Amended 2nd day of February 2016

Amended 15th day of January 2019

Amended 17th day of January, 2023

Amended 21st day of February 2023

PLANNING COMMISSION CHAIR