

**City of Blaine**  
**Request for Council Action**  
**Meeting Date: August 26, 2019**

**Subject: Amend the Rules of the Planning Commission: Meeting Start Time**

**Department:** CDS

**Prepared By:** \_\_\_\_\_  
(Digital Signature)

**Agenda Location:**     Consent Agenda     Council Action     Unfinished Business

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**Attachments:**

1. Draft Resolution 1769-19
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**Background/Summary:**

During the July 25, 2019, Planning Commission public hearing, the Commission requested that the Community Development Services Department (CDS or “the Department”) consider amending the Planning Commission Rules of Procedure to modify the meeting start times from 7 PM to 6 PM. The Commission desires consistency with the City Council’s meeting start time of 6 PM.

The Commission made a motion 4-0-3-0 on August 22, 2019, to forward the attached Resolution to Council (**Attachment 1**). It includes an amendment to recital IX to state that the Commission shall hold public meetings/hearings at 6 PM.

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**Budget Implications:**     Current Budget     New Budget Request     Non-Budgetary

There is no budget impact resulting from approval of a Resolution to amend the Planning Commission Rules of Procedure.

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**Recommendation:** Staff recommends that the City Council consider approving Resolution 1769-19, to Amend the Rules of Procedure of the Planning Commission of the City of Blaine, WA to modify the meeting start times to 6 PM.

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**Reviewed By:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_  
(Digital Signature) (Digital Signature) (Digital Signature)

**RESOLUTION NO. 1769-19**

**A RESOLUTION TO AMEND THE RULES OF PROCEDURE OF THE PLANNING COMMISSION OF THE CITY OF BLAINE, WASHINGTON.**

**Whereas**, pursuant to the Revised Code of Washington (RCW) 36.70.040, the purpose of the Planning Commission of the City of Blaine, Washington is to assist the Community Development Services department (“the Department”) in carrying out its duties; and,

**Whereas**, pursuant to RCW 35.63.040, the Planning Commission has adopted Rules of Procedure for conducting its duties (**Attachment 1**); and,

**Whereas**, recital IX of the Planning Commission Rules of Procedure states that the Commission shall hold public meetings/hearings on the second and fourth Thursdays of each month at 7 p.m.; and,

**Whereas**, during the July 25, 2019, Planning Commission meeting, the Chair of the Commission requested that the Community Development Services Director forward a request to the City Manager to amend its meeting/hearing time to 6 p.m. in order to be consistent with the City Council’s 6 p.m. meeting/hearing time; and,

**Whereas**; the Department and City Manager conclude that a start time of 6 p.m. will not impact the Planning Commission’s execution of its duties; and

**Whereas**; the Planning Commission made a motion 4-0-3-0 to recommend that the City Council consider amending the Rules and Procedures to modify the Planning Commission’s start time to 6 p.m.; and

**Whereas**; **Attachment 1** includes the amendment to recital IX of the Planning Commission Rules of Procedure for the Council’s consideration.

**Now, Therefore, Be It Resolved**, by the Blaine City Council as follows:

The Planning Commission Rules of Procedure are hereby amended to state that the meeting/hearing time shall be 6 p.m.

**ADOPTED AND APPROVED BY THE CITY COUNCIL OF BLAINE, WASHINGTON** on the 26 of August, 2019, and approved by the Mayor on the same day.

**CITY OF BLAINE COUNCIL**

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**Bonnie Onyon, Mayor**

**ATTEST/AUTHENTICATE:**

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**Samuel Crawford, City Clerk**

# EXHIBIT 1: Amended Planning Commission Rules and Procedures

## RULES OF PROCEDURE of the PLANNING COMMISSION OF THE CITY OF BLAINE, WASHINGTON

We, the members of the Planning Commission of the City of Blaine, State of Washington, pursuant to R.C.W. 35.63.040, do hereby adopt, publish and declare the following rules of procedure:

I.

The official name shall be the Blaine Planning Commission.

II.

The official seat of the Commission shall be in the City Hall of Blaine, Washington. Meetings shall be held there except on such occasions, and at such times as the Commission may otherwise direct by a majority vote, or by agreement of the Chairperson and Secretary. Any meeting not held in City Hall shall be duly noticed as per the requirements of the Blaine Municipal Code.

III.

The Planning Commission shall maintain for public inspection a written record of its meetings, resolutions, transactions, findings, and determinations, which record shall be maintained at the City Hall of Blaine, Washington.

IV.

The officers of the Commission shall consist of a Chairperson, Vice-Chairperson and such other officers as the Commission may by majority vote, approve and appoint.

V.

The Chairperson shall preside over the meetings of the Commission and exercise all the powers usually incident to the office, retaining the rights of membership in the Commission, including the full right to vote and participate in all deliberations of the Commission.

VI.

The Vice-Chairperson shall, in the absence of the Chairperson from any meeting, perform all duties incumbent upon the Chairperson. The Chairperson and Vice-Chairperson both being absent, the members may elect for the meeting a Chairperson Pro-Tem who shall have full powers of the Chairperson during the absence of the Chairperson and the Vice-Chairperson.

VII.

The Community Development Director, or designee, shall serve as Secretary of the Commission. The Secretary shall cause a record of all meetings of the Commission and of its committees to be kept. These records shall remain the property of the City and be retained at such office at City Hall as the Secretary may direct.

VIII.

The officers shall serve for a period of one year, computed from January 1. Any officer may be removed at any time by a vote of a majority of the Commission entered on record.

IX.

The Planning Commission shall hold public meetings/hearings on the second and fourth Thursdays of each month at 7:00 p.m., unless said day shall be a recognized holiday. In that event, regular meeting shall be held at such other times as the Planning Commission may designate, provided that in such instances the Commission shall give notice of such new meeting date as required by law.

X.

The Commission shall meet at the call of the Chairperson, Vice-Chairperson, or upon the written request of the majority of the Commission.

XI.

The majority of the membership of the Commission shall constitute a quorum for the transaction of business. No action shall be taken without quorum. Any action taken by a majority of those present, at any regular or special meeting of the Commission shall be deemed and taken as the action of the Commission.

XII.

Absences are regulated by BMC Sec. 2.08. Absences may be excused by majority vote of the Commission. A request for excusal must be provided in advance to the Chairperson or Secretary who shall then notify the Commission of the request at the regular meeting. If no request is received in advance of the meeting, the absence shall be considered unexcused.

XIII.

In the event of any private interest by a Commissioner, the Commissioner shall be required to make a disclosure of that interest. In addition, any person present may make a statement regarding a Commissioner's private interest in a matter before the Commission. Upon disclosure of such private or personal interest the Commissioner shall be subject to self-disqualification, or disqualification by majority vote of the Commission. Upon disqualification said Commissioner shall promptly leave their seat and remove himself/herself from the Council Chambers, and shall in no way attempt to intervene in the action or decision. The disqualification of a Commissioner may be considered a loss of quorum.

XIV.

The following policies and procedures are to be followed at Public Hearings:

1. The Planning Commission Chairperson shall at all times maintain order in the conduct of the hearing. The Chairperson is in charge of the meeting and all discussion and communications shall be through the Chair with no direct exchanges between people taking place except with permission of the Chairperson. Commission members may at any time, upon being recognized by the Chairperson, ask questions to obtain a clearer and more complete understanding of the issue. The Chairperson, as presiding officer, is not bound by the strict rules of evidence and may limit testimony which is repetitive, immaterial or irrelevant.
2. The procedure for each case heard is:
  - a. After reading the case number and brief description of the proposal, the Planning Commission Chairperson will open the public hearing and invite staff to report on the matter.
  - b. The Chairperson will ask for the applicant or applicant's representative to testify on the application.

- c. The Chairperson will ask for all other testimony.
- e. The Chairperson will allow the applicant a brief period to respond.
- f. The Chairperson will ask Staff for any final comments.
- g. The Chairperson will close the public hearing.
- h. The Planning Commission will deliberate and decide on the matter or postpone to a date certain.

XV.

The Commission shall have full power to create standing or temporary committees of one or more members, charged with such duties of examination, investigation and inquiry relative to one or more subjects of interest to the Commission, as it may by motion or resolution determine. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without its submission to the body of the Commission.

XVI.

The sessions of the Commission shall be open to the public in accordance with the provisions of R.C.W. 42.30.030.

XVII.

The Blaine City Attorney shall act as legal counsel to the Commission and shall be consulted in cases where the powers of the Commission or matters of law are not clearly defined.

Adopted October 13, 2011

  
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Chairperson