MODIFICATION ADOPTED APRIL 8, 1980
(REVISED DECEMBER 4, 2001, REVISED MAY 7, 2019, REVISED JULY 21, 2020, REVISED JANUARY 24, 2024).

RULES OF PROCEDURE
PLANNING COMMISSION OF THE CITY OF SEQUIM

I. NAME

The official name is "The Planning Commission of the City of Sequim," hereinafter referred to as the "Commission."

II. PURPOSE STATEMENT AND LAND ACKNOWLEDGEMENT

The land that we know as Sequim [sxʷčkʷíyəŋ "soo-ch-kwee-ing"] was once inhabited solely by first peoples known as the S'Klallam [nəxʷsƛ̓ayəm'"new-sklai-yem"] People, represented by the three Tribal Governments, Lower Elwha Klallam, Jamestown S'Klallam and Port Gamble S'Klallam. We serve as stewards of the land within the City of Sequim with the same care and consideration the S'Klallam / Klallam Tribes has and continues to provide. This acknowledgement is a respect to the S'Klallam People and their history.

The Planning Commission serves as an advisory body to the City Council. The purpose of the Planning Commission is to provide guidance and direction for Sequim's future growth through continued review and improvement to Sequim's Comprehensive Plan, zoning code, shoreline management, environmental protection, and related land use documents. The Planning Commission will have all of the powers and perform each and all of the duties specified by Chapter 35A.63 RCW, as amended, and set forth or amended by ordinance.

(Ord. 2009-036 § 1; Ord. 2009-030; Ord. 311 § 2, 1974)

III. COMPOSITION AND DUTIES

a. In accordance with SMC 2.36, the Commission consists of seven (7) members recommended by the Mayor and the City Council Planning Commission liaison member and confirmed by City Council for terms of four (4) years.

b. In accordance with SMC 2.36, the members of the Planning Commission may be appointed from among the residents of the City of Sequim. Additionally, not more than three (3) members may be appointed from outside the City limits if they reside within the boundaries of the Sequim School District and within Clallam County.

c. The duties of the Commission are those delineated in Chapter 2.36, "Planning Commission and Department of Community Development" of the Sequim Municipal Code.

IV. MEETINGS

a. In person meetings are to be held at the City Hall Council Chambers, Sequim, Washington, on the first and third Tuesday of each month as needed and will be open to the public. The meeting will also be held via Zoom, and the Zoom link will be available on the Website as well as on the top of each agenda.

b. All meeting minutes will be transcribed by Staff to highlight a summary of what was done. Minutes must be voted on and approved at the next meeting before they are uploaded to the City's website.

c. A Special Meeting may be called at any time by the Chair or by the majority of the members of the Commission after complying with the requirements of the Open Public Meeting Act. The agenda for that meeting will be sent with the notice.

d. The first meeting of each year will be the annual election and review meeting of the Planning Commission.

e. All meetings will be recorded and broadcast live. Links to the online broadcast must be provided with the agenda, and on the City's website calendar prior to the start of the meeting. In the event that an in-person meeting cannot take place it is acceptable to hold the meeting entirely online as long as the public has access to attend virtually. These meetings will be open to the public.

f. Public Hearings will be scheduled and conducted per Title 20 of the Sequim Municipal Code.

V. VOTING

a. 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 plan or City ordinance. All motions Should be made in plain language as to be easily understood.
b. Planning Commissioners must be present to vote on motions; every Commissioner must vote on all questions, unless recused due to a conflict of interest or appearance

of fairness consideration. A recusal and the reasons for the recusal must be publicly announced before discussion of any motion. Silence during voting will be recorded as an affirmative vote. Abstentions are not permitted.

VI. ELECTION OF OFFICERS

a. The officers of the Planning Commission are the Chair and Vice-Chair.

b. The Chairman of the Planning Commission will be elected for a one (1) year term by the Planning Commission at its first meeting of the new year. Term of office will begin immediately after the election at the first meeting of the year. The Vice-Chair of the Planning Commission will also be elected for a one (1) year term at the first meeting of the new year. Chair and Vice-Chair will not serve more than three (3) consecutive terms and a member not present may not be nominated and elected as either the Chair or Vice-Chair of the Planning Commission.

c. Nominations will not require a second. Election of officers must be by voice vote. If for any reason a decision cannot be agreed upon, the Planning Commission will continue nominating members for the vacant position until a decision is made.

VII. CHAIR

a. The Chair will preside over the meetings of the Planning Commission, will have the full right to have his own vote and deliberate recorded in all deliberations of the Commission.

b. The Chair has full power to create temporary committees of one (1) or more members. Standing committees of the Commission must be created at the direction of the Commission and appointed by the Chair. Standing or temporary committees may be charged with such duties, examinations, investigations, and inquiries relative to one or more subjects of interest to the Commission. No standing or temporary committee has the power to commit the Commission to the endorsement of any plan or program without the approval of the Commission.

c. The Chair will be responsible with the Director of Community Development for setting the agenda for each meeting and seeing to it that issues arising for all land use actions or code amendments, as well as comprehensive plan updates, are dealt with promptly and in a business-like manner by the Planning Commission.

VIII. VICE-CHAIR

a. The Vice-Chair will, in the absence of the Chair, perform all the duties incumbent upon the Chair. The Chair and Vice-Chair both being absent from a meeting, the members present will elect for that meeting a temporary Chair who will have the full powers of the Chair during the absence of the Chair and Vice-Chair. If a vacancy occurs in the office of the Vice-Chair, the Planning Commission must nominate a sitting member who, after receiving approval by a voice vote of the Commission, will serve the remainder of the Vice-Chair's term.

IX. QUORUM

a. A quorum of the Planning Commission is four (4) of the seven (7) members.

X. ABSENCE OF MEMBERS

a. Attendance at Commission meetings is expected of all Commission members.

b. If a member misses three (3) consecutive regular meetings, or is absent from twenty- five percent (25%) of the meetings in one calendar year without being excused by the Chair, a note will be made of it by Staff and forwarded to the City Council for their consideration. A copy of that note will be forwarded to the Chair and to the members. An excused absence will be at the discretion of the Chair or Vice Chair.

c. A member unable to attend a meeting must notify, in advance, the Chair and City staff, of an excused absence.

XI. RESIGNATIONS AND RE-APPOINTMENTS

XII. Any Planning Commission member who wishes to submit his/her resignation or who desires reappointment due to an expiration of term of office must do so in writing to the Mayor with a copy forwarded to the Chair of the Planning Commission and Staff.

XIII. ONBOARDING NEW COMMISSIONERS

The Staff liaison will be responsible for providing onboarding information to new commissioners. Once a member has been appointed, the City Clerk will assign 4 mandatory trainings which must be completed within 90 days of assuming duties. In addition, there

are resources for Commissioners available on the City website which they are expected to be familiar with.

XIV. AGENDA PACKET

An agenda for a regularly scheduled meeting must be distributed four (4) calendar days preceding any scheduled meeting to each member of the Planning Commission. The agenda for each meeting will consist of the following items:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
5. Public Comment
6. General Business
7. New Business
8. Director's Report
9. Good of the Order
10. Adjournment

XV. AMENDMENTS AND DATING REQUIREMENTS

a. These rules of procedure may be amended at any regular or called meeting of the Commission by a majority vote of the entire Commission providing that the proposed amendment is presented in writing and placed on the agenda and packet material prior to the regular or called meeting.
b. Amendments and all copies of the rules of procedure must show the date of adoption.