

Section 1. Purpose, Authority and Duties

- A. The Planning Commission is established by the City Council through Ordinance No. 112. It is comprised of Redmond residents who advise the City Council and City staff on matters of community development to achieve the following objectives. [[RMC 4.43.010](#)]
1. Provide a positive influence on major City planning efforts and updates to the Comprehensive Plan, Functional Plans, and development regulations.
 2. Advocate consistency across plans that establish the image and direction for the City.
 3. Represent a whole-city viewpoint when evaluating proposed plans, projects, and issues.
 4. Ensure opportunities for community member participation and timely public involvement in the City's planning processes.
 5. Provide recommendations to the Mayor and City Council, City staff, and other City boards and commissions as appropriate.
- B. The Commission is not delegated any executive or legislative power, authority, or responsibility. It serves in an advisory capacity only.

REDMOND MUNICIPAL CODE [RMC]

The Planning Commission is established under RMC Title 4 BOARDS, COMMISSIONS, AND COMMITTEES section 4.10 and is subject to the provisions of section 4.42. Planning Commission Rules supplement the items laid out in the RMC, per RMC [4.43.090](#).

Chapter 4.10 GENERAL PROCEDURES

- [4.10.010](#) Applicability of chapter.
- [4.10.020](#) Creation/termination.
- [4.10.030](#) Appointment, removal and vacancy.
- [4.10.040](#) Qualification of board members.
- [4.10.050](#) Term of service.
- [4.10.060](#) Compensation and reimbursement.
- [4.10.070](#) Quorum.
- [4.10.080](#) Meetings.
- [4.10.090](#) Officers.

Chapter 4.43 PLANNING COMMISSION

- [4.43.010](#) Purpose.
- [4.43.020](#) Authority and duties.
- [4.43.030](#) Composition.
- [4.43.040](#) Public hearings.
- [4.43.050](#) Appointments and qualifications.
- [4.43.060](#) Term of office.
- [4.43.070](#) Vacancies.
- [4.43.080](#) Removal.
- [4.43.090](#) Rules.
- [4.43.100](#) Staff services.
- [4.43.110](#) Conflict of interest.
- [4.43.120](#) Quorum and voting.

Section 2. Organization of the Planning Commission

A. Membership

1. Membership. Membership is governed by RMC 4.43.
2. All Commissioners must complete the state-required training in public records and the Open Public Meetings Act within 90 days of being appointed and every four years following.
3. Planning Commissioners shall use their City-issued email address to conduct their Commission business.

B. Election of Officers

1. The Planning Commission has a Chairperson and a Vice-Chairperson elected from the members of the Planning Commission by a majority vote of the Commission in attendance. The Chairperson and Vice-chairperson shall be elected at the first regularly scheduled meeting in April of each year and shall serve a one-year term of office [[RMC 4.10.090](#)]. Officers may be re-elected to successive terms.
2. Officers may be removed from office for the remainder of their term at any meeting by a majority vote of the Planning Commission.
3. In the event of a vacancy of an office caused by the resignation or removal of officers during their term of office, a new officer (Chair &/or Vice-Chair) shall be elected for the remainder of the term from the members of the Planning Commission by a majority vote of the members.

C. Duties of the Chairperson

1. Call meetings of the Planning Commission at the appointed time and determine that a quorum is present [[RMC 4.10.090](#)].
2. Preside at all meetings of the Planning Commission, making every effort to facilitate orderly discussion.
3. Guide the Commission in providing direction to staff and making recommendations to the City Council [[RMC 4.10.090](#)].
4. Sign documents on behalf of the Planning Commission.
5. Act as liaison between the Planning Commission and other City entities.
6. Appoint Commissioners to serve on subcommittees and advisory committees, such as a periodic update Community Advisory Committee.

D. Duties of the Vice-Chairperson

1. During the absence, disability, or disqualification of the Chair, or upon the request of the Chair, the Vice Chair shall exercise all the duties and be subject to all the responsibilities of the Chair.
2. The Vice Chair shall also maintain any other responsibilities that are assigned to them by the Chair.

E. Temporary Chair: If both the Chair and Vice Chair are absent from a meeting, the Planning Commission shall, by a majority vote of those members present, elect a temporary Chair for that meeting.

F. Duties of Commissioners

1. Planning Commission members shall exercise their duties and responsibilities with integrity, collegiality and care. Members should respect the opinions of

- other members of the Commission and be receptive to diverse viewpoints in Commission discussions. See Appendix A - PC Norms (reviewed annually).
2. Members should establish a high priority to attend all meetings and to come prepared to contribute to the discussion of issues and business to be addressed.
 3. Planning Commission members may be appointed to serve as liaison to, or as a member of, other city committees, advisory groups, and task forces as a representative of the Planning Commission. Members should represent the Commission and the City in a positive and supportive manner through appearance, conduct, and attitude.
 4. Individual Commission members may speak as individuals, clearly specifying they are speaking as individuals articulating their own views and concerns (that is *"I am speaking as an individual, not representing the Planning Commission"*.)
- G. Planning Commission Liaison: A City planner shall be responsible for the general administration of the Planning Commission, including (but not limited to) the following duties.
1. Prepare and post the agendas and minutes.
 2. Relay public comments to the Commission for review.
 3. Transmits Planning Commission recommendations to City Council or any other designated destinations.
 4. Maintain the Planning Commission website at <https://www.redmond.gov/194/Planning-Commission>.

Section 3. Meetings

- A. Location: All meetings shall be held in the Redmond City Hall Council Chambers unless otherwise directed by City staff and appropriate notification to the media and public is provided. All meetings shall be open to the public in accordance with the Open Public Meetings Act (Chapter 42.30 RCW) and RMC 4.10.080.
1. In the event of an emergency as declared by the City, State, and/or Federal government, the Planning Commission may hold a fully virtual meeting without an in-person component.
 2. Meetings held virtually will adhere to the Planning Commission Virtual Meetings Protocol (see Appendix C), which includes an indication of meeting format and methods of participation posted on the meeting agenda.
 3. Fully virtual meetings are open to the public and will be conducted so the public can hear the meeting while it is occurring and will be subject to the requirements of chapter 42.30 RCW.
- B. Date and Time: The Planning Commission meets regularly on the second and fourth Wednesday of each month and on other dates as deemed necessary. Meetings will commence at 7:00 p.m. and end no later than 10:00 p.m. but may be extended by a majority vote of Commissioners present.
- C. Special Meetings: Any Planning Commission meeting scheduled outside of the regular date, time or location is considered a special meeting. The Planning Commission shall meet for special meetings at the call of the Chair or a majority of Planning Commission members. Notices for special meetings shall be posted per Open Public Meetings Act

Requirements [[RCW 42.30.080](#)]. The special meeting agenda will contain items to be discussed. The Planning Commission may not take final action on any item not listed on the special meeting agenda.

- D. Records: A record will be made of all meetings. The official record of the meeting shall be the video recordings. Summary minutes will be prepared and posted by Staff and approved by the Planning Commission. Videos and minutes shall be posted to the web site.
1. The Washington State Public Records Act applies to "any office, department, division, bureau, board, commission, or agency of every county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district, or other local public agency (RCW 42.56).
 2. The recorded activities of the Planning Commission, such as meeting minutes, reports, and correspondence, are public records and will be maintained as required by law.

Order of Business

- A. Generally, the Planning Commission will follow the following order of business at all meetings:
1. Call to Order and Roll Call.
 2. Agenda Approval.
 3. Minutes Approval
 4. Items from the Audience: Comments from the audience on any topic that is not the subject of public hearing.
 - i. Limited to 3 minutes per speaker.
 - ii. The Chair may limit the comments to no more than three speakers on any one topic.
 - iii. If both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Chair.
 5. Hearings
 6. Study Sessions and Briefings
 7. Staff and Commissioner Updates
 8. Adjournment.
- B. The order of business may be changed during the meeting at the discretion of the Chair.
- C. Rules of Procedure for Public Hearings shall be as adopted in Appendix B.

Conduct of Meetings

- A. Parliamentary Procedure. The Planning Commission may refer to the applicable provision of Roberts Rules of Order Simplified (as it exists or is revised) for guidance for items not addressed by these Rules and Procedures. [[RMC 4.10.070\(A\)](#)]
- B. Role of the Chair.
1. The Chair has broad authority over all matters regarding the conduct of meetings and shall exercise this authority to promote the fullest possible presentation of

- information and discussion of matters before the Planning Commission while permitting the orderly and timely completion of Planning Commission business.
2. As a general protocol, the Chair of the meeting should introduce the agenda topic, allow for a staff presentation on the topic, and call for discussion among the Commission members.
 - i. The Chair generally should seek comments from all other Commission members prior to weighing in on an issue. The Chair should ensure that all members have an opportunity to speak.
 3. Public Comments. On specific agenda items, other than public hearings (discussed in Appendix B) the Chair may allow comments from the audience as appropriate. This usually occurs following a staff presentation and/or the completion of discussion by the Commission on the agenda item. Comments may be subject to the limitations noted in Order of Business.
 4. The Chair should expedite the discussion in a timely manner and summarize the recommendation or direction from the Commission as appropriate.

Quorum and Voting

- A. A majority of the appointed members of the Planning Commission constitutes a quorum [[RMC 4.43.120](#)], provided, that at least four shall be required to constitute a quorum. Before business can be transacted, a quorum must be in attendance or participating via a conference call or other electronic media. Virtual participation will be considered attendance and shall be counted toward the determination of a quorum.
- B. Every motion by the Planning Commission requires approval of a majority of the Planning Commission members present to pass.
- C. Each member present at a meeting shall cast one vote on each motion (via phone or other media is acceptable). Voting may be by voice or by roll call.
- D. Although it is the duty of every member to vote, a member may abstain. Abstentions do not count when determining whether a motion has obtained majority support.
- E. Minority Opinions. A minority opinion may be included in the Planning Commission Report at the request of the Commissioners in the minority.
- F. Serial Meeting. Planning Commission members shall not hold discussions, in person, via email, or through other electronic or telephonic means outside of the meeting, such that a number equivalent to a quorum have discussed the body's business.

Section 4. Conflict of Interest

Washington State's ethics laws prohibit public officials from gaining financially as a result of their positions [RCW 42.23]. No member of the Planning Commission should participate in any Planning Commission discussion or vote on any matter in which the member has a personal or financial interest potentially sufficient to create a conflict between the interest and serving the public good.

Planning Commissioners must declare any conflicts of interest related to items on a meeting agenda and leave the room prior to any action being taken on those items, including discussion

or voting. Any declarations of conflicts of interest and related actions shall be captured in the meeting minutes.

Section 5. Amending the Rules of Procedure

The rules of procedure may be amended at any meeting of the Planning Commission by a majority vote. Any amendments approved by the Planning Commission must also be approved by the City Council before they become effective.

Section 6. Validity

If any part or parts of these rules of procedure are found to be invalid, that part or parts will not invalidate the remainder of the rules.

ATTACHMENTS:

- Appendix A - Planning Commission Norms
- Appendix B - Rules of Procedure for Public Hearings
- Appendix C - Virtual Meeting Protocols

Appendix A – Planning Commission Norms

PC Norms are reviewed and affirmed at the annual PC workshop.

- Share. Listen.
- Communicate your needs.
- Assume positive intent.
- Agree to disagree, without making it personal.
- Be respectful of each other, the staff, and the public.
- Represent the Redmond community.
- Be prepared.
- Come to the table without judgment, always be open.
- Clarify jargon on behalf of everyone.
- Respect each other's time.
- Stay on topic, reserve tangents for future consideration.

Last Reviewed: April 20, 2022

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Appendix B - Rules of Procedure for Public Hearings

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 forward to the City Council for a decision. The City Council makes its decision based on the record and in most cases does not hold an additional public hearing (they may at their discretion).

A. Chair - Opens the hearing

B. Initial Presentation by Staff

The Chair, when appropriate, may take questions from Commission members regarding a speaker's presentation. The individual with a question to ask shall wait until the speaker finishes, and then direct that question to the Chair.

C. Chair - Opens the hearing for public testimony

D. Public Testimony

Anyone at the public hearing who has physical evidence of any kind (letters, photos, maps, etc.) shall submit that evidence to the Staff Liaison to be entered into the record. Documents submitted later than 48 hours before hearing may not be reviewed by Planning Commissioners until after the meeting.

Speakers are discouraged from reading verbatim any letters that are already in the public hearing record, although it is acceptable for speakers to summarize such letters during their comments.

- No person, including any Commission member, shall speak until they have been recognized by the Chair and has identified themselves.
- The Chair may impose time limits on each speaker, depending on the total number of individuals wishing to speak.
- Each person who speaks shall register their name and address on the roster that is located at the speaker's table.
- When an individual speaks, they shall identify themselves, giving address and nature of their interest in the matter.
- For public hearings held in a virtual meeting format, see Appendix C for protocols for speaking.

E. Chair - Closes the public testimony portion of the hearing.

F. Motion for Action

1. Commissioner proposes a motion.
2. Another Commissioner seconds the motions, and then the Chair states the motion to the assembly.

G. Chair calls for discussion of the motion.

1. Chair may ask staff to respond to questions posed during public testimony. Chair asks the Commissioners if there are questions for staff or for other persons that testified.
2. If no further discussion, Chair calls for a vote on the motion and restates the motion.

H. Chair closes the hearing upon a motion being passed by a majority of the Planning Commission.

Notes: The Chair may use their 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 the testimony to a specific issue and timeframe in accordance with OPMA.

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Appendix C - Virtual Meeting Protocols

1. **Commissioners Video Camera Usage.** Commissioners shall leave their cameras on during meetings except when PowerPoint presentations are displayed. In the event of a technical constraint that prevents a Commissioner from being heard clearly while on video, the Commissioner may temporarily disable the video camera.
2. **Open Public Meeting.**
 - a. All virtual meetings will be published in the normal manner and open to the public to participate in one or more manner.
 - b. Methods for the public to join the meeting shall be published on the Agenda.
 - c. The time on the agenda and during the meetings for public comments will be the same as the normal agenda/meeting protocols.
3. **The Chair will do a Commissioner Roll Call.** When your name is called, please state "present" for the record. For absent Commissioners, the Chair will note if the absence is excused.
4. **Staff attendance record.** The Chair will list the names of the staff present for the record.
5. **Commissioner Discussion.**
 - a. During the meeting, Commissioners will use the chat window or "raise their hand" to indicate if they would like to speak. The Chair will monitor the chat window and call on Commissioners by name.
 - b. The Chair will go "around the room" in a fair order, allowing everyone who wants to speak on an issue to have their turn. The Chair will ensure that everyone has a chance to speak before someone gets a second opportunity.
 - c. To avoid audio feedback and background noise interruptions, please remain muted until you have been acknowledged by the Chair.
 - d. Before speaking, state your name. This includes when making motions, seconding a motion, and when making comments or asking questions. This will be critical for the record and for those participating via phone.
6. **Commissioner Action.**
 - a. Voting will be taken by Roll Call.
 - i. The Chair will call on each Commissioner one by one to obtain their vote for the record. Please do not speak over each other, so that the recording and those attending via phone can clearly hear the action being taken.
 - ii. Exceptions. For approval of the agenda, minutes, and closure of the meetings, a general consent verbal vote will be taken ("aye" or "nay").
 - b. Chair will verbally state the outcome and vote count - i.e. "The motion passes, 5:2, with Commissioners ___ & ___ dissenting"

7. Public Comment:

- a. At the time designated for public comment, the Chair will ask staff if any public comments were submitted. The Staff Liaison will inform the Chair if any came in prior to the meeting. At the Chair's discretion, they can be read into the record. If long or if multiple comments were received, the Chair may state that they have been received and added to the record.
- b. The Chair will open Public Comments to live participation. Public comment (via phone or other live method) shall proceed per the instructions posted with the agenda.
- c. If audio quality is poor, the Staff Liaison shall interject and state the issue for the record.
 - If it is possible to make out what they are saying, the Staff Liaison will restate the comment for a clear record.
 - At the Chair's discretion, speakers can disconnect the call and redial.
 - If call quality is very poor and cannot be resolved, the Chair shall ask to email comment to PlanningCommission@redmond.gov.

8. Applicants:

- a. The applicant will have an opportunity to address the Commissioners.
 - If wishing to speak at the meeting, applicants must contact the Staff Liaison no later than 5 p.m. on the day of the meeting (PlanningCommission@redmond.gov). A name, phone number, and their agenda item must be provided.
- b. When it is their time to speak, the Staff Liaison will dial their number to add them to the meeting.
- c. Applicants with a Presentation must provide the file in PDF form to the Staff Liaison at PlanningCommission@redmond.gov a minimum of 24-hours prior to the meeting so that it can be loaded into the meeting. The PDF should be one slide per page.
- d. Applicants with materials for the Commission must provide them 72 hours prior to the meeting via PlanningCommission@Redmond.gov to ensure time for review and consideration. Materials received after that timeframe may not be considered.