



CITY OF VANCOUVER PLANNING COMMISSION BYLAWS

ARTICLE I – NAME

Section 1. Name: The official name of the organization shall be the City of Vancouver Planning Commission as provided by Article VIII, Section 8.01 of the Vancouver City Charter.

ARTICLE II – OFFICIAL SEAT

Section 1. Official Seat: The official seat of the Planning Commission shall be in the City Hall of Vancouver, Washington, and meetings shall be held there except on such occasions and at such times as the Commission may, by a majority vote of those present at any regular, recessed or special meeting, otherwise direct, unless otherwise provided by law.

ARTICLE III – OFFICERS

Section 1. Officers: The elective officers of the Planning Commission shall consist of a Chairperson and Vice-Chairperson. The Long Range Planning Manager and his/her assistants shall provide professional services to the Commission, including performing the functions of secretary.

Section 2. Nomination and Election of Officers: Nomination of elective officers shall be made at the annual election meeting. The election shall follow immediately thereafter. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

Section 3. Terms of Officers: The elective officers shall take office at the first regular or special meeting in January and shall serve for a term of one year.

Section 4. Vacancies in Offices: Vacancies in elective offices shall be filled as soon as practicable by regular election procedure for the unexpired portion of the term.

Section 5. Duties of Officers:

- (a) **Chairperson:** The duties of the Chairperson shall be
- 1) preside at all meetings and public hearings of the Planning Commission and call special meetings when deemed necessary or required.

- 2) appoint all committees, and shall be an ex-officio member of each, without power to vote.
 - 3) sign all official papers and plans involving the authority of the Planning Commission.
 - 4) Appoint a mentor to assist newly appointed Planning Commissioners and participate in their orientation or assign other Commissioners as appropriate.
 - 5) The Chairperson shall have the privilege of discussing all matters before the Planning Commission, making of motions, and voting thereon and shall perform such other duties as may be ordered by the Planning Commission except as otherwise provided in these Bylaws, in other Planning Commission resolutions, City Ordinances, or state laws.
- (b) **Vice-Chairperson:** The Vice-Chairperson shall assume the duties and powers of the Chairperson in his/her absence. If the Chairperson and Vice-Chairperson are both absent, the Planning Commission members may elect a temporary Chairperson by a majority vote of those present at a regular, recessed or special meeting, who shall assume the duties and powers of the Chairperson and Vice-Chairperson during their absence.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings: Time and Place: Regular meetings shall be held on the second and fourth Tuesday of every month. The fourth Tuesday will serve as the primary meeting date and the second Tuesday as a supplemental meeting date. When a regularly scheduled meeting falls on a holiday, the meeting shall not be held. Whenever a regularly scheduled meeting conflicts with a meeting of the City Council, the meeting shall be held on the next available regular or special meeting date. Planning Commission has the ability to vote to continue the meeting to the next available date.

Section 2. Recessed Meetings: 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 as provided by R.C.W. Chapter 42.30.

Section 3. Special Meetings: Special meetings may be called by the Chairperson, or by a majority of the members of the Commission.

Section 4. Notice of Meetings: Written notice of all regular and special meetings shall be given by the Long Range Planning division to the members of the Planning Commission. Notice of all regular meetings shall be provided to all interested parties as required by RCW 42.30 (Open Public Meetings Act), VMC 20.210 (Decision Making), and other applicable regulations or postmarked at least four days (96 hours) prior to the meeting. Notice of all special meetings shall be postmarked at least four days (96 hours) prior to the meeting. The notice shall state the time and place of the meeting and shall be accompanied by an agenda of the matters to be considered by the Planning Commission at such meeting.

Petitions and communications from the audience and matters brought to the meeting by the Long Range Planning Manager and Commission members, which are not on the agenda for the meeting, may be received and discussed at the meeting. However, no official action may be

taken on any matter at a Planning Commission meeting which is not included on the agenda for such meeting or which has been added to the agenda after it has been mailed to the Planning Commission members except that this requirement may be suspended at any meeting by the unanimous vote of the members present at the meeting, if it is otherwise permitted by law to suspend such requirements.

Section 5. Order of Business:

- (a) Call to order.
- (b) Pledge of Allegiance
- (c) Roll call.
- (d) Approval of minutes.
- (e) Communications
 - i. Reports from Planning Commission members and committees.
 - ii. Council
 - iii. Citizens
 - iv. Report from the director and staff
- (f) Unfinished Business.
- (g) New Business.
- (h) Public Hearings.
- (i) Adjournment.
- (j) The Chairperson, with the concurrence of a majority of the Planning Commissioners present, may change the order of business to accommodate special circumstances.

Section 6. Other Meetings: The Commission may hold additional meetings and workshops, upon the publication of proper notice (See Article 4, Section 4), as convenient to the members of the Commission.

Section 7. Public Hearing Procedure:

- (a) Chairperson introduces the application, reads a summary of the application and hearing purpose into the record and asks staff to orally present the Staff Report. The Long Range Planning Manager or designate presents the Staff Report and adds any related or background information. Commissioners are permitted to request to be recognized by the

Chair in order to ask any relevant questions about the application to the Chairperson or staff. A public hearing is then opened.

- (b) The Applicant or his/her representative shall be given an opportunity to speak in favor of the application. Information submitted should be factual, relevant and not merely duplication of the previous staff presentation. A reasonable time shall be allowed the applicant; others may be limited to short supporting remarks. Each person speaking shall give name, address and nature of interest in the matter, and testimony shall be directed to the Planning Commission.
- (c) Opponents in the audience shall then be given an opportunity to speak against the application. Information submitted should be factual, relevant and not merely a duplication of the previous presentation(s). A reasonable time shall be allowed for testimony, however time may be limited. Each person speaking shall give name, address and nature of interest in the matter, and testimony shall be directed to the Planning Commission.
- (d) Other interested parties shall be allowed to comment briefly or make inquiries. All questions shall be directed to the Chairperson, who may redirect as appropriate.
- (e) At a quasi-judicial hearing, a brief rebuttal from proponents and opponents may then be heard separately and consecutively at the discretion of the Chairperson. The Chairperson may limit the time allocated to each side.
- (f) Public hearing is then closed. Commissioners voice other significant considerations, and pose any relevant questions through the Chairperson. The Chairperson may question proper parties for answers.
- (g) The Chairperson receives a motion for disposition and voting from the Commission. Discussion and amendment (if necessary) of the motion may then occur. When a vote is taken, each Commissioner may provide a brief reason related to the approval criteria, for his/her vote.

Section 8. Quorum: For the transaction of business and taking of official action, a quorum shall consist of a majority of the seated members of the Planning Commission, not including vacancies.

Section 9. Motions and Voting: Motions may be restated by the Chairperson before a vote is taken. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Any action taken by a majority of those present, when those present constitute a quorum, at any regular, recessed or special meeting of the Planning Commission shall be deemed and taken as the action of the Commission. Voting on amendments to the Comprehensive Plan, Development Code, and Maps, all matters requiring a public hearing before the Planning Commission and all

matters referred to the Planning Commission by the City Council shall be by roll call vote and the vote of each member shall be recorded in the minutes of the meeting.

Section 10. Parliamentary Procedure: Parliamentary procedure in Planning Commission meetings shall be generally in accordance with Robert's Rules of Order, Revised, unless it is specifically provided otherwise in these Bylaws, in other Planning Commission resolutions, or in city Ordinances.

Section 11. Record Public: All regular, recessed and special meetings, hearings, records and accounts shall be open to the public.

ARTICLE V – COMMITTEES

Section 1. Establishment of Committees: The Planning Commission may establish and disband standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of at least three members. 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 the body of the Commission.

Section 2. Appointment and Terms of Committee Members: The Chairperson of the Planning Commission shall appoint the members of each standing or special committee. The members of each standing committee shall be appointed at the first regular meeting in January. Special committees may be appointed at such times and for such purposes and terms as the Planning Commission approves. When a special committee is appointed with outside stakeholder membership, a Planning Commission member shall be appointed to chair the committee.

Section 3. Committee Vacancies: Vacancies on committees shall be filed as soon as practicable by the Chairperson of the Planning Commission for the unexpired portion of the term.

Section 4. Meetings of Committees: All committees shall meet at the convenience of the members, to be coordinated by the Long Range Planning Manager provided that the Chairperson of the Planning Commission shall also have the authority to call a special meeting of any committee at any time and upon such notice as s/he may specify.

Section 5. Quorum and Voting: A majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

Section 6. Project Liaison: Members of the Planning Commission may serve as a liaison to Staff on special projects and multi-jurisdictional planning efforts. The function of the liaison is to provide input to staff on project efforts and to participate in public outreach events. The Planning Commissioner liaison shall keep the remainder of the Planning Commission apprised of project activities and their project involvement at regular meetings or workshops.

ARTICLE VI

Section 1. Attendance:

- (a) Attendance at regular and special meetings is expected of all Commission members.
- (b) Any member anticipating absence from an official meeting should notify the Chairperson or Long Range Planning division in advance.
- (c) Any absence may be excused by the Commission, even an extended period. Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action.

Section 2. Records:

- (a) The following are the official records of the Commission:
 - i. Agenda
 - ii. Minutes approved by the Commission
 - iii. The file of any agenda item.
 - iv. These bylaws of the Commission
- (b) Copies of the Planning Commission Records shall be made available in the Long Range Planning Department for public review during regular business hours.

ARTICLE VII – AMENDMENTS

Section 1. Amendments: These Bylaws may be amended at any regular meeting by the affirmative vote of a quorum of the Planning Commission; provided that the proposed amendments have been submitted in writing at a previous meeting.