

CITY OF LAKEWOOD PLANNING COMMISSION

Rules of Procedure, Regulations, and By-Laws

The Lakewood Planning Commission is established pursuant to City of Lakewood Ordinance No. 594, adopted September 15, 2014, and Lakewood Municipal Code (LMC) Section 02.90. The Lakewood Planning Commission shall consist of not more than seven (7) members, appointed by majority vote of the City Council, but a smaller number, not less than four (4) shall constitute a lawful Commission.

Pursuant to LMC 02.90.050, we, the members of the City of Lakewood Planning Commission do hereby adopt, publish and declare the rules, regulations and procedures set forth herein. These rules and procedures shall govern the conduct of meetings, maintenance of order, and order of business at regular meetings. In the event of a conflict between these rules and the express provisions of the municipal code, the municipal code shall prevail.

ARTICLE I – NAME

The name of this board is and shall be the CITY OF LAKEWOOD PLANNING COMMISSION hereinafter referred to as the "Planning Commission" or "Commission".

ARTICLE II – OFFICERS AND DUTIES

SECTION 1 OFFICERS

The Officers of the Planning Commission shall consist of a Chair and Vice-Chair. Officers shall be elected each year for a one-year term at the first regular meeting of each calendar year.

SECTION 2 CHAIR

The Chair shall preside over the meetings of the Planning Commission and exercise all the powers usually incident to the office, retaining, however, to himself/herself as a member of the Planning Commission, the full right to have his/her own vote recorded in all deliberations of the Commission. He/she shall enforce the by-laws and execute the will of the Commission. He/she shall appoint all committees and/or task force members.

SECTION 3 VICE CHAIR

The Vice-Chair, in the absence of the Chair from any meeting, shall perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the members present shall elect, for that meeting only, a Chair Pro-Tem who shall have full powers of the Chair. (See Section 4)

SECTION 4 CHAIR PRO-TEM

In the absence of the Chair and the Vice-Chair, a Chair pro-tem shall be elected informally by the members present to conduct the meeting.

SECTION 5 SECRETARY

A Secretary shall be provided by the Community Development and Economic Department to prepare minutes and keep such records, attend to correspondence of the Commission, and perform such other duties as may be deemed necessary, including but not limited to:

- A. Take roll at regular, special and public meetings and hearings;
- B. Keep a record of all correspondence;
- C. Preserve all manuscripts and records;
- D. Keep a current roster of all members.
- E. Prepare and circulate the monthly agenda and staff reports regarding Planning Commission business;
- F. Record, transcribe and publish the minutes of all meetings of the Planning Commission; and
- G. Publish public notice of meetings.

SECTION 6 SPECIAL ELECTION OF OFFICERS

Should any officer resign, be removed, or otherwise vacate his office, his/her term shall be filled by result of an election at the next regular meeting or as soon as possible.

SECTION 7 TASK FORCES

- A. The Planning Commission may establish special task forces to investigate community issues within the scope of its authority. The Commission may initiate a task force on their own or at the direction of the City Council.
- B. Task forces will be composed of five (5) members. A maximum of three (3) members shall be from the Planning Commission.
- C. Task forces shall operate under the following Sections of the Planning Commission by-laws:

Article II Section 2	Chair
Article II Section 3	Vice-Chair
Article II Section 4	Chair Pro-Tem
Article II Section 5	Secretary
Article II Section 5	Attendance
Article II Section 6	Rules of Meeting
Article II Section 7	Voting/Parliamentary Procedures & Motions
Article II Section 11	Meeting Decorum
Article II Section 12	Debates

- D. Task forces are charged with researching the basic topic, identifying issues,

gathering information from experts, proponents, opponents, and the general public either in work sessions or public meetings.

- E. Task forces will make a clear, concise written report that includes alternatives and recommendations to the Planning Commission.

SECTION 8 STANDING OR TEMPORARY COMMITTEES

The Chair 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, and within the scope of its authority. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program prior to its submission to, and approved by the Planning Commission. Committee reports should be very brief, giving subject matter and date(s) during which the subject was discussed. Standing and temporary committees shall use the same rules and regulations of the Commission in their deliberations.

ARTICLE III – MEETINGS

SECTION 1 REGULAR MEETINGS

Regular meetings of the Planning Commission shall be held the first and third Wednesday of each month at 6:30 p.m. in Lakewood City Hall Council Chambers or at such other place as the Commission may determine. Any regular meeting may be canceled or rescheduled by the Chair, or in his absence, by the Vice-Chair. If, in any given month there is no business which requires Commission action, the regular meeting will be canceled. Every effort will be made to conduct each meeting as efficiently as possible in order to adjourn the meeting no later than 11 p.m.

SECTION 2 LEGAL HOLIDAYS

If a regular meeting falls on a legal holiday, that meeting shall be rescheduled or canceled by the Chair.

SECTION 3 SPECIAL MEETINGS

Special meetings of the Planning Commission may be called by any of the following: Chair, or in his absence, by the Vice-Chair; or by a majority vote of the Commission members. The scheduling and holding of all Planning Commission meetings is to be done in accordance with Washington State Law. Every effort shall be made to set up work sessions or special meetings with City of Lakewood City Council and other Advisory Boards in order to create effective communication between these bodies.

SECTION 4 QUORUM

A majority of the current membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission shall be deemed the official

action of the Commission.

SECTION 5 ATTENDANCE

Attendance of regular and special meetings is expected of all Planning Commission members. Any member anticipating absence from a meeting should notify the Chair or the Community Economic Development Department in advance of any meeting.

If a member shall miss three consecutive meetings without there being reasonable cause, the Commission may recommend to the City Council the removal of the member.

SECTION 6 RULES OF MEETINGS

- A. Participation. In keeping with Parliamentary Procedures, discussion by the members should be concise, to the point, and relevant to the business pending before the Commission.
- B. Staff Participation. The Chair may call on a City employee, qualified to give expert testimony and/or a presentation on a matter, to address the Planning Commission.
- C. Public Participation. The Rules of Procedure for Public Participation are identified in Section 11. Time limits for the maximum duration of Audience Comments and Public Hearings at any one meeting may be imposed, if necessary, at the discretion of the Chair.
- D. Robert's Rules of Order, Newly Revised, shall govern the deliberations of the Commission except when in conflict with any of the rules contained herein.

SECTION 7 VOTING/PARLIAMENTARY PROCEDURES AND MOTIONS

VOTING:

- A. Each member present has a duty and obligation to vote on all questions put before the Commission unless that member has a conflict of interest or an appearance of fairness concern in the case of quasi-judicial matters. If a member does not vote on a question before the Commission (without a conflict of interest or appearance of fairness exclusion), the vote of such member shall be counted as a vote with the prevailing side. It is provided, however, that a new member to the Commission who is attending his or her first or second meeting may, at the member's discretion, be excused from voting on issues if the member believes he or she does not have sufficient information or background on the question to make an informed vote.
- B. Any time a member of the Planning Commission believes he or she may

have a conflict of interest or appearance of fairness concern which should or may disqualify that member from voting on a particular issue shall apprise the Chair of such potential conflict of interest or appearance of fairness concern, and the Chair shall determine whether or not the member is entitled to vote, provided that the decision of the Chair may be overruled by a majority of the remaining members of the Commission (excluding the member whose vote is subject of the decision).

- C. In advance of any quasi-judicial matter coming before the Planning Commission, the Chair shall request of the members present whether any of them believe they have an appearance of fairness concern or a conflict of interest which would disqualify them from participating in the quasi-judicial matter. Additionally, the Chair shall inquire of people in attendance of the quasi-judicial hearing whether any member of the public in attendance believes that a member of the Commission has a conflict of interest or an appearance of fairness concern which would disqualify such member from voting on the quasi-judicial matter. If any concerns or questions are raised regarding the eligibility of a member to vote, the decision shall be made on the member's eligibility to vote as set forth in Paragraph B, above.

PARLIAMENTARY PROCEDURES AND MOTIONS

- A. If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege, therefore a second is not needed.
- B. A motion that receives a tie vote is deemed to have failed.
- C. When making motions, be clear and concise and not include arguments for the motion within the motion.
- D. After a motion has been made and seconded, the Commission members may discuss their opinions on the issue prior to the vote.
- E. A motion may be withdrawn by the maker of the motion with agreement of the second prior to the calling of the question without the consent of the Commission.
- F. A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Planning Commission members' consideration of the matter then before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a two-thirds' majority vote.
- G. A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed

may be considered at a later time at the same meeting, or to a time certain at a future regular or special Planning Commission meeting.

- H. A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- I. A motion to call for the questions shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.
- J. A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- K. Motions that cannot be amended include: Motion to adjourn, lay on the table, roll call vote, reconsideration and take from the table. A motion to amend an amendment is not in order.
- L. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- M. Debate of the motion only occurs after the motion has been moved and seconded.
- N. The Chair's Secretary should repeat the motion prior to voting.
- O. The Secretary will take a roll call vote, if requested by the Chair, a Planning Commission member, or as required by law.
- P. When a question has been decided, any Commission member who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Planning Commission meeting.
- Q. A representative from the Community and Economic Development Department and/or the City Attorney shall act as the Commission's parliamentarian and shall decide all questions of interpretation of these rules which may arise at a Planning Commission meeting.

SECTION 8 AGENDA AND STAFF REPORTS

An agenda for every regular meeting shall be prepared and distributed by the Community and Economic Development Department to each Commission member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and such other material, illustrations, petitions, etc., as may pertain to the agenda.

SECTION 9 ORDER OF BUSINESS

- A. The order of business for each regular meeting of the Planning Commission shall be as follows:

1. Call to order.
2. Roll Call.
3. Approval of minutes of preceding meeting.
4. Agenda Update.
5. Public Comments.

Members of the audience may comment on items relating to any matter related to the Commission's business under the "Public Comments" period. Comments are limited to three (3) minutes per person. Groups who have at least three members present at the meeting may designate a speaker who may have a total of ten (10) minutes to speak on behalf of the group. The Chair shall determine the overall amount of time set for "Public Comments." Public comments sign-up forms will be available at each meeting for use of those citizens wishing to address the Commission. The Secretary shall serve as timekeeper.

In addressing the Commission, each person should stand, and after recognition, move to the podium, give his/her name, and unless further time is given by the presiding officer, shall limit his/her comments to three minutes. All remarks shall be made to the Commission as a body and not to any individual member.

No person shall be permitted to enter into any discussion from the floor without first being recognized by the presiding officer.

6. Public Hearings.
The public hearings section of the agenda allows for local citizens to submit testimony on projects where public notice provisions are required pursuant to the Lakewood Municipal Code. Testimony shall be received in the same manner for each project duly noticed and as outlined above under the public comments section.
7. Business Items.
The business items section deals with matters before the Planning Commission that do not require a Public Hearing.
8. Reports.
 - a. City Council Actions: Staff will report on actions taken by the City Council that followed Planning Commission actions and other matters of interest.
 - b. Written Communications: Staff will review pertinent written communication on planning related topics.
 - c. Future Agenda(s): Planning Commission members may request items to be placed on future agendas. Staff may report on items planned for future agendas.
 - d. Area Wide Planning/Land Use Updates: Staff will report on

actions taken by the Growth Management Coordinating Committee (GMCC), the Pierce County Regional Council (PCRC), the Pierce County Council, or the Puget Sound Regional Council (PSRC), on any planning or land use issues affecting Lakewood.

- e. Other: Staff will report on other topics relevant to the Planning Commission.

9. Reports of Standing or Temporary Committees.

10. Adjournment.

- B. Recess - The foregoing agenda may be interrupted for a stated time as called by the Chair to recess for any reason.

SECTION 10 MEETINGS OPEN TO THE PUBLIC

Any regular or special meeting of the Planning Commission shall be appropriately noticed per Washington State Statute, and be open to the public.

SECTION 11 MEETING DECORUM

To provide a fair and efficient form for the conduct of business at Planning Commission meetings, the following rules of decorum shall be observed:

- A. No person including Planning Commission members shall address the Commission or a presenter without first obtaining recognition from the Chair.
- B. The order of business shall be as prescribed on the agenda. Changes to the agenda order shall be approved by the Chair or by majority vote of Commission members present.
- C. In instances where a written staff report has been prepared, the staff representative, upon recognition by the Chair, shall present the staff report.
- D. Following the presentation of the staff report, the Commission shall be afforded the opportunity to question the staff regarding the material in the report.
- E. After questioning of the staff is completed, the Chair may recognize the applicant or proponent of that item to speak, if any. Following the proponent's remarks, any other person wishing to speak on the matter may be recognized by the Chair.
- F. Once any person has spoken in regard to a specific matter before the Planning Commission, he or she shall not be recognized to speak again until all persons wishing to speak have been given the first opportunity to do so.

SECTION 12 DEBATES

- A. Speaking to the Motion - No member of the Planning Commission, including the Chair, shall speak more than twice on the same motion except by consent of the majority of the Planning Commission members present at the time the motion is before the Commission.
- B. Interruption - No member of the Commission, including the Chair, shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings.
- C. Courtesy - All speakers, including all members of the Commission, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Planning Commission, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.
- D. Transgression - If a member of the Planning Commission shall transgress these rules on debates, the Chair shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the Chair shall transgress these rules on debate or fail to call such member to order, any other member of the Commission may, under a point of order, call the Chair or such other member to order, in which case the Chair or such member, as the case may be, shall be silent except to explain or continue in order.
- E. Challenge to Ruling - Any member of the Planning Commission, including the Chair, shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the Commission present, including the Chair, shall govern.

ARTICLE IV - REPORTS

SECTION 1 PLANNING COMMISSION REPORTS

Reports of official Planning Commission reviews or official recommendations based on public hearing shall be considered the majority report of the Commission. All Planning Commission reports shall include a finding of facts. The reports will be prepared by the Secretary of the Planning Commission and approved and forwarded to the City Council.

SECTION 2 ANNUAL REPORTS

In the first quarter of the calendar year, the Planning Commission shall prepare a written report to be forwarded to the Mayor and City Council containing, but not limited to:

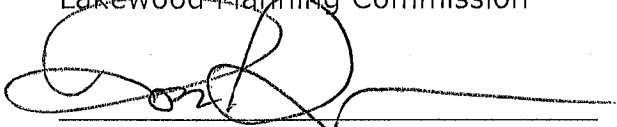
- A. A comparison of the adopted annual work program, objectives, and activities with actual or anticipated accomplishments.
- B. The extent to which unforeseen problems and opportunities have occurred.
- C. Proposals for any new short or long range programs to implement the policies of the Comprehensive Plan.

ARTICLE V – AMENDMENTS

These rules and regulations may be amended by a majority vote at a regular or special meeting.

The foregoing rules and regulations were approved and adopted at a regular meeting of the Planning Commission held on the 19th day of October, 2016.

Lakewood Planning Commission



Chair

1-9-17
Date



Secretary

1.9.17
Date