

**Planning Commission Meeting
March 7, 2023 - 7:00 PM
City Hall Council Chambers
AGENDA**

I. PUBLIC PARTICIPATION

A. Public Participation Information

The City of Auburn Planning Commission Meeting scheduled for Tuesday, March 7, 2023, at 7:00 p.m. will be held in person and virtually. To attend the meeting virtually, please click one of the below links, or call into the meeting at one of the phone numbers below:

Join Zoom Meeting

<https://us06web.zoom.us/j/81041685510>

Meeting ID: 810 4168 5510

One tap mobile

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+12532158782,,81041685510# US (Tacoma)

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 810 4168 5510

Find your local number: <https://us06web.zoom.us/j/81041685510>

II. CALL TO ORDER

A. ROLL CALL/ESTABLISHMENT OF QUORUM

B. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Comment from the audience on any proposal for action by the Commission. If the comment is related to an action subsequently listed here as a public hearing, the comment should be provided at the time of the public hearing.

IV. APPROVAL OF MINUTES

A. January 4, 2023 Minutes from the Regular Planning Commission Meeting

V. OTHER BUSINESS

A. 2024 Comprehensive Plan Overview (Steiner)

See attached Memorandum

B. Annual Review of Planning Commission Rules of Procedure (Dixon)

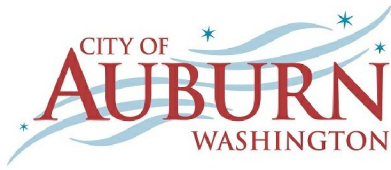
See attached Memorandum

VI. COMMUNITY DEVELOPMENT REPORT

VII. ADJOURNMENT

The City of Auburn Planning Commission is a seven member advisory body that provides recommendations to the Auburn City Council on the preparation of and amendments to land use plans and related codes such as zoning. Planning Commissioners are appointed by the Mayor and confirmed by the City Council.

Actions taken by the Planning Commission, other than approvals or amendments to the Planning Commission Rules of Procedure, are not final decisions; they are in the form of recommendations to the city council which must ultimately make the final decision.



AGENDA BILL APPROVAL FORM

Agenda Subject:

January 4, 2023 Minutes from the Regular Planning
Commission Meeting

Date:

February 22, 2023

Department:

Community Development

Attachments:

[January 4, 2023 P.C. Meeting Minutes](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

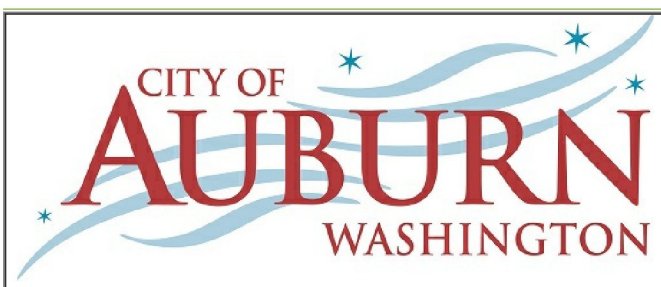
Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

Meeting Date: March 7, 2023

Staff:

Item Number:



**Planning Commission Meeting
January 4, 2023 - 7:00 PM
City Hall Council Chambers
MINUTES**

I. PUBLIC PARTICIPATION

A. Public Participation Information

The City of Auburn Planning Commission Meeting was held in person and virtually.

II. CALL TO ORDER

Chair Judi Roland called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street.

A. ROLL CALL/ESTABLISHMENT OF QUORUM

Commissioners present: Chair Judi Roland, Vice Chair Phillip Stephens, Julie Berry, Dimitri Moutzouris, and Kent Sprague. Commissioner Hanan Amer was excused.

Joan Mason resigned her role as Commissioner effective 12/5/2022.

Staff members present: Senior Planner Josh Steiner, Planning Services Manager Jeff Dixon, Senior City Staff Attorney Doug Ruth, and Deputy City Clerk Rebecca Wood-Pollock.

B. PLEDGE OF ALLEGIANCE

Chair Roland led those in attendance in the Pledge of Allegiance.

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVAL OF MINUTES

A. December 6, 2022 Minutes from the Regular Planning Commission Meeting

Commissioner Sprague moved and Commissioner Moutzouris seconded to approve the December 6, 2022 minutes.

MOTION CARRIED UNANIMOUSLY. 5-0

V. OTHER BUSINESS

A. Housing Action Plan Implementation Project Status Update (Steiner)

City Staff and Tyler Bump from ECONorthwest consultant team will provide a status update on the project and present draft results for consideration.

Senior Planner Steiner introduced ECONorthwest Principal Tyler Bump who presented the Commission with the Housing Action Plan Implementation Project Status Update. His presentation included an overview of middle housing, development feasibility, R-5 and R-7 zones, infrastructure availability, analysis structure, RLV (Residual Land Value) methods, and conversion of existing housing types. Mr. Bump also discussed the physical and parcel summaries of different development prototypes, including their feasibility and affordability in the City of Auburn. He also shared the next steps in the process, including rezoning, alignment of different options with existing zones, potential middle housing allowances within the Downtown Plan, parking, and transit.

Project Manager Lee Ann Ryan with ECONorthwest presented the Commission with preliminary recommendations, including current and recommended dimensional and density standards for R-5 and R-7 zones, parking, location, transit gaps, and middle housing transportation demands.

Principal Jeff Arango with Framework presented the Commission with different images of housing prototypes and their feasibility, as well as projections for density, parking, and landscaping.

Senior Planner Steiner explained the timeline for the process and how they will be included in the Comprehensive Plan.

The Commission discussed cottage cluster housing, condominiums and easements, definitions for R-5 and R-7 zones, ADA access requirements, middle housing and the City of Portland's Middle Housing Code, availability of builders, school districts, utility districts and infrastructure, housing demand, potential parking and commute issues, street size, transit routes, subterranean parking costs, multifamily housing, upcoming changes in legislature, bringing new businesses into downtown Auburn, and the City's progress on the process.

B. Annual Review of Planning Commission Rules of Procedure (Dixon)

See attached Memorandum

Planning Services Manager Jeff Dixon presented the Commission with the existing Planning Commission Rules of Procedure and provided an opportunity for the Commission to recommend any changes. He added that staff had not proposed any changes but would reassess prior to the next meeting.

The Commission discussed the existing Rules of Procedure, recent

changes in legislation, attendance among the Commissioners, and the Commissioners' diligence in remaining neutral.

C. Annual Election of Officers (Dixon)

Commissioner Moutzouris moved and Commissioner Sprague seconded to appoint Chair Roland and Vice Chair Stephens as the 2023 Chair and Vice Chair of the Planning Commission.

MOTION CARRIED UNANIMOUSLY. 5-0

VI. COMMUNITY DEVELOPMENT REPORT

Planning Services Manager Dixon informed the Commission that the King County Supportive Housing Project invited business and property owners to a meeting to discuss how they will address any issues that may arise and their other sites have been successful.

The Commission discussed who is intended to be housed by the King County Supportive Housing Project, the Bridges Home Owners Association meeting on Annexation into the City of Auburn and the vote of interest in continuing with the annexation process, existing open spaces and wetlands areas within the Bridges Project, and the Lakeland Hills Home Owners Association.

Jeff Dixon discussed how the Housing Action Plan will affect the Comprehensive Plan and upcoming deadlines that the Planning Department anticipates for the coming year.

Jeff Dixon shared that the next Planning Commission meeting is scheduled for February 7th, 2023.

VII. ADJOURNMENT

There being no further business to come before the Planning Commission, the meeting was adjourned at 8:27 p.m.

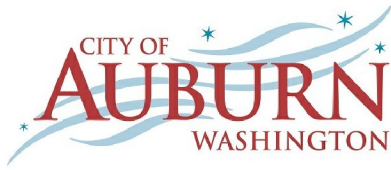
APPROVED this 7th day of February, 2023.

JUDI ROLAND, CHAIR Rebecca Wood-Pollock, Deputy City Clerk

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recommendations to the city council which must ultimately make the final decision.



AGENDA BILL APPROVAL FORM

Agenda Subject:

2024 Comprehensive Plan Overview (Steiner)

Department:

Community Development

Attachments:

[2024 Comp Plan P.C. Memo](#)

[2024 Comp Plan P.C. Presentation](#)

Date:

February 22, 2023

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

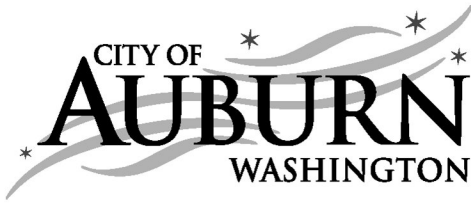
Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

Meeting Date: March 7, 2023

Staff:

Dixon

Item Number:



Memorandum

To: Judi Roland, Chair, Planning Commission
Planning Commission Members

From: Josh Steiner, Senior Long-Range Planner, Comm. Dev. Dept.
Jeff Dixon, Planning Services Manager, Comm. Dev. Dept.

Date: February 23, 2023

Re: 2024 Comprehensive Plan Framework and Update

The Departments of Community Development, Public Works, and Parks, Arts and Recreation are underway with the State mandated 2024 Periodic Comprehensive Plan update. This update, due by December 2024, plans how the city will accommodate growth over the next 20 years. This project results in analysis and work products that will be presented by staff to the Planning Commission for consideration, public hearing, and a recommendation to the city council.

Auburn 2024 Comprehensive Plan Periodic Update

Each city and county in Washington state is required to conduct a periodic update of its comprehensive plan and development regulations per RCW 36.70A.130 (The Growth Management Act or GMA). In general, the purpose is to ensure consistency with the Puget Sound Regional Council Vision 2050, the County-wide Planning Policies (for Auburn this means both Pierce and King County), any changes in state laws over the intervening time, and to respond to changing conditions within the local community. Under the GMA, all King County cities, including Auburn are on an 8-year update cycle, with the next comprehensive plan due to be adopted by December 2024. The GMA also defines the "elements" that make up a comprehensive plan. Elements are similar to chapters. Mandatory elements include Land Use, Housing, Capital Facilities, Transportation, Economic Development, Parks & Recreation, and Private Utilities. Each of these elements is required to be fully updated during the 8-year update process. Different city departments will be serving in a lead role for the specific elements that they oversee (e.g. Parks, Arts and Recreation to oversee Parks & Recreation element, Public Works to oversee Transportation element).

Internal Coordination

Since the comprehensive plan is a citywide plan, coordination among all departments is critical in order to have a cohesive product. Coordination between all departments occurs at a monthly meeting led by Planning Services, and provides opportunities for information sharing, issue resolution, and strategy coordination. While the final comprehensive plan and related development regulations is required by the Department of Commerce to be adopted by December 2024, certain Elements and adopted by reference documents are on separate timelines in order to meet adoption deadlines and because information contained in one

element may help determine the contents of another element. This is specifically true of water services and parks and recreation, which are further along in their respective planning and adoption processes. A summary of anticipated changes to Elements will be provided in the March 7, 2023 presentation by city staff.

Policy Updates

For the 2024 update, the city will be revising the look and feel of each of the Elements with the goal of creating greater consistency between each Element and incorporating best practices from area agencies. Changes are proposed to include revising each of the Element policy sections to include Goals, Policies, and Actions to better align with GMA and PSRC policy frameworks. A Policy Framework document provided by Community Development to all departments helps to categorize existing policies and restructure how existing policies are presented in the Elements. Additionally, the Transportation Element will now include Goals, Policies, and Actions within the Element itself in addition to within the Comprehensive Transportation Plan, which is adopted by reference.

State and Regional Requirements

Further considerations for the development and update of the comprehensive plan include potential state and regional requirements for the inclusion, and analysis of, housing affordability and adequate land provisions, racially disparate impacts, middle housing implementation, and parking requirements. These topics are either being considered by the Washington State Legislature in the current session or are being developed by the Department of Commerce or PSRC, and any final requirements resulting from their process will potentially need to be incorporated into the comprehensive plan, zoning designations, and development regulations. It's important to note that the staff may pursue land use, zoning, and development regulation changes that align with proposed housing and land use regulations even without a mandate. More information on these requirements is expected by late spring 2023.

Up Next

Staff intends to meet with Planning Commission multiple times throughout 2023 as the project proceeds through policy evaluation, public outreach, and technical analysis phases and outreach program planning. Specific dates are to be determined as the final project schedule is developed. However, it is anticipated that a Planning Commission briefing after a public engagement period in summer 2023 will occur in Fall 2023. Additionally, Departments may request to present to Planning Commission in Spring and Summer 2023 as per individual Element project schedules. The formal comprehensive plan adoption process is expected to occur in Winter 2024.

Feel free to contact either Josh Steiner, Senior Long-Range Planner at jsteiner@auburnwa.gov or 253-804-5064 or Jeff Dixon, Planning Services Manager, at jdixon@auburnwa.gov or 253-804-5033, with any questions.

PLANNING SERVICES

2024 COMPREHENSIVE PLAN FRAMEWORK AND UPDATES

JOSH STEINER, AICP, SENIOR PLANNER

PLANNING COMMISSION
MARCH 7, 2023

Department of Community Development
Planning • Building • Development Engineering • Permit Center
Economic Development • Community Services • Code Enforcement

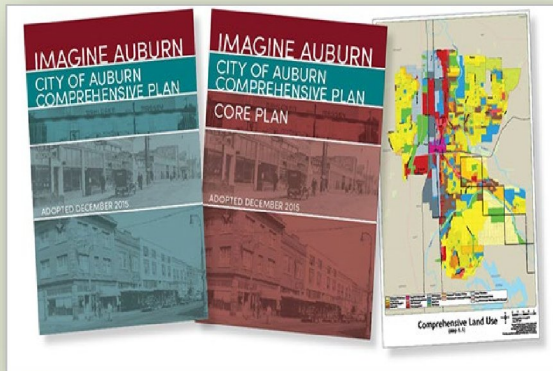
AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

Each city and county in Washington state is required to conduct a periodic update of its comprehensive plan and development regulations per RCW 36.70A.130 (The Growth Management Act, or GMA)



Auburn first adopted a growth management compliant Comprehensive Plan in 1995 in response to the Washington State Growth Management Act (GMA) requirements, as amended each year since.

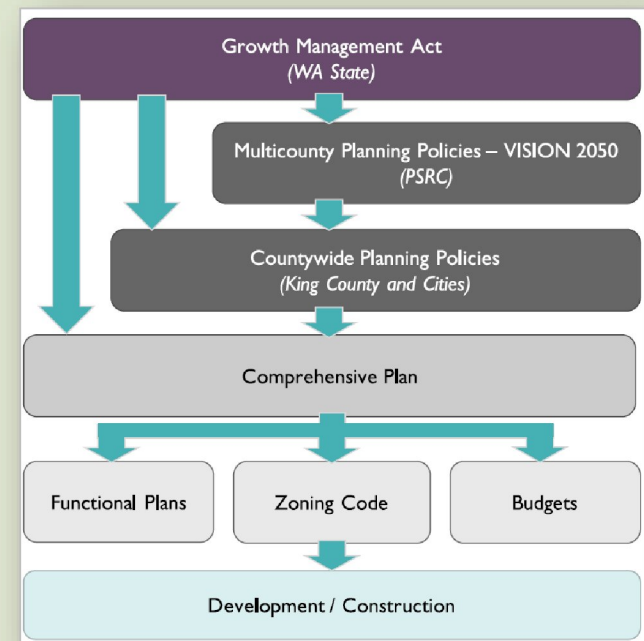
The City adopted a substantially revised Comprehensive Plan in Dec. 2015 by Ordinance #6584. The Comprehensive Plan has been amended annually each year since.

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

- The Comprehensive Plan must be consistent with:
 - Puget Sound Regional Council Vision 2050
 - Urban Growth Capacity Report (King)
 - Countywide Planning Policies (Pierce)
 - Changes in state laws over the intervening time (Commerce/GMA)
 - Respond to changing conditions within the local community.
- GMA, PSRC, and CPP Requirements drive comprehensive plan update process.
- Coordination with departments on Element and referenced plan updates
- Coordination with Auburn Downtown Plan and HAPI Project



Source: King County GMPC

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

■ Growth Management Act (GMA)

- Series of statutes first adopted in 1990 that require fast-growing cities and counties to develop comprehensive plans to manage population growth.
- Primarily codified under RCW 36.70A.020 with amendments
- Establishes 13 goals that should act as the basis for all comprehensive plans
- Department Commerce is primary contact for GMA-related issues

GMA Goals (RCW 36.70A.020)

- | | | |
|-----------------------------|-------------------------------|---|
| • Concentrated urban growth | • Property | • Early and continuous public participation |
| • Sprawl reduction | • Permit processing | • Public facilities and services |
| • Regional transportation | • Natural resource industries | • Historic preservation |
| • Affordable housing | • Open space and recreation | • Shoreline management (RCW 36.70A.480) |
| • Economic development | • Environmental protection | |

Source: King County GMPC

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

- GMA establishes the primacy of the comprehensive plan
- Centerpiece of local planning and articulates a goals, objectives, policies, actions, and standards that are intended to guide day-to-day decisions by elected officials and local government staff
- GMA places strong emphasis on implementation
- Current review cycle is 8 years, with Auburn's next update due in December 2024

Mandatory Comp Plan Elements (RCW 36.70A.070)	Optional Comp Plan Elements
• Land Use • Housing • Capital Facilities Plan • Utilities • Rural Development (counties only) • Transportation • Ports (mandatory for cities with annual maritime port revenues exceeding \$60 million, RCW 36.70A.085)	• Economic Development* • Parks and Recreation* • Conservation (RCW 36.70A.080) • Solar Energy (RCW 36.70A.080) • Recreation (RCW 36.70A.080) • Subarea Plans (neighborhoods, rural villages, urban growth areas, tribal areas, etc.) • Ports (optional for cities with annual maritime port revenues of \$20 million to \$60 million, RCW 36.70A.085)
*The elements with an asterisk are listed as mandatory in RCW 36.70A.070(7) and (8), but they are actually optional because funds have not been appropriated to help pay for preparing them, per RCW 36.70A.070(9).	

Source: King County GMPC

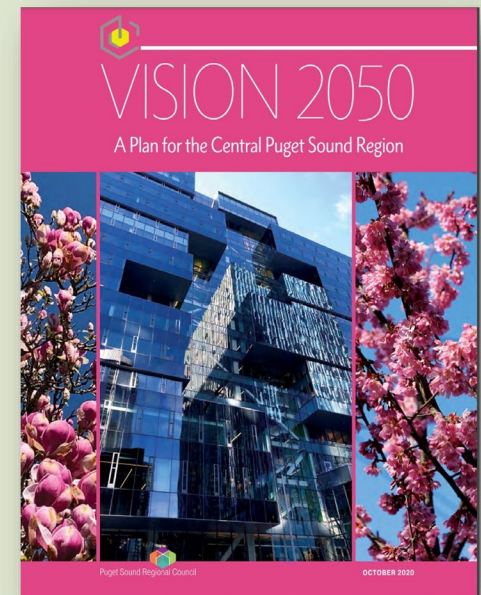
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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

■ Vision 2050

- Multicounty Planning Policy Document created by Puget Sound Regional Council (PSRC) which covers King, Pierce, Snohomish, and Kitsap Counties
- Vision 2050 was adopted in October 2020 and builds from Vision 2040
- Local jurisdictions prepare plans that must be consistent with multicounty and countywide policies
- PSRC certifies countywide planning policies and local plans
- Vision 2050 notes that region is projected to grow by about 1.6 million people and 1.1 million jobs by 2050. Auburn's share of growth is found in Countywide Planning Policies



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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

■ Countywide Planning Policies

- Guidance for the comprehensive plans
- Urban growth area boundary and criteria for revising growth boundary
- Housing unit and employment growth targets (2019-2044)
- Policies for issues of countywide nature
- Covers Environment, Development Patterns, Transportation, Economy, Public Facilities
- Updated to align with Vision 2050 and Regional Centers Framework, GMA changes, and Urban Growth Capacity Study (Buildable Lands Report)
- KC CPP Identifies 2019-2044 housing targets (12,000 net new residential units, 19,520 net new jobs)
- PC CPP (draft, 2022) identifies 2020-2044 housing targets (96 net new residential units, and 0 net new jobs)

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

■ PSRC Regional Growth Center (RGC) Requirements

- Regional Growth Strategy allocates most growth to Metro, Core, and High-Capacity Communities
- Auburn's Downtown is classified as a Core Regional Growth Center
- RGC Boundaries and statistics updated in Auburn Downtown Plan

Urban Growth Center

These centers have an important regional role, with dense existing jobs and housing, high-quality transit service, and planning for significant growth. These centers may represent areas where major investments – such as high-capacity transit – offer new opportunities for growth.

Urban Growth Center Criteria

Center must meet each the following criteria:

- **Existing density.** 18 activity units per acre minimum
- **Planned target density.** 45 activity units per acre minimum

- **Mix of uses.** Regional growth centers should have a goal for a minimum mix of at least 15% planned residential and employment activity in the center.
- **Size.** 200 acres minimum - 640 acres maximum (may be larger if served by an internal, high capacity transit system)
- **Transit.** Existing or planned¹ fixed route bus, regional bus, Bus Rapid Transit, or other frequent and all-day bus service. May substitute high-capacity transit mode for fixed route bus. Service quality is defined as either frequent (< 15-minute headways) and all-day (operates at least 16 hours per day on weekdays) –or– high capacity
- **Market potential.** Evidence of future market potential to support planning target

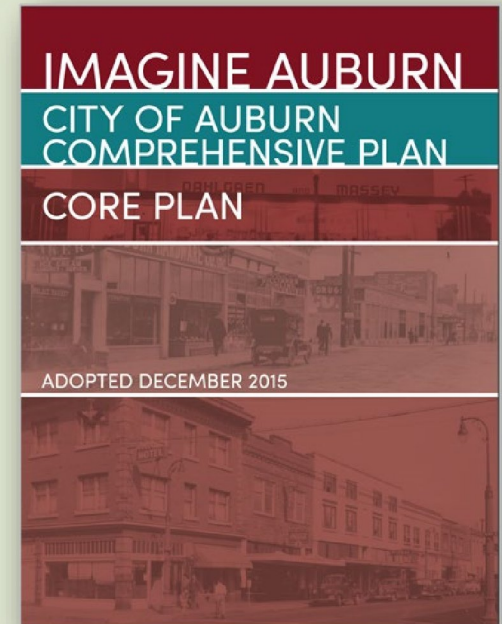


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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Elements**
 - Core Plan (Community Development)
 - Land Use Element (Community Development)
 - Housing Element (Community Development)
 - Transportation Element (Public Works) – Adopted by Reference as Comprehensive Transportation Plan
 - Capital Facilities (Finance)
 - Economic Development (Community Development)
 - Parks and Recreation (Parks)
 - Private Utilities (Public Works)
 - Historic Preservation (Community Development)
 - Climate Change – NEW (Community Development)



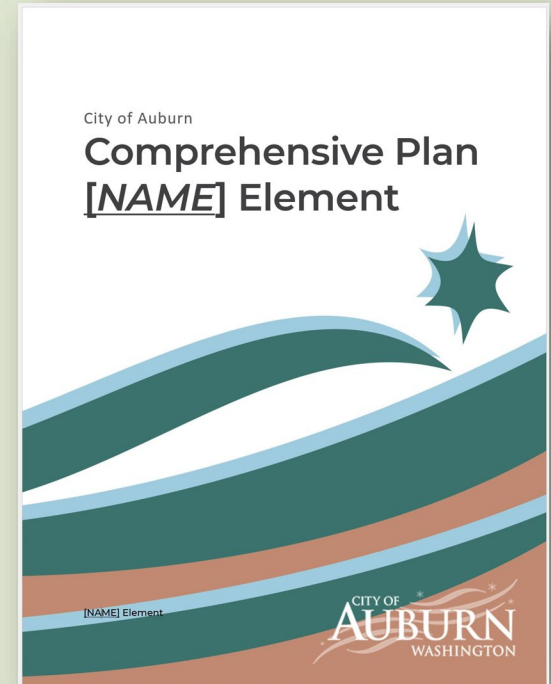
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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

■ Policy Framework

- **Current Comp Plan includes combination of goals, policies, and other information**
- **All Elements to be reformatted for consistency across all**
- **Reformatting includes restructuring to Goals, Policies, and Actions to align with best practices**
- **Planning Commission to review in 2023/2024**



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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Element – Community Development**
- **Core Plan – Update all demographic information and update goals, policies, actions as appropriate for consistency**
 - **Land Use Element - Accommodate required 2044 housing and employment targets by reviewing existing zoned capacity and revising zoning and comprehensive plan map designations as needed. Incorporate preferred future land use from Auburn Downtown Plan update project.**
 - **Housing Element - Incorporate requirements of HB 1220 adopted in 2022 including identification of housing needs for various income bands. Address policies that encourage variety of housing types. Housing Needs Assessment document to be updated.**
 - **Historic Preservation – Revise and update information as necessary.**
 - **Climate Change – Create new Climate Change Element based on analysis provided by environmental consultant. Anticipated combination of existing, revised, and new goals, policies, and actions coordinated between all Departments.**

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Element – Public Works**
- **Transportation Element** – Evaluation of the future transportation system needs based on the impact from the population and employment growth, review and revision of the transportation policies to align with the regional policies and guidance, as well as to address the future needs of the transportation system. Development of multi-modal level of service standards and policies to address the needs of the non-motorized system in addition to the vehicle capacity needs.
- **Utilities** - Rework Element by incorporating some of the general City Utilities information that is currently covered in the Capital Facilities Element (ie, Description of system, and providing service), adding specific sections for Water, Sewer, and Storm (see below). Update policies related to private utilities located within the public way related to regulatory changes since the previous plan.
 - **Water** – General update of the Water Comprehensive Plan and structuring to fit the DOH Guidebook published in 2020; updating policies as related to the City’s implementation of the Capital Facilities Plan and evolving water regulations
 - **Sanitary Sewer** – General update of the Sanitary Sewer Comprehensive Plan; updating policies as related to the City’s implementation of the Capital Facilities Plan
 - **Storm Drainage** – General update of the Storm Drainage Comprehensive Plan; updating policies as related to the City’s implementation of the Capital Facilities Plan and NPDES requirements
- **Private Utilities** - Update policies related to private utilities located within the public way related to regulatory changes since the previous plan.

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Element – Community Development, Public Works, Finance, Parks, Art, and Recreation**
 - **Economic Development Element** - The Economic Development Division is updating the Economic Development Element in accordance with the guidelines set by PSRC and the GMA. The updated plan will reflect the latest trends and needs of our city's growing economy and will significantly differ from the current element to better meet the needs of our community. The new plan will enable our city to continue to thrive and remain competitive in the region.
 - **Parks and Recreation** - The major updates will include changing park needs calculations, going from acreage/resident to identifying the wants/needs of the residents. Review and updating Park Impact Fees and fee-in-lieu calculations.
 - **Capital Facilities** - Re-work Element to focus solely on Capital Facilities inventory and investments, removing general information pertaining the Utilities that should be under the Utilities Element

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

State and Regional Requirements Updates

The City is moving forward with comprehensive plan process while additional information is expected from the state, PSRC, and Counties.

- **Housing Affordability Targets**
 - State to provide methodology for determining the number of units needed for extremely low, very low-, low-, and moderate-income households. Future zoning will need to demonstrate capacity to meet these targets. (Spring 2023)
- **Racially Disparate Impacts Analysis**
 - Examination of racially disparate impacts, displacement and exclusion risk in housing policies and regulations. Analysis of future zoning changes. (February 2023)
- **Population and Target Updates**
 - Potential adjustments to household and employment targets resulting from census data updates (April 2023)
- **Middle Housing Legislation**
 - Multiple bills are currently being considered that allow for middle housing in all existing residential zones, address minimum parking standards, SEPA regulations, and design review. (Spring/Summer 2023 with potential later implementation date)

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Proposed Schedule/Next Steps (tentative):

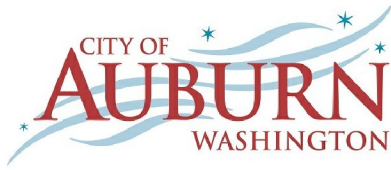
- Planning Commission – Comp Plan Framework Overview (tonight)
- City Council Study Session – Comp Plan Framework Overview (April 10)
- Public Outreach – Late April Open House (In-Person and Virtual); Summer 2023
- Planning Commission and City Council Element Updates and Presentations from Departments (Individual) – May to September 2023
- Planning Commission Element Presentations – Fall 2023
- Adoption process – Winter/Spring 2024

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2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Any Questions?

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AGENDA BILL APPROVAL FORM

Agenda Subject:

Annual Review of Planning Commission Rules of Procedure
(Dixon)

Date:

February 22, 2023

Department:

Community Development

Attachments:

[P.C. Rules of Procedure Continued Discussion](#)
[Memo](#)
[2023 COA PLANNING Legal Draft Rules of
Procedure](#)

Budget Impact:

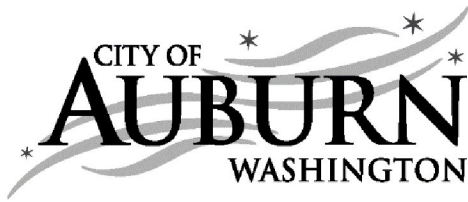
Current Budget: \$0
Proposed Revision: \$0
Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Dixon

Meeting Date: March 7, 2023

Item Number:



MEMORANDUM

TO: Judi Roland, Chair, Planning Commission
Phillip Stephens, Vice-Chair, Planning Commission
Planning Commission Members

FROM: Jeff Dixon, Planning Services Manager

DATE: February 21, 2023

RE: March 7, 2023 Planning Commission Agenda Item: **Continued Discussion of Planning Commission Rules of Procedure**

Continued Review of Modifications to PC Rules of Procedures

The Planning Commission's (PC) Rules of Procedure were last amended on May 3, 2022. Annually, the Planning Commission reviews the Planning Commission Rules of Procedure as a content reminder and to consider any modifications. At the Planning Commission's January 4, 2023 regular meeting, staff transmitted a copy of the Planning Commission's (PC) Rules of Procedure and requested that the Commissioners please review the document and identify if any revisions are requested by the Commission. Staff indicated that it would also comb through the Rules of Procedure to identify any appropriate changes.

Community Development (Planning Services) and Legal Department staff reviewed the latest adopted Rules of Procedure document and are recommending the following described changes. The amendments are shown in red as strike-through (deletions), and underline (additions).

Rules of Procedure Changes Proposed:

- II. MEETINGS: Amendments in response to 2022 changes in the Open Public Meetings Act (OPMA), Chapter 42.30 RCW and to increase consistency with Rules of Procedure of the City Council.
- IV. CHAIR: Change to align with quorum rules.
- V. SECRETARY: Modifications in response to changes in City department taking meeting minutes.
- VI. QUORUM: Change to avoid having to cancel a planned presentation to the Commission because of less than a quorum.

- X. PUBLIC HEARINGS: Changes in response to changes in the Open Public Meetings Act, Chapter 42.30 RCW
- XI. PUBLIC COMMENT AND CONDUCT: Changes in response to changes in the Open Public Meetings Act, Chapter 42.30 RCW

Some further changes to the Table of Contents and pagination may be made as the revisions to the document are finalized.

Conclusion

Transmitted is a version of the Rules with the changes described above. If the Planning Commission has additional changes, these can be discussed, captured by staff, and then these changes can be presented in writing and provided at the next regular meeting. The amendments must be provided at a meeting prior to action (voting) as provided in Section XIII, "Amendment", which says:

"The Rules of Procedure may be amended at any regular meeting of the Commission by a majority vote of the entire membership. The proposed amendment should be presented in writing at a preceding regular meeting."

Attachment A – Planning Commission Rules of Procedure as last amended May 3, 2022 & with staff recommended changes shown in strike-through (deletions) & underline (additions).

CITY OF AUBURN

PLANNING COMMISSION

RULES OF PROCEDURE

ADOPTED NOVEMBER, 1983
REVISED NOVEMBER, 1988
UPDATED APRIL, 2000
REVISED FEBRUARY, 2007
REVISED APRIL 2, 2013
REVISED MARCH 8, 2016
REVISED May 2, 2017
REVISED February 6, 2018
REVISED, 2018
REVISED June 5, 2018
REVISED March 5, 2019
REVISED March 3, 2020
REVISED June 8, 2021
REVISED May 3, 2022

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PLANNING COMMISSION - RULES OF PROCEDURE

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CITY OF AUBURN PLANNING COMMISSION

RULES OF PROCEDURE

We, the members of the Planning Commission of the City of Auburn, do hereby adopt, publish, and declare the following Rules of Procedure:

I. NAME:

The official name of the City of Auburn advisory planning agency shall be "The City of Auburn Planning Commission." The membership and terms of office of the members of the Planning Commission shall be as provided in Chapter 2.45 of the Auburn City Code (ACC).

II. MEETINGS:

1. All meetings will be held at the Auburn City Hall, Auburn, Washington, unless otherwise directed by the Secretary or Chair of the Planning Commission. Commissioners shall attend in person at the notified location unless the Chair consents to remote attendance by a member(s).

If after a declaration of an emergency by the mayor, governor, or the federal government, the Chair determines that a meeting in-person with public attendance cannot be held with reasonable safety due to the emergency, the Chair may order the meeting held at a site other than City Hall, held remotely without a physical location, or held with limitations on the physical attendance of some or all members of the public. At any such meeting, the Commission may determine if future meetings will be held in the same manner until the declaration is terminated or the Commission determines that an in-person meeting with public attendance is reasonably safe. Remote or partially remote meetings shall comply with RCW 42.30.230.

"remotely" and "remote attendance" means attending a meeting virtually or using an internet connection where all persons attending the meeting in any manner can hear one another, including telephonic connections and broadcasting the meeting.

2. Regular meetings shall be held on the Tuesday following the first Monday of each month and shall be open to the public. The meeting shall convene at 7:00 P.M. unless otherwise directed by the Secretary or the Chair.
3. If the first Monday of the month is a legal holiday, the regular meeting shall be held on the following Wednesday. If a regular meeting day (Tuesday) falls on a legal holiday or on the November General Election, the Commission will convene on the following Wednesday.
4. Special meetings of the Planning Commission may be called by the Chair. Special meetings of the Planning Commission may also be called by any three members of the Commission. A minimum notice of 24 hours shall be provided for special meetings in accordance with State law.
5. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the Secretary or Chair provided at least 24 hours in advance.
6. Except as modified by these Rules of Procedure, Robert's Rules of Order, Newly Revised, most current version, shall govern the conduct of the meetings.
7. Meetings of the Planning Commission shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
8. The Planning Commission may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
9. An agenda shall be prepared in advance of every regular and special meeting of the Planning Commission. Meeting agendas and materials on items on an agenda for a regular meeting shall be provided to members of the Planning Commission not less than five (5) days in advance of the regular meeting. Meeting agendas and materials on items on an agenda for a special meeting shall be provided to members of the Planning Commission as promptly in advance of the meeting as can reasonably be accomplished.
10. At all meetings of the Commission, commissioners are prohibited from using cell phones or other personal communication devices, and shall not send or receive and read e-mails, text messages, or any other social media postings.

III. ELECTION OF OFFICERS:

1. The officers of the Commission shall consist of a Chair and Vice Chair elected from the appointed members of the Commission and such other officers as the Commission may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Commission's first regular meeting of each calendar year, or as soon thereafter as possible. The term of office of each officer shall run until the subsequent election.
3. If the Chair or Vice-Chair vacates their position mid-term, the Planning Commission will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice-Chair will administer the election proceedings.

IV. CHAIR:

1. The Chair shall preside over the meetings of the Commission and may exercise all the powers usually incident of the office. The Chair shall be considered as a member of the Commission and have the full right to have his/her own vote recorded in all deliberations of the Commission.
2. The Chair shall have power to create temporary committees of one, two or ~~three more~~ members. Standing committees of the Commission shall 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 shall have the power to commit the Commission to the endorsement of any plan or program without the approval at the regular or special meeting of the Commission.
3. The Vice Chair shall in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and Vice Chair, the senior member of the Commission present shall act as Chair for that meeting or may delegate the responsibility to another member.

V. SECRETARY:

The Community Development Director ("Director"), or his/her appointee, shall act as the Secretary for the Planning Commission and shall keep a record of

all meetings of the Commission and its committees. These records shall be retained at the Community Development Department and by the City Clerk.

All public hearings shall be electronically recorded verbatim and may be transcribed upon request of the Director, City Attorney, the majority of the Commission, or City Council. Transcriptions may be requested by other parties, in which case, the costs of transcription shall be borne by the requesting party.

The City Clerk shall record the meeting minutes, which shall be action minutes that include the meeting date, time, and place; commissioner attendance; and official acts taken at the meeting. The Clerk shall prepare the minutes in writing and present them to the Commission for correction and approval.

VI. QUORUM:

A simple majority of the appointed members shall constitute a quorum for the transaction of business. A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Commission; provided that if at any time during the meeting, a quorum is no longer present, the Commission may not take action on any matter ~~the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.~~

VII. ABSENCE OF MEMBERS:

Participation in Planning Commission responsibilities is essential; not only so that a quorum can be established, but to also ensure that discussions and decision making are as representative of the community as possible. Recurring absence also diminishes a member's ability to vote on matters discussed during prior meetings. It is therefore important for all appointed members to participate to the maximum extent possible. If a member is unable to participate on a regular basis, it may be appropriate for a member to be replaced. This section of the rules is intended to provide standards that ensure that the regular absence of one member does not become disruptive to, or impede the work of, the full Commission.

In the event of a member being absent for two (2) consecutive regular meetings, or being absent from 25% of the regular meetings during any calendar year, without being excused by the Chair, the Chair may request that the Mayor ask for his or her resignation. To be excused, members must inform the planning commission's secretary in advance if they cannot attend a scheduled meeting.

VIII. ACTIONS DEFINED:

The rules of the Commission impose different requirements according to the type of action before the Commission.

1. Legislative actions are those which affect broad classes of people of the whole City. These actions include adopting, amending, or revising comprehensive, community, or neighborhood plans, or other land use planning documents or the adoption of area wide zoning ordinances or the adoption of a zoning ordinance amendment that is area wide in significance.
2. Quasi-judicial actions of the Planning Commission are those actions which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions include actions that would otherwise be administrative or legislative if applied more widely or city-wide, rather than affecting one or a small number of persons or properties. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of general or area-wide significance.
3. Organizational actions are those actions related to the organization and operation of the Commission. Such actions include adoption of rules, directions to staff, approval of reports, election of officers, etc.

IX. AGENDA:

An agenda shall be prepared for each meeting consisting of the following order of business:

1. CALL TO ORDER
 - a) Roll Call/Establishment of Quorum
 - b) Pledge of Allegiance
2. Approval of Minutes
3. Public Hearings
4. Other Business Items as Appropriate
5. Community Development Report
6. Adjournment

Additional items may be added to the agenda by the Planning Commission. The Chair shall have the discretion to amend the order of business.

X. PUBLIC HEARINGS:

The procedure for conducting all public hearings will be as follows:

1. Chair opens the public hearing and establishes whether the proponent, if applicable, is in attendance.
2. Staff Report.
3. Testimony of Proponent, if applicable. Persons addressing the Commission, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes, in addition to filling out the speaker sign in sheet available at the Secretary's desk. All remarks will be addressed to the Commission as a whole. The Secretary shall serve as timekeeper. The Presiding Officer may make exceptions to the time restrictions of persons addressing the Commission when warranted, at the discretion of the Presiding Officer.
4. Chair calls for other testimony, either for or against. Testimony must be called for three times. The Chair shall have the discretion to set time limits on individual public testimony.
5. All testimony and comments by persons addressing the Commission shall be relevant and pertinent to issues before the Commission's public hearing. The Chair shall have the discretion to rule on the relevance of individual public testimony.
6. Questions of staff or persons presenting testimony. Questions by Planning Commissioners that are intended for persons who have provided testimony shall be directed through the Chair. Questions to persons who have provided testimony shall be relevant to the testimony that was provided.
7. Chair closes public hearing.
8. A public hearing may be reopened by motion duly seconded and approved by a majority vote to accept additional testimony.
9. Deliberation.
10. Voting:
 - A. The Chair shall call for a vote.
 - B. Members shall vote by voice, unless a member is unable to do so or a member requests a vote by show of hands. If unable to

vote by voice, a member shall make a clear expression of the member's vote through raising a hand, sending an electronic message or electronic signal that can be seen by all other commissioners simultaneous with the vote, or other similarly clear and timely action. Any member, including the Chair, not voting or submitting an unclear vote shall be recorded as voting in the negative.

- C. The Chair or a Commission member may request that the Secretary take a roll call vote or a vote by show of hands. Also, to ensure an accurate record of voting, the Secretary may take either on his/her own initiative.
- D. A member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness. If any member of the Planning Commission wishes to abstain, or has disclosed a conflict of interest and must abstain from a vote, that member shall so advise the Commission, shall remove and absent himself/herself from the deliberations, and considerations of the matter, and shall have no further participation in the matter. The member should make this determination prior to any discussion or participation on the subject matter or as soon thereafter as the member perceives a need to abstain. A member may confer with the City Attorney to determine if the member is required to abstain.

If the intended abstention can be anticipated in advance, any conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the Planning Commission. If that cannot be done, the member should advise the Chair that he/she has an "abstention question" that he/she wants to review with the City Attorney, in which case, the Chair shall call a brief recess for that purpose before proceeding further.

- E. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.
- F. No member may participate in any decision if the member had not reviewed the staff reports and testimony presented at the hearing on the matter. Such member may, however, listen to the recording of the hearing in order to satisfy this requirement.

11. Continuing an Item:

If the Commission wishes to continue a public hearing item, the Chair should open the public hearing, solicit testimony, and request a motion from the Commission to continue the public hearing item to a time, place, and date certain. If any matter is tabled or postponed without establishing a date, time, and place certain, the matter shall be scheduled for a hearing pursuant to the appropriate noticing procedure in the Auburn City Code and the day, time, and place shall be those defined in these rules for regular meetings of the Commission(AGC) Section 18.68.040 before the matter may be considered again.

The secretary shall conspicuously post notice that a hearing has been continued and the date, time, and location of the continued hearing on the City's website and at or near the place where the continued meeting was held.

12. Findings of Fact:

The Commission should adopt findings of fact and conclusions for actions taken involving public hearing items. The findings and conclusions may be approved by any one of the following methods:

- A. The Commission may adopt in whole, in part, or with amendments, the written findings prepared by staff. Motions to approve the staff recommendations shall be deemed to incorporate such findings and conclusions unless otherwise indicated. Such findings and conclusions do not have to be read in order to be deemed a part of the record.
- B. The motion to take action may adopt oral finding of fact statements made by Commission members or staff during the hearing or deliberation.
- C. The motion to take an action may direct that additional written findings and conclusions be developed based on the hearing and deliberation of the Commission.
- D. Findings and conclusions may be approved or amended at any time by the Planning Commission, but all such actions shall be based on the record of the matter at hand.

13. Order of Hearings:

Normally the order of hearings shall be as published in the agenda. However, the Chair in order to avoid unnecessary inconvenience to people wishing to testify, or the late arrival of a proponent, may change the order as may be necessary to facilitate the meeting. If the proponent does not appear at the public hearing, the Planning

Commission may continue the public hearing until the next meeting in order to ensure adequate consideration of the proposal. However, in such case the Chair shall take whatever testimony that may be given before accepting a motion to continue pursuant to Section (8).

14. Hearing Record

- A. The “record” for a public hearing shall consist of all testimony or comment presented at the hearing and all documents or exhibits that have been submitted, according to these rules, in connection with the matter being considered. Specifically, the record shall include, but not limited to the following:
- Recordings of a hearing;
 - The hearing agenda, attendance sheet(s), and the Secretary’s minutes;
 - All final staff recorded testimony, presentations, documents, maps, reports, memos, and other staff-produced evidence submitted to the Commission to assist it make a decision or recommendation regarding the agenda topic that is the subject of the hearing subject matter;
 - All submissions to the City by the proponent of the hearing subject matter;
 - The Planning Commission’s findings of fact and formal recommendation, and record of any other action taken by the Commission;
 - Any document publicly cited by the Commission or a Commission member in connection with a decision or recommendation.
- B. Anyone wanting to submit into the record physical evidence (e.g. documents, letters, photographs, maps) shall provide the evidence to the Secretary. Persons may submit evidence by email or other electronic means to:

Planning@auburnwa.gov

or by post mail to:

Secretary of the Planning Commission
Community Development Dept.
City of Auburn
25 West Main Street
Auburn, WA 98001-4998

Additionally, a person may submit evidence into the record at the public hearing. However, Commission members may not be

able to consider evidence that is submitted at the time of the hearing. The Secretary will enter the evidence into the record without the necessity of it being read into the record and shall make note in the minutes that the evidence was entered. Persons submitting evidence are discouraged from reading verbatim the evidence at a hearing; they are encouraged rather to summarize such evidence during testimony. It may not be possible to copy evidence submitted at the time of a hearing. All material submitted to the record by whatever means may be subject to disclosure to the public under the Public Records Act, RCW 42.56.

- C. The Planning Commission will accept evidence into the record prior to the date and time of the close of the public hearing. The Commission may close the record at an earlier time upon approval by a majority of the Commission. If the Commission reopens a hearing, the record shall also be reopened to submission of evidence. The Commission may accept evidence into the record after close of a hearing if it has not already adopted a recommendation or decision on the matter being considered and if a majority of the Commission finds that the Commission would substantially benefit from the material being submitted into the record.
- D. All evidence shall be suitable for copying for distribution (e.g. will be legible and on paper not exceeding 8-1/2 x 14 inches in size, except diagrams or drawings) and shall identify at the top of the first page or on a cover sheet the date(s) of the public hearing, the date the evidence was submitted, and the submitter's contact information. All pages shall be consecutively numbered, regardless of the number of different documents submitted. Any submitted material proposing revisions to Auburn City Code shall show the revisions by striking out the text proposed to be removed from the code (e.g. ~~for example~~) and underlining text proposed to be added to the code (e.g. for example).
- E. Submitted evidence must consist of less than 100 pages, unless a majority of the Commission approves accepting submissions exceeding that number. If the Commission does not so approve, a person submitting evidence exceeding this page number shall have 3 business days from the close of the hearing to comply with the page limit. Evidence submitted by the city is not subject to this page limitation.
- F. All digital or electronic submissions shall be sent to the Commission Secretary as an attachment to an email and may not exceed 20 megabytes. The email shall state the hearing date

and topic that the digital documents regard. Submissions larger than 20 megabytes shall be transmitted by a different electronic method pre-arranged with the Secretary. The digital or electronic evidence shall be in portable document format (PDF) and otherwise meet the requirements for physical evidence (e.g. consist of no more than 100 pages, be consecutively paginated, etc.). No audio or video evidence will be accepted without prior consent of a majority of the Commission. Evidence submitted by email shall be considered received at the date and time the email arrives in the Secretary's email box, or the date and time of a delivery receipt if one is requested by the sender. If desired, it is the sender's responsibility to remove metadata from digital submissions.

XI. PUBLIC COMMENT AND CONDUCT:

1. In any meeting when the Commission takes final action, the Commission shall provide an opportunity for the submission of written comment at or before its meeting and oral comment during the meeting.

"Final action" means a collective positive or negative decision, or an actual vote by a majority of Commission members on a motion, proposal, resolution, or order.
2. Persons may address the Commission by filling out a speaker sign-in sheet (available at the entrance to the room or from the staff) and when recognized by the Chair, stepping to the podium, lectern, or table designated by Chair for speaking.
3. Public remarks will be limited to 3 minutes unless the Chair consents to an extension of time. Speakers may not "donate" their speaking time to others. Comments will be addressed to the Commission as a body and not to individual commissioners.
4. Public comment at a meeting is reserved for topics that are not the subject of a public hearing being conducted at that same meeting. Persons may comment on public hearing topics at the time for testimony during the public hearing.
5. Written public comments not submitted for a public hearing, shall be submitted to the Secretary no later than 3 business days before the meeting for which the comments will be distributed. Written comments shall be limited to 1000 words of 12-point font. Any related diagrams, pictures, or drawings will be limited to three pages. Once submitted,

the secretary shall distribute the written comments to the commissioners for consideration.

6. These rules are intended to promote an orderly system of holding public meetings and public hearings. Any person who causes a disruption by making personal, impertinent or slanderous remarks or noises, by using speech intended to incite fear of violence, by failing to comply with the allotted time established for the individual speaker's public comment, by yelling or screaming in a manner that prevents the Commission from conducting the meeting, or by other disruptive conduct while addressing the Commission at a public hearing may be barred from further participation by the Chair, unless permission to continue is granted by a majority vote of the Commission.
37. No comments shall be made from any other location other than the podium, lectern or table set up for people to address the Commission at a public hearing, unless approved in advance by the Chair, and anyone making irrelevant, distracting, or offensive comments or noises that are disruptive may be subject to removal from the meeting.
48. Demonstrations, disruptive applause, other disruptive behavior, or audience interruption during anyone's presentation are prohibited. It is distracting to the Commission, the audience, and persons testifying and renders orderly conduct of the meeting unfeasible.

XII. CONFLICT OF INTEREST:

1. Any member of the Commission who in his or her opinion has an interest in any matter before the Commission that would tend to prejudice his or her actions shall publicly indicate, step down and leave the meeting room until the matter is disposed. A member need only be excused from legislative or organizational action if the potential conflict of interest is direct and substantial.
 - A. No member of the Planning Commission may use his or her position to secure special privileges or exemptions for himself, herself, or others.
 - B. No member of the Planning Commission may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
 - C. No member of the Planning Commission may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
 - D. No member of the Planning Commission may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.
 - E. No member of the Planning Commission may take any action that is prohibited by Chapter 42.23 RCW or any other statutes identifying conflicts of interest.
2. Appearance of Fairness:

Commission members shall strive to follow, in good faith, the Appearance of Fairness Doctrine as established under Washington State Law as it applies to quasi-judicial decisions (RCW 42.36) even for legislative actions before the Commission. The doctrine includes but is not limited to the following:

- A. Members shall avoid communicating in respect to any proposal with any interested parties, other than staff, outside of public

hearings. Written communication from an interested party to a member may be permitted provided that such communication is made part of the record.

- B. Members shall avoid drawing conclusions regarding decisions until after the public hearing is closed.
- C. Members shall avoid participating in decisions which affect their or any family member's property, personal or business interest, or organization.
- D. Members shall avoid participating in decisions in which a preconceived bias or conclusion has been formed in the mind of the member prior to the hearing.
- E. If any concern relating to Items A through D- should arise, the affected member shall declare at the start of the public hearing on the matter, the extent of such concern and whether the member's decision has been influenced. If the member has been influenced, or if the extent of the concern is significant, the member shall be excused by the Chair from the meeting room and his vote recorded as an abstention.

If, under these rules, a quorum would be excused from the meeting, the Chair in order to establish a quorum, shall under the rule of necessity, permit sufficient members (beginning with those who are least affected by these rules) to participate in the decision.

These rules are intended to be consistent with RCW 42.36. In the case of any conflict, RCW 42.36 or applicable case law shall govern.

XIII. AMENDMENT:

The Rules of Procedure may be amended at any regular meeting of the Commission by a majority vote of the entire membership. The proposed amendment should be presented in writing at a preceding regular meeting. By a two-thirds affirmative vote of the quorum present at a meeting, the Commission may suspend the rules as authorized by Robert's Rules of Order, except when such suspension would conflict with state law or city ordinance.