



CITY OF KENMORE

Planning Commission Rules and Procedures

ARTICLE I: GENERAL

- Section 1 Historical Background
- Section 2 Duties and Responsibilities

ARTICLE II: MEMBERSHIP AND OFFICERS

- Section 1 Membership
- Section 2 Nomination and Election of Officers
- Section 3 Officer Term of Office
- Section 4 Vacancies of Chair and Vice Chair
- Section 5 Resignation or Removal of Planning Commissioner
- Section 6 Duties of Officers

ARTICLE III: COMMISSION MEETINGS

- Section 1 Meetings
- Section 2 Annual Work Program (Docket) and Meeting Agendas
- Section 3 Minutes and Records
- Section 4 Public Comment
- Section 5 Public Hearings
- Section 6 Order of Business
- Section 7 Special Meetings
- Section 8 Quorum
- Section 9 Remote Attendance
- Section 10 Rules of Procedure
- Section 11 Time and Length of Meetings
- Section 12 Motions and Voting

ARTICLE IV: COMMISSIONER CONDUCT

- Section 1 Public Statements
- Section 2 Ex-Parte Contacts and Sharing of Information
- Section 3 Conflict of Interest or Appearance of Fairness
- Section 4 Attendance
- Section 5 Conduct of Business and General Courtesy Expectations
- Section 6 Decision of the Commission

ARTICLE V: AMENDMENTS TO RULES AND PROCEDURES

ARTICLE I: GENERAL

Section 1: Historical Background

On December 21, 2006, the Kenmore City Council adopted Ordinance No. 06-0255, which included the adoption of Chapter 2.30 of the Kenmore Municipal Code (KMC), entitled “Planning Commission.”

Section 2: Duties and Responsibilities

The duties and responsibilities of the Planning Commission are as described in KMC 2.30.040:

- A. The Planning Commission shall be an advisory body to the City Council responsible for review and making policy recommendations relating to amendment to the comprehensive plan and related land use regulations.

The Planning Commission shall provide annual reports to the City Council on execution of its duties and responsibilities.

- B. The Planning Commission shall have the authority to review and study proposed amendments to the comprehensive plan and development regulations that are included in a City Council-approved annual docket work program for each year. The Planning Commission shall hold a public hearing, deliberate, and make recommendations to the City on said proposals.

ARTICLE II: MEMBERSHIP AND OFFICERS

Section 1: Membership

Membership requirements are as described in KMC 2.30.020. Refer to the most current version on the City website.

Section 2: Nomination and Election of Officers

The election of officers shall take place annually at the first regular meeting of the Planning Commission each calendar year. The Chair from the prior year shall serve until the new Chair is elected. The election shall be the third order of business of the first meeting of the year following: 1. Call to order and roll; and 2. Approval of past minutes. Nominations shall be made from the floor. The nominee must accept the nomination to be placed in the nomination. The election shall follow immediately thereafter. The nominee receiving a majority of the votes of the number of Commissioners currently appointed shall be declared elected.

Section 3: Officer Term of Office

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) calendar year. KMC 2.30.020 restricts a Chair to serve no more 36 months in any 48-month period.

Section 4: Vacancies of Chair and Vice Chair

Vacancies shall be filled immediately by regular election procedure in Section 2 for the unexpired portion of the term.

Section 5: Resignation or Removal of Planning Commissioner

In the event that a Commissioner can no longer fulfill their responsibilities or will no longer be a full-time resident of the City of Kenmore or misses twenty-five percent (25%) or more of the Commission's regularly scheduled meetings within a twelve (12) month period (unless excused by the Commission), it may be appropriate that the Commissioner resign or be removed from the Commission. The procedures for resignation or removal are outlined as follows:

5.1 Resignation

Whenever a Commissioner is no longer qualified to serve or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor and the Chair.

5.2 Removal

- A. Per KMC 2.30.020, all members of the Planning Commission are appointed by and serve at the pleasure of a majority of the City Council.

A Planning Commissioner may be removed by the Mayor, with the approval of the City Council, for inefficiency, neglect of duty, or malfeasance in office.

- B. The Planning Commission may recommend to the Mayor and City Council the removal of any Commissioner who misses twenty-five percent (25%) or more of the regularly scheduled meetings within any twelve (12) month period without being excused by the Commission, or in the opinion of the Commission, is unable to fulfill the duties of a Commissioner.

Recommendations for removal must be approved by at least four (4) members of the Planning Commission.

Section 6: Duties of Officers

6.1 Chair

The Chair shall preside over the Commission and exercise all the powers incidental to the office, retaining however, the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Commission, to propose motions, and to second motions. The Chair may call special meetings of the Commission in accordance with the Rules and Procedures, sign documents, and see to it that all actions of the Commission are properly taken.

6.2 Vice Chair

During the absence, disability, or disqualification of the Chair, the Vice Chair shall assume the duties and powers of the Chair during this period. The Vice Chair shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Commission, to propose motions, and to second motions.

6.3 Clerk and Deputy Clerk

The Clerk and Deputy Clerk responsibilities include recording the meeting, preparing meeting minutes, complying with public hearing and meeting notice requirements, taking roll call votes, and assembling and distributing meeting materials. The Clerk or Deputy Clerk will perform other staff services necessary to support the work of the Commission. The Clerk and Deputy Clerk are City employees and are not elected by the Commission.

ARTICLE III: COMMISSION MEETINGS

Section 1: Meetings

The regular meetings of the Commission shall be held on the first and third Tuesday of every calendar month at a time set in advance by the Commission to ensure reasonable public participation, PROVIDED:

- A. If the regular meeting falls on a legal holiday, that meeting shall be held on the following Tuesday unless the Commission, by formal action, sets a special meeting day.
- B. A quorum of the Commission may, at any regular meeting, substitute another day for the regular meeting of the following month, and shall give notice of a special meeting day.
- C. If, for any reason, the business to be considered at a regular or special meeting cannot be completed, the Commission may hold over unfinished business to the next regular meeting or designate a special meeting at a time and date to consider the uncompleted matter, provided that such action shall be publicly announced at the meeting.
- D. Special meetings may be called at any time by the Chair and, in the Chair's absence, by the Vice Chair, or by at least four (4) members of the Commission. The Clerk or Deputy Clerk shall provide written notice to each member of the Commission at least twenty-four (24) hours before the time of such meetings as specified in the notice.
- E. All regular and special meetings of the Commission are open to the public and shall be held in compliance with the Open Public Meetings Act.

The Commission may cancel any meeting with required public notice.

Section 2: Annual Work Program (Docket) and Meeting Agendas

Per KMC 19.20.040, the Planning Commission shall have the authority to review and study proposed amendments to the comprehensive plan and development regulations that are included in a City Council-approved annual docket work program for each year.

The Community Development Director or their designee shall prepare a work program schedule for the Planning Commission based on the City Council-approved annual docket. The Community Development Director or their designee shall prepare the Planning Commission meeting agendas and supporting agenda materials based on the City Council-approved annual docket. The Community Development Director or their designee shall provide a staff recommendation to the Planning Commission on docket work program proposals. Final vote for authorization of docket work proposal recommendations to be transmitted to the Council shall be made only when the action is on the agenda that is published in accordance with public notice requirements.

A copy of the agenda and agenda materials for regular and special meetings shall be provided to each member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered. Posting the materials on the City's public website meets this requirement.

Section 3: Minutes and Records

All official Planning Commission meetings shall be recorded. All agenda materials, meeting recordings, and meeting minutes are a permanent public record in accordance with the State of Washington Public Records Act Chapter 42.56 RCW.

Formal recommendations considered by the Commission are considered part of the public record of the meeting at which such recommendation was considered.

All actions of the Commission, whether by motion or resolution, shall be considered conclusive as of the date of such action, provided the Chair has the authority to modify non-substantive items.

After approval by the Planning Commission, the Chair, Vice Chair, or the Chair's designee shall sign the meeting minutes.

Section 4: Public Comment

An opportunity for public comment shall be provided at every regular or special meeting. Members of the public may only speak during the designated Public Comment period. No person shall address the Commission at a meeting without being recognized by the Chair.

The Chair will state the rules for the Public Comment period. These may include items such as:

- A. Stating name and city of residence.
- B. Each person will be given three minutes. The Chair may alternate comments between in-person and online commenters. After the signed up individuals have commented, the Chair may ask the in-person audience if there is anyone else who wishes to comment.
- C. Speaking on any topic pertaining to Commission business except invited to provide comments only about the specific topics not related to the public hearing being held at that meeting.
- D. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
- E. It is at the discretion of the Chair if Commissioners or staff respond to comments at the meeting. Public comment period is normally not an opportunity for interaction with Commissioners or staff. The Chair may clarify a fact or procedure incorrectly stated during public comments which, in the Chair's opinion, may confuse the public. The Chair may request the staff to provide clarification as appropriate.
- F. Address all comments or grievances to the Commission, not the audience.
- G. Any documents from speakers to be distributed to the Commission shall be provided to the Clerk by 12:00 Noon.

- H. All comments related to a public hearing topic on the agenda shall be made during the public hearing.

Section 5: Public Hearings

Notice of all public hearings shall be provided to all members of the Commission and the public in accordance with all applicable rules for public notice.

5.1 Action Notice to the Public.

The Clerk shall place on any notice and the agenda of a meeting if there is an action required by the Commission before the date of the next meeting. The Clerk will also state that the Commission may extend the meeting until such action is taken or schedule a special meeting prior to the next scheduled Regular Meeting to complete the action. The Clerk will also place the same notice on Notices and Agendas for Public Hearings.

The Clerk shall provide paper copies of the rules relating to Public Hearings and/or Public Comments at the sign-in desk for the public to take and read. The Chair will indicate in the introduction of Public Comments and Hearings this reference being available.

5.2 The Order of Business for Public Hearings.

1. The Chair will announce the beginning of the public hearing, including the items being heard.
2. The Chair will ask the Community Development Director or their designee to provide a summary of the proposal on the agenda for public hearing. This part of the hearing will normally be limited to 15 minutes.
3. The Chair will state the rules for the public testimony period prior to opening the public hearing. These may include items such as:
 - a. Members of the public will be invited to provide public comment about the specific topic of the hearing.
 - b. Stating name and city of residence, and organization if they are commenting on behalf of such organization.
 - c. Limiting comments for each person to three minutes.
 - d. It is at the discretion of the Chair if Commissioners or staff respond to comments during the public comment period of the public hearing. Public comment period is normally not an opportunity for interaction with Commissioners or staff. The Chair may clarify a fact or procedure incorrectly stated during public comments which, in the Chair's opinion, may confuse the public. The Chair may request the staff to provide clarification as appropriate.
 - e. Addressing comments to the Commission, not the audience.
4. The Chair opens the public hearing period for public testimony.

5.3 Procedures in the case of an action requiring a quasi-judicial matter before the Commission.

1. The Commission will follow Chapter 42.36 RCW for application of the “Appearance of Fairness Doctrine,” which holds that quasi-judicial matters must not only be fair in practice but must also have the appearance of fairness.
2. Quasi-judicial actions involve policy application rather than policymaking. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the Commission applies law to facts and makes a decision. Examples of quasi-judicial actions are conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending, or revising comprehensive, community or neighborhood plans, land use planning documents, area-wide zoning ordinances, and area-wide zoning amendments.
3. The Chair will begin a quasi-judicial hearing by asking Commissioners to place on the record any ex parte contacts with either proponents or opponents of the action. The Chair shall ask whether any person objects to the participation of a Commissioner in the action and if so, to explain the objection. If an objection is made, the Chair shall ask for input from the City Attorney.
4. The Chair, or the City Attorney at the request of the Chair, shall explain the rules and procedures for the quasi-judicial action.
5. The Chair, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.
6. The Chair shall ask if there are any recusals by any Commissioner on the matter. Recusals are for conflicts of interest and any other reasons which is grounds for recusal. Those Commissioners recused shall leave the chamber while the item is being considered.
7. The Chair invites the applicant or designated representative (if the hearing is in regard to a site-specific comprehensive plan amendment) to speak on behalf of the application. Upon recognition of the Chair, a Commissioner may ask relevant questions to the applicant, the applicant’s designated representative, or to the planning staff. This part of the hearing will normally be limited to 15 minutes. The Chair invites members of the public to provide comments on the proposal being considered for action.
8. Motions will not be made during the public hearing regarding the matter being heard.

5.4 Rules of Decorum – Public Comments and Public Hearings.

All people are welcome to participate in Commission meetings regardless of which side of an issue they may be on. Accordingly, to create an environment that is welcoming, free of intimidation and coercion, and also to ensure that the City’s business meetings are conducted in an efficient, orderly, and effective manner, the following rules of decorum are adopted.

Persons participating at Commission meetings must not engage in conduct that interrupts, disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting. Disruptive conduct includes but is not limited to:

1. Addressing the Commission while the Commission is in session, when not recognized by the Chair;

2. Failure of a speaker to comply with allotted time established for that speaker's public comments;
3. Whistling, handclapping, stomping of feet, hissing, booing, cheering, shouting or other outbursts from members of the public who have not been recognized by the Chair for public comment or testimony;
4. Interrupting other speakers who have been recognized by the Chair;
5. Speech or other expression by an individual not recognized by the Chair, who is expressing themselves in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other in the Commission meeting room, or whose speech or other expressions are audible by others; or
6. Waving signs or standing in a location that obstructs the view of meeting attendees, unless speaking as recognized by the Chair.

5.6 Interruptions – Procedure.

In the event any meeting is interrupted by a person or groups of persons so as to render the orderly conduct of the meeting unfeasible, order may be restored by the removal of the individual(s) who are interrupting the meeting. The Chair will issue a verbal warning to the person(s) disturbing the meeting prior to said removal. If interruptions continue to disrupt the meeting, the Chair may give a second warning and then i) call for a temporary recess; ii) end the public comment portion of the meeting and proceed directly to the next item on the meeting agenda; iii) ask the Commission for a motion to continue the public hearing to another date and time;

Section 6: Order of Business

The regular order of business at regular and special meetings of the Commission shall be:

- A. Call to Order
- B. Public Hearing
Public Comments
- C. Consent Calendar
 - a. Approval of Previous Meeting Minutes
 - b. Commissioner Excusals
 - c. Other items of routine business designated by the Chair.
- D. Community Development Director's Report and Informational Item(s)
- E. Work Session(s)
- F. Business and Action Items
- G. Announcements and for the Good of the Order Comments
- H. Adjournment

The Chair may place other items on the agenda including items requested by and with the Commission's approval.

Section 7: Special Meetings

Special meetings and/or work sessions may be called:

- a. At the request of the Chair, or in the Chair's absence, by the acting Chair, as set forth in the provisions under Article III, Section 1.
- b. At the written request of four (4) or more members of the Commission.
- c. By approved motion of the Commission.

Written notice of all study sessions and special meetings shall be provided to all members of the Commission and the public in accordance with all applicable rules for public notice.

Section 8: Quorum

Four (4) members of the Kenmore Planning Commission shall constitute a quorum. A Planning Commissioner may attend a regular or special meeting remotely (see Article III, Section 9) and have the same rights as if they were attending the meeting in person.

All actions of the Kenmore Planning Commission shall be determined by a minimum of four (4) affirmative votes of the total Commission. Amendments to the working document may be made by a majority vote of those attending including those abstaining.

Section 9: Remote Attendance

The Commission will provide accommodation and remote access for a Commissioner who may not be able to be physically present at a meeting. The Commission's standard practice is that members attend in person. At least twenty-four (24) hours before the starting time of a meeting, that Commissioner should advise the Clerk of the desire to attend via remote access. Per state law, any Commissioner and/or public attending a meeting via remote access must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Commissioner and/or public attending via remote access. In the event of a declared emergency at the local, state, or federal level, or if the City determines it cannot hold a meeting in person with reasonable safety where Commissioners or public are in attendance, several or all of the Commissioners may attend the meeting remotely.

The Commission will strive to live stream meetings for public viewing.

Public comments and testimony may be allowed by virtual means provided all members of the Commission can hear the individual. Rules for virtual participation shall be consistent with City policy for virtual participation at official meetings. The City may provide specific rules for virtual participation for the Planning Commission.

Section 10: Rules of Procedure

All meetings of the Commission shall be conducted in accordance with Robert's Rules of Order (Latest Edition), unless specifically provided otherwise by these Rules and Procedures, applicable City Ordinance, or State Statute.

Section 11: Time and Length of Meetings

Planning Commission meetings shall begin at 7:00 p.m. and continue until 10:00 p.m. unless adjourned. If a Public Hearing has been scheduled and lasts longer than one hour, then the meeting is continued till 11:00 p.m. After 10:00 p.m., the Commission may extend the time of the adjournment. Meetings may begin earlier by prior determination of the Commission or Chair and will follow the special meeting requirements. Public notifications of such meetings shall place a special emphasis on the earlier start time.

Section 12: Motions and Voting

Unless waived, motions shall be restated by the Chair before a vote is taken. The names of the maker and second shall be recorded in the minutes of the meeting. At the chair's discretion, the chair may choose to second motions to quicken the pace of the meeting.

Motions by Commissioners and stated motions by the Chair are unanimously approved when there is no objection made by any Commissioner. An objection will require a formal motion and vote by the Commission.

Items on the consent calendar may be amended prior to approval. Any Commissioner may pull an item off the consent calendar to be an item of regular business. The Chair shall place the item onto the current agenda for consideration and action.

All motions that finalize work on a docket item and/or refer an item to the Council shall be called for a vote. These items may not be part of the Consent Calendar. The Chair may call for a roll call vote when there is a question regarding a Commissioner's vote. The Chair may call for a roll call vote on any motion at the Chair's discretion. During a roll call vote, the Vice Chair will be the next to last to vote and the Chair the last.

The minutes of the meeting will indicate in some appropriate manner those motions approved without objection (i.e., unanimously) and those motions when a vote is taken with one or more "nay" votes. In the latter case, the minutes will include in some appropriate manner the Commissioners who cast minority votes. Abstentions from any vote on a motion shall be recorded in the minutes.

Commissioners who recuse themselves from voting and deliberation on a matter before the Commission shall be recorded in the minutes at the beginning of the record of the matter.

ARTICLE IV: COMMISSIONER CONDUCT

Section 1: Public Statements

While any Commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Commission shall not be made in advance of the Commission's final determination of the matter, except as directed or authorized by a majority of the Commission at any special or regular meeting or public hearing. The Chair may issue such statements as the Commission deems necessary. The Commission may also designate another Commissioner to

assist the Chair in issuing such statements. Likewise, the Chair may seek assistance from any Commissioner in making such statements. This shall not preclude the right of any dissenting members to express their minority position. A Commissioner shall not testify or give public comments as a resident before the Commission.

Lobbying efforts by any Advisory Bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager.

A Commissioner is free to voice a position, oral or written, on any issue if it is made clear that the member is not speaking as a representative of the City or on behalf of the Commission.

Section 2: Ex-Parte Contacts and Sharing of Information

It is in the public interest that, to the greatest extent possible, all members of the Commission should have an opportunity to be aware of and act upon the information that is available to other members. Therefore, all members are encouraged to place upon the record of the Commission the substance of all ex-parte contacts that have occurred during the time that a legislative matter has been introduced and is still before the Commission for a decision. Examples of legislative issues on which the Commission deliberates and makes recommendations include comprehensive plan amendments, code amendments, and other policy recommendations.

With respect to matters of a quasi-judicial nature, members shall abide by the provisions of the Appearance of Fairness Doctrine of the State of Washington, as codified in Chapter 42.36 RCW; as adopted or subsequently amended. Examples of quasi-judicial land use matters are those which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceedings. Ex-parte communications during the pendency of any quasi-judicial proceeding are prohibited unless the member engaged in such communications: 1. places on the record the substance of any written or oral ex-parte communications concerning the decision of action; and 2. provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered.

Section 3: Conflict of Interest or Appearance of Fairness

Planning Commissioners should follow the Washington State Ethics in Public Services Act Chapter 42.52 RCW. If it shall appear to any member at any time that a conflict of interest or an appearance of fairness problem exists with respect to a matter pending before the Commission, it shall be the member's duty to openly state the nature of such conflict, and then to refrain (recuse themselves) from participating in any subsequent deliberation of the Commission and the decision-making process with respect to the matter. In addition, members of the Commission shall be disqualified from involvement in Commission actions in which they have a financial interest. A financial interest shall be deemed to include, but not be limited to, the member's own financial interest or the financial interest of a client or employer, as may be prohibited by law.

Commissioner disagreements regarding Conflict of Interest or Appearance of Fairness or other disqualifying interests shall be referred to the City Attorney for opinion and recommended action by the Commission. The matter will then be returned to the Commission for action.

Section 4: Attendance

Regular attendance of Commissioners at regularly scheduled or special meetings is important and critical to the operation of this advisory body. Each Commissioner is responsible for notifying the Chair and Clerk when a scheduling conflict arises that prevents a Commissioner from attending a scheduled meeting.

In the event that a Commissioner cannot actively participate in regularly scheduled or special meetings, the Commissioner should consult with the Chair to determine if their absence can be accommodated.

Section 5: Conduct of Business and General Courtesy Expectations

The Chair shall direct the conduct of meetings. A Commissioner should seek recognition of the Chair before speaking. Commissioners should always be courteous, respectful, kind, and professional with everyone. An environment of mutual respect should be fostered. Discourteous behavior, inflammatory language, personal attacks, or negative body language is not permitted.

Section 6: Decisions of the Commission

The Commission's goal is to provide a consensus recommendation to the City Council on matters referred to the Commission for action after full and complete discussion. Each Commissioner should strive to fulfill this goal by expressing their views. A consensus in this context refers to a unanimous approval of an action.

6.1 Minority Reports

When consensus cannot be reached, minority reports may be prepared and forwarded to the City Council. When a decision is reached, a member not voting with the majority may prepare a minority report. When the minority is comprised of more than one individual, and if requested, the minority report may be prepared by Community Development Department staff.

- A. A minority report may be for a specific section of the matter for which the Commissioner voted in the minority. It is understood the practice of voting for the entire matter as a whole for the greater need of the City occurs even when the individual Commissioner strongly disagrees with a portion of the matter. Following this practice shall not preclude a Commissioner from filing a minority report limited to that matter.
- B. Notice of intent to file a minority report, or request for preparation of a minority report, shall be made within seven (7) calendar days of the date of majority action, or the right to transmit such report shall be deemed to have been waived. All minority reports shall be signed by the members who prepare, or request the preparation of, the report and shall be forwarded to the Mayor and City Council by the Chair. Minority reports will be transmitted by the Chair at the same time as the majority recommendation is transmitted, with copies distributed to all members. Staff will notify the Commission when the recommendation is transmitted.

6.2 Commission Recommendation fails adoption by the Council.

In every case where the action of the Commission is not adopted by the City Council, the Clerk will make available to the Commission, at its next regular meeting, the findings, conclusions, and decisions of the City Council.

ARTICLE V: AMENDMENTS TO RULES AND PROCEDURES

These Rules and Procedures may be amended at any regular meeting by the affirmative vote of four (4) members of the Commission, provided that notice of proposed amendments has been made at a previous meeting. The specific amendment being proposed must be provided in the packet for the meeting where it is considered.

Suspension of these rules shall be made by motion and approved by five (5) of the seven (7) Commissioners. Rules pursuant to the RCW, WAC, or KMC may not be suspended.

An ad hoc committee of no more than three (3) Commissioners may be authorized by the Commission. Unless otherwise restricted by the Commission, such Committee may propose any rule change that it believes will benefit the Commission. In this case, the proposed rule change(s) shall be provided in the packet as a report of the Rules Committee. The proposed rule change(s) will remain as an agenda item until the Commission takes action on the proposals.

All amendments must comply with the RCW, WAC, and KMC pertaining to Planning Commissions, Open Public Meetings Act, and other related laws. These rules shall also comply with resolutions adopted by the Council for conduct of Commission business and membership.