



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, May 1, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Minutes from the 3/6/2024 Meeting**

IV. BUSINESS

- 1. Revised Planning Commission Bylaws - Claire Lust, Community Development Director**

V. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: May 1, 2024

AGENDA ITEM NAME: Approval of Minutes from the 3/6/2024 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. 03.06.2024 Minutes



**CITY OF RIDGEFIELD, WASHINGTON
PLANNING COMMISSION MEETING MINUTES
MARCH 6, 2024**

Regular Meeting - 6:30 PM

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**

Commission Member Amanda Swenson Chair Katie Favela Commission Member Richard Amerman Commission Member Patrick Flynn Commission Member John Rose Commission Member Joel Thompson
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Chair Favela requested to approve Vice Chair Tyler's absence.

3. Late changes to the agenda

No late changes to the agenda.

II. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments were provided.

III. CONSENT AGENDA

1. Approval of Minutes from the 02/07/2024 Meeting

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Commission Member Amanda Swenson
SECONDER:	Commission Member John Rose
AYES:	Commission Member Swenson, Chair Favela, Commission Member Amerman, Commission Member Rose, Commission Member Thompson

Commissioner Swenson moved to approve the minutes as presented. Seconded by Commissioner Rose. Ayes all. Motion passed unanimously.

IV. PUBLIC HEARING

1. Public Hearing: Food Cart Pod Code - Claire Lust, Community Development Director

RESULT:	(UNANIMOUS)
MOVER:	Commission Member Patrick Flynn
SECONDER:	Commission Member John Rose
AYES:	Commission Member Swenson, Chair Favela, Commission Member Amerman, Commission Member Flynn, Commission Member Rose, Commission Member Thompson

Claire Lust, Community Development Director, presented the proposed Food Cart Pod Code. Currently, the Ridgefield Municipal Code does not have any language regulating food cart pods. The following goals were used to create the Food Cart Pod Code:

- *Create clear, simple standards.
- *Avoid significant barriers to development and entrepreneurship.
- *Ensure quality.
- *Acknowledge differences between areas of the city, e.g., downtown vs. other commercial areas.

Discussion occurred regarding permanent vs. portable restrooms.

Discussion occurred regarding the City's Mobile Vendor License.

Discussion occurred regarding site furnishings.

Discussion occurred regarding individual waste receptacles.

Discussion occurred regarding what is covered by the County's permit.

Discussion occurred regarding the requirement of exposed wood beams.

Discussion occurred regarding whether or not the existing covered seating area at Carts by the Park would be required to change to wood construction when the temporary use is expired.

Discussion occurred regarding setbacks.

Discussion occurred regarding the landscaping requirements

Discussion occurred regarding downtown pod requirements differing from other areas of the city.

Discussion occurred regarding ADA requirements and paved walkways.

Discussion occurred regarding parking requirements.

Discussion occurred regarding the Employment zone.

PUBLIC HEARING OPENED AT 7:07 PM

No comments provided.

PUBLIC HEARING CLOSED AT 7:07 PM

Commissioner Flynn moved to recommend approval of the Food Cart Pod code with changes and considerations to the issues discussed tonight, including wood beam vs. other beam or support, garbage covering, heavy chairs, parking, sidewalks, etc. Seconded by Commissioner Rose. Ayes all. Motion passed unanimously.

V. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments were provided.

VI. STAFF REPORTS

Claire Lust, Community Development Director, didn't have anything new to share but welcomed questions.

Discussion occurred regarding whether there will be parking requirements for the waterfront area.

Ms. Lust reminded the Commission to notify Trina if they are able to attend the April meeting.

Discussion occurred regarding Planning Commission members attending the State of the City.

VII. FROM THE COMMISSION

Commissioner Swenson thanked the City for the Color Run. She is looking forward to the State of the City.

Commissioner Flynn thanked the City staff. He advised that Ridgefield School District hired a new Superintendent.

Commissioner Thompson thanked the City staff. He attended the Clark County Economic Forecast.

Commissioner Amerman thanked the City staff.

Chair Favela thanked the City staff. She also congratulated the new Superintendent. She has attended the last few City Council meetings and she is looking forward to the State of the City.

VIII. ADJOURN

Trina Siebert, Planning Commission Clerk

Katie Favela, Chair

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: May 1, 2024

AGENDA ITEM NAME: Revised Planning Commission Bylaws

SUMMARY/BACKGROUND:

The Planning Commission bylaws and rules of procedure were last updated in 2010. As such, they are out of date and merit reconsideration. The Community Development Director and Deputy City Manager have worked together to draft proposed updates to the bylaws and rules of procedure based on legal requirements for Planning Commissions in the Revised Code of Washington (RCW 35.63) and current practice. Staff also collaborated with the Parks Manager to ensure that best practices in the Parks Board bylaws and rules of procedure are included in the Planning Commission documents and vice versa, such that the two advisory bodies' guiding documents are substantially consistent with one another. Parks Board will review proposed updates to their bylaws and rules of procedure on May 8. Council will review the proposed updates to both the Planning Commission and Parks Board documents on May 23, including recommendations from each advisory body.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Current Bylaws/Rules of Procedure
2. Proposed Bylaws/Rules of Procedure

RULES OF PROCEDURE FOR THE PLANNING COMMISSION IN THE CITY OF RIDGEFIELD, WASHINGTON

1. DEFINITIONS

1.1 Definitions

“Applicant” means a person who is the owner of the subject property or the authorized representative of the subject property, and who applies for a permit or approval to do anything governed by the ordinance of the City.

“City” means the City of Ridgefield, Washington.

“Ridgefield Urban Area Comprehensive Plan” (RUACP) means all policies, capital facilities plan, transportation plan, general plan of the City that governs or applies to land use within the City and its urban area.

“Council” means the City Council of the City of Ridgefield.

“RMC” means the Ridgefield Municipal Code.

“Ex parte communication” means written or oral communications to a decision-maker about a matter pending before the decision-maker not included in the public record and made outside of a public hearing.

“Interested Person” means any individual, partnership, corporation, association, or public or private organization of any character that may be affected by proceedings before the decision-maker and shall include any party in a contested case.

“Party of record” means a person who testifies at a hearing or submits written comments prior to or at the hearing or subsequent to the hearing.

“Planning Commission” means the Planning Commission of the City of Ridgefield established pursuant to Chapter 2.12 of the Ridgefield Municipal Code.

“Presiding Officer” means the Chairperson of the Planning Commission or when the Chairperson is not in attendance, the Vice-Chairperson of the Planning Commission.

“Public Hearing” means a meeting of the Planning Commission, announced and advertised in advance and open to the public, who may make public comment, to consider specific legislative matters for purposes of making recommendations to the Ridgefield City Council.

“SEPA” means the State Environmental Policy Act, which has been codified locally under Ridgefield Municipal Code 18.810.

2. MEMBERSHIP AND STRUCTURE

2.1 Members

The City of Ridgefield has created a Planning Commission of seven (7) members. These members are appointed by the Mayor and confirmed by the City Council, and may be removed pursuant to Ridgefield Municipal Code 2.12.040.B.

2.2 Meetings

- a. All meetings will be held at the Ridgefield Community Center, unless otherwise directed by the Presiding Officer of the Planning Commission. A regular meeting shall be held on the first Wednesday of each month at 6:30 p.m. and shall be open to the public. A second regular meeting may be held, as needed, on the third Wednesday of each month at 6:30 p.m.
- b. Work-Study Sessions may be held on an as-needed basis.
- c. Special meetings shall be at the call of the Presiding Officer or by request of another Planning Commission member and approved by the chair. Special meetings require a minimum of a 24 hour notice.
- d. When a regular meeting falls on a legal holiday, the regular meeting shall occur on the next Wednesday following the scheduled meeting date unless otherwise designated by the Presiding Officer.
- e. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by Notice of the Presiding Officer.
- f. Except as modified by these Rules of Procedure, Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings.
- g. No meetings shall be permitted to continue beyond 10:00 p.m. without approval of majority of the Commission members present.

2.3 Election of Officers

- a. The officers of the Commission shall consist of a Chairperson, and Vice-Chairperson elected from the appointed members of the Commission and such other officers as the Commission may, by majority vote, approve and appoint.
- b. The election of officers shall take place biennially at a meeting in December of each even-numbered calendar year. The term of office of each officer shall run until a subsequent election of officers.
- c. The vacancy of an office caused by the resignation or removal of any officer of the Commission during his or her term of office shall be filled pursuant to RMC Chapter 2.12.

2.4 Quorum

A majority of the appointed members shall constitute a quorum for the transaction of all Planning Commission business except work-study sessions where a quorum need not occur to conduct said session. The Chairperson or Vice-Chairperson need not be present to constitute a quorum. The Ridgefield Planning Commission can transact all necessary business whenever a quorum is present; provided, however, that all formal actions of the Commission shall require a majority vote of the quorum to be approved.

2.5 Agenda

a. Work-Study Sessions

An agenda for work-study sessions of the Planning Commission shall be prepared for each meeting consisting of the following order of business:

1. Roll Call – Request by Presiding Officer for verbal identification of member attendance;
2. Review of Work-Study Items – Presiding Officer identifies the work-study item, directs staff to give a brief overview of the item and associated issues and requests Planning Commission discussion on the item(s). At the discretion of the presiding officer, the public may be allowed to provide comments on work study items;
3. Reports/Information – Presentation by staff to Planning Commission on issues of interest or concern to the Commission; and,
4. Adjournment – Presiding Officer adjourns the meeting.

b. Regular Meetings

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

1. Roll Call – Request by Presiding Officer for verbal identification of member attendance;
2. Approval of Minutes – Request by Presiding Officer for motion to approve the minutes of a previous meeting(s);
3. Communications – Presiding Officer provides members of the public, other Planning Commission members and staff the opportunity to speak on issues not on the agenda for the meeting being held. Presentations by members of the audience are to have a general time limit of 3 minutes, unless otherwise authorized by the Presiding Officer;
4. Public Hearings – Planning Commission conducts scheduled public hearings on legislative issues;
5. Old Business – Issues from a previous meeting that are to be further considered by the Planning Commission, excluding continued public hearings;

6. New Business – New issues not previously discussed by the Planning Commission identified in advance or at the meeting by the Presiding Officer, other Planning Commission members or staff;
7. Reports/Information – Presentation by staff to Planning Commission on issues of interest or concern to the Commission; and,
8. Adjournment –Presiding Officer adjourns the meeting.

2.6 Record of Meetings

- a. Work-study sessions may be recorded. No written record of the sessions will be produced.
- b. All regular meetings and public hearings shall be recorded and summary minutes produced. All recordings are to be kept on file at the City of Ridgefield and made available to the public upon request. All recordings and summary minutes shall be produced according to Section 3.4.

3. **NATURE OF PUBLIC HEARINGS**

3.1 Expeditious Proceedings

It is the policy of the City that, to the extent practicable and consistent with the requirements of law, public hearings shall be conducted expeditiously. In the conduct of such proceedings the Planning Commission and all parties, or their agents, shall make every effort at each state of a proceeding to avoid delay and repetition.

3.2 Frequency

Hearings will be scheduled during regularly scheduled meetings.

3.3 Format

The format for a public hearing before the Planning Commission will be as follows:

- a. Presiding Officer identifies the Public Hearing Item and opens the Public Hearing;
- b. Presiding Officer directs staff to give Staff Report;
- c. Presiding Officer opens the Public Hearing and provides the opportunity for parties wishing to comment. The presiding officer may limit testimony to three (3) minutes per party;
- d. Presiding Officer requests staff to provide any additional comments;
- e. Presiding Officer closes the public hearing;
- f. Presiding Officer returns the subject to the commission for discussion and/or motion. All motions are to be in the form of an affirmative motion. Affirmative motions are used to prevent “approval by default” of a failed negative motion.
- g. Have motion made and seconded;
- h. Presiding Officer requests discussion among Planning Commission on motion;
- i. Presiding Officer asks for yes votes on motion;
- j. Presiding Officer asks for no votes on motion;

- k. Presiding Officer asks for any abstentions on motion; and,
- l. Presiding Officer declares decision.

3.4 Record of Hearing

- a. Hearings shall be recorded and such recordings shall be a part of the official record. Copies of the recordings, or transcripts thereof, of a particular proceeding shall be made available to the public on request and the reasonable cost of such copying or transcript shall be paid by the requester. Summary minutes of the hearing will be kept on file at Ridgefield City Hall.
- b. Copies of any written materials in the record may be obtained by any interested person, provided that said person shall be responsible for paying the cost of reproducing such material.

3.5 Notice Requirements of Hearings and Filings

- a. All notice and time requirements and methods of notification shall be consistent with the provisions as set forth in Ridgefield Municipal Code Chapter 1.16 and Ridgefield Development Code Section 18.310.090.

- b. Affidavit of Notice:

An affidavit attesting to the notice given of a public hearing (including dates and places of publication, list of those mailed to, and where posted) shall be made a part of each official case record.

4. PRESIDING OFFICIALS

4.1 Presiding Officials

- a. Meetings and hearings shall be presided over by the Presiding Officer.
- b. The Presiding Officer shall have all of the authority and duties as granted in state statutes and city ordinances. Included in the duties of the Presiding Officer are the following: to conduct fair and impartial hearings, to take all necessary action to avoid delay in the disposition of proceedings, and to maintain order. He or she shall have all powers necessary to that end, including the following:
 - 1. To question any member of the Commission if they have any appearance of fairness concerns that he or she would like to disclose at this time?;
 - 2. To administer oaths and affirmations;
 - 3. To regulate the course of the hearings and the conduct of the parties and their agents;
 - 4. To question any party presenting testimony at the hearing;
 - 5. To consider and rule upon all procedural and other motions appropriate to the proceedings; and,
 - 6. To direct staff to file recommendations with the City Council.

4.2 Presence of Legal Counsel at Public Hearings or Meetings

- a. Although representation by legal counsel is not required at hearings, all parties participating in the hearings may be represented at the hearings by legal counsel of their choice.
- b. At the request of any department and/or at the request of the Presiding Officer, a representative of the City's Attorney's Office may be present at the public hearings or meetings to advise on matters of law and procedure.
- c. All forms of legal materials including briefs, staff reports and other legal memoranda upon which a party of record will be relying or presenting at the hearing should be submitted to the Community Development Department office at least ten business days in advance of the scheduled hearing date. The above-mentioned documents should be available to the public at least seven business days in advance of the scheduled hearing date.

5. **CONDUCT OF PUBLIC HEARINGS**

5.1 Content of the Record

The record of a hearing conducted by the Planning Commission shall include, but not be limited to, the following materials:

- a. The departmental staff reports;
- b. All evidence received, which shall include all exhibits and other materials admitted as evidence;
- c. A statement of all matters officially noticed;
- d. A recommendation to the City Council;
- e. Recordings made on electronic equipment; and,
- f. An environmental determination made pursuant to the State Environmental Policy Act of 1971 (SEPA) [if applicable].

5.2 Development of Record

- a. The record of a public hearing before the Planning Commission shall be developed pursuant to Section 3.4 of these rules.
- b. All public hearings are to be electronically recorded and summary minutes of the proceedings of the hearing are to be produced.

5.3 Content and Form of Staff Reports

Staff reports to the Planning Commission on legislative issues shall contain the minimum following information:

- a. Background information identifying the issue(s) for consideration inclusive of key dates, concerns and procedural information.
- b. Identification of Planning Commission options for making recommendation(s) to the City Council.

- c. The result of the determination pursuant to the State Environmental Policy Act, if applicable.
- d. Staff recommendation(s).
- e. Exhibits containing written and/or plan information necessary to assist the Planning Commission in developing recommendations.

The staff report shall be distributed to the Planning Commission and parties of record no less than three calendar days prior to the scheduled hearing and made available to the public as required by the Ridgefield Municipal Code.

5.4 Continuance of Hearings

If, in the opinion of the Planning Commission, more information is necessary to make a recommendation or decision or if a member(s) is unable to hear all of the public comments on the matter, or if information is received at such late time that the Planning Commission feels it cannot make a rational decision based on that information, but deems the information to be relevant, the Planning Commission may continue the hearing to a time and date certain upon a majority vote of the members present at the hearing. The hearing date must be continued to a specific time and place, and posted at City Hall; however, no further notice of that hearing need be given.

Additional information for a continued hearing may be submitted by an interested party or City staff prior to the continued hearing date, provided that such information shall be submitted to the City and distributed to the Planning Commission a minimum no less than three calendar days before the date of the continued public hearing to ensure thorough consideration of the hearing item.

5.5 Evidence

- a. Admissibility. The hearing generally will not be conducted according to technical rules relating to evidence and procedure. Any relevant evidence shall be admitted if it is the type, which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs. The rules of privilege shall be effective to the extent recognized by law. A Presiding Officer shall retain discretion on the admissibility of all evidence.
- b. Testimony. All persons to present testimony shall be asked to sign in, provided, however, that failure to sign in will not preclude any citizen from giving testimony. When presenting to the Planning Commission, all persons shall state their name clearly and give their address and phone number and designate whom they represent, if any.
- c. Copies. Documentary evidence may be received in the form of copies of excerpts, if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original.
- d. Evidence received subsequent to the hearing or procedural errors. If additional evidence is submitted after the public hearing or procedural errors are identified after the hearing, said evidence will be considered only upon a showing of significant relevance and good cause for delay in its submission.

and said procedural errors shall be based on adopted City procedures or other applicable law. All parties of record will be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.

- e. All parties will be allowed opportunity to make a record of evidence admitted or denied during the course of the hearing. This record shall include offers of proof.

6. RECOMMENDATIONS AND DECISIONS

6.1 Written Recommendations

All legislative matters before the Planning Commission shall be reviewed by the Commission and a recommendation developed on the proposed action to the City Council. Staff shall, in its Staff report to the City Council, report on the recommendation of the Planning Commission. A recommendation to the City Council shall be forwarded from the Planning Commission for Council consideration at the earliest possible convenient time and shall contain the complete record of the proceeding before the Planning Commission.

6.2 Procedure for Reconsideration and Reopening Hearing

- a. At any time prior to the final recommendation, the Presiding Officer may reopen the proceeding for the reception of further evidence. All parties of record shall be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.
- b. If within five business days after the Public Hearing any party of record petitions the Presiding Officer for a reopening of the hearing, the Presiding Officer shall have discretion to reopen the hearing to consider new testimony or new evidence that was unavailable for cause per Section 5.5.e at the time of the hearing.
- c. Reconsideration. Any interested person may file a written request with the Presiding Officer for reconsideration within five business days of the Planning Commission's adopted recommendation to the City Council. The request shall explicitly set forth procedural errors or new evidence not received at the hearing. The Presiding Officer shall act within five business days after the date of the filing of the request for reconsideration by either denying the request, or calling for an additional public hearing. If an additional hearing is called for, the notice of said hearing shall be mailed to all parties prior to the hearing date.

7. EX PARTE COMMUNICATION

- 7.1 All ex parte communication by any member of the Commission shall be disclosed at the beginning of a public hearing or any other proceeding involving the development of a recommendation to the City Council or other decision-making body of the City.

The Presiding Officer in consultation with the other Planning Commission members may direct that the member disclosing ex parte communication be excused from participation in the proceedings on an issue based on this disclosure.

8. PROCEDURES FOR AMENDING COMMISSION RULES

- 8.1 On an annual basis, the Planning Commission, at a regular meeting, shall as necessary, review its adopted rules and identify any necessary amendments to its procedural rules for conformity with legal requirements, City policies and procedures.
- 8.2 During a calendar year, the Chairperson or a member of the Planning Commission may identify necessary amendments to the Planning Commission's procedural rules.
- 8.3 During a calendar year, the Community Development Director or designee may identify necessary amendments to the Planning Commission and request to the Chairperson that consideration of the potential amendments be brought before the entire commission.
- 8.4 The Chairperson shall direct staff to prepare changes in the Commission's procedural rules for review and discussion by the Commission at a regular meeting.
- 8.5 The Planning Commission shall be notified a minimum of three business days prior to formal consideration of any amendments to the Planning Commission's rules.
- 8.6 The Commission shall adopt any amendments to the Planning Commission's rules by motion.
- 8.7 A request to the Chairperson that consideration of the potential amendments be brought before the entire commission.

APPROVED by the Ridgefield Planning Commission at a regular meeting held on January 20, 2010.

Jerry Bush, Presiding Officer

RIDGEFIELD PLANNING COMMISSION

RULES OF PROCEDURE

Last Update: May 1, 2024

1. AUTHORITY AND PURPOSE

The Ridgefield Planning Commission ("Commission") was established under the provisions of RCW 35.63 and the Ridgefield Municipal Code ("RMC") Chapter 2.12. The Commission has the duty, responsibility, and authority to act as the research and fact-finding agency of the municipality. The Commission has all authority as set forth in RCW 35.63.060.

These bylaws constitute the official rules of procedure for the Planning Commission. Where rules of procedure are not addressed in these bylaws, the Commission shall be governed by the Ridgefield Municipal Code and/or by Robert's Rules of Order, Newly Revised.

2. MEMBERSHIP AND ORGANIZATION

The Commission will be made up of seven (7) members appointed by the Mayor and confirmed by City Council.

2.1 Qualifications: All members of the Commission must reside within the corporate limits of the city. They must be qualified to be electors in the city but need not be so registered.

2.2 Term of Office: The term of office for each appointive member shall be four years.

2.3 Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.

2.4 Removal or Forfeiture of Office: Members may be removed, after public hearing, by the city manager, with the approval of the council, for inefficiency, neglect of duty, malfeasance in office, or three unexcused absences from meetings of the Commission.

2.5 Vacancies: Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term by the City Council in the same manner as for appointments.

2.6 Political Affiliation and Compensation: The members shall be selected without respect to political affiliations, and they shall serve without compensation.

3. OFFICERS AND ELECTIONS

The officers of the Commission shall consist of a Chair and Vice-Chair elected from the members of the Commission and such other officers as the Commission may, by majority vote, approve and appoint.

The election of officers shall take place biennially at a meeting in January of each even-numbered calendar year. The term of each officer shall run until a subsequent election of officers.

3.1 Duties of the Officers

The Chair shall be the Presiding Officer for Commission meetings. In the event that the Chair is not in attendance, the Vice-Chair shall be the Presiding Officer.

The Presiding Officer's duties include:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control the discussion in an orderly manner.
 - Introduce the agenda topic, provide for staff presentation and questions from the Commission, and call for discussion among members.
 - Give every Commission member who wishes an opportunity to speak.
 - Permit audience participation at the appropriate times.
 - Require all speakers to speak to the question and to observe the rules of order.
 - Guide the Commission in providing direction to staff and making recommendations to City Council.
4. State each motion before it is discussed and before it is voted on.
5. Put motions to a vote and announce the outcome or summarize consensus direction achieved by the Commission.
6. Decide all questions of order.

4. DUTIES AND RESPONSIBILITIES

The authority of the Commission is limited to those specific functions set forth in the RMC. The purpose of the Commission is advisory to the City Council.

As an advisory body, the Commission does not have the authority to take binding action on behalf of the City. Recommendations shall be made to Council as follows:

1. The Commission shall vote on business issues before them at regular and/or special meetings.
2. Copies of minutes of all meetings shall be provided to City Council.
3. The vote shall be reported to City Council or in written and verbal staff reports at a regular or special meeting for consideration in the final decision-making on the issue.

4.1 Duties of the Commission

The Commission acts as the research and fact-finding agency for Ridgefield. To that end it may conduct surveys, analyses, research and reports as are generally authorized or requested by City Council, or by the state with the approval of its council.

The Commission will prepare a coordinated plan for the physical development of Ridgefield within the areas set forth by RCW Sections 35.63.080, 35.63.090, 35.63.100 and 35.63.110.

4.2 Responsibilities of the members:

The members of the Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State law and the RMC to the best of their ability and to respect and observe the requirements established by the Ridgefield City Council.

5. MEETINGS

Public notice of meetings or of public hearings before the Commission shall be provided as required by law.

5.1 Regular Meetings

The Commission shall hold at least one regular meeting in each month for not less than nine months in each year. Meetings shall be held on the first Wednesday of each month at 6:30PM and shall be open to the public.

No meetings shall be permitted to continue beyond 10PM without approval of a majority of the members present.

When a regular meeting falls on a legal holiday, the regular meeting shall occur on the next Wednesday following the scheduled meeting date unless otherwise designated by the Chair.

If no matters over which the Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by notice of the Chair or designee.

5.2 Order of Business: An agenda shall be prepared for each regular meeting consisting of the following order of business:

1. General Session Call to Order
 - Flag Salute
 - Roll Call – Request by Presiding Officer for verbal identification of member attendance.
 - Late Changes – Request by Presiding Officer for verbal identification of any late changes to the agenda.
2. Public Comment
3. Consent Agenda
 - Approval of Minutes – Request by Presiding Officer for motion to approve the minutes of a previous meeting(s).
4. Presentation
5. Business
6. Public Hearing/Business
7. Staff Reports
8. From the Commission
9. Adjourn

5.3 Special Meetings

Special meetings shall be at the call of the Chair or by request of another member and approved by the chair. Special meetings require a minimum of a 24-hour notice. Special meetings shall follow the same order of business as for Regular meetings.

5.4 Work-Study Sessions

Work study sessions may be held on an as-needed basis at the call of the Chair. No action of the Commission will be taken during work-study sessions.

5.5 Record of Meetings: All regular and special meetings shall be recorded, and summary minutes produced including resolutions, transactions, findings and determinations.

Public hearings shall be recorded, and such recordings shall be a part of the official record.

Work-study sessions may be recorded but no written record of the sessions will be created.

All recordings, video and audio, and summary minutes are a public record.

5.6 Public Comment and Testimony

Planning Commission regular meetings may allow the public to express its views during Public Comment. The total time allowed for public comment is 30 minutes, unless extended by the Presiding Officer.

1. During Public Comment, the Commission will provide members of the public the opportunity to speak on issues not subject to a specific public hearing on the agenda for the meeting being held.
2. Individuals may speak for three (3) consecutive minutes or less.
3. An individual may only speak once on an item or subject unless the Presiding Officer authorizes otherwise. Time cannot be donated by one speaker to another.
4. Speakers appearing in person are asked to come to the podium to have their testimony or comments heard. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments heard. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.

5.7 Decorum for Audience Members

Persons attending and/or participating in Commission meetings must not engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any meeting.

Disruptions may include but are not limited to:

1. Addressing the Commission while the Commission is in session without the permission of the Presiding Officer.
2. Failure of a speaker to comply with the rules concerning public comment.
3. Whistling, hand clapping, stomping of feet, shouting or other outbursts.
4. Approaching Commission members or city employees who are staffing the meeting while the Commission meeting is in progress, unless authorized to do so by the Presiding Officer.
5. Threat of violence that place a person in fear of harm; use of obscene language or gestures or assault or attempt assault.

Repeated disruptions may result in the person being excluded from participation in public comment or from attendance at one or more future Commission or other public City meetings.

6. **PUBLIC HEARINGS**

The purpose of a public hearing is to gather information and obtain public input on a specific subject the Commission is studying. Public hearings are required by state law when a city addresses such matters as comprehensive land use plans.

6.1 Staff Reports for Public Hearings

Staff reports to the Commission shall contain the following minimum information:

1. Background information identifying the issues or issues for consideration inclusive of key dates, concerns, and procedural information.
2. Identification of the Commission's options for making recommendations to the City Council.
3. The result of the determination pursuant to the State Environmental Policy Act, if applicable.
4. Exhibits containing written and/or plan information necessary to assist the Commission in developing recommendations.

The staff report shall be distributed to the Commission and parties of record no less than three calendar days prior to the scheduled hearing and made available to the public as required by RMC and state law.

6.2 Order of Business

Public hearings will be scheduled during regularly scheduled meetings.

Prior to the start of the public hearing, the Presiding Officer will state the purpose of and process for the hearing and request that staff provide an introductory staff report.

The process for a public hearing shall be:

1. The presiding officer identifies the topic of the public hearing and declares the public hearing open.
2. The presiding officer will call for public testimony.
3. During public testimony, there is no interaction or questions between the speaker(s) and Councilmembers. For public testimony:
 - Persons wishing to speak, either in-person or through remote participation, shall sign in and will be called to speak in the order in which they signed. The presiding officer will then call for any additional speakers.
 - No specific time limits are placed on the length of public hearings.
 - Speakers appearing in person are asked to come to the podium to have their testimony or comments heard. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments heard. Comments shall not be made from any other location. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.
 - Individuals may speak for three (3) consecutive minutes or less.
 - Speakers are encouraged to indicate support for or opposition to previous comments rather than repeating prior testimony.
 - There will be no demonstrations, applause or other audience participation, before, during or at the conclusion of anyone's presentation. Such expressions are disruptive and take time away from the speakers.

These rules are intended to promote an orderly system of holding a public hearing, to give persons an opportunity to be heard and to ensure that individuals are not embarrassed by exercising their right of free speech.

4. Following all public testimony, the presiding officer declares the public hearing closed.
5. The Presiding Officer returns the subject to the Commission for discussion and/or motion. All motions are to be in the form of an affirmative motion. If Commission members have questions of any of the speakers or staff. If any Commissioner has questions of a speaker, the appropriate individual will be recalled to the podium.
6. All motions shall require a majority vote of the quorum to be approved.

6.3 Continuation of a Public Hearing

If, in the opinion of the Commission, more information is necessary to make a recommendation or decision, the Commission may continue the hearing to a time and date certain upon vote of the Commission. Additional information for a continued hearing may be submitted by an interested party or city staff prior to the continued hearing date, provided such information shall be submitted to the City and distributed to the Commission a minimum of three calendar days before the date of the continued public hearing.

6.4 Hearing Record:

All written material provided before or during the hearing will be included in the hearing record.

6.5 Recommendations and Decisions.

All legislative matters before the Commission shall be reviewed by the Commission, and a recommendation developed on the proposed action to the City Council. Staff shall, in their staff report to the City Council, report on the recommendation of the Commission. A recommendation to the City Council shall be forwarded from the Commission for City Council consideration at a regular or special meeting and shall contain the complete record of the proceeding before the Commission.

7. RULES OF MEETINGS

7.1 Attendance

Attendance is expected of each member at all regular and special meetings. In the event that a member must miss a meeting, that member must notify the Clerk for the Commission as soon as reasonably possible prior to the meeting.

If a member fails to provide the required notice, the absence will be considered unexcused. The unexcused absence of a member from more than three (3) consecutive regular meetings may be cause for removal.

7.2 Remote participation

Members are expected to attend Commission meetings in person whenever possible. However, if remote participation is available in the meeting, remote attendance will be considered as an alternative and infrequently used method for participation by a member, subject to the member providing sufficient advance notice and demonstrating that satisfactory equipment will be available for their participation.

Commission meetings may be held remotely in the following circumstances:

1. Due to fire, flood, earthquake or other emergency and there is a pressing need for action by the Commission to address the emergency; or
2. There is a pressing need for action and a physically present quorum of members is prevented but can be obtained through remote means.

Approved remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

7.3 Open Public Meetings

Members shall fully comply with RCW 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.

All meetings of the Commission shall be open to the public; provided, the Commission may hold Executive Sessions as permitted by law.

7.4 Rules of Procedure

Except as modified by these rules of procedure, Robert's Rules of Order, newly revised, shall govern the conduct of the meetings.

7.5 Quorum

A majority of the members shall constitute a quorum and is required for transaction of all Commission business and the taking of official action. The Chair or Vice-Chair need not be present to constitute a quorum.

7.6 Voting

Each member shall have one vote. Only members present at a meeting, either in-person or virtually, may vote. No vote may be cast by proxy. The Chair may vote on any issue. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

All votes shall be taken by voice. At the request of a member, a roll call vote may be taken.

If a member is silent on a vote, it shall be recorded as an affirmative vote. If a member abstains, it shall be recorded as an abstention and not included in the vote tally.

The Commission can transact all necessary business whenever a quorum is present. All formal actions of the Commission shall require a majority vote of the quorum to be approved.

8. CODE OF ETHICS AND DECORUM

A Commission member is a representative of the City of Ridgefield and, therefore, a member's actions should reflect that representation.

8.1 Code of Ethics

Members shall fully comply with RCW 42.23, Code of Ethics for Municipal Officers, and the most current version of the City of Ridgefield Code of Conduct, as adopted by the City Council.

8.2 Meeting Decorum

While a Commission meeting is in session, a member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Commission, nor disrupt any member while speaking nor refuse to obey the orders of the Chair.

8.3 Conflict of Interest

To preserve the integrity of the Commission, if a member reasonably believes that he/she has a conflict of interest in regard to a matter before the Commission, the member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A member may seek advice from the City Attorney in making this determination.

8.4 Ex Parte Communication

All ex parte communication by any member of the Commission shall be disclosed at the beginning of a public hearing or discussion of the topic during a meeting. The Presiding Officer in consultation with the members may direct that the member disclosing ex parte communication be excused from participation in the proceedings.

8.5 Representing the City.

The members shall not speak for or advocate on behalf of the City or Commission, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council. Similarly, a member not authorized to speak for the Commission unless specifically authorized by the Commission.

If a member is meeting with, speaking to, or otherwise appearing before a member of the public, group or other governmental agency, the member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Commission.

9. CONFLICTS AND AMENDMENTS

These rules are intended to supplement and not supplant the requirements set forth in state statutes and/or requirements found in the RMC. In the event of a conflict between these rules and requirements of state law and/or RMC, the state law or RMC will prevail.

Proposed amendments to these bylaws may be approved by a vote of the Commission, as defined in these Rules. The amendments must be approved by City Council prior to taking effect.