

## RULES AND REGULATIONS

The following Rules and Regulations of the Tacoma Planning Commission were adopted as amended by the Tacoma Planning Commission at their April 20, 1970 meeting and subsequently last amended on June 7, 2000.

These rules and regulations, adopted and subsequently amended by the Planning Commission, are pursuant to the authority of Chapter 13.02 of the Official Code of the City of Tacoma that prescribes the duties, authority, and procedure of the Tacoma Planning Commission. They conform to the provisions of the City Charter and Administrative Code.

### I. Election and Terms of Office

- A. The Commission shall elect its own Chair, Vice-Chair, and such other officers as from time to time it may determine it requires, all of whom shall be members of the Planning Commission.
  - 1. Nominations and Elections – Officers shall be nominated at the first meeting in December of each year. Elections shall be held at the following meeting. New officers will assume duties at the meeting following their election.
  - 2. Officer Qualification Considerations – The Officers should:
    - a) be interested in holding the position.
    - b) be able to devote sufficient time to Commission business.
    - c) be committed to attend as many regular and special Planning Commission meetings as possible.
    - d) be prepared to make presentations to the City Council, citizens, committees, neighborhood groups, and service clubs regarding Commission projects, plans and policies.
    - e) have sufficient experience on the Planning Commission to understand its role and functions and to have a basic understanding of the City's land use policies.
- B. The term of office shall be for one (1) year or until the next scheduled election. In case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such vacancy.

## II. Duties of Officers

- A. Chair – The Chair shall preside at all meetings of the Commission. All resolutions adopted by the Planning Commission, Commission correspondence, and minutes shall be signed in his/her name as Chair of the Commission.
- B. Vice-Chair – In the event of the absence of the Chair or his/her inability to act, the Vice-Chair shall take his/her place and perform his/her duties. In the event of the absences or inability to act of both the Chair and the Vice-Chair, the remaining members of the Commission shall appoint one of their members to temporarily act as Chair.

III. Growth Management Division Manager – The Growth Management Division Manager shall organize and supervise clerical details of the Commission's business and shall be responsible to the Commission for the proper preparation and maintenance of records of meetings, hearings, official action and all public records. The Growth Management Division Manager shall be responsible for providing such other staff service as may be required by the Commission within the limits of the budget for the Tacoma Economic Development Department as approved by the City Council.

## IV. Meetings

- A. Public Meetings – Regular public meetings of the Planning Commission shall be held on the first and third Wednesday of each month at 4:00 p.m. in Room 16 of the Tacoma Municipal Building North, or in another location designated by the Commission and indicated in the notice of the public meeting. If the regular meeting day falls on a legal holiday, the regular meeting shall be held on the following Thursday at 4:00 p.m., unless the Chair of the Commission shall fix another day therefore and give notice of said meeting as hereinafter providing for "special meetings".
- B. Public Hearings – Public hearings conducted by the Planning Commission shall be held in the City Council Chambers or another location designated by the Commission and indicated in the notice of hearing. The date and time of the hearing shall be determined by the Commission and indicated on the notice of hearing. Notices for any public hearing shall be given by publication of at least one notice not less than thirty (30) days prior to the hearing in a newspaper of general circulation within the county, and notice shall be mailed to those individuals or organizations which have indicated in writing to the Tacoma Economic Development Department an interest in the subject(s) of the hearing, and to other interested parties as deemed appropriate by the Planning Commission at least thirty (30) days prior to the hearing. An additional notice shall be required for matters continued for further hearing and continued to a time, date, and place certain.
- C. Special Meetings – Special meetings of the Planning Commission set for a time different than ordinarily scheduled as hereinabove provided, shall be open to the public and shall be held at such times as the Commission may determine, or may be called by the Chair for any time, and must be called by him/her upon the written request of three members of the Commission. Written notice of the special meeting shall be given to members of the Commission and to each local newspaper of general circulation and to each local radio or television station which

has on file with the City Clerk a written request to be notified of such special meeting or of all special meetings. Such notice shall indicate the date, time, place and business to be transacted.

- D. A quorum for the transaction of official business shall consist of a majority of the voting members of the Commission, but a smaller number may adjourn from time to time. Upon a member's missing three (3) unexcused consecutive regular meetings, the Commission shall afford such member a hearing to determine whether the absences are to be excused. If the Commission determines not to excuse such absences, then the Commission shall determine the question of whether the Commission shall recommend to the City Council that such member should be deemed to have forfeited his/her office pursuant to the City of Tacoma Ordinance #18877 and a new member appointed to fill the unexpired term. Requests by members to be excused shall be stated by the member at a Commission meeting or be submitted to the Commission or be directed through the Growth Management Division Manager or his/her representative who shall then present the request to the Commission. The Commission shall then approve or deny the request.
- E. Every official act taken by the Commission shall be by resolution or by motion by an affirmative vote of a majority of the quorum. In the event that a member disqualifies himself or passes, this is to be registered as "not voting". Notwithstanding Robert's Rules of Order, the Chair shall vote on all resolutions or motions.
- F. Conduct of meetings of the Commission.
  - 1. Order of business:
    - a) Roll Call.
    - b) Approval of minutes not previously approved.
    - c) Consideration of business items in the order set forth in the meeting agenda. (Matters set for public hearing shall be considered at such time as determined by the Commission and set forth in the hearing notice.)
    - d) Other business.
    - e) Adjournment.
    - f) The preceding order of business may be modified for any meeting by a suspension of the rules, concurred in by a majority of the voting members present, except that consideration of matters set for public hearing must occur at or following the time indicated on the hearing notice.
  - 2. Conduct of public meetings:
    - a) The Chair of the Commission shall preside over all public meetings of the Planning Commission except as provided for in Section II of these rules.

- b) The Chair introduces the agenda items.
  - c) The Growth Management Division Manager or his/her representative, if appropriate, summarizes the staff report or other information prepared or received by the staff on the agenda item.
  - d) The Commission considers requests and may ask questions of the staff or others in attendance at the direction of the Chair. Comments by the public may be permitted, but only at the discretion of the Commission.
  - e) The Commission takes appropriate action, if action is required.
3. Conduct of public hearings:
- a) The Chair of the Commission shall preside over all public hearings conducted by the Planning Commission except as provided for in Section II of these rules.
  - b) Chair introduces agenda items.
  - c) The Growth Management Division Manager or his/her representative, if appropriate, summarizes the staff report or other information prepared or received by the staff on the hearing item.
  - d) Communications, not contained in the Commission's report, received concerning the hearing item are presented to the Commission.
  - e) Commission will ask for Commission Committee report.
  - f) Commission hears those persons wishing to give testimony.
  - g) Commission considers request.
  - h) Commission acts to approve, disapprove, take advisement, or continue the hearing to a later date.

The Planning Commission may continue a hearing item to a future date certain for further consideration. If such a matter is continued, unless there is a finding by the Chair that all interested parties have not been afforded an adequate opportunity to testify before the Commission or if new information is to be considered on which the Commission feels additional public testimony to be appropriate, the matter so continued will be considered by the Commission members without further public testimony or discussion, and no further testimony from the public will be received. The motion continuing consideration of matter to a date certain will, by its terms, so limit the matters to be considered at such later meetings.

## V. Records

- A. The actual recording of each hearing item shall be the official record for such item. Supplemental records pertaining to each matter shall be kept on file in the Tacoma Economic Development Department as required by law. These supplemental records may include but not be limited to the following:
  - 1. Description of agenda items, including all submitted information therewith.
  - 2. Report of the Tacoma Economic Development Department and Commission Committee on the matter as presented to the Commission at a meeting thereof, including such material submitted in writing and in map form.
  - 3. Written communications concerning the matter.
  - 4. Facts concerning the matter.
  - 5. Records of all actions taken by the Commission in the matter (resolutions, motions, setting of dates for hearings, etc.).
  - 6. Record of actions taken by the City Council in the matter (ordinances, resolutions, results of hearings, etc.).
- B. The Planning Commission's adopted summary minutes of the public meetings shall be the official records.
- C. Recorded transcripts or summary minutes of all official Commission proceedings shall be filed with the City Clerk and shall be opened to public inspection.

## VI. Plan Amendment Requests

- A. Anyone can propose an amendment.
- B. The proposal must be submitted in writing to the Planning Commission. It must include:
  - 1. A description of the proposal.
  - 2. Purpose and reason for the proposal.
  - 3. Specific language of the proposal.
  - 4. Specific part of the plan to be changed.
- C. All amendment requests shall be docketed by the Growth Management Division of the Tacoma Economic Development Department upon receipt to ensure all requests receive due consideration and are available for review by the public.

- D. As directed by the City Council in Tacoma Ordinance 25696, the Commission sets March 31<sup>st</sup> of any given year as the deadline for plan amendment requests to be considered in the same year.
- E. Planning staff will assess and make recommendations on all proposals to the Planning Commission in accord with Tacoma Ordinance 25696.
- F. Within 120 days of receiving a proposal, the Commission will review the assessment and determine the disposition of the request.
- G. In addition to specific City Council directives, criteria for prioritizing plan amendment requests will include:
  - 1. Determining if the request is site specific, (i.e. an intensity change for a specific parcel(s) likely under one ownership).
  - 2. Receipt prior to the March 31<sup>st</sup> deadline. (A large volume of requests before the deadline may necessitate some requests being reviewed in a subsequent year.)
  - 3. Order of Receipt.
  - 4. Study of the same area or issue within the last year. (This may be cause for the Commission to decline further review.)
  - 5. Amount of analysis necessary for the Commission to reach an initial determination. (If a large scale study is required, a request may have to be delayed until the following year due to work loads, staffing levels, etc.)
  - 6. Available incorporation into planned or active projects. (If a request can be incorporated into a planned or active project it may receive immediate consideration.)

## VII. Rules and Regulations Amendments

The rules and regulations may be amended by the Commission at any regular meetings or at any special meeting provided that said amendment was introduced at the previous regular meeting or that the notice of the meeting at which the amendment is to be acted upon sets forth the proposed amendment.