Appendix 20F-4 Planning Commission Rules

I. General Procedures.

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3	A. Chair. The Chair will: 1) conduct the meetings, 2) set up special meetings,			
4	3) control and conduct the public hearings as scheduled, and work with staff to prepare			
5	for the meeting. The term of the chair will be one year, and he or she will be elected at			
6	the first regular meeting after March 1st.			
7	B. Vice Chair. The Vice Chair will assume the duties of the Chair in his or her			
8	absence. The term of the Vice Chair will be one year to be elected at the same time as the			
9	Chair.			
10	C. Vacancy of Offices. If neither the Chair nor the Vice Chair is able to preside			
11	at a meeting, the Chair shall designate the presiding officer for that meeting. If the Chair			
12	is unable to designate the presiding officer, then the Vice Chair shall do so.			
13 14	D. In the event the Chair or Vice Chair leave office before their terms expire, the Planning Commission shall vote to determine the Chair and/or Vice Chair to fill the			
15	position for the remainder of the previous incumbent's term.			
16	<u>CE</u> . Agenda. The Planning Commission will use the same agenda format used			
17	by the City Council. The item titled "Items from the Audience", will be an appropriate			
18	time to hear citizen proposals related to the Development Guide or other planning issues.			
19	Speakers on any one item, or the amount of time allocated for testimony may be limited			
20	to a specified amount of time at the discretion of the Chair.			

1	D. Relationship with Hearing Examiner. The Planning Commission will				
2	occasionally attend and monitor the regularly scheduled meetings of the Hearing				
3	Examiner on a rotating basis. The member who attends will report to the Planning				
4	Commission at their next regular meeting. In addition, the Planning Commission will				
5	meet with the Hearing Examiner on a semi-annual basis to discuss changes to the				
6	Development Guide, the resolution of conflicts within it, and additions that address				
7	omissions.				
8	FE. Relationship with City Council. The Planning Commission will may				
9	occasionally attend and monitor the regularly scheduled meetings of the City Council,				
10	Planning Committee meetings, and other Council committees meetings as needed.				
11	Members will may attend on a rotating basis and will report to the Planning Commission				
12	at their next regular meeting. In addition, the Planning Commission will meet with the				
13	City Council on an semi-annual basis with a report of activities and progress.				
14	G. Relationship with Hearing Examiner. The Planning Commission should				
15	may occasionally attend and monitor the regularly scheduled meetings of the Hearing				
16	Examiner stay informed of -issues brought to the Hearing Examiner at a minimum by				
17	receiving copies of the Hearing Examiner's decisions. on a rotating basis. The member				
18	who attends will report to the Planning Commission at their next regular meeting.				
19	H.F. Time and Length of Meetings. Planning Commission meetings will begin				
20	at 7:00 p.m. and continue until 10:00 p.m. Continuation of meetings past 10:00 p.m. will				

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require approval of a motion by a majority of the members.

1	<u>I.</u> G. Regular Meeting Date. The Planning Commission will have regular				
2	business meetings on the second and fourth Wednesday of each month and on other dates				
3	as deemed necessary. Special meetings and study meetings may be held at any time and				
4	location indicated in the public notices. The meetings will be held in the City Council				
5	Chambers at the Redmond City Hall unless public notice is given that the meeting				
6	location will be changed.				
7	II. Public Hearings.				
8	The format for public hearings conducted by the Planning Commission should be as				
9	follows:				
10	A. The Chair, City Attorney or a staff member should read or paraphrase the				
11	purpose of the hearing and advise the Commission of the applicable criteria that they				
12	must consider in the course of their review. The purpose of this is to advise the				
13	Commission before they receive testimony of the particular items they should be				
14	considering during the course of the hearing.				
15	B. The hearing should begin with a staff report to the Planning Commission				
16	which may include the staff's recommendation.				
17	C. The Commission should direct any questions they have at that time to the				
18	staff.				
19	D. The hearing should then be opened to permit the applicant to make a				
20	presentation to the Planning Commission.				

1	E.	Questions from the Planning Commission should be directed to the
2	applicant.	

- F. At this time, the hearing should be opened to the audience as a whole. A sign up list should have been will be circulated before the meeting to determine the number of persons desiring to speak, which may be weighed against the amount of time available for the public hearing. A stated amount of time may be allocated to the hearing, and each person who has signed up given an equal amount of time to speak, as determined by the Chair. Frequently, Ppersons who have signed up may waive their opportunity to speak to which may leaves time for those who wish additional time to speak. If the time allocated for the hearing is exhausted, the hearing can then may be continued to another date if necessary. The sign up list also shall provides the name and address of speakers for the Secretary Clerk who is taking the minutes for the hearing. In addition, it provides an orderly process for the calling of speakers and assures that each person is given an opportunity to speak before those who have already spoken are recognized again.
- G. Each person speaking, whether it beis the applicant or a member of the audience, should be required to shall speak from the podium, which is connected to the recording machine. Before speaking they should state their full name and residence address. At the time When all of the persons on the list have been called and have either waived the opportunity to speak or have spoken, the Chair should shall ask if there are any other persons who desire to speak. If there are any, those persons should be allocated the same amount of time as previous speakers if possible.

1	H. When everyone who wishes to speak has had an opportunity, the Chair may				
2	ask if any persons who have already spoken maydesire to speak again if there is time				
3	remaining.				
4	I. Each person who speaks a second time or who responds to a question should				
5	come to the podium and again re-identify themselves by name; however, restatement of				
6	addresses is not necessary.				
7	I. If, at the conclusion of the hearing the Chair determines that there may are				
	1. If, at the conclusion of the hearing the chair determines that there may are				
8	still be additional persons wishing to speak or who may provide information, then the				
9	hearing time for oral testimony or written testimony or both may be extended or the				
10	hearing continued to a date certain in the future. When the public has completed their				
11	testimony, and before closing the hearing, the applicant or their representative should be				
12	given a brief opportunity for rebuttal. If, upon conclusion of the rebuttal, the Chair				
13	determines that there are no more questions for any member of the audience or the				
14	applicant, the hearing may be closed or continued until after deliberation.				
15	K. Any questions by Commission members to any member of the audience or				
16	the applicant should be asked prior to the closing of the hearing. Once the hearing is				
17	closed on a quasi-judicial matter, no additional testimony may be taken, and the Planning				
18	Commission will be limited to questions to the staff only.				
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19	OL. It should also be noted that proponents or opponents do have a right to				
20	question persons who have given testimony at the hearing on a quasi-judicial matter.				
21	These questions shall be directed to the Chair of the meeting and not directly to the				

1	person who gave testimony. The Chair shall direct that person to come to the podium,			
2	identify himself and give a response. At the conclusion of the response, any additional			
3	questions from that person or other persons should be handled in the same manner. One			
4	question at a time should be channeled through the Chair to the person whose response is			
5	requested.			
6	J <u>M</u> . As photographs, maps, slides, letters, invoices, memorandums, petitions			
7	or any other documents of any nature are presented to the Commission in connection with			
8	the hearing, staff shall obtain a copy of each for the official record of the proceedings.			
9	each one should be identified at the time it is presented and an exhibit number assigned to			
10	it. The Clerk should maintain an exhibit number list, ascribing the exhibit number and			
11	date of submission on the face of the exhibit.			
12	<u>KN</u> . Commission members should be recognized by the Chair before asking			
13	questions or providing other information. This allows for the Chair to specifically			
14	recognize the Commission member by name who is about to speak, so that the record			
15	accurately reflects who has spoken.			
16	L. Each person who speaks a second time or who responds to a question should			
17	come to the podium and again re-identify themselves by name; however, restatement of			
18	addresses is not necessary.			
19	M. Any questions by Commission members to any member of the audience or			
20	the applicant should be asked prior to the closing of the hearing. Once the hearing is			

1	closed on a quasi judicial matter, no additional testimony may be taken, and the Planning				
2	Commission will be limited to questions to the staff only.				
3	NO. Commission members should avoid whispered conversations between				
4	themselves during the course of the hearing. These conversations may not be audible on				
5	the tape recording and may jeopardize the record of the hearing since they cannot be				
6	interpreted.				
7	O.P. It should also be noted that proponents or opponents do have a right to				
8	question persons who have give testimony at the hearing. However, these questions				
9	should be directed to the Chair of the meeting and not directly to the person who gave				
10	testimony. The Chair should direct that person to come to the podium, identify himself				
11	and give a response. At the conclusion of the response, any additional questions from				
12	that person or other person should be handled in the same manner. One question at a				
13	time should be channeled through the Chair to the person whose response is requested.				
14	Q. Each party in a quasi-judicial proceeding is entitled to cross-examine				
15	witnesses presented by other parties. Cross-examination shall be limited to those topics				
16	on which the witness has given direct testimony and shall be conducted in a respectful				
17	and non-abusive manner. Cross-examination shall be limited to topics that are relevant to				
18	the issues in the quasi-judicial proceeding. The Chair shall rule on all objections to cross-				
19	examination and may order cross-examination that does not meet the requirements of this				
20	rule terminated.				

1	P. At the co			
2	motion to the floor, a			
3	hearing be completed			
4	may be continued to a			
5	— When the l			
6	proposal immediately			
7	announce that no furt			
8	Commission as part of			
9	<u>R.</u> Q. Durin			
10	hearing, the Planning			
11	proposal should be th			
12	applied, as defined by			
13	Development Guide of			
14	Report.			
15	S.R. At the			
16	motion to the floor.			
17	on facts presented in			
18	listening to the testim			

P. At the conclusion of the hearing the Planning Commission should bring a motion to the floor, and initiate discussion. It is preferable that deliberations on the nearing be completed on the same night; however, it is not mandatory and the decision may be continued to a date certain in the future.

When the Planning Commission does not intend to make a decision on the proposal immediately subsequent to closure of the public hearing, the Chairman shall announce that no further written or oral information will be accepted or considered by the Commission as part of the public record.

R.Q. During the course of deliberation following conclusion of the public hearing, the Planning Commission should thoroughly discuss the pros and cons of the proposal should be thoroughly discussed particularly in relation to the criteria to be applied, as defined by the Redmond Comprehensive Plan, the Redmond Community Development Guide or the other guidelines as identified in the Technical Committee Report.

S.R. At the conclusion of deliberation, the Planning Commission should bring a motion to the floor. Any motion for action should include a statement of findings based on facts presented in the hearing. For example, "Mr. Chair, after reviewing of the file, listening to the testimony from the hearing, and visiting the site, I find that the proposed project satisfies the criteria (or does not satisfy the criteria) for the following reasons:" (list item 1, 2, 3, 4, 5, etc.). It is helpful to draft these in advance of making a motion. At the conclusion of the statement of findings and conclusions, the Commission member should say, "For the reasons I have stated, I move that the application or appeal be

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1	(approved	denied or modified	las follows).	If the motion is:	seconded, concluding
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- 2 discussion should follow. The Chair may call upon each member to state their reasons for
- 3 or against the particular motion. At the conclusion of the discussion, the Chair should call
- 4 for a vote upon the motion.
- 5 T.S. At the conclusion of the vote and the announcement of the decision, the
- 6 Chair should close the hearing if not closed previously and should at the time advise the
- 7 audience that the recommendation will be submitted to the City Council, and further
- 8 public comment, either written or oral, will be governed by their rules and procedures.
- 9 Once a motion has been made for a recommendation to be transmitted to the City
- 10 Council, any written materials received by the Planning Commission will be disclosed at
- 11 the next public meeting but will not be considered as part of the public record on a quasi-
- 12 judicial matter.
- 13 (Formerly Appx. E)
- 14 M:\Planning Commission\Rules\090731 Appendix 20F.doc