
Chapter 4.43 PLANNING COMMISSION

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4.43.010 Purpose.

The Planning Commission, hereinafter called the Commission, is hereby created to involve residents of the City in advising the City Council on matters of community development. (Ord. 2588 § 2 (part), 2011).

4.43.020 Authority and duties.

The Commission may make recommendations to the City Council based on its findings and conclusions and on those of its committees. It shall recommend updates to the elements of the Redmond Comprehensive Plan and Redmond Zoning Code for adoption or modification, advise the Council regarding special area concerns and functional plans, investigate and make recommendations on matters suggested by the Council, the Mayor, Redmond citizens, or upon its own initiative. Ad hoc committees may be created for special studies. The Commission and its committees are not delegated any executive or legislative power, authority or responsibility. The Commission shall monitor the growth and development of the City and the areas surrounding the City and shall regularly evaluate and recommend revisions to the Redmond Comprehensive Plan and Redmond Zoning Code. The Commission may stay informed of the decisions of the Hearing Examiner in order to stay abreast of development activities and the concerns of the public. (Ord. 2588 § 2 (part), 2011).

4.43.030 Composition.

The Commission shall be composed of seven to nine members, provided, that membership may be temporarily expanded to up to nine members if necessary to accommodate a Planning Commission member's return to the Commission after serving on the Code Rewrite Commission formed to conduct the 2009-2011 Code Rewrite. Membership shall only exceed seven if a Planning Commissioner returns to the Commission after serving on the Code Rewrite Commission. In the event of such temporary expansion, vacancies shall not be filled except to maintain a total membership of seven. (Ord. 2588 § 2 (part), 2011).

4.43.040 Public hearings.

The Commission shall hold public hearings as required in RZC Chapter 21.76, Review Procedures. The Commission may hold additional hearings and meetings as it sees fit to

conduct its business. (Ord. 2588 § 2 (part), 2011).

4.43.050 Appointments and qualifications.

Members of the Commission shall be appointed by the Mayor and confirmed by a majority vote of the City Council. Appointments to available positions shall be made in the following manner: a media release or other form of notice of the availability of the position shall be published in a local newspaper of general circulation and posted on the City's website no later than 30 days after the effective date of the availability or vacancy of the position. Interested persons may apply for the position by submitting their application and qualifications to the Mayor's office. Applications shall be accepted for a period of 30 days after the date of publication, provided, that this period may be extended by the Mayor if deemed necessary to obtain sufficient qualified candidates for appointment. Positions may be filled from the list of applicants. In the event there are no applicants or there are an insufficient number of applicants for the positions available, the Mayor may appoint persons to positions who are not otherwise on the list of applicants. Applicants shall be residents of the City during their tenures of office, and shall not hold any other City office or position. Consideration should be given to appointments that result in a broad geographic and demographic representation of interested and knowledgeable people. (Ord. 2588 § 2 (part), 2011).

4.43.060 Term of office.

(A) The regular term of office for Commission positions shall be for four years, staggered terms. Terms shall commence on April 1st and end on March 31st four years later. Members appointed to fill a vacancy shall serve for the duration of the unexpired term. No member shall serve more than two consecutive terms. An appointment to serve an unexpired term of two years or less shall not count towards the two consecutive terms limit. A member may hold office until a successor is appointed and confirmed even if after the end of the term.

(B) Planning Commission members who suspended service on the Planning Commission to serve on the Code Rewrite Commission per former RCDG [20F.50.40-070](#) may elect to resume service on the Planning Commission. The date of expiration of such Commissioners' Planning Commission term shall not change, nor shall they serve another term if they have already served two. If a Commissioner's term expired during his or her service on the Code Rewrite Commission, the Commissioner may request reappointment to the Planning Commission consistent with the term of office restrictions described above. (Ord. 2588 § 2 (part), 2011).

4.43.070 Vacancies.

Vacancies shall be filled in the same manner as initial appointments, and members appointed to fill a vacancy shall serve for the duration of the unexpired term. (Ord. 2588 § 2 (part), 2011).

4.43.080 Removal.

Any member of the Commission may be removed for inefficiency, neglect of duty, or malfeasance in office. Removal proceedings may be initiated by the Mayor or the City Council and notice of any proposed removal shall be given to the Commission member at least ten days prior to any City Council vote upon the removal. Within ten days of receipt of a notice of intended removal, the Commissioner may request a public hearing on the removal before the City Council. The Council shall conduct a public hearing, if requested. Upon completion of the hearing, or following the expiration of ten days from the notice date if no hearing is requested, the Council may take action on the removal. A two-thirds vote of the Council is required for removal. Notwithstanding the above, when a member misses three

consecutive regular business meetings without being excused by majority vote of the Planning Commission, the member's position shall automatically become vacant and a successor shall be appointed. (Ord. 2588 § 2 (part), 2011).

4.43.090 Rules.

The Commission shall adopt rules for the transaction of its business. The rules shall provide, but not be limited to, the date, time, place and format of regular meetings and hearings; a record of proceedings, reports, studies, findings, conclusions and recommendations; election of a Commission Chair and Vice Chair to a one-year term each; and a procedure for handling citizen proposals and requests for plan preparation or modification. The rules of the Planning Commission shall be approved by the City Council and kept on file with the Planning Department. (Ord. 2588 § 2 (part), 2011).

4.43.100 Staff services.

The Director of Planning and Community Development shall be responsible for the general administration of the Commission and may request staff services from the other City departments. (Ord. 2588 § 2 (part), 2011).

4.43.110 Conflict of interest.

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 interest or the interest of a client or employer. When the Commission acts in a quasi-judicial capacity, members shall also be disqualified when the appearance of fairness doctrine as codified in Chapter 42.36 RCW requires disqualification. (Ord. 2588 § 2 (part), 2011).

4.43.120 Quorum and voting.

(A) A majority of the appointed and qualified members shall constitute a quorum for the transaction of business, provided that at least four shall be required to constitute a quorum, excluding any disqualifications.

(B) Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Commission, shall be deemed and taken as the action of the Commission.

(C) Any number less than a quorum shall be authorized to convene a meeting at the time set and to adjourn, recess or continue a regular meeting, a special meeting, or a public hearing to a date and time certain. As soon as possible, the date, time, and place of the continued meeting shall be posted on the meeting room door. An agenda or notice with the date, time, and place of the continued meeting shall be mailed to representatives of the news media and any person who requested notice of the Planning Commission meetings. (Ord. 2588 § 2 (part), 2011).

The Redmond Municipal Code is current through Ordinance 3006, passed August 18, 2020.

Disclaimer: The City Clerk's Office has the official version of the Redmond Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

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