

## MEMORANDUM

**To:** Planning Commission

**From:** Commissioner Judy East  
Commissioner Aaron Knopf  
  
Becky Frey, Senior Planner  
Planning and Community Development

**Date:** January 27, 2021

**Subject:** Update to the Planning Commission Rules

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### PURPOSE

The Planning Commission Rules are required per Redmond Municipal Code:

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. [RMC 4.43.090]

The last update of the PC Rules occurred in 2014, and the existing Rules have out of date information. Also, per Robert's Rules of Order, for the Commission to hold virtual meetings or allow attendance at a meeting via phone or virtually through Teams or similar program, the PC Rules need to include those provisions.

At the 2020 annual workshop, the Planning Commission expressed a desire to update the PC Rules, and at the October 28, 2020, meeting the Commissioners East and Knopf were elected to

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PC Rules Rewrite

work with staff to develop a draft for the Commission to consider at the December 9, 2020 meeting.

**NEXT STEPS**

The draft presented tonight by Commissioners East & Knopf is a preliminary draft with recommendations for consideration. The Commission can discuss the proposed re-write, items include, exclude, or revise.

PC Rules are approved by the Council through ordinance adoption [[RMC 4.43.090](#)]. Once the PC is ready, staff would schedule a public hearing and prepare a PC Report to forward to Council for consideration and adoption. As a number of items in RMC 4.43 are out of date, staff proposed to forward those code revisions concurrently with the PC Rules or working with the Clerk to combine those updates and potentially the Rules updates with her package that she will begin to review with the Council in the first quarter of 2021.

**ATTACHMENTS**

- A. PC Rules adopted 3-18-14
- B. RMC 4.10 - General Provisions (Board & Commissions)
- C. RMC 4.43 - Planning Commission
- D. Preliminary Draft of Revised PC Rules