



Town of Concrete
Planning Commission Meeting
45672 Main Street – 6:00 pm
Agenda for September 19, 2023

Members

Rodleen Getsic
Dusty Webb
EDC - Dinah Kinney
HPLC - John Boggs
Chamber of Commerce

Staff

Kevin Cricchio - Town Planner
Andrea Fichter – Clerk Treasurer

1. Flag Salute
2. Roll Call
3. Minutes - NA
4. Announcements
5. Public Hearing -None
6. Old Business - None
7. New Business
 - Election of Chair and Chair Pro-tem
 - Introductions
 - Code and Bylaw Review
 - Next meeting date and time - October 17, 2023
8. Adjourn

**Chapter 2.24
PLANNING COMMISSION**

Sections:

Updated July/Aug 2023 **2.24.010 Created – Membership – Appointment – Tenure – Compensation.**

2.24.020 Organization – Meetings – Rules and records.

2.24.030 Quorum.

2.24.040 Powers and duties – Statutory authority.

2.24.050 Powers and duties – Designated.

2.24.060 Recommendations to city council.

Prior legislation: Ords. 480, 535, 598, 676 and 720.

~~**2.24.010 Created – Membership – Appointment – Tenure – Compensation.**~~

~~Pursuant to authority conferred by Chapter 35.63 RCW, there is created a planning commission.~~

~~The commission shall consist of five in number, who shall be selected and serve as follows:~~

~~(1) A committee composed of the mayor and two council members will review applications or letters of interest. The committee will then submit the top two (or more, depending on number of applicants and vacant positions, as determined by the committee) names of the proposed appointee(s) to the full council for final action. A priority list shall also be provided by the committee, which shall include the names of all applicants.~~

~~(2) The term of office of the five commissioners first appointed shall be designated from two to three years in such manner as to provide that the fewest possible terms will expire in any one year. Thereafter the term of office for each appointed member shall be two years. Each planning commission position shall be numbered with even numbered positions expiring on December 31st of even numbered years and odd numbered positions expiring on December 31st of odd numbered years.~~

~~(3) Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term.~~

~~(4) The members shall be selected without respect to political affiliations and they shall serve without compensation.~~

~~(5) Members may be removed, after public hearing, by the appointing official, with the approval of his/her council, for inefficiency, neglect of duty or malfeasance in office.~~

~~In addition to the full voting members of the planning commission, a nonvoting student member may also be appointed. The student member's term would be one year and run coincident to the~~

see attached ordinance for updated section

~~school year. Appointment of the student representative would be made in consultation with the town planner and school district staff. [Ord. 844, 2022; Ord. 734, 2014]~~

2.24.020 Organization – Meetings – Rules and records.

The commission shall elect its own chair and vice chair. The commission shall meet at Town Hall, and all such meetings shall be open to the public in accordance with the provisions of the Open Public Meetings Act. It shall adopt rules of procedure for transaction of business and shall keep a written record of its meetings, regulations, transactions, findings and determinations, which records shall be a public record. [Ord. 734, 2014]

2.24.030 Quorum.

A majority of the commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present at any regular or special meeting of the commission shall be taken as the action of the commission. [Ord. 734, 2014]

2.24.040 Powers and duties – Statutory authority.

The planning commission shall have the powers and perform the duties specified in Chapter 35.63 RCW. [Ord. 734, 2014]

2.24.050 Powers and duties – Designated.

- (1) The commission shall make recommendations to the council at the council's direction.
- (2) At the direction of council, the commission may act as the research and fact finding agency of the municipality. To that end it may make such surveys, analyses, researches and reports as are generally authorized or requested by the council.
- (3) The commission shall make recommendations to the council on adopting zoning and subdivision ordinances.
- (4) The commission shall make recommendations to the council on the adoption of a comprehensive plan and amendments to the plan. [Ord. 734, 2014]

2.24.060 Recommendations to city council.

The town council shall refer to the planning commission for its recommendation and report on:

- (1) Any proposed full subdivisions within the town's boundaries or proposed additions;
- (2) Any proposed rezone or contract rezone within the town's boundaries or proposed additions;
- (3) All recommendations as required by the town's development regulations;
- (4) Adoption of the comprehensive plan and any amendments to the plan;
- (5) Other planning and land use issues, which may be assigned by the mayor or town council or as required by law. [Ord. 734, 2014]

ORDINANCE No. 864

AN ORDINANCE AMENDING SECTION OF CMC 2.24 OF THE CONCRETE MUNICIPAL CODES.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CONCRETE, WASHINGTON, DO ORDAIN AS FOLLOWS:

2.24.010 Created – Membership – Appointment – Tenure – Compensation.

Pursuant to authority conferred by Chapter 35.63 RCW, there is created a planning commission. The commission shall consist of five in number, who shall be selected and serve as follows:

- (1) The membership of the commission shall be comprised as follows:
 - (a) two (2) members from the public as selected and appointed in accordance with 2.24.010(3)
 - (b) one (1) member from the Economic Development Commission, who shall be the Chair, if the Chair is unable to attend, the Chair shall appoint either the Chair Pro-tem or another commissioner to attend in their place
 - (c) one (1) member from the Historic Preservation and Landmarks Commission, who shall be the Chair, if the Chair is unable to attend, the Chair shall appoint either the Chair Pro-tem or another commissioner to attend in their place
 - (d) one (1) member from the Concrete Chamber of Commerce, who shall be the President, if the President is unable to attend, the President shall appoint either the Vice-President or another member to attend in their place
 - (e) the respective chairs and president shall be the responsible parties for ensuring that a member from their group is an attendance at all meetings of the commission and that all members attending are knowledgeable on the current proceedings of the commission. The respective chair shall notify the Town Clerk Treasurer, Town Planner, or other assigned town staff of who will be attending each meeting, at least five (5) business days prior to the scheduled meeting.

(2) Voting members shall be the two members as chosen under CMC 2.24.010 (1)(a), the Chair of the Economic Development Commission, the Chair of the Historic Preservation and Landmarks Commission and the President of the Concrete Chamber of Commerce. If the voting member is unable to attend a meeting where voting may occur, may vote by proxy of the commission member selected to attend in their place. If voting by proxy, the Chair shall state this when notifying the Town Clerk Treasurer, Town Planner or other assigned staff of which commission member shall be attending the meeting.

(3) A committee composed of the mayor and two council members will review applications or letters of interest. The committee will then submit the top two (or more, depending on number of applicants and vacant positions, as determined by the committee) names of the proposed appointee(s) to the full council for final action. A priority list shall also be provided by the committee, which shall include the names of all applicants.

(4) The term of office of the two (2) commissioners now appointed shall be designated from two to three years in such manner as to provide that the fewest possible terms will expire in any one year. Thereafter the term of office for each appointed member shall be two years. The term of office of the two (2) Commission Chair members shall run concurrent with their respective appointments on said commissions. The term of office for the Concrete Chamber President shall run concurrent with their respective role at the Chamber. Each planning commission position shall be numbered with even numbered positions expiring on December 31st of even numbered years and odd numbered positions expiring on December 31st of odd numbered years.

(5) Appointed position vacancies occurring other than through the expiration of terms shall be filled for the unexpired term. If a vacancy of the Chair position on any Commission should occur, the Chair-Pro tem of that Commission shall serve as the voting member, following the voting requirements stated under CMC 2.24.010(2).

(6) The members shall be selected without respect to political affiliations, and they shall serve without compensation.

(7) Members may be removed, after public hearing, by the current appointing official or officials, with the approval of the council, for inefficiency, neglect of duty or malfeasance in office.

In addition to the full voting members of the planning commission, a nonvoting student member may also be appointed. The student member's term would be one year and run coincident to the school year. Appointment of the student representative would be made in consultation with the town planner and school district staff.

Severability:

Should any Section, paragraph, sentence, or word of this Ordinance hereby adopted be declared for any reason to be invalid, it is the intent of the Council of the Town of Concrete that it would have passed all other portions of this Ordinance hereby adopted independent of that word determined to be invalid and accordingly such declaration of invalidity shall not affect the validity of this Chapter as a whole nor any part hereof other than the part so declared to be invalid.

Effective Date:

This Ordinance shall take effect five (5) days after its passage, approval, and publication by law.

Passed and approved this _____ day of _____, 2023.

Mayor

Attest:

Approved as

Clerk - Treasurer

Town Attorney

**TOWN OF CONCRETE PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE**

1.0 INTRODUCTION

The official name of the organization shall be the “Town of Concrete Planning Commission”, hereafter referred to as the “Commission”. The Commission shall consist of five members as outlined in CMC 2.24.010. A non-voting student member may also be appointed.

2.0 PURPOSE

The purpose of the Commission is to perform the function of a Municipal Planning Commission as set forth in RCW 35.63 and Chapter 2.24 of the Town of Concrete Municipal Code.

3.0 COMMISSION APPOINTMENT

The Town Council shall appoint members consistent with CMC 2.24.010. The student member shall be appointed upon recommendation by the Town Planner after consultation between the Town Planner and School District staff. If any Commission member should resign, be removed, or otherwise vacate his/her office, the Town Council shall appoint his/her replacement as outlined within CMC 2.24.010

4.0 REGULAR MEETINGS

Regular meetings shall be held on a date and time to be determined in coordination between members and the Town Planner at the first meeting of the Commission and shall take place at Concrete Town Hall. If the regular meeting day falls on an official holiday (as determined by the Town), the meeting shall be held on the following business day or on a date established at the previous Planning Commission meeting.

At such meetings, the Commission may consider matters that properly come before them without prior notice being given to the members. The regular meeting agenda shall be posted at Town Hall. In the event a regularly scheduled meeting date needs to be changed the Town Planner shall notify Commission members and arrange for an alternate date. The Town Planner shall notify Town Hall so that the calendar can be updated, and proper notice posted at Town Hall.

5.0 SPECIAL MEETINGS

Special meetings of the Commission may be called by the Town Planner or Town Council and must be called upon written request of any three Commission members. Notice of a special meeting and its purpose shall be given to all members at least twenty-four (24) hours in advance and the same notice shall be posted at Town Hall.

6.0 MEETING ETIQUETTE

In order to provide a fair and efficient forum for the conduct of business at Planning Commission meetings, the following rules of etiquette shall apply:

- a) No person shall address the Commission without first obtaining recognition from the Chair.
- b) The order of business shall be as presented on the agenda; changes to the agenda order may be made by the Chair.
- c) For an agenda item in which a request has been made to the Commission, the applicant or proponent, upon recognition by the Chair, shall state his/her request. If the applicant or proponent, or his/her representative, is not present, the Town Planner may present the request (on behalf of the applicant) or the Chair can postpone the item until the next regularly scheduled Planning Commission meeting.
- d) For agenda items where a written staff report has been prepared, the Town Planner or other staff person, shall summarize the report at the meeting.
- e) Following the summary of the staff report, the Commission members shall be allowed to question staff regarding the material in the report.
- f) After the Commission member's questions have been answered, the Chair may recognize the applicant or proponent of that item of business to speak.
- g) Following the proponent's statements, any other person wishing to speak on the subject may be recognized by the Chair. In general, public comments should be limited to 5 minutes each.
- h) Once a person has spoken regarding a specific item before the Commission, he or she shall not be recognized to speak again until all persons wishing to speak have been given opportunity to do so first. In general, rebuttal comments should be limited to 2 minutes each and should not reiterate previous comments.

7.0 VOTING

Voting on all items, in order to achieve approval, shall be accomplished by simple majority. All Commission members shall have one and only one vote on any particular item of business. Except the Student member, who may be fully involved in the discussion, but does not have a vote. The Chair shall have one vote and shall have the same opportunity to vote as other Commission members. On items considered of extreme importance, the Chair may call for a roll call vote.

Each formal action of the Commission shall be made by a formal motion, which will be entered into the minutes. The Chair shall, at his/her discretion, or at the request of any Commission member, read the motion before being voted on.

8.0 CONFLICT OF INTEREST

All members of the Commission shall exercise every effort to avoid conflicts of interest, or the appearance thereof, in the actions of the Commission. Any member who in his/her judgment has an interest in any matter before the Commission that would tend to prejudice his/her actions shall so publicly indicate, step down and abstain from the deliberations and voting on that matter.

9.0 QUORUM

A quorum shall consist of a majority of the total number of the voting Commission members and no action shall be taken in the absence of a quorum except to adjourn the meeting to a future date.

10.0 OFFICERS

The officers of the Commission shall consist of Chair and Chair Pro-tem. Officers shall be selected from among the five voting Commission members at the first Commission meeting of the year and shall serve from January 1 through December 31.

11.0 DUTIES OF THE CHAIR

It shall be the duty of the Chair to:

- a) Preside at all meetings of the Commission.
- b) Enforce the Commission's Bylaws and Rules of Procedure.

12.0 DUTIES OF THE CHAIR PRO-TEM

It shall be the duty of the Chair to assist the Chair and fulfill the duties of the Chair in the Chair's absence.

13.0 DUTIES OF THE STUDENT MEMBER (Optional)

The Student Commission member shall attend Commission meetings on a regular basis. The Student member shall be treated as a Planning Commission member and shall receive the same mailings and information as the other members receive. The Student member shall be included in all discussions at Commission meetings.

14.0 DUTIES OF TOWN PLANNER

It shall be duty of Town Planner or other staff person to:

- a) Prepare the agenda for each Planning Commission meeting.
- b) Call special meetings or public hearings when required or deemed necessary.
- c) Maintain a record of Commission member attendant at Commission meetings.
- d) Keep a current roster of Commission members.
- e) Prepare the minutes of all Commission meetings.
- f) Prepare and deliver Commission agenda packets.
- g) Maintain a record of all correspondence, minutes and records; and
- h) Assist and advise the Chair.
- i) Prepare and present staff reports and/or briefings on each agenda item.

15.0 ABSENCE OF CHAIR AND CHAIR PRO-TEM

In the absence of the Chair and Chair Pro-tem, a Chair may be selected from the Commission members present to conduct the current meeting.

16.0 COMMISSION MEMBER ABSENCE

Commission members shall notify the Town Planner or other Town Hall staff in advance when they have a planned absence from a meeting. If it becomes apparent a quorum will not be available in advance of any Planning Commission Meeting, the meeting will be cancelled and rescheduled.

17.0 COMMISSION MEMBER DISMISSAL

A Commission member shall be subject to dismissal from the Commission when the Town Council determines the member has failed to diligently serve on the Commission.

18.0 AMENDMENTS TO THE BYLAWS AND RULES OF PROCEDURE

These Bylaws and Rules of Procedure may be amended by majority vote of the Town Council.

Approved: -----

Mayor

Clerk Treasurer