



PLANNING COMMISSION WORKSHOP AGENDA

June 22, 2016 6:00 p.m.

1. Call to Order and Roll Call

- A. Chair Reeves; Vice-Chair Ripplinger
- B. Commissioners McMillan, Whalen, Balsley, Hutson and Vacant

2. Workshop Business

- A. Commission Bylaws
- B. PSRC Comprehensive Plan Revisions

3. Adjournment

The City of Milton Planning Commission creates land use policy incorporating the citizen's voice and makes recommendations to City Council to establish and enhance a framework of standards in order to preserve the integrity and quality of life in the community.



Agenda Item #: 1.A

To: Mayor Perry and Planning Commission Members
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director
Date: June 16, 2016
Re: Commission Bylaws

ATTACHMENTS: Milton Bylaws
Bylaws Comparison Spreadsheet

TYPE OF ACTION:

Information Discussion Action Public Hearing Expenditure

Issue: At the May 25, 2016 Commission meeting it was agreed that the bylaws would be further discussed at the June 22, 2016 workshop.

The Planning Commission has been evaluating its bylaws and considering proposed revisions. As part of this evaluation the Commission has been comparing Milton's bylaws with other Cities' bylaws.

The purpose of the By-laws is to help the Planning Commissions as they move forward in their associated tasks and can help supply a structure to meetings, code of conduct, etc. Relevant examples are included within this section of the work packet for the Commission's consideration and potential future action. Staff is available for questions and further discussion, as they present themselves.

CITY OF MILTON

BY-LAWS OF THE MILTON PLANNING COMMISSION

These rules and regulations, adopted by the Milton Planning Commission are pursuant to the authority of Chapter 2.56 of the Milton Municipal Code, that establishes a Planning Commission and prescribes its duties, authority, procedures and fixes the terms of office thereof, all pursuant to the authority conferred by all applicable RCW and WAC with specific emphasis on RCW 35.63.

ARTICLE I

Name

The official name shall be the Milton Planning Commission.

ARTICLE II

Objective

The object of the Planning Commission shall be to perform each and all of the duties specified in the Milton Municipal Code, (MMC), Chapter 2.56 and all applicable RCW and WAC with specific emphasis on RCW 35.63.

ARTICLE III

Members

- Section 1. The Planning Commission shall consist of the specified number of members as prescribed by Chapter 2.56 of the MMC, who shall be appointed by the Mayor and confirmed by the Council. Members shall serve without compensation.
- Section 2. The term of office of the said members shall be six (6) years. The terms of all of the appointed members shall be fixed and designated by the Mayor at the time of such appointment. Members terms shall be staggered to provide continuity.
- Section 3. Vacancies occurring otherwise than through the expiration of the terms shall be filled for the unexpired term.
- Section 4. Removal of members shall be as provided for in the Milton Municipal Code and the Commission may recommend to the Mayor and Council that any member be removed from the Commission and a new member be appointed by the Mayor if such member has missed more than three (3)

consecutive regular meetings without satisfactory reason to the Commission and the Council.

ARTICLE IV
Officers

- Section 1. The officers of the Commission shall consist of a Chairman, and Vice-Chairman and such other officers as from time to time the Commission may by a majority vote determine necessary, all of whom shall be members of the Commission.
- Section 2. Officers of the Commission shall be elected at the first regular meeting of the Commission held after the first day of December of each year or at subsequent meeting the date of which shall be fixed by the Commission at such regular meeting.
- Section 3. The officers shall hold office for one (1) year and until the newly elected officers take office. In case of any vacancy in office, the unexpired term of such officer shall be filled by an election at the first regular meeting after the occurrence of such vacancy.
- Section 4. The Chairman shall preside over the meetings of the Commission and exercise all the powers usually incident to the office, retaining, however, to himself as a member of the Commission, the full right to have his own vote recorded in all deliberations of the Commission. All Commission correspondence shall be signed in his/her name or on her/his behalf. She/He shall appoint and be ex-officio member of all the committees.
- Section 5. The Vice-Chairman shall, in the absence of the Chairman from any meeting, perform all the duties incumbent upon the Chairman. The Chairman and Vice-Chairman both being absent, the members present may elect for the meeting a temporary Chairman who shall have full powers of the Chairman during the absence of the chairman and the Vice-Chairman.
- Section 6. Neither the Commission, nor any committee or officer acting for it shall have the power to incur an indebtedness to be personally chargeable against the several individual members of the Commission, nor shall any obligation or liability assumed or chargeable against the Milton Planning Commission while the Commission or members are in the performance of their public duties hereunder, be chargeable against any individual member thereof.

ARTICLE V
Meetings

- Section 1. The official seat of the Commission shall be in Milton City Hall and meetings shall be held there at least once a month for nine (9) months except on such occasions and at such times as the Commission may by a majority vote otherwise direct. Special meetings may be called by the Chairman or Vice-Chairman or by the Chairman upon the request of three (3) members of the Commission.
- Section 2. The sessions of the Commission shall be open to the public, except as provided under the Open Meetings Act.
- Section 3. At any session at which the public is excluded the Commission cannot take any actions.
- Section 4. Notice by posting and otherwise as required by law of the time and place of every special meeting and every regular meeting set for a time and place different than ordinarily scheduled shall be given to the Commission members and the public at least 48 hours before the time of such meeting. No matter may be considered at any special meeting unless included in the notice calling such meeting.
- Section 5. A majority of the members of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present when those present constitute a quorum, at any regular or special meeting of the Planning Commission shall be deemed and taken as the action of the Commission.
- Section 6. Every official act taken by the Commission shall be by motion adopted by an affirmative vote of a majority of the quorum or members if more members are present than required for a quorum. In the event that a member fails to vote, this is to be registered as a negative vote. If a member recuses himself, no vote is recorded.

ARTICLE VI
Committees

The Commission shall have full power, from time to time, to create standing or temporary committees of one or not more than three members. These committees may be charged with such duties of examination, investigation and inquiry relative to some one or more subjects of interest of the Commission with the exception of subjects that are quasi judicial in nature, as it may be motion determined. No standing or temporary committee shall have the power to commit the Commission to the endorsements of any plan or progress without its submission to the body of the Commission.

ARTICLE VII
Parliamentary Authority

The rules of parliamentary practice, are set forth in Robert's Rules of Order Revised, shall govern all meeting of the Planning Commission except as otherwise herein provided.

ARTICLE VIII
Amendments

The By-Laws of the Planning Commission may be amended by a majority vote of the entire membership of the Commission at any regular meeting or special meeting provided that said amendment was introduced at the last previous regular meeting and further provided that such amendment shall not conflict with existing codes or State Law.

ARTICLE IX
Legality

If any portion of these by-laws are determined to be in conflict with State Law or Milton Municipal Codes and are declared invalid in consequence, such invalidity shall not in any manner affect the validity of any other portion of these by-laws.

Planning Commission By-Law Comparison

A	B	C	D	E	F	G	H	I
STATED HEADINGS	DESCRIPTORS/INCLUSIONS	MILBURN/SEATTLE	SEATTLE	SEATTLE NOTES	SHORELINE	SHORELINE NOTES	BONNEY LAKE	BONNEY LAKE'S NOTES
1	Name	X	X				X	
2	Mission/Objectives/Powers	X	X	Purpose/Goals/Role			X	Obligation to Code, powers
3	Members	X	X		X			
4	Terms	X	X					
5	Vacancies	X	X					
6	Removal/Missed meetings	X						
7	Officers	X	X		X		X	
8	Consists of Chair, Vice...	X	X				X	
9	Officer elections	X	X				X	
10	Terms	X					X	
11	Chair presides, correspondence	X						
12	indebtedness, liability	X						
13	Meeting location, Qty per year	X	X	"Accessible" Regular (vague)	X		X	Article in Official Seat, Address, week time, frequency
14	Open public sessions	X	X				X	
15	Conditional action: public presence	X						
16	Public notice	X			X		X	Lists Alice Sturgis 4th Edition
17	Voting specified	X						
18	Special meetings: Purpose, who calls...	X	X		X		X	Who calls it
19	Committee formation & power	X	X	Extensive incl. Special	X			
20	Parliamentary Authority	X	X		X		X	Includes section: written communication Lists Alice Sturgis 4th Edition
21								
22	Amendments	X			X			
23	Legality	X	X	Conflict of interest				
24		X	X	Disqualification				
25	Compensation	X	X				X	Payroll specified
26	Duties & powers of officers	X	X		X		X	Chair, Vice-Chair, Clerk, each specified
27	Attendance & Quorums	X	X	Act as an entity/no proxy	X		X	Notifying absence & attendance Req'd
28			X	Reconsidering past votes				
29	Voting				X		X	
30	Ties						X	
31	Roll call voting						X	

Plan Ag Commission By-Law Comparison

Comr. igner Ripplinger
January 27, 2016

	A	B	C	D	E	F	G	H	I
32		Votes on motions						X	
33		Appearance of fairness						X	
34		Failure to vote on a motion						X	
35		Explanation of vote on a motion						X	
36		consensus votes						X	
37		Reconsideration						X	
38		Tabling issues						X	
39	Agendas & Order of business	Deadline for agenda	X		Advance notice			X	
40		Order of business				X		X	Lists sample
41	Adjournment/Recess/Cont.					X			Consensus votes
42	Public comments								
43		Public hearing						X	Speaker sign-in
44		Presentation of topic						X	Lists Alice Sturgis 4th Edition
45		Public testimony	X					X	Lists Alice Sturgis 4th Edition
46		Commissioner questions						X	Lists Alice Sturgis 4th Edition
47		Closing the public hearing						X	Lists Alice Sturgis 4th Edition
48		Commission action						X	Lists Alice Sturgis 4th Edition
49	Knowledge of Planning Docs							X	
50	Members	Owners of property stipulation				X			
51		How to resign				X			
52	Code of Ethics					X			
53	Work/Programs/Priorities/Agendas	Mayor's Policy Planning Agenda	X						
54		City Dept. Work Program	X						
55		Annual Retreat	X						
56	Guidelines for Commissioner's actions	Full Commission Actions	X						
57		Committee Actions	X						
58		Individual Commission Members' Actions	X						
59	Personnel Administration	City staff directs Commission	X						
60		Commission appoints Exec. Dir.	X						
61		Exec. Director duties	X						
62	Records, Publications & Reports	Decisions in writing	X						
63		Books and records	X						
64		Minutes	X						

Planning Commission By-Law Comparison

	A	B	C	D	E	F	G	H	I
65		Copies for the public		X	Written in 1996				
66									
67	NOTES								
68	We need a policy regarding electronic devices at meetings								
69	in light of this, I would request the temporary use of my laptop at the meeting to better explain my imbedded notes which would								
70	not translate well in print for the meeting. This presents as a lively discussion for our policy-making.								



Agenda Item #: 2.B

To: Mayor Perry and Planning Commission Members
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director
Date: June 16, 2016
Re: Update on PSRC Comprehensive Plan Certification

ATTACHMENTS: None

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Issue: On April 18, 2016 the City Council passed a Resolution adopting a work plan to address modifications to the City's Comprehensive Plan. These modifications are necessary to comply with the requirements of the Puget Sound Regional Council.

This resolution did not modify anything in the City's current Comprehensive Plan, but assures the PSRC that the City will continue to work on these issues and make required modifications by the June 30, 2017 deadline.

This item came before the Planning Commission at its May 25, 2016 and it was decided to discuss this item at the June 22, 2016 Study Session. The purpose of this discussion is to determine what steps need to be taken to comply with PSRC's review report and what recommendations should be made to the Mayor and City Council.