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# YAKIMA COUNTY PLANNING COMMISSION

## RULES OF ~~THE COMMISSION~~ PROCEDURE

Adopted August 12, 2009  
Amended: October 16, 2013  
Amended: January 14, 2015  
Amended: May 9, 2018

### SECTION I: MISSION, DOMAIN AND GOALS

- 1.1 The mission of the Yakima County Planning Commission is to provide wise and prudent guidance in the planning and development of land use, infrastructure, and resources to preserve and promote quality of life, economic prosperity, orderly and sustainable growth, a healthy environment, and the safety and general welfare for the citizens of Yakima County.
- 1.2 The domain of the Planning Commission is very broad, encompassing such matters as land use, transportation and utility systems, public and private facilities and services, environmental control, natural resource use and conservation, economic and social conditions, and capital projects.
- 1.3 In fulfilling its mission with the scope of its responsibilities, it is expected that the Planning Commission will work to achieve the following goals:
- a. Utilize well-recognized and innovated planning ideas and methods to identify and analyze issues, formulate solutions, and establish priorities.
  - b. Provide timely and effective opportunities for public involvement and pursue timely and effective consensus-building processes in the discussion and resolution of planning issues.
  - c. Work with staff of the Planning Division of the Yakima County Public Services Division in understanding and appropriately responding to the needs of the Board of County Commissioners.
  - d. Influence in a positive manner all planning efforts affecting Yakima County.

### SECTION II: MEETINGS

- 2.1 All regular meetings shall be open to the public and will be held in the First Street Conference Room, 223 N. First Street, Yakima, Washington ~~Yakima County Resource Center, 2403 South 18<sup>th</sup> Street, Union Gap, Washington,~~ on the second Wednesday of each month, beginning at 5:30 p.m., or as soon thereafter as practical, unless otherwise scheduled and noticed in advance.
- 2.2 When it appears to the Chair, or the Secretary in consultation with the Chair, that the amount of business to be transacted at an upcoming regular meeting is in excess of that which could be completed prior to 8:30 p.m., the Chair may schedule a time, place and date for, and identify the item(s) of business to be considered at a continuation of the meeting.
- 2.3 If circumstances so warrant, a regular meeting may be canceled at the call of the Chair or Secretary in consultation with the Chair.

- 1 2.4 Special meetings shall be called by the Chair, by the Secretary in consultation with the Chair, or  
2 at the written request of at least four members of the Planning Commission. Special meetings  
3 shall be held at a designated date, time and place, and shall be open to the public.  
4
- 5 2.5 The Planning Commission may continue any regular or special meeting to a specific date, time  
6 and place.  
7
- 8 2.6 Should there not be a quorum of the Planning Commission at any regular or special meeting, the  
9 members present shall adjourn to the next regular meeting, or to the next special meeting if called  
10 as provided for in these rules. In the case that no members are present, the Secretary shall  
11 adjourn to the next regular meeting or to the next special meeting if called as provided for in these  
12 rules.  
13
- 14 2.7 The Planning Commission may provide an annual opportunity at a regular or special meeting for  
15 the public to present information and comment on any matter within the scope of the Planning  
16 Commission's responsibilities. Public input may also be allowed during other regular and special  
17 meetings by invitation of the Chair.  
18
- 19 2.8 All meetings of the Planning Commission shall be recorded and shall be held in accordance with  
20 the requirements of the Open Meetings Act, RCW Chapter 42.30.  
21
- 22 2.9 Except as modified by these Rules of ~~the Commission~~[Procedure](#), Robert's Rules of Order Newly  
23 Revised shall govern the conduct of meetings.  
24

### 25 **SECTION III: OFFICERS**

- 26
- 27 3.1 Officers shall consist of a Chair, Vice-Chair, and such other Officers, who may by majority vote  
28 be elected from members of the Planning Commission. The members may choose to elect Co-  
29 Chairs and/or Co-Vice Chairs following the procedures set forth in 3.2, as needed to conduct the  
30 business of the Planning Commission.  
31
- 32 3.2 Election of Officers shall take place once a year on the occasion of the first regular meeting in  
33 each calendar year, and each elected Officer shall serve until the subsequent election. If for any  
34 reason Planning Commission Officers are not elected at the first regular meeting of the calendar  
35 year, the existing Officers shall continue to serve until an election is held.  
36
- 37 3.3 Any Officer may be removed at any time by vote of the majority of the Planning Commission.  
38 Removal from office does not constitute a removal from the position of Planning Commissioner.  
39
- 40 3.4 The vacancy of an office caused by the resignation or removal of any Officer during the term of  
41 his/her office shall, by majority vote, be filled for the remaining term of office from the remaining  
42 members of the Planning Commission.  
43

### 44 **SECTION IV: CHAIR**

- 45
- 46 4.1 The Chair shall preside over the meetings of the Planning Commission and may exercise all the  
47 powers usually incident to the office, retaining the full right to have his/her vote recorded in all  
48 deliberations of the Planning Commission.  
49
- 50 4.2 The Vice-Chair shall, in the absence of the Chair, perform all the duties of the Chair.

1  
2 4.3 In the absence of both the Chair and Vice-Chair, the Planning Commission members present shall  
3 choose a temporary Chair for the meeting, who shall have full powers of the Chair for the  
4 duration of that meeting.  
5

6  
7 **SECTION V: SECRETARY**  
8

9 5.1 The Director of the Planning Division of the Yakima County Public Services Department or  
10 his/her designee, shall serve ex-officio without vote as the Secretary, and shall perform the duties  
11 as set forth in this section and as are normally carried out by a Secretary.  
12

13 5.2 The Secretary shall keep an audio record of all regular and special meetings of the Planning  
14 Commission, which shall constitute the official record of such meetings.  
15

16 5.3 The Secretary shall timely prepare and keep minutes of all regular and special meetings of the  
17 Planning Commission and, when requested to do so, of its subcommittees and/or study groups.  
18 The objectives and content of the minutes are as follows:  
19

20 a. Objectives

- 21 (1) Maintain a complete factual record of motions, findings of fact, and actions of the  
22 Planning Commission, as well as usual details of time, place, type of meeting, members  
23 present, speakers and their addresses, roll call votes and other pertinent information  
24 needed to describe what was accomplished.  
25 (2) Provide a summary for Planning Commissioner who miss a meeting and/or to refresh  
26 their memories and for the Board of County Commissioner to follow what is  
27 happening.  
28

29 b. Content

- 30 (1) Provide the greatest detail for public hearings and final actions by the Planning  
31 Commission; moderate detail for post-hearing work sessions; and the least detail for  
32 briefings and other work sessions. With this outline as a guide, summarize what was  
33 said and provide a concise record of what was done. If a Planning Commissioner  
34 would like a particular statement to be place in the minutes, he/she should state that for  
35 the record.  
36 (2) For staff presentations, summarize only new information not in the written staff report.  
37 (3) List Planning Commission requests for information and questions of staff that require  
38 follow-up.  
39 (4) Reference documents cited during meetings, rather than including excerpts.  
40 (5) Underline motions so they can be clearly identified.  
41 (6) Planning Commissioners are encouraged to contact Planning Division staff in advance  
42 of a meeting with questions and/or proposed corrections of draft minutes to allow staff  
43 to review the audio recording if necessary.  
44

45 c. Approval

- 46  
47 (1) Meeting minutes may be approved by a majority of the Planning Commission who  
48 were in attendance at the subject meeting  
49 (2) Under the following conditions, meeting minutes may also be approved without a  
50 quorum of members who were in attendance at the subject meeting:

- 1  
2 (a) At least two members who were in attendance at the subject meeting attest that  
3 the minutes accurately reflect the activities of that meeting, and  
4 (b) A majority of a quorum of the Planning Commission in attendance when the  
5 question of approval of the minutes is addressed vote to approve the minutes.  
6

7 5.4 The Secretary shall give Planning Commission members notice of all regular and special  
8 meetings, prepare with the Chair's assistance the agenda of regular and special meetings, and  
9 serve proper and legal notice of all public hearings.  
10

11 5.5 Whenever any Planning Commission agenda item is continued to the next regular meeting or to a  
12 special meeting, on the next business day immediately after the time of continuance the Secretary  
13 shall conspicuously post notice of such continuance on or near the door of the place where the  
14 meeting was held.  
15

16 5.6 The Secretary shall cause written notice of special meetings to be delivered personally, by  
17 facsimile, e-mail or by the U.S. Postal Service at least twenty-four hours before the time of such  
18 meeting as specified in the notice to each member and to each local newspaper of general  
19 circulation which has on file with the governing body a written request to be notified of such  
20 special meeting or of all special meetings. Each local radio or television station that has on file  
21 with the governing body a written request to be notified of such special meeting or of any special  
22 meetings shall also be notified. The call and notice shall specify the time and place of the special  
23 meeting and the business to be transacted. Such written notice may be dispensed with to any  
24 Planning Commission member who has on file with the Secretary a written waiver of notice of all  
25 special meetings or who, prior to or at the time of any special meeting, files a written notice may  
26 also be dispensed with as to any member who is actually in attendance at any special meeting.  
27

28 5.7 Typically at least one (1) week prior to the date of the next scheduled meeting, the Secretary will  
29 prepare and distribute all agendas, minutes and staff reports, and will forward all other relevant  
30 information, to members of the Planning Commission regarding its business. The Secretary will  
31 also post and/or make agendas, staff reports and other applicable information available to the  
32 public in a timely manner and as provided by law.  
33

34 5.8 The Secretary will prepare the Recommendations, Conclusions, and Findings of the Commission  
35 for signature by the Planning Commission, forward the Planning Commission's record and  
36 recommendations, Conclusions and Findings to the Board of County Commissioners, and notify  
37 the Planning Commission of actions by the Board of County Commissioners in response thereto.  
38

39 5.9 When the Planning Division is making a recommendation to the Board of County Commissioners  
40 that is different from that of the Planning Commission, the Secretary shall notify the Planning  
41 Commission so the Chair or a designee may represent the Planning Commission when the  
42 recommendation is presented to the Board.  
43

44 5.10 The Secretary shall maintain a file of all correspondence, studies, plans, reports,  
45 recommendations, findings, conclusions, recordings, minutes, and other official records of the  
46 Planning Commission. All of these records shall be retained in the Planning Division of the  
47 Yakima County Public Services Department.  
48

1 **SECTION VI: TEMPORARY COMMITTEES**

2  
3 6.1 The Chair shall have full power to create and dissolve temporary subcommittees or study groups  
4 composed of Planning Commission members. Temporary subcommittees and/or study groups  
5 may be charged with such duties, examinations, investigations and inquiries regarding one or  
6 more subjects of interest to the Planning Commission. No subcommittee or study group shall  
7 constitute a quorum of the Planning Commission.  
8

9 6.2 Work scope, schedules, and periodic progress reports of subcommittees and study groups shall be  
10 reported to the full Planning Commission.  
11

12 6.3 Subcommittee and study groups shall avoid the appearance of representing the full Planning  
13 Commission, and no standing or temporary committee shall have the power to commit the  
14 Planning Commission to the endorsement of any plan, program, or recommendation without the  
15 approval of the Planning Commission.  
16

17 **SECTION VII: AGENDA**

18  
19 7.1 An agenda shall be prepared by the Secretary for each meeting, which shall substantially conform  
20 to the following outline of the order of business:  
21

- 22 a. Call to Order
  - 23 (1) Roll call
  - 24 (2) Approval of minutes
- 25 b. Unfinished Business
- 26 c. New Business
- 27 d. Public comment
- 28 e. Communications
  - 29 (1) Reports of subcommittees and study groups
  - 30 (2) Status report of cases before the BOCC
  - 31 (3) Secretary's report
- 32 f. Adjournment or continuance to a date, place and time certain  
33

34 **SECTION VIII: QUORUM**

35  
36 8.1 A simple majority of the currently appointed Planning Commission members present at a meeting  
37 shall constitute a quorum for the transaction of business, except as provided in section 8.2 below.  
38 If a quorum is lost during a meeting, no business may be transacted by the Planning Commission  
39 until a quorum is reestablished. The prohibition against transacting business in the absence of a  
40 quorum cannot be waived, even by a majority vote of the Planning Commission. The Planning  
41 Commission can receive reports or petitions whenever a quorum is not present.  
42

43 8.2 When a Planning Commission member has stepped down because of a possible conflict of  
44 interest, the member shall not be counted as present for the purposes of establishing a quorum  
45 during consideration undertaken while he/she is not sitting with the Planning Commission.  
46

47 **SECTION IX: VOTING**

48  
49 9.1 All Planning Commission members present, including the Chair, shall be entitled to vote when  
50 any action is taken.

- 1  
2 9.2 Except as provided in Section 9.3 herein, all motions, recommendations, and/or other matters  
3 adopted by the Planning Commission shall be decided by a majority vote of a quorum of the  
4 Planning Commissioners.  
5
- 6 9.3 Any recommendation by the Planning Commission to the Board of County Commissioners  
7 regarding an issue involving an official control or Comprehensive Plan or any amendments  
8 thereto shall be made by a vote of not less than a majority of the total members of the Planning  
9 Commission. In the absence of a majority vote of the total members of the Planning Commission  
10 on any such issue, no recommendation will be considered to have been made. See Appendix A,  
11 attached hereto, for examples of issues that may be designated as “official controls.”  
12
- 13 9.4 In the event of a failure to obtain a vote of a majority of the total members of the Planning  
14 Commission with respect to a recommendation to the Board of County Commissions regarding  
15 an issue involving an official control or Comprehensive Plan or amendments thereto, the  
16 Secretary shall nevertheless automatically transmit such issue to the Board of County  
17 Commissioners.  
18
- 19 9.5 If there is a desire of any Planning Commission member to abstain from voting because of a  
20 potential conflict of interest, this view should be expressed as soon as the potential conflict  
21 becomes apparent and before any discussion is held on such business before the Planning  
22 Commission. The member shall then step down and leave the room.  
23
- 24 9.6 No Planning Commission member may participate or vote on a matter presented at a public  
25 hearing unless the member has:  
26  
27 a. been in attendance at all public hearings regarding such matter, or  
28 b. listened to the taped recording of the public hearing, reviewed the written record of the matter  
29 in question, and verifies on the record that he/she has taken such actions.  
30
- 31 9.6 Conduct of Voting:  
32  
33 a. The Chair shall conduct a voice vote on all items unless otherwise requested by any Planning  
34 Commissioner.  
35 b. A Planning Commissioner may call for a Roll Call vote on any issue. If the motion for a Roll  
36 Call vote receives a majority of ayes, a Roll Call vote shall be conducted. If a majority vote in  
37 the affirmative is not received, no Roll Call vote will occur.  
38 c. Silence by a Planning Commissioner during the vote on any motion shall be recorded as an  
39 affirmative vote except:  
40 (1) When a Planning Commissioner chooses to abstain totally from the debate; or  
41 (2) When a conflict of interest precludes a Planning Commissioner’s participation on an  
42 issue or question.  
43 d. In case of a tie vote on any motion, the motion shall be considered not to have passed.  
44 e. Planning Commissioners must be present to vote. Voting by proxy is not allowed.  
45
- 46 9.7 A motion to reconsider taken in connection with any decision shall take precedence over all other  
47 motions, except a motion to adjourn. Provided that, if such decision involves a recommendation  
48 to the Board of County Commissioners, it may only be reconsidered if before the Planning  
49 Commission signs the document(s) for transmittal of such recommendation to the Board of

1 County Commissioners, any member who voted with the majority moves for reconsideration and  
2 such motion is approved by:

- 3  
4 a. a majority vote of a quorum of the Planning Commissioners if the recommendation does not  
5 involve a matter described in Section 9.3; or,  
6 b. a majority vote of all Planning Commissioners if the recommendation involves a matter  
7 described in Section 9.3.  
8

9 No decision on any question shall be reconsidered more than once.

- 10  
11 9.8 Documents which reflect recommendations, findings of fact, and other information to be  
12 transmitted to the Board of County Commissioners arising from actions of the Planning  
13 Commission should be signed by all Planning Commissioners who voted on such matters. These  
14 signatures are an acknowledgement of the accuracy of the document, not necessarily of an  
15 agreement with the items contained therein. Planning Commission members who voted on  
16 matters reflected in such documents should all sign at the same time. However, if time is of the  
17 essence and such signatures can not be obtained simultaneously, the Chair, or Secretary in the  
18 absence of the Chair, shall attest to the accuracy of the document for those members who were  
19 unable to sign. Following the signing and/or attestation of such documents, the Secretary shall  
20 timely transmit such documents to the Board of County Commissioners and provide a copy to all  
21 Planning Commissioners.  
22

## 23 **SECTION X: PUBLIC HEARING RULES**

- 24  
25 10.1 There are two types of public hearings: legislative and quasi-judicial.  
26

- 27 a. The purpose of a legislative public hearing is to obtain public input on matters of policy.  
28 Examples include but are not limited to adoption/amendment of zoning ordinances, the  
29 Critical Area Ordinance/Shoreline Master Plan, the Urban Growth Area, the Comprehensive  
30 Plan, and other regulatory ordinances.  
31 b. Quasi-judicial public hearings, unlike legislative ones, involve the legal rights of specific  
32 parties, and the decision made as a result of such hearings must be based on and supported by  
33 the testimony presented by witnesses at the hearing and the documents or exhibits submitted  
34 in connection with the matter being considered. Examples include but are not limited to  
35 permit applications involving such items as subdivisions, lot line adjustments, Type I, II and  
36 III uses, Shorelines and Critical Area, and to variances and adjustment of standards.  
37

38 (1) Testimony at a quasi-judicial hearing will be taken under oath given by the Secretary of  
39 the Planning Commission. It is not necessary that individual oaths be taken. A group  
40 oath is sufficient as long as each witness is present for the group oath. All documents,  
41 including but not limited to maps, drawing and staff reports, will be admitted as  
42 numbered exhibits.

43 (2) The Appearance of Fairness Doctrine applies in quasi-judicial hearings. At the start of  
44 such hearing, the Chair will ask if any Commission member knows of any reason which  
45 would require the member to excuse themselves pursuant to the Appearance of Fairness  
46 Doctrine. Any member of the Planning Commission answering in the affirmative should  
47 state the reason(s) for his/her answer so that a determination can be made whether a  
48 violation of the Appearance of Fairness doctrine exists. The form of the announcement is  
49 as follows:  
50

- 1 “All Commission members should now give consideration as to whether they have:  
2 (a) A demonstrated bias or prejudice for or against any party to the proceedings;  
3 (b) A direct or indirect financial interest in the outcome of the proceeding;  
4 (c) A prejudgment of the issue prior to hearing the facts on the record; or  
5 (d) Had “ex parte” contact with any individual, excluding administrative staff, with  
6 regard to an issue prior to the hearing. (Where ex parte communication has occurred,  
7 please refer to Section 12.3 herein.)

8 If anyone in the audience wishes to challenge, on Appearance of Fairness grounds, the  
9 participation in the matter by any member of the Planning Commission, please state your  
10 name, address, and reasons for your request.”  
11

## 12 10.2 Preliminary guidelines

- 13  
14 a. Prior to the start of a public hearing, the Chair may require that all persons wishing to be  
15 heard shall sign in with the Secretary, giving their names and addresses, the agenda item of  
16 interest, and whether they wish to speak as proponent, opponent, or otherwise. Any person  
17 who fails to sign in shall not be permitted to speak until all those who signed in have done so.  
18 b. At any public hearing, persons who have signed in and wish to be heard shall be given an  
19 opportunity to be heard. However, the Chair shall be authorized to establish speaker time  
20 limits and otherwise control presentations, in which case the Secretary or his/her designee  
21 shall be the timekeeper.  
22 c. The Chair may change the order of speakers so that testimony is heard in the most logical  
23 and/or appropriate order.  
24 d. Prior to the close of a public hearing, Planning Commission members may ask questions of  
25 Planning Division staff and/or members of the audience.  
26 e. At no time during a public hearing or the deliberations related thereto may Planning  
27 Commissioners testify, offer evidence, or provide factual information bearing on issues  
28 involved in the hearing.  
29 f. Pre-filing of testimony or evidence is encouraged and may be delivered to the Planning  
30 Division in advance of a hearing.  
31

## 32 10.3 Rules of Order

- 33  
34 a. All persons speaking to the Planning Commission shall stand, approach the rostrum and  
35 microphone, if provided, and identify themselves by name, address and whom they represent.  
36 b. Testimony shall be kept factual and on the subject. The Chair is charged with the  
37 responsibility of discouraging and stopping irrelevant, unnecessarily long, repetitive, or  
38 abusive testimony, and at the onset may limit the length of testimony. Time permitting, an  
39 opportunity will be provided for additional public comment from previous speakers after  
40 everyone who so desires has had an opportunity to testify.  
41 c. All comments shall be directed to the Chair, and interruptions, demonstrations, applause or  
42 other distractions during or at the conclusion of anyone’s testimony are not permitted.  
43 Anyone making “out of order” comments shall be subject to removal from the meeting, and  
44 the Chair may call a recess in, or adjourn, the meeting in the event of excessive disruption.  
45 d. Speakers shall not question one another. Instead, questions from Speakers shall be addressed  
46 to the Chair. Upon request of a majority of Planning Commission members present, the  
47 Chair may allow direct questioning of an expert witness who has previously testified on  
48 behalf of an opponent or proponent, or on other business before the Commission.  
49 e. If written statements are made, a copy shall be presented to the Planning Commission and to  
50 the Secretary.



1  
2 10.4 Conclusion of Public Hearing  
3

- 4 a. At the conclusion of public testimony, the Chair asks staff if there is any additional  
5 information, testimony, or evidence to be submitted for the record.  
6 b. The Chair may, with the consensus of the Planning Commission, hold open a public hearing  
7 to allow additional time for the receipt of additional evidence or written testimony.  
8 c. After the public hearing is closed, additional testimony or evidence may not be requested or  
9 considered; provided that, the Planning Commissioner may obtain “clarification” from the  
10 Planning Division regarding factual information that bear on an issue involved in the hearing.  
11 However, the Planning Division may not provide opinion, testimony, or evidence in response  
12 to a request for clarification.  
13 d. Motions by the Planning Commission to approve, deny, or modify a proposal must state the  
14 specific reason(s) therefor.  
15

16 **SECTION XI: ABSENCE OF MEMBERS**  
17

- 18 11.1 Attendance at meetings of the Planning Commission is expected of all Planning Commissioners.  
19 Upon request of a member, or of the Secretary on behalf of the member, the Chair may excuse the  
20 absence from any meeting. While no motion to excuse such absence is needed, the Chair is  
21 required to announce all absences for the record.  
22  
23 11.2 Unexcused absences will occur if prior to a meeting a Planning Commissioner fails to notify the  
24 Chair, or the Secretary, of the Planning Commissioner’s anticipated absence at the meeting. In  
25 the event of an emergency that prevents a Planning Commissioner’s prior notification of an  
26 absence, the Chair may excuse the absence upon notice from the Planning Commissioner at or  
27 prior to the next meeting he/she attends.  
28  
29 11.3 In the event of a member incurring three unexcused absences in any six-month period, the  
30 member’s record shall be forwarded by the Secretary to the Board of County Commissioners for  
31 consideration.  
32

33 **SECTION XII: CODE OF CONDUCT**  
34

- 35 12.1 Outside of Planning Commission meetings, Planning Commissioners:  
36  
37 a. May represent the full Planning Commission if so authorized by the Planning Commission.  
38 b. May speak as a Planning Commissioner regarding his/her position(s), as long as he/she  
39 makes it clear that such position(s) does not represent the full Planning Commission.  
40 c. May speak as an individual, clearly specifying that he/she is speaking in such capacity and  
41 not as a Planning Commissioner.  
42 d. Should provide full disclosure to the Planning Commission when he/she has any personal  
43 involvement on issues that relate to the Planning Commission.  
44  
45 12.2 Planning Commissioners are prohibited from:  
46  
47 a. Acting in a manner that intentionally disrupts Planning Commission meetings.  
48 b. Using his or her position to secure special privileges or exemptions for himself, herself, or  
49 others.

- 1 c. Directly or indirectly giving or agreeing to receive compensation, gifts, rewards, or gratuities  
2 from any source for a matter connected with or related to the services as a member of the  
3 Planning Commission, unless otherwise provided by law.  
4 d. Accepting employment or engaging in business or professional activities that he or she might  
5 reasonably expect would require or induce said member to disclose confidential information  
6 acquired by reason of membership on the Commission.  
7 e. Disclosing confidential information gained by reason of his or her membership on the  
8 Planning Commission or using such information for his or her personal gain or benefit.  
9 f. Violating the Open Meetings Act. Examples of such violations include but are not limited to  
10 occasions when:

- 11  
12 (1) more than three Planning Commissioners meet together or communicate with each other  
13 as a group outside of designated Planning Commission meetings.  
14 (2) when more than three Planning Commissioner use an intermediary, whether or not a  
15 member of the Planning Commission, to communicate with each other as a group on  
16 matters within the scope of their responsibilities as Planning Commissioners.  
17

18 Communicating as a group is not limited to simultaneous conversation, but may also include  
19 communication through exchanges of information among more than three Planning  
20 Commissioners by telephone, fax or email.  
21

22 However, nothing herein shall prevent staff members of the Planning Division from  
23 communicating with any number Planning Commissioners for purposes of distributing  
24 agendas, minutes, staff reports, correspondence and other documents relating to the business  
25 of the Planning Commission or from acquiring or distributing information that will facilitate  
26 administrative activities of either the Planning Division or the Planning Commission.  
27

- 28 g. Acting in any other manner that would result in neglect of duty, misfeasance or malfeasance  
29 of office.  
30

31 12.3 Conflict of Interest  
32

- 33 a. Any Planning Commission member having a direct or indirect interest in, or who would  
34 benefit from, any matter coming before the Planning Commission shall disclose this interest  
35 and, if deemed appropriate by that Planning Commissioner or by a majority of the Planning  
36 Commission, and/or if required by law, shall abstain from voting on, and not participate in  
37 any discussion regarding, the matter. When a member abstains because of a conflict of  
38 interest, he/she shall not be counted as present for purposes of establishing a quorum during  
39 consideration of the matter from which the conflict arose.

- 40 b. In accepting appointment as a Planning Commissioner, members are encouraged to attend all  
41 meetings and give their full attention to all matters that come before the Planning  
42 Commission. If a Planning Commission member foresees that business, personal, or family  
43 commitments or other circumstances or conditions may create a conflict that regularly  
44 prevents this level of participation, the member should step down and resign from his/her  
45 position on the Planning Commission.  
46

47 12.4 Appearance of Fairness  
48

- 49 a. Planning Commissioners shall adhere to the applicable requirements of the appearance of  
50 fairness doctrine, RCW Chapter 42.36.

- 1 b. While any quasi-judicial proceeding is pending, no Planning Commission member may  
 2 engage in communications either solely with proponents or solely with opponents about a  
 3 proposal involved in the pending proceeding, unless the Commission member:  
 4 (1) places on the record the substance of such oral or written communications; and  
 5 (2) provided that a public announcement of the content of such communication and of a  
 6 party's right to rebut the substance of the communication shall be made at each hearing  
 7 where action is taken or considered on the subject. This does not prohibit communication  
 8 between a citizen and a Planning Commission if it is made part of the record, when it  
 9 pertains to the subject matter of a quasi-judicial proceeding. (RCW 42.36.060)

10  
 11 **SECTION XIII: AMENDMENT OR SUSPENSION OF RULES**

- 12  
 13 13.1 These rules may be amended at any regular meeting of the Commission by a majority vote of the  
 14 entire Commission membership if the proposed amendment is presented in writing at the  
 15 immediately preceding regular meeting.  
 16  
 17 13.2 No rule shall be suspended without the concurrence of two-thirds of the members present.  
 18  
 19 13.3 No rule that reflects a requirement of state law may be suspended.  
 20  
 21 13.4 We, the members constituting a quorum of the Planning Commission of Yakima County, State of  
 22 Washington, created by a Resolution of the Board of County Commissioners, pursuant to Chapter  
 23 201, Laws of 1959, do this date hereby adopt, publish and declare the following as the Planning  
 24 Commission Rules of Procedure and further rescind all rules previously adopted by this  
 25 Commission.  
 26

27  
 28 Dated this the \_\_\_\_ day of \_\_\_\_\_, 201~~5~~<sup>8</sup>.  
 29

\_\_\_\_\_  
~~Ed Burns~~Michael Shuttleworth, Co-Vice Chair

\_\_\_\_\_  
 Ashley Garza~~Zella West~~, Chair

\_\_\_\_\_  
~~Nancy Charron~~Doug Mayo, Co-Vice Chair

\_\_\_\_\_  
~~Gary Ekstedt~~Doug Miller, Co-Vice Chair

\_\_\_\_\_  
~~Michael Shuttleworth~~Jerry Craig

\_\_\_\_\_  
 Ashley GarzaJerry Mellen

\_\_\_\_\_  
~~John Crawford~~Joe Walsh

30  
 31  
 32 Attest:

33  
 34  
 35 \_\_\_\_\_  
 36 Thomas Carroll, Secretary

**YAKIMA COUNTY PLANNING COMMISSION  
RULES OF THE COMMISSION**

**APPENDIX A**

<b>Examples of “Official Control” and Comprehensive Plan Issues</b>		
<b>Example #</b>	<b>Issue</b>	<b>Official Control/Comp Plan (Yes/No)</b>
1	Zoning Changes	Yes (Official Control)
2	Re-Zones	Yes (Official Control)
3	County Ordinance Adoption/Amendment	Depends on subject matter
4	Urban Growth Area Change	Yes (Comprehensive Plan Amendment)
5	Map Changes	Yes, if a Zoning or Comp Plan Map change
6	Land Use Overlays	Yes (Comprehensive Plan Amendment)
7	Permitted Land Use Changes	Yes (Comprehensive Plan Amendment)
8	Critical Area Ordinance Changes	Yes (Comprehensive Plan Amendment)
9	Shoreline Master Plan Changes	Yes (Comprehensive Plan Amendment)
10	De-designation Criteria Changes	Yes (Comprehensive Plan Amendment)
11	Review of Determinations of Non-Significance	No
12	Open Space Taxation Recommendations	Yes (Processed as a Comp Plan Amendment)