

YAKIMA COUNTY PLANNING COMMISSION

RULES OF PROCEDURE

Adopted August 12, 2009
Amended: October 16, 2013
Amended: January 14, 2015
Amended: May 9, 2018
Amended: January 8, 2021
Amended: February 10, 2021
Amended: May 10, 2023
Amended: February 12, 2025

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 on the second Wednesday of each month, beginning at 5:30 p.m. for regularly scheduled meetings and 6:00pm for public hearings, or as soon thereafter as practical, unless otherwise scheduled and noticed in advance. Meetings will be located at Yakima Valley College, 1704 W. Nob Hill Boulevard, Yakima, Washington, unless otherwise stated on a meeting agenda, ~~in the First Street Conference Room, 223 N. 1st Street, Yakima, Washington in addition to virtual/telephonic options~~. During a state of emergency, public health crisis, or when in person meetings are not possible, meetings may be held exclusively virtual/telephonic.
- 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.

2.4 Special meetings shall be called by the Chair, by the Secretary in consultation with the Chair, or at the written request of at least four members of the Planning Commission. Special meetings shall be held at a designated date, time and place, and shall be open to the public.

2.5 The Planning Commission may continue any regular or special meeting to a specific date, time and place.

2.6 Should there not be a quorum of the Planning Commission at any regular or special meeting, the members present shall adjourn to the next regular meeting, or to the next special meeting if called as provided for in these rules. In the case that no members are present, the Secretary shall adjourn to the next regular meeting or to the next special meeting if called as provided for in these rules.

2.7 The Planning Commission may provide an annual opportunity at a regular or special meeting for the public to present information and comment on any matter within the scope of the Planning Commission's responsibilities. Public input may also be allowed during other regular and special meetings by invitation of the Chair.

2.8 All meetings of the Planning Commission shall be recorded and shall be held in accordance with the requirements of the Open Meetings Act, RCW Chapter 42.30.

2.9 Except as modified by these Rules of Procedure, Robert's Rules of Order Newly Revised shall govern the conduct of meetings.

SECTION III: OFFICERS

3.1 Officers shall consist of a Chair, Vice-Chair, and such other Officers, who may by majority vote be elected from members of the Planning Commission. The members may choose to elect Co-Chairs and/or Co-Vice Chairs following the procedures set forth in 3.2, as needed to conduct the business of the Planning Commission.

3.2 Election of Officers shall take place once a year on the occasion of the first regular meeting in each calendar year, and each elected Officer shall serve until the subsequent election. If for any reason Planning Commission Officers are not elected at the first regular meeting of the calendar year, the existing Officers shall continue to serve until an election is held.

3.3 Any Officer may be removed at any time by vote of the majority of the Planning Commission. Removal from office does not constitute a removal from the position of Planning Commissioner.

3.4 The vacancy of an office caused by the resignation or removal of any Officer during the term of his/her office shall, by majority vote, be filled for the remaining term of office from the remaining members of the Planning Commission.

SECTION IV: CHAIR

- 1 4.1 The Chair shall preside over the meetings of the Planning Commission and may exercise all the
2 powers usually incident to the office, retaining the full right to have his/her vote recorded in all
3 deliberations of the Planning Commission.
4
- 5 4.2 The Vice-Chair shall, in the absence of the Chair, perform all the duties of the Chair.
6
- 7 4.3 In the absence of both the Chair and Vice-Chair, the Planning Commission members present shall
8 choose a temporary Chair for the meeting, who shall have full powers of the Chair for the duration
9 of that meeting.
10
11

12 **SECTION V: SECRETARY** 13

- 14 5.1 The Planning Official of the Yakima County Public Services Planning Division or his/her designee,
15 shall serve ex-officio without vote as the Secretary, and shall perform the duties as set forth in this
16 section and as are normally carried out by a Secretary.
17
- 18 5.2 The Secretary shall keep an audio record of all regular and special meetings of the Planning
19 Commission, which shall constitute the official record of such meetings.
20
- 21 5.3 The Secretary shall timely prepare and keep minutes of all regular and special meetings of the
22 Planning Commission and, when requested to do so, of its subcommittees and/or study groups. The
23 objectives and content of the minutes are as follows:
24
- 25 a. Objectives
- 26 (1) Maintain a complete factual record of motions, findings of fact, and actions of the
27 Planning Commission, as well as usual details of time, place, type of meeting, members
28 present, speakers and their addresses, roll call votes and other pertinent information
29 needed to describe what was accomplished.
- 30 (2) Provide a summary for Planning Commissioner who miss a meeting and/or to refresh
31 their memories and for the Board of County Commissioner to follow what is happening.
32
- 33 b. Content
- 34 (1) Provide the greatest detail for public hearings and final actions by the Planning
35 Commission; moderate detail for post-hearing work sessions; and the least detail for
36 briefings and other work sessions. With this outline as a guide, summarize what was
37 said and provide a concise record of what was done. If a Planning Commissioner would
38 like a particular statement to be place in the minutes, he/she should state that for the
39 record.
- 40 (2) For staff presentations, summarize only new information not in the written staff report.
- 41 (3) List Planning Commission requests for information and questions of staff that require
42 follow-up.
- 43 (4) Reference documents cited during meetings, rather than including excerpts.
- 44 (5) Underline motions so they can be clearly identified.
- 45 (6) Planning Commissioners are encouraged to contact Planning Division staff in advance
46 of a meeting with questions and/or proposed corrections of draft minutes to allow staff
47 to review the audio recording if necessary.
48
- 49 c. Approval
50

- 1 (1) Meeting minutes may be approved by a majority of the Planning Commission who were
- 2 in attendance at the subject meeting
- 3 (2) Under the following conditions, meeting minutes may also be approved without a
- 4 quorum of members who were in attendance at the subject meeting:
- 5
- 6 (a) At least two members who were in attendance at the subject meeting attest that the
- 7 minutes accurately reflect the activities of that meeting, and
- 8 (b) A majority of a quorum of the Planning Commission in attendance when the
- 9 question of approval of the minutes is addressed vote to approve the minutes.
- 10
- 11 5.4 The Secretary shall give Planning Commission members notice of all regular and special meetings,
- 12 prepare with the Chair's assistance the agenda of regular and special meetings, and serve proper
- 13 and legal notice of all public hearings.
- 14
- 15 5.5 Whenever any Planning Commission agenda item is continued to the next regular meeting or to a
- 16 special meeting, on the next business day immediately after the time of continuance the Secretary
- 17 shall conspicuously post notice of such continuance on or near the door of the place where the
- 18 meeting was held (or online on the Planning Division website if being held virtual).
- 19
- 20 5.6 The Secretary shall cause written notice of special meetings to be delivered personally, by
- 21 facsimile, e-mail or by the U.S. Postal Service at least twenty-four hours before the time of such
- 22 meeting as specified in the notice to each member and to each local newspaper of general
- 23 circulation which has on file with the governing body a written request to be notified of such special
- 24 meeting or of all special meetings. Each local radio or television station that has on file with the
- 25 governing body a written request to be notified of such special meeting or of any special meetings
- 26 shall also be notified. The call and notice shall specify the time and place of the special meeting
- 27 and the business to be transacted. Such written notice may be dispensed with to any Planning
- 28 Commission member who has on file with the Secretary a written waiver of notice of all special
- 29 meetings or who, prior to or at the time of any special meeting, files a written notice may also be
- 30 dispensed with as to any member who is actually in attendance at any special meeting.
- 31
- 32 5.7 Typically at least one (1) week prior to the date of the next scheduled meeting, the Secretary will
- 33 prepare and distribute all agendas, minutes and staff reports, and will forward all other relevant
- 34 information, to members of the Planning Commission regarding its business. The Secretary will
- 35 also post and/or make agendas, staff reports and other applicable information available to the public
- 36 in a timely manner and as provided by law.
- 37
- 38 5.8 The Secretary will prepare the Recommendations, Conclusions, and Findings of the Commission
- 39 for signature by the Planning Commission, forward the Planning Commission's record and
- 40 recommendations, Conclusions and Findings to the Board of County Commissioners, and notify
- 41 the Planning Commission of actions by the Board of County Commissioners in response thereto.
- 42
- 43 5.9 When the Planning Division is making a recommendation to the Board of County Commissioners
- 44 that is different from that of the Planning Commission, the Secretary shall notify the Planning
- 45 Commission so the Chair or a designee may represent the Planning Commission when the
- 46 recommendation is presented to the Board.
- 47
- 48 5.10 The Secretary shall maintain a file of all correspondence, studies, plans, reports, recommendations,
- 49 findings, conclusions, recordings, minutes, and other official records of the Planning Commission.

1 All of these records shall be retained in the Planning Division of the Yakima County Public Services
2 Department.
3

4 **SECTION VI: TEMPORARY COMMITTEES** 5

6 6.1 The Chair shall have full power to create and dissolve temporary subcommittees or study groups
7 composed of Planning Commission members. Temporary subcommittees and/or study groups may
8 be charged with such duties, examinations, investigations and inquiries regarding one or more
9 subjects of interest to the Planning Commission. No subcommittee or study group shall constitute
10 a quorum of the Planning Commission.
11

12 6.2 Work scope, schedules, and periodic progress reports of subcommittees and study groups shall be
13 reported to the full Planning Commission.
14

15 6.3 Subcommittees and study groups shall avoid the appearance of representing the full Planning
16 Commission, and no standing or temporary committee shall have the power to commit the Planning
17 Commission to the endorsement of any plan, program, or recommendation without the approval of
18 the Planning Commission.
19

20 **SECTION VII: AGENDA** 21

22 7.1 An agenda shall be prepared by the Secretary for each meeting, which shall substantially conform
23 to the following outline of the order of business:
24

- 25 a. Call to Order
- 26 (1) Roll call
- 27 (2) Approval of minutes
- 28 b. Unfinished Business
- 29 c. New Business
- 30 d. Public comment
- 31 e. Communications
- 32 (1) Reports of subcommittees and study groups
- 33 (2) Status report of cases before the BOCC
- 34 (3) Secretary's report
- 35 f. Adjournment or continuance to a date, place and time certain
36

37 **SECTION VIII: QUORUM** 38

39 8.1 A simple majority of the currently appointed Planning Commission members present at a meeting
40 shall constitute a quorum for the transaction of business, except as provided in section 8.2 below.
41 If a quorum is lost during a meeting, no business may be transacted by the Planning Commission
42 until a quorum is reestablished. The prohibition against transacting business in the absence of a
43 quorum cannot be waived, even by a majority vote of the Planning Commission. The Planning
44 Commission can receive reports or petitions whenever a quorum is not present.
45

46 8.2 When a Planning Commission member has stepped down because of a possible conflict of interest,
47 the member shall not be counted as present for the purposes of establishing a quorum during
48 consideration undertaken while he/she is not sitting with the Planning Commission.
49

SECTION IX: VOTING

- 9.1 All Planning Commission members present, including the Chair, shall be entitled to vote when any action is taken.
- 9.2 Except as provided in Section 9.3 herein, all motions, recommendations, and/or other matters adopted by the Planning Commission shall be decided by a majority vote of a quorum of the Planning Commissioners.
- 9.3 Any recommendation by the Planning Commission to the Board of County Commissioners regarding an issue involving an official control or Comprehensive Plan or any amendments thereto shall be made by a vote of not less than a majority of the total members of the Planning Commission. In the absence of a majority vote of the total members of the Planning Commission on any such issue, no recommendation will be considered to have been made. See Appendix A, attached hereto, for examples of issues that may be designated as “official controls.”
- 9.4 In the event of a failure to obtain a vote of a majority of the total members of the Planning Commission with respect to a recommendation to the Board of County Commissioners regarding an issue involving an official control or Comprehensive Plan or amendments thereto, the Secretary shall nevertheless automatically transmit such issue to the Board of County Commissioners.
- 9.5 If there is a desire of any Planning Commission member to abstain from voting because of a potential conflict of interest, this view should be expressed as soon as the potential conflict becomes apparent and before any discussion is held on such business before the Planning Commission. The member shall then step down and leave the room.
- 9.6 No Planning Commission member may participate or vote on a matter presented at a public hearing unless the member has:
- a. been in attendance at all public hearings regarding such matter, or
 - b. listened to the taped recording of the public hearing, reviewed the written record of the matter in question, and verifies on the record that he/she has taken such actions.
- 9.7 Conduct of Voting:
- a. The Chair shall conduct a voice vote on all items unless otherwise requested by any Planning Commissioner.
 - b. A Planning Commissioner may call for a Roll Call vote on any issue. If the motion for a Roll Call vote receives a majority of ayes, a Roll Call vote shall be conducted. If a majority vote in the affirmative is not received, no Roll Call vote will occur.
 - c. Silence by a Planning Commissioner during the vote on any motion shall be recorded as an affirmative vote except:
 - (1) When a Planning Commissioner chooses to abstain totally from the debate; or
 - (2) When a conflict of interest precludes a Planning Commissioner’s participation on an issue or question.
 - d. In case of a tie vote on any motion, the motion shall be considered not to have passed.
 - e. Planning Commissioners must be present to vote. Voting by proxy is not allowed.
- 9.8 A motion to reconsider taken in connection with any decision shall take precedence over all other motions, except a motion to adjourn. Provided that, if such decision involves a recommendation

to the Board of County Commissioners, it may only be reconsidered if before the Planning Commission signs the document(s) for transmittal of such recommendation to the Board of County Commissioners, any member who voted with the majority moves for reconsideration and such motion is approved by:

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

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

- 9.9 Documents which reflect recommendations, findings of fact, and other information to be transmitted to the Board of County Commissioners arising from actions of the Planning Commission should be signed by all Planning Commissioners who voted on such matters. [Planning Commission members are allowed to sign all documents electronically.](#) Planning Commission members are allowed to sign all documents electronically. These signatures are an acknowledgement of the accuracy of the document, not necessarily of an agreement with the items contained therein. Planning Commission members who voted on matters reflected in such documents should all sign at the same time. However, if time is of the essence and such signatures can not be obtained simultaneously, the Chair, or Secretary in the absence of the Chair, shall attest to the accuracy of the document for those members who were unable to sign. Following the signing and/or attestation of such documents, the Secretary shall timely transmit such documents to the Board of County Commissioners and provide a copy to all Planning Commissioners.

SECTION X: PUBLIC HEARING RULES

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

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

- (1) Testimony at a quasi-judicial hearing will be taken under oath given by the Secretary of the Planning Commission. It is not necessary that individual oaths be taken. A group oath is sufficient as long as each witness is present for the group oath. All documents, including but not limited to maps, drawing and staff reports, will be admitted as numbered exhibits.
- (2) The Appearance of Fairness Doctrine applies in quasi-judicial hearings. At the start of such hearing, the Chair will ask if any Commission member knows of any reason which would require the member to excuse themselves pursuant to the Appearance of Fairness Doctrine. Any member of the Planning Commission answering in the affirmative should state the reason(s) for his/her answer so that a determination can be made whether a

violation of the Appearance of Fairness doctrine exists. The form of the announcement is as follows:

“All Commission members should now give consideration as to whether they have:

- (a) A demonstrated bias or prejudice for or against any party to the proceedings;
- (b) A direct or indirect financial interest in the outcome of the proceeding;
- (c) A prejudgment of the issue prior to hearing the facts on the record; or
- (d) Had “ex parte” contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing. (Where ex parte communication has occurred, please refer to Section 12.3 herein.)

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

10.2 Preliminary guidelines

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

10.3 Rules of Order

- a. All persons speaking to the Planning Commission shall stand, approach the rostrum and microphone, if provided, and identify themselves by name, address and whom they represent.
- b. Testimony shall be kept factual and on the subject. The Chair is charged with the responsibility of discouraging and stopping irrelevant, unnecessarily long, repetitive, or abusive testimony, and at the onset may limit the length of testimony. Time permitting, an opportunity will be provided for additional public comment from previous speakers after everyone who so desires has had an opportunity to testify.
- c. All comments shall be directed to the Chair, and interruptions, demonstrations, applause or other distractions during or at the conclusion of anyone’s testimony are not permitted. Anyone making “out of order” comments shall be subject to removal from the meeting, and the Chair may call a recess in, or adjourn, the meeting in the event of excessive disruption.
- d. Speakers shall not question one another. Instead, questions from Speakers shall be addressed to the Chair. Upon request of a majority of Planning Commission members present, the Chair

- 1 may allow direct questioning of an expert witness who has previously testified on behalf of an
2 opponent or proponent, or on other business before the Commission.
3 e. If written statements are made, a copy shall be presented to the Planning Commission and to
4 the Secretary.
5

6 10.4 Conclusion of Public Hearing 7

- 8 a. At the conclusion of public testimony, the Chair asks staff if there is any additional information,
9 testimony, or evidence to be submitted for the record.
10 b. The Chair may, with the consensus of the Planning Commission, hold open a public hearing to
11 allow additional time for the receipt of additional evidence or written testimony.
12 c. After the public hearing is closed, additional testimony or evidence may not be requested or
13 considered; provided that, the Planning Commissioner may obtain “clarification” from the
14 Planning Division regarding factual information that bear on an issue involved in the hearing.
15 However, the Planning Division may not provide opinion, testimony, or evidence in response
16 to a request for clarification.
17 d. Motions by the Planning Commission to approve, deny, or modify a proposal must state the
18 specific reason(s) therefor.
19

20 **SECTION XI: ABSENCE OF MEMBERS** 21

- 22 11.1 Attendance at meetings of the Planning Commission is expected of all Planning Commissioners.
23 Upon request of a member, or of the Secretary on behalf of the member, the Chair may excuse the
24 absence from any meeting. While no motion to excuse such absence is needed, the Chair is required
25 to announce all absences for the record.
26
27 11.2 Unexcused absences will occur if prior to a meeting a Planning Commissioner fails to notify the
28 Chair, or the Secretary, of the Planning Commissioner’s anticipated absence at the meeting. In the
29 event of an emergency that prevents a Planning Commissioner’s prior notification of an absence,
30 the Chair may excuse the absence upon notice from the Planning Commissioner at or prior to the
31 next meeting he/she attends.
32
33 11.3 Once a Planning Commissioner member incurs three, consecutive unexcused absences, the
34 Planning Commission shall consider submitting a recommendation to the Board of County
35 Commissioners for the removal of the Planning Commissioner member at the next regular or
36 special meeting (RCW36.70.110).~~In the event of a member incurring three unexcused absences in~~
37 ~~any six month period, the member’s record shall be forwarded by the Secretary to the Board of~~
38 ~~County Commissioners for consideration.~~
39

40 **SECTION XII: CODE OF CONDUCT** 41

- 42 12.1 Outside of Planning Commission meetings, Planning Commissioners:
43
44 a. May represent the full Planning Commission if so authorized by the Planning Commission.
45 b. May speak as a Planning Commissioner regarding his/her position(s), as long as he/she
46 makes it clear that such position(s) does not represent the full Planning Commission.
47 c. May speak as an individual, clearly specifying that he/she is speaking in such capacity and
48 not as a Planning Commissioner.
49 d. Should provide full disclosure to the Planning Commission when he/she has any personal
50 involvement on issues that relate to the Planning Commission.

12.2 Planning Commissioners are prohibited from:

- a. Acting in a manner that intentionally disrupts Planning Commission meetings.
- b. Using his or her position to secure special privileges or exemptions for himself, herself, or others.
- c. Directly or indirectly giving or agreeing to receive compensation, gifts, rewards, or gratuities from any source for a matter connected with or related to the services as a member of the Planning Commission, unless otherwise provided by law.
- d. Accepting employment or engaging in business or professional activities that he or she might reasonably expect would require or induce said member to disclose confidential information acquired by reason of membership on the Commission.
- e. Disclosing confidential information gained by reason of his or her membership on the Planning Commission or using such information for his or her personal gain or benefit.
- f. Violating the Open Meetings Act. Examples of such violations include but are not limited to occasions when:

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

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

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

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

12.3 Conflict of Interest

- a. Any Planning Commission member having a direct or indirect interest in, or who would benefit from, any matter coming before the Planning Commission shall disclose this interest and, if deemed appropriate by that Planning Commissioner or by a majority of the Planning Commission, and/or if required by law, shall abstain from voting on, and not participate in any discussion regarding, the matter. When a member abstains because of a conflict of interest, he/she shall not be counted as present for purposes of establishing a quorum during consideration of the matter from which the conflict arose.
- b. In accepting appointment as a Planning Commissioner, members are encouraged to attend all meetings and give their full attention to all matters that come before the Planning Commission. If a Planning Commission member foresees that business, personal, or family commitments or other circumstances or conditions may create a conflict that regularly prevents this level of

1 participation, the member should step down and resign from his/her position on the Planning
2 Commission.

3
4 12.4 Appearance of Fairness

- 5
6 a. Planning Commissioners shall adhere to the applicable requirements of the appearance of
7 fairness doctrine, RCW Chapter 42.36.
8 b. While any quasi-judicial proceeding is pending, no Planning Commission member may engage
9 in communications either solely with proponents or solely with opponents about a proposal
10 involved in the pending proceeding, unless the Commission member:
11 (1) places on the record the substance of such oral or written communications; and
12 (2) provided that a public announcement of the content of such communication and of a party's
13 right to rebut the substance of the communication shall be made at each hearing where
14 action is taken or considered on the subject. This does not prohibit communication between
15 a citizen and a Planning Commission if it is made part of the record, when it pertains to the
16 subject matter of a quasi-judicial proceeding. (RCW 42.36.060)
17

18 **SECTION XIII: AMENDMENT OR SUSPENSION OF RULES**
19

- 20 13.1 These rules may be amended at any regular meeting of the Commission by a majority vote of the
21 entire Commission membership if the proposed amendment is presented in writing at the
22 immediately preceding regular meeting.
23
24 13.2 No rule shall be suspended without the concurrence of two-thirds of the members present.
25
26 13.3 No rule that reflects a requirement of state law may be suspended.
27
28 13.4 We, the members constituting a quorum of the Planning Commission of Yakima County, State of
29 Washington, created by a Resolution of the Board of County Commissioners, pursuant to Chapter
30 201, Laws of 1959, do this date hereby adopt, publish and declare the following as the Planning
31 Commission Rules of Procedure and further rescind all rules previously adopted by this
32 Commission.
33
34

35 Dated this the ____ day of _____, 2025.
36

Michael Shuttleworth

Sergio Garcia, Vice-Chair

Doug Mayo, Chair

Holly Castle

Jerry Craig

Isidra Sanchez

Raul Martinez

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Attest:

Thomas Carroll, Secretary

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

APPENDIX A

Examples of “Official Control” and Comprehensive Plan Issues		
Example #	Issue	Official Control/Comp Plan (Yes/No)
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)