

CHAPTER 2.28. PLANNING COMMISSION

2.28.010. Membership—Appointment—Term of office.

- A. The city planning commission shall consist of seven members who shall be appointed by the mayor and confirmed by the council.
- B. The term of office of each member shall be four years. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired terms.
- C. Members may be removed by the mayor, with the approval of the council, for such causes as the council may deem sufficient which shall be set forth in a letter to the member or members affected; provided, that should the member or members affected request public hearing thereon, there shall be such a hearing before removal.
- D. The members shall be selected to represent a cross-section of the community thinking and they shall serve without compensation.
- E. No person and no two members of the same household shall serve on both the planning commission and the board of adjustment at the same time.

(Code 1988 § 2.44.010; Ord. No. 408 § 1, 1985; Ord. No. 363 § 1, 1980; Ord. No. 26 § 1, 1956; Ord. No. 8 § 1, 1955)

2.28.020. Powers and duties.

The planning commission shall have all of the powers and perform each and all of the duties, subject to the limitations expressed therein, specified in Chapter 35A.63 RCW, as now or hereafter adopted, together with any other duties and authority which may hereafter be conferred on the commission by laws of the state.

(Code 1988 § 2.44.020; Ord. No. 363 § 2, 1980; Ord. No. 8 § 2, 1955)

2.28.030. Advisory capacity.

The city council may refer to the planning commission, for its recommendation and report, any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in Chapter 35A.63 RCW, and the commission shall promptly report to the council thereon, making such recommendations and giving such counsel deemed proper.

(Code 1988 § 2.44.030; Ord. No. 363 § 3, 1980; Ord. No. 8 § 3, 1955)

2.28.035. Meetings.

- A. *Time.* The regular meeting of the planning commission will be held on the fourth Tuesday of each month, commencing at 6:00 p.m.
- B. *Place.* The regular meeting place of the planning commission will be at Medina City Hall located at 501 Evergreen Point Road.
- C. *Remote participation.* Members of the planning commission may attend any meeting either in person or remotely via videoconferencing or teleconferencing unless such attendance is otherwise restricted or prohibited by legislative or governor's proclamation/order, or other emergency order. Members attending

remotely shall so advise the city clerk or staff liaison not later than 2:00 p.m. the day of the meeting so that appropriate technical or other arrangements are in place for proper conduct of the meeting.

- D. *Special meetings.* The commission may, from time to time, provide for special meetings in accordance with chapter 42.30 RCW, the Open Public Meetings Act.

(Code 1988 § 2.44.035; Ord. No. 839 § 2, 2009; Ord. No. 1019, § 3, 2023)

2.28.040. Quorum.

- A. A majority of the membership appointed and confirmed pursuant to MMC 2.28.010(A) of the planning commission shall constitute a quorum for the transaction of business.
- B. In the case where the appointed and confirmed membership is an even number, half of the appointed and confirmed membership plus one member shall constitute a quorum for the transaction of business.
- C. Any action taken by a majority of those present at any regular or special meeting of the planning commission where a quorum is present shall be deemed and taken as the action of the commission. If a quorum is not present at any regular or special meeting of the planning commission, the member or members present may adjourn said meeting to a later date, not later than the regular meeting of the commission.

(Code 1988 § 2.44.040; Ord. No. 898 § 2, 2013; Ord. No. 363 § 4, 1980; Ord. No. 145 § 1, 1963; Ord. No. 8 § 6, 1955)

2.28.050. Secretary.

The city manager or designee shall act as secretary to the planning commission.

(Code 1988 § 2.44.050; Ord. No. 839 § 3, 2009; Ord. No. 8 § 5, 1955)

2.28.060. Annual report.

The planning commission shall, on or before the 31st day of January of each year, make a full report in writing to the city council of its transactions and expenditures, if any, for the preceding year, with such general recommendations as to matters within its authority as may to it seem proper.

(Code 1988 § 2.44.060; Ord. No. 8 § 7, 1955)