

ORDINANCE NO. 338

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, REFORMULATING THE CITY'S PLANNING COMMISSION AND REPEALING CHAPTER 2.25, PLANNING COMMISSION, OF THE UNIVERSITY PLACE MUNICIPAL CODE

WHEREAS, the City Council has determined the need to repeal Chapter 2.25, Planning Commission, of the University Place Municipal Code, and establish a new Ordinance establishing the University Place Planning Commission, NOW THEREFORE

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Repealer. Chapter 2.25, Planning Commission, of the University Place Municipal Code is hereby repealed.

Section 2. Planning Commission Established. The City Council hereby establishes the City of University Place Planning Commission.

Section 3. Purpose & Mission Statement. The purpose of the Planning Commission is to advise the City Council on the following topics: growth management; general land use and transportation planning; long range capital improvement plans; and other matters as directed by the City Council. The Planning Commission shall also hold hearings on and develop a comprehensive plan for the City and make recommendations to the City Council on amendments to the comprehensive plan, the zoning code and map, and the development regulations of the City.

Section 4. Membership. There shall be seven (7) members of the Planning Commission. Members shall be city residents, except the City Council may appoint one member who may reside outside the City. Members of the planning commission will immediately forfeit their appointment if they move outside the city limits. Members of the planning commission shall serve without compensation. No more than two members shall be engaged in the same occupation, business, trade or profession. In addition, it is desirable, but not mandatory, that the planning commission members be drawn from throughout the city.

Section 5. Commission Appointments. Appointments to the commission will be made by the City Council.

Section 6. Term. Commission members shall serve four-year terms. There are no term limits. Terms shall be staggered so that appointments expire every other year. Terms shall expire on December 31st.

Section 7. Vacancies and Removal of Members. Vacancies shall be filled by the Council. Members may be removed by City Council motion. A Planning Commission member automatically forfeits their position by having more than two unexcused absences, or four excused absences, during a twelve-month period.

Section 8. Public Meetings and Voting. All meetings shall be held in the City (except for training or field trips) and comply with the Open Public Meetings Act. No Executive Session shall be noticed or held without the prior knowledge of the City Clerk and City Attorney. A quorum is necessary to act on any matter before the Commission. Four members of the Commission constitutes a quorum. Any recommendation that a majority of the Commission believes should be forwarded to the City Council shall be so forwarded. Subcommittees shall not be created.

Section 9. Meeting Schedule Established. The Commission shall meet on the first and third Wednesdays of each month at 7:00 p.m. at City Hall. Meetings held on a different date or time shall be considered special meetings. Special meetings will require notice of the meeting posted at the Fire Department, Library, City Hall and faxed to the City's official newspaper. All regular meetings shall be properly noticed.

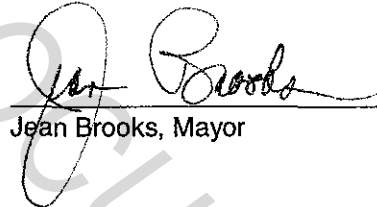
Section 10. Expenditures and Staff Support. Any expenditure for the Commission shall be within the amounts appropriated for the purposes set by the City Council and approved in advance by the City Manager or designee. Staff resource and support shall be as provided by the City Council in the adopted budget under the City Manager's authority.

Section 11. Organization. The Commission shall elect its own Chairperson and Vice-chairperson. The Vice-chairperson shall preside in the absence of the Chairperson. The Chairperson and Vice-chairperson shall be voting members of the Commission. The Commission shall adopt rules for transaction of business, and shall keep a written record of its meetings, attendance, and recommendations. The Commission shall keep a tape recording or other verbatim record of any public hearing. These records shall be public record and filed with the City Clerk.


Section 12. Conflict of interest. Each voting member present shall vote on all questions put to the Commission unless a conflict of interest under state law is present. Commission members may submit written comments for the record on an issue that will be voted on in their absence.

Section 13. Publication and Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect five days after publication.

**PASSED BY THE CITY COUNCIL ON APRIL 15, 2002.**

  
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Jean Brooks, Mayor

**ATTEST:**

  
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Catrina Craig, City Clerk

**APPROVED AS TO FORM:**

  
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Timothy X. Sullivan, City Attorney

Publication Date: 4/18/02  
Effective Date: 4/23/02