

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. 02003-122**

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, ESTABLISHING A CITY PLANNING
COMMISSION TO SERVE AS A CITIZENS ADVISORY
BOARD TO THE CITY OF SAMMAMISH CITY COUNCIL
ON MATTERS RELATED TO COMPREHENSIVE LAND
USE PLANNING AND ZONING**

WHEREAS, the City of Sammamish will be adopting a comprehensive plan for the City of Sammamish, effective May of 2003; and,

WHEREAS, RCW 35A.63 establishes the authority for optional code cities to form a planning commission and to appoint citizens to serve on the planning commission; and,

WHEREAS, the City of Sammamish City Council desires to form a seven member planning commission to serve as a legislative advisory board on land use planning policy.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF
SAMMAMISH, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. Establishment of Planning Commission. The City Council hereby establishes the City of Sammamish Planning Commission to serve in an advisory capacity to the City Council in order to carry out the duties and responsibilities described herein.

Section 2. Membership.

A. Number of Members. The Planning Commission shall consist of seven members. The term for all positions on the commission, except for the initial appointments, shall be for four years. Each term shall expire on May 31st of the last year of the term. In the event of a vacancy, persons appointed to fill the a vacant position during the duration of the term for that position shall serve until the end of the unexpired term. The expiration date of the terms of the positions on the commission shall be staggered so that not more than four positions expire in the same year. Initial determination of four and two year terms shall be done by lottery. Four Commissioners will have four-year terms and three commissioners shall have two-year terms. The initial members of the Planning Commission shall serve as follows: four members shall be appointed to terms expiring March 31, 2007; three members shall be appointed to terms expiring March 31, 2005. Subsequent appointments for full terms shall begin as of April 1.

B. Appointment. Each Council Member shall nominate one initial member of the Planning Commission who shall be subject to confirmation by the City Council. Members of the Planning Commission must reside within the city limits of the City of Sammamish. Planning

Commission members shall be selected without respect to political affiliation and shall serve without compensation. Planning Commission members shall be subject to confirmation by the City Council.

C) Term Limit. No person shall serve more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years shall be eligible to serve two successive four-year terms in addition to the unexpired term; and, provided further, a person who is ineligible to serve for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term.

D. Removal. The Planning Commission chairperson, or acting chairperson, shall report inadequate performance of duties of a member to the City Council. Members may be removed, after a hearing, by a majority vote of the entire Council for reasons including inefficiency, neglect of duty, four or more consecutive unexcused absences, conflict of interest, or malfeasance in office. Notice of the charge and of the hearing shall be given by mail directed to the residence of the member at least ten (10) days before the date of the Council hearing.

Section 3. Bylaws and Procedures

A. The Planning Commission shall elect from among its members a chair who shall preside at all meetings and a vice chair who shall preside in the absence of the chair. A majority of the planning commission members shall constitute a quorum for the transaction of business and a majority vote of members present shall be necessary to carry any motion. The Commission may adopt such other bylaws and procedures as are necessary for the conduct of its business.

B. Meeting Schedule. The Planning Commission shall establish a regular meeting schedule, including time, place and frequency of meetings as necessary, but no less frequent than once a month. The Commission may, from time to time, provide for special meetings in accordance with RCW 42.30. All meetings shall be open to the public, in accordance with RCW 42.30, the Open Public Meetings Act.

C. Staffing. Staff provided to the Commission shall be advisory.

D. Documentation. The Commission shall adopt procedures to insure minutes of the meetings are recorded and open to the public.

Section 4. Duties and Responsibilities.

A. The Planning Commission shall periodically review the Comprehensive Plan of the City including any sub-area plans that have been considered, and other planning documents, to determine if the City's plans, goals, policies, land use ordinances and regulations are promoting orderly and coordinated development within the City. The Commission shall make recommendations concerning these matters to the City Council.

B. The Planning Commission shall review and make recommendations to the City Council relating to the City's land use ordinances and regulations.

C. The Planning Commission shall maintain liaison with the planning agencies of other Eastside municipalities and regional planning agencies.

D. The Planning Commission may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

E. The Planning Commission shall have such other duties and powers as may be conferred upon the Commission by City ordinances or as directed by Council resolution.

F. The Planning Commission shall provide at least monthly communications to the City Council highlighting major activities, future work plans, any changes in work plans and any policy direction requested.

Section 5. Comprehensive Plan Responsibilities. The Planning Commission is charged with the responsibility of monitoring the development of the City in relation to the Comprehensive Plan. Where development or absence of development indicates a condition, a problem, a new element of expansion, unforeseen and not anticipated by the Plan, the Commission shall notify the City Council and, at the direction of a majority of the City Council, shall study the subject; and if the Commission determines that an amendment, refinement or clarification of the Plan is advisable, a public hearing shall be held, with notice of the time, place and subject and published in the manner provided by law. Following the hearing the Commission may, at a regular meeting, recommend an amendment of the Plan to the Council.

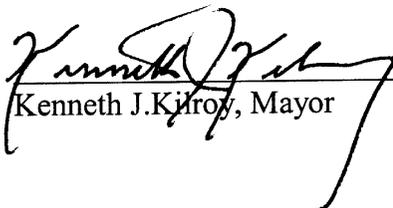
Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force (5) five days after publication.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON THIS 25th DAY FEBRUARY 2003.**

CITY OF SAMMAMISH

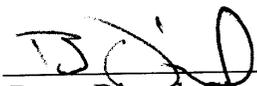
APPROVED


Kenneth J. Kijroy, Mayor

ATTEST/AUTHENTICATED:


Melonie Anderson, City Clerk

APPROVED AS TO FORM:



Bruce Disend, City Attorney

Filed with the City Clerk:	January 31, 2003
First Reading	February 4, 2003
Passed by the City Council:	February 25, 2003
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Effective Date:	March 6, 2003