

City of Granger Planning Commission/Community Development Board Responsibilities

Precedence: In case of conflict between this document and any ordinance of City of Granger, the City of Granger Ordinance shall take precedence.

Membership

The Planning Commission shall consist of (5) voting members, who shall be appointed by the Mayor, all of whom shall be residents of City of Granger.

Appointments

Method of Appointment

A. At the reorganizational meeting of the Township Board in each calendar year, the Township Board shall appoint members to the Planning Commission to fill expired terms. The appointments shall be made upon approval of the Board by majority vote of the entire Board.

B. Every reasonable effort shall be made to appoint members to this Commission who are representative of all geographical areas of the City.

C. Applicants will be solicited through advertisement on the City web-site and via the City of Granger's official newspaper.

Terms of Office

A. Except as provided below, each member of the Planning Commission shall be appointed to serve for a period of six (6) calendar years.

B. Each calendar year shall run from January 1st to December 31st.

Vacancies

A. Appointments shall be made by the Mayor to fill any vacancy for the unexpired duration of the term. Such appointment shall be made at the earliest possible convenience of the Mayor.

B. Vacancies in regular positions shall be declared by the Mayor under any of the following conditions:

- Death of a member
- Resignation of a member
- Removal of a member for cause as provided in this Policy.

Removal for Cause

The following shall be deemed sufficient cause for the Community Development Board / Planning Commission OR Mayor to remove any regular Planning Commission member. The Community Development Board / Planning Commission OR Mayor shall remove any member upon the occurrence of any of the following conditions as reported to the board by either the Chairperson of the Planning Commission or a Board member:

A. Failure of the member to attend two-thirds of the Commission meetings held in any of twelve (12) month period.

B. Failure of the member to attend three (3) consecutive regular Commission meetings, or to attend four (4) consecutive special Commission meetings.

C. Attendance at several regular or special Commission meetings for such a short length of time as to render the member's services of little value to the City. The Mayor shall make judgment on such matters after receiving a report by the Chairperson of the Planning Commission or a Board member as provided in this Section above.

D. Violation of the member of any Land Use Control Ordinance adopted by the City.

E. Any change in residency status, such that the member is not a resident of City of Granger.

F. Failure to discharge the duties of the Planning Commission consistent with the Ordinances of the City of Granger.

G. Inability to carry out the duties of the Commission due to a conflict of interest.

Procedures

Officers

The Planning Commission shall elect a Chairperson. Elections of Commission officers shall take place at the first Commission meeting after January 1st. Officers shall serve a term of 6 year(s).

Rules of Procedure

The Planning Commission may adopt rules for the transaction of its business which shall be consistent with the Statutes of the State of Washington and the Ordinances of this City.

Meetings

The meetings of the Planning Commission shall be held at the call of the Chairperson, call of the Mayor, or due to a pending issues which requires a hearing at the Planning Commission level. Any such hearing necessary due to a submittal should be scheduled at the earliest possible normal meeting date. All meetings of the Planning Commission shall be open to the public, pursuant to Washington Statutes. Consistent with the practice of the City of Granger board meetings, Planning Commission meetings shall open with the Pledge of Allegiance.

Voting

A. Each regular member shall be entitled to vote on all questions, unless a particular issue involves a conflict of interest. A decision to abstain from voting, due to a potential conflict of interest, shall also extend to discussion. Testimony, however, may be offered. The Chairperson may vote for the purpose of breaking a tie.

B. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the attending members, except the member who is being challenged.

C. Any member who believes he or she may have a conflict of interest, or who has a relative who has a conflict of interest in any decision to be made by the Planning Commission shall disclose such interest and either disqualify him or herself or seek a ruling pursuant to "B" above.

D. Any person may, in person or in writing, challenge whether any member may have a conflict of interest. Upon any such challenge the Commission shall decide the question pursuant to “B” of this Section.

Records

The Planning Commission shall keep a written public record of all its transactions, findings, and determinations on all matters referred to it, and shall cause such records to be recorded as necessary pursuant to Washington Statutes. Said records shall be placed with the City Clerk for filing in the City of Granger offices.

Authority and Duties

City of Granger Zoning Ordinance

The Planning Commission shall have the authorities, duties, and responsibilities as prescribed by the City of Granger Zoning Ordinance and any amendments thereto.

Land Use Control Preparation and Review

A. The Planning Commission shall, at the initiation of the Mayor, City Council, the Planning Commission Chairperson, or in accordance with the procedures of the City of Granger Zoning Ordinance, prepare and recommend to the City Council for adoption, land use plans, policies, ordinances, or other official controls and measures and any amendments thereto.

B. The Planning Commission shall review any Goals and Policies, Land Use, or other plans, or any official controls sent to the City for review by any local unit of government, any council of governments, or any regional, State, or Federal agency and shall report thereon in writing to the Township Board.

Compensation

The voting members of the Planning Commission are voluntary position and are not compensated.

Chapter 2.44
COMMUNITY DEVELOPMENT COMMISSION

Sections:

- 2.44.010 Established--Appointment of members.
- 2.44.020 Commissioners--Term of office--Vacancies--Compensation.
- 2.44.030 Organization--Meetings--Rules and records.
- 2.44.040 Expenditures.
- 2.44.050 Powers and duties.
- 2.44.060 Authority to regulate and restrict buildings and use of land.
- 2.44.070 Restrictions--Purpose.
- 2.44.080 Restrictions--Recommendations to council--Hearings.
- 2.44.090 Restrictions--Establishment of districts.
- 2.44.100 Restrictions--Procedure for amending or supplementing.

2.44.010 Established--Appointment of members.

There shall be created in the town, pursuant to Chapter 35.

Section 63 of the Revised Code of Washington, a community development commission, consisting of five members to be appointed by the mayor and confirmed by the town council, of which not more than one-third may be ex officio members by virtue of office held in the town. (Ord. 455 §1, 1977).

2.44.020 Commissioners--Term of office--Vacancies--Compensation.

A. The term of office for the first appointive members appointed to the community development commission shall be designated from one to six years in such manner as to provide that the fewest possible terms will expire in any one year. Thereafter the term of office for each appointive member shall be six years. The term of office for ex officio members shall correspond to their respective tenures.

B. Vacancies occurring otherwise than through expiration of terms shall be filled for the unexpired term.

Members may be removed, after public hearing, by the appointing officials, with approval of his council, for inefficiency, neglect of duty or malfeasance in office.

C. The members shall be selected without respect to political affiliations and they shall serve without compensation.

(Ord. 455 §2, 1977).

2.44.030 Organization--Meetings--Rules and records.

A. The community development commission shall elect its own chairman and create and fill such other offices as it requires.

B. The commission shall hold at least one regular meeting a month for not less than nine months of each year, and shall send a representative to meet with the town council at the second regular meeting of each month and as otherwise necessary or required by the town council.

C. The community development commission shall adopt rules for transaction of business and shall keep a written record of its proceedings which shall be a public record. (Ord. 455 §3, 1977).

2.44.040 Expenditures.

A. The expenditures of the community development commission shall be within the amounts appropriated for the purpose by the town council.

B. Within such limits, the community development commission may employ such employees and expert consultants as are deemed necessary for its work. (Ord. 455 §4, 1977).

2.44.050 Powers and duties.

A. The community development commission shall act as the research and fact finding agency of the town. To that end it may make such surveys, analysis, researches and reports as are generally authorized or requested by the town council, or by the state council with the approval of the town council.

B. The community development commission, upon request or authority of the town council shall also:

1. Make inquiries, investigations and surveys concerning the resources of the county;
2. Assemble and analyze the data thus obtained and formulate plans for the conservation of such resources and the systematic utilization and development thereof;
3. Make recommendations from time to time as to the best methods of such conservation, utilizations and development;
4. Cooperate with other commissions, with the state council and other public agencies of the town, state and United States in such planning, conservation and development; and
5. In particular cooperate with and aid the state council within its territorial limits in the preparation of the state master plan and in advance planning of public works programs. (Ord. 455 §5, 1977).

2.44.060 Authority to regulate and restrict buildings and use of land.

A. The community development commission is directed and authorized to prepare, adopt and enforce coordinated plans for the physical development of the town.

B. For this purpose the town council, in such measure as is deemed reasonably necessary or requisite in the interest of health, safety, morals and the general welfare, upon recommendation by the community development commission, by ordinance or resolution may regulate and restrict the location and the use of buildings, structures and land .for residence, trade, industrial and other purposes; the height, number of stories, size of yards, courts and other open spaces on the lot or tract, the density of population; the setback of buildings along highways, parks or public water frontages; and the subdivision and development of land.

C. When such ordinances are in effect, the town council, on the recommendation of the community development commission may provide for the appropriate cases and subject to appropriate conditions and safeguards established by ordinance, special exceptions in harmony with the general purposes and intent and in accordance with general or specific rules therein contained. (Ord. 455 §6, 1977).

2.44.070 Restrictions--Purpose.

All regulations shall be worked out as parts of a comprehensive plan which the community development commission shall prepare for the physical and other generally advantageous development of the town and shall be designed, among other things, to encourage the most appropriate use of land throughout the municipality; to lessen traffic congestion and accidents; to secure safety from fire; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; to promote a coordinated development of the unbuilt areas; to encourage the formation of neighborhood or community units; to secure an appropriate allotment of land area in new developments for all the requirements of community life; to conserve and restore natural beauty and other natural resources; to facilitate the adequate provision of transportation, water, sewerage and other public uses and requirements. (Ord. 455 §7, 1977).

2.44.080 Restrictions--Recommendations to council--Hearings.

A. The community development commission may recommend to the town council the plan prepared by it as a whole, or may recommend parts of the plan by successive recommendations; the parts corresponding with geographic or political sections, divisions or subdivisions of the town, or with functional subdivisions of the subject matter of the plan; it may also prepare and recommend any amendment or extension thereof or additional thereto.

B. Before the recommendation of the initial plan to the town council the community development commission shall hold at least one public hearing thereon, giving notice of the time and place by one publication in the official paper of the town. A copy of the ordinance or resolution adopting or embodying such plan or any part thereof or any amendment thereto, duly certified as a true copy by the town clerk, shall be filed with the county auditor. A like certified copy of any map or plat referred to or adopted by the ordinance or resolution shall likewise be filed with the county auditor. The auditor shall record the ordinance or resolution and keep on file the map or plat.

C. The original resolution or ordinance of the town council adopting or embodying such plan or any part thereof or any amendment thereto shall be certified by the clerk of the town and filed by him. The original of any map or plan referred to or adopted by the resolution or ordinance of the council shall likewise be certified by the clerk of the town and filed by him. The clerk shall keep on file the resolution or ordinance and map or plat. (Ord. 455 §8, 1977).

2.44.090 Restrictions--Establishment of districts.

For any or all of such purposes, the town council, on recommendation of its community development commission, may divide the town or any portion thereof into districts of such size, shape and area, or may establish such official maps, or development plans for the whole or any portion of the town as may be deemed best suited to carry out the purposes of this chapter and without such districts it may regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land. (Ord. 455 §9, 1977).

2.44.100 Restrictions--Procedure for amending or supplementing.

A. Any ordinance or resolution adopting any such plan or regulations, or any part thereof, may be amended, supplemented or modified by subsequent ordinance or resolution.

B. Proposed amendments, supplements, supplementations, or modifications shall first be heard by the community development commission and the decision shall be made and reported by the

community development commission within ninety days of the time that the proposed amendments, supplementations or modifications were made.

C. The town council, pursuant to public hearing called by them upon application therefor by any interested party or upon their own order, may affirm, modify or disaffirm any decision of the community development commission.

D. It is the intention of the town council by this chapter to set forth the language of R.C.W. 35.63 with regard to planning commissions and its direct application to the town, and is therefore subject to any changes and amendments therein made by the Washington State Legislature. (Ord. 455 §10, 1977).