

**RESOLUTION NO. R-2025-076**

**A RESOLUTION** approving amendments to Bylaws of the Yakima Planning Commission.

**WHEREAS**, the City of Yakima (City) has created a Planning Commission pursuant to authority granted by Chapter 35.63 RCW, and by ordinances establishing such commission as set forth in Chapter 1.42 of the Yakima Municipal Code, and

**WHEREAS**, the Planning Commission has adopted Bylaws governing the organization and procedures of the commission, last amended pursuant to Resolution No. 2018-050, adopted by the City Council on June 5, 2018, and

**WHEREAS**, the Planning Commission has by motion on October 9, 2024, approved amendments to the bylaws to reflect the number of Commissioners to serve on the Planning Commission, and update the roles and duties of the other boards and commission that report to the Planning Commission; and

**WHEREAS**, the Planning Commission recommends that the City Council approve such amendment as set forth herein and below; and

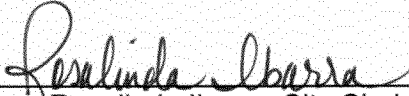
**WHEREAS**, the City Council accepts the recommendation of the Planning Commission and finds that approval of such amendment to the Planning Commission Bylaws as set forth in Exhibit "A" attached hereto is in the best interests of residents of the City of Yakima and will promote the general health, safety and welfare, therefore,

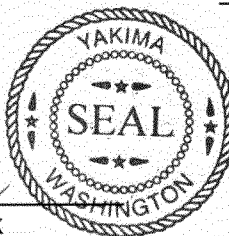
**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAKIMA:**

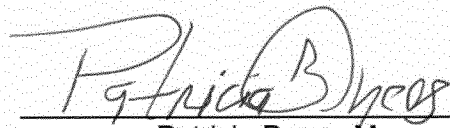
1. That the Planning Commission Bylaws are hereby amended to read as set forth in Exhibit "A" attached hereto and incorporated herein by this reference, and
2. Except as amended herein, the Bylaws of the Planning Commission shall remain unchanged and in full force and effect.

**ADOPTED BY THE CITY COUNCIL** this 6th day of May, 2025.

ATTEST:

  
Rosalinda Ibarra, City Clerk



  
Patricia Byers, Mayor

## **EXHIBIT A**

### **CITY OF YAKIMA PLANNING COMMISSION**

#### **Revision to BYLAWS**

(Adopted by the City of Yakima Planning Commission on October 9, 2024;  
Amended by City Council, May 6, 2025)

#### **SECTION I: GENERAL RULES AND PROCEDURES**

**These Bylaws establish the rules and procedures under which the City of Yakima Planning Commission (YPC or Commission) executes those duties and functions set forth in Chapter 1.42 Planning Commission of the Yakima Municipal Code.**

##### **I. COMPOSITION OF THE COMMISSION, TERMS, OFFICERS, AND STAFF**

A. The City of Yakima Planning Commission shall be appointed consistent with Yakima Municipal Code 1.42.025 Membership-Appointment-Term. It will consist of eleven members appointed by the mayor and confirmed by the City Council. The term of office shall be four years.

B. The Commission will, by majority vote, elect a Chair and Vice Chair to serve throughout that year. Chair and Vice Chair will be selected at the first meeting of each year, or in the meeting following the Chair or Vice Chair's completion of Commission service. The Chair (or Vice Chair when Chair is absent):

1. Decides all points of order and procedural matters subject to rules and bylaws.

2. May appoint committees as necessary to investigate and report on matters before the Commission.

C. Commission assistance may be provided by the Department of Community Development staff and consultants. Additional assistance may be provided by other City departments and consultants.

D. The Commission members shall not receive any salary or other compensation for services rendered on the Commission, but necessary expenses actually incurred and within the budget as set by the annual budget ordinance shall be paid.

E. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms, consistent with Yakima Municipal Code 1.42.027 Vacancy Filling – Unexpired Terms. Members may be removed by the mayor with the approval of the city council after a public hearing, for inefficiency, neglect of duty or malfeasance in office. Reasons for removal may include:

1. Member is absent from three consecutive regular meetings or six regular meetings in a twelve-month period. Such absences will be considered a resignation. Verification of attendance will be based exclusively on the minutes of each meeting. Staff will notify any member approaching the maximum number of absences. Staff will notify the mayor and city council when such absences occur. Reinstatement may be sought through a hearing by the Commission. Excused absences (such as sickness, death in the family, business trips or emergencies) will not affect the member's status.,
  2. In case of extended illness or absence the Commission may request to staff that the member be replaced. Staff will notify any member that this situation is occurring. Staff will coordinate with the mayor and city council to address possible replacement.
  3. A Commission member acted on an agenda item in which they had a conflict of interest.
- F. Commission members shall not represent the Commission in its official actions except as specifically authorized by majority vote.
- G. Commission members shall comply with Chapter 42.30 RCW: Open Public Meetings Act.
- H. Commission members shall not vote on any issues before the Commission unless they have attended previous deliberations on the subject or shall have the approval of the Chair contingent on the Chair's determination that the member has familiarized themselves with the subject and the minutes of any meetings where the subject was discussed.
- I. Commission members shall refrain from discussing or expressing opinions on matters on the Commission's agenda outside of Commission meetings except as authorized in (H) above, or on direction from the Chair.
- J. To avoid any conflicts of interest, no Commission member shall vote on the determination of any application or determination in which they maintain an employer/employee relationship or where they or members of their immediate family have a financial interest.
- K. Commission members shall not vote on any issues before the Commission unless they have been in attendance at previous deliberations on the subject or shall have the approval of the Chair contingent on the Chair's determination that the member has familiarized themselves with the subject and the minutes of any meetings where the subject was discussed.
- L. City of Yakima Commissions, Committees and Boards that function as advisory bodies to the Commission, including the Historic Preservation Commission, Bicycle and Pedestrian Advisory Committee, and Tree City USA Board shall:

1. Provide a written activity report to the Commission once per year. The report shall be presented to the Commission by a representative of each Committee at a regular Commission meeting.
2. Provide input to relevant Commission topics as requested by the Commission.
3. Attend regular Commission meetings to present requests for input on or support of Committee projects that are in alignment with the responsibilities of the Commission. To ensure the Planning Commission members have background information and context regarding the request, and that the request can be heard and determined in an effective and timely manner, written presentations should include:
  - a) Names of Committee members
  - b) Brief description of the project
  - c) Short outline of the origin and history of the project including related organizations, timeline of activities and progress to date
  - d) Summary of the request for input or support of the Commission
4. Commission may submit a memo to Council in response to requests for project support or input as necessary.

## II. PROCEDURES FOR CONDUCTING REGULAR MEETINGS

### A. Pre-meeting

1. If there are agenda items, regular meetings will be held at 3:00 p.m. on the second and fourth Wednesdays of every month in the City Council chambers. The time and location of a particular meeting may be changed by majority vote of the Commission.

If the date of a regular meeting of the Commission falls on a weekend or an official holiday, the meeting may be changed to a time and place as determined by the Commission at the preceding month's meeting.

2. If there are no agenda items, the Chair or designated member of staff may propose canceling the regular meeting after giving all Commission members and the public 24 hours advance notice. However, if a majority of Commission members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.
3. Special meetings may be called by the Chair or by a majority of Commission members. Commission members will be given at least 48 hours advance notice of the time and place of such meetings.

4. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). The agenda for regularly scheduled meetings shall be posted and advertised at least 48 hours prior to the regularly scheduled meetings. Notice of a special meeting shall be delivered to news organizations, posted on the website, and displayed in accordance with the Open Public Meetings Act (Chapter 42.30 RCW) at least 24 hours before the time of such meeting as specified in the notice.

5. The order of agenda items will be determined by their order of receipt or as Commission staff deems appropriate.

6. Staff shall be responsible for notifying principals in each matter as specified under the rules for review procedures and for keeping the Commission web page up to date.

B. Regular Order of Business for Meetings

1. Business will be conducted under Robert's Rules of Order except where this contradicts with the Bylaws or other special rules adopted by the Commission, which then take precedence. All issues will be decided by simple majority vote except amendments to the Bylaws, which require a vote of two-thirds of the membership.

2. Six members or 51 percent of the non-vacant membership of the Commission constitutes a quorum. Meetings without a quorum will be recessed to the earliest regularly scheduled date.

3. Minutes will be taken during all Commission proceedings. Minutes will include decisions and action items. Additionally, the meetings may be videotaped to further clarify the minutes.

4. The regular order of business shall be as follows:

- a) Call to Order
- b) Roll Call
- c) Staff Announcements
- d) Audience Participation for items not on the agenda
- e) Adoption of Minutes
- f) New business
- g) Audience Participation for items on the agenda
- h) Other Business
- i) Adjournment

5. The regular order of business for consideration of preliminary subdivisions; YMC Title 14, 15, 16 or 17 text amendments; comprehensive plan amendments; and rezones shall be as follows\*:

- a) The Commission Staff person shall offer a preliminary statement or Staff Report concerning the application.
- b) The applicant or the designated agent of the applicant presents statements in favor of the application including any relevant exhibits.
- c) Public comments.
- d) Rebuttal by all concerned parties.
- e) Deliberation by Commission.
- f) Motion for action.
- g) Vote.

\*During the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the Commission.

6. The Commission shall act on each application at the meeting unless the Chair or a majority of the Commission decides to defer consideration to a later date.

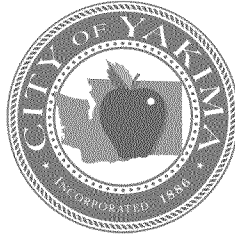
7. Requests for continuance may be granted if all parties agree. The continuance will be publicly announced by the Chair, and the matter is automatically set on the agenda for the next regularly scheduled meeting, or to a date certain as agreed by all parties. In such a case, no further notice is required for the principals in the case.

#### C. Post-meeting

- 1. Planning staff will be responsible for notifying participants as called for under rules for specific review procedures.
- 2. Planning staff will be responsible for forwarding materials to participants as called for under rules for specific review procedures.
- 3. Planning staff will be responsible for distributing the minutes of the meeting. Draft minutes of the meeting may be provided by Planning staff upon their completion for Commission review, and should be placed in the next available agenda packet for review by the Commission.

#### Resources

- 1. Yakima Municipal Code: [Chapter 1.42 PLANNING COMMISSION\\* \(codepublishing.com\)](#)
- 2. Yakima Municipal Code Yakima Planning Commission (YPC) Information and Meetings | Planning Division ([yakimawa.gov](http://yakimawa.gov))
- 3. Revised Code of Washington [Chapter 42.30 RCW: OPEN PUBLIC MEETINGS ACT \(wa.gov\)](#)



**BUSINESS OF THE CITY COUNCIL  
YAKIMA, WASHINGTON  
AGENDA STATEMENT**

Item No. 7.E.  
For Meeting of: May 6, 2025

**ITEM TITLE:** Resolution amending the Yakima Planning Commission Bylaws

**SUBMITTED BY:** Bill Preston, Community Development Director  
\*Trevor Martin, Planning Manager

**SUMMARY EXPLANATION:**

Resolution updating the role of the Planning Commission, the boards and commissions reporting to the Planning Commission, and updating the number of Commissioners who serve on the Planning Commission from 7 to 11. Reviewed by legal during September/October 2024.

Any expenses incurred by staff support of the Planning Commission come out of the general fund.

**ITEM BUDGETED:** N/A

**STRATEGIC PRIORITY 24-25:** A Resilient Yakima

**RECOMMENDATION:** Adopt Resolution.

**ATTACHMENTS:**

Resolution\_Planning\_Commission\_Bylaws\_5.6.2025.docx  
REDLINE-YPC Bylaws\_Proposed Edits\_5\_6\_2025\_.pdf