



## White Salmon Planning Commission Meeting

### A G E N D A

August 13, 2025 – 5:30 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: [814 3561 7749](#)

Call in Number: 1 (253) 215-8782 US (Tacoma)

#### Call to Order/Roll Call

#### Presentations

- [1.](#) Short Course video: Updating Your Comprehensive Plan

#### Public Hearing

- [2.](#) Unit Lot Subdivision Ordinance (continued)
  - a. Discussion
  - b. Action

#### Discussion Items

- [3.](#) Review of By-Laws and Mission Statement

#### Adjournment



**File Attachments for Item:**

1. Short Course video: Updating Your Comprehensive Plan

## Short Course videos from the Washington Department of Commerce

For 8/13/2025:

Updating Your Comprehensive Plan (10 minutes)

<http://youtu.be/KwdDxJNVv2E>

We've already watched:

6/25/2025     [Roles and Responsibilities in Planning](#) (7 minutes)

6/25/2025     [Public Participation and Effective Meetings](#) (7 minutes)

7/9/2025     [Comprehensive Planning Basics](#) (11 minutes)

**File Attachments for Item:**

2. Unit Lot Subdivision Ordinance (continued)

a. Discussion

b. Action

**CITY OF WHITE SALMON  
ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING TITLE 16  
TO ADD CHAPTER 16.66; SEVERABILITY AND AN EFFECTIVE DATE**

**WHEREAS**, the City of White Salmon (“City”) acknowledges the need to provide legal mechanisms to implement its Housing Action Plan, to provide more infill housing opportunities, and to accommodate more diverse and affordable housing; and

**WHEREAS**, the City recognizes the current barriers to infill development, including the current limitations of its subdivision procedures; and

**WHEREAS**, the City recognizes the State of Washington RCW 58.17.060(3) requires that “All cities, towns, and counties shall include in their short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots;” and

**WHEREAS**, the unit lot subdivision process is well-established in a number of other Washington cities, offering effective models for implementation in White Salmon; and

**WHEREAS**, the City has conducted public outreach and gathered public comments in accordance with the City’s Public Participation Plan, sufficient to establish regulations in accordance with RCW 36.70A;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DOES  
ORDAIN AS FOLLOWS:**

That the following amendments be made to White Salmon Municipal Code Title 16:

**SECTION 1. Amendment to Title 16, adding Chapter 16.66, “Unit Lot  
Subdivisions.”**

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## **Chapter 16.66 UNIT LOT SUBDIVISIONS**

### **16.66.010 Purpose.**

This chapter is established to provide an alternative to the traditional method of land division for creating sellable lots for detached and attached dwellings, such as single-family homes, townhomes, and cottage housing developments. A unit lot subdivision (ULS) provides opportunities for fee-simple ownership of land and may include common areas or structures. Unit lot subdivisions apply zoning development standards to the parent lot as a whole, allowing greater flexibility for individual unit lots.

### **16.66.020 Definitions.**

The following definitions apply to this chapter:

- A. "Lot, parent" means a lot which is subdivided into unit lots through the unit lot subdivision process. A parent lot is also called a "zoning lot", consistent with WSMC 17.08.700.
- B. "Lot, unit" means a lot created from a parent lot and approved through the unit lot subdivision process. A unit lot is also called a "record lot", consistent with WSMC 17.08.700.
- C. "Unit lot subdivision" means the division of a parent lot into two or more unit lots within a development and approved through the unit lot subdivision process.

### **16.66.030 Applicability.**

- A. Unit Lot Subdivisions are permitted in any zone that allows for the development of single-family detached dwellings.
- B. In the event of a conflict between this chapter and any other provisions of Titles 16 or 17, the requirements of this chapter shall control.

### **16.66.040 Development Standards.**

- A. A lot developed or to be developed with two or more attached or detached dwellings may be subdivided into individual unit lots as provided herein.
- B. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable design and development standards.

- C. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.
- D. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common spaces or structures, such as garages, parking and vehicle access areas; underground utilities; common yards; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.
- E. Within the parent lot, required parking for a dwelling unit may be provided on a different unit lot than the lot with the dwelling unit, as long as the right to use the parking is formalized by an easement set forth on the face of the plat and recorded with the county auditor.
- F. Subsequent platting actions, additions, or modifications to the structure(s) may not create or increase any nonconformity of the parent lot.

#### **16.66.050 Application Requirements.**

- A. Unit lot subdivisions follow the application procedures for a short subdivision (4 or fewer lots) or subdivision (more than 4 lots), depending on the number of unit lots.
- B. All developments using the unit lot process are required to submit a site plan for review and approval as part of the land division application.

#### **16.66.060 Approval Criteria.**

Unit lot subdivisions shall be given preliminary approval, including preliminary approval subject to conditions, upon finding by the city that all the following have been satisfied:

- A. Development of the parent lot complies with applicable zoning and development standards in the White Salmon zoning code (Title 17), land division code (Title 16), unless superseded by provisions in this chapter.
- B. Utilities and other public services necessary to serve the needs of the proposed unit lot subdivision shall be made available.
- C. Access is provided to each unit lot by public right-of-way and/or access easements that meet applicable fire and building code requirements.
- D. Easements for utilities, access, and common areas are properly identified on the face of the plat and shall be recorded with the county auditor.
- E. Agreements for the use and maintenance of common areas, structures, and utilities have been prepared and shall be recorded with the county auditor.
- F. The proposed development complies with the White Salmon environment code (Title 18).

#### **16.66.070 Review Process.**

- A. An application for a unit lot subdivision with four (4) or fewer unit lots shall be processed according to the procedures for Type I-B land use decisions established in Chapter 19.10 WSMC, Land Development Administrative Procedures. An application for a unit lot subdivision with more than four (4) unit lots shall be processed according to the procedures for a Type III land use decision.
- B. The city shall solicit comments from the public works director, fire chief or designee, local utility providers, and any other officials as deemed necessary by the city.
- C. Based on comments from city departments and applicable agencies and other information, the city shall review the application subject to the criteria of WSMC 16.45 and 16.60, unless superseded by provisions herein, and the criteria in Section 16.66.060.
- D. An applicant for a unit lot subdivision may request that certain requirements established or referenced by this chapter be modified. Such requests shall be processed according to the procedures for modifications of standards in Chapter 16.65.075 WSMC.

#### **16.66.080 Decision.**

- A. The city shall approve, approve with conditions, or deny the unit lot subdivision within the applicable time requirements. The decision shall be in writing and shall set forth findings of fact supporting the decision.
- B. Effect of Preliminary Approval.
  - 1. Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the public works department.
  - 2. Approval or approval with conditions shall authorize the applicant to proceed with preparation of the final unit lot subdivision, following the applicable procedures of WSMC 16.65.
- C. If the preliminary approval of the unit lot subdivision requires the meeting of conditions, construction of private roads, utilities and/or water systems, or the applicant needs time to obtain required certifications, then the applicant's unit lot subdivision shall be granted conditional approval for up to a two-year period, or as otherwise provided by state law, to provide time to complete the conditions.
- D. Upon fulfillment of the conditions of approval, and upon acceptance of such proof by the city, the city shall then authorize the recording of the unit lot subdivision.
- E. Recording.
  - 1. Notes shall be placed on the face of the plat as recorded with the county auditor to state the following:



- a. The title of the plat shall include the phrase "Unit Lot Subdivision."
  - b. Approval of the design and layout of the unit lot's housing development project was granted based on detailed review of that specified project, as a whole, on the parent lot, including specific reference to the applicable permit or file number for that specified project;
  - c. Subsequent subdivision actions, additions, or modifications to the unit lot housing development project's structures may not create or increase any nonconformity of the parent lot as a whole, and shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time of the proposed actions, additions, or modifications;
  - d. If a structure or portion of a structure within the unit lot housing development project has been damaged or destroyed, any repair, reconstruction, or replacement of any structure shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time the proposed repair, reconstruction, or replacement project's permit application becomes vested; and,
  - e. Additional development or redevelopment of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
- 2. It is the responsibility of the unit lot subdivision applicant to record the unit lot subdivision map with the county auditor. The unit lot subdivision applicant shall pay the current recording fee.
  - 3. Upon recording the unit lot subdivision, the applicant shall provide to the city one copy of the unit lot subdivision for city records.
- F. The applicant shall not submit to the county auditor any unit lot subdivision plat that does not bear the city's certificate of approval. Filing a unit lot subdivision plat without the city's certificate of approval shall be a violation of this chapter.
  - G. Revision and Expiration. Unit lot subdivisions with four (4) or fewer unit lots shall follow the revision and expiration procedures for a short subdivision, and those with more than four (4) unit lots follow the revision and expiration procedures for a long subdivision.

**SECTION 2. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

**SECTION 3. Effective Date.** This ordinance shall take effect and be in force five (5) days after its approval, passage and publication as required by law.

**SECTION 4: Transmittal to the State.** Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_ by the City Council of the City of White Salmon, Washington, and signed in authentication of its passage.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**To:** Planning Commission  
**From:** Peter Wright  
**Date:** 7/22/25  
**Subject:** Comments on Unit Lot Subdivision Ordinance

Dear Planning Commission,

Thank you again for your thoughtful work on the Unit Lot Subdivision (ULS) ordinance. I support the updated draft and want to offer one focused refinement to help finalize the structure: separate staff's recommended approval criteria into two coordinated review tracks—site plan review and plat review. This adjustment reinforces the ordinance's core logic that development standards apply to the parent lot and gives applicants clearer direction about what must be shown on the required site plan versus what belongs in the plat documentation—and how each will be reviewed.

Zooming out, this structure makes each stage of a new ULS development project more legible:

- **Site plan review** confirms that development on the parent lot meets zoning and infrastructure standards.
- **Plat review** addresses ownership, access, shared elements, easements, and recording steps.
- **Building permit review** (not part of ULS) evaluates individual structures for detailed code compliance and life safety at the point of construction.

Staff's suggested approval criteria already align conceptually with these layers. My proposal simply makes site plan review—a process that currently occurs implicitly as part of the building permit pathway for non-ULS projects—a clear and standalone step within the ULS framework. This clarifies roles and timing, creates parity with non-ULS projects, and helps avoid misapplying neighborhood-scale design expectations (e.g., Chapter 16.45) to existing infill lots. It also supports the legal requirement that ULS be “logically integrated” with review of the underlying development.

For already-built projects, this separation resolves a recurring question: how to process ULS proposals after development has occurred. In those cases, the site plan serves as a record of existing conditions to support future zoning conformance, while the plat ensures legal access, easements, and unit lot lines align with what was constructed. It's the difference between asking, “is this safe and functional?” and “can this safe and functional configuration now be formalized through the ULS framework?”

I've attached a markup showing how this structure could be implemented using staff's proposed language, along with a few supporting edits and comments. These suggestions are secondary to the broader conceptual shift, which I believe is all that is needed to complete the ordinance.

Thank you again for your attention to this level of detail and for advancing a tool that can meaningfully expand homeownership opportunities in White Salmon.

Respectfully,  
Peter Wright

# Proposed Modifications to Draft ULS Ordinance

## Legend

1. **Bold text** = Staff recommendations
2. Underlined text = Proposed additions or deletions

### 16.66.050 Application Requirements

- A. Unit lot subdivisions follow the application procedures for a short subdivision (4 or fewer lots) or subdivision (more than 4 lots), depending on the number of unit lots.
- B. All developments using the unit lot process are required to submit a site plan for review and approval *under 16.66.060* as part of the land division application.

### 16.66.060 Site Plan Review and Approval ~~Approval Criteria~~

- A. Purpose. This section establishes a streamlined site plan review process to verify development compliance for unit lot subdivisions.
- B. Applicability. Site plan review under this section applies to:
1. Proposed development that will be subdivided through ULS
  2. Existing legally constructed development where verification is requested as part of ULS C.

#### Review

#### C. Standards. Site plan review shall verify:

1. **Development of the parent lot complies with applicable zoning and development standards in the White Salmon zoning code (Title 17), land division code (Title 16), unless superseded by provisions in this chapter**
2. **Utilities and other public services necessary to serve the needs of the proposed development unit lot subdivision shall be made available**
3. **Access is provided to each unit lot by public right-of-way and/or access easements that meet applicable fire and building code requirements**
4. **The proposed development complies with the White Salmon environment code (Title 18)**

#### D. Required Materials. Applications shall include:

1. Site plan showing proposed buildable envelopes with dimensioned setbacks
2. Envelope area calculations demonstrating lot coverage compliance

3. Utility connection points and access routes to envelopes
4. Parking area locations meeting code requirements
5. Property boundaries and existing easements
6. Topographic information where slopes exceed 15%
7. Existing structures and improvements

E. Review Process. Site plan review shall be:

1. Reviewed for compliance by city staff in accordance with the process established for building permits
2. Integrated with ULS application review timing

**16.66.070 Plat Review and Approval ~~Review Process~~**

A. Approval Criteria

Unit lot subdivisions shall be given preliminary approval, including preliminary approval subject to conditions, upon finding by the city that all the following have been satisfied:

1. Development of the parent lot complies with applicable standards as verified through site plan review under Section 16.66.060 or previously completed building permit review.
2. Unit lot boundaries and easements are consistent with the approved site plan and do not conflict with applicable building or fire code requirements. Shared improvements shall be protected consistent with this section.
3. **Easements for utilities, access, and common areas are properly identified on the face of the plat and shall be recorded with the county auditor.**
4. **Agreements for the use and maintenance of common areas, structures, and utilities have been prepared and shall be recorded with the county auditor.**

B. Review Process

A. An application for a unit lot subdivision with four (4) or fewer unit lots shall be processed according to the procedures for Type I-B land use decisions established in Chapter 19.10 WSMC, Land Development Administrative Procedures. An application for a unit lot subdivision with more than four (4) unit lots shall be processed according to the procedures for a Type III land use decision.

B. The city ~~planner~~ shall solicit comments from the public works director, fire chief or designee, ~~local utility providers, police chief, building official, school district, adjacent jurisdictions if the proposal is within one mile of another city or~~

~~jurisdiction, Washington State Department of Transportation if the proposal is adjacent to a state highway,~~ local utility providers, and any other **state, local or federal** officials as deemed necessary by the city.

C. Based on comments from city departments and applicable agencies and other information, the city shall review the application subject to the ~~criteria of WSMC 16.45 and 16.60, unless superseded by provisions herein, and the~~ criteria in this Section 16.66.070.

D. An applicant for a unit lot subdivision may request that certain requirements established or referenced by this chapter be modified. Such requests shall be processed according to the procedures for modifications of standards in Chapter 16.65.075 WSMC.

**File Attachments for Item:**

3. Review of By-Laws and Mission Statement

**CITY OF WHITE SALMON  
RESOLUTION 2024-05-591**

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON REGARDING  
THE MATTER OF ADOPTING PLANNING COMMISSION BYLAWS AND RULES  
OF PROCEDURE FOR THE CITY OF WHITE SALMON.**

**WHEREAS**, the City of White Salmon has created a Planning Commission pursuant to authority granted by Ch 35.63 RCW, and by ordinances establishing such commission as set forth in Chapter 2.20.020 of the White Salmon Municipal Code, and

**WHEREAS**, the White Salmon Municipal Code gives the Planning Commission the power to adopt their own rules, and

**WHEREAS**, the Planning Commission reviewed and created bylaws governing the organization and procedures of the commission, and

**WHEREAS**, the City Council desires to adopt the bylaws as policy; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF WHITE SALMON, WASHINGTON**, as follows:

**SECTION 1.** The City Council for the City of White Salmon hereby adopts the following by-laws and rules of procedure as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of the city.

**SECTION II.** This resolution will be effective immediately upon passage.

PASSED by the Council of the City of White Salmon, Washington. Dated this 1<sup>st</sup> day of May, 2024.

**CITY OF WHITE SALMON, WASHINGTON**

DocuSigned by:



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**Marla Keethler, Mayor**

**ATTEST:**

DocuSigned by:



F5160DB8A85C4B3...

**Stephanie Porter, Clerk/Treasurer**

**APPROVED AS TO FORM:**

DocuSigned by:



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**Shawn MacPherson, City Attorney**



**PLANNING COMMISSION OF THE CITY OF WHITE SALMON**

## By-laws and Rules of Procedure

**I. NAME**

The official name shall be "The Planning Commission of the City of White Salmon."

**II. MEETINGS****A. Location:**

1. All meetings shall be held at White Salmon City Council Chambers located in the Fire Hall at 220 NE Church Avenue, White Salmon, WA 98672, unless otherwise directed by City staff and appropriate notification to the media and public is provided.

**B. Date and Time:**

1. The Commission will have one regular monthly meeting date upon which it will convene to do business as necessary in response to citizen or city council requests. Regular meetings shall be held on the first Wednesday after the first City Council meeting of the month at 5:30 p.m.

**C. Special Meetings and Workshops:**

1. Special meetings and workshops (outside of a regular meeting) may be held at the discretion of the Commission after consultation with City staff regarding availability. Workshops shall be held for the development of long-range plans, updating ordinances, and other work programs deemed necessary by the Planning Commission or City Council.
2. Action may be taken at a special meeting, provided that appropriate public notice requirements are met.

**D. Joint Meetings:**

1. The Planning Commission will be available for joint meetings with the City Council at least once annually to gather information and generally discuss topics related to the development and growth of the City.

**E. Meeting Notices and Agenda:**

1. Written notice of all regular and special meetings or workshops shall be provided twenty-four (24) hours in advance of the meeting date.
2. An agenda of the matters to be considered by the Planning Commission at the meeting shall be available no fewer than five (5) days before the meeting.

**F. Attendance:**

1. Commission members are expected to attend all regular and special meetings in person.
2. Any member anticipating absence from an official meeting shall notify the Chairperson and City Staff in advance.
3. Any absence may be excused by a majority vote of the Commission.

Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action.

**G. Remote Attendance:**

1. Remote attendance shall be allowed via audio or video conferencing as allowed by law and subject to the conditions as set forth herein. There is no limit to the number of times a commission member may attend a meeting by remote attendance and no limit to the number of commission members who may participate by remote attendance in a meeting. Remote attendance by any member shall be considered an appearance towards a quorum. Remote attendance is for the benefit of the City of White Salmon and not for the benefit of an individual member or the membership as a whole.
  - i. Commission members shall notify the Chair of the Planning Commission (or Vice-Chair if the Chair is the member), on or before the day of the meeting that such member is unable to attend the meeting in person.
  - ii. Public hearings—Commission members must attend in person to vote on any matter at a public hearing unless remote attendance is excused by a majority vote of the Commission.
2. To participate in remote attendance, the member(s) must be able to hear everything that is spoken by any member(s) or individual (s) who are participating in the meeting, either in person or by remote attendance, and all members and individual(s) attending the meeting in person or remotely must be able to hear everything spoken by the member(s).
3. Remote attendance by commission members shall be announced by the Chair or Chair pro tempore in the chair's absence and reflected in the meeting minutes.

**III. ORGANIZATION OF THE PLANNING COMMISSION**

**A. Membership:**

1. The Planning Commission shall consist of five members appointed by the Mayor and confirmed by the City Council. All members shall live within the White Salmon Urban Area. At least three members of the White Salmon Planning Commission shall be residents of the City of White Salmon.

**B. Election of Officers:**

1. The officers of the Planning Commission shall consist of a Chairperson and Vice-Chairperson elected annually from the members of the Planning Commission by a majority vote of the members.
2. Any officer may be removed at any time by a majority vote of the Planning Commission, with the officer in question not voting and not present. Four members of the commission shall be present to have a vote.

3. A member of the city staff shall serve as secretary to the commission.

C. Duties of the Chairperson and Vice-Chairperson:

1. Chairperson: The Chairperson shall preside over the meetings of the Planning Commission and will exercise all the powers usually incident to the office. The Chairperson will work with staff to review meeting agendas. The Chairperson may create standing or temporary committees to examine, investigate, and inquire into subjects of interest to the Planning Commission. No standing or temporary committee shall have the power to commit the Planning Commission to endorse any plan or program.
2. Vice-Chairperson: The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties of the Chairperson at a regular or special meeting. In the absence of the Chairperson and Vice-Chairperson, the members present may elect a temporary Chairperson to preside at the meeting.

D. Code of Conduct

1. It is the constant duty of each Commission member to maintain respect for each other, the staff, consultants, and the public. Likewise, the Commission shall require corresponding respectful behavior from all persons who attend a meeting, whether in-person or via video.
2. Conflict of Interest: Commission members are expected to comply with RCW 42.23.070.
3. Appearance of Fairness: Commission members are expected to comply with RCW 42.36.
4. Ex Parte Communication: Commission members are expected to comply with RCW 42.36.060.

#### IV. OPERATIONS AND CONDUCTING BUSINESS

A. Quorum:

1. A quorum is required for the Planning Commission to conduct business. It shall consist of at least three Planning Commission members of record at the call for a vote on a question. If members leave during the course of a meeting, reducing the attendance below three members, the quorum will have ceased. Action shall be by majority of those present and voting, when those present constitute a quorum, at any regular or special meeting of the Planning Commission.

B. Motions and Voting:

1. All members of the Planning Commission may make and vote on motions to recommend approval, approval with conditions, or denial of any development proposal or amendment to a long-range plan or city ordinance. All motions shall be made in the affirmative. For matters requiring a public hearing, motions may be accompanied by an oral statement, by the person making the motion, of reasons and findings

supporting the motion. This statement may include reference to any part or all of the planning staff's report and to testimony or evidence submitted at the hearing.

2. Motions addressing development proposals may be acted on by a majority of the Planning Commission present at the time of a vote on the question, provided there is a quorum present. Recommendations for approval on amendments to the text or maps of long-range plans and city ordinances require an affirmative vote by a majority of the Planning Commission.
3. Planning Commission members must be present to vote on motions; proxy votes are not valid votes. A tie vote means the motion fails. A member may abstain from voting.
4. Where not otherwise specified in these rules of procedure, the meetings of the White Salmon Planning Commission and the manner of conducting business shall be governed by the latest edition of Robert's Rules of Order.

## **V. WORKSHOPS**

- A. Workshops shall be held for the development of long-range plans, updating ordinances, and other work programs deemed necessary by the Planning Commission or City Council.

## **VI. PUBLIC HEARING PROCEDURES**

### **A. Rules of Procedure for Legislative Hearings**

1. Chair – Opens the hearing:
2. Initial Presentation:
  - i. Staff
3. Chair – Opens the hearing for public testimony:
  - i. Proponents (those testifying in support or neutral).
  - ii. Opponents (any party in opposition to the application).
  - iii. City staff rebuttal and/or clarifications.
4. Chair – Closes the public testimony portion of the hearing.
5. Chair - Asks the Commissioners if there are questions for staff or for other persons who testified.
6. Commissioner proposes a motion.
7. Another Commissioner seconds the motion, and then the Chair states the motion to the assembly.
8. Chair - Calls for deliberation and/or discussion of the motion.
  - i. Discussion must be confined to the motion before the commission.
  - ii. If there is no further discussion, the Chair calls for a vote on the motion and restates the motion.
9. Chair - Closes the hearing upon a motion being passed by a majority of the Planning Commission.

Note: Each member of the public is limited to three (3) minutes per person for public testimony. At the onset of the meeting, the Chair has the authority to increase the per-person time for public comment at his or her discretion based on the nature and attendance of the meeting. The Chair may use his or her discretion to accept additional testimony or evidence after the close of the public testimony portion of the hearing, providing that all members of the public who gave previous testimony are still present. The Chair should reopen the public testimony portion of the hearing and may limit the testimony to a specific issue and timeframe.

The Planning Commission is the hearings body. It gathers information and makes recommendations, and does not make decisions. The recommendations, together with all the information and testimony from the hearing (record), are sent to the City Council, which then makes a decision based on the record.

#### B. Rules of Procedure for Quasi-Judicial Hearings

1. Chair - Opens the hearing with the following:
  - i. The case number, applicant name, and address of the property;
  - ii. Identify that the applicable approval criteria are addressed in the staff report.
  - iii. Explain how to testify (name, address, and relevancy to approval criteria)
  - iv. Ask Planning Commission Members of any conflict of interest or ex-parte contact.
  - v. Ask for any public challenge to the partiality of any member.
  - vi. Summarize the sequenced events to be followed at the hearing as follows:
2. The hearing begins in the following order
  - i. Staff presentation
  - ii. Applicant presentation
3. Chair – Opens the hearing for public testimony:
  - i. Proponents (those testifying in support or neutral).
  - ii. Opponents (those testifying in opposition).
  - iii. Applicant rebuttal
  - iv. City staff rebuttal or clarifications
  - v. Applicant's closing argument.
4. Chair – Closes the public testimony portion of the hearing.
5. Planning Commission deliberates on the case. They may question staff or the applicant.
  - i. Commissioner proposes a motion.
  - ii. Another Commissioner seconds the motion, and then the

Chair states the motion to the assembly.

iii. Chair calls for deliberation and/or discussion of the motion.  
(NOTE: Discussion must be confined to the motion before the commission).

iv. If there is no further discussion, the Chair calls for a vote on the motion and restates the motion.

6. The Chair closes the hearing (stating, "This hearing is now closed.") upon a motion being passed by a majority of the Planning Commission.

NOTE: Each member of the public is limited to three (3) minutes per person for public testimony. At the onset of the meeting, the Chair has the authority to increase the per-person time for public comment at his or her discretion based on the nature and attendance of the meeting. In the event the Chair uses his or her discretion to accept additional testimony or evidence after the close of the Public Testimony portion of the hearing, the Chair should reopen the Public Testimony portion of the hearing and may limit testimony to a specific issue and timeframe.

## **VII. AMENDMENTS**

A. The By-laws and Rules of Procedure of the Planning Commission of the City may be amended at any meeting of the Planning Commission by a majority vote of the entire membership. Any amendments approved by the Planning Commission must also be approved by the City Council before they become effective.

## **VIII. PERIODIC REVIEW**

A. These By-laws and Rules of Procedure of the Planning Commission of the City of White Salmon are subject to periodic review and should be reviewed by the commission annually.

## Planning Commission Mission Statement

We Believe:

- Property owners and residents of White Salmon deserve high-quality, professional community planning services. This includes comprehensive attention to land use, zoning, density regulations, community growth, environmental quality, and the overall enhancement of the community's quality of life.
- Land use policies and management practices within the White Salmon Urban Growth Area should align with the city's established goals, objectives, and planning principles.
- City ordinances should be regularly updated to ensure they support sound land use and community development practices while complying with Washington State Land Use Law.
- A proactive annexation program should be implemented to incorporate properties contiguous to White Salmon, with the goal of expanding the city's tax base. This program should consider the capacity of the city's utilities and street infrastructure to handle the growth.
- Fiscal policies and decisions must ensure that adequate resources are allocated to meet the department's mission and achieve its goals effectively.