PLANNING COMMISSION
EDUCATIONAL WORKSHOP AGENDA

Presented by the law office of Carmichael Clark

7:15 PM Coffee and Dessert
7:30 PM January 9, 2020
City Hall Annex

1. COFFEE AND NEW YEAR TREATS (7:15 PM)

2. CALL TO ORDER (7:30 PM)

3. INTRODUCTIONS

4. WORKSHOP PRESENTATION, BOB CARMICHAEL

I. Roles of planning staff, planning commission, and city council in land use decision-making

II. Legislative and quasi-judicial matters
   A. Quasi-Judicial v. Legislative – What is the difference?
   B. Roles in Quasi-Judicial matters
      1. Planning department provides technical advice to planning commission and council
      2. Planning commission is to conduct the open record hearing and make a recommendation to city council (except, see Shorelines below)
         a. The open record hearing provides the only opportunity for public testimony on the application
         b. Consider evidence under relevant criteria and make findings of fact/conclusions of law
         c. Deliberate and make a recommendation to city council
      3. City council makes the final decision of the city on the application
      4. Reconsideration
      5. Appeals
      6. Remands
      7. Shoreline Management Program special process
C. Roles in Legislative Matters
   1. Processes and substantive requirements dictated by Growth Management Act (Ch. 36.70A RCW) and Ch. 35A.63 RCW
   2. Planning commission responsible for holding public hearings and making recommendation to council consistent with GMA
   3. With recommendation from planning commission, the city council adopts or does not adopt proposed comprehensive plan or ordinances
   4. Final product must be consistent with substantive GMA requirements

III. Other common legal issues affecting the planning commission
   A. Ex parte communications
   B. Appearance of Fairness Doctrine (Ch. 42.36 RCW)
   C. Open Public Meetings Act (Ch. 42.30 RCW)
   D. Public Records Act (Ch. 42.56 RCW)
   E. Requesting legal advice

5. QUESTIONS

6. ADJOURNMENT