CITY OF ISSAQUAH
Development Commission

7:00 PM Virtual Meeting
October 20, 2021 **MINUTES**

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Alternate Meeting Format: On March 6, 2020 the Mayor declared a civil emergency due to the outbreak of novel coronavirus (COVID-19). On March 24, 2020 the Governor issued Proclamation 20-28 relating to the COVID-19 emergency and open public meetings. The proclamation has been extended. Due to these factors, the meeting was held using a remote meeting platform.

Commissioners Present:
Michael Brennan, Chair
Kevin Price, Vice Chair
Richard Sanford
Richard Sowa
Patty Dillon
Arthur Schulte
Jon Ikeda, Alternate (acting as regular member)
Mel Morgan, Alternate
Commissioners Not Present (Excused):
Brooke Shore

Administration/Staff Present:
Lucy Sloman, Land Development Mgr.
Minnie Dhaliwal, CP&D Director
Tisha Gieser, Deputy City Clerk

CALL TO ORDER

BRENNAN, Chair, called the meeting to order at 7:02 PM. He gave some comments about participation in tonight's virtual meeting, and explained the purpose of tonight's discussion.

APPROVAL OF MINUTES

BRENNAN asked for any changes or corrections to minutes of the meeting on October 6, 2021. Hearing none, the minutes are approved.

AGENDA ITEMS

a) **Adopt Development Commission Rules of Conduct & Procedures, (A)**
Presented by:
Lucy Sloman, Land Development Manager

Sloman made staff's presentation. She explained the four purposes of reviewing the Commission's Rules of Conduct and Procedures, as follows: (1) to correct outdated provisions; (2) to have more consistency for rules and procedures between boards and commissions; (3) to provide guidance for Development Commission-specific situations; and (4) to provide clear, detailed procedures for public hearings.

BRENNAN suggested a procedure for reviewing the document tonight, and the Commissioners agreed. SOWA asked for more information about the source of the draft. Sloman explained the document before you was largely taken from rules and regulations established for the Planning Policy Commission, and which was then reviewed by the Deputy City Clerk, Director of Community Planning and Development, City Attorney, and Sloman. She noted the Deputy City Clerk is available tonight for clarification of any questions that may arise.

BRENNAN noted that some of the provisions appear to be established by state law, and asked Sloman to let the Commission know when discussions appear to be moving into areas in which neither the Commission nor the City have any flexibility.

MORGAN asked whether specifying the location of meetings in Article IV-Section 1-Part (a), namely the Council Chambers, would conflict with the possibility he has heard of holding meetings at Tibbetts Manor. Sloman replied Tibbetts Manor has been discussed as a possible meeting location, but no decision has been made. She suggested leaving the location as is and amending the rules if such a decision is made, or specifying "special meeting" if a meeting is held at a location other than the Council Chambers.

The Commission proceeded to discuss each Article and Section in order. As a result of Commissioner comments, suggests, and edits, the following changes received approval by a consensus of all Commissioners present:

SECTION	PROPOSED EDIT/CHANGE
IV.1.B	If warranted, meetings may be cancelled or rescheduled by the Chair. If, in any given month, there is no business which requires COMMISSION action, the staff liaison will cancel the regular meeting ~~will be cancelled~~.
IV. 1. D	If a regular meeting falls on a legal holiday, ~~that meeting shall automatically be held on the next day which is not a legal holiday, unless the COMMISSION sets an alternative day~~ the Chair will set an alternate date in consultation with the stall liaison.
IV.2	Special meetings of the COMMISSION may be called by the Chair in consultation with the staff liaison or by a majority vote of the COMMISSION members.
IV.4.F	During review of a multi-day quasi-judicial hearing, a regular member who has missed the ~~first or~~ previous COMMISSION meeting…
IV.5.B	Any member anticipating absence from a meeting should notify ~~support service staff and~~ the designated staff liaison in advance of the meeting.
IV.7.C-1	When recognized, commentors are encouraged to use the podium.
IV.7.C-4	If a~~A~~ny written materials are provided to the COMMISSION, a copy shall also be provided to the staff liaison or the recording secretary during the meeting or hearing.
IV. 8.B	~~They will be considered absent when voting occurs.~~ Their absence will be considered excused.
IV.11.B	~~Conflicts of Interest &~~ Appearance of Fairness Disclosures. Staff will ask COMMISSION members for Appearance of Fairness disclosures, including any apparent conflicts of interest. *See also* Section 8(B) above. If a COMMISSION member answers in the affirmative, the COMMISSION may then, by a majority vote, excuse a member from voting on the issue. If a member is excused ~~from voting~~, they shall leave the Chamber immediately. Their absence will be considered excused when voting occurs. ~~They will be considered absent when voting occurs.~~

IV. 11.B	COMMISSION members ~~shall attempt to~~should not read or reply to any correspondence received from the applicant or the public on a quasi-judicial matter.
IV. 11. B	After COMMISSION members have completed their Appearance of Fairness Disclosures (and any votes to recuse members as a result), the Chair shall invite the applicant and members of the public to raise a challenge under the Appearance of Fairness Doctrine. If such a challenge is made by the public, the COMMISSION shall then deliberate and vote whether to excuse the challenged member from voting on the issue. If a member is excused, they shall leave the Chamber immediately.
IV. 11.H	Once the public hearing is closed on a quasi-judicial matter, no additional testimony may be taken, and the COMMISSION will be limited to questions to staff only, deliberations, and voting. The Commission may not proceed to deliberate and vote on the issue until the public hearing is closed. ~~If the public hearing is to be continued, the COMMISSION must meet the requirements of RCW 42.30.090 and .100. If these requirements are not met, notice of the public hearing must be reissued. The COMMISSION may not proceed to deliberate and vote on the issue until the public hearing is closed.~~
VI.	The Rules and Regulations may be amended by ~~a majority vote~~ an affirmative vote of four or more members of the ~~full~~ COMMISSION at a regular or special meeting.
Attachments:	IMC 18.03.~~230-280~~080-100

Commission Decision
Sloman displayed the Rules & Regulations with the revisions made by the Commission at tonight's meeting. BRENNAN clarified that IKEDA will act as a regular voting member tonight.

MOVED BY PRICE, SECONDED BY DILLON to recommend adoption of the Development Commission Rules and Regulations as presented in the agenda materials with the amendments made at tonight's meeting. MOTION CARRIED UNANIMOUSLY, 7-0.

PUBLIC COMMENTS
None.

STAFF REPORT

a) **Council Update**
Presented by:
Lucy Sloman, Land Development Manager

No report.

OTHER BUSINESS / ANNOUNCEMENTS

a) **Upcoming Schedule.** Sloman clarified the following upcoming meetings for the Commission:
   - October 28, joint meeting with PPC to begin discussing the three Title 18 topics that the Commission is being asked to focus on;

- November 4, potentially a continuation if needed of the October 28 joint meeting with PPC;
- November 17, a community conference and neighborhood meeting on the Firs at Talus project. Staff requests a meeting with the Commission Chair and Vice Chair in advance to discuss how the meeting should be structured.
- No additional meetings until January 2022.

Sloman requested that Commission members send her an email when they receive the agenda packet if they cannot attend the meeting.

ADJOURNMENT
With no additional business to discuss, BRENNAN adjourned the meeting at 9:10 PM.

Respectfully submitted,

Susan Lowe
Recording Secretary