

**CITY OF ISSAQUAH**  
**Planning Policy Commission**  
**MINUTES**

6:30 PM  
 January 9, 2020

Council Chambers  
 135 E. Sunset Way

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

*Commissioners Present:*

Joan Probala, Chair  
 Ron Faul, Vice Chair  
 Janice Carle  
 Randy Harrison  
 Joy Lewis  
 Bill Rinehart  
 Jason Voiss  
 Robin Beukers, Alt. (*Non-voting*)

*Commissioners Not Present:*

Tom Haskins, Alt. (*Excused*)

*Administration/Staff:*

Trish Heinonen, Policy Planning Mgr.  
 Tina Eggers, City Clerk  
 Tisha Gieser, Deputy City Clerk  
 Mary Lou Pauly, Mayor  
 Christen Leeson, Senior Planner

**CALL TO ORDER**

PROBALA, Chair, called the meeting to order at 6:30 PM.

**APPROVAL OF MINUTES**

a) MOVED BY FAUL, SECONDED BY RINEHART that minutes of the PPC meeting on November 14, 2019 be approved as presented. MOTION CARRIED UNANIMOUSLY, 7-0.

**SPECIAL BUSINESS**

**a) MESSAGE FROM MAYOR MARY LOU PAULY**

Mayor Pauly expressed thanks to the Commissioners for volunteering to serve their City and community by participating on PPC. She explained how the Council uses the work that PPC does, and gave more details about the types of work that PPC is responsible for. She talked specifically about the PPC's work in the context of other work going on in the City, King County, region, and the State, and gave examples. She gave more details from the City's recently adopted Strategic Plan and encouraged PPC members to become familiar with its contents. She also talked about "closing the loop," meaning making sure that PPC members are aware of how the work PPC has done is used by Council. She encouraged PPC members to help engage as many community members as possible to become involved in City activities and City Boards and Commissions.

**REGULAR BUSINESS**

**a) TRAINING, (I)**

- 1. Review Planning Policy Commission Bylaws**
- 2. Review Roberts Rules of Order and Parliamentary Procedures**

*Presented by:*

*Tina Eggers, City Clerk*

*Tisha Gieser, Deputy City Clerk*

Eggers began a training session intended to help PPC members understand:

- The purpose of PPC's bylaws (rules and regulations);
- Rules and regulations in place since 1993;
- Proposed changes to the current rules on attendance;
- Members' responsibilities for notifying staff of scheduling conflicts that will prohibit a member from attending a meeting;
- How excused and unexcused absences are to be clarified by the Chair at meetings and noted in the minutes; and
- Proposed changes to the rules on Alternate Members and voting, specifically:
  - Alternate Members fill in as a voting member any time there is an absent Regular Member;
  - If not filling in as a voting Regular Member, Alternate Members may participate in discussion but not in debate on a motion or in voting; and
  - If a quorum (four or more) of Regular Members is present, Alternate Members serve in the absence of any Regular Member(s), up to a maximum of seven voting members.

LEWIS suggested that a sentence or two be added to clarify the role of an Alternate Member when serving as a Regular Member, including participation in discussion, debate, and voting on motions. Staff made a note to review the language. BEUKERS asked why the Chair would need to make an announcement about the status of Alternate Members at the beginning of every meeting. Eggers explained the purpose is to make it clear to all participants, including the public, who is voting, and to establish a record in the minutes. HARRISON noted that attendance at meetings by Alternate Members, even when a quorum of Regular Members is present, is important. Eggers agreed. Gieser made a note to review the language and offer some clarifications for PPC to consider before the bylaws are presented for approval at PPC's January 23 meeting.

PROBALA suggested it would be helpful if some context was provided to Commissioners by staff about what other actions the City is considering or undertaking prior to PPC's deliberations.

Gieser continued staff's presentation about the role of an Alternate Member if a Regular Member arrives after an agenda item is already under way. LEWIS asked for clarification about voting status when a member arrives late or leaves early. Eggers suggested the Chair can elect to make an announcement at any time during the meeting about arrivals and departures and how that might affect voting. She said one approach is that whenever a Regular Member is present, they are given the voting rights of a Regular Member. So an Alternate Member would only vote in the absence of a Regular Member.

RINEHART said he would favor having an Alternate Member who was acting as a Regular Member continue to act as a Regular Member while a motion or agenda item was on the floor, then make the change. Others agreed. LEWIS said such an occurrence has not happened frequently, and suggested that it could be addressed at the time it occurred rather than spelled out in the bylaws. HARRISON said he would favor having the procedure defined in the bylaws. Eggers said staff can provide some additional language for PPC members to consider before taking action on the bylaws on January 23, along the lines that "*in the event that a Regular Member arrives late to the meeting and an Alternate Member has been designated to fill in for a Regular Member, the Alternate Member is expected to continue as a Regular Member for the duration of the agenda item currently under discussion and/or the motion on the floor.*"

Gieser continued staff's presentation on Voting—Considerations (page 42), including:

- Clarification by the Chair at the outset of the meeting of who is voting;

- Conflict of interest and appearance of fairness disclosure;
- Abstentions (abstentions are counted as “aye” votes, and members who abstain must leave the room during the vote);
- Using “unanimous consent” as a tool for handling routine and noncontroversial actions (page 43); and
- Voting protocols (page 44).

At 7:55 PM, PPC agreed by consensus to extend the discussion on rules and regulations for an additional 10-15 minutes. Gieser continued staff's presentation on parliamentary procedure and meeting principles, specifically the six key points described on pages 46-52.

VOISS asked for clarification on what constitutes an “inadvertent quorum” (page 10).

BEUKERS asked for clarification of how the rules for debate under “Essential Guidelines” appear to conflict with the statement on page 52 that “limited discussion [is] allowed prior to a motion.” Gieser explained that a smaller board, such as PPC, can be allowed more flexibility in observing strict timeframes for discussion and question-and-answer sessions. She noted that the Chair also has some latitude in determining how much discussion is allowable, and can also call for a motion to be made in the interest of moving the meeting along.

HARRISON noted that requiring an even number of members for a quorum can create split-vote problems. Gieser agreed. She noted that a tie vote is a failed vote. In response to a question from LEWIS, Gieser explained how members can ask for reconsideration of a failed vote. Technically a motion should not be reintroduced, she explained, but if a majority of voting members agree to reconsider a motion, either at the same meeting as the failed vote or a subsequent meeting, there is a mechanism in place for that to take place. VOISS asked after subsequent discussion, can a new motion that is related to the failed motion be made. Gieser replied yes, that flexibility does exist. That said, she added, it is important to be clear in intent and to maintain protocols.

### **OTHER BUSINESS/ANNOUNCEMENTS**

Looking at the 2020 meetings calendar (page 69), PPC members asked questions about when specific issues will be addressed by PPC. Leeson explained more details about the walking tour on Olde Town architectural standards scheduled for Saturday, January 11, 2020.

### **AUDIENCE COMMENTS**

None.

### **ADJOURNMENT**

With no additional business to conduct, PROBALA adjourned the meeting at 8:20 PM.

Respectfully submitted,

Susan Lowe  
Recording Secretary