



WHATCOM COUNTY PLANNING COMMISSION

5280 Northwest Drive
Bellingham WA 98226

AGENDA February 08th, 2024

The Whatcom County Planning Commission will hold a **hybrid** meeting at 6:30 p.m., with the option to attend remotely or in person at 5280 Northwest Drive, Bellingham.

- Call to Order
- Roll Call
- Flag Salute
- Department Update
- Open Session for Public Comment
- Commissioner Comments
- Approval of Minutes of: January 25th, 2024
- Annual Business Meeting
 - Election of Officers
 - Review of Business Rules
 - Review Docket & 2023 Achievements
 - 2025 Comprehensive Plan Periodic Update
 - Other Comments or Concerns
- Unfinished Business
- Adjournment

NOTE: For information on how to watch and participate in the meeting in real time, please visit the following web page: [Participate in Virtual Planning Commission Meeting](#)

Individuals who require special assistance to participate in the meetings are asked to contact "PDS_Planning_Commission@co.whatcom.wa.us" at least 96 hours in advance.

Upcoming Meeting Topics

- Propane in AG District

There are nine members on the Whatcom County Planning Commission. If you will be giving written information to the Commissioners, please give a copy to the Coordinator for our office files.

*For more information please contact Aileen Kogut-Aguon at (360)778-5935 or PDS_Planning_Commission@co.whatcom.wa.us
5280 Northwest Drive, Bellingham WA 98226*



**RECORD OF PROCEEDINGS OF THE
WHATCOM COUNTY PLANNING COMMISSION
January 25, 2024**

Public Hearing and Work Session

1

1 **Call to Order**

2 The meeting was called to order by Whatcom County Planning Commission Chair, Kelvin
3 Barton at **6:31 p.m.**

4 **Roll Call**

5 **Present:** Kelvin Barton, Daniel Dahlquist, Atul Deshmane, Jim Hansen, Frank James,
6 Dominic Mocerri, Scott Van Dalen

7 **Absent:** Julie Jefferson, Stephen Jackson

8 **Staff Present:** Lucas Clark, Aileen Kogut-Aguon, Kelly Chamberlain, Becky Boxx, Steve
9 Roberge

10 **Department Update**

11 Steve Roberge, Assistant Director of Planning and Development Services (PDS) explains
12 that the annual business meeting will include electing a chair, vice chair and reviewing
13 the business rules and dockets. Roberge adds that the first half of the year will have
14 discussions about the comprehensive plan which will include the public participation plan
15 component, land capacity methodology and population employment projections.
16 Roberge then speaks on other items such as bringing Capital Improvement Plan (CIP)
17 back into conversation with some additions and modifications. Big projects occurring are
18 ABC recycling and Ranch Quarry Mine. Roberge concluded the updates with the mention
19 of a new Natural Resource manager starting in mid-February.

20 **Open Session Public Comment**

21 **Timestamp 6:36p**

22 Dave Widner spoke on the SCJ Alliance contract review for the comprehensive plan. He
23 quotes task 18 on page 28 of the contract, "Their job is to avoid unintended incentives
24 to build outside of UGA's (Urban Growth Areas)". He states his concerns regarding the
25 Comp Plan that will be going for the next 20 years that will rely on research performed
26 in 2012. He then moves on to Task 3 on page 15 section 3.1 of the SCJ contract states
27 "They will review the draft block and count the land to pass the analysis," Mr. Widner
28 asked where is the analysis? He states his concern about the property that has a UGA
29 out North of Sunset.

30 **Commissioner Comments**

31 Commissioner Deshmane: Happy New Year. Welcome Frank to the commissioners

32 **Approval of Meeting Minutes**

33 **Timestamp: 6:43p**

34 **1 Commissioner Van Dalen moved** to approve the meeting minutes from December
35 14th, 2023.

36 **Commissioner Deshmane seconded.**

37 **Roll Call Vote: Ayes-Barton, Dahlquist, Deshmane, Hansen, James, Mocerri, Van**
38 **Dalen; (Ayes-6; Nays-0; Abstain-1). The motion carried.**



**RECORD OF PROCEEDINGS OF THE
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Public Hearing and Work Session

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- 1 **Topic Title:** Proposed Amendment to WCC 20.40.150 (Agriculture
2 District) to allow Propane Distribution in Agriculture as a conditional use
3 **Timestamp:** 6:44p
- 4 Lucas Clark from Whatcom County Planning and Development Services provided a
5 presentation on the details on the proposed amendment to allow propane distribution in
6 agriculture as a conditional use. Mr. Clark mentions that on October 10th, 2023, Council
7 amended the comp plan and zoning code docket to include a review of allowing propane
8 sales, reload, storage and distribution facilities as a conditional use in the AG
9 (agriculture) zone. He states that council tasked Planning Development Services to
10 preview the suggested code and provide recommendations. He continues to state that
11 on December 13th 2023, the proposed amendment was presented to the Agricultural
12 Advisory Committee which voted to move the proposal forward to the Planning
13 Commission.
- 14 The key takeaway is that the intention is to protect lands and active agricultural use,
15 and only allow propane distribution on sites that have a compatible preexisting
16 infrastructure through the conditional use permitting (CUP). Mr. Clark continues to
17 explain that CUPs are a rigorous process for any applicant and that any permit for
18 propane distribution will have to fit the nine conditional use criteria and the eight criteria
19 in the proposed code. The application process will then go through a process that
20 includes public notices and public hearings with the hearing examiner before it ultimately
21 gets approved or denied.
- 22 Mr. Clark adds that the proposed amendment is consistent with all of Whatcom County's
23 comprehensive plans, goals and policies. It discourages the conversion of productive
24 agricultural land. The intention, through the permitting process, is to confine propane
25 sales and distribution to the preexisting infrastructure in pervious surfaces.
- 26 He concludes the presentation by explaining the letter that was sent to the
27 commissioners 2 hours prior to the meeting and mentions that PDS is not asking for the
28 Planning Commission to act on this right now and would like time to review the letter.
- 29 Commissioner Deshmane asked, "When did the County Council first act on pursuing this
30 code change and adding it to the docket?"
- 31 Lucas Clark answered, "The council added it to the docket on October 10th, 2023.
- 32 Commissioner Deshmane stated that it seems pretty fast for this to come to Planning
33 Commission. He then asked what the urgency is around this particular project and if
34 there is anything relevant to talk about from the history of propane distribution terminals
35 and where are they located currently in Whatcom County.
- 36 Commissioner Barton welcomed a public attendee, Denver Vanderyacht to answer the
37 question. He states that the proposal is to focus on residential AG community.
- 38 Commissioner Hansen reiterates the question as to why this proposal is being brought
39 forward if staff needs to review it further first. Commissioner Hansen then comments on
40 Vanderyacht using the term residential, stating his concerns that this proposal's intended
41 use may displace agriculture.
- 42 Commissioner Barton redirects the conversation back to the public hearing.



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Public Hearing and Work Session

3

1 Commissioner Van Dalen comments on the letter that was mentioned, stating it does
2 not have effect on the proposal as it speaks on what staff has already presented.

3 **Public Hearing and Work Session Regarding Proposed Amendment to WCC**
4 **20.40.150 (Agriculture District) to allow Propane Distribution in**
5 **Agriculture as a conditional use**

6 **Timestamp: 7:01p**

7 Eddie Ury, the Climate and Energy Policy Manager at Resources, a local Bellingham based
8 nonprofit, provided public comment stating that the proposal raises some concerns in
9 the AG zone and where the propane distribution may be located.

10 Dannon Traxler provided public comment speaking on the letter that was submitted to
11 the Commission before the meeting and speaks on the fact that the AG committee moved
12 to pass this proposal. She recommended the Commissioners approve it and move it
13 forward to County Council.

14 Denver Vanderyacht provided public comment on the specific property their Vanderyacht
15 Propane hopes utilize, which is the old EPO Grain Mill. He states the company is not
16 trying to take over any preexisting AG land. Vanderyacht then states that the AG land
17 that is part of the proposed property will not be touched and can be owned by a farm.
18 He then goes on to mention that the use of the property is to use it as a focal point to
19 reserve gallons to best support the AG community, allowing for less trucks in the county
20 and having the propane be more localized.

21 Elli Harron provided public comment. She explains she is a member of AG committee
22 and she voted "no" on this proposal because there was no information given as to where
23 the propane distribution sites are. She then states that there should not be a code
24 change in the AG community to allow this proposal to pass.

25 **Timestamp: 7:13p**

26 **Propane Distribution Work Session**

27 **Timestamp: 7:13p**

28 Commissioner Deshmane asked, what is the quorum of the AG Committee?

29 Steve Roberge responded that the AG committee requires a majority vote

30 Commissioner Deshmane clarified the quorum for the AG committee. He also spoke on
31 the hearing and components of the proposed amendments. He asked why are the code
32 amendments being proposed so broad as it does not pertain to a particular site?

33 Steve Roberge responded to Commissioner Deshmane that staff are attempting to keep
34 the qualifications narrow.

35 Commissioner Deshmane commented that the proposal is not so narrow and could use
36 revisions.

37 Commissioner James clarified that the AG Committee had a quorum at their meeting

38 Commissioner Mocerri asked about the letter that was sent out late and why staff is
39 wanting to hold off on moving this forward.

40 Steve Roberge responded that the letter had information included that staff has not had
41 adequate time to review and they recommend allowing additional time for analysis.



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Public Hearing and Work Session

4

- 1 Commissioner Van Dalen added that the property being proposed on is industrial and it
2 needs to be used as it has been run down for years with graffiti on the walls.
- 3 Commissioner James speaks on fully evaluating the proposal and the letters. He said
4 there is no rush in moving this forward. He states that he is in favor of delaying it
- 5 Commissioner Hansen agrees there is no rush to push this through. Sounds like there is
6 room for good arguments in regards to the location of the propane distribution proposal
- 7 Commissioner James asks, "Can we leave the AG land alone and just use the industrial
8 land of the property?"
- 9 Steve Roberge responds to Commissioner James that it is part of the intended code seen
10 in item 1 of the proposal under the uses stating, "The use shall not result in the
11 conversion of Agricultural Lands of Long-Term Commercial Significance or land in active
12 agricultural use."
- 13 Commissioner James asks if the land is agricultural land
- 14 Steve Roberge responds to Commissioner James that propane under this code would not
15 be allowed to infer fairly used agricultural land
- 16 Commissioner James reiterates the question, "Is there a way to not use the AG land, as
17 it seems to directly violate it."
- 18 Steve Roberge responds that the only part that would be allowed for use, is the non-
19 agricultural land of the property. He states that this provision would not allow the
20 company to further convert any part of the land that is within the AG zone
- 21 Commissioner Barton asks How can a proposal come to commission so fast, how does
22 this process work?
- 23 Steve Roberge responds that the Council is who put this on the docket. Usually there is
24 an application process, but Council sent this one to the docket.
- 25 Commissioner Deshmane reiterates that rezones from the proposal can be more specific.
26 He states that he wants staff to look at this with the current code changes and how can
27 it be specific to this project.
- 28 Commissioner Mocerri states that the commissioners are not changing code, so why is
29 this being proposed tonight.
- 30 Steve Roberge responds that this proposal is intended to avoid spot zoning.
- 31 Commissioner Hansen reiterates the ordinance zones covers three other zones.
- 32 Chairman Barton states, if your hand is not raised and not called on, do not speak.
- 33 Commissioner Deshmane stated that spot zoning is not good, but if there are exceptions
34 made for specific locations like Cherry Point, does that violate the original intent of the
35 code.
- 36 Commissioner Van Dalen asked staff about the packet given about section 2. Why are
37 we doing this if it has already been approved by County Council.
- 38 Steve Roberge responded that Council approved inclusion of this proposal on the docket
- 39 Commissioner Barton speaks on the proposed action to delay this to the next meeting.
- 40
- 41 **Timestamp: 7:45p**



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Public Hearing and Work Session

5

1 **2**Commissioner James moved to delay the decision to the future meeting by staff

2 Commissioner Deshmane seconded.

3 **Roll Call Vote: Ayes-Barton, Dahlquist, Deshmane, Hansen, Jackson, Jefferson,**
4 **James, Mocerri, Van Dalen; (Ayes-3; Nays-4; Abstain-0). The motion fails.**

5 **Timestamp: 7:46p**

6 **3**Commissioner Mocerri moved to move proposal forward to County Council

7 Commissioner Van Dalen seconded.

8 Commissioner Hansen: calls on Eddie Ury to speak on this proposal more

9 Public attendee Eddie Ury stated that what is being presented here is vague, undefined
10 terms with no boundaries. There are opportunities here to take a closer look on this
11 project and how it can further benefit appropriate conditions.

12 **Roll Call Vote: Ayes-Barton, Dahlquist, Deshmane, Hansen, Jackson, Jefferson**
13 **James, Mocerri, Van Dalen; (Ayes-4; Nays-2; Abstain-1). The motion fails.**

14 **Timestamp: 7:51p**

15 **4**Commissioner Deshmane moved for staff to do some additional work and come
16 back at a later meeting in February

17 Commissioner Dalquist seconded.

18 **Roll Call Vote: Ayes-Barton, Dahlquist, Deshmane, Hansen, Jackson, Jefferson,**
19 **James, Mocerri, Van Dalen; (Ayes-4; Nays-1; Abstain-2). The motion carried.**

20 **Timestamp: 7:54p**

21 Commissioner Hansen mentions that he had contact with executive board twice about
22 the schools, advising them of school impact fees as per the 2007 ordinance.

23 **Adjournment**

24 **Timestamp: 7:57p**

25 The meeting was adjourned at **7:57 p.m.**

26 Minutes prepared by Aileen Kogut-Aguon.

27 WHATCOM COUNTY PLANNING COMMISSION ATTEST:

28 _____
29 Kelvin Barton, Chair

Aileen Kogut-Aguon, Coordinator

BUSINESS RULES
PLANNING COMMISSION OF WHATCOM COUNTY, WASHINGTON

Article I. Planning Commission of Whatcom County.

1.1 Creation, Name, and Purpose

- A. The Planning Commission of Whatcom County, Washington, was constituted by resolution of the Board of County Commissioners, adopted February 21, 1961, pursuant to Chapter 36.70, Revised Code of Washington.
- B. The Whatcom County Planning Commission, may be referred to as the "Commission" or the "Planning Commission."
- C. The purpose of the Planning Commission is to provide citizen review and recommendations on planning related matters to the County Council.
- D. The Planning Commission shall assist the Planning and Development Services Department in carrying out its duties as stated in Whatcom County Coded 2.31.025.

1.2 Regular Meetings.

- A. The Planning Commission meets bi-weekly, except in August, November, and December; and shall provide for additional meetings by motion.
- B. In accordance with the priorities of the Planning Department and the County Council, Planning Department staff shall set agendas for Planning Commission meetings.

1.3 Special Meetings.

Special meetings may be called by order of the Chair, or in his/her absence by the Vice-Chair; or by written request of three members of the Commission.

1.4 Quorum.

- A. Five members shall constitute a quorum, and a quorum is required, for the transaction of business.
- B. At any meeting where there is less than a quorum, the members present shall have authority to establish a date for an adjourned meeting.

1.5 Voting.

- A. The Planning Commission requires a simple majority of those present for approval.
- B. An affirmative five votes is statutorily required on comprehensive plan and official controls
- C. A roll call vote is required on matters which require a public hearing and on matters referred by the County Council, or upon request of any member.
 - i. The preferred roll call procedure is to rotate through the alphabetical list of Commissioners and start each new roll call vote with the next name on the list, carrying the next starting position over to the following meeting.

Article II. Members and Officers

2.1 Number of Members, Tenure, and Qualification.

- A. The Planning Commission shall consist of nine members who are residents of the county.
- B. Members shall be appointed and confirmed by a majority of the County Council.

- C. The term of office for the members appointed by the County Council shall be four years; except terms will be in accordance with WCC 2.03.030 unless no one else applies.
- D. The Commission shall be representative of the county with no more than two members from each council district.

2.2 Conflict of Interest

In addition to complying with State law, the following guidelines shall be followed:

- A. A member experiencing a conflict of interest shall abstain from voting on the matter, keep out of any deliberations on the matter, and leave any chamber in which such deliberations are to take place. He/she shall not discuss the matter privately with any fellow officials. The reasons for his/her abstention from voting, for good and sufficient reasons, shall be announced to the Commission upon call of any members.
- B. An individual Commission member should use discretion in discussing with the applicant for a specific land use, or others interested in the application, any request before the Commission on which he/she will vote, and should avoid committing to any specific course of action regarding the outcome of the hearing. Answering questions relating to time, place, and Commission procedures and policies is permissible.
- C. If a Commission member personally receives written information from a citizen or group regarding an upcoming agenda item, they shall immediately deliver that item, or a complete copy thereof, to the Planning and Development Services Department for inclusion into the record of public testimony.

2.3 Vacancies.

A member selected to fill a vacancy shall serve for the un-expired term of the predecessor for that position.

2.4 Excessive Absences.

Four consecutive absences per year may be grounds for recommending removal of a Board Member to the County Council.

2.5 Compensation.

Members shall not receive any salaries for their services.

E.

2.6 Officers.

The officers of the Planning Commission are: Chairperson and Vice-chairperson. The Planning and Development Services Coordinator will act as Secretary to the Commission.

2.7 Elections

- A. Officers shall be elected annually by the Planning Commission at its first meeting in February.
- B. In the event of a vacancy in the office of Chair, the Vice-Chair automatically succeeds to the chair.
- C. An acting Chair may be elected by the members present, to serve during the absence of the officers from any meeting.

2.8 Removal.

- A. Any officer may be removed by the Commission whenever in its judgement the best interests of the department would be served. A majority vote of current members shall be required to remove any officer.
- B. A vacancy in the officers automatically occurs upon the third consecutive absence of an officer from the regular monthly meetings without leave from the Commission.

2.9 Chairperson.

- A. The Chair is the chief executive of the Commission, has all the powers and duties usually incidental to such office, and is responsible to appoint committees and to conduct the business of the Commission between regular meetings.
- B. The Chair shall discharge all duties incidental to the office of Chairperson and as prescribed by the County Council or the Planning Commission; the Chairperson shall preside at all meetings of the Commission.

2.10 Vice-Chairperson.

- A. The Vice-chairperson shall assist the Chairperson in the discharge of the Chairperson's duties as the Chairperson may direct and shall perform such other duties as may be assigned by the Chairperson or by the Planning Commission.
- B. The Vice-Chair assumes the responsibilities of the Chair in his/her absence or disability with all the power of, and subject to all restrictions upon, the Chairperson.
- C. A vacancy occurring in the office of Vice-Chair is filled by election of a replacement to serve for the un-expired portion of the term.

2.11 Secretary

The Secretary is responsible to keep a public record of all transactions, findings, and determinations of the Commission; prepare the agenda of each meeting; provide notice of meetings to the members; arrange proper and legal notice of hearings; and attend to the correspondence of the Commission and to such other duties as are normally carried out by a Secretary.

Article III. Meeting Process

3.1 Notice – Agenda

The Secretary will mail or deliver a copy of the agenda to each Commission member on or before the Thursday preceding the regular meeting day. Notice of the time, place, and agenda for continued or special meetings shall be given as far as possible in advance, provided that notice by telephone shall suffice in the event of an emergency.

3.2 Order of Business

The regular order of business is as follows:

- | | |
|------------------------------------|------------------------------------|
| a) Call to Order | g) Commissioner Comments |
| b) Roll Call | h) Disposition of Minutes |
| c) Determination of Quorum | i) Public Hearings / Work Sessions |
| d) Flag Salute | j) Unfinished Business |
| e) Department Update | k) New Business |
| f) Open Session for Public Comment | l) Adjournment |

3.3 Open Session for Public Comment

- A. The public may speak to the Planning Commission for three minutes on any topic, except items that are scheduled on the agenda for a public hearing that same day.
- B. The time limit of three minutes may be extended to five minutes at the discretion of Chair.

3.4 Parliamentary Procedure

- A. Matters of procedure shall be governed by applicable County and State statutes and these Business Rules, or Roberts Rules of Order. The Commission has an obligation to be as clear and simple in its procedure as possible, and therefore, may avoid the finer points of parliamentary rules.

- B. The Commission may by majority vote on a yearly basis elect a parliamentarian to advise the Commission about correct procedure

Article IV. Order of Business - Hearing and Work Session Procedure

All hearings are to be open to the public and shall meet legal requirements as to publication, posting, timing, and number of public notices. Hearing procedures shall be generally as follows:

- A. Chair makes a statement about hearing before the Commission, opening the hearing.
- B. Chair polls Commissioners to determine conflict of interest.
- C. The Planning and Development Services Director or his/her designee shall present a summary introduction (staff report) of the factual background of the subject for the information of the members.
- D. After the staff report, the Chair, at his/her discretion, may invite the proponent of a land use application, or their designee, to make a brief presentation regarding their application. This presentation shall be limited to 15 minutes, which includes rebuttal time.
- E. Chair outlines rules for the presentation of public testimony, including:
 - i. At the Chair's discretion, the following shall be requested of each testifier:
 - a) Is testimony fact or opinion?
 - b) Is the testimony in written form which can be provided to the Commission? Can the speaker provide a concise overview of the written version in order to save hearing time?
 - c) If the testimony to be presented has been given by someone else and the speaker agrees with the previous speaker, please so state that agreement and yield the floor to the next speaker.
 - ii. At the Chair's discretion, or when requested by a majority of the members present, speakers shall be allowed no more than 3 minutes to make their points. Exceptions shall be for the proponents to make a 15 minute initial presentation and the opponents an equal amount of time if there is an organized opposition. The Chair at his/her discretion, may poll the attending public to determine if there is a generally agreed upon "opposition spokesperson". If so, the spokesperson will be allowed 15 minutes to make their presentation. After the attending public who have preregistered or used the sign-up sheet have spoken, the Chair may also, at his/her discretion, poll the remaining public to estimate the number of persons who also wish to speak. This poll may result in a more restrictive time limit for the remaining speakers. Commissioners may pose questions, through the Chair, at the close of each presentation. The Commissioners shall limit their questions to clarification of factual testimony given, while refraining from arguing with the public, expressing Commissioner opinion before the close of the hearing, or asking questions of a personal nature with no explanation as to their relevance to the matters at hand. After all public testimony is received, the Chair will call upon staff, the proponent and finally the opponent to respond or rebut the testimony that was given (rebuttal only, no new testimony). Each of these responses will be limited to 3 minutes if time was reserved for rebuttal.
 - iii. The Chair will recognize the approach, at any time, of the Commission's legal counsel to comment on legal or procedural issues, without the above limitations.
 - iv. The ideal Commission hearing will proceed as follows:

Staff Presentation	
Proponent Presentation	15 Minutes
Opposition Spokesperson	15 Minutes (optional)
Public Testimony	3 Minutes (each)
Staff Response/Rebuttal	3 Minutes (if previously reserved)
Proponent Response/Rebuttal	3 Minutes (if previously reserved)
Opposition Spokesperson	3 Minutes (if previously reserved)

The Chair will communicate with Planning Staff at the start of each hearing and announce the assignment of timekeeping duties to a staff member.

- v. Members of the public (audience) shall not cat call or intimidate or show group support for any speaker or speaker's position as it could tend to limit valuable input by others. Time limitation is intended to allow all persons an opportunity to be heard and make their points and for the hearing to be completed in a timely manner.
 - vi. The Chair shall ask speakers to keep to the current subject.
- F. The Hearing will then be closed by the Chair who will indicate to the public the procedure to be followed by the Planning Commission. In no case shall a decision be reached by the Commission before a hearing is closed. If for any reason, a hearing cannot be completed at a single session, the adoption of a motion to continue the Hearing to another time shall be deemed sufficient legal notice to all parties who may be affected.
- G. Following the close of the Hearing, the Commission may seek to discuss the testimony of the Hearing through work sessions. Such work sessions that do not follow immediately at the close of the Hearing shall have public notice as required by law.
- H. During work sessions, input from the public shall only be allowed in response to direct questions from Commission members. New testimony is not to be received. The Chair should ensure that each member has the opportunity to state his/her opinions at least once before the discussion is closed.
- I. A work session is completed with either a vote on a particular motion regarding the matter at hand, or a majority vote for the continuation of the subject to another meeting. A motion for continuation should include a time and date for discussion of the subject.
- J. At the discretion of the Commission, if it is determined that there is high interest in an issue and therefore a hearing is expected to have high attendance, the following alternative may be used instead of a signup sheet for speakers:
- i. When more than 50 people have signed up, the chair may at his/her discretion reduce the time limit for each speaker to 2 minutes.
 - ii. No more than one-half hour before the announced start of the meeting in which the hearing will be held, the Commission shall make available random numbers that may be drawn by members of the public who wish to speak in person at the hearing.
 - iii. The method of random numbers shall be slips of paper numbered 1-100, or similar method.
 - iv. Individuals may only draw one number, but may freely trade or give away their number to someone else.
 - v. The public attending in-person will be called in number order to speak at the hearing. Those attending remotely will be called in the order they raise their hand.
 - vi. For the record, speakers will print their name on a speaker list when they approach the podium to speak.
 - vii. Once all remote speakers with raised hands and those in-person with numbers who wish to speak have spoken, the chair may allow additional people to speak.

Article V. Reporting

5.1 Reporting to County Council

The Planning and Development Services Director, or his/her designee, shall report the majority-voted recommendations of the Planning Commission to the County Council or appropriate Council Committee.

5.2 Member Representation to County Council

It is assumed that the Planning Commission meeting minutes, as well as the recorded findings of fact, will sufficiently speak for the Commission's recommendations to the County Council. A Planning Commission member may volunteer to

represent the Commission in front of the County Council or a Council Committee regarding a particular matter for clarification of the Commission's deliberations; however, the Commission member must first inform the Commission Chair as to his/her intention to be a Commission representative, and the reason they wish to fulfill that role. The Commission Chair may then approve such representation.

5.3 Addressing County Council

- A. Any Commission member voting in the minority on an issue may write a "Minority Opinion", labeled as such, to be included in the documentation going to the County Council for their deliberations on the Planning Commission recommendation. The correspondence should be in the form of a letter to the Council, and may be signed by those voting in the minority. This effort may only be expended by individual members without the assistance of the Planning and Development Services staff.
- B. Any Commission member may address the County Council on any issue. The Commission member must state clearly whether he/she is speaking as a citizen or speaking to reflect the majority or minority opinion of the Planning Commission on the issue before Council.

Article VI. Other Advisory Board Procedures.


6.1 Amendments to Rules.

These rules may be amended by majority vote during the Business Meeting. They may also be amended at any regular meeting with four days written notice.

6.2 Records.

- A. Actions of the Commission requiring written execution, such as formal resolutions, may be drawn up by the Secretary after the action has been taken; and the signatures of the Chairman and Secretary shall be sufficient to validate such resolutions or document.
- B. Minutes shall contain a complete record of motions, resolutions, and other determinations of the Commission; and shall also contain the usual details of time, place, type of meeting, members and officers present, speakers, records of roll call votes and other information deemed appropriate. Minutes shall be signed by the Secretary when prepared and validated by the signature of the Chair after approval by the Commission.
- C. Maps, reports and other documents constituting an integral part of the minutes may be identified by reference, provided such exhibits are properly numbered and filed for the public record.
- D. The Secretary is responsible for sending each member a copy of the minutes in a timely manner with ensuing agenda.
- E. The Planning Commission shall keep, at the Planning Department, minutes of the proceedings of meetings and a record with the names and addresses of members. All Planning Commission records are subject to the Open Public Records Act (RCW 42.17).

By majority vote on February 9, 2023, the Planning Commission of Whatcom County, adopted these rules with all amendments consolidated to date



Kelvin Barton, Chair



Tammy Axlund, Secretary