Chapter 2.12

PLANNING COMMISSION

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2.12.010 Purpose. The purpose of the planning commission shall be for the physical and other genreally advantageous development of the municipality and shall be designed, among other things, to encourage the most appropriate use of land throughout the municipality; to lessen traffic congestion and accidents; to secure safety from fire; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; to promote a coordinated development of the unbuilt areas; to encourage the formation of neighborhood or community units; to secure an appropriate allotment of land area in new developments for all the requirements of community life; to conserve and restore natural beauty and other natural resources, to facilitate the adequate provision of transportation, water, sewerage and other public uses and requirements. (Ord. 1303, §2, 1978).

2.12.020 Definitions. All definitions shall be as defined in 35.63.010 RCW. (Ord 1303, §4, 1978).

2.12.030 Membership--Terms of office. A. Pursuant to the authority conferred by Chapter 44, Law of Washington of 1935, as amended (Ch. 35.63 RCW, as amended), there is created a Kettle Falls Area planning commission, consisting of twelve members who shall be selected as follows: Two may be ex officio members (one a county commissioner or his/her representative, and one a member of the Kettle Falls city council) of the commission during the period of their incumbency in such offices; the other ten members shall be appointed by the mayor and confirmed by the city council. The membership of the commission is to be made up of fifty percent city residents and fifty percent Stevens County residents living within School District No. 212. (Ord. 1560 §4, 1998).

B. The term of office of the ten members appointed by the mayor and confirmed by the council shall be six years, but of the first ten appointed, the term of two shall end on the second Monday in January, 1979, and the terms of two each of the eight other shall expire in rotation on the second Monday in January of each succeeding year. The term of the first ten members appointed shall be fixed and designated by the mayor at the time of such appointment.

C. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Members may be removed, after public hearing, by the mayor, with the approval of the city council, for inefficiency, neglect of duty of malfeasance in office. Notice of the charge and pendency of the hearing with respect to the removal of a member of the planning commission shall be given by mail addressed to the residence of the

accused member at least five days before the date of said hearing. The members shall be selected without respect to political affiliations and they shall serve without compensation; provided, however, they may be reimbursed for expenses necessarily incurred in performing their official duties.

D. In case of a conflict of interest arising, with respect to a member of the planning commission, said member shall not participate in the proceedings at hand. (Ord. 1340, §2, Ord. 1303, §1, 1978).

2.12.040 Powers and Duties. The planning commission shall have all the powers and perform each and all of the duties specified in Chapter 44, Laws of 1935, as amended (Ch. 35.63 RCW, as amended). (Ord. 1303, §3, 1978).

2.12.050 Recommendation and report. The city council may refer to the planning commission, for its recommendation and report, any ordinance, resolution or other proposal relating to any of the matters and subjects referred in Chapter 44, Laws of 1935, as amended (Ch. 35.63 RCW, as amended), and the commission shall promptly report to the council thereon, making such recommendations and giving counsel as it may deem proper in the circumstances. (Ord. 1303, §5, 1978).

2.12.060 Plats and permit application. All plats or plans of subdivisions of land within the planning commission's area of jurisdiction or proposed additions, as well as dedications of streets and alleys, and applications for building permits judged by the building official not to be in compliance with the building code offered to the city council for acceptance shall first be submitted to the planning commission for its recommendation and report, which report shall be made to the council within thirty days after submission, or at such earlier date as the council shall direct. (Ord. 1303, §6, 1978, Ord. 1560, 1998).

2.12.065 Fee schedule. The following are fees for the city of Kettle Falls Planning Commission:

Appeals to City Council	$ 300.00	deposit with the deposit returned upon successful appeal
Comprehensive Plan Amendment	$ 300.00	plus any costs incurred*
Conditional Use Permit	$ 150.00	plus any costs incurred*
Conditional Use Permit, subsequent	$ 50.00	
Final Plat	$ 150.00	plus $10 per lot, plus any costs incurred*
Lot Line Adjustment	$ 100.00	plus any costs incurred*
Ordinance Amendment	$ 150.00	plus any costs incurred*
Planned Development	$ 200.00	for preliminary development plan plus $75 per lot for a final site plan, plus any costs incurred*
Preliminary Subdivision Plat	$ 150.00	plus $50 per lot, plus any costs incurred*
Binding Site Plan Review	$ 300.00	plus any costs incurred*
SEPA Review	$ 100.00	plus any costs incurred*
Short Plat	$ 150.00	plus any costs incurred*
Temporary Use Permit	$ 50.00	per quarter, then reviewed by Planning Commission after 6 months, with final approval by the City Council.
Vacation and Alteration	$ 100.00	plus any costs incurred*
Variance	$ 150.00	plus any costs incurred*
Zone Change	$ 150.00	plus any costs incurred*

*Incurred costs include, but are not limited to, advertising, postage and recorded fees.

(Ord. 1518, 1994; Ord. 1553, 1998; Ord. 1555, 1998; Ord. 1592, 1999; Ord. 1607, 2000; Res. 05-05, 2005))

2.12.070 Organization. The planning commission may designate officers from its membership to act without salary, adopt written rules for the conduct of its meetings, and otherwise organize itself as the members deem necessary or convenient from time to time for conducting the business and performing the functions of the commission. (Ord. 1303, § 7, 1978).

2.12.080 Quorum. Four appointed members of the planning commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present when those present constitute a quorum, at any regular or special meeting of the planning commission shall be deemed and taken as the action of the commission. (Ord. 1303, § 8, 1978).

2.12.090 Meetings. The commission shall hold one regular meeting during each month to be held on the second Monday of each month in the evening at seven p.m. at the City Hall; provided, in the event no matter is pending before the commission so that no regular meeting is required to be held, the regular meeting may be cancelled; provided, further special meetings may be called from time to time in accordance with rules to be adopted by the commission. (Ord. 1529, 1995, Ord. 1401, 1984).

2.12.100 Yearly report. The planning commission, at or before its first regular meeting in February of each year, shall make a full report in writing to the city council of its transactions and expenditures, if any, for the preceding year, with such general recommendations as to matters covered by its prescribed duties and authority as may to it seem proper. (Ord. 1303, § 10, 1978).