

WHAT IS QUASI JUDICIAL?

The Planning Commission has a role in review and recommendation to the City Council on major land use development applications in the Mixed Use, Planned Residential and Planned Commercial/Industrial Districts (SMC 17.30, 17.50, and 17.20, respectively).

These are considered quasi-judicial actions, where the Planning Commission is acting more like a judge on a specific application. The Planning Commission must review these land use proposals, hold a public hearing to take public testimony on the proposal, and make detailed findings regarding compliance with the applicable zoning regulations and comprehensive plan provisions prior to making a recommendation for approval or denial to the City Council, which makes the final decision.

WHAT IS A DESIGN REVIEW BOARD APPLICATION?

Also in the quasi-judicial realm, currently the Planning Commission also sits as the Design Review Board for review of all land use projects (other than single family residential) for compliance with the Design Review Criteria in SMC 17.80. The Planning Commission makes the decision on design review applications. City staff reviews the applications for compliance with the applicable codes and regulations, and prepares a staff report for the Planning Commission with preliminary findings and recommendations.

CITY OF SNOQUALMIE PLANNING COMMISSION

City of Snoqualmie Planning Department staff is available to explain any items related to the Planning Commission or this brochure at a regular Planning Commission meeting or during city business hours.

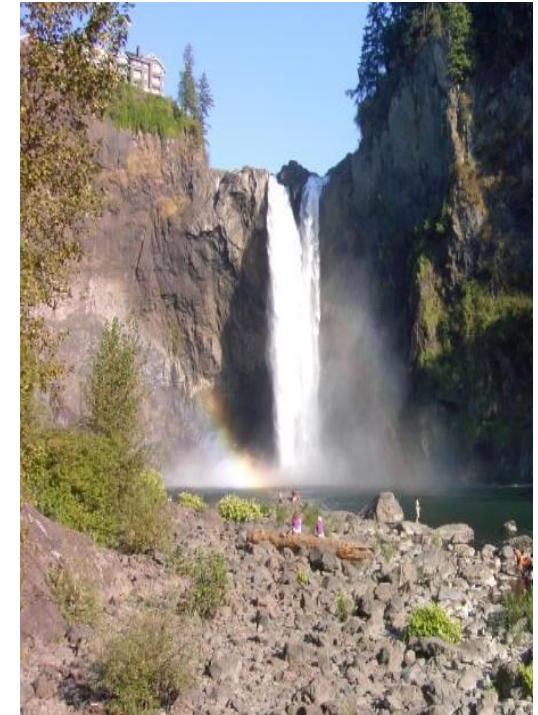
- Planning Department Staff can be reached by calling (425) 888-8007.
- Questions/concerns regarding City of Snoqualmie operations should generally go to City staff during office hours.

Below are some suggestions and resources:

- Visit the city's website for information pertaining to the issue you are interested in. Agendas and minutes can be found by visiting: <http://wa-snoqualmie.civicplus.com/documentcenter>
- Every regularly scheduled meeting and public hearing is recorded. Recordings are available on the City's website.



**CITY OF
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**CITY OF
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PLANNING
COMMISSION**

*A Citizen's Guide to Planning
Commission Meetings*

Welcome to your Planning Commission meeting! We welcome your participation in your local government.

This guide is intended to acquaint interested citizens with the procedures adopted by the Planning Commission for the orderly conduct of its meetings.



INTRODUCTION

The role of the Planning Commission is to make recommendations to the City Council, and on some issues, make decisions on land use issues such as zoning. The principle guide to making land use decisions in Snoqualmie is the Comprehensive Plan of the City and Zoning Ordinance.

The Planning Commission consists of nine members, including two ex officio members, appointed by the Mayor to six-year terms.

SCHEDULE & AGENDA

Meetings are held at City Hall at 7:00 pm on the first and third Monday of each month.

The Planning Commission has an established Agenda for each meeting. Agendas are Available on the City's website. The Planning Commission will follow the Order of Business in the Agenda, unless altered by a majority vote of the Commission.

MEETING PARTICIPATION

We are pleased that you are joining us this evening and are interested in hearing your comments. Your participation is encouraged and valued.

We have provided special times during our meetings for you to communicate with your appointed representatives.

Please know that the Planning Commission may not take immediate action on an item you bring up. We have learned that in most cases it is better to take matters under advisement before taking action. The Planning Commission is subject to many laws and has extensive liability and must act in a careful, deliberate manner.



GENERAL GUIDELINES

- Recognition of a speaker by the Presiding Officer is a prerequisite to speaking and is necessary for an orderly and effective meeting.
- All speakers are expected to deliver their comments in a courteous and efficient manner.
- In addition, to your comments during tonight's meeting, you are welcome to submit your comments in writing to the Mayor, City Council or City Administrator at any time.



CITIZEN COMMENTS - ITEMS NOT ON THE AGENDA

Any person who wishes to address the Commission on a subject NOT listed on the agenda may do so during the "Citizen Comments and Items Not on the Agenda" portion of the meeting.

- When recognized, state your name and address for the record.
- Citizen participation is limited to those specified times on the Agenda.
- Limit your comments to three minutes.

CITIZEN COMMENTS – ITEMS ON THE AGENDA

Any person may address an item on the agenda except for Quasi-Judicial matters or Design Review Board (DRB) applications.

- Citizen comments are welcomed after the staff has introduced the item, but before Planning Commission discussion.
- When recognized, state your name and address for the record.
- Limit your comments to three minutes.
- Comments shall be directed to the specific issue before the Planning Commission at that time.
- This is NOT a question and answer session.

