



WHITE SALMON MUNICIPAL CODE 2.20

BOARDS, COMMITTEES, AND COMMISSIONS

STAFF RECOMMENDED PROCEDURE CHANGES



JANUARY ADMINISTRATION AND STAFF WORK SESSION TO OUTLINE THE COMMITTEES AND BOARDS ANNUAL REVIEW CALENDAR – CLARIFY AREAS OF FOCUS FOR THE UPCOMING YEAR.



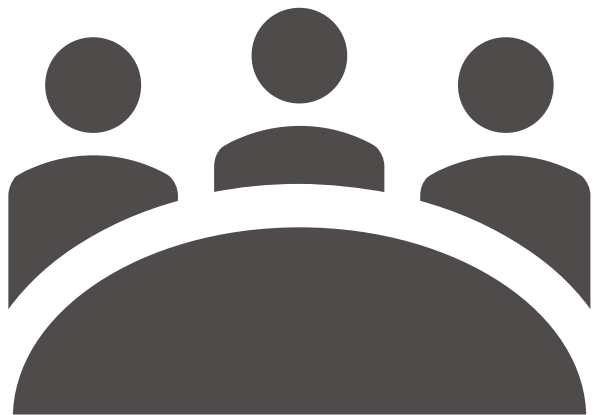
APPOINTED CHAIRPERSON OF EACH COMMITTEE/BOARD IS RESPONSIBLE FOR MEETING AGENDA.



CREATE A WORKFLOW OF HOW NEW TOPICS ARE BROUGHT TO COMMITTEES/BOARDS.



ANNUAL COMMITTEE/BOARD OBJECTIVE, PROCESS AND PROCEDURE REVIEW MEETING (JANUARY OF EACH YEAR).



COMMITTEES

WSMC 2.20.010

COMMITTEES

CREATION OF COMMITTEES

- THE MAYOR MAY CREATE OTHER COMMITTEES WITH THE CONSENT OF THE COUNCIL.
- IF A COMMITTEE IS CREATED THAT IS INTENDED TO BE A STANDING COMMITTEE, THE CODE MUST BE AMENDED.
- IF A COMMITTEE IS CREATED WITH INTENTION TO BE IN PLACE NO LONGER THAN A FIVE-YEAR PERIOD, RATHER THAN AMENDING THE CODE, A RESOLUTION IDENTIFYING THE MAKEUP OF THE COMMITTEE AND ITS PURPOSE, POWERS AND DUTIES MAY BE ADOPTED.

COMMITTEES

CREATION OF COMMITTEES

- THE MAYOR APPOINTS/REAPPOINTS ALL COMMITTEES AT THE FIRST MEETING IN JANUARY EACH YEAR.
- THE CITY COUNCIL REVIEWS AND APPROVES THE APPOINTMENTS.

COMMITTEES

MEETINGS

ALL COMMITTEE MEETINGS ARE PRESUMED TO BE OPEN AND SUBJECT TO THE **WASHINGTON OPEN PUBLIC MEETINGS ACT (OPMA)**, RCW CHAPTER 42.30, IF THE COMMITTEE IS TAKING PUBLIC TESTIMONY OR COMMENT OR MAKING DECISIONS (ADJUDICATIVE OR LEGISLATIVE) ON BEHALF OF THE COUNCIL.

MEETINGS THAT INVOLVE MERE FACT-FINDING, STAFF CONFERENCES, AND REPORTING TO COUNCIL WITHOUT PUBLIC TESTIMONY OR COMMENT ARE NOT TYPICALLY SUBJECT TO THE OPMA.

COMMITTEES

PERSONNEL AND FINANCE

PERSONNEL AND FINANCE COMMITTEE SHALL CONSIST OF:

- TWO MEMBERS OF THE CITY COUNCIL
- ONE MEMBER AT LARGE REPRESENTATIVE OF THE PUBLIC:
 - ✓ A RESIDENT OF THE CITY OF WHITE SALMON
 - ✓ LEGAL VOTING AGE

THE MAYOR AND CLERK-TREASURER, OR THEIR DESIGNEES, SHALL SERVE AS NON-VOTING EX OFFICIO MEMBERS.

COMMITTEES

PERSONNEL AND FINANCE

IT IS THE RESPONSIBILITY OF THE COMMITTEE TO:

- CONSIDER AND APPROVE DRAFT BUDGET PROPOSALS PREPARED AND SUBMITTED BY CITY STAFF AND AS MAY BE REVISED OR AMENDED BY A MAJORITY VOTE OF THE COMMITTEE, AND TO MAKE RECOMMENDATIONS TO THE CITY COUNCIL FOR THE ADOPTION.
- ADVISE THE CITY COUNCIL ON MATTERS PERTAINING TO FINANCIAL AFFAIRS OF THE CITY.
- ADVISE THE CITY COUNCIL ON PERSONNEL ISSUES AS THEY RELATE TO THE BUDGET.
- KEPT APPRISED BY CITY STAFF AS TO THE STATUS OF UNION NEGOTIATIONS AND UNION GRIEVANCES.

(THE REPRESENTATIVE FROM THE PUBLIC SHALL NOT PARTICIPATE IN DISCUSSIONS REGARDING UNION NEGOTIATIONS AND UNION GRIEVANCES.)

- OTHER DUTIES AS MAY BE IMPOSED BY ORDINANCES OR THE ORDER OF THE CITY COUNCIL.

COMMITTEES

CITY OPERATIONS

PARKS, HEALTH AND SANITATION, STREET SYSTEM, WATER AND WASTEWATER UTILITIES, FIRE AND POLICE

CITY OPERATIONS COMMITTEE SHALL CONSIST OF:

- TWO MEMBERS OF THE CITY COUNCIL

IT IS THE RESPONSIBILITY OF THE COMMITTEE PER WSMC TO:

- BE KEPT APPRISED BY CITY STAFF ON MATTERS PERTAINING TO PARKS; POLICE AND FIRE; REFUSE COLLECTION; SANITARY CONDITIONS AND HEALTH OF THE CITY; THE CONDITIONS OF ROADS, STREETS, ALLEYWAYS AND PARKING FACILITIES; AND WATER AND WASTEWATER UTILITY SERVICES AND INFRASTRUCTURE.
- RECOMMEND MEASURES TO THE CITY COUNCIL THEY DEEM PROPER FOR THE BETTERMENT OF THE CITY.

COMMITTEES

CITY OPERATIONS

PARKS, HEALTH AND SANITATION, STREET SYSTEM, WATER AND WASTEWATER UTILITIES, FIRE AND POLICE

IT IS THE RESPONSIBILITY OF THE COMMITTEE TO:

- REPORTS ON MATTERS REFERRED TO THEM BY THE CITY COUNCIL.
- DESIGNATED AS THE UTILITIES COMPREHENSIVE PLAN COMMITTEE
 - REPRESENT THE CITY ON THE MULTI-JURISDICTIONAL WATER AND WASTEWATER COMMITTEE (CITY OF WHITE SALMON, CITY OF BINGEN AND THE PORT OF KLICKITAT) WHICH ADDRESSES WATER AND WASTEWATER UTILITY SERVICES:
 - ✓ CAPITAL IMPROVEMENTS, AND
 - ✓ UTILITY SERVICE INTERLOCAL AGREEMENTS (EXISTING OR DEEMED NECESSARY BETWEEN THE PARTIES).

COMMITTEES

COMMUNITY DEVELOPMENT

ANNEXATIONS AND REAL ESTATE, TOURISM, BUSINESS DEVELOPMENT, AND HOUSING

COMMUNITY DEVELOPMENT COMMITTEE SHALL CONSIST OF:

- TWO CITY COUNCIL MEMBERS
- TWO PLANNING COMMISSION MEMBERS
- ONE WHITE SALMON ARTS COUNCIL MEMBER

IT IS THE RESPONSIBILITY OF THE COMMITTEE PER WSMC TO:

- BE KEPT APPRISED BY CITY STAFF ON MATTERS PERTAINING TO TOURISM AND BUSINESS DEVELOPMENT, INCLUDING OPPORTUNITIES FOR ENHANCING TOURISM AND BUSINESS AND ITS OVERALL IMPACT TO THE CITY.
- BE KEPT APPRISED OF THE CITY'S REAL PROPERTIES WITHIN AND ADJACENT TO CITY LIMITS AND WITHIN THE WHITE SALMON URBAN GROWTH AREA INCLUDING EXISTING AND PROPOSED USE OF SUCH PROPERTIES.

COMMITTEES

COMMUNITY DEVELOPMENT

ANNEXATIONS AND REAL ESTATE, TOURISM, BUSINESS DEVELOPMENT, AND HOUSING

IT IS THE RESPONSIBILITY OF THE COMMITTEE PER WSMC TO:

- BE KEPT APPRISED BY CITY STAFF ON MATTERS PERTAINING TO TOURISM AND BUSINESS DEVELOPMENT, INCLUDING OPPORTUNITIES FOR ENHANCING TOURISM AND BUSINESS AND ITS OVERALL IMPACT TO THE CITY.
- BE KEPT APPRISED OF MATTERS PERTAINING TO HOUSING DEVELOPMENTS AND ISSUES RELATED TO HOUSING WITHIN AND ADJACENT TO THE CITY LIMITS AND WITHIN THE WHITE SALMON URBAN GROWTH AREA.
- RECOMMEND MEASURES TO THE CITY COUNCIL AND/OR THE PLANNING COMMISSION THEY DEEM PROPER FOR THE BETTERMENT OF THE CITY.
- REPORTS ON MATTERS REFERRED TO THEM BY THE CITY COUNCIL.

COMMITTEES

LODGING TAX ADVISORY

LODGING TAX ADVISORY COMMITTEE SHALL CONSIST OF:

- ONE CITY COUNCIL MEMBER (CHAIRPERSON)
- TWO REPRESENTATIVES OF A BUSINESS REQUIRED TO COLLECT THE LODGING TAX (HOTEL/MOTEL TAX)
- TWO REPRESENTATIVES OF AN ACTIVITY WHOSE ACTIVITIES ARE AUTHORIZED TO BE FUNDED BY THE LODGING TAX (HOTEL/MOTEL TAX)

COMMITTEES

LODGING TAX ADVISORY

THE LODGING TAX COMMITTEE:

- REVIEW PROPOSALS FOR CHANGES IN THE HOTEL/MOTEL TAX AUTHORIZED IN CHAPTER 3.50, INCLUDING INCREASES OR DECREASES IN THE RATE OF TAX, THE REPEAL OF AN EXEMPTION TO THE HOTEL/MOTEL TAX, OR A CHANGE IN THE USE OF THE MONIES ACCUMULATED IN THE HOTEL/MOTEL TAX FUND, AS REQUIRED IN RCW 67.28.1817.
- ESTABLISH PROGRAMS AND PROCEDURES WHEREBY PARTIES MAY APPLY FOR GRANTS FROM THE HOTEL/MOTEL TAX FUND FOR TOURISM PROMOTION, ACQUISITION OF TOURISM-RELATED FACILITIES, OR OPERATION OF TOURISM-RELATED FACILITIES. ANY GRANTS UNDER SUCH PROGRAMS MUST BE APPROVED BY THE CITY COUNCIL.
- REVIEW ANY PROPOSAL DESCRIBED IN THAT SECTION, AND SHALL SUBMIT COMMENTS ON THE PROPOSAL, WHICH COMMENTS SHALL INCLUDE AN ANALYSIS OF THE EXTENT TO WHICH THE PROPOSAL WILL ACCOMMODATE ACTIVITIES FOR TOURISTS OR INCREASE TOURISM, AND THE EXTENT TO WHICH THE PROPOSAL WILL AFFECT THE LONG-TERM STABILITY OF THE HOTEL/MOTEL TAX FUND. (PURSUANT 67.28.1817)

COMMITTEES

STAFF RECOMMENDED CHANGES

REMOVE THE OPMA REQUIREMENT FROM WSMC 2.20.010 COMMITTEES SECTION D

Why? COMMITTEES ARE AN ADVISORY BOARD TO THE COUNCIL; THEY DO NOT TAKE ACTION IN THE FORM OF APPROVING LEGISLATION AND THEREFORE SHOULD NOT BE SUBJECT TO THE OPEN PUBLIC MEETING ACT.

CHANGE THE COMMUNITY DEVELOPMENT AREAS OF REVIEW TO “HOUSING, REAL ESTATE, TOURISM, BUSINESS DEVELOPMENT, ARTS, CULTURE, AND COMMUNITY ENGAGEMENT”.

Why? THE COMMUNITY DEVELOPMENT COMMITTEE HAS BECOME AN ACTIVE PARTICIPANT IN ARTS, CULTURE AND COMMUNITY ENGAGEMENT. IT IS APPROPRIATE TO ADD THIS TO THE COMMITTEE ROLE.

REVIEW THE INCLUSION OF PLANNING COMMISSION MEMBERS IN COMMITTEES.

Why? ENSURING THE INCLUSION OF A COMMISSIONER SERVES THE BEST INTEREST OF THE COMMITTEE AND PROVIDES A BENEFIT TO THE OVERALL PROCESS.

COMMITTEES

STAFF RECOMMENDED CHANGES

UPDATE COMMITTEE MEETING FREQUENCY TO “AS NEEDED”.

Why? COMMITTEES HAVE DIFFERENT TASKS AND SHOULD BE ALLOWED TO MITIGATE THE NEED FOR MEETING ACCORDING TO THEIR CURRENT WORKLOAD.

WRITTEN COMMITTEE REPORTS FOR COUNCIL MEETING PACKETS.

Why? COMMITTEES HAVE AN IMPORTANT ROLE AND HAVING REGULAR UPDATES OF THE ACTIVITIES IS HELPFUL FOR STAFF AND OTHER COUNCIL MEMBERS.

ADD TRANSPORTATION BENEFIT DISTRICT ADVISORY COMMITTEE TO THE CITY OPERATIONS COMMITTEE ROLES AND POTENTIAL ADDITION OF A CITIZEN REPRESENTATIVE.

Why? RESIDENTS MADE COMMENT ABOUT HAVING A TBD ADVISORY COMMITTEE IN EARLY 2023 DURING THE PUBLIC HEARINGS FOR THE TBD. COUNCIL NOTED THEIR AGREEANCE.

COUNCIL DISCUSSION

COMMITTEES





COMMISSIONS

WSMC 2.20.020

COMMISSIONS

PLANNING COMMISSION



COMMISSION SHALL BE CREATED OR ESTABLISHED AS REQUIRED BY STATE STATUTE WITH THE CONSENT OF THE CITY COUNCIL.

RCW 35.63 DESCRIBES PLANNING COMMISSIONS.

RCW 35A.63.020 DESCRIBES THE POWER AND DUTIES OF PLANNING COMMISSIONS.

COMMISSIONS

PLANNING COMMISSION



PLANNING COMMISSION CONSISTS OF FIVE MEMBERS:

- TO BE APPOINTED BY THE MAYOR AND CONFIRMED BY THE CITY COUNCIL.
- NOT MORE THAN ONE-THIRD MAY BE EX OFFICIO MEMBERS BY VIRTUE OF OFFICE HELD IN THE CITY
- AT LEAST THREE MEMBERS SHALL BE RESIDENTS OF THE CITY OF WHITE SALMON.

THE PLANNING COMMISSION HOLDS THE STATUTORY POWERS AS SET FORTH UNDER RCW 35A.63.020.

- THE PLANNING AGENCY SHALL SERVE IN AN ADVISORY CAPACITY TO THE LEGISLATIVE BODY.

COMMISSIONS

PLANNING COMMISSION



- THE PLANNING COMMISSION ELECTS ITS OWN CHAIR AND VICE CHAIR ANNUALLY.
- THE COMMISSION WILL HAVE TWO REGULAR MONTHLY MEETING DATES UPON WHICH IT WILL CONVENE TO DO BUSINESS AS NECESSARY IN RESPONSE TO CITIZEN OR CITY COUNCIL REQUESTS.
 - ✓ BUSINESS SHALL BE CONDUCTED IN ACCORDANCE WITH STATE LAW AND RULES ADOPTED BY THE PLANNING COMMISSION.
- WRITTEN RECORD SHALL BE KEPT OF ALL MEETINGS, TRANSACTIONS, FINDINGS, AND DETERMINATIONS, WHICH RECORD SHALL BE OF PUBLIC RECORD.

COMMISSIONS

PLANNING COMMISSION



ADDITIONAL POWERS AND DUTIES:

- HOLD PUBLIC HEARINGS AND MAKE FINAL DECISIONS CONCERNING CONDITIONAL USE PERMITS AND VARIANCES TO THE ZONING ORDINANCE.
- THE PLANNING COMMISSION SHALL BE ACTING AS THE BOARD OF ADJUSTMENT UNDER CHAPTER 17.80 OF THE WHITE SALMON MUNICIPAL CODE.
- HOLD PUBLIC HEARINGS AND MAKE FINDINGS AND RECOMMENDATIONS TO THE CITY COUNCIL ON SUBDIVISION APPLICATIONS, COMPREHENSIVE PLAN AMENDMENTS AND ZONE CHANGES.

COMMISSIONS

PLANNING COMMISSION

ADDITIONAL POWERS AND DUTIES:

- GIVE FINAL WRITTEN PERMISSION FOR HOME OCCUPATION PERMITS UNDER CHAPTER 17.56 OF THE WHITE SALMON MUNICIPAL CODE.
- 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 TO IN RCW 35.63.



COMMISSIONS

PLANNING COMMISSION



OUR PLANNING COMMISSION HAS SUBSTANTIAL DECISION-MAKING AUTHORITY AND SERVE IN AN ADVISORY CAPACITY, WITH THE FINAL DECISIONS MADE BY THE CITY COUNCIL. THEIR PRIMARY GOAL IS TO ENSURE THAT COMMUNITY DEVELOPMENT ALIGNS WITH THE COMMUNITY'S LONG-TERM VISION AND IS CARRIED OUT IN AN ORDERLY AND RESPONSIBLE MANNER.

COMMISSIONS

CIVIL SERVICE COMMISSION



THE MAYOR OF THE CITY OF WHITE SALMON SHALL APPOINT THREE COMMISSIONERS WITH CONFIRMATION OF THE CITY COUNCIL WHO WILL:

- ✓ SERVE WITHOUT COMPENSATION.
- ✓ BE CITIZENS OF THE UNITED STATES.
- ✓ BE RESIDENTS OF THE CITY OF WHITE SALMON FOR AT LEAST THREE YEARS IMMEDIATELY PRECEDING APPOINTMENT.
- ✓ BE AN ELECTOR OF KLINKITAT COUNTY.
- ✓ DEVOTE DUE TIME AND ATTENTION TO THE PERFORMANCE OF THE DUTIES SPECIFIED BY THIS CHAPTER AND RCW CHAPTER 41.12.

COMMISSIONS

CIVIL SERVICE COMMISSION



APPOINTMENTS MADE BY:

MAYOR AND APPROVED BY THE CITY COUNCIL

TERM: 6 YEARS

COMMISSIONS

CIVIL SERVICE COMMISSION



POWERS AND DUTIES:

THE CIVIL SERVICE COMMISSION FUNCTIONS UNDER RCW CHAPTERS 41.08 AND 41.12.

- ✓ INCLUDING ANY DUTIES OR AUTHORITY WHICH MAY HEREAFTER BE CONFERRED UPON THEM BY THE LAWS OF THE STATE OF WASHINGTON;
- ✓ THE PERFORMANCE OF SUCH DUTIES AND EXERCISE OF SUCH AUTHORITY TO BE SUBJECT TO EACH AND ALL LIMITATIONS EXPRESSED IN SUCH LEGISLATIVE ENACTMENT OR ENACTMENTS.

THE CIVIL SERVICE COMMISSION SHALL MAKE GENERAL RULES AND REGULATIONS IMPLEMENTING THIS CHAPTER AND STATE LAWS RELATING TO CIVIL SERVICE COMMISSIONS IN CITIES.

COMMISSIONS

STAFF
RECOMMENDED
CHANGES

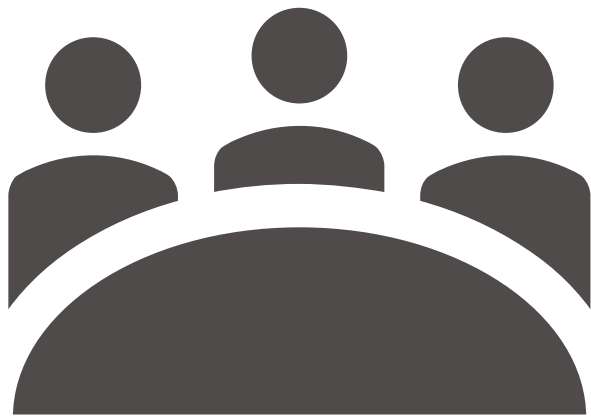
THE PERSONNEL AND FINANCE COMMITTEE WILL BE WORKING ON THE PLANNING COMMISSION INTERACTION/FUNCTION.

THE CIVIL SERVICE COMMISSION IS REQUIRED BY WASHINGTON STATE. ADMINISTRATION WILL WORK WITH THE POLICE CHIEF TO BRING FORWARD SUGGESTED CHANGES, IF NECESSARY.

COUNCIL DISCUSSION

COMMISSIONS





BOARDS

WSMC 2.20.030

BOARDS

CREATION OR ESTABLISHMENT OF BOARDS

BOARDS SHALL BE CREATED OR ESTABLISHED AS REQUIRED BY STATE STATUTE OR UPON THE RECOMMENDATION OF THE MAYOR WITH THE CONSENT OF THE CITY COUNCIL.



BOARDS

TREE BOARD

TREE BOARD WAS ESTABLISHED TO FULFILL THE **TREE CITY USA** DESIGNATION FOR THE CITY THAT REQUIRES THE FOLLOWING:

1. ESTABLISH RESPONSIBILITY
2. SET THE RULES
3. KNOW WHAT YOU HAVE
4. ALLOCATE THE RESOURCES
5. CELEBRATE ACHIEVEMENTS



BOARDS

TREE BOARD

ESTABLISH RESPONSIBILITY

THE CITY HAS A WRITTEN STATEMENT BY CITY LEADERS DELEGATING RESPONSIBILITY FOR THE CARE OF TREES WITHIN THE MUNICIPAL BOUNDARY TO A STAFF MEMBER, A CITY DEPARTMENT, OR A GROUP OF CITIZENS—CALLED A TREE BOARD.

SET THE RULES

THE CITY HAS IN PLACE A LAW OR AN OFFICIAL POLICY THAT GOVERNS THE MANAGEMENT OF FORESTS AND TREES. THESE RULES DESCRIBE HOW WORK MUST BE PERFORMED—OFTEN CITING BEST PRACTICES OR INDUSTRY STANDARDS FOR TREE CARE AND WORKER SAFETY—WHERE AND WHEN THEY APPLY, AND PENALTIES FOR NONCOMPLIANCE.



BOARDS

TREE BOARD

KNOW WHAT YOU HAVE

THE CITY HAS AN UPDATED INVENTORY OR ASSESSMENT OF THE LOCAL TREE RESOURCE SO THAT AN EFFECTIVE LONG-TERM PLAN FOR PLANTING, CARE, AND REMOVAL OF CITY TREES CAN BE ESTABLISHED.

ALLOCATE THE RESOURCES

THE CITY HAS A DEDICATED ANNUAL BUDGET FOR THE ROUTINE IMPLEMENTATION OF THE TREE MANAGEMENT PLAN.

CELEBRATE ACHIEVEMENTS

THE CITY HOLDS AN ANNUAL CELEBRATION OF TREES TO RAISE AWARENESS AMONG RESIDENTS AND TO ACKNOWLEDGE CITIZENS AND STAFF MEMBERS WHO CARRY OUT THE CITY TREE PROGRAM.

BOARDS

TREE BOARD



CREATION AND ESTABLISHMENT

- ✓ THE WHITE SALMON TREE BOARD CONSISTS OF FIVE MEMBERS:
- ✓ TWO CITY COUNCIL MEMBERS
- ✓ THREE CITIZENS AND RESIDENTS AT LARGE OF THIS CITY
- ✓ APPOINTED BY THE MAYOR WITH THE APPROVAL OF THE CITY COUNCIL.



BOARDS

TREE BOARD

TERM OF OFFICE

TERM: 3 YEARS.



BOARDS

TREE BOARD

DUTIES AND RESPONSIBILITIES

STUDY, INVESTIGATE, DEVELOP AND ADMINISTER A WRITTEN PLAN FOR THE CARE, PRESERVATION, PRUNING, PLANTING, REPLANTING, REMOVAL OR DISPOSITION OF TREES AND SHRUBS IN PARKS, ALONG STREETS AND IN OTHER PUBLIC AREAS.



BOARDS

TREE BOARD

DUTIES AND RESPONSIBILITIES

ALL REVISIONS SHALL BE PRESENTED TO THE CITY COUNCIL FOR ACCEPTANCE AND APPROVAL AND THEREAFTER SHALL CONSTITUTE THE OFFICIAL COMPREHENSIVE CITY TREE PLAN FOR THE CITY OF WHITE SALMON, WASHINGTON.

THE BOARD, WHEN REQUESTED BY THE CITY COUNCIL, SHALL CONSIDER, INVESTIGATE, MAKE FINDINGS, REPORT AND RECOMMEND UPON ANY SPECIAL MATTER OF QUESTION COMING WITHIN THE SCOPE OF ITS WORK.



BOARDS

TREE BOARD

OPERATIONS

THE BOARD SHALL CHOOSE ITS OWN OFFICERS, MAKE ITS OWN RULES AND REGULATIONS AND KEEP A JOURNAL OF ITS PROCEEDINGS.

A MAJORITY OF THE MEMBERS SHALL BE A QUORUM FOR THE TRANSACTION OF BUSINESS.

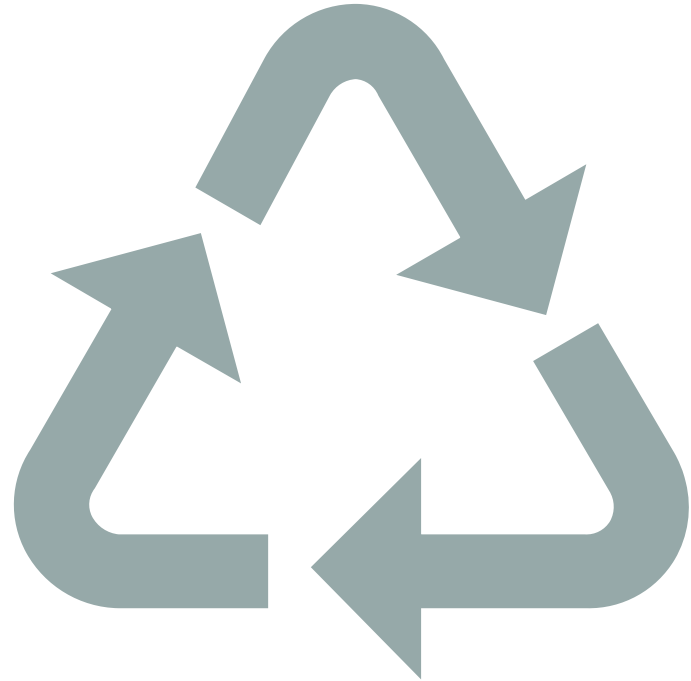


BOARDS

TREE BOARD

OPERATIONS

THE CITY TREE BOARD SHALL BE CONSIDERED A PUBLIC AGENCY AND SHALL OBSERVE THE LAWS RELATING THERETO, PRIMARILY THOSE SET FORTH IN THE WASHINGTON OPEN PUBLIC MEETINGS ACT, RCW CHAPTER 42.30 AND THE WASHINGTON PUBLIC RECORDS ACT, RCW CH. 42.56.

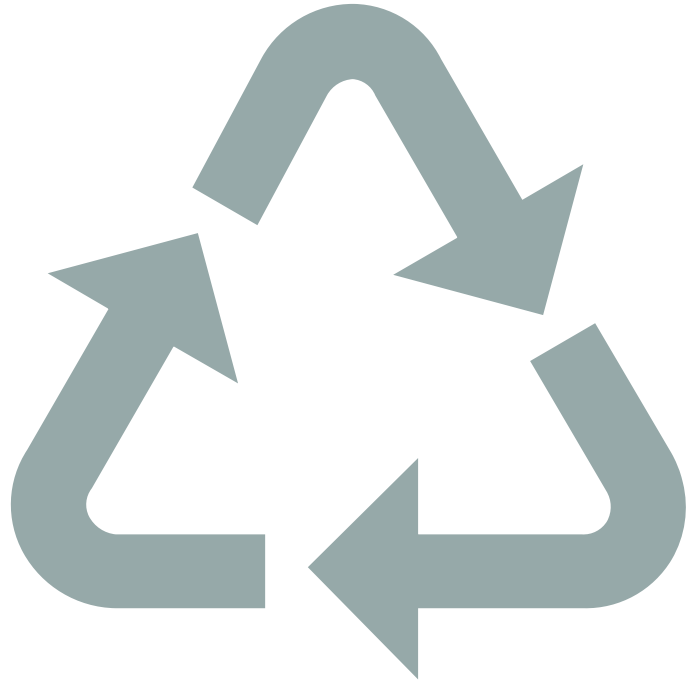


BOARDS

CITYLAB BOARD

THE CITYLAB BOARD WAS CREATED TO SUPPORT:

- ✓ CLIMATE CRISIS RESOLUTION
- ✓ DIVERSITY & INCLUSION RESOLUTION
- ✓ AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES MEMBERSHIP

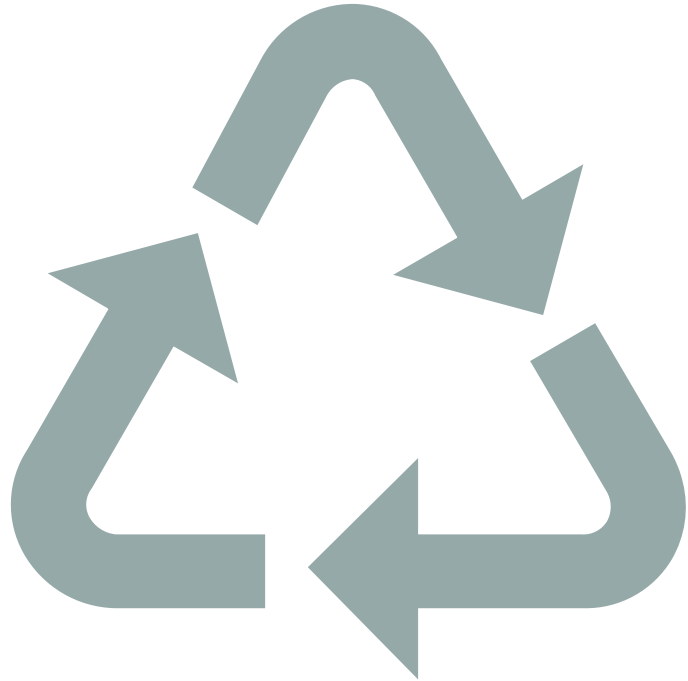


BOARDS

CITYLAB BOARD

PURPOSE AND INTENT

THE BOARD WILL SERVE AS A VEHICLE TO HARNESS THIS COLLECTIVE ENERGY TOWARDS CONTINUALLY FOCUSING POLICY PROPOSALS AND INITIATIVES BACK TO ACHIEVING THE CORE AIMS AS OUTLINED IN THE COMPREHENSIVE PLAN AND OTHER VISIONING DOCUMENTS ADOPTED BY THE CITY COUNCIL.



BOARDS

CITYLAB BOARD

PURPOSE AND INTENT

THE CITY WANTS FEEDBACK AND INPUT IN CONSIDERING HOW ALL CITIZENS WITHIN THE COMMUNITY ARE IMPACTED BY DECISIONS OF THE CITY, INCLUDING BLACK, INDIGENOUS, AND PERSONS OF COLOR, WHO HAVE HISTORICALLY BEEN MISSING FROM CIVIC ENGAGEMENT. THE CITY OF WHITE SALMON VALUES DIVERSITY AND CREATING AN INCLUSIVE COMMUNITY WHERE ALL RESIDENTS ARE TREATED FAIRLY AND EQUITABLY.



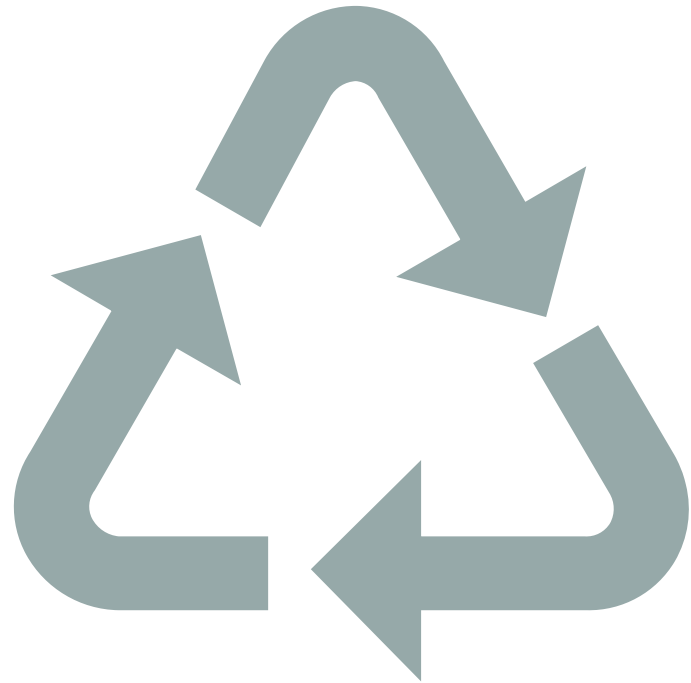
BOARDS

CITYLAB BOARD

CREATION AND ESTABLISHMENT

THE CITYLAB BOARD CONSIST OF UP TO TEN MEMBERS:

- ✓ TWO COUNCIL MEMBERS
- ✓ THREE CITY OF WHITE SALMON RESIDENTS
- ✓ FIVE MEMBERS RESIDENTS IN THE WHITE SALMON URBAN EXEMPT AREA, COLUMBIA GORGE TRIBAL REPRESENTATIVES, HIGH SCHOOL STUDENTS, OR OTHER REGIONALLY APPROPRIATE STAKEHOLDERS.
- ✓ APPOINTED BY THE MAYOR WITH THE APPROVAL OF THE COUNCIL.



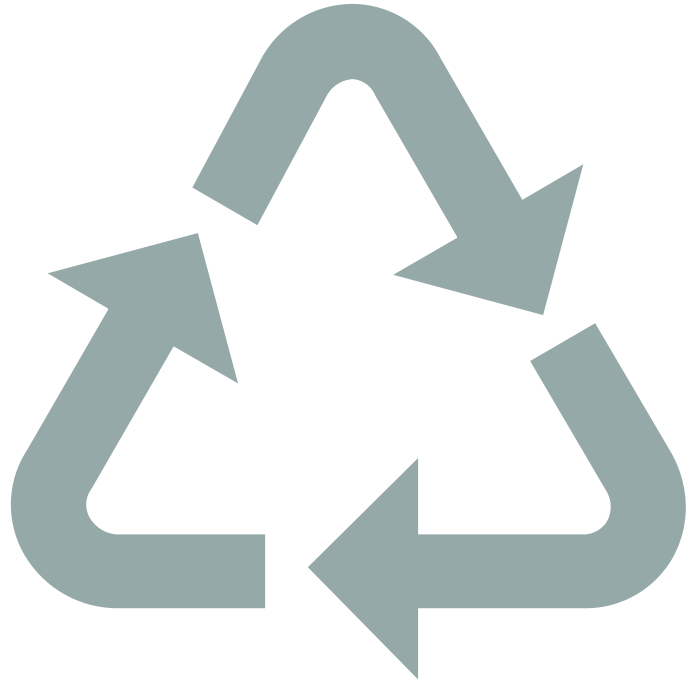
BOARDS

CITYLAB BOARD

TERMS

TERM: 2 YEARS

A HIGH SCHOOL STUDENT REPRESENTATIVE COULD BE A ONE- OR TWO-YEAR TERM (JUNIOR OR SENIOR).



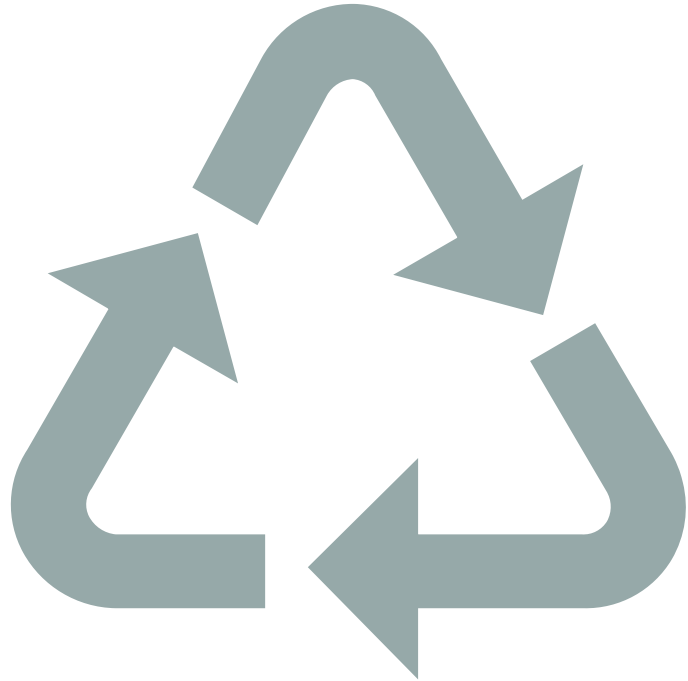
BOARDS

CITYLAB BOARD

DUTIES AND RESPONSIBILITIES

IT SHALL BE THE RESPONSIBILITY OF THE BOARD TO:

- ✓ TAKE DIRECTION FROM THE MAYOR AND/OR CITY COUNCIL TO:
 - STUDY, INVESTIGATE, OR PROVIDE GUIDANCE TO DEVELOP AND RECOMMEND ORDINANCES, RESOLUTIONS, AND/OR BUILDING CODE CHANGES THAT SUPPORT THE ADOPTED COMPREHENSIVE PLAN AND OTHER VISIONING DOCUMENTS APPROVED BY THE CITY COUNCIL.
 - THE BOARD WILL OPERATE UNDER A CLEAR SCOPE OF WORK OR OUTLINE THAT WILL BE AMENDED AS NEEDED.
 - ALL RECOMMENDATIONS WILL CONSIDER HOW ALL CITIZENS WITHIN THE CITY ARE IMPACTED, INCLUDING BLACK, INDIGENOUS, AND PERSONS OF COLOR, AND PERSONS OF ALL ABILITIES.



BOARDS

CITYLAB BOARD

DUTIES AND RESPONSIBILITIES

IT SHALL BE THE RESPONSIBILITY OF THE BOARD TO:

- ✓ ALL RECOMMENDATIONS WILL BE ROUTED TO THE CITY COUNCIL, OR THE PLANNING COMMISSION BASED ON STAFF RECOMMENDATION.
- ✓ WHEN REQUESTED BY THE MAYOR OR THE CITY COUNCIL, SHALL CONSIDER, INVESTIGATE, MAKE FINDINGS, REPORT AND RECOMMEND UPON ANY SPECIAL MATTER OF QUESTION COMING WITHIN THE SCOPE OF ITS WORK.

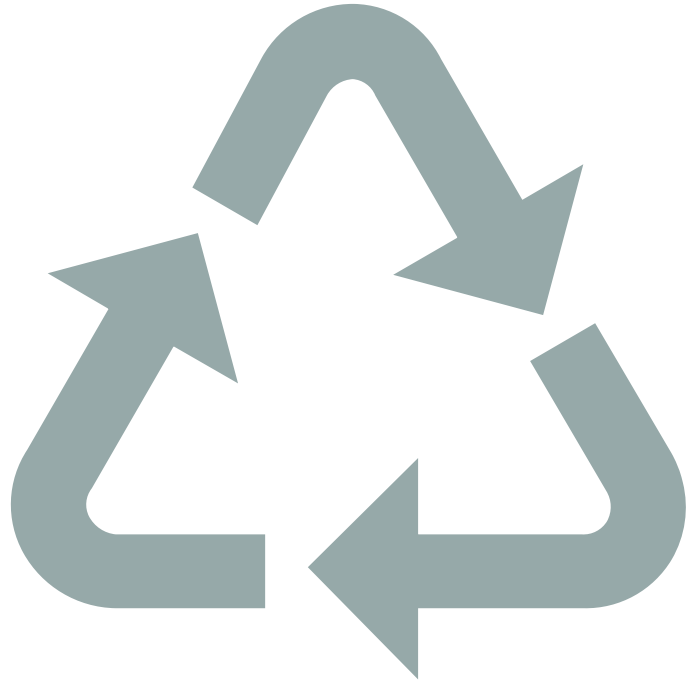


BOARDS

CITYLAB BOARD

OPERATIONS

- ✓ THE BOARD SHALL SELECT A CHAIRPERSON AND KEEP A RECORD OF ITS PROCEEDINGS.
- ✓ THE BOARD SHALL MEET AT LEAST QUARTERLY BUT NO MORE THAN MONTHLY.
- ✓ A MAJORITY OF THE MEMBERS SHALL BE A QUORUM FOR THE TRANSACTION OF BUSINESS.
- ✓ A CITY STAFF MEMBER WILL ATTEND AND SUPPORT ALL MEETINGS.



BOARDS

CITYLAB BOARD

OPERATIONS

- ✓ THE CITYLAB BOARD SHALL BE CONSIDERED A PUBLIC AGENCY AND SHALL OBSERVE THE LAWS RELATING THERETO, PRIMARILY THOSE SET FORTH IN THE WASHINGTON OPEN PUBLIC MEETINGS ACT, RCW 42.30, AND THE WASHINGTON PUBLIC RECORDS ACT, RCW 42.56.



BOARDS

BOARD OF APPEALS

PURPOSE AND INTENT

- ✓ ALL PROPERLY FILED APPEALS PURSUANT TO THE ADOPTED BUILDING CODES IN WSMC TITLE 15 SHALL BE HEARD BY THE BOARD OF APPEALS CREATED BY THIS CODE. THE BOARD SHALL HAVE NO AUTHORITY TO REVIEW ADMINISTRATIVE DECISIONS OR GRANT MODIFICATIONS TO THE PROVISIONS OF ANY ADMINISTRATIVE CHAPTER AS ADOPTED BY TITLE 15, NOR CAN THE BOARD WAIVE A CODE REQUIREMENT.



BOARDS

BOARD OF APPEALS

PURPOSE AND INTENT

- ✓ THE BOARD OF APPEALS SHALL HEAR **APPEALS FROM THE BUILDING OFFICIAL'S INTERPRETATION OF THE ADOPTED BUILDING CODES**, DETERMINATIONS OF SUITABLE ALTERNATIVE METHODS AND MATERIALS, AND ANY OTHER APPEAL DELEGATED TO A BOARD OF APPEALS PURSUANT TO THE STATE BUILDING CODES, INCLUDING BUT NOT LIMITED TO THE INTERNATIONAL BUILDING CODE, THE INTERNATIONAL RESIDENTIAL CODE, THE INTERNATIONAL MECHANICAL CODE, THE UNIFORM PLUMBING CODE, THE INTERNATIONAL FIRE CODE, THE VENTILATION AND INDOOR AIR QUALITY CODE, THE WASHINGTON STATE ENERGY CODE, THE UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS, AND ANY AND ALL OTHER CODES ADOPTED PURSUANT TO THE DIRECTION AND AUTHORITY OF CHAPTER 19.27 RCW.



BOARDS

BOARD OF APPEALS

PURPOSE AND INTENT

- ✓ THE PROVISIONS OF THE STATE BUILDING CODES AS ADOPTED BY THE CITY ARE NOT INTENDED TO PREVENT THE USE OF ANY MATERIAL, ALTERNATE DESIGN OF CONSTRUCTION NOT SPECIFICALLY PRESCRIBED BY THOSE CODES, PROVIDED ANY ALTERNATIVE HAS BEEN APPROVED AND ITS USE AUTHORIZED BY THE BUILDING OFFICIAL OR ON APPEAL OR REQUEST FOR REVIEW BY THE BOARD OF APPEALS.



BOARDS

BOARD OF APPEALS

PURPOSE AND INTENT

- ✓ IN THE EVENT THAT THERE IS AN INCONSISTENCY BETWEEN THE TERMS OF THE BUILDING CODES ADOPTED BY THE CITY AND THE TERMS OF THIS CODE, THE TERMS IN THIS CODE SHALL PREVAIL.



BOARDS

BOARD OF APPEALS

CREATION AND ESTABLISHMENT

WHITE SALMON BOARD OF APPEALS CONSISTS OF THREE MEMBERS:

- ✓ QUALIFIED BY EXPERIENCE AND TRAINING TO PASS UPON ANY ORDER, DECISION OR DETERMINATION OF THE CITY BUILDING OFFICIAL.
- ✓ THE TECHNICAL EXPERTISE OF BOARD MEMBERS SHALL BE SUPPLIED THROUGH TRAINING OR EXPERIENCE AS AN ARCHITECT, BUILDER, GENERAL CONTRACTOR, DEVELOPER, FIRE INSPECTOR, MECHANICAL ENGINEERING, ELECTRICIAN, PLUMBER, OR STRUCTURAL ENGINEER.



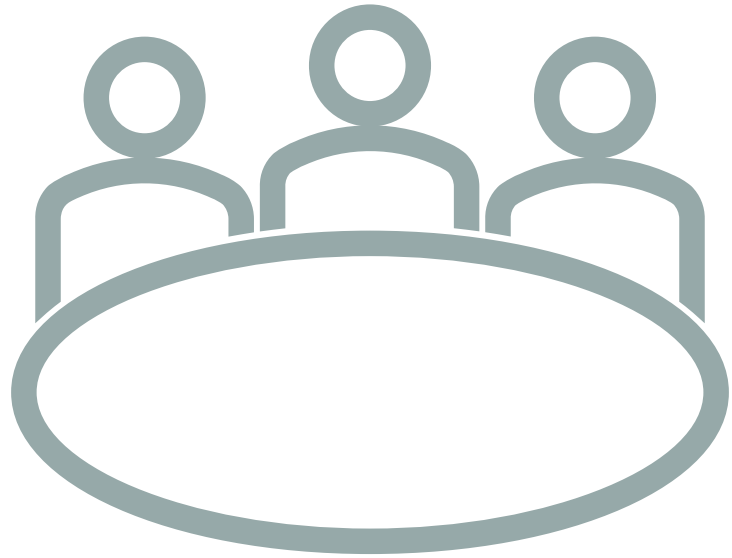
BOARDS

BOARD OF APPEALS

CREATION AND ESTABLISHMENT

WHITE SALMON BOARD OF APPEALS CONSISTS OF THREE MEMBERS:

- ✓ THE BOARD MEMBERS SHALL BE ACTIVE, PRACTICING MEMBERS OF ONE OF THE PRIOR LISTED DISCIPLINES OR PROFESSIONALS AND SHALL RESIDE IN KLICKITAT OR SKAMANIA COUNTY.



BOARDS

BOARD OF APPEALS

TERMS

TERM: 3 YEARS.

BOARDS

STAFF RECOMMENDED CHANGES

REMOVE THE OPMA REQUIREMENT FOR TREE BOARD AND CITYLAB BOARD

Why? BOARDS ARE ADVISORY TO THE COUNCIL; THEY DO NOT TAKE ACTION IN THE FORM OF APPROVING LEGISLATION, ALL ITEMS DISCUSSED ARE PRESENTED TO THE CITY COUNCIL FOR APPROVAL AND THEREFORE SHOULD NOT BE SUBJECT TO THE OPEN PUBLIC MEETING ACT.

WRITTEN BOARD REPORTS FOR COUNCIL MEETING PACKETS.

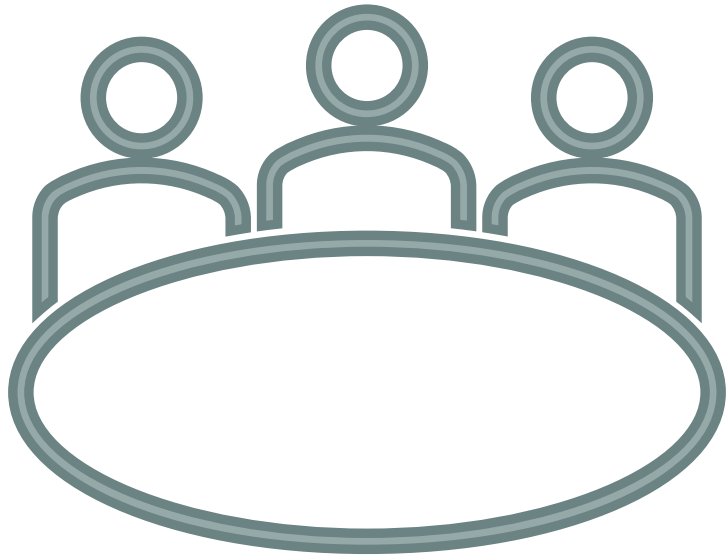
Why? BOARDS HAVE AN IMPORTANT ROLE AND HAVING REGULAR UPDATES OF THE ACTIVITIES IS HELPFUL FOR STAFF AND OTHER COUNCIL MEMBERS.

REMOVE THE INCLUSION OF SHRUBS IN THE TREE BOARD SCOPE.

Why? THE WAS CREATED WITH THE INTENSION OF A FOCUS ON TREES.

UPDATE THE CITYLAB BOARD TO MEET AS NEEDED.

Why? DEPENDING ON THE TASK BEING ASSIGNED, THE RESTRICTIONS ON THE MEETING DATES CAN BE RESTRICTIVE FOR BOARD MEMBERS TO ACCOMPLISH THE TASK.



BOARDS

BOARD OF ADJUSTMENTS

THE CITY OF WHITE SALMON HAS REACHED THE POPULATION OF 2,500 WHICH TRIGGERS THE NEED TO CREATE A BOARD OF ADJUSTMENTS PER RCW [35A.63.110](#).

NO MEMBER OF THE BOARD OF ADJUSTMENT SHALL BE A MEMBER OF THE PLANNING AGENCY OR THE LEGISLATIVE BODY.

THE CITY HAS THE POWER TO ADOPT A HEARING EXAMINER SYSTEM IN ALTERNATIVE TO THE PROVISIONS OF CHAPTER 35A.63 RCW, WHICH INCLUDES ESTABLISHING A BOARD OF ADJUSTMENT([RCW 35A.63.170](#)).

COUNCIL DISCUSSION

BOARDS



COUNCIL DISCUSSION

BOARDS, COMMITTEES, AND COMMISSIONS

