



# DOUGLAS COUNTY

## TRANSPORTATION & LAND SERVICES

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802

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### DOUGLAS COUNTY PLANNING COMMISSION AGENDA

#### WEDNESDAY – JULY 9, 2025 – 5:30 PM

#### DOUGLAS COUNTY PUBLIC SERVICES BUILDING – 140 19<sup>TH</sup> ST NW,

#### EAST WENATCHEE, WA 98802

*Remote access accommodations can be made upon request*

#### I. CALL MEETING TO ORDER

#### II. PLEDGE OF ALLEGIANCE

#### III. ADMINISTRATIVE PROCEDURES

- a) Review minutes from the June 18, 2025 Planning Commission meeting.

#### IV. CITIZEN COMMENT

The Planning Commission will allocate 15 minutes for citizen comments regarding items not related to the current agenda.

#### V. OLD BUSINESS – NONE

#### VI. NEW BUSINESS:

- a) Review of Planning Commission bylaw revisions.
- b) Discussion regarding the 2026 Periodic Comprehensive Plan update.

#### VII. ADJOURN



# DOUGLAS COUNTY

## Transportation & Land Services

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### DOUGLAS COUNTY PLANNING COMMISSION SUMMARY MINUTES WEDNESDAY, JUNE 18, 2025

**Members Present:** Tanya Davis, Dan Beardslee, Brandon Littrell, Betsy Irmer, Michelle Taylor, Tami Jo Nerby

**Members Absent:** None

**Staff Present:** Swati Rastogi - Principal Planner, Tanner Ackley - Principal Planner, Pedro Murillo-Vera - Associate Planner, Kazi Haque - Land Services Director

- I. **CALL MEETING TO ORDER:** Brandon Littrell, Chair, called meeting to order at 5:30pm
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADMINISTRATIVE PROCEDURES:** Review minutes from the May 14, 2025 meeting.

Member Tami Jo Nerby noted that her name was misspelled. Member Michelle Taylor made a motion to approved minutes with the spelling error corrected, Member Tanya Davis seconded, unanimously approved.

- IV. **CITIZEN COMMENT:** None
- V. **OLD BUSINESS:** None
- VI. **NEW BUSINESS:**

- a) A workshop on amendments to DCC 18A.72.190 *Accessory Dwelling Units*. The amendment would allow 2 ADU's on 1 parcel within the UGA, similar to the City of East Wenatchee code.

*Tanner Ackley gave a brief overview of the proposed amendments. Member Dan Beardslee had a question relating to frontage improvements and if they will be required if 2 ADU's are proposed on a parcel. Further, Member Beardslee proposed adding language to the code section that states no frontage improvements would be required. Chair Brandon Littrell had questions regarding access permits and their correlation to additional ADUs.*

- b) A workshop on amendments to DCC 18A.28 *R-M Residential Medium Density District*. The amendment would allow for zero lot-line side yard setbacks within the Residential Medium Density zoning district.

*Tanner Ackley provided background information related to the amendment request. Staff indicated that the amendment was related to a specific development proposal.*

- c) Workshop on CPRZ-2025-02. An application to rezone Residential Low Density property to Residential Medium Density, within the East Wenatchee UGA.

*Tanner Ackley gave a presentation of application CPRZ-2025-02.*

- d) Discussion regarding the 2026 Periodic Comprehensive Plan update.

*Kazi Haque explained the status of the 2026 comprehensive plan update. Mr. Haque outlined community outreach efforts that have been conducted as well as the next phase of the Comprehensive Plan update.*

Meeting adjourned 7:25

**1<sup>st</sup> Amendment to 2013  
Rules of Procedure (By-Laws) of the  
Douglas County Planning Commission**

Adopted by the Douglas County Board of County Commissioners on (Date) 2013 [Res/Ord no.]  
Adopted by the Douglas County Planning Commission on [DATE] February 13, 2013.  
Amended: [DATE] July xx 2025

We, the members of the Douglas County Planning Commission, authorized by Chapter 36.70 RCW and duly appointed by the Douglas County Board of Commissioners, do hereby adopt, publish, and declare these Rules of Procedure (By-Laws) of the Douglas County Planning Commission referred to herein as "By-Laws", amended to read as follows:

**ARTICLE I. ORGANIZATION**

**A. Name and Mailing Address**

The official name shall be the "Douglas County Planning Commission," herein referred to as "Planning Commission. The official mailing address of the Planning Commission shall be the same as the mailing address for the Douglas County Department of Transportation and Land Services.

**B. Duties and Powers:**

The Planning Commission shall have the responsibility to carry out duties as outlined in RCW Chapter 36.70, Douglas County Code Chapter 2.12, and as may otherwise be established in code or by the Douglas County Board of Commissioners.

**ARTICLE II. MEETINGS AND QUORUM**

**A. Regular meetings of the Planning Commission shall be held at 5:30 PM in the Douglas County Public Services Building, 140 19<sup>th</sup> Street NW, East Wenatchee, Washington, or such other place as the Chair shall designate, on the second Wednesday of the month. A meeting may be canceled if there are no matters for the Planning Commission to consider.**

**B. Special meetings of the Planning Commission may be held upon the call of the Chair, Vice-Chair, Executive Secretary, or at the request of a majority of the members of the Planning Commission. Special meetings shall be noticed and held in accordance with RCW 42.30.080. The manner of the call shall be recorded in the minutes of the special meeting. Discussion, action, and the making of final decisions during special meetings shall be limited to those announced and noticed items.**

**C. Quorum**

A quorum necessary for the transaction of business shall consist of at least four (4) members of the Commission except as specifically provided otherwise by statute, ordinance, or these rules of procedure. The business of the Commission shall be transacted by the majority vote of the quorum.

Should there not be a quorum of the Planning Commission at any regular or special meeting, the members present shall adjourn to the next regular meeting, or to the next special meeting if called as provided for in these rules. In the case that no members are present, the Executive Secretary shall adjourn to the next regular meeting or to the next special meeting if called as provided for in these rules.

If a quorum is lost during a meeting, no business may be transacted by the Planning Commission until a quorum is reestablished. The prohibition against transacting business in the absence of a quorum cannot be waived, even by a majority vote of the Planning Commission. The Planning Commission can receive reports or petitions whenever a quorum is not present.

The sessions of the Planning Commission shall be open to the public and shall proceed in accordance with the provisions of the Open Public Meetings Act (OPMA) of 1971, RCW 42.30.010 as amended.

D. Executive Sessions

The Chair, or presiding officer, may call for an executive session of the Commission during a meeting pursuant to the Open Public Meetings Act, Chapter XXX RCW. The Chair shall announce the reason for the executive session and the time at which the open session will resume. The Chair shall determine if, in addition to the Planning Commission members, there are individuals whose presence or participation is necessary for the purpose of the executive session, such as legal counsel. All other individuals present in the meeting, whether in-person, telephonically, or virtually are required to exit the meeting prior to the start of the executive session. The length of time of an executive session may be extended, provided the extension and updated time when the open session will reconvene is provided to those individuals having been excused from the meeting room.

Discussion during executive session shall be strictly limited to the reason the executive session was called. In the event that there are multiple different items requiring an executive session, each item shall be called in individual sessions and shall not be combined into a single executive session.

The Planning Commission shall not take any action or render any final decision during an executive session. Any acts or decisions purported to have been made outside of open session shall be void ab initio and have no effect.

Upon returning to open session, the Chair shall confirm for the record that no final decisions or action were taken by the Planning Commission during executive session.

- E. Meeting procedure and conduct shall be governed by these By-Laws and Robert's Rules of Order, except where it conflicts with applicable Douglas County Code, or other governing law. If the Board of County Commissioners does not appoint a parliamentarian, procedural questions shall be referred to the office of the Douglas County Prosecuting Attorney.

### ARTICLE III. OFFICERS, ELECTIONS, AND TERMS

- a. The officers of the Planning Commission shall be a Chair, Vice-Chair, and Executive Secretary. The officers, except the Executive Secretary, shall be regularly appointed members of the Planning Commission.
- b. CHAIR. The Chair shall preside over the meetings of the Planning Commission and exercise all the powers usually incident of the office, retaining the full privileges of a Planning Commissioner. The Chairman shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meetings. The Chair shall make final determinations on all points of order and procedural challenges.

The Chair shall appoint any committee found necessary to investigate any matters before the Planning Commission.

- c. VICE CHAIR. The Vice-Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
- d. In the absence of the Chair and Vice-Chair, the members present may elect for the meeting an acting Chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.
- e. EXECUTIVE SECRETARY. The Douglas County Director of Land Services or his/her designee shall serve, ex officio without vote, as the Executive Secretary.

The Executive Secretary shall keep a record of all meetings of the Planning Commission and, when requested to do so, its committees. These records, together with the seal, shall remain the property of the Planning Commission and be retained at the office of the Douglas County Department of Transportation and Land Services.

- f. The officers, with the exception of the Executive Secretary, shall be elected prior to January 1 of each calendar year and shall assume office on January 1 of each calendar year. The officers shall serve for a period of one year.
- g. Removal of Officer. Any officer may be removed at any time by vote of the majority of the Planning Commission. Removal from office does not constitute a removal from the position of Planning Commissioner.
- h. Officer Vacancies. The vacancy of an elected office caused by resignation or removal shall, by majority vote within thirty (30) days of the vacancy be filled for the remainder of the term.
- i. Attendance. Planning Commission members shall attend all regular and special meetings. If a member is unable to attend a meeting due to unavoidable conflict or illness, he or she shall notify the Executive Secretary as soon as possible prior to the meeting. In the event of a member incurring three unexcused absences in any twelve-month period, the member's record shall be forwarded by the Executive Secretary to the Board of County Commissioners for consideration. .

#### ARTICLE IV. Order of Business.

##### A. Call to Order.

The presiding officer shall call the meeting to order at the hour set for the meeting in the published notice. In the event that the Chair arrive after the commencement of a meeting, the presiding officer shall relinquish control of the meeting to the Chair upon the conclusion of the business immediately before the board.

##### B. Pledge.

The Chairman or presiding official shall lead the pledge of allegiance.

##### C. Roll Call.

Before proceeding with the business of the commission, the Executive Secretary of the Commission shall call the roll of the members, and the names of those present shall be entered in the minutes. If a quorum is not present; the members shall adjourn as provided for in Article II(C) above.

##### D. Call to the Public.

Upon confirmation of a quorum, the presiding officer shall make a call to the public for business not specifically provided for in the meeting agenda. Requests, petitions, communications, comments or suggestions from citizens present shall be heard. All remarks shall be addressed to the commission as a

whole and not to any individual member thereof. Speakers shall be limited to (3) three minutes unless additional time is granted by the presiding officer. No person other than the individual speaking shall enter into the discussion without the permission of the Chair.

E. Minutes.

The Executive Secretary of the Commission shall present the minutes of the preceding commission meeting which shall be approved if correct. Any error noted shall be corrected and initialed by the Executive Secretary.

F. Public Hearings.

The Planning Commission shall conduct all public hearings as required by law. Individuals may submit testimony into the record of a public hearing either orally or in writing. Written testimony may be submitted to the Executive Secretary prior to the close of the hearing. Those individuals that desire to speak at the hearing shall be requested to sign in for the hearing for purposes of identification in the record and meeting minutes. Speakers shall be limited to (3) three minutes unless additional time is granted by the presiding officer. No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer.

G. Report from Commission and/or Staff.

The commissioners or members of the staff may present information pertinent to items under consideration or information related to the operation of the county.

Continuation of Business.

When it appears to the Chair, or the Executive Secretary, in consultation with the Chair, that the amount of business to be transacted at an upcoming regular meeting is in excess of that which could be completed prior to [appropriate time] p.m., the Chair may schedule a time, place and date for, and identify the item(s) of business to be considered at a continuation of the meeting.

The Planning Commission may continue any regular or special meeting to a specific date, time, and place.

H. Adjournment.

The commission may, by a majority vote of those present, adjourn at the conclusion of business. A motion to adjourn shall always be in order and decided without debate.

## ARTICLE V. VOTING

- A. Each regularly appointed member, including the Chair, shall be entitled to one vote on any matter that may come before the Planning Commission. Except on administrative or procedural matters, the record of the Planning Commission shall show the individual vote of each member.
- B. The approval of a comprehensive plan, or any amendment, extension, or addition thereto; or the recommendation to the Board of Commissioners of any official control or amendments thereto, shall require the affirmative vote of not less than a majority of the total membership of the Planning Commission. Passage of other matters upon which the Planning Commission is authorized to act shall require the majority vote of the Planning Commissioners present in session at the time.
- C. Failure of a motion to approve any matter upon which the Planning Commission is authorized to act shall be deemed a denial. Failure of a motion to deny any matter upon which the Planning Commission is authorized to act shall not constitute approval.
- D. If there is a desire of any Planning Commission member to abstain from voting because of a potential conflict of interest, this view should be expressed as soon as the potential conflict becomes apparent and before any discussion is held on that business before the Planning

Commission. The member shall then step down and leave the room. Under no circumstance shall the member take part in either the discussions or deliberations of the Planning Commission on the matter.

- E. The Planning Commission shall include findings of fact supporting any action upon which it is authorized to act. A clear description of conditions necessary to carry out the spirit and intent of any comprehensive plan or official control shall be included in the action. The Executive Secretary shall submit to the Board of Commissioners, in writing, the recommendation of the Planning Commission not later than fourteen (14) calendar days following action by the Planning Commission. The transmittal to the Board of Commissioners shall include the motion and findings of fact considered by the Planning Commission.

ARTICLE V. LEGAL ADVISOR

The Douglas County Prosecuting Attorney is the sole legal advisor to the Planning Commission. The Planning Commission shall request interpretation, opinions, or advice for any question of law as desired by the Commission. Such requests may be communicated to the Prosecutor's office by the Chair, or the Executive Secretary as needed. The Chair, or the Executive Secretary may make a request to the Prosecutor's office that legal counsel attend a meeting if desired based on the proposed agenda.

ARTICLE VI. AMENDMENTS

The Planning Commission may amend these By-laws and Rules of Procedure by a majority vote of the total membership at any regular or special meeting and after receiving approval from the Board of County Commissioners. A copy of the proposed amendments must be transmitted in writing by the Executive Secretary to each member of the Planning Commission at least fourteen (14) calendar days in advance of the meeting at which action is scheduled.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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Executive Secretary, or Designee

Kazi Haque, AICP  
Land Services Director