



# DOUGLAS COUNTY

## TRANSPORTATION & LAND SERVICES

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

PHONE: 509/884-7173 • FAX: 509/886-3954

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### DOUGLAS COUNTY PLANNING COMMISSION AGENDA

#### WEDNESDAY – DECEMBER 3, 2025 – 5:30 PM

#### DOUGLAS COUNTY PUBLIC SERVICES BUILDING – 140 19<sup>TH</sup> ST NW, EAST WENATCHEE, WA 98802

*Remote access accommodation can be made upon request.*

**I. CALL MEETING TO ORDER.**

**II. PLEDGE OF ALLEGIANCE.**

**III. ADMINISTRATIVE PROCEDURES:**

- a) Review minutes from November 05, 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) Planning Commission Hearing on File TEXT-2025-02:

An application to amend Douglas County Code (DCC) Section 18A.72.190 – Accessory Dwelling Units. The proposed text amendment will allow for two accessory dwelling units per lot within residential zoning districts within the East Wenatchee Urban Growth Area in addition to the primary dwelling unit. The proposed text amendment will also remove owner occupancy requirements and dimensional standards for accessory dwelling units.

- b) Discussion and Action: Planning Commission amended By-Laws.

- c) 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, November 5, 2025

**MEMBERS PRESENT:** Tanya Davis, Thomas Tupling, Tami Jo Nerby, Michelle Taylor, Brandon Littrel, Dan Beardslee, Betsy Irmer

**MEMBERS ABSENT:**

**STAFF PRESENT:** Kazi Haque (Land Services Director), Swati Rastogi (Principal Planner), Tanner Ackley (Principal Planner), Tiffany Prazer (Associate Planner), Pedro Murillo-Vera (Associate Planner), Shari Tincher (Permit Center Coordinator).

**I. CALL MEETING TO ORDER:**

Chairman Brandon Littrell, called meeting to order at 5:30pm, quorum established.

**II. PLEDGE OF ALLEGIANCE**

**III. ADMINISTRATIVE PROCEDURES:** Review of minutes from October 1, 2025, meeting. Commission member, Michelle Taylor made a motion to approve minutes, Commission member TamiJo Nerby seconded the motion. The minutes were unanimously approved.

**IV. CITIZEN COMMENT:** None.

**V. OLD BUSINESS:** None.

**VI. NEW BUSINESS:**

a) Hearing-CPRZ-2025-02 commenced at 5:32 p.m.

Hearing rules read by the Chairman, Brandon Littrell.

Tiffany Prazer presented an overview of staff report, staff found amendment to be consistent with current County policies. PC workshopped proposed change in June of 2025. Sixty-day review concluded. Staff recommended approval.

Discussion among Board members.

Colby Thorpe, proponent, presented a brief overview of the reasoning behind the request.

Dan Beardlee motioned to recommend approval of CPRZ-2025-02 as submitted to the BOCC, Michelle Taylor seconded, all approved.

Hearing Closed 6:25 p.m.

b) Bylaw Action Item.

Kazi presented a brief summary of the changes and previous discussion of past meetings to get a clean copy of changes provided. Tami Nerby motion to Approve Bylaws final version as submitted, Tanya Davis seconded. Motion approved unanimously.

c) 2026 Periodic Comprehensive Plan Update.

Anchor QEA, Josh Jenson, present via Zoom, provided an overview of Chapters 1-4 and the information each contained. Kazi Haque followed up on where Douglas County was currently at in the entire process, with anticipation of conclusion at the end of 2026.

Discussion and questions amongst Board members.

**VII. MEETING ADJOURNED: 6:32 p.m.**



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**DOUGLAS COUNTY APPLICATION TEXT-2025-02**

**PROPOSED AMENDMENT TO DOUGLAS COUNTY CODE 18A.72.190 – ALLOWANCE OF TWO ACCESSORY DWELLING UNITS PER LOT WITHIN RESIDENTIAL ZONING DISTRICTS IN THE EAST WENATCHEE UGA IN ADDITION TO THE PRIMARY DWELLING UNIT.**

**STAFF REPORT FOR PLANNING COMMISSION HEARING – DECEMBER 03, 2025**

**TO:** Douglas County Planning Commission  
**FROM:** Douglas County Land Services Staff  
**RE:** Public Hearing – Proposed Amendment to Douglas County Code Section 18A.72.190 – Accessory Dwelling Units.  
**DATE:** December 03, 2025

**I. PROPOSED ACTION:**

This is a request to amend Douglas County Code (DCC) Section 18A.72.190 – *Accessory Dwelling Units*. The proposed text amendment will allow for two Accessory Dwelling Units per lot within residential zoning districts in the East Wenatchee Urban Growth Area in addition to the primary dwelling unit. The proposed text amendment will also remove owner occupancy requirements and dimensional standards for Accessory Dwelling Units. Current Douglas County Code limits one Accessory Dwelling Unit per lot within the East Wenatchee UGA and requires the owner of the property in which the Accessory Dwelling Unit is located to either reside in the ADU or the primary dwelling unit. Current Douglas County Code also requires detached ADUs to comply with specific dimensional standards.

Should the proposed action be approved, the following section of code will be amended:

DCC 18A.72.190 – *Accessory Dwelling Units*

The Planning Commission is requested to review, consider, and make a recommendation to the Board of County Commissioners to approve, approve in part, or deny the adoption of the proposed amendment.

**II. ENVIRONMENTAL REVIEW:**

An environmental review was completed. On September 4<sup>th</sup>, 2025, Douglas County issued a Determination of Non-Significance (DNS) pursuant to WAC 197-11-340(2), for the proposed amendment.

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### **III. PUBLIC PROCESS**

- (a) 06-18-2025: Proposed changes were presented to the Planning Commission during a public workshop.
- (b) 09-04-2025: Douglas County issued a Determination of Non-significance for the proposed amendment.
- (c) 09-04-2025: Proposed amendment notice was sent to the Washington State Department of Commerce, initiating a 60-day comment period.
- (d) 10-27-2025: Proposed amendment notice was sent to local utility & service providers, initiating a 30-day comment period.
- (e) 11-20-2025: A legal notice was published in the Wenatchee World Newspaper advertising the 12-03-2025 Planning Commission public hearing.
- (f) 12-03-2025: Douglas County Planning Commission public hearing.

### **IV. AGENCY AND PUBLIC COMMENTS:**

Douglas County initiated a 60-day review period for state agencies on September 04, 2025 and a 30-day comment period for local utility & service providers on October 27, 2025, while public notice of the Planning Commission Hearing was posted in the Wenatchee World newspaper on November 20, 2025. As of the date of this staff report, no agency or public comments have been received.

### **V. PROJECT ANALYSIS:**

The text amendment only impacts the East Wenatchee Urban Growth Area of the County. The following goals and policies out of the Greater East Wenatchee Area Comprehensive Plan are applicable to support the proposed amendment:

#### **Greater East Wenatchee Area Comprehensive Plan**

##### **Chapter 2: Urban Growth**

- GOAL 3: Establish development patterns that use urban land more efficiently.
  - UG-13: The city and County should develop a system of incentives and regulatory provisions to make small, vacant or underdeveloped parcels within urban growth areas more attractive to development at higher densities.

##### **Chapter 4: Housing**

- GOALS:
  - 1. To provide for a sufficient number of safe, attractive and affordable residences for people of all income levels.
  - 3. To provide for a variety of housing types and densities to ensure a range of affordable housing options for all segments of the community.
- POLICIES:

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- H-2 Provide flexibility in the development regulations to encourage infill development that is compatible with the character of the existing neighborhood and is adequately served by public facilities and services.
  - H-11 Provide incentives and opportunities for choices of housing types, styles, quantities and innovative design including accessory dwellings and cottage style housing in residential neighborhoods.
  - H-14 Promote the construction of affordable housing to meet the needs of all economic segments of the population by establishing incentives in development standards that will increase the production of low and moderate priced housing by private and public sector housing providers.

### **Chapter 7: Utilities**

- GOAL 1: Facilitate the development of all utilities at the appropriate levels of service to accommodate growth that is anticipated to occur in the Area, in a fair and timely manner.
  - UT 4: Ensure that development provides timely, adequate and efficient utility systems.

### **Chapter 8: Transportation**

- GOALS:
  - 3. Ensure adequate and safe access to property via a system of public and private roads.
  - 4. Ensure that adequate transportation systems are provided to support growth.
- POLICIES:
  - T-6 As public and private development occurs, ensure that transportation systems improvements have adequate streets, sidewalks and walkways; and are consistent with the transportation and adopted system design.

## **VI. STAFF RECOMMENDATION/ DRAFT MOTION:**

Douglas County Land Services staff recommend approval of the proposed code amendment. The following is a draft motion that may be utilized by the Planning Commission if the amendment is approved:

"I move to recommend approval of the amendment to Douglas County Code 18A.72.190 – *Accessory Dwelling Units* based upon the findings of fact and conclusions of law contained in this staff report."

## **VII. FINDINGS AND CONCLUSIONS:**

### **Suggested Findings:**

1. Reviewing agencies and the general public were given an opportunity to comment on the proposed amendments.
2. The Douglas County Board of Commissioners is authorized to adopt amendments to the Douglas County Code.

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3. Chapter 14.32 in the Douglas County Code outlines the standards and process for amending development regulations to ensure compliance with the GMA.
  4. Douglas County initiated a 60-day review on September 04, 2025.
  5. Douglas County initiated a 30-day comment period for local utility & service providers on October 27, 2025.
  6. The notice of public hearing was published in the Wenatchee World newspaper on November 20, 2025.
  7. Douglas County issued a Determination of Non-significance, in accordance with WAC 1 WAC 197-11-340(2), on September 04, 2025.
  8. The Douglas County Planning Commission held a public hearing for the proposed amendment on December 03, 2025.

**Suggested Conclusions:**

1. The procedural and substantive requirements of the State Environmental Policy Act have been complied with.
2. The procedural requirements of RCW 36.70A have been complied with.
3. The proposed amendments are consistent with the Greater East Wenatchee Area Comprehensive Plan.
4. The proposed amendments are consistent with the requirements of the Revised Code of Washington, and the Washington Administrative Code.

Submitted by:

Pedro Murillo-Vera

Associate Planner

Douglas County Land Services Department

**Attached:** A copy of the Proposed Amendment.



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### DOUGLAS COUNTY APPLICATION TEXT-2025-02

#### PROPOSED AMENDMENT TO DOUGLAS COUNTY CODE SECTION 18A.72.190 ALLOWANCE OF TWO ACCESSORY DWELLING UNITS PER LOT WITHIN RESIDENTIAL ZONING DISTRICTS IN THE EAST WENATCHEE URBAN GROWTH AREA IN ADDITION TO THE PRIMARY DWELLING UNIT

#### PROPOSED AMENDMENT

**Note:** The text in black ink is the current regulation. **The text in red ink is the proposed addition to the existing regulations.** The text in black and struck-out is proposed to be removed. See below.

#### Douglas County Code, Title 18A East Wenatchee UGA Zoning

#### 18A.72.190 Accessory Dwelling Units.

Accessory dwelling units are permitted within residential zoning districts. Accessory dwelling units shall be on the same lot as the primary residence and shall meet the following provisions:

~~A. Only one accessory dwelling unit shall be permitted per lot;~~

A. The purposes of this section are to: (1) provide homeowners with flexibility in establishing separate living quarters within or adjacent to their homes for caring for seniors, providing housing for their children or obtaining rental income; (2) increase the range of housing choices and the supply of accessible and affordable housing.

~~B. The owner of the property on which the accessory dwelling unit is located shall reside in either the primary unit or the accessory unit. "Owner" shall include title holders and contract purchasers;~~

B. Applicability. Detached, attached, and interior accessory dwelling units (ADUs) shall be permitted within all residential and mixed-use zoning districts.

~~C. One off-street parking space in addition to off-street parking spaces required for the primary dwelling shall be provided for use by the accessory dwelling;~~

C. Development Standards. ADUs shall comply with the following standards:

1. Two ADUs are permitted on a lot in addition to the primary dwelling unit. ADUs are exempt from the density requirements of the underlying zone.
2. Minimum Lot Size. ADUs may be established on any legally established lot or parcel provided the standards of this section are met.
3. Maximum unit size: 1,200 square feet.
4. Minimum Unit Size. The gross floor area of an ADU shall not be less than the requirements of the Washington State Building Code.

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5. One off-street parking space per accessory dwelling shall be provided in addition to the off-street parking spaces for the primary dwelling shall be provided.
  6. ADUs shall meet the maximum building height, maximum land coverage and minimum setback standards of the zoning district for the property with the following exception:
    - a. Detached ADUs may be built on a property line if that property line abuts a public alley unless the city routinely plows snow in that alley.

~~D. The accessory dwelling unit shall comply with the minimum requirements of applicable city zoning and construction codes, health district, and all other local, state and federal agencies;~~

**D. Only one home occupation permit shall be permitted on any lot containing an accessory dwelling.**

~~E. The city may require the recording of title notices as appropriate to disclose the circumstances and conditions of an authorized accessory dwelling use;~~

~~F. An accessory dwelling may be established in either an existing or a new residence;~~

~~G. Only one home occupation permit shall be permitted on any lot containing an accessory dwelling;~~

~~H. Attached accessory dwelling units shall meet the following provisions:~~

- ~~1. The accessory dwelling unit size shall not exceed the gross floor area of the primary dwelling unit and shall not exceed 1,200 square feet in area;~~
- ~~2. The minimum lot area shall be 8,000 square feet;~~
- ~~3. An outside exit for the accessory dwelling must be provided; and~~
- ~~4. Exterior alterations or additions for the accessory dwelling shall be consistent with the design of the primary residence including matching materials, colors, window style, and existing facade.~~

~~I. Detached accessory dwelling units shall meet the following provisions:~~

- ~~1. The minimum lot area shall be equal to or greater than 10,000 square feet;~~
- ~~2. The accessory dwelling unit shall not exceed 1,200 square feet in area excluding any related garage or carport area;~~
- ~~3. The accessory dwelling shall meet the minimum provisions set forth in DCC [15.16A.030](#), except DCC [15.16A.030\(F\)](#), unless the property is divided in accordance with DCC Title [17](#); and~~
- ~~4. The location, design and construction of the accessory dwelling shall be completed in a manner that will facilitate the eventual division of the property into two or more lots. General provisions that apply include access, building setbacks, lot coverage, and road improvements. Separate title to the accessory dwelling site shall be transferred only after the lot is divided in conformance with the provisions of DCC Title [17](#) for land divisions. (Ord. TLS 23-11-44B Att. A)~~



## **DOUGLAS COUNTY, WASHINGTON RULES OF PROCEDURE (BY-LAWS) OF THE PLANNING COMMISSION**

Adopted by Douglas County Planning Commission: February 13, 2013.

Amended by Douglas County Planning Commission: November 5, 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:**

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 first Wednesday of the month. A meeting may be canceled if there are no matters for the Planning Commission to consider.

#### **B. Special Meetings:**

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 event 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, RCW Chapter 42.30.010. 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 time set for the meeting in the published notice. In the event that the Chair arrives 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 Planning Commission.

- 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 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 closing 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.

## H. 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 8 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 meetings to a specific date, time, and place.

## I. 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 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 circumstances 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 VI. 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 VII. 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 on the 5<sup>th</sup> day of **November 2025**.

\_\_\_\_\_  
BRANDON LITTRELL, CHAIR

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DAN BEARDSLEE, VICE CHAIR

\_\_\_\_\_  
TAMI JO NERBY, MEMBER

\_\_\_\_\_  
MICHELLE TAYLOR, MEMBER

\_\_\_\_\_  
TANYA DAVIS, MEMBER

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BETSY RAY IRMER, MEMBER

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THOMAS TUPLING, MEMBER

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EXECUTIVE SECRETARY, OR DESIGNEE  
KAZI HAQUE, AICP,  
LAND SERVICES DIRECTOR