



The City of Seattle

Pike Place Market Historical Commission

700 Third Avenue • 4th floor • Seattle, Washington 98104 • (206) 684-0228

MHC 241/01

PIKE PLACE MARKET HISTORICAL COMMISSION

RULES AND PROCEDURES

These Rules and Procedures are adopted by the Pike Place Market Historical Commission pursuant to Seattle City Code 25.24.050, and are effective as of _____, ~~2002~~2019, 2022

A. Meetings

1. All meetings of the Commission and its committees shall be open to the public as required by applicable law, except for executive sessions, which may be held as permitted, by applicable law.

2. Regular meetings of the Commission are held on the second and fourth Wednesdays of each month at 4:30 p.m. unless scheduled otherwise. Notice of the meeting is posted at the office of the Pike Place Market Public Development Authority ("PDA") and on the kiosk in the Main Arcade at least seven (7) days prior to the meeting.

3. Pursuant to RCW 42.30.080 of the Open Public Meetings Act, a special meeting may be called at any time by the Chair or by a majority of the members of the Commission by delivering ~~personally or by mail~~ written notice personally, by mail, by fax, or by email to each member of the governing body and to each local newspaper or general circulation and to each local radio or television station that has on file with the Commission a written request to be notified of special meetings. The notice must specify the time and place of the special meeting and the business to be transacted and be delivered at least 24 hours prior to the time scheduled in the notice for the meeting. Final disposition shall not be taken on any other matter at such special meeting. WSuch written notice shall be deemed waived if a member submits a written waiver of notice with the clerk or secretary of the

Commission at or prior to the time the meeting convenes or if a member is actually present at the time the meeting convenes, may be dispensed with as to any member

who at or prior to the time the meeting begins, files with the staff a written waiver of notice or who is present at the meeting when it begins. Notice is also not needed for a special meeting called to deal with an emergency involving damage to property or the likelihood of such damage, when time requirements of notice would make notice impractical and increase the likelihood of such damage.

Notice of a special meeting shall be: (a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the Commission a written request to be notified of such special meeting or of all special meetings; (b) Posted on the Commission's website. The Commission is not required to post a special meeting notice on its website if it does not have a website or share a website with another agency. Except in the case of a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency as provided for in the Open Public Meetings Act, the Commission is not required to post a special meeting notice on its website if it employs no full-time equivalent employees, or does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website; and (c) Prominently displayed at the main entrance of the Commission's principal location and the meeting site if it is not held at the agency's principal location and is not held as a remote meeting; except that during a declared emergency which prevents a meeting from being held in-person with reasonable safety an agency that hosts a website or shares a website with another agency may instead post notice of a remote meeting without a physical location on the website hosted or shared by the Commission.

Notice is also not needed for may be dispensed with in the event of a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against.

4. A quorum for the conduct of any meetings shall be a majority of current members.

B. Elections and Membership Rules

1. At its first meeting in January of each year, the Commission will elect, by voice vote or by ballot, a Chair and a Vice-Chair each to serve a one-year term. The

Chair and Vice-Chair may not hold their respective positions for more than two (2) consecutive terms.

2. If a member of the Commission resigns, dies, is incapacitated or is replaced as provided in subsection 3 below, the Commission may recommend to the Mayor a replacement for the vacancy. The new member shall serve the remainder of the term of the member who is being replaced.

3. If a member of the Commission has three (3) or more consecutive absences without prior notice for regularly scheduled Commission meetings, the Commission may recommend to the Mayor that the member be replaced. If a member is removed pursuant to this section, the number of members required for a meeting quorum shall be adjusted accordingly.

4. Any member who is not able to attend a regularly scheduled Commission meeting shall notify the Commission ~~Coordinator staff person~~ or the Chair at least twenty-four (24) hours in advance of the meeting. If such notice is not given, it shall be considered an absence without prior notice.

C. Committees

1. There shall be three (3) standing committees of the Commission: Design Review, Use Review, and Executive.

2. Committee members and the Chair of each Committee will be appointed by the Chair of the Commission.

The role of each standing committee is as follows:

Design Review Committee: This committee is authorized to review all applications for a Certificate of Approval for design changes. The committee may make reports and recommendations to the Commission. Reports and recommendations should be based on its review of the information in the application, the Guidelines and the Ordinance.

Use Review Committee: This committee is authorized to review all applications for a Certificate of Approval for changes in use. The committee may make reports and recommendations to the Commission. Reports and recommendations should be based on its review of the information in the application, the Guidelines and the Ordinance.

Executive Committee:

The Executive Committee shall establish a process for identifying and selecting nominations to Position 12 of the Historical Commission. The Executive Committee shall align its process with the City of Seattle's Race and Social Justice Initiative principles and strategies in an effort to change the underlying system that creates race-based disparities in our community and to achieve racial equity.

The Executive Committee shall recommend candidates to the full Commission. Upon Commission approval, the four candidates shall be forwarded to the Mayor for final selection.

Questions related to the process:

How will a vacancy on the Commission be advertised? Who will advertise it?

What will be the selection process? Will it be interviews? What protocols will ensure that the process will be fair and equitable?

Aside from the Executive Committee, who will attend the interviews? DON staff, a representative from the Mayor's Office?

What happens if four candidates do not even apply? Should that language read "up to four candidates"?

~~This committee shall review candidates and/or their resumes for Commission Position 12 of the Historical Commission. The committee shall use the Racial Equity Lens when identifying candidates. Final candidates shall be forwarded to the Department of Neighborhoods.~~

~~The committee may consult with the full Commission to determine what skills or qualities are particularly desirable in a candidate at any given time. The following are examples of the skills and qualities that might be sought in a candidate:~~

~~-Experience in applying race and social justice principles.~~

~~-Familiarity with historic preservation law.~~

~~-Experience preserving the character of working public markets.~~

This committee is [also](#) authorized to perform [whatever other](#) such duties and responsibilities as is assigned by the Chair.

3. The Commission may appoint additional special committees as needed. The Commission or its Chair may appoint persons who are not members of the Commission to serve on any special committee but not on any standing committee.

D. Meeting Procedures

1. The Chair shall preside at all meetings. The Vice-Chair shall preside at meetings in the absence of the Chair.

2. Before considering an application, the Chair is authorized to ask if any member has or may have a conflict of interest. The Chair is authorized to decide if such conflict of interest exists and, if so, the member with such conflict of interest will be asked to abstain from participation as a member in the discussion and from voting.

3. Each action or decision of the Commission requires a majority vote of the members present and voting.

4. The Commission takes official action by ~~resolution,~~ motion? which is to include the reasons for its decision.

5. Voting by Commission members is ~~by show of hands.~~ stating yes or no
?

6. Before a vote is taken, the Chair may ascertain if all members present are informed on the matter of the vote and may poll each member present for an opinion on the question.

7. The suggested order for regular meetings of the Commission is as follows:

a. Call to Order

b. Acknowledgement of being on traditional tribal lands.

b.c. Consideration of Applications for Certificates of Approval

1) Introduction of application by Chair and conflicts check

2) Briefing by Commission Staff

~~3) Committee recommendations and reports~~

~~3) 4) Presentation by applicant~~

~~4) 5) Comments by landlord~~

~~5) Public comment (may be limited to 3-minutes per person)~~

~~6) Committee recommendations and reports~~

~~6) Public comment (may be limited to 3-minutes per person)~~

7) Commission discussion

8) Motion for Resolution

9) Poll of Members on the Question

10) Vote

ed. Approval of Minutes of Previous Meeting

de. Report of the Chair

- [ef.](#) Reports of Standing Committees
- [fg.](#) Reports of Special Committees
- [gh.](#) Report of Commission Staff
- [hji.](#) New Business
- [ik.](#) Adjourn

8. The Commission Coordinator keeps the Minutes of all regular and special meetings of the Commission. Such minutes, following approval, are open to public inspection in the office of the Commission Coordinator during regular business hours.

9. Commission meetings are to be generally conducted in accordance with the latest edition of Robert's Rules of Order. In case of a conflict between

the Commission's Rules & Procedures and Robert's Rules of Order, the Commission's Rules take precedence.

E. Applications for Certificate of Approval

1. An application submitted to the Commission for a Certificate of Approval must be complete pursuant to SMC 25.24.060 in order to be considered by the Commission. The staff decides whether an application is complete and notifies the applicant in accordance with the requirements of SMC 25.24.060 B (3).
2. The Commission considers, approves, or disapproves applications for a Certificate of Approval not later than thirty (30) days after receipt of a complete application.
3. The Commission considers each application at a public meeting of the Commission.
4. The applicant is encouraged to be present at the public meeting where the Commission will consider the application.

F. Amendments

1. These Rules and Procedures may be amended by the Commission, after public notice as required by ~~law~~, SMC 3.02.030: Notice must be published "at least 14 days prior to the proposed action . . . In a newspaper in accordance with the City Charter. AND by mailing or delivery to the address specified by any person who has made a written request therefor, which shall be filed with the agency and renewed annually."

at a regularly scheduled meeting upon affirmative vote of a majority of the Commission members.

Pike Place Market Historical Commission

By _____
Chair

Date _____

By _____
City Historic Preservation Officer

Date _____