



The City of Seattle

## Pike Place Market Historical Commission

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### PIKE PLACE MARKET HISTORICAL COMMISSION

#### **RULES AND PROCEDURE**

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 \_\_\_\_\_, 2023

#### **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 ten (10) days prior to the meeting.
3. A special meeting may be called at any time by the Chair or by a majority of the members of the Commission Pursuant to RCW 42.30.080 of the Open Public Meetings Act.
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.

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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 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.

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, which is to include the reasons for its decision.

5. Voting by Commission members is by a physical or verbal indication of approval or disapproval.

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.
- 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
  - 4) Presentation by applicant
  - 5) Comments by landlord
  - 6) Public comment (up to 3 minutes per person, unless extended by the Chair)
  - 7) Commission discussion
  - 8) Motion for Resolution
  - 9) Poll of Members on the Question
  - 10) Vote
- d. Approval of Minutes of Previous Meeting
- e. Report of the Chair
- f. Reports of Standing Committees
- g. Reports of Special Committees
- h. Report of Commission Staff
- i. New Business
- j. 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, at a regularly scheduled meeting upon affirmative vote of a majority of the Commission members.

By \_\_\_\_\_  
Chair

Date \_\_\_\_\_

By \_\_\_\_\_  
City Historic Preservation Officer

Date \_\_\_\_\_