AN ORDINANCE of the City of Kent, Washington, creating and establishing the City of Kent Planning Agency; providing for the powers and duties of such agency; repealing City of Kent Ordinance numbers 764 and 997; recreating the City of Kent Planning Department and designating the Kent Planning Commission, together with the Kent Planning Department, as the Planning Agency for the City of Kent; providing for a director of the Kent Planning Department; prescribing the relationship of the Planning Department to the Planning Commission; prescribing the duties and powers of the City Administrator in relation to the Planning Agency; placing the City of Kent Planning Agency under Ch. 35A.63 of Ch. 119, Laws of 1967 Ex. Sess.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DO
ORDAIN AS Follows:

Section 1. Creation of the City of Kent Planning Commission. There is hereby created the City of Kent Planning Commission, hereinafter referred to as the Commission.

Section 2. Membership, terms, residence requirements, compensation of the Commission. The Commission shall consist of nine (9) appointed members, each of which shall be appointed by the Mayor and confirmed by the City Council. Ex officio members of the Commission shall consist of the City Engineer and City Attorney, which members shall not have a vote.

The term of office of each Planning Commissioner shall be four (4) years. After the effective date of this ordinance, when a vacancy occurs on the Commission, appointment for that position shall be for four (4) years, or for the remainder of the unexpired term, whichever is the shorter period of time.

Members of the Commission may be dismissed by the Mayor, with approval of the City Council, for the reasons of neglect of duty, for missing twenty-five percent (25%) of the regularly scheduled meetings in a twelve (12) month period, inefficiency or malfeasance in office.

On and after January 1, 1975, at least five (5) persons appointed to serve on the Commission shall reside within the corporate limits of the City of Kent, and the others at least within an area designated by the City Council as being within the sphere of interest of the City, as per City Council Resolution...
The appointive members of the Commission shall serve without compensation except that reimbursement for authorized travel expenses may be made. Reimbursement for such travel expenses shall come from the budget category designated "Planning Commission" which category may be part of the annual Planning Department's authorized budget.

Section 3. Commission Organization, Meetings and Records. The Commission shall elect a Chairman and Vice-Chairman from among its voting members. Such officers shall hold office for one year. The secretary of the Planning Commission shall be the Planning Director. The secretary shall prepare the Commission agenda, prepare minutes and keep such records as are necessary for the proper operation of the Commission.

The Commission shall operate under a set of By-Laws which By-Laws shall prescribe the rules of procedure, and dates of meetings of the Commission.

Section 4. Duties and Powers of the Commission. The Commission shall conduct public hearings relating to the Comprehensive Plan and the implementation thereof; conduct public hearings on all rezone applications and all initial zoning for newly annexed territory to the City of Kent. The Commission shall review all proposed amendments to the zoning ordinance, subdivision ordinance and other regulatory ordinances which designate the Commission as having responsibility for such ordinance.

The Commission shall be represented by the Planning Director or his designated representative on any Citizen Advisory Committee or body appointed by the City Council, the Commission or any officer of the City of Kent to investigate, analyze, review and make recommendations for plans for the physical, social and economic development of the City of Kent. The findings and recommendations of any such committee shall be reviewed by the Planning Director, presented to the Commission, and forwarded to the City Council with the Commission's comments and recommendations.

The Commission, through the Planning Director, shall act in an advisory capacity to the City Council on planning matters.

Section 5. Creation of the City of Kent Planning Department. There is hereby created the City of Kent Planning Department, hereinafter referred to as the Planning Department.
Section 6. Duties and Powers of the Planning Department.
The Planning Department is responsible for collecting, analyzing
and using technical data to determine logical patterns of urban
development within the City. The Planning Department shall be
responsible for preparing and updating the Comprehensive Plan,
preparing and amending the Zoning Ordinance, subdivision ordinance
and any other ordinances which are determined by the City Admin­
istrator or City Council to be within the area of responsibility
of the Planning Agency.

The City Council shall not approve any Planning consultant until the Planning Department has made a recommendation to
the Council concerning the scope of work to be undertaken by the
consultant, and background information concerning the consultant. The Council shall determine the rate and amount of compensation
to be paid to the consultant.

The Planning Department shall maintain close contact
with the City Council through the office of the City Administrator
of the City. The Planning Department may carry out special pro­
jects at the request of the City Council which requests shall be
forwarded to the Planning Director through the office of the
City Administrator of the City.

The Planning Department shall function as an administrat­
ive department within the organization of the City of Kent, aiding
in coordination of City planning activities within the overall
administrative program of the City government.

The Planning Department shall advise the City Planning
Commission on all rezone matters, on zoning for annexations to
the City, on amendments to the Comprehensive Plan, on new
ordinances and amendments to ordinances which fall within the
range of the planning function of the City. Special projects
carried out for the City Council or City Administrator need not
be coordinated through the Planning Commission unless they amend
the Comprehensive Plan or any developmental ordinance.

The Planning Department shall advise the City Board of
Adjustment on all variance and conditional exceptions.

Section 7. Creation of the Office of City Planning
Director. There is hereby created the office of City Planning
Director, hereinafter referred to as the Director.

Section 8. Method of Appointment and Dismissal of the
Planning Director. The Planning Director shall be appointed and
dismissed according to the policies adopted by the City Council for the appointment and dismissal of City of Kent Department Heads.

Section 9. Duties and Powers of the Planning Director. The Director shall have complete charge of work done by the Planning Department. The Director shall prepare an annual planning program and an annual budget to implement this program. The Director shall represent the Planning Department before government officials and the public. The Planning Director shall be present at all City Council, Planning Commission and Board of Adjustment public hearings, or designate a member of the Planning Department staff as an alternate.

Upon request by the City Council or City Administrator the Director may represent the City of Kent on matters concerning urban, rural or regional planning before other City Planning Commission, State and Federal agencies.

The Director is responsible for hiring or terminating employees of the Planning Department after consultation with the City Administrator.

Section 10. The Planning Commission and Planning Department designated as the Planning Agency of the City of Kent. The Planning Agency of the City of Kent is hereby created. The agency shall consist of the Planning Commission and the Planning Department. The agency shall serve in an advisory capacity to the City Administrator and the City Council.

Section 11. Authority The City Council hereby declares its intention to perform all planning functions under the Optional Municipal Code, Chapter 35A.63, titled Planning and Zoning in Code Cities.

Section 12. Should any section, subsection, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 13. This Ordinance shall take effect and be in force five (5) days after its passage, approval and publication as provided by law.

Attest:

[Signature]
ISABEL HOGAN, MAYOR

[Signature]
MARTIE JENSEN, CITY CLERK
Approved as to form:

[Signature]

DONALD E. MIRK, City Attorney

Passed the 15 day of June, 1970.
Approved the 17 day of June, 1970.
Published the 24 day of June, 1970.

I hereby certify that this is a true copy of Ordinance No. 1668, passed by the City Council of the City of Kent and approved by the Mayor of the City of Kent as hereon indicated.

[Signature]
MARIE JENSEN, City Clerk

(SEAL)