



Planning Commission Training

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Topics

- Kitsap County Planning Commission
- Open Public Meetings Act (Q1 2026)



Kitsap County Planning Commission

- Re-established by Kitsap County Resolution 458-2010
- Formed under RCW 36.70.040 to assist DCD in carrying out community planning functions
- Relevant Kitsap County Code: KCC 2.56.030
- KCC 2.56.030(10) requires all meetings of the Planning Commission and any subcommittee to be compliant with:
 - Code of Ethics for Municipal Officers (RCW 42.23)
 - Open Public Meetings Act (RCW 42.30)
 - Appearance of Fairness Doctrine, as applicable (RCW 42.36)
 - Other public participation policies (e.g., GMA, RCW 36.70A.140)

OPMA – RCW 42.30

WHAT DOES COMPLYING WITH OPMA MEAN?

- OPMA is specifically applicable to the Planning Commission
RCW 42.30.020(1)(c) and KCC 2.56.030

- Rule: All meetings are to be open to the public

- Meeting is one at which action is taken
- Action is the transaction of official business
- Must have a quorum to transact business
5 members of PC is a quorum. KCC 2.56.030(9)
- Business must be done in public

Receipt of public testimony

Deliberations

Discussions

Considerations

Reviews

Evaluations

Final Actions



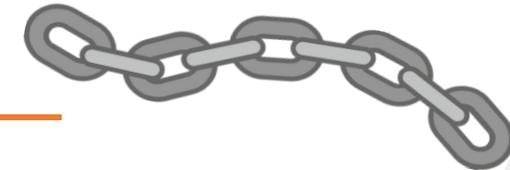
OPMA – RCW 42.30

How does a meeting occur?

All meetings are to be open to the public

Meeting is one at which action is taken ...

- In person
- Virtual/Hybrid
- Phone
- Email, or other media
- Chain meetings



OPMA – RCW 42.30

THERE ARE TWO TYPES OF MEETINGS

All meetings are to be open to the public

Regular meetings

- Regularly scheduled in advance
- Flexible agenda
- Agenda can be changed before or at the meeting by motion



Special meetings

- Not on regular schedule
- Requires 24-hour notice
- Agenda set in notice
- Cannot take action on anything not on the agenda



OPMA – RCW 42.30

WHAT DOES IT MEAN TO BE PUBLIC?

All meetings are to be open to the public

- All persons shall be permitted to attend, with exceptions
 - Cannot condition *attendance* on providing any information
 - Cannot discuss or vote by instant message or email
 - Cannot vote by secret ballot
 - Zoom or other online option is not required
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OPMA – RCW 42.30

WHAT ARE THE EXCEPTIONS?

All meetings are to be open to the public

Interruptions

- Disruption to the point that orderly conduct of the meeting cannot occur
 - Options
 - Pause meeting
 - Clear the room and continue (agenda items only)
 - Adjourn to another location and continue (agenda items only)
 - Adjourn meeting entirely
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Executive Sessions

- Limited situations
- Narrowly interpreted
- Legal risk of an action or process

KCC 3.02

OPMA – RCW 42.30

NONCOMPLIANCE

All meetings are to be open to the public

Personal liability

- Attending a meeting knowing there is a violation
- \$500 for first violation
- \$1000 for subsequent violations

Action will be null and void

Resources

Washington Dept of Commerce – Short Course in Planning Guidebook (2017)

[gms-sc-guidebook-2017.pdf](#)

Washington Department of Commerce – Planning Commission FAQ

[New to the Planning Commission.pdf](#)

Municipal Research Service Center

[Open Public Meetings Act Basics](#)

[Open Public Meetings Act Publication](#)

[Starting Point Basics](#)

[Electronic Communications](#)
