

#	Section / Topic	Change Type	Original (2017)	New Draft	Effect / Why It Matters	Source Pages
1	I.A – Purpose	Editorial / hyperlink	References "KCC Chapter 2.56 and Chapter 36.70 RCW" as text.	Same authorities are referenced, with the new draft using linked references.	No apparent substantive change; improves navigation.	Original p. 1; New p. 1
2	II.A/B – Meetings and Location	Editorial / terminology	"the Commission"	"the Planning Commission" used more consistently.	Terminology is standardized; no apparent substantive change.	Original p. 1; New pp. 1–2
3	III.C – Officer elections	Wording	If the Chair vacates, Vice-Chair serves the remainder; special election elects a "second Vice-Chair."	Special election elects a "new Vice-Chair."	Clarifies succession terminology and avoids implying two Vice-Chairs.	Original pp. 1–2; New p. 2
4	III.D – Chair	Editorial / inclusive language	"his/her own vote recorded"	"their own vote recorded"	Gender-neutral wording; no apparent substantive change.	Original p. 2; New p. 2
5	III.F – Secretary	Substantive	Commission appoints a secretary who need not be a member; Secretary duties may be delegated to the Clerk.	Clerk is appointed to serve as Secretary; alternatively, the Commission may appoint a Secretary.	Reverses the default administrative arrangement and combines Clerk/Secretary duties by default.	Original p. 2; New p. 2

6	IV.A – Conduct of Meetings	Added	No standalone code-of-conduct requirement.	Attendees must follow Kitsap County's code of conduct at Planning Commission meetings (KCC 3.02).	Creates an explicit meeting-conduct requirement.	Original p. 2; New p. 2
7	IV – Section renumbering	Structural	IV.A = Powers/Duties; IV.B = Hearings; IV.C = Recommendations/Public Hearings; IV.D = Annual Report; IV.E = Annual Board Meeting.	New IV.A is Conduct of Meetings; former provisions shift to IV.B–F.	Renumbers provisions throughout Section IV.	Original pp. 2–3; New pp. 2–3
8	IV.C (old IV.B) – Board direct-action authority	Substantive deletion	Original hearings provision included: Board may choose to act directly on specified land-use matters without Planning Commission input where an emergency exists or the matter was remanded by a court/state administrative body.	The direct-action sentence is absent from the new hearings provision.	Removes an express statement of circumstances in which the Board could act without Planning Commission input.	Original p. 3; New p. 2

9	IV.D (old IV.C) – Recommendations/ public hearings	Added procedural reference	Lists governing statutes and County public participation policies.	Adds a pointer to "Procedural Laws Overview" in the Planning Commission Handbook, with a placeholder link.	Adds a procedural guidance cross-reference.	Original p. 3; New p. 2
10	IV.F (old IV.E) – Annual joint meeting with Board	Substantive narrowing	Annual meeting reviews Commission "roles, expectations and performance," plus annual report and upcoming programs.	Removes the roles/expectations/performance review; retains annual report review and says the meeting will provide input on upcoming legislative and work programs.	Narrows the stated purpose of the annual joint meeting and adds explicit input on work programs.	Original p. 3; New p. 3
11	V – Composition	Editorial clarification	Term language: "shall commence on the first day of January of the year when the term created herein shall expire and the four-year anniversary thereof."	Clarifies that the four-year term commences January 1 of the year the term was created and expires on the four-year anniversary.	Improves readability and reduces ambiguity; no clear substantive change.	Original p. 3; New p. 3

12	VI.C – Minutes/Recordings	Substantive	Section titled "Minutes, Audio Recordings and Findings"; audio recordings are made available and posted on the County website.	Retitled "Minutes, Video Recordings and Findings"; video recordings are to be posted on the Planning Commission website.	Changes the stated recording medium and website.	Original pp. 3–4; New p. 3
13	VI.C – Recording website	Administrative / substantive	Recordings are posted and kept on the County website.	Video recordings are posted and kept on the Kitsap County Planning Commission website.	Changes the stated location/repository for official recordings.	Original p. 4; New p. 3
14	VI.C – Findings approval	Substantive deletion	Findings may not be approved the same day as deliberation and voting without unanimous consent.	Same-day findings-approval restriction is omitted.	Removes an express procedural safeguard concerning findings.	Original p. 4; New p. 3
15	VI.C – Audio/video terminology	Drafting inconsistency	Original consistently refers to audio recordings.	New draft first requires video recordings, then says minutes and audio recordings shall be indexed.	Creates an internal inconsistency that should be corrected before adoption.	Original pp. 3–4; New p. 3
16	VI.D – Minority Reports	Substantive deletion	Minority report must be attached to the Findings and signed by participating commissioners.	Minority report is submitted to DCD and forwarded to the Board; attachment/signature requirements are omitted.	Reduces formal filing and signature requirements.	Original p. 4; New p. 3

17	VI.E – Public Spokespersons	Substantive clarification/restriction	Chair and Vice-Chair are official spokespersons "unless otherwise specified by the Chair."	Chair and Vice-Chair are the only members who can speak on behalf of the Commission; Chair discretion is omitted.	Potentially eliminates the Chair's ability to designate another member as spokesperson.	Original p. 4; New p. 3
18	VI.G – Email Communication	Substantive	Emails to one member must be sent to all members, Clerk, and departmental "copy/Cc" address when applicable.	All email correspondence to and from Planning Commissioners must be sent by the Clerk; the copy-address mechanism is removed.	Centralizes Commission email through the Clerk and changes the stated communication protocol.	Original p. 4; New p. 4
19	VI.I – Performance of Duties	Added procedural reference	Ends after listing ethics, OPMA, Appearance of Fairness, and public participation requirements.	Adds the Planning Commission Handbook / "Procedural Laws Overview" pointer with a placeholder link.	Adds procedural guidance cross-reference.	Original p. 4; New p. 4
20	VIII.A – Recommended Amendments	Substantive wording	Commission may "recommend that the Board consider amendments" to the Rules.	Planning Commission may "request amendments" to the Rules; later text still refers to "recommendations."	Changes the described relationship between Commission requests/recommendations and Board consideration.	Original p. 5; New pp. 4–5

21	IX – Meetings Rules and Procedures	Structural / ordering	Voting Obligatory appears last as IX.Q; Exercising Powers begins IX.A.	Voting Obligatory is moved to IX.A; other retained motion rules follow it.	Changes organization and prominence of voting requirements.	Original pp. 5–8; New pp. 5–6
22	IX.A – Voting Obligatory	Substantive expansion	Member must vote unless recused for conflict of interest or allowed to abstain by the rules or applicable law.	Adds four express grounds: conflict of interest; inability to be impartial; County ethics principles requiring recusal; Appearance of Fairness recusal in quasi-judicial matters.	Expands and specifies circumstances allowing non-voting/recusal.	Original p. 8; New p. 5
23	IX.A – Abstention	Added	No explicit requirement to state the reason for an abstention.	Member must advise the reason whenever an abstention is considered or used.	Creates an explicit explanation/documenta tion expectation.	Original p. 8; New p. 5
24	IX – Lost Motion	Removed	Defined when a question/motion is lost or defeated, including equal votes and insufficient votes.	Provision deleted.	Removes a locally specified parliamentary rule; Robert's Rules is otherwise incorporated by reference.	Original p. 6; New pp. 5–6
25	IX – Debatable Motions	Removed	Specified which motions were debatable.	Provision deleted.	Removes a locally specified parliamentary rule.	Original p. 6; New pp. 5–6

26	IX – Privileged Motion	Removed	Specified motions available while another motion was pending.	Provision deleted.	Removes a locally specified parliamentary rule.	Original p. 6; New pp. 5–6
27	IX – Motion to Table	Removed	Set requirements for tabling a matter, including when it could return to the agenda.	Provision deleted.	Removes a locally specified parliamentary rule.	Original p. 6; New pp. 5–6
28	IX – Referral Motion	Removed	Set requirements for referring a matter and identifying return timing/terms.	Provision deleted.	Removes a locally specified parliamentary rule.	Original p. 7; New pp. 5–6
29	IX – Division of Motion	Removed	Allowed distinct propositions within one motion to be voted on separately when properly requested.	Provision deleted.	Removes a locally specified parliamentary rule.	Original p. 7; New pp. 5–6
30	IX.K – Majority to Decide	Substantive wording / potential ambiguity	Majority of members present decides, except where the Rules or an Act of the Legislature requires another number of votes.	States simply that every disputed question is decided by a majority of members present.	Deletes the explicit exception for higher voting thresholds from this provision; however, VI.B still contains a specific majority-of-total-members requirement for Comprehensive Plan/development-regulation recommendations.	Original p. 7; New p. 6

31	X – Financial Obligations and Expenditures – controls	Removed	Required advance authorization for financial obligations/expenditures and addressed appropriations, accounting, and records.	Entire financial-controls provision is deleted.	Removes financial-control language from the Rules.	Original p. 7; New p. 6
32	X – Financial Obligations and Expenditures – stipend	Removed	Provided that Planning Commission members receive a stipend as approved in the DCD annual budget.	Stipend provision is deleted.	Removes stipend language from the Rules.	Original p. 7; New p. 6
33	Ground Rules – Section numbering	Structural	Ground Rules are Section XI because Financial Obligations was Section X.	Ground Rules become Section X after deletion of old Section X.	Renumbers the Ground Rules section.	Original p. 7; New p. 6
34	Ground Rules #3 – Code of Conduct	Added	No separate code-of-conduct ground rule.	Adds KCC 3.02 requirement.	Creates a prominent meeting-level conduct requirement duplicating new IV.A.	Original p. 9; New p. 7
35	Ground Rules #4 – Public testimony advertising	Substantive deletion	Public testimony "shall be advertised."	Advertising requirement is omitted.	Removes an explicit statement that public testimony shall be advertised.	Original p. 9; New p. 7
36	Ground Rules #4 – Public testimony time limits	Substantive	One general public-testimony category; generally 3 minutes, subject to Chair discretion and possible continuation.	General comment is limited to 2 minutes; public hearing testimony is 3 minutes.	Creates separate time limits for general comment and public hearings.	Original p. 9; New p. 7

37	Ground Rules #4 – Written testimony/distribution	Substantive / procedural	Any testimony could be submitted in writing in lieu of oral testimony; copies were distributed before the hearing if desired.	Written testimony is encouraged; copies are distributed 'if possible.'	Softens the stated distribution/alternative-testimony requirements.	Original p. 9; New p. 7
38	Ground Rules #7 – Accessibility contact	Substantive / administrative	ADA Coordinator contact information, including phone/TDD numbers.	Requests directed to Kitsap1 at 360.337.5777 or help@kitsap1.com.	Changes the designated accessibility contact and contact information.	Original p. 9; New p. 7
39	Ground Rules #7 – Accessibility notice	Substantive / administrative	Requests asked for approximately one week's notice, if possible.	Requests asked for at least two weeks' notice when possible.	Doubles the requested advance-notice window.	Original p. 9; New p. 7
40	Adoption / signature materials	Document-level change	Original PDF includes Resolution No. 071-2017 and a signed BOCC adoption page.	New DOCX contains the Rules and Ground Rules text only; no resolution/signature page is included.	Changes the document package; does not by itself establish that adoption authority has been changed.	Original pp. 1, 8; New document pp. 1–7