KitsapCounty

PLANNING COMMISSION

Executive Summary

Issue Title: Planning Commission Rules of Procedure Update

Meeting Date: October 20, 2026

Time Required: 45 minutes

Attendees: Scott Diener, Planning Manager

Action Requested at this Meeting:

Hold a public hearing on the draft Rules of Procedure update, accept public testimony, and at the Planning Commission's direction, deliberate, and produce Findings of Fact.

Background:

The Kitsap County Planning Commission is governed by Rules of Procedure that were last updated in 2017. In the time since the last update, the Department of Community Development has welcomed new staff, there are new Planning Commissioners, and DCD observes improvements can be made. DCD leadership and staff have prepared an updated set of Rules of Procedure to provide the Planning Commission with a clear and modern framework for conducting its business.

There are approximately 40 proposed updates to the Rules of Procedure with substantive updates to:

- Secretary/Clerk Role
- Removal of the Board direct-action provision
- Conduct of meetings
- Meeting records
- Minority reports
- Commission spokespersons
- Voting and recusal
- Removal of parliamentary procedures and additions of Robert's Rules of Order
- Public testimony
- Accessibility

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The proposed Rules of Procedure have undergone legal review prior to being presented to the Planning Commission and are considered SEPA Categorically Exempt. The proposed Rules of Procedure do not need to go through the Department of Commerce's process because they are neither part of the Comprehensive Plan or development regulations and are strictly part of the legislative process for the Planning Commission.

Attachments:

Presentation
2026 Rules of Procedure
Draft Rules of Procedure Resolution
Change matrix
Draft Findings of Fact