Attachment A

Planning Commission Rules of Procedure - Planning Commission Edit Matrix

Prepared after 10/20/2026 Deliberations

#	Section / Topic	Summary of Issue	Staff Recommendation	Planning Commission Direction
1	I.A – Purpose	Summary of Issue	No apparent substantive change; improves navigation.	Support staff recommendation.
2	II.A/B – Meetings and Location	"the Planning Commission" used more consistently.	Terminology is standardized; no apparent substantive change.	Support staff recommendation.
3	III.C – Officer elections	Special election elects a "new Vice-Chair."	Clarifies succession terminology and avoids implying two Vice-Chairs.	Support staff recommendation.
4	III.D – Chair	"their own vote recorded"	Gender-neutral wording; no apparent substantive change.	Support staff recommendation.
5	III.F – Secretary	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.	Support staff recommendation.
6	IV.A – Conduct of Meetings	Attendees must follow Kitsap County's code of conduct at Planning Commission meetings (KCC 3.02).	Creates an explicit meeting-conduct requirement.	Support staff recommendation.
7	IV – Section renumbering	New IV.A is Conduct of Meetings; former provisions shift to IV.B–F.	Renumbers provisions throughout Section IV.	Support staff recommendation.
8	IV.C (old IV.B) – Board direct-action authority	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.	Support staff recommendation.

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9	IV.D (old IV.C) – Recommendations / public hearings	Adds a pointer to "Procedural Laws Overview" in the Planning Commission Handbook, with a placeholder link.	Adds a procedural guidance cross-reference.	Support staff recommendation.
10	IV.F (old IV.E) – Annual joint meeting with Board	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.	Add: …Board "to, at minimum, review its roles, responsibilities, expectations, and performance." Leave the balance of the section as presented.
11	V – Composition	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.	Support staff recommendation.
12	VI.C – Minutes/ Recordings	Retitled "Minutes, Video Recordings and Findings"; video recordings are to be posted on the Planning Commission website.	Changes the stated recording medium and website.	Support staff recommendation.
13	VI.C – Recording website	Video recordings are posted and kept on the Kitsap County Planning Commission website.	Changes the stated location/repository for official recordings.	Support staff recommendation.
14	VI.C – Findings approval	Same-day findings-approval restriction is omitted.	Removes an express procedural standard concerning findings.	Support staff recommendation
15	VI.C – Audio/video terminology	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.	Support staff recommendation.

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16	VI.D – Minority Reports	Minority report is submitted to DCD and forwarded to the Board; attachment/signature requirements are omitted.	Reduces formal filing and signature requirements.	Support staff recommendation.
17	VI.E – Public Spokespersons	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.	Support staff recommendation.
18	VI.G – Email Communication	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.	Support staff recommendation.
19	VI.I – Performance of Duties	Adds the Planning Commission Handbook / "Procedural Laws Overview" pointer with a placeholder link.	Adds procedural guidance cross-reference.	Support staff recommendation.
20	VIII.A – Recommended Amendments	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.	Support staff recommendation.
21	IX – Meetings Rules and Procedures	Voting Obligatory is moved to IX.A; other retained motion rules follow it.	Changes organization and prominence of voting requirements.	Support staff recommendation.

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22	IX.A – Voting Obligatory	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.	Support staff recommendation.
23	IX.A – Abstention	Member must advise the reason whenever an abstention is considered or used.	Creates an explicit explanation/ documentation expectation.	Change “shall” to “should”: Where an abstention is considered or used, the member should advise the reason for the abstention.
24	IX – Lost Motion	Provision deleted.	Removes a locally specified parliamentary rule; Robert's Rules is otherwise incorporated by reference.	Support staff recommendation.
25	IX – Debatable Motions	Provision deleted.	Removes a locally specified parliamentary rule.	Support staff recommendation.
26	IX – Privileged Motion	Provision deleted.	Removes a locally specified parliamentary rule.	Support staff recommendation.
27	IX – Motion to Table	Provision deleted.	Removes a locally specified parliamentary rule.	Support staff recommendation.
28	IX – Referral Motion	Provision deleted.	Removes a locally specified parliamentary rule.	Support staff recommendation.
29	IX – Division of Motion	Provision deleted.	Removes a locally specified parliamentary rule.	Support staff recommendation.

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30	IX.K – Majority to Decide	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.	Support staff recommendation.
31	X – Financial Obligations and Expenditures – controls	Entire financial-controls provision is deleted.	Removes financial-control language from the Rules.	Support staff recommendation.
32	X – Financial Obligations and Expenditures – stipend	Stipend provision is deleted.	Removes stipend language from the Rules.	Support staff recommendation.
33	Ground Rules – Section numbering	Ground Rules become Section X after deletion of old Section X.	Renumbers the Ground Rules section.	Support staff recommendation.
34	Ground Rules #3 – Code of Conduct	Adds KCC 3.02 requirement.	Creates a prominent meeting-level conduct requirement duplicating new IV.A.	Support staff recommendation.
35	Ground Rules #4 – Public testimony advertising	Advertising requirement is omitted.	Removes an explicit statement that public testimony shall be advertised.	Support staff recommendation.
36	Ground Rules #4 – Public testimony time limits	General comment is limited to 2 minutes; public hearing testimony is 3 minutes.	Creates separate time limits for general comment and public hearings.	General comment time is increased from 2 minutes to 3 minutes.

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37	Ground Rules #4 – Written testimony/ distribution	Written testimony is encouraged; copies are distributed 'if possible.'	Softens the stated distribution/alternative-testimony requirements.	Support staff recommendation.
38	Ground Rules #7 – Accessibility contact	Requests directed to Kitsap1 at 360.337.5777 or help@kitsap1.com.	Changes the designated accessibility contact and contact information.	Support staff recommendation.
39	Ground Rules #7 – Accessibility notice	Requests asked for at least two weeks' notice when possible.	Doubles the requested advance-notice window.	Support staff recommendation.
40	Adoption / signature materials	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.	Support staff recommendation.