



# Planning & Development Services

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To: Skagit County Planning Commission

From: Skagit County Planning and Development Services

Date: December 3, 2024

Re: December 10, 2024 Meeting; Transition to Action Minutes and Video Recordings for Meeting Records

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Dear Planning Commission Members,

We are writing to follow up on the announcement made on November 19<sup>th</sup> that Planning Commission minutes will soon be recorded through action minutes. Beginning January 14, 2025, PDS will transition to using action minutes along with video recordings as the official meeting record. This update aligns with current best practices and will improve the accessibility and efficiency of our record-keeping.

## Key Changes to Meeting Documentation

### 1. Action Minutes:

Action minutes note the attendees, agenda items, and only the action taken. This format highlights formal motions and votes, and final recommendations and actions taken. Here is a list of items that could be included in action minutes:

- Name of governing body and meeting location
- Times at which the meeting started and ended
- Which members of the governing body were present, which were absent (and if a quorum of the body was present — suggested, but not required)
- Which members of the agency staff were present
- Text of all main motions taken up by the body and their disposition (i.e., which motions passed, failed, were referred to committee, etc.)
- If amendments were made, the final version of the motion as amended
- Any points of order or appeals and their resolution
- This approach will streamline the notetaking process and provide concise records for reference while maintaining an accurate account of the Planning Commission's decisions.

### 2. Video Recordings:

Meetings will continue to be video recorded and are publicly available. These recordings serve as a comprehensive and transparent record of discussions and presentations. The videos are accessible on <https://www.skagitcounty.net/Departments/PlanningCommission/PCminutes.htm> for public viewing shortly after each meeting. RCW 42.30.220(1) encourages public agencies to “make an audio or video recording of, or to provide an online streaming option for, all regular meetings of its governing body, and to make recordings of these meetings available online for a minimum of six months.”

### Benefits of Approach

The Municipal Research and Services Center (MRSC) identify taking action minutes as best practice for capturing minutes of all regular and special meetings to comply with the [Open Public Meetings Act](#) (OPMA). Transitioning to action minutes allows for faster and more efficient preparation of meeting summaries, reducing the time and resources required for producing detailed written minutes. Action minutes in combination with video recordings of meetings. Video recordings provide an unedited, complete record, allowing for greater public access and transparency.

### Implementation Timeline

We plan to implement this change starting with the first meeting in 2025, tentatively planned for Tuesday, January 14<sup>th</sup>.

Please reach out if you have any questions or need further clarification on this transition.

Sincerely,

Tara Satushek, Senior Long Range Planner