



Planning & Development Services

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Memorandum

To: Planning Commission

From: Peter Gill, Long Range Planning

Date: July 1, 2020

Re: **Planning Commission Workshop – Bylaws**

Summary: The current Planning Commission bylaws were last updated in 2009. The bylaws provide business rules for how meetings are to be conducted. They are to be reviewed “periodically” in order to stay relevant. The Planning Commission and the Department are interested in reviewing these to improve communication, clarify training, and update sections that are dated.

Action Requested of the Planning Commission: Identify sections of the bylaws that could be updated and elements that could be added.

Background/Discussion: Article VIII of the bylaws state that “The Planning Commission shall review its bylaws periodically.” At Planning Commission retreats in December 2019 and January 2020, the Planning Commission expressed interest in updating the bylaws. Some items that may be of interest include: quasi-judicial matters that are now heard by the Hearing Examiner; protocols for remote access to meetings due to emergencies and out of town travel; public involvement; communication between Planning Commission and staff, and member training.

This effort does not propose changing applicable Skagit County Code at this time. Proposals that would require amendments to the Unified Development Code may be added to the work plan.

Next Steps: Based on tonight’s discussion Staff will draft up potential changes for a second workshop in late summer or fall.

Applicable County Policies: The role of the Planning Commission is described in [SCC 14.02.080](#). *The Planning Commission may, from time to time, adopt such procedural rules as are reasonably necessary to carry out the duties and responsibilities of the Planning Commission, provided such rules shall not be in conflict with this Chapter, or any other relevant provisions of the Skagit County Code. Such rules shall not take effect until they have been reviewed and approved by the Board of County Commissioners.* Public participation, the legislative amendment process, and Planning Commission review are described in [SCC 14.08](#).

Unattached Exhibit A: Planning Commission Bylaws and adopting Resolution, December 2009