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- To watch, listen to, or participate in the meeting live, visit <https://us02web.zoom.us/j/84685300609> or telephone 1-253-215-8782 and enter Meeting ID 846 8530 0609.
- The public is encouraged to comment via email to pced@cityofanacortes.org, via written comment addressed to PCED, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for virtual participation in Anacortes Planning Commission meetings are available [here](#) (page 2). View the quick video example for connecting to the meeting [here](#).

Anacortes Planning Commission
Municipal Building - Council Chambers
904 6th Street

August 14, 2024
6:00 PM

PRELIMINARY AGENDA
[Packet Materials](#) / [Watch Meeting](#)

1. **Roll Call**
2. **Minutes**
 - a. No minutes.
3. **Public Comment**
4. **Public Hearings**
5. **Other Business**
 - a. Planning Commission Procedures
 - b. 2025 Comprehensive Plan Update - Tentative Planning Commission Review Schedule
6. **Planning Department Update**
7. **Adjournment**

**Citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment during a public hearing may do so as those items are considered by the Planning Commission during the course of the meeting.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.



Planning Commission Agenda Bill

Meeting Date: August 14, 2024

Agenda Item: 5.a.

Subject: Planning Commission Procedures

Staff Contact: John Coleman

Approved for Submittal to Commission by

LIBBY GRAGE

John Coleman

Action Type

Motion

Summary Statement: Rules of Procedure define the process the Planning Commission shall follow when holding a public meeting. The Planning Commission Rules of Procedure has not been updated in the recent past. Staff has drafted a major rewrite of the Rules of Procedure that reflects current regulations and city processes. The updated procedures specify the duties of the commission members, the election of a Chairperson and Chairperson pro tem, the public hearing procedures and other processes. If passed, the updated Rules of Procedure will supersede any previously adopted. As drafted, the PC cannot vote on the proposed procedures unless all the PC members are present at the meeting.

The Planning Commission discussed revisions to the draft Procedures at its May 22, 2024 meeting and suggested amendments. Chairperson Martin drafted revisions based on that May 22 discussion. The Planning Commission discussed those revisions at the June 12, 2024 meeting.

Staff recommends that the Planning Commission review the proposed amended draft, discuss any changes that the PC may like to have included, and make a motion to adopt the updated Rules of Procedure. If all Planning Commission members are not at the meeting, the amendments may be discussed, but the Planning Commission cannot vote to approve the Rules of Procedures.

Background: The existing Planning Commission Rules of Procedure are outdated, thus it is recommended that updated Rules of Procedure be adopted.

Previous Action:

Competing Viewpoints Considered:

Recommended Motion: Make a motion to adopt the updated Planning Commission Rules of Procedure which shall supersede any previously adopted Rules of Procedure.

Alternative Actions:

Attachments (listed in order presented):

1. 20240812-Turner
2. PC Rules of Procedure v4 6-24

Libby Grage

From: William Turner <bill.h.turner@gmail.com>
Sent: Monday, August 12, 2024 12:22 PM
To: Libby Grage
Subject: Comments for Planning Commission Wed. August 14, 2024

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Libby,
Please enter these comments for Planning Commission this week

Dear Planning Commission

I write in general support of the direction that you are moving in your most recent Draft Rules of Procedure. I expect that you will be considering improvements at your upcoming meeting. I have a few changes to propose to you:

1. I believe that the Revised Code of Washington (RCW) reference should be to RCW 35A.63 (as the City operates under what is described as the 'Optional Municipal Code').
2. I recommend that your agenda package be publicly available five business days before the meeting [not the two days referred to in Section 4(c)]
3. I recommend that the following be added to Section 7(h) "... but questions from the Commission may be answered".
4. I recommend that the following be added to Section 7(l)4 "or to propose amendments to said proposal".
5. I recommend that the following be added to sentence one of Section 7(l), "or those who presented public comments".

Thank you. The Planning Commission is a valuable part of our local decision making.
Bill Turner

Thank you for this opportunity Sent from my iPad

Anacortes Planning Commission

Rules of Procedure

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1. GENERAL PROVISIONS

1.1 Authority

The Planning Commission has all the powers and performs each and all the duties specified in Anacortes Municipal Code (AMC) Title 19, Title 2.42, and RCW 35.63.

1.2 Roles of the Planning Commission

The Planning Commission is an appointed independent review body of local citizens that provides recommendations to the Anacortes City Council. The Planning Commission also provides guidance and direction for Anacortes' future growth through continued review and improvement to the City's comprehensive land-use plan, zoning code, shoreline management, environmental protection, and related land-use documents.

The Planning Commission is tasked with considering the long-term growth and development of the community. Commissioners also consider the impact of land-use decisions on

community livability, economic opportunity, housing affordability, public services, and the environment. The Commission brings a long-term community perspective to land-use policy and is responsible for maintaining an accessible and transparent process that informs and educates the public.

2. ORGANIZATON OF THE PLANNING COMMISSION

2.1 Membership:

- a) The Planning Commission consists of seven members with a term of office of six years.
- b) When vacancies occur or terms expire, the mayor shall appoint new members or reappoint existing members pursuant to AMC 2.42.020.
- c) If a Commission member has more than four (4) unexcused absences from regularly scheduled meetings in a calendar year, the Chair shall inform the Mayor who may appoint a new Commission member to complete the member's term.
- d) No person shall hold the office or be a member of the Planning Commission unless that person is a resident of the city or the urban growth area.
- e) If a member of the Planning Commission ceases to be a resident of the city or urban growth area, the office must be vacated.

2.2 Quorum

- a) A quorum will consist of four (4) members of the Commission, and no action can be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

2.3 Election of Officers

- a) The officers of the Commission will consist of a Chair and a Vice-Chair.

2.4 Officers

Officers are elected each year at the Planning Commission's first regular meeting of the year. This is done by nomination and voting of the Commissioners. Nominations are made by members; members do not nominate themselves unless no nominations are made.

- a) If either the Chair or the Vice-Chair positions become vacant during the calendar year, the Commission must elect a replacement to serve until the next regularly- scheduled election
- b) The Planning Commission may create special committees and assign up to three members to such committees.

2.5 Duties of the Chair and Vice-Chair:

- a) The Planning Commission Chair, or in his or her absences, the Planning Commission Vice- Chair, shall be the Presiding Officer of the Planning Commission. In the absence of both the Chair and the Vice-Chair, the Commission shall appoint one of the other members

of the Commission to act as a temporary Presiding Officer.

- b) The Chair calls meetings to order, records attendance into the record, and assigns subcommittees and duties as needed.
- c) The Chair keeps the meeting to its order of business, controls discussion in an orderly manner, and permits audience participation at the appropriate times. Every Commissioner who wishes an opportunity to speak must be recognized by the Chair.
- d) The Chair opens the floor for motions made by members, asks for discussion from members, asks for seconds to the motions, calls for voting by reading the motion into the record and may state in the record the vote of each member.)
- e) It is the Chair's duty to see that the transaction of the Planning Commission's business is in accord with these Procedures.

3. MEETINGS

- a) The Planning Commission and City staff shall determine a regular meeting time (time, place, and frequency) as necessary.
- b) All meetings of the Planning Commission are open to the public.
- c) Executive sessions may be held only in accord with the requirements imposed by RCW 42.30.110 and RCW 42.30.140.
- d) The Planning Commission meetings are governed by the current edition of *Roberts Rules of Order*.
- e) The Planning Commission and City staff shall determine a regular meeting time (time, place, and frequency) as necessary.
- f) All meetings of the Planning Commission are open to the public.
- g) Executive sessions may be held only in accord with the requirements imposed by RCW 42.30.110 and RCW 42.30.140.
- h) The Planning Commission meetings are governed by the current edition of *Roberts Rules of Order*.
- i) To the extent it does not violate public notice requirements, the printed agenda of a regular meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Commission members present.
- j) Action is taken by a majority vote of the members present. Any member may abstain from voting. A tie vote means a motion fails.
- k) After 9:00 PM, the Planning Commission must hear no new agenda items unless a majority of the Commissioners present decide otherwise.

- l) A city staff person will be responsible for the written recording of all Planning Commission meetings.
- m) All approved minutes will be retained by the City of Anacortes in accordance with retention requirements under the Public Records Act at Chapter 42.56 of the Revised Code of Washington.

4. AGENDA

- a) The preparation of the agenda will be the duty of the Planning Director or his/her designee, and he or she will coordinate that preparation with the Chair.
- b) The agenda may be divided into sections and continue until subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
- c) Copies of the agenda and final meeting packet materials will be available to all Planning Commission members at least two days prior to a regular meeting date.
- d) The agenda will indicate whether the Planning Commission intends to take formal action on a particular matter.
- e) The Planning Commission may continue a public hearing to a future date for reasonable purposes. A continued public hearing does not require new public notice.
- f) Once a public hearing is closed, it cannot be re-opened without issuance of a new public notice.

5. STUDY SESSIONS

- a) The Planning Commission may conduct informal study sessions to carry out its duties.
- b) The Commission may consider information and recommendations from staff and comments from the public during the study session.

6. PUBLIC COMMENT

- a) An opportunity for public comment will be provided at each Planning Commission meeting consistent with the requirements of Chapter 42.30 of the Revised Code of Washington.
- b) The Public Comment period is for comments not related to items on that meeting's agenda, while specifically pertaining to the City of Anacortes.
- c) If appropriate, there will be an opportunity for the public to comment on agenda items as they are addressed by the Commission.
- d) Each speaker is limited to 3 minutes speaking time.
- e) Members of the public wishing to provide comment may only speak if acknowledged by the Chair.

- f) If audience comment or behavior becomes disruptive, the Chair may recess or adjourn the meeting.

7. PUBLIC HEARING PROCEDURES

- a) The Chair must open the public hearing on the subject case by identifying the proposal.
- b) The Chair must state that the testimony and input will be taken in the prescribed fashion.
- c) All persons wishing to speak on the matter before the Planning Commission must ~~first~~ be recognized by the Chair.
- d) Any commenter must state his or her name and city of residence for the record, as well as any group or organization he or she represents.
- e) All statements by the speaker must be addressed to the Planning Commission.
- f) The Chair may limit the amount of time allowed to any person or group to allow efficient and thorough hearing procedures.
- g) The Chair may limit input to avoid duplication.
- h) There will be no cross-examination of or dialogue with speakers.
- i) The presentation order will be as follows:
 - 1) Staff Planner: Presentation of staff report and other materials and correspondences into the record.
 - 2) Proponent: Presentation and statements by representatives of the proponent/applicant.
 - 3) Chair: Open public hearing.
 - 4) Members of the Public: Presentations and statements by the public who wish to speak for or against the proposal/application. The hearing is to gather information; questions from the public are not answered at the public hearing. Questions about the proposal/application must be addressed to staff during regular city hall business hours or in writing to the Planning, Community and Economic Development Department.
- j) After the public testimony portion, the public hearing is then closed.
- k) Planning Commissioners then deliberate on the proposal/application and the testimony received.
- l) Commissioners may ask questions of staff and applicants to clarify their understanding of relevant points or to gather additional information. All questions shall be posed through the Chairperson who shall ask the appropriate party for answers.

- m) A motion for disposition may then be made. For proposals that require a recommendation from the Planning Commission to the City Council, the motion may be to continue the hearing to gather more information, to recommend approval, approval with conditions, denial of the proposal/application, or to forward to the City Council with no recommendation. For proposals/applications that require a decision by the Planning Commission, the motion may be to continue the hearing to gather more information, to approve, approve with conditions, or to deny the proposal/application.
- n) Planning Commission recommendations must be transmitted to the City Council in writing and must include the recommendation, findings of fact, the planning staff report, other correspondences, if any, and a summary of testimony presented to the Planning Commission.

8. CONFLICT OF INTEREST AND APPEARANCE OF FAIRNESS

All members of the Planning Commission must act in accordance with the Appearance of Fairness Doctrine at Chapter 42.36 of the Revised Code of Washington. If any Commissioner has a personal interest in any matter before the Planning Commission that would prejudice their actions, they must publicly disclose the conflict of interest and recuse himself or herself from participating in the proceedings and voting on the matter.

9. CODE OF ETHICS AND DECORUM

- a) A Planning Commissioner is a representative of the City of Anacortes and, therefore, a Commissioner's actions should reflect that representation.
- b) Members of the Planning Commission must fully comply with RCW Chapter 42.23, the Code of Ethics for Municipal Officers.
- c) Members of the Planning Commission must fully comply with RCW Chapter 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- d) While the Planning Commission is in session, a Commission member must neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Planning Commission, nor disrupt any Commission member while speaking nor refuse to obey the orders of the Chair.
- e) To preserve the integrity of the Planning Commission, if a Commission member reasonably believes that he/she has a conflict of interest in regard to a matter before the Planning Commission, the Commissioner should recuse himself/herself from discussion or vote on the matter and must leave the Council Chambers while the matter is under consideration. A Commission member may seek advice from the City Attorney in making this determination.

10. AMENDING RULES OF PROCEDURE

- a) The Planning Commission, at a regularly scheduled meeting, may amend these Rules of Procedure by a vote.
- b) All members must be present to amend the Rules of Procedure.

Planning Commission Chair

Date



Planning Commission Agenda Bill

Meeting Date: August 14, 2024

Agenda Item: 5.b.

Subject: 2025 Comprehensive Plan Update - Tentative Planning Commission Review Schedule

Staff Contact: John Coleman

Approved for Submittal to Commission by

LIBBY GRAGE

John Coleman

Action Type

Discussion

Summary Statement: Draft policy amendments for each Comprehensive Plan element (land use, housing, transportation, etc.) will be available for public review in the coming months. A tentative schedule is being developed that will identify anticipated dates for release of each draft element, Planning Commission review meetings, and opportunities for public comment. Staff will present the tentative schedule for the Planning Commission's review at the 8/14/24 PC meeting.

Background: The City is reviewing and updating the Comprehensive Plan and development regulations as required by the Growth Management Act. Efforts this spring and summer have focused on community engagement and early data collection and analysis. The next phase of the project is drafting updates to the plan's policies for review by the public and Planning Commission. Draft updates to plan elements will be introduced at Planning Commission work sessions over the fall and winter. Availability of the drafts and public comment opportunities will be advertised.

Previous Action: A listing of upcoming and past events and meetings related to the 2025 Comprehensive Plan Periodic Update is on the [project webpage](http://www.planacortes.org) (www.planacortes.org) under the "Meeting and Event Info" tab.

On August 5, 2024, City Council approved [Resolution 3161](#) Establishing the 2025 Comp Plan Update Docket.

Competing Viewpoints Considered: N/A

Recommended Motion: N/A - Discussion only

Alternative Actions: N/A

Attachments (listed in order presented): None