

Planning Board Handbook

This handbook is intended to provide an overview of the Planning Board and its processes and to gather useful references in one place. It is not exhaustive but touches on many of the aspects of the Board's organization and work. Rules of procedure and rules governing the election and duties of officers are included.

Two important documents are referenced in the handbook and are available on the City's website - the City's [Comprehensive Plan](#) and the [Edmonds City Code and Community Development Code](#) (ECDC).

Welcome from the Planning and Development Director

Hello! The City of Edmonds boards and commissions play an important role in serving our community. Each provides advice and recommendations to the Mayor and City Council regarding programs, activities, and issues unique to their mission and purpose. Edmonds Planning and Development Department oversees the Architectural Design, Planning and Tree Boards in addition to the Historical Preservation Commission. I am generally responsible for handling board budgets, staffing, and any legal or policy issues that may arise.

Thank you for your volunteer service to the City of Edmonds.

Susan McLaughlin, Director

Planning Board History

The Planning Board was created by Edmonds City Council in 1980 (Ordinance 2170). The Board combined the activities of the Park and Recreation Advisory Board, the Parking Commission, the City Planning Commission and Shorelines Management Citizens Advisory Committee. The Board has an official [webpage](#) which summarizes a variety of information about Board activities.

Planning Board Powers and Duties

All City boards and commissions have powers and duties codified in Title 10 of the Edmonds City Code (ECC), with the Planning Board covered by ECC [Chapter 10.40](#). Chapter 10.40 must be consistent with [Chapter 35.63 RCW](#) (Planning Commissions), which, among other things, identifies the powers of planning commissions; details the manner of appointments; and details organization, meetings, and rules. Per RCW 35.63.040, the Planning Board is required to hold at least one regular meeting in at least nine of the 12 months in a calendar year.

The Planning Board's powers and duties are spelled out in Section 10.40.020(C) and are listed below.

- C. Powers and Duties. The planning board shall serve in an advisory capacity to the mayor and the city council in the following matters:*

- 1. The board shall advise on all amendments to the comprehensive plan. This includes reviewing all elements of the plan on a periodic basis and reporting to the mayor and city council on the need for changes in the plan. It also includes holding public hearings and making recommendations to the mayor and city council on proposed changes to the plan, to the text of the development regulations, and also to the zoning map in the case of rezones, as provided in ECDC Title [20](#). Review of and recommendations for the plan may be prepared as a whole or in successive parts.*
- 2. The board shall advise the mayor and city council on all parking matters that involve an amendment or other modification to any city ordinance or code section within the jurisdiction of the board.*
- 3. The board shall serve as an ongoing park board and advise the mayor and city council on all matters relating to the acquisition and development of all city parks and recreation facilities.*
- 4. The board shall do research and investigation on specific projects assigned to it by the mayor and city council. The board will analyze data collected, arrange for public participation, and organize its findings. The board will then present its findings to the mayor and city council detailing a summary of pertinent data, public contribution, alternatives available, and may, if appropriate, recommend a course of action, giving reasons for such recommendation.*
- 5. The board shall have such other powers and duties as contained in Chapter [35A.63](#) RCW, as may be amended from time to time, that are not otherwise specifically delegated to the hearing examiner or other specific staff or agency of the city.*

Chapter 10.40 is included in its entirety as Appendix 1.

Orientation

The appointment process is outlined in ECC Section 10.40.020(A). Upon confirmation by the City Council, a city email address is assigned to board members for their use. All Board-related correspondence and meeting agendas from the city will be sent to that email. Board members should not use their personal email for City or Board business, which is subject to public disclosure and, when applicable, the Open Public Meetings Act (OPMA).

Staff Roles & Responsibilities

The Planning Manager is the staff liaison to the Planning Board and should be the main point of contact for board matters and has subject matter expertise related to Board business. They provide guidance in developing the Board's extended agendas, coordinate with the Board Chair on individual meeting agenda items, provide information and respond to questions on agenda items during the meeting, and record Board meetings.

The Senior Administrative Assistant to the Planning Division is primarily responsible for distributing meeting agendas and posting minutes once they are approved.

The Executive Assistant to the Mayor manages personnel on City boards and commissions, advertises for vacancies, and maintains the Planning Board position list. If your personal information changes during your tenure or should you need to resign your position during your term for any reason, please contact the Mayor's Executive Assistant.

Current Contact Information (as of March 2023); members will be informed of any changes.

Planning Manager: David Levitan, dlevitan@edmondswa.gov

Senior Admin Asst: Michelle Martin, michelle.martin@edmondswa.gov

Mayor's Exec Asst: Carolyn LaFave, carolyn.lafave@edmondswa.gov

Planning Director: Susan McLaughlin, susan.mclaughlin@edmondswa.gov

The Planning and Development Department is located on the second floor of City Hall (121 5th Ave. N) and can be reached at 425-771-0220.

Open Public Meetings Act (OPMA) training

The Washington State Open Public Meetings Act (OPMA), found in [RCW 42.30.020](#), and [ECC Chapter 10.02](#) strive for greater government transparency by requiring all board/commission business be conducted in open public meetings. All new board members are required to take OPMA training within 90 days of appointment and to retake the training every four years. The City Attorney typically provides an abbreviated training at a regular board meeting or the board retreat early in the year, but board members are also encouraged to take the more thorough [Attorney General's Office OPMA training](#) as well. Board members should provide Planning staff with a copy of their training certificate so that it can be forwarded to the City Clerk.

OPMA and communicating via email, social media, phone, etc.

Violations of OPMA laws can result in penalties, as well as a breakdown in confidence in government. The city and individuals (staff or board members) can be held liable for OPMA violations. For that reason, board and commission members are advised to conduct business in regular or special meetings and retreats, and err on the side of caution in emails and other communication between members outside of meetings on topics that may come before them, as even seemingly innocuous conversations or email discussions can unknowingly become "rolling quorums" or "serial meetings" in violation of OPMA rules. City emails are archived and indexed and subject public disclosure laws.

When the Planning Board considers a quasi-judicial matter – defined in [ECDC 20.01.001\(B\)](#) as "decisions that involve the use of discretionary judgment in the review of each specific application" - members should report any ex-parte communications on the topic when discussing at Board meetings, consistent with the guidance in [ECDC 20.06.070](#). Ex-parte communications are conversations with interested parties related to the matter. Per [ECDC Table 20.01.003\(A\)](#), rezones (zoning map amendments) and development agreements are the only Type IV quasi-judicial matters reviewed by the Board.

Urgent information that is to be conveyed to all board members prior to the next meeting should be sent to staff for distribution via "BCC" with 'no reply' expressly stated at the top

of informational emails. This [handout](#) from the Municipal Research Services Center (MRSC) helps explain electronic communications under OPMA rules.

Meetings

“Regular meetings” are conducted in a hybrid meeting format the second and fourth Wednesdays of the month at 7 PM. Meetings are scheduled for two hours but may run under or over time, depending on the agenda.

The in-person meeting location is in the Brackett Room on the third floor of Edmonds City Hall, which is located at 121 5th Avenue N, unless otherwise noted.

Planning Board members and the public may also attend remotely via the Zoom online platform. Board members are encouraged to attend in person when possible but may fully participate remotely. Board members join as a “panelist” which allows for members to speak and interact during the entire meeting, and are expected to have their camera on, if possible. Members of the public join as an “attendee,” which allows them to watch and listen to the meeting and be promoted by staff during public comment periods of the meeting, either general public comments or specific to a public hearing item, to provide oral testimony. Please allow sufficient time to join the webinar and notify staff if you are having technical difficulties.

“Special meetings” are any meetings that take place outside the regularly scheduled date, time and/or place. Public notice is required at least 24 hours in advance. The special meeting agenda must be posted online and physically at 3 locations: in City Hall, at the Edmonds Public Library and in the entrance to the Public Safety Building, outside Council Chambers. Once a special meeting agenda is posted, the board cannot consider any subject or issue that is not listed on the agenda per OPMA rules. Members may remove items but not add new items. Special meetings are typically called for emergencies or to focus on a specific topic or topics.

“Joint meetings” involving the Planning Board occur periodically. The Board may join another group’s meeting as with City Council, or may host another board or commission to discuss certain topics of common interest such as Tree Board, Economic Development Commission, Architectural Design Board, etc..

The Board “retreat” occurs during the first quarter of each year. The Board’s work plan for the year is typically established at the retreat.

Meeting Agendas

The purpose of an agenda is to organize Board business, set and achieve goals, plan events, and work on projects efficiently. Meeting agendas are a coordinated effort:

- Members contact Chair/Vice Chair with clearly stated agenda topics. Chair may ask member(s) how much time the topic may need and who will be leading the discussion. The Chair may suggest to members certain topics be placed on a subsequent meeting agenda.
- The Chair and staff discuss the upcoming meeting agenda to further clarify and prioritize topics. A final list of meeting topics is due to staff by 5pm on the Tuesday in the week prior to the upcoming meeting.

- Although agendas can be posted up to 24 hours before the meeting, out of courtesy to members, staff posts upcoming meeting agendas the Friday prior to the next meeting. That allows members sufficient time to review the upcoming meeting agenda, read the previous meeting minutes and complete any action items prior to the next meeting.
- Agendas (including special meeting agendas) must be posted at least 24 hours before the meeting, or the meeting cannot be held. Posting the meeting agenda constitutes public noticing.

Extended Agenda

The Planning Board maintains an extended agenda, which is a forward-looking schedule containing several months of meeting dates and proposed topics. Ever evolving, this agenda is intended for longer term meeting schedules and maintaining a list of quarterly and annual agenda items as well as topics of Board concern for future work.

Meeting Attendance

Your attendance at Planning Board meetings is important! If something arises that prevents you from attending a regular meeting, please notify the Planning Manager and the Planning Board Chair (or Vice Chair, as needed) as early as possible. Excused absences are at the discretion of the Chair and must be noted during the roll call. Per ECC Section 1.05.010, members of all boards/commissions must attend at least 70% of the regular meetings in any one calendar year and cannot miss more than 3 consecutive meetings, unless the absences are excused. Any board member that does not meet attendance requirements may be removed from that position by the mayor, per ECDC 1.05.020 and 1.05.030 (Appendix 2). Should a board member experience continued difficulties in meeting the minimum meeting requirements, they are encouraged to consider whether they are able to make the time commitment needed to serve on the Planning Board.

Meeting Notes

Planning Board meetings are recorded by audio and video and professionally summarized as draft meeting minutes to provide sufficient detail on board discussions and actions. Draft minutes are included in the meeting packet of a future meeting, which is most often the next meeting, for approval by the board. Board members should review the draft minutes and discuss any changes to them that are needed. Once approved or approved as corrected, meeting minutes are posted on the Planning Board meeting webpage.

Board Administration, Membership, Officers, and Quorum

By code, the Planning Board consists of seven members plus one alternate. The Board may also have a non-voting student representative. All Board members must be Edmonds residents and ideally be from different areas of the city. No planning experience is required. The goal is to have board members with varied occupational and professional experience.

Officer Positions

Officers are typically selected the last meeting of the year or the first meeting of a new year. If volunteering for an officer position, please carefully consider your personal schedule, your comfort level with electronic communication and availability outside of

meetings for tasks such as coordinating meeting agendas. While it is not essential to have an in-depth knowledge of planning topics, the Chair should be familiar with rules of order to facilitate meetings. When nominating someone, consider the same.

The Chair runs board meetings and is the primary liaison with staff, including agenda planning. The Vice Chair operates in the same capacity when the Chair is not available.

ECC Section 10.40.020(D)(6) notes that the board shall adopt rules governing election and duties of officers of the board. The Chair/Vice Chair positions have typically rotated each year, with the Vice Chair often moving to Chair (if interested) when the previous Chair's year is up. Board members should nominate and vote on candidates for both the Chair and Vice Chair positions.

Should the Chair position become vacant, the Vice Chair shall become the Chair for the duration of the term, until the following year's election. Should the Vice Chair become vacant, the position shall be elected at the next regular board meeting at which a quorum is present.

As needed, the board may establish committees of three members or fewer to conduct business defined by the Board that occurs outside of regular meetings, such as a more detailed analysis of specific planning topics that would then be reported back to the entire board during a public meeting. Creation of such committees may be proposed by any board member and shall be appointed by the Chair, with board members able to volunteer or nominate others to serve.

Quorum

All board members share an equal right and obligation to participate in Planning Board decisions. This [handout](#) from Jurassic Parliament is helpful in making a shift from discussing affairs in a conversational manner to conducting board business in a democratic manner. Board business is conducted by vote by a minimum number of members (quorum). Per ECDC 10.40.020, four Planning Board members constitute a quorum for transaction of business when all positions have been appointed, with at least three members needed to take action on any particular item before the Board. That is, if four members are present but two abstain from voting on an item, no action could be taken on that item. If the number of members should be reduced to six or less for any reason, including a member's removal for failure to maintain attendance, three members shall constitute a quorum (per ECDC 1.05.010).

The Alternate position abstains from voting when all seven regular members are present. In the event a regular member is absent or disqualified for any reason, the alternate has all the powers of a regular member, including the right to vote on board decisions. The alternate is subject to the same attendance requirements as regular board members. If a regular position on the board becomes vacant, the alternate becomes a regular member and fills that vacancy for the remainder of the unexpired term. The student member does not vote on Board decisions.

Budget

The Council provides money annually for professional services used by staff to support the Planning Board including the professional to prepare minutes, printing, noticing, and the like.

Document Storage

The City's Information Services (IS) Department has set up accounts for boards and commissions in the City's File Transfer Protocol server, [WingFTP](#), for document and photo storage related to board business. Due to public records laws, Board members should not use personal or other external file storage. The staff liaison can provide the FTP server password and account login information. Board members can log on to WingFTP to upload new documents to share with the Board, and can also download documents from the server to make changes, then upload the edited documents. Staff will periodically review the materials on the FTP server for compliance with [Local Government Records Retention Schedules](#) established by the Washington State Archives (see Appendix D for Land Use retention schedule).

Member Conduct

Except where there are conflicts with ECDC Chapter 10.40 and this handbook, *Robert's Rules of Order* shall be applied and followed, as summarized on the [MRSC website](#) and detailed in this [2017 MRSC report](#). At meetings, please respect fellow board members' time by holding new topics that are not on the agenda until the following meeting agenda and limiting personal commentary. Board members should insist on courtesy and respect and refrain from personal remarks, insulting language, attacks, interruptions, sidebar conversations, and disrespectful body language. The Chair or any member should be comfortable in identifying conduct that they believe is inappropriate or unprofessional and requesting that it stop immediately.

Outside of meetings, all communication with City staff should be through the contacts referenced previously.

As residents of Edmonds, board members are free to participate in a variety of projects, activities, and discussions that impact the city outside of their official role, so long as they do so in an individual capacity and not as a representative of the Planning Board. Members should be especially cautious on topics that are likely to come before the Board in its advisory role to City Council, and are encouraged to proactively disclose any actions or discussions that may be raised in association with Washington State's Appearance of Fairness Doctrine ([Chapter 42.36 RCW](#)).

Appendices

1. Planning Board code (ECC 10.40)
2. Public Meeting attendance (ECC 1.05)
3. City email password/sign-in procedure
4. State of Washington Records Retention Schedule – Land Use Planning

Appendix 1. Planning Board enabling language ([Chapter 10.40](#) of the Edmonds City Code)

10.40.010 Purpose.

The purpose of this chapter is to provide for the creation of a planning board pursuant to Chapter [35A.63](#) RCW, and provide for its membership, organization, operation, and expenses. The planning board shall generally serve in an advisory capacity to the city in regional and local planning and specifically assist in the development of the comprehensive plan and development regulations and their successive review and amendment from time to time. The board shall have the additional duties specifically set forth in this chapter and such ad hoc duties as the city council may from time to time assign to it. [Ord. 4222 § 1 (Att. A), 2021; Ord. 2342, 1983; Ord. 2170 § 2, 1980].

10.40.020 Planning board.

A. Appointment. There is created the planning board, consisting of seven members. Each member shall be appointed by the mayor, subject to confirmation by the city council.

- 1. Members of the board must be residents of the city of Edmonds.*
- 2. Although the city of Edmonds is not divided into political or geographical wards, it is the intent of this section that said board membership shall maintain a reasonable balance of geographical distribution throughout the city of Edmonds.*
- 3. It is the intent of this section to maintain a diversified representation of occupations and experience on the planning board. To this end each appointee shall be considered for board membership according to his/her field of experience, among other factors.*
- 4. An alternative member shall be appointed to serve in the event any regular member is absent or disqualified for any reason. In the event a regular member is absent or disqualified for any reason, the alternate shall have all the powers of a regular member, including the right to vote on board decisions. The alternate shall be subject to the same attendance requirements as regular board members. In the event that a regular position on the board shall be declared vacant, the alternate shall be deemed to fill such vacancy for the remainder of the unexpired term.*

B. Term. In order to provide for continuity of membership, members shall be assigned a position number. Except as provided below, two positions shall expire each year. The term of each position shall be four years; provided, that the current term for each position shall expire, and a new term shall begin, at the end of the years shown, respectively, below; and further provided, that the current term for Position 1 will be a short term ending at the end of 2022, to be followed by a four-year term:

Position One - 2022	Position Five - 2024
Position Two - 2022	Position Six - 2024
Position Three - 2023	Position Seven - 2021
Position Four - 2023	Alternate - 2021

C. Powers and Duties. The planning board shall serve in an advisory capacity to the mayor and the city council in the following matters:

1. The board shall advise on all amendments to the comprehensive plan. This includes reviewing all elements of the plan on a periodic basis and reporting to the mayor and city council on the need for changes in the plan. It also includes holding public hearings and making recommendations to the mayor and city council on proposed changes to the plan, to the text of the development regulations, and also to the zoning map in the case of rezones, as provided in ECDC Title [20](#). Review of and recommendations for the plan may be prepared as a whole or in successive parts.

2. The board shall advise the mayor and city council on all parking matters that involve an amendment or other modification to any city ordinance or code section within the jurisdiction of the board.

3. The board shall serve as an ongoing park board and advise the mayor and city council on all matters relating to the acquisition and development of all city parks and recreation facilities.

4. The board shall do research and investigation on specific projects assigned to it by the mayor and city council. The board will analyze data collected, arrange for public participation, and organize its findings. The board will then present its findings to the mayor and city council detailing a summary of pertinent data, public contribution, alternatives available, and may, if appropriate, recommend a course of action, giving reasons for such recommendation.

5. The board shall have such other powers and duties as contained in Chapter [35A.63](#) RCW, as may be amended from time to time, that are not otherwise specifically delegated to the hearing examiner or other specific staff or agency of the city.

D. Operation.

1. The city planning division shall provide regular staff services to the planning board. Other city departments shall provide staff services as requested by the planning board.

2. The city council shall establish an annual budget for planning board operations for services in addition to regular staff services. Should the planning board and planning staff determine that a particular project requires services in addition to those normally provided by the city staff, then an estimate of needs detailing the type of assistance and funding required shall be presented to the city council for approval before that project is undertaken.

3. Four members of the board shall be the minimum number necessary to constitute a quorum for the transaction of business; provided, that the vote of not less than three members shall be necessary to take action on any particular item before it.

4. Regular meetings of the board are held the second and fourth Wednesday of each month at 7:00 p.m. as hybrid meetings that are accessible both virtually and in-person and where the in-person component is conducted in the Brackett Room, Edmonds City Hall, 121 Fifth Avenue N., Edmonds, Washington.

5. *The city council shall meet periodically with the planning board at a city council meeting in order to review and update planning board agendas. The intent of this section is to stimulate continuing communication between mayor, city council and the planning board in an effort to identify and solve the problems facing the city of Edmonds. Nothing herein shall be construed to limit the manner in which items are placed on a planning board agenda nor the topics that may be considered by the planning board.*

6. *The board shall adopt rules of procedure and rules governing election and duties of officers of the board; provided, however, said rules shall pertain only to the internal procedures of the members and said rules and procedures may be questioned only by members of the board and do not give standing to question said procedures to nonmembers or other parties. [Ord. 4290 § 1 (Exh. A), 2023; Ord. 4222 § 1 (Att. A), 2021; Ord. 3421 § 1, 2002; Ord. 3094 § 1, 1996; Ord. 2659, 1988; Ord. 2656 § 4, 1988; Ord. 2433, 1984; Ord. 2342, 1983; Ord. 2196 § 1, 1981; Ord. 2170 § 3, 1980].*

Appendix 2: Public Meeting Attendance ([Chapter 1.05](#) of the Edmonds City Code)

1.05.010 Attendance required – Remote participation allowed.

A. In addition to being subject to removal for other particularized grounds as set forth in applicable provisions of the Edmonds City Code and violations of the city of Edmonds Code of Ethics for Board and Commission Members, members of all city boards, commissions and committees (hereinafter “members”), except as set forth herein, shall be removed from office, and the position deemed vacant as set forth in ECC 1.05.020(C) if such member attends less than 70 percent of the regular meetings in any one calendar year, and/or is not in attendance at three or more consecutive regular meetings. Members may participate in board and commission meetings remotely (by telephone, video conference, etc.) and such participation shall be considered attendance for the purposes of this subsection; provided, that any such participation must allow for all other members of the board or commission and any public in attendance to hear the member on the remote device; and provided further, that any member participating remotely must commence participation at the beginning of the meeting and must declare an intention to participate until the end of the meeting. Remote participation is not a right. Reasonable efforts should be made to facilitate remote participation within the limits of the city’s personnel and fiscal resources, but technical disruption may still occur. After resuming a remote connection after any technical disruption of said connection, the chair shall determine, subject to appeal, whether a remote member may participate in any action on a matter that may have been discussed during the disconnection, based on the duration of the disconnection, nature of the discussion, etc.

B. The chairperson of the particular board, commission or committee may excuse, subject to appeal, any member from attendance at any particular meeting or meetings for reasons that are (1) work related, (2) due to illness or death in the family, (3) extended vacations in excess of two weeks in length, or (4) technical disruption; provided, however, each such excused absence shall be so noted by the chairperson at the meeting from which the member is being excused and such fact shall be recorded in the minutes along with the reason given for the excused absence by the member. Excused absences shall not be counted for purposes of removal from office, but only if so noted in the minutes as set forth herein. In the absence of the chairperson, the member acting in the chairperson’s behalf, such as vice-chairperson or pro tem, shall make the determination, subject to appeal, of whether the absence is excused, and announce the same for recording in the minutes of the meeting from which the member is excused. [Ord. 4266 § 1, 2022; Ord. 4098 § 1, 2018; Ord. 2556, 1986; Ord. 2033 § 2, 1978; Ord. 2156 § 1, 1980].

1.05.020 Attendance records.

A. The city clerk shall keep a record of attendance of all board, commission and committee meetings. Upon any member failing to attend three or more consecutive regular meetings without the chairperson’s excuse being noted in the minutes, the city clerk shall certify said member’s name in writing to the mayor and shall notify in writing the members, the chairperson, and the appropriate city department head.

B. On or before January 15th of each calendar year, commencing in 1980, the city clerk shall compile a list of members, if any, who have attended less than 70 percent of the regular meetings in the past calendar year without the chairperson's excuses being noted in the minutes, and shall certify this list to the mayor. The city clerk shall also notify in writing the members, the applicable chairperson and the appropriate city department head.

C. The member shall be automatically removed from office and the position deemed vacant as of the date of the city clerk's written notification as set forth in subsections (A) and (B) of this section. [Ord. 2033 § 3, 1978; Ord. 2156 § 2, 1980].

1.05.030 New nominees appointment/ confirmations.

Upon receipt from the city clerk of the names of members failing to maintain attendance as provided herein, the mayor shall, within 90 days thereof, submit new nominations to the city council for confirmation. The city council shall confirm or reject the nominations within 30 days after the mayor submits the nominations to the council for consideration. A member removed for failing to maintain attendance as provided by this chapter may not be renominated or reappointed to a position on that or other city of Edmonds' board, committee or commission for at least one year after removal. [Ord. 2033 § 4, 1978].

1.05.040 Exemptions.

The provisions of this chapter shall not apply to members of the following boards, commissions and committees:

A. Edmonds city council; and

B. Edmonds civil service commission. [Ord. 2033 § 5, 1978].

1.05.050 Quorum requirements.

A. Notwithstanding any other provision of the Edmonds City Code, if the number of members of any city board, commission or committee having seven positions and subject to this chapter should be reduced to six or less for any reason, including a member's removal for failure to maintain attendance, three members shall constitute a quorum.

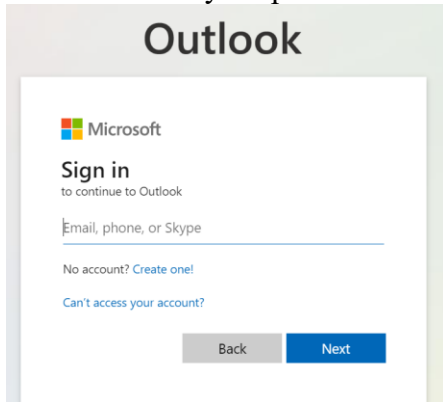
B. Members participating in a board or commission meeting remotely, as provided for in ECC 1.05.010, shall be counted towards the number of members required to constitute a quorum by the regulations pertaining to each board or commission, provided in ECC Title 10. [Ord. 4098 § 2, 2018; Ord. 2033 § 6, 1978].

Appendix 3: Instructions for accessing City Email

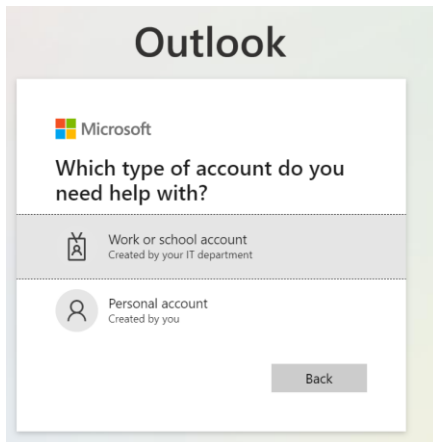
Please click here to access outlook.office365.com

You will then be directed to the below paged where you may enter your email (Firstname.Lastname@edmondswa.gov)

If need to reset your password click into “Can’t access your account?” to reset.



Click into Work or school account



Then answer the following questions provided in the next screen which should look like this.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next Cancel

Appendix 4: State of Washington Records Retention Schedule – Land Use Planning

See the latest version of “Land use Planning and Permitting Records Retention Schedule” on the Washington State Archives Local Government Records Retentions Schedules [website](#).