

TAB 7



Kitsap County Department of Community Development

Staff Report and Recommendation Annual Comprehensive Plan Amendment Process for 2018 Affordable Housing

Report Date	6/25/18
Hearing Date	7/17/2018 and 7/31/2018
Amendment Type	County-sponsored Amendment
Description	This amendment includes the following proposed changes to Chapter 4 (Housing and Human Services): <ul style="list-style-type: none">• Add a new strategy (Affordable Housing Inventory and Transportation Analysis) and update hyperlinks to documents referenced in the chapter.
Geographic Area Affected	Unincorporated Kitsap County
SEPA	Determination of Non-Significance
Department Recommendation	Adopt as proposed

This report and recommendation are based on information available at the time of publication. If new relevant and material facts are discovered, this staff report will be revised and the department recommendation may change.

1. Background

The Kitsap County Comprehensive Plan describes the 20-year vision for unincorporated Kitsap County and how that vision will be achieved. The plan covers land use, economic development, environment, housing and human services, transportation, capital facilities and utilities as well as parks, recreation, and open space. The Comprehensive Plan is mandated by the Washington State Growth Management Act (GMA, RCW 36.70A).

A. Authority

The GMA mandates that Kitsap County's Comprehensive Plan and development regulations be reviewed and, if needed, revised at least every 8-years [RCW 90.70A.130(5)]. The most recent Kitsap County 8-year update concluded with the adoption of the 2016 Kitsap County Comprehensive Plan on June 27, 2016 by Ordinance 534-2016. The GMA also mandates that Kitsap County's Comprehensive Plan and development regulations be subject to continuing review and evaluation, allowing for

annual amendments to the Comprehensive Plan and development regulations [RCW 36.70A.130(1)].

Kitsap County Code sets forth a process and criteria for making amendments to the Comprehensive Plan [KCC 21.08]. In making amendments, the County must consider:

- Whether the proposed amendments are consistent with and supports other plan elements and or development regulations, and if not, what additional amendments to the plan and/or development regulations will be required to maintain consistency;
- Whether the proposed amendment to the plan and/or regulation will more closely reflect the goals and policies of the Comprehensive Plan;
- Whether the proposed amendment is consistent with the Kitsap County-wide Planning Policies; and
- Whether the proposed amendment complies with the requirements of the GMA.

The final docket adopted by the Board of County Commissioners on April 4, 2018 (Resolution No. 064-2018) allows for consideration of this amendment during Kitsap County's annual Comprehensive Plan amendment process for 2018.

B. Proposed Amendment

The proposed amendment is provided in Attachment A and includes the following changes to Chapter 4 (Housing and Human Services):

- Add a new strategy (Affordable Housing Inventory and Transportation Analysis) and update hyperlinks to documents referenced in the chapter.

This amendment was prepared at the request of the Kitsap County Board of Commissioners to “review and revise, as needed, policies regarding affordable housing in Kitsap County.” Staff from the Department of Human Services reviewed the existing goals and polices in the Comprehensive Plan related to affordable housing and determined they are comprehensive and do not require further revision at this time. However, reviewers did identify that a new strategy to complete an Affordable Housing Inventory and Transportation Analysis is needed to better implement existing affordable housing policies and strategies. The challenges presented by the shortage of housing that is affordable to people with low-incomes has worsened over the last several years, contributing to displacement and homelessness. The analysis in this report will assist decision makers, staff, and community stakeholders in determining the scope of the need for low-income affordable housing and will identify potential tools to address the need. A similar report produced for the Skagit Council of Governments in August 2017 by EcoNorthwest provides one potential model for this report.

C. Geographic Description

Generally, text amendments to the Kitsap County Comprehensive Plan only affect unincorporated Kitsap County. However, the new Strategy #1 (Affordable Housing Inventory and Transportation Analysis) proposed in this amendment will consider both incorporated and unincorporated Kitsap County as required under the Kitsap Countywide Planning Policies.

2. Department Recommendation

Having analyzed the proposed amendment and other alternatives, if applicable, the Department recommends:

- Adoption of the amendment:
 - as proposed above
 - as described in Alternative ___ below
 - with revisions described below
 - with conditions described below
- Deferral of the amendment to a future docket
- Denial of the amendment

A. Revisions

None.

B. Conditions

None.

C. Rational

Housing affordability is decreasing and demand for housing that is affordable for households with lower incomes is increasing in Kitsap County. Existing goals and policies in the Comprehensive Plan related to affordable housing are comprehensive and do not require further revision at this time. However, a new strategy to complete an Affordable Housing Inventory and Transportation Analysis is needed to:

- Better determine the current landscape of affordable housing and scope of the need for additional housing units;
- Identify policies and strategies that will support the development of additional units of housing that is affordable for low-income households; and
- Increase understanding of how the existing transportation system aligns with current housing stock.

3. Other Alternatives Considered

None. Staff reviewed the existing goals and policies in the Comprehensive Plan related to affordable housing and determined they are comprehensive and do not require further revision at this time.

4. Analysis

Amendments to the Comprehensive Plan must be consistent with the criteria outlined in Kitsap County Code (KCC) Chapter 21.08. Applicable criteria are analyzed below. A summary of the State Environmental Policy Act (SEPA) review of this amendment is located at the end of this section.

A. General Decision Criteria (KCC 21.08.070.A)

For each proposed amendment to the Comprehensive Plan, the Planning Commission in reaching its recommendation, and the Board of Commissioners in making its decision, shall develop findings and conclusions, which demonstrate:

- 1. How circumstances related to the proposed amendment and/or the area in which the property affected by the proposed amendment is located have substantially changed since the adoption of the Comprehensive Plan or applicable development regulations;*

Staff Analysis: Housing affordability is decreasing and demand for housing that is affordable for households with lower incomes is increasing in Kitsap County.

- 2. How the assumptions upon which the Comprehensive Plan is based are no longer valid, or there is new information available which was not considered during the adoption of, or during the last annual amendment to, the Comprehensive Plan or development regulations; and*

Staff Analysis: The Comprehensive Plan assumptions are still valid, however, a comprehensive understanding of the current and anticipated affordable housing landscape is needed to better implement the existing affordable housing policies and strategies in the Comprehensive Plan.

- 3. How the requested redesignation is in the public interest and the proposal is consistent with the Kitsap County Comprehensive Plan.*

Staff Analysis: Not applicable – this is not a redesignation request.

B. Additional Decision Criteria (KCC 21.08.070.B)

In addition to the findings and conclusions above, for each proposed text amendment, the Planning Commission in reaching its recommendation, and the Board of Commissioners in making its decision, shall develop findings and conclusions which consider:

1. *Whether the proposed amendment is consistent with and supports other plan elements and/or development regulations and, if not, what additional amendments to the plan and/or development regulations will be required to maintain consistency;*

Staff Analysis: The proposed amendment to Chapter 4 (Housing and Human Services) is consistent with and supports other plan elements. The proposed new strategy (Affordable Housing Inventory and Transportation Analysis) will be used to better implement existing policies and strategies, including development regulation changes that will encourage affordable housing development and alternative housing types.

2. *Whether the proposed amendment to the plan and/or regulation(s) will more closely reflect the goals, objectives and policies of the Comprehensive Plan and reflect the local circumstances of the county;*

Staff Analysis: The proposed amendment to Chapter 4 (Housing and Human Services) will ensure that implementation of existing policies and strategies more closely align with the local circumstances of the county. The proposed new strategy (Affordable Housing Inventory and Transportation Analysis) will be used to better implement existing policies and strategies, including development regulation changes specific to Kitsap County circumstances that will encourage affordable housing development and alternative housing types.

3. *Whether the proposed amendment is consistent with the Kitsap County-wide Planning Policy;*

Staff Analysis: The proposed amendment to Chapter 4 (Housing and Human Services) is consistent with the [Kitsap County-wide Planning Policies](#) (CPPs; adopted on 5/11/2015 by Kitsap County Ordinance 522-2015). The proposed new strategy (Affordable Housing Inventory and Transportation Analysis) implements Policy I.1.a and will be conducted consistent with Element I of the CPPs, including:

- Using the household income categories defined in the CPPs;
- Coordinated under the Kitsap Regional Coordinating Council;
- Coordinated with the County, Cities, and housing agencies;
- Coordinated with the Puget Sound Regional Council; and
- Synchronized with the next countywide Buildable Lands Analysis and 8-year updates of County and City Comprehensive Plans.

4. *Whether the proposed amendment complies with the requirements of GMA, state and local laws and other applicable inter-jurisdictional policies or agreements; and*

Staff Analysis: The proposed amendment to Chapter 4 (Housing and Human Services) will ensure better implementation of existing policies and strategies and is consistent with the requirements of GMA, state and local laws and other applicable inter-jurisdictional policies and agreements, which require the Comprehensive Plan to address affordable housing, including the consideration of linkages between land use and transportation.

5. *An explanation of why language should be added to the Comprehensive Plan or why existing language should be modified or deleted.*

Staff Analysis: Housing affordability is decreasing and demand for housing that is affordable for households with lower incomes is increasing in Kitsap County. A new strategy to complete an Affordable Housing Inventory and Transportation Analysis is needed to better implement existing affordable housing policies and strategies.

C. State Environmental Policy Act (SEPA)

The Kitsap County SEPA official issued a SEPA threshold determination of non-significance (DNS; Attachment B1) for this amendment after having reviewed the SEPA environmental checklists prepared for this amendment (Attachment B2) and all of the other proposed Comprehensive Plan amendments. The SEPA official's review found that this amendment is not related to or dependent on any of the other amendments and therefore an independent SEPA threshold determination was made regarding this amendment.

Notice of this SEPA threshold determination was:

- Filed with the Washington State Department of Ecology [SEPA Register](#);
- Published in the Kitsap Sun newspaper (6/29/2018); and
- Integrated with other public announcements described in Section 5 below.

The SEPA threshold determination and environmental checklist was also distributed to agencies with jurisdiction, the Department of Ecology, affected tribes, and each local agency or political subdivision whose public services would be changed as a result of implementation of the proposal.

The SEPA comment period will run concurrently with the public comment period for the proposed amendment as described in Section 5 below.

5. Public Involvement and Outreach

Kitsap County's public involvement and outreach in support of this amendment has exceeded the requirements of the Growth Management Act (RCW 36.70A) and Kitsap County Code (KCC 21.08).

Public involvement and outreach in support of this amendment has included the following:

- An [Online Open House](#) with information about previous, current, and upcoming phases of the 2018 amendment process.
- A public comment period (11/27/2017 – 12/15/2017) and a public hearing by the Kitsap County Board of Commissioners (12/11/2017) while setting the initial docket of amendments. Based on public comments, the Board of Commissioners added a review of affordable housing policies (i.e. the subject of this amendment) to the docket of amendments. Notifications and announcements regarding this comment period and public hearing included the following:
 - Legal notice published in the Kitsap Sun newspaper (11/27/2017);
 - Broadcast announcements via email, text message, Facebook.com, Twitter.com, and Nextdoor.com; and
 - Formal letters to Tribes with usual and accustomed area in Kitsap County.
- Legal notice announcing the docket of amendments was published in the Kitsap Sun newspaper (1/8/2018).
- Presentations to various Kitsap County advisory groups and community groups.

Comment Period and Public Hearing

A new comment period regarding the proposed amendment (Attachment A), this staff report, and the SEPA determination (Attachment B1) will run through Tuesday, August 7, 2018.

- During this public comment period, the public may learn more about this and other amendments by:
 - Visiting an [Online Open House](http://tinyurl.com/kitsap2018cpa) (<http://tinyurl.com/kitsap2018cpa>);
 - Attending one of the following Open Houses:
 - July 10, 2018 (5:30-7:30 PM) at the Village Green Community Center (26159 Dulay Rd NE, Kingston)
 - July 11, 2018 (5:30-7:30 PM) at the Givens Community Center (1026 Sidney Ave Rm # 115, Port Orchard)
 - July 12, 2018 (5:30-7:30 PM) at the Silverdale Water District (5300 NW Newberry Hill Rd #100, Silverdale)
 - Attending applicable Planning Commission meetings; or
 - Contacting the staff listed in Section 6 below.
- To be included in the official record, written comments must be submitted to the Department of Community Development before 11:59 PM on Tuesday, August 7, 2018 using one of the following methods:
 - Entered [online via computer or mobile device](#);

- Emailed to CompPlan@co.kitsap.wa.us;
- Mailed to 614 Division St - MS36, Port Orchard, WA 98366;
- Dropped off at the Permit Center at 619 Division St, Port Orchard; or
- Dropped off at one of the open houses listed above.
- Oral and written testimony may also be made to the Kitsap County Planning Commission at the following public hearings in the Commissioner's Chambers on the 3rd Floor of the Kitsap County Administration Building (619 Division St, Port Orchard):
 - 7/17/2018 (5:30 PM); and
 - 7/31/2018 (5:30 PM).
- Notifications and announcements regarding this comment period and public hearing include the following:
 - Legal notice published in the Kitsap Sun newspaper;
 - Broadcast announcements via email, text message, Facebook.com, Twitter.com, and Nextdoor.com;
 - Notice signs posted on site-specific amendment properties;
 - Notices mailed to property owners near site-specific amendments and other geographically specific amendments; and
 - Formal letters to Tribes with usual and accustomed area in Kitsap County.

Additional public involvement and outreach will occur in October through December when the Kitsap County Board of Commissioners will be considering the amendments.

6. Staff Contact

Report prepared by:



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Report approved by:



**Jim Bolger, Assistant Director
Department of Community Development**



**Peter Best, Senior Planner
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7. Attachments

- A. Proposed Amendment
- B. State Environmental Policy Act (SEPA)
 - 1. SEPA Determination
 - 2. SEPA Checklist

Amendment #1: Housing and Human Services Chapter

The Kitsap County Comprehensive Plan, Chapter 4 (Housing and Human Services), pages 4-57 to 4-58, adopted by Ordinance 534 (2016), is amended as follows:

Housing and Human Services Strategies

Strategy 1 – Affordable Housing Inventory and Transportation Analysis
Supports policies 2, 3, 4, 7, 9-14, 21-23

Conduct a comprehensive study of Kitsap County’s current housing landscape and inventory to determine what type of housing is needed currently and in the future based on Kitsap’s employment and socio-economic profile, and to determine whether the current housing stock and employment distribution align with the transportation network and transit service.

- Partnerships: County elected officials and staff (including Department of Community Development, Human Services – Housing and Homelessness Division and Human Services – Community Development Block Grant Division), Cities, affordable housing providers, private housing developers/builders, social service agencies, Navy housing providers, land owners, real estate professionals, and consultants.
- Public Outreach: Kitsap County stakeholder outreach tools, form new Affordable Housing Task Force.
- Finance and Budget: Community Development Block Grant Division, Housing and Homelessness Division, other jurisdictions and community partners, and County staff time.
- Project Selection: County RFP process
- Monitoring: Establish timelines for study solicitation, execution, and completion.

Strategy 4 2 – Regulatory Changes
Supports policies 2, 3, 5, 7, 9-14

Use the Affordable Housing Inventory and Transportation Analysis and/or other ~~research~~ ~~Research~~, to evaluate and implement the most effective regulatory tools and incentives (e.g. inclusionary zoning, impact fees, and others), to encourage affordable housing development and alternative housing types (e.g. tiny houses, Housing First units, micro units, boarding houses, Single Residence Occupancy units (SROs), and others).

- Partnerships: County elected officials and staff (including Department of Community Development), affordable housing providers, private housing developers/builders, Navy housing providers, social service agencies, land owners and real estate professionals.

- Public Outreach: Kitsap County stakeholder outreach tools, form new Affordable Housing Task Force.
- Finance and Budget: Board of Commissioners and County staff time.
- Project Selection: Affordable Housing Task Force to make recommendations to the Board of Commissioners for regulatory changes.
- Monitoring: Establish baseline of affordable housing units; list of proposed prioritized changes with milestones; implementation of recommendations; track changes in the production of new affordable units.

Strategy 2 3 – Development and expansion of financial resources
Supports policies 1, 6

Research, evaluate and implement new mechanisms for additional local funding for affordable housing and homeless housing and services.

- Partnerships: County elected officials and staff, affordable housing developers, social service agencies, private foundation/funders, citizens.
- Public Outreach: Kitsap County stakeholder outreach tools.
- Finance and Budget: Board of Commissioners and County staff time, community volunteer time.
- Project Selection: Staff and stakeholder recommendations to the Board.
- Monitoring: Establish baseline of current financial resources; produce analysis of options; implementation of recommendations; track changes in new funding availability.

Strategy 3 4 – Implement the Homeless Housing Plan
Supports policies 4, 10, 15, 21

Implement the strategies and action steps identified in the Kitsap Homeless Housing Plan.

- Partnerships: County elected officials and staff, social service agencies (Kitsap Continuum of Care Coalition), faith based organizations, elected officials, Tribes, Federal and State Agencies, housing developers, foundations, people experiencing homelessness, citizens.
- Public Outreach: Kitsap County stakeholder outreach tools in addition to community engagement strategies and action steps identified in the Kitsap Homeless Housing Plan.
- Finance and Budget: Board of Commissioners and County staff time, more money and resources.
- Project Selection: Projects and programs identified in the Kitsap Homeless Housing Plan, through existing County processes.

- Monitoring: Identification and implementation of initial and subsequent action steps, performance indicators listed in Kitsap Homeless Housing Plan.

Strategy 4.5 – Analysis of Impediments and Fair Housing Plan
Supports policies 11-13

Analyze impediments (including regulatory barriers) to fair housing and develop and implement a Fair Housing Plan.

- Partnerships: County, Cities, Housing Authorities, housing providers, HUD.
- Public Outreach: Create new Working Group, Kitsap County stakeholder outreach tools.
- Finance and Budget: Board of Commissioners and County staff time, agency staff time.
- Project Selection: Projects and programs identified in the Fair Housing Plan.
- Monitoring: Implement action steps and measure progress using identified indicators included in the Fair Housing Plan.

References

- 2016-2019 Draft Kitsap County Aging and Long Term Care Area Plan
<http://www.kitsapgov.com/alte/>
<https://www.kitsapgov.com/hs/Pages/Aging-Landing.aspx>
- Housing and Homelessness Program Overview
http://www.kitsapgov.com/hs/housing/housing_grant.htm
<https://www.kitsapgov.com/hs/Pages/HH-Housing-and-Homelessness-Landing.aspx>
- The Block Grant Program – Consolidated Plan
http://www.kitsapgov.com/hs/block_grant_program/edbg.htm
<https://www.kitsapgov.com/hs/Pages/CDBG--LANDING.aspx>
<http://www.kitsapgov.com/hs/commission/ccy.htm>
- Developmental Disabilities Program
<http://www.kitsapgov.com/hs/devdis/devdisabl.htm>
<https://www.kitsapgov.com/hs/Pages/DD-Landing.aspx>
- Veterans Assistance Program
<http://www.kitsapgov.com/hs/veterans/VA.htm>
<https://www.kitsapgov.com/hs/Pages/VAB-LANDING.aspx>
- Substance Abuse Prevention
<http://www.kitsapgov.com/hs/substanceabuse/substanceabuseprevention.htm>
<https://www.kitsapgov.com/hs/Pages/PREVENTION-Landing.aspx>

Placeholder For:
SEPA Determination

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals: [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. **Background** [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)

2018 Kitsap County Comprehensive Plan Amendment – Affordable Housing (a non-project action)

2. Name of applicant: [\[help\]](#)

Kitsap County Department of Human Services

3. Address and phone number of applicant and contact person: [\[help\]](#)

Kirsten Jewell, Housing and Homelessness Program Coordinator
KJewell@co.kitsap.wa.us
360-337-7286

4. Date checklist prepared: [\[help\]](#)

May 10, 2018

5. Agency requesting checklist: [\[help\]](#)

Kitsap County

6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)

Amendment is expected to be adopted in December 2018.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)

The plan is subject to continuous review and may be amended in future years. Actions to implementation the plan may occur in future years and are subject to applicable individual environmental review.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)

None.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)

Not applicable for this non-project action

10. List any government approvals or permits that will be needed for your proposal, if known.

[\[help\]](#)

This amendment will need to be adopted by Kitsap County ordinance.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)

This amendment calls for producing an Affordable Housing Inventory and Transportation Analysis Report to assist decision makers, staff, and community stakeholders in determining the scope of the need for housing that is affordable for low-income households, identifying potential tools to address the need, and increasing understanding of how the current transportation system aligns with existing affordable housing. It is anticipated to be modeled on a similar report produced for Skagit County in August 2017 by EcoNorthwest.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

Generally, text amendments to the Kitsap County Comprehensive Plan only affect unincorporated Kitsap County. However, the Affordable Housing Inventory and Transportation Analysis proposed in this amendment will consider both incorporated and unincorporated Kitsap County.

B. Environmental Elements [\[help\]](#)

1. Earth [\[help\]](#)

a. General description of the site: [\[help\]](#)

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

Not applicable for this non-project action

b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

Not applicable for this non-project action

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

Not applicable for this non-project action

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

Not applicable for this non-project action

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)

Not applicable for this non-project action

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)

Not applicable for this non-project action

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)

Not applicable for this non-project action

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

Not applicable for this non-project action

2. Air [\[help\]](#)

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)

Not applicable for this non-project action

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)

Not applicable for this non-project action

- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

Not applicable for this non-project action

3. **Water** [\[help\]](#)

- a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)

Not applicable for this non-project action

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)

Not applicable for this non-project action

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)

Not applicable for this non-project action

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

Not applicable for this non-project action

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

Not applicable for this non-project action

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

Not applicable for this non-project action

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

Not applicable for this non-project action

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)

Not applicable for this non-project action

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)

Not applicable for this non-project action

- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

Not applicable for this non-project action

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. [\[help\]](#)

Not applicable for this non-project action

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: [\[help\]](#)

Not applicable for this non-project action

4. Plants [\[help\]](#)

a. Check the types of vegetation found on the site: [\[help\]](#)

___deciduous tree: alder, maple, aspen, other

___evergreen tree: fir, cedar, pine, other

- ___ shrubs
- ___ grass
- ___ pasture
- ___ crop or grain
- ___ Orchards, vineyards or other permanent crops.
- ___ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ___ water plants: water lily, eelgrass, milfoil, other
- ___ other types of vegetation

Not applicable for this non-project action

- b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)

Not applicable for this non-project action

- c. List threatened and endangered species known to be on or near the site. [\[help\]](#)

Not applicable for this non-project action

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

Not applicable for this non-project action

- e. List all noxious weeds and invasive species known to be on or near the site. [\[help\]](#)

Not applicable for this non-project action

5. **Animals** [\[help\]](#)

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. [\[help\]](#)

Examples include:

birds: hawk, heron, eagle, songbirds, other:
mammals: deer, bear, elk, beaver, other:
fish: bass, salmon, trout, herring, shellfish, other _____

Not applicable for this non-project action

- b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)

Not applicable for this non-project action

- c. Is the site part of a migration route? If so, explain. [\[help\]](#)

Not applicable for this non-project action

d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

Not applicable for this non-project action

e. List any invasive animal species known to be on or near the site. [\[help\]](#)

Not applicable for this non-project action

6. Energy and Natural Resources [\[help\]](#)

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)

Not applicable for this non-project action

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)

Not applicable for this non-project action

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

Not applicable for this non-project action

7. Environmental Health [\[help\]](#)

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [\[help\]](#)

Not applicable for this non-project action

1) Describe any known or possible contamination at the site from present or past uses. [\[help\]](#)

Not applicable for this non-project action

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. [\[help\]](#)

Not applicable for this non-project action

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced

during the project's development or construction, or at any time during the operating life of the project. [\[help\]](#)

Not applicable for this non-project action

- 4) Describe special emergency services that might be required. [\[help\]](#)

Not applicable for this non-project action

- 5) Proposed measures to reduce or control environmental health hazards, if any: [\[help\]](#)

Not applicable for this non-project action

b. Noise [\[help\]](#)

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

Not applicable for this non-project action

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)

Not applicable for this non-project action

- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

Not applicable for this non-project action

8. Land and Shoreline Use [\[help\]](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)

Not applicable for this non-project action

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [\[help\]](#)

Not applicable for this non-project action

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: [\[help\]](#)

Not applicable for this non-project action

- c. Describe any structures on the site. [\[help\]](#)

Not applicable for this non-project action

- d. Will any structures be demolished? If so, what? [\[help\]](#)

Not applicable for this non-project action

- e. What is the current zoning classification of the site? [\[help\]](#)

Not applicable for this non-project action

- f. What is the current comprehensive plan designation of the site? [\[help\]](#)

Not applicable for this non-project action

- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

Not applicable for this non-project action

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)

Not applicable for this non-project action

- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

Not applicable for this non-project action

- j. Approximately how many people would the completed project displace? [\[help\]](#)

Not applicable for this non-project action

- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

Not applicable for this non-project action

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

Not applicable for this non-project action

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: [\[help\]](#)

Not applicable for this non-project action

9. Housing [\[help\]](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)

Not applicable for this non-project action

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)

Not applicable for this non-project action

- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

Not applicable for this non-project action

10. Aesthetics [\[help\]](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)

Not applicable for this non-project action

- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

Not applicable for this non-project action

- b. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

Not applicable for this non-project action

11. Light and Glare [\[help\]](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)

Not applicable for this non-project action

- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)

Not applicable for this non-project action

- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)

Not applicable for this non-project action

- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)

Not applicable for this non-project action

12. Recreation [\[help\]](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)

Not applicable for this non-project action

- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)

Not applicable for this non-project action

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

Not applicable for this non-project action

13. Historic and cultural preservation [\[help\]](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe. [\[help\]](#)

Not applicable for this non-project action

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)

Not applicable for this non-project action

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [\[help\]](#)

Not applicable for this non-project action

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. [\[help\]](#)

Not applicable for this non-project action

14. Transportation [\[help\]](#)

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)

Not applicable for this non-project action

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)

Not applicable for this non-project action

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)

Not applicable for this non-project action

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)

Not applicable for this non-project action

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)

Not applicable for this non-project action

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)

Not applicable for this non-project action

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. [\[help\]](#)

Not applicable for this non-project action

- h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

Not applicable for this non-project action

15. Public Services [\[help\]](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)

Not applicable for this non-project action

- b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

Not applicable for this non-project action

16. Utilities [\[help\]](#)

- a. Circle utilities currently available at the site: [\[help\]](#)
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other _____

Not applicable for this non-project action

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)

Not applicable for this non-project action

C. Signature [\[help\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: 

Name of signee Kirsten Jewell

Position and Agency/Organization Program Coordinator, Housing and Homelessness

Division, Kitsap County Department of Human

Services

Date Submitted: 5/10/18

D. Supplemental sheet for nonproject actions [\[help\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

This non-project action is not likely to increase discharge to water; emissions to air; production storage, or release of toxic or hazardous substances; or production of noise.

Proposed measures to avoid or reduce such increases are:

None.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

This non-project action is not likely to affect plants, animals, fish, or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

None

3. How would the proposal be likely to deplete energy or natural resources?

This non-project action is not likely to deplete energy or natural resources.

Proposed measures to protect or conserve energy and natural resources are:

None.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

This non-project action is not likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection.

Proposed measures to protect such resources or to avoid or reduce impacts are:

None.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

This non-project action is not likely to affect land and shoreline use.

Proposed measures to avoid or reduce shoreline and land use impacts are:

None.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

This non-project action is not likely to increase demands on transportation or public services and utilities.

Proposed measures to reduce or respond to such demand(s) are:

None.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

This non-project action does not conflict with local, state, or federal laws or requirements for the protection of the environment.