Executive Summary for Planning Commission

Department: Community Development

Issue Title: Code Update Ad Hoc Advisory Committee

Meeting Date: February 20, 2018

From: Dave Ward, Planning and Environmental Programs Manager

Action Requested At This Meeting:
Identify two volunteers from the Planning Commission to serve on a code update ad hoc advisory committee.

Background

The Department of Community Development currently has a list of 200+ ideas for potential updates to Kitsap County Code. The list includes ideas from director's interpretations, hearing examiner's decisions, historic notes, and other internal and external sources.

The Department is forming an ad hoc advisory committee to develop assessment criteria to evaluate the list of ideas. The ad hoc committee will use the criteria that is developed to prioritize the current list of ideas. The prioritized list of ideas will help the Department sequence future code development projects.

The Department requests two volunteers from the Planning Commission to serve on the ad hoc committee.

Attachments
   A. Overview of ad hoc advisory committee
   B. Draft code update prioritization framework

Kitsap County Code Update Process

Ad Hoc Advisory Committee

Purpose
Assist the Department of Community Development develop a framework to assess and prioritize the current catalog of 200+ ideas for potential updates to Kitsap County Code.

Desired Outcomes
- Identify criteria to evaluate ideas for potential updates to Kitsap County Code
- Assess the current catalog of 200+ ideas for changes to Kitsap County Code

Member Composition
Department Advisory Group (2 members)
Kitsap Building Association (2 members)
Tribes (2 members)
Environmental (2 members)
Human/Community Service (2 members)
Planning Commission (2 members)

Anticipated Meeting Schedule
Meeting Dates: Weekday meetings will be determined based on ad hoc committee availability
Number of Meetings: 4-5 meetings anticipated
Meeting Location: Kitsap County Administrative Building
Meeting Duration: 2 hours per meeting is anticipated

Tentative Timeline											
	March				April				May		
Establish ad hoc advisory committee	▨	▨									
Finalize prioritization framework			▨	▨	▨	▨					
Complete prioritization						▨	▨	▨	▨	▨		

KITSAP COUNTY CODE UPDATE PROCESS

Annual Code Update Process Phasing

General Phasing	Q 4	Q 1	Q 2	Q 3	Q 4
	Scoping	Development	Analysis	Consideration	

Phase 1 – Scoping: The Department works with a diverse group of stakeholders to refine and assess newly identified ideas. The Department works with the Board to select which code updates get developed.

Phase 2 – Development: The Department conducts research and public outreach to develop alternatives for each code update. An external working group may be required to assist the Department.

Phase 3 – Analysis: The Department prepares a staff report on the proposed alternatives and completes the required State Environmental Policy Act (SEPA) process.

Phase 4 – Consideration: A public comment period and public hearings are held to obtain feedback regarding proposed updates to Kitsap County Code. The Board of County Commissioners makes the final decision regarding proposed alternatives.

Phase 1 – Scoping	
Steps	**Proposed Evaluation Criteria for Identified Ideas**
Step 1: Identify	Consistency with the Comprehensive Plan
Step 2: Assessment	Institutional Drivers • Clear state or federal mandate • Risk Management • Process Improvement • Fiscal Impact Community Benefit • Level of public interest & involvement • Public Health and Safety • Public Welfare/Quality of Life • Customer Service • Fiscal Impact
Step 3: Level of Effort	• External level of engagement (public outreach & involvement) • Internal level of effort (staff time)
Step 4: Sequence	• Priority (based on Step 2 above) • Time Sensitivity • Department Capacity
Step 5: Decide	Step 1 to Step 4 are used to develop a work plan which is presented to the Board of County Commissioners for direction prior to moving forward to the development phase.