

Kitsap County Planning Commission Minutes – July 6, 2021

KITSAP COUNTY PLANNING COMMISSION

Zoom Webinar

<https://us02web.zoom.us/j/85812492286>

OR Dial In: (253) 215-8782 Webinar ID: 858 1249 2286 Password: 058227

July 6, 2021 @ 5:30 pm

These minutes are intended to provide a summary of meeting decisions and, except for motions made, should not be relied upon for specific statements from individuals at the meeting. If the reader would like to hear specific discussion, they should visit Kitsap County's Website at <http://www.kitsapgov.com/dcd/pc/default.htm> and listen to the audio file (to assist in locating information, time-stamps are provided below).

Members present: Joe Phillips (Chair), Amy Maule (Vice Chair), Alan Beam, Kari Kaltenborn-Corey, Mike Eliason, Stacey Smith, Steven Boe

Members absent: Aaron Murphy,

Staff present: Angie Silva, Darren Gurnee, Liz Williams, Amanda Walston (Clerk)

5:30 pm

A. Introductions

B. Virtual Meeting Protocol

C. Adoption of Agenda

- **MOTION:** Mike Eliason moves to add Annual Joint Board of County Commissioners (BoCC) and Planning Commission (PC) Meeting to the agenda
 - **SECOND:** Alan Beam
 - **DISCUSSION:** Mr. Eliason would like to discuss of potential agenda items and topics
 - Chair Phillips notes there are changes to the agenda order due to staff absences.
 - **VOTE:** 5 in Favor, 2 opposed
- **MOTION:** Stacey Smith moves to amend the agenda by shifting items as follows: Zoning Use Table Briefing to Item F, Buildable Lands Program Status Update to Item G, and Shoreline Master Program Periodic Update Status Update to Item H.
- **SECOND:** Amy Maule
 - Chair Phillips notes this allows staff to leave the meeting to attend the Manchester Community Advisory Committee meeting:

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- **VOTE: 7 in favor; 0 opposed – Motion Carries**

D. Adoption of Minutes

- Minutes of 6/15/21 postponed to next regular meeting.

5:43 pm

E. General Public Comment

- **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- **SPEAKER:** Bill Palmer, South Kitsap resident, President of Kitsap Alliance of Property Owners (KAPO)
 - Comments regarding in-person meetings, and timing of publication of the Buildable Lands Report (BLR) and the lookback data information.
- Chair Phillips notes PC is leaning heavily on direction of the BoCC on when the Administration Building will even be available for use.
- **Chair Phillips** calls for other speakers; seeing and hearing no other, **closes the floor to general speakers.**

5:45 pm

F. Briefing: Zoning Use Table Update – Darren Gurnee, DCD PEP Planner (est. 15 min)

- Mr. Gurnee provides a brief review of the project status, including timeline, draft and update on the interested party list and suggested edits from the previous Briefing and Work Study presentations.
- Mr. Gurnee notes Capital Facility changes, with requests to consider scaling facilities by type and size; such as Kitsap Public Utilities District suggestion for permitting smaller facilities outright; or adding development standards to streamline levels of permit review across the county which could play a key role over the next several years to developing opportunities to apply for and receive state and federal grants.
- Kitsap Countywide Planning Policies (KCPPs) changed in proposing revisions to rural provisions outside of Limited Areas of More Intensive Rural Development (LAMIRDs) and opened up code; it would have exceeded our scope, so we asked for BoCC direction, they asked us to split that and to split and provide the mechanism to allow reduced setbacks if projects meet certain criteria;
- Mr. Gurnee notes Department is working on updating definitions and criteria for smaller projects; Footnote 16 in existing use table are kinds of things being targeted; 17.401.5 chapter, which is where our footnotes are being transferred into; will have to have design criteria clarifications, such as setback criteria; This is in response to comments received; we are working with the public;
- At next meeting on 7/20, will review scope and matrix of amendments; dive into content of project, ahead of release of draft proposal; Calls for questions.

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5:54 pm

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- **COMMENT:** Mr. Eliason notes, as mentioned, while this project has been shelved, a great deal of time was spent gathering feedback at the start, but we should be able to see what changes were made based on that feedback; hopes the PC will be able to take some time to see and discuss how and where comments originated from in the process.
- **QUESTION:** Chair Phillips notes much of the Wireless Code update was government mandated, asks if that the case here?
 - **ANSWER:** Mr. Gurnee notes while there are some mandates, the Use Table is built on KCPPs, Comprehensive Plan (Comp Plan) and Growth Management Act (GMA) while 5G wireless updates centered on state and federal mandates.
 - Ms. Williams notes the only proposed public facilities changes in this update relating to wireless facilities is to add a line referencing the separate code governing wireless facilities, to provide clarity and predictability around related permit review.
- **QUESTION:** Mr. Eliason asks why the revision related to LAMIRDs went directly to the BoCC and bypassed the PC.
 - **ANSWER:** Ms. Silva notes, as discussed previously the BoCC sets DCD’s workplan and scope of work; while asked to look for ways to remove barriers to affordable housing, in this instance it reached beyond the scope of work identified by the BoCC.

6:02 pm

G. Status Update: Buildable Lands Program – Liz Williams, DCD Interim PEP Manager (est. 5 min)

- Ms. Williams briefly presents a brief project overview and update; working on final elements of the Buildable Lands Report (BLR) with key focus on transmitting a preliminary draft report to the Department of Commerce, acknowledging it will have some gaps, with anticipated July 9 release date; County and Cities also working toward goal to wrap up final elements by end of July; looking to release draft for public comment during the month of August and respond with updated draft and replies to comments by end of October.
- Regarding earlier public comment asking about the effect of gaps in lookback data impacting look forward analysis, the County’s consultant is working with the data and applying the information consistently across all the jurisdictions; as mentioned previously, the goal is to provide a complete picture and the County and its consultant have been working with the jurisdictions to get all that info.

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- 1 • Ms. Silva notes intent is to look back on trends and the look forward to
2 evaluate and adjust in order to meet our goals and to identify and take
3 reasonable measures in order to improve. These are working drafts, we know
4 there are holes, and there are sections the cities have not verified are ready
5 and good to go but the County’s transmittal to Dept. of Commerce is part of a
6 statutory requirement.
- 7 • Chair Phillips calls for questions.
- 8 • **QUESTION:** Mr. Beam asks if the PC can have an early version of the draft.
- 9 • **ANSWER:** Ms. Williams notes version control is very important as
10 there may still be changes and is cautious about putting out
11 information that is not ready; defers to Assistant Director, who is
12 open to discussion on release of some pieces, but not city data points.
- 13 • **QUESTION:** Mr. Eliason asks how long the PC will have to review before making
14 its recommendation.
- 15 • **ANSWER:** Ms. Silva clarifies as this is not traditional legislation; the PC
16 will not make any formal action or recommendation to the BoCC on
17 this; it is a report out to keep the PC informed; confirms there will be
18 a simultaneous completion date of December.

19 **6:14 pm**

20 **H. Status Update: Shoreline Master Program Periodic Update – Angie Silva, DCD**
21 **Assistant Director (est. 5 min)**

- 22 • Ms. Silva briefly presents a brief status update on the Shoreline Master
23 Program Periodic Review and Update; noting once the Department of Ecology
24 (DOE) receives the final recommendations and the have 30 days to make a
25 determination, and in turn the County has 14 days to make those effective.
- 26 • **QUESTION:** Mr. Beam asks if the BoCC made any changes to the
27 recommendation.
- 28 • **ANSWER:** Ms. Silva notes an additional DOE clarification came in
29 related to Title 21 on what would trigger the Hearing Examiner vs.
30 Administrative Conditional Use Permit approval, relating to shoreline,
31 with both going to DOE for approval, which is very unique here in WA
32 state; notes the BoCC recommendation is available via the DCD
33 website; demonstrates how to find it.

34 **I. Annual Joint Board of County Commissioners (BoCC) and Planning Commission (PC)**
35 **Meeting Discussion**

- 36 • Mr. Eliason asks, with the departure of Dave Ward, which Staff/Department
37 member will be leading the Annual Joint BoCC/PC meeting; also would like to

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1 be sure there is time to ask for additional topics of discussion; allow time to
2 scheduling the meeting between now and next PC meeting.

- 3 • Ms. Silva notes she will be stepping in for Mr. Ward; confirms with Clerk the
4 scheduling availability will likely be in August, at the earliest last July.

5 **6:25 pm**

6 7 **J. General Public Comment**

- 8 • **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- 9 • **SPEAKER:** Bill Palmer, South Kitsap resident, President of Kitsap Alliance of
10 Property Owners (KAPO)
 - 11 • Comments regarding concerns with the BLR report being sent to the
12 Dept. of Commerce.
- 13 • **Chair Phillips** calls for other speakers; seeing and hearing no other, **closes the**
14 **floor to general speakers.**

15 **K. For the Good of the Order/Commissioner Comments**

- 16 • Mr. Beam asks for update on status of the letter from KAPO requesting a
17 meeting with the PC, BoCC or other housing committee members.
 - 18 • Ms. Silva notes DCD had a regular briefing with the BoCC last week
19 and we followed up, the response was that the Commissioners asked
20 for 3 things: first, more time; second, to ensure any meeting would
21 be a productive use of everyone's time around the table; third, since
22 there were concerns and comments that tied to state laws, that
23 Kitsap's state delegation be included as well;
 - 24 • Also, since there was no communication with the requestor for the
25 Board to attend a meeting that was already set for a specific date,
26 they were not aware of the date, so did not attend; since that
27 meeting date has passed there was discussion whether it could
28 become part of a larger topic with the upcoming Kitsap Regional
29 Coordinating Council (KRCC) reception delegation for state law that
30 could be supported in the upcoming 2022 legislative cycle.
- 31 • Mr. Beam asks if the PC can have a briefing on the County's action following
32 the City of Bremerton study on Affordable Housing.
 - 33 • Ms. Silva notes as mentioned in past meetings, she has passed the
34 PC's interest in this topic on to the Housing and Human Services (HHS)
35 Department, as it would be their group that would host the briefing;
36 however, DCD's role related to Affordable Housing is tied more to
37 items like passing code and other updates, etc. the briefings would be
38 part of HHS workplan.

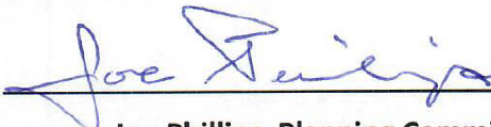
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- 1 • Chair Phillips notes the PC has certain directives, if there is something
- 2 in the code that comes under review, we can make our
- 3 recommendation, if it is not within our review, it is not in our control.
- 4 • Mr. Beam notes the PC does review the Comprehensive Plan.
- 5 • **QUESTION:** Chair Eliason asks for clarification whether the KAPO meeting
- 6 request was for the PC and BoCC as a whole or for individual members.
- 7 • **ANSWER:** Chair Phillips interpreted it as an open invitation.
- 8 • **QUESTION/ANSWER:** Ms. Maule asks, and the Clerk confirms, the revision to
- 9 the 2nd page guidelines were made to update an outdated code reference and
- 10 to rearrange verbiage in relation to public comment; no substantive changes
- 11 were made.
- 12 • Chair Phillips wanted the PC to have a change to review before they
- 13 were implemented; Clerk confirms no formal motion needed as they
- 14 are meeting guidelines, not part of the standing agenda.
- 15 • Mr. Eliason request a letter of thanks be sent to Kim Allen for her service.
- 16 • Mr. Beam asks when the County will resume in-person public meetings.
- 17 • Chair Phillips notes the PC is largely following the BoCC lead.
- 18 • Ms. Silva notes the Administrative building is scheduled to reopen on
- 19 July 12 for regular public hours, DCD has been in soft launch since
- 20 June 1; emergency orders have not yet been lifted; BoCC has not
- 21 resumed its regular public meetings, once they do PC will shortly
- 22 follow; there are some technology upgrades that are waiting for
- 23 contract bid and work to be done as well; no specific date yet.
- 24 • **MOTION:** Amy Maule moves to adjourn the meeting.
- 25 • **SECOND:** Mike Eliason
- 26 • **VOTE: 7 in Favor; 0 Opposed – Motion Carries**


27 **Time of Adjournment: 6:49 pm**

28 **Minutes approved this 20th day of July 2021.**

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Joe Phillips, Planning Commission Chair



Amanda Walston, Planning Commission Clerk