

**KITSAP COUNTY PLANNING COMMISSION**

**Zoom Webinar**

<https://us02web.zoom.us/j/84588195072>

**Dial In: (253) 215-8782      Webinar ID: 845 8819 5072      Passcode: 089724**

**April 19, 2022 @ 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, timestamps are provided below).

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Planning Commission (PC) Members present: Joe Phillips (Chair), Amy Maule (Vice Chair), Alan Beam, Richard Shattuck, Steven Boe

Planning Commission (PC) Members absent: Aaron Murphy, Kari Kaltenborn-Corey, Stacey Smith

Department of Community Development (DCD) Staff present: Jeff Rimack, Liz Williams, Amanda Walston (Clerk)

Board of County Commissioners (BoCC), Policy Management Staff present: Eric Baker

Public Works (PW) Staff present: Aislin Gallagher, Michelle Perdue, Sarah Olson,

**5:30 pm**

**A. Introductions**

**B. Virtual Meeting Protocol**

**C. Adoption of Agenda**

- **MOTION:** Stephen Boe moves to adopt the agenda as presented.
- **SECOND**
- **VOTE: Unanimous in Favor – Motion Carries**

**D. Adoption of Minutes**

- **MOTION:** Richard Shattuck moves to adopt minutes of 03/15/2022 as presented.
- **SECOND:**
- **VOTE: Unanimous in favor – Motion carries**

**E. General Public Comment**

- Clerk notes posted agenda and access details for this meeting are correct, but a separate published link and code did not match; these were corrected just after the meeting began and are confirmed as correct and functional.

- 1 • **Chair Phillips notes an additional comment period appears later in the**
- 2 **agenda. Opens the floor** to speakers wishing to provide testimony.
- 3 • **Chair Phillips** calls again for speakers; as there are no other speakers; **closes**
- 4 **the floor to general speakers.**

5 **5:39 pm**

6 **F. Briefing: 2024 Comprehensive Plan Update – Eric Baker, Kitsap County Policy &**  
7 **Management Analyst (approx. 30 min)**

- 8 • Mr. Baker provides a brief overview of the 2024 Comprehensive Plan (Comp  
9 Plan) Update project, referencing a visual presentation; including background  
10 on multiple policy-making layers such as guidance from the Puget Sound  
11 Regional Council (PSRC) with Multi-County Planning Policies (MPPs) and the  
12 Kitsap Regional Coordinating Council (KRCC) with Countywide Planning Policies  
13 (CPPs) as well as Local Planning with counties and cities; also noting that PSRC  
14 provides regional coordination and consistent regional goals across counties  
15 and access to Federal Transportation Funding.
- 16 • Mr. Baker reviews regional growth strategy, noting these are not projections  
17 but targets, geographies include Metropolitan, Core Cities, High-Capacity  
18 Transit Communities, Unincorporated Urban Growth Areas (UGAs) and Rural  
19 Areas categories; and Vision 2050 Population and Employment Targets,  
20 including related draft target numbers.
- 21 • Mr. Baker reviews the project timeline, including near-term goals through  
22 January 2023, as the KRCC is set to approve targets by end of Summer 2022,  
23 which will in turn be used to propose preliminary UGA alternatives.

24 **6:17 pm**

25 **G. Work Study: Public Works Dept. of Ecology Permit Required Update – Source Control**  
26 **Best Management Practices (BMPs) for Existing Businesses – Sarah Olson, Public**  
27 **Works (PW) Stormwater (SW) Program Analyst (approx. 30 min)**

- 28 • Ms. Olson provides a brief overview of the project, referencing a visual  
29 presentation, including background and definitions regarding Stormwater  
30 (SW), Source Controls and Source Control Best Management Practices (BMPs),  
31 Pollutant Generating businesses, proposed Ordinance and language, public  
32 participation and outreach plan as well as project timeline and next steps;  
33 specifically noting Department of Ecology (DOE) requirements and language  
34 for creation of a Source Control BMP program, including permit activities,  
35 creating a business inventory, inspections and staff training as well as adoption  
36 of an ordinance to implement BMPs by August 1, 2022; all are required to  
37 order to stay in compliance with DOE and the Municipal SW permit.

- 1 • Ms. Olson reviews updated Proposed Ordinance language based on Planning  
2 Commission meetings that will leave specific month/year references out, in  
3 order to eliminate need for additional code updates when the DOE permit is  
4 renewed, instead referencing the current Western Washington Phase II  
5 Municipal SW Permit by name; also reviews project timeline, including next  
6 steps for the PC as well as the BoCC and adoption.
- 7 • **QUESTION:** Mr. Shattuck notes the ordinance seems to have two parts, first is  
8 required implementation of source control BMPs to meet water standards;  
9 second is implementation of treatment or structural BMPs if water standards  
10 are violated. Big question is where a business, especially an older one, can find  
11 the water quality standards it is required to meet.
  - 12 • **ANSWER:** Ms. Olson notes these inspections are not looking to  
13 sample the water system itself at the business; instead look at things  
14 like whether they have an onsite spill kit, are regularly sweeping and  
15 if the operational BMPs are in place.
  - 16 • Mr. Shattuck notes the ordinance states if operational BMPs allow  
17 violations of surface management standards, applicable structural  
18 BMPs must be applied; asks how to find those standards so they  
19 know what constitutes a violation.
  - 20 • Ms. Olson notes if a business has repeated actions, such as multiple  
21 oil spills leading to illicit discharge, that cause a violation and source  
22 control BMPs are not being followed, such as parking areas with leaks  
23 or spills, then additional measures or BMPs could be recommended.
  - 24 • Mr. Shattuck asks how PW determines whether or not the BMPs are  
25 being followed; for example, if looking at the parking area and deem  
26 the standard as not being met; asks how businesses know what the  
27 standards are that must be met.
  - 28 • Aislin Gallagher, SW Monitoring & Outreach Coordinator, notes  
29 essentially nothing is allowed in the SW system other than rainwater;  
30 one tool inspectors use when determining an illicit discharge is  
31 sampling for dissolved solids, which is an indicator that something  
32 other than SW is present; also, the presence of any type of sheen or  
33 visible leaching directly from upstream building operations are the  
34 kind of visible indicators inspectors would see.
  - 35 • Mr. Shattuck notes the SW Manual Vol 1 discusses SW standards for  
36 new development; asks where standards are listed for an older  
37 business structure
  - 38 • Ms. Gallagher confirms the standards are the same, and this  
39 ordinance covers that gap between old and new buildings and are

1 now requiring existing buildings to implement these BMPs to prevent  
2 any illicit discharges to the system.

- 3 • **QUESTION:** Mr. Shattuck notes, parking lots for businesses may often connect  
4 to a common area, for example a strip mall with five businesses, but no  
5 assigned spaces does not give direct responsibility to a specific business for  
6 certain spaces. Regarding operational BMPs for parking lots, such as drip pans  
7 under dripping cars or cleaning up spills; asks when the parking lot is shared  
8 who gets the warning and infraction, the landlord or all five business owners?

- 9 • **ANSWER:** Ms. Olson confirms the property owner has the ultimate  
10 responsibility.

- 11 • Jeff Rimack, Department of Community Development (DCD) Director,  
12 notes it would be the same when DCD finds erosion sediment control  
13 issues for new construction; contractors may deal with the control  
14 issues, but underlying property owner is ultimately responsible.

- 15 • **QUESTION:** Mr. Shattuck asks if notices are sent to property and business  
16 owners so both are aware of new BMP requirements, such as vacuuming a  
17 parking lot, as opposed to past or previously acceptable practices.

- 18 • **ANSWER:** Ms. Olson confirms noticing went to business owners,  
19 many of which are also property owners; reviews outreach and  
20 communication efforts, including upcoming Open House on 4/26/22,  
21 GovDelivery, postcard and email noticing, distributed to all Chambers  
22 of Commerce, Community Advisory Councils, Kitsap Economic  
23 Development Alliance, and a Kitsap Builders' Association (KBA)  
24 presentation scheduled for 5/5/22.

- 25 • **QUESTION/ANSWER:** Chair Phillips asks, and Ms. Olson confirms, when issues  
26 are identified, businesses are provided time to make corrections.

- 27 • Chair Phillips notes, even if the notice was missed, or did not come to  
28 the responsible person's attention, if there is an infraction, it will  
29 make it to that person with time for correction.

- 30 • **QUESTION:** Mr. Beam asks if this industrial development program is applied to  
31 all land uses and sources of pollution it could include individuals' lawns.

- 32 • **ANSWER:** Ms. Olson confirms this only applies to pollutant generating  
33 businesses, as stated in Appendix 8 of the Draft Ordinance Language.

- 34 • **QUESTION:** Mr. Beam notes the manual is 1100 pages, asks if outreach  
35 includes help for business owners find applicable information.

- 36 • **ANSWER:** Ms. Olson notes part of the program plan includes creating  
37 documents and links on the project webpage to guide individuals  
38 directly to the part of the manual that is applicable to their business.

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- Mr. Beam asks, and Ms. Olson confirms, the 700+ businesses identified for inspection does not include all businesses in Kitsap County, but only those identified as pollutant generating as described in Appendix 8.
- Ms. Gallagher notes inspections are a part of this ordinance, but PW is building an entire Source Control Program that includes educational material such as handouts, pamphlets, laminated documents and checklists that PW will bring when visiting businesses as well as providing resources on how to use the SW manual and as mentioned, specific links to find answers to questions they have beyond the visit. PW does not anticipate many issues or changes needed, and inspections are intended more as an educational visit for them as most already know and commonly practice the expectations for keeping pollutants out of our waters and having a clean Puget Sound.
- Mr. Beam suggests having information on dock cleaning, as the process referenced in the Shoreline Master Plan can be difficult.
- Ms. Olson notes the response to PC questions were sent to the Clerk today and will be forwarded to the PC.

6:45 pm

**H. General Public Comment**

- **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- **Chair Phillips** calls again for speakers; as there are no other speakers, **closes the floor to general speakers.**

**I. For the Good of the Order/Commissioner Comments**

- None

**Time of Adjournment: 6:47 pm**

**Minutes approved this** 17th **day of** May **2022.**

  
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**Joe Phillips, Planning Commission Chair**

  
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**Amanda Walston, Planning Commission Clerk**