

**AGENDA**  
**(Subject to change)**  
**Kitsap County Planning Commission Meeting**  
**Kitsap County Administration Building**  
**Port Blakely Conference Room #370**  
**619 Division Street, Port Orchard, WA**  
**February 21, 2017 at 4 p.m.**

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- A. Call Meeting to Order, Introductions
- B. Adoption of Agenda
- C. Approval of Minutes
- D. Training: Shelly Kneip, Kitsap County
  - Overview of the planning commission functions per the Planning Enabling Act, Chapter 36.70 RCW and Kitsap County code provisions establishing the planning commission.
  - Open Public Meetings
  - Public Records
  - Neutrality/Impartiality (appearance of fairness, ethics in government)
- E. Training: Anne Fritzel, Department of Commerce
  - GMA overview
  - Roles and responsibilities in planning
- F. For the Good of the Order

**Upcoming Board of Commissioners Meetings:**

February 27 – 5:30 p.m.

March 13 – 5:30 p.m.

**Upcoming Planning Commission Meetings:**

March 7 – 6:00 p.m.

March 21 – 6:00 p.m.

The audio recording from this meeting is posted two days after the above date at [www.kitsapgov.com/dcd/pc/minutes/default.htm](http://www.kitsapgov.com/dcd/pc/minutes/default.htm)

## **Kitsap County Planning Commission**

**Welcome and thank you** for participating in our local government processes.

The Kitsap County Planning Commission is an advisory body that shall “assist the planning department in carrying out its duties, including assistance in the preparation and execution of the comprehensive plan and recommendations to the planning department for the adoption of official controls and/or amendments thereto” (RCW 36.070.040; Kitsap County Resolution 60-1961, Sec 2), and which acts as the research and fact finding agency of the County. Further, the Planning Commission will conduct hearings “and shall make findings of fact and conclusions there from which shall be transmitted to the Department which shall transmit the same to the board with such comments and recommendations it deems necessary” (KC Resolution 60-1961, Sec 3).

### **Important Requests**

Out of respect for people speaking and listening, please turn off all cell phones and any other electronic devices prior to entering a meeting. Also, to allow for an audible record, please refrain from conducting conversations with other members of the audience or staff during the meeting. If testifying, approach the microphone, and state your name and area of residence for the record.

### **Planning Commission Guidelines for Effective Public Testimony**

Please note the Planning Commission allows testimony at Public Hearings. Other meetings may not have allowances for public testimony.

**Prepare:** There may be a three minute time limit so that all who wish to speak may be heard. Be able to identify what you want the Planning Commission to do and your main points.

**Arrive Early:** If you need to leave early, it is best to place your name on the sign-up list early. Speakers are called in the order of sign-up.

**Support Your Position:** Speak in your own words. Identify how this issue affects you and your neighbors or interest group. Be organized. Use facts. If you reference a source, you may be asked to identify that source at the end of your testimony. Make your comments clear and specific. Avoid repeating what others have said.

**Written Testimony:** It is not necessary to submit a written copy of your testimony but it may help you to focus on your position. If written testimony is used, the Secretary of the Planning Commission should receive a copy. If you wish to have a copy for the Planning Commissioners, please have the secretary distribute them before the public hearing begins. Any testimony can be submitted in writing in lieu of orally to the Planning Commission.

### **Short Tips:**

- Stay within prescribed time limits
- Be respectful and courteous
- Turn off all cell phones before entering the meeting room

Kitsap County does not discriminate on the basis of disability. Individuals who require accommodations at this meeting, or who require this information in a different format, should contact the ADA Coordinator at (360) 337-5777 (voice) or (TDD) (360) 337-7275 or (800) 816-2782. Please provide one weeks notice for accommodations, if possible.