1	KITSAP COUNTY PLANNING COMMISSION					
2	Administration Building – Commissioner's Chambers					
3	August 21st, 2018 @ 5:30 pm					
4 5 6 7 8	made reade <u>http:</u>	e minutes are intended to provide a summary of meeting decisions and, except for motions e, should not be relied upon for specific statements from individuals at the meeting. If the er would like to hear specific discussion, they should visit Kitsap County's Website at //www.kitsapgov.com/dcd/pc/default.htm and listen to the audio file (to assist in locating mation, time-stamps are provided below).				
10 11		<u>bers present</u> : Gina Buskirk (Chair), Karanne Gonzalez-Harless (Vice Chair), Aaron Murphy, Richard uck, Jim Svensson				
12	Mem	bers absent: Kim Allen, Joe Phillips, Tom Nevins,				
13	<u>Staff</u>	present: Jim Bolger, Darren Gurnee, Dave Ward, Liz Williams, Amanda Walston (Clerk)				
14		5:30:05				
15	A.	Call Meeting to Order, Introductions				
16	В.	Adoption of Agenda				
17		 Motion: Richard Shattuck moves to adopt Agenda as presented. 				
18		 Second: Karanne Gonzales-Harless seconds. 				
19		 Vote: 5 in favor; 0 opposed – motion carries. 				
20	C.	Approval of Minutes				
21		 07/31/18 minutes postponed to next regular meeting 				
22		5:35:36				
23 24	D. Deliberation: 2018 Annual Comprehensive Plan Amendment (CPA) Update Process – Jim Bolger, DCD Assistant Director					
25 26 27		 Chair Buskirk notes legislative actions, such as Comprehensive Plan amendments, require a majority vote of the whole membership, not a quorum. A unanimous vote of all 5 members present tonight will be required to pass or approve any motions. 				
28 29		 Planning Commission will consider and deliberate, tabling items requiring additional attention, discussion or information. 				
30 31 32 33		 Staff proposes setting aside George's Corner LAMIRD boundary adjustment and Hanley Property LLC Site Specific (18-00528) to the 09/04/18 meeting; Ueland Tree Farm LLC Site Specific (18-00431) and Culbertson Site Specific (#18-00490) to the 09/18/18 meeting. 				
34 35 36		 Jim Bolger acknowledges proposed schedule and notes Peter Best, DCD Staff Planner, is not present due to family emergency; however, Planning & Environmental Programs (PEP) staff is present and can provide information as needed. 				

1 2 3	 Mr. Bolger notes the Department is withdrawing a section of proposed amendment #6 Clarifying Edits (Tab 8 in materials binder), regarding calculation of net developable and gross acreage, based partly on public comment and pending, ongoing litigation.
4 5 6	 Mr. Bolger reviews practice of an overarching main motion for adoption of the recommendations by staff, as amended. Once seconded, discussion opens, and secondary motions are made for each item, with a final vote on the main motion.
7 8 9 10	 Chair Buskirk asks for and DCD provides a recommendation for order of review, calling for items that may include questions for other County department staff in attendance first, including the Non-Motorized Facilities Plan (NMFP) Update and Affordable Housing Policy Review, then following the order of the materials binder.
11	5:42:40
12	 Motion: Richard Shattuck moves to adopt the docket as presented by staff.
13	 Second: Aaron Murphy seconds.
14	Discussion opens
15	 NMFP Update (Materials binder Tab 2)
16 17	 Mr. Shattuck moves to adopt the proposed NMFP Update amendment, as presented by staff.
18	 Ms. Gonzales-Harless seconds.
L9	 Vote: 5 in favor; 0 opposed – motion carries.
20	 Affordable Housing Policy Review (Materials Binder Tab 7)
21 22	 QUESTION: Mr. Murphy asks about the author of the SEPA reports and Determination of Significance.
23 24 25 26 27	 ANSWER: Liz Williams, DCD PEP Staff Planner, responds that Kristin Jewell, Kitsap County Human Services Housing and Homelessness Division Coordinator, authored the application; also notes Shannon Bauman, Human Services Block Grant Program Analyst, is present tonight for questions.
28 29	 CLARIFICATION: Mr. Murphy asks about the checklist review process, in the context of the amendment process.
30 31 32 33 34	 Mr. Bolger clarifies the checklist is initially prepared by the applicant and submitted for review by the County's SEPA Coordinator, Steve Heacock and/or the County's SEPA Official, Scott Diener, who is also Manager of DCD Development Services & Engineering. Questions, comments or requests for additional information are added to the checklist in red font,
86 87 88 89	 based on the checklist review and potential site visits. QUESTION: Mr. Shattuck asks for clarification that this amendment is not substantive, but rather requests an inventory of affordable housing and transportation analysis.

1 2 3		 ANSWER: Ms. Bauman confirms staff is essentially requesting a comprehensive countywide inventory as this large issue requires more data and analysis.
4 5 6		 Dave Ward, DCD PEP Manager, notes that identifying the number, location, income bracket and other individual details is an important piece of the larger challenge of addressing affordable housing.
7 8		 Mr. Shattuck moves to adopt the proposed Affordable Housing Policy Review amendment as presented by staff.
9		 Jim Svensson seconds.
10		 Vote: 5 in favor; 0 opposed – motion carries.
11		5:48:15
12		Kingston Urban Village Center (UVC) Zone Review (Materials binder Tab 3)
13 14		 Mr. Murphy moves to adopt the proposed Kingston UVC amendment as presented by staff.
15		 Richard Shattuck seconds.
16		 Vote: 5 in favor; 0 opposed – motion carries.
17 18	•	QUESTION/ANSWER: Mr. Bolger asks if, and the Planning Commission confirms, an overview of each proposed amendment would be helpful.
19 20	•	Public Facilities Parks Designation Classification Update (Materials binder Tab 5)
21 22		Ms. Williams briefly describes the proposed amendment, noting no public comment received for this amendment.
23 24		 Mr. Murphy moves to adopt the proposed Public Facilities Parks Designation Classification Update amendment as presented by staff.
25		 Richard Shattuck seconds.
26		 Vote: 5 in favor; 0 opposed – motion carries.
27		5:52:45
28	•	Parks, Recreation, and Open Space Plan Update (Materials binder Tab 6)
29 30	•	Ms. Williams briefly describes the proposed amendment, noting no public comment received for this amendment.
31 32 33	•	Mr. Ward notes this proposal stems from the state requirement to update the Parks plan every 6 years, which conflicts with the state required update to the Comprehensive Plan every 8 years.
34 35 36		QUESTION/ANSWER: Mr. Murphy asks, and Ms. Williams confirms, the large volume of strikeout and new language comes directly from the Parks Department plan update.

1 2	 Mr. Shattuck moves to adopt the proposed Parks, Recreation, and Open Space Plan Update amendment as presented by staff.
3	 Ms. Gonzales-Harless seconds.
4	 Vote: 5 in favor; 0 opposed – motion carries.
5	 Clarifying Edits (Materials binder Tab 8)
6 7 8 9	 Chair Buskirk notes staff has updated their proposal for this amendment with changes referenced in Attachment A in tonight's meeting materials. Ms. Williams briefly describes the proposed amendment, again noting the public comment, shown in the Comment Matrix, starting on page 8.
10 11	 QUESTION/ANSWER: Mr. Shattuck asks if, and Ms. Williams confirms this change primarily addresses concerns submitted in Mr. Harless's comment.
12	 Ms. Gonzales-Harless thanks staff for making these changes.
13 14	 Ms. Gonzales-Harless moves to adopt the updated proposed Clarifying Edits amendment as presented by staff.
15	Richard Shattuck seconds.
16	 Vote: 5 in favor; 0 opposed – motion carries.
17	6:00:04
18	 CPA 18-00369 – Richardson (Materials binder Tab 9)
19 20 21	 Ms. Williams briefly describes the proposed amendment, noting public comment received for this amendment in appreciation of the proposal, which is included in the Comment Matrix at the bottom of page 8.
22 23 24	 QUESTION: Mr. Shattuck asks about concern expressed by the Planning Commission regarding inclusion of the TDR (Transfer of Development Rights) component and the market availability of TDRs.
25 26 27 28	 ANSWER: Darren Gurnee, DCD Staff Planner, notes the time frame was proposed in anticipation of the 2024 Comprehensive Plan Update. Staff is currently working with an individual who has applied to provide TDRs and others have expressed interest.
29 30	 Mr. Shattuck asks, and Ms. Williams confirms the recommendation includes completion of the TDR component by 2021.
31 32	 Mr. Shattuck asks, and Mr. Ward confirms the code requires the TDR component for an upzone but does not specify a time frame.
33 34 35	 Mr. Murphy asks if staff has any concerns with extending the timeframe to June 30, 2024. Mr. Ward states staff would not have any objections.
36 37 38 39	 Mr. Shattuck moves to amend the staff recommendation for CPA 18- 00369 Richardson, to read that Condition B1, regarding acquisition of 6 TDRs, will require completion by June 30, 2024, instead of June 30, 2021.

1	 Ms. Gonzales-Harless seconds.
2	 Mr. Murphy asks, and Mr. Shattuck confirms that completion by 2024 allows for possible Comprehensive Plan changes.
4	 Vote: 5 in favor; 0 opposed – motion carries.
5 6	 Mr. Shattuck moves to adopt the proposed CPA 18-00369 Richardson as amended by the Planning Commission.
7	Ms. Gonzales-Harless seconds.
8	 Vote: 5 in favor; 0 opposed – motion carries.
9 10 11 12	 Mr. Ward suggests the remaining 4 items: George's Corner LAMIRD Boundary Adjustment, CPA 18-00528 Hanley Property LLC, CPA 18-00432 Ueland Tree Farm LLC and CPA 18-00490 Culbertson be continued to the 9/4 and 9/18 meeting and asks for additional questions.
13 14	 QUESTION: Chair Buskirk asks about the department's preparation for the postponed meetings regarding the remaining items for deliberation.
15 16 17 18	 ANSWER: Mr. Ward notes a request for more information received from the Board of County Commissioners (BoCC) regarding George's Corner, and Hanley is being held over to allow Scott Diener to attend and provide information.
19 20 21 22 23	 Ms. Williams notes since receiving comment regarding Ueland Tree Farm and Culbertson, staff has conducted additional site visits and an onsite blast, gathered additional information from the applicant, and in response to questions received from the Planning Commission regarding criteria for reclassification for mineral resource lands.
24	 Mr. Shattuck notes a larger group discussion would be beneficial.
25	 Chair Buskirk continues the remaining 4 items to the 9/4 and 9/18 meetings.
26	E. Administrative Update: Jim Bolger, DCD Director
27 28	 Mr. Bolger notes the new format for the Comment Matrix and asks for feedback. Chair Buskirk appreciates the matrix. Mr. Murphy asks if a particular model was used.
29 30 31	 Mr. Bolger notes no specific model used, this is mainly driven by BoCC and stakeholders' desire to see staff's response to comments submitted, through all stages of the project, and how they were addressed, in a different view.
32	Time of Adjournment: 06:20:54
33	Minutes approved this
34	Jun
35	Gina Buskirk, Planning Commission Chair
36	Multiple
37	Amanda Walston, Planning Commission Clerk