



# Kitsap County

## Zoning Use Table Update Public Participation Plan

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### Introduction

The Kitsap County Department of Community Development (Department) is updating its zoning allowed use tables found in Kitsap County Code Title 17 ‘Zoning’, Chapter 17.410. The purpose and scope of this update is to remove barriers to investment to help support affordable housing and economic development in Urban Growth Areas (UGAs). These guiding project principles, where appropriate, are also focused on Limited Areas of More Intensive Rural Development (LAMIRD), and the Rural Commercial and Rural Industrial zones. Specifically, the proposed amendments:

- Add, update, and revise allowed uses in the zoning use tables to modernize and align with the purpose and intent of the zone.
- Revise the land use permit review requirements to encourage affordable housing and economic development in Urban Growth Areas consistent with Kitsap’s Countywide Planning Policies, the Kitsap County Comprehensive Plan and the joint City of Bremerton/Kitsap County Affordable Housing Recommendations.
- Reorganize and revise footnotes and special provisions associated with the zoning use tables to reduce redundancy and streamline where possible.
- Add or revise definitions and development standards for new and existing allowed uses to ensure predictability and readability for applicants and review staff.

From June of 2019 to March 2020, the Department conducted initial public outreach and input to help inform approach. These outreach methods included distributed surveys, presentations to organizations, hosted two open houses, and held two workshop events to develop a preliminary draft of proposed amendments. From March 2020 to October 2020, the Department then reviewed the preliminary draft with the Planning Commission and interested parties, including the Tribes and Cities, to obtain additional feedback. This early outreach and public participation led to the development of a formal Department recommendation on proposed draft amendments. These formal draft amendments will be the basis of formal public comments, review and consideration with the Kitsap County Planning Commission and Kitsap County Board of Commissioners. The Department anticipates a formal release of the proposal in July 2021.

The Public Participation Plan outlines the Department’s approach to provide opportunities for public participation early and often throughout the remainder of the Zoning Use Table Update. The plan also provides key contact information and web addresses to ask questions or access information. This plan is a living, working document and will be adjusted, as needed.

### Public and Agency Goals

- Provide interested parties and key partners with timely information and opportunities to review and comment on the Zoning Use Table Update and proposed amendments.

- Ensure predictability and transparency throughout the process by engaging with the public, agencies, first nations and interested parties early and continuously.
- Provide public forums for review throughout the process and especially formal comment opportunities at key project milestones prior to recommendations by the Planning Commission and final decision by the Board of Commissioners.

## Key Contacts

Name	Role	Organization
Darren Gurnee	DCD Senior Planner	Kitsap County
Liz Williams	DCD Planning Supervisor	Kitsap County
Dave Ward	DCD Planning & Environmental Programs Manager	Kitsap County
Angie Silva	DCD Assistant Director	Kitsap County
Jeff Rimack	DCD Director	Kitsap County

## Public Participation Opportunities

Kitsap County is committed to providing multiple opportunities for public participation throughout the process. Kitsap County will use a variety of communication tools, incorporating Washington State and federal COVID guidelines, to inform the public and encourage their participation, including the following:

**1. Website** <https://www.kitsapgov.com/dcd/Pages/Zoning-Use-Table-Update.aspx>

Kitsap County’s website will include a dedicated webpage for the Zoning Use Table Update where interested parties can access status updates, draft documents, and project information. The webpage will be the primary repository of all information related to the Zoning Use Table Update. The page will include who to contact for more information and an email link for questions and comments. Website visitors will also be invited to sign-up for the County’s “Kitsap County Code Update Announcement” email list.

**2. Consultations**

The Department will offer consultations with interested parties and key partners throughout the process. The consultations provide an opportunity to connect, exchange ideas, and provide status and information updates throughout the process. In a formal government to government approach, the County will also consult with Tribes, cities and relevant federal and state agency staff.

**3. Coordination with Local Jurisdictions**

The Growth Management Act encourages coordination between communities and other jurisdictions ([RCW 36.70A.020](#) (11)). The Department will facilitate as needed coordination meetings with the City of Bainbridge Island, City of Bremerton, City of Port

Orchard, and City of Poulsbo. These meetings will provide an overview of the process, approach, proposed changes to Kitsap County Code, and ways for the Cities to stay aware of the update process and approaches to associated urban growth areas not subject to a separate Interlocal Agreement.

#### **4. E-Notice Distribution List**

The County maintains an e-notice mailing list of interested persons and organizations using GovDelivery. The Department will use this list to notify interested parties regarding the Zoning Use Table Update and participation opportunities. To join the email distribution list, visit:

<https://public.govdelivery.com/accounts/WAKITSAP/subscriber/new> and select Kitsap County Code Update Announcement.

#### **5. Project Announcements**

The Department will use GovDelivery to send regular project announcements to interested parties and organizations throughout the process. Announcements will provide general information about the project and contact information for submitting comments.

#### **6. Project Update Meetings**

The County will hold four virtual project updates meetings at key milestones throughout the process. These virtual project updates intend to connect with the public and provide current status and information, as well as upcoming events and how to provide formal comments for consideration into the record. Meetings will be held at 5:30 pm on:

- July 2021 before the Department releases the proposal.
- August 2021 before the Planning Commission public hearing.
- January 2022 before the Department releases a Final Draft Ordinance.
- February 2022 before the Board of County Commissioner public hearing.

Topics for project updates could include:

- Initial overview of the zoning use table update, project timeline, and public participation opportunities
- Scope of proposed Kitsap County Code amendments
- How to participate in the public comment period and information about Kitsap County Planning Commission public hearing
- Update regarding the Kitsap County Planning Commission process including their public hearing and associated comment period., deliberations, Findings of Fact and recommendations
- How to participate in the public comment period and information about Kitsap County Board of County Commissioners public hearing

#### **7. Media**

The local news media will be kept up-to-date on the Zoning Use Table Update review process and receive copies of all project announcements.

## **8. State Environmental Policy Act (SEPA)**

The Kitsap County SEPA official will review a SEPA checklist prepared for this amendment and issue a SEPA threshold determination. The Department will announce the determination and a formal 14 day comment period in the Kitsap Sun newspaper.

## **9. Kitsap County Planning Commission**

The Kitsap County Planning Commission is an advisory body that assists the Department in carrying out its duties. This includes providing Findings of Fact and recommendations on proposed amendments to the comprehensive plan and development regulations. The Findings of Fact and recommendation are submitted to the Department of Community Development and are then forwarded to the Board of County Commissioners. The Department will provide briefings at Planning Commission meetings and at least 2 work study sessions with the on the proposed draft amendments. Once the proposed draft amendments are released, a 30-day public comment period will commence including one public hearing with the Planning Commission. Meeting dates and materials will be available on the project [website](#) and Planning Commission [webpage](#). The meetings are open to the public and interested parties. The Department encourages participation in these meetings throughout the process in alignment with Washington State health and safety guidelines. Official notices, including notice of public hearing will be published as required by Kitsap County Code.

## **10. Board of County Commissioners**

The Board of Commissioners is the governing body of Kitsap County and has final decision authority on the proposed amendments to the comprehensive plan and development regulations. Interested parties are encouraged to attend briefings and public hearings throughout the process in alignment with current Washington State health and safety guidelines. The Board of County Commissioners will accept comments and hold a public hearing on proposed amendments following the Planning Commission review and recommendation prior to making a final decision. Official notices, including notice of public hearing will be published as required by Kitsap County Code.

## **11. Public Comment**

Open public comment opportunities will be held throughout the process during key intervals and further outlined below in the project schedule. The Department will encourage interested parties to provide comments to Kitsap County by letter, email, or web-based forms throughout the public process. The Kitsap County Planning Commission and Board of County Commissioners will receive all official comments for their consideration.

## List of Community Partners and Interested Parties

The County will engage the following community partners and interested parties:

### Members of the Public

- Interested citizens
- Interested property owners

### Tribal Governments/Commissions

- Northwest Indian Fisheries Commission
- Point No Point Treaty Council
- Port Gamble S'Klallam Tribe\*
- Puyallup Tribe
- Skokomish Tribe
- Squaxin Island Tribe
- Suquamish Tribe\*

*\*Reservation land in Kitsap Co.*

### County Officials

- Board of County Commissioners
- Kitsap County Planning Commission

### Appointed and Separately Elected County Departments and Services

- Assessor
- Auditor
- Emergency Management
- Parks
- Prosecutors Office
- Public Works

### Other Local Government

- Conservation district
- Cities
  - Bainbridge Island
  - Bremerton
  - Poulsbo
  - Port Orchard
- Kitsap Public Health District
- Ports
  - Bremerton
  - Brownsville
  - Eglon
  - Illahee
  - Indianola
  - Keyport
  - Kingston
  - Manchester
  - Poulsbo
  - Silverdale
  - Tracyton
  - Waterman
- Public Utility district
- Sewer districts
- School districts

### State Government

- Department of Commerce
- Department of Ecology
- Department of Fish and Wildlife
- Department of Health
- Department of Natural Resources
- Department of Transportation
- Washington Department of Archaeology and Historic Preservation
- Washington State Parks

### Federal Government

- Naval Base Kitsap
  - Bremerton
  - Bangor
  - Jackson Park
  - Keyport
  - Manchester
- NOAA Fisheries
- US Army Corps of Engineers
- US Fish and Wildlife Services
- US Navy

### Associations and Community Groups

- Kitsap Alliance of Property Owners (KAPO)
- Kitsap Building Association (KBA)
- Kitsap County Department of Community Development Advisory Group (DAG)
- Kitsap Environmental Coalition
- Kitsap Realtors Association (KRA)
- Central Kitsap Community Council (CKCC)
- Kingston Citizen Advisory Council (KCAC)
- Manchester Citizen Advisory Council (MCAC)
- Suquamish Citizen Advisory Council (SCAC)
- Driftwood Keys
- Edgewater Estates
- Friends of Miller Bay
- Hansville Greenway Association
- Holly Community Club
- Indianola Beach Improvement Club
- Illahee Community Group
- Keyport Neighborhood Group
- Parks Stewardship Groups
- Stavis Bay Homeowners Association
- Wicks Lake Community Group

### Non-profit organizations

- Great Peninsula Conservancy
- Kitsap Economic Development Alliance (KEDA)
- Puget Sound Restoration Fund
- Washington Environmental Council

## Attachment 1 – Zoning Use Table Update – Public Participation Plan

### Inclusive outreach

Based on demographic data pulled from the 2010 U.S. Census, Kitsap County is 83% White, 6% Hispanic, 5% Asian, 3% Black, 2% American Indian, 1% Pacific Islander. Census data also shows that 8% of households make less than \$15,000 a year.

In order to reach out to all demographic segments, including minority and low-income groups, the Department will offer monthly project updates and consultations with community organizations or interested parties. Some examples of relevant organizations include [Kitsap Community Resources](#), League of Women Voters, and Kitsap Immigrant Assistance Network.

The County is also committed to providing accommodations to people with disabilities per the Americans with Disabilities Act (ADA). To request ADA accommodation for disabilities and/or materials in a format for the visually impaired, please reach out to the County using the contact information below.

Organization	Contact information
Kitsap County Department of Community Development	Amanda Walston 360-337-5777 <a href="mailto:awalston@co.kitsap.wa.us">awalston@co.kitsap.wa.us</a>
Kitsap County Commissioners Office	Dana Daniels 360-337-5777 <a href="mailto:ddainels@co.kitsap.wa.us">ddainels@co.kitsap.wa.us</a>

### Timeline

The following is a general timeline to outline when outreach activities are anticipated throughout the process.

Date	Project milestones	Outreach activities
<b>Phase I:</b>  Develop Code Amendments & Reboot Public Participation (Jan – July 2021)	<ul style="list-style-type: none"> <li>• Public Participation Plan reviewed by Planning Commission and Board of Commissioners</li> <li>• Update project webpage</li> <li>• Draft code amendments prepared for public review</li> </ul>	<ul style="list-style-type: none"> <li>• Update project webpage with project timeline and public participation plan.</li> <li>• Send project announcement to (GovDelivery and notification letters) to encourage community partners and interested parties to join mailing list.</li> <li>• Facilitate consultations, as requested.</li> </ul>

## Attachment 1 – Zoning Use Table Update – Public Participation Plan

Date	Project milestones	Outreach activities
<p><b>Phase II:</b></p> <p>Planning Commission Review Process</p> <p>(July – Dec 2021)</p>	<ul style="list-style-type: none"> <li>• Draft code amendments released for public review</li> <li>• SEPA Review</li> <li>• Open 30-day public comment period</li> <li>• Planning Commission work studies and public hearing</li> <li>• Response to public comments</li> <li>• Planning Commission deliberations &amp; adoption of Findings of Fact</li> </ul>	<ul style="list-style-type: none"> <li>• Send project announcements (GovDelivery, notification letters, legal notices, Department of Commerce, and SEPA comment period)</li> <li>• Post draft code amendments and supporting materials on project webpage</li> <li>• Compile and respond to public comments and post to the project webpage</li> <li>• Begin project update meetings</li> <li>• Continue consultations, as requested</li> </ul>
<p><b>Phase III:</b></p> <p>Board of County Commissioner Adoption Process</p> <p>(Jan – Mar 2022)</p>	<ul style="list-style-type: none"> <li>• Final Draft Ordinance released for public review</li> <li>• Board of County Commissioners work study and public hearing</li> <li>• Response to public comment</li> <li>• Board of County Commissioners adoption of proposed amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Send project announcements (GovDelivery, notification letters, and legal notice)</li> <li>• Post draft ordinance and supporting materials on project webpage</li> <li>• Compile and respond to public comments and post to the project webpage</li> <li>• Continue project update meetings</li> <li>• Continue consultations, as requested</li> <li>• Adopted amendments are posted to the project webpage.</li> </ul>