



Kitsap Regional Coordinating Council

Chair
Mayor Patty Lent
City of Bremerton

Vice-Chair
Commissioner Josh Brown
Kitsap County

Commissioner Charlotte Garrido
Commissioner Robert Gelder
Kitsap County

Council Member Will Maupin
Council Member Dianne Robinson
Council Member Greg Wheeler *
City of Bremerton

Council Member Kim Brackett
Council Member Hilary Franz
Council Member Kirsten Hytopoulos *
City of Bainbridge Island

Mayor Lary Coppola
Council Member Carolyn Powers
Council Member Jim Colebank *
City of Port Orchard

Mayor Becky Erickson
Council Member Linda Berry-Maraist
City of Poulsbo

Council Chair Leonard Forsman
Rob Purser *
*Suquamish Tribe****

Council Chairman Jeromy Sullivan
Council Member Kelly Baze *
*Port Gamble S'Klallam Tribe****

Commissioner Bill Mahan
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Port of Bremerton

Captain Pete Dawson
Tom Danaher, PAO *
*Naval Base Kitsap***

Mary McClure
*Executive Management
McClure Consulting LLC*

* Alternate
** Ex Officio Member
*** Associate Member

P.O. Box 1934
Kingston, WA 98346
360-377-4900 (voice)
360-297-7762 (fax)
www.KitsapRegionalCouncil.org

Executive Board Meeting Tuesday, May 24, 2011 Norm Dicks Government Center

AGENDA

Board Meeting:

1. Call to Order 8:00 a.m.
2. Citizen Comments (PLEASE KEEP COMMENT TO THREE MINUTES)
3. Consent Agenda: *Action* (5)
 - a. Approve Minutes of March 22, 2011 Meeting *
 - b. Homeless Housing Grant Program:
 - Approve Extending Contracts for Gap Funding for Current Grantees *
 - Contract Amendment: Salvation Army *
4. From the Chair: (5)
 - a. Welcome to Newly-Appointed NBK Commander: Captain Pete Dawson *
 - b. Announce Boundary Review Board Appointments *
5. Work Program Report
 - a. Transportation: *Update* (5)
 - T2040 Prioritization Process
 - Complete Streets Workshop: June 9
 - Countywide Multi-Modal Transportation Plan: Phase 1
 - b. Growth Management Planning:
Revisions to Countywide Planning Policies * *Workshop & Action* (30)

See KRCC website for Proposed Revisions: www.kitsapregionalcouncil.org
[orange box *Planning* on right hand side of front page]
 - c. CDBG & Low Income Housing Grant Programs: Coordinated Application,
Policy Plans, & 2012 Funding Priorities * *Public Hearing & Actions* (40)
 - d. Public Works: Potential Cost Efficiencies *Discussion* (20)
6. Member Agency Comments
7. Citizens Comments (AS TIME PERMITS)
8. Adjourn 10:00 a.m.

Study Session:

- 10:15 – 12:00 p.m.
- Puget Sound Clean Air Agency Briefing (45)
 - Regional Economic Development (60)



Executive Board Meeting Materials





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Executive Board Meeting March 22, 2011 Draft Meeting Summary

1. Call to Order: Chair Patty Lent called the Kitsap Regional Coordinating Council's Executive Board to order at 8:09 a.m. (*Attendance noted at end*)
2. Citizen Comments: *None*.
3. Consent Agenda:
 - a. Approve Minutes of January 25, 2011 Meeting.
 - b. Homeless Housing Grant Program: Gap Funding for Grantees: Recommendation from Housing Advisory Team and Housing Funders Leadership Group.

Commissioner Garrido requested that her January 25 Board Meeting comment in regard to agenda item 5-a.ii: Revisions to Countywide Planning Policies be more explicitly recorded in the minutes.

Motion: (Garrido) and second (Brackett) to approve Consent Agenda, with the inclusion of the revision to Commissioner Garrido's comment in (a) Minutes of January 25, 2011.

Yeas: Brown, Coppola, Lent, Mahan, Maupin, Robinson.

Nays: None.

Abstentions: Erickson, Gelder, Hytopoulos.

Motion carried.

4. From the Chair:
 - a. Welcome to Newly-Appointed Commissioner Robert Gelder
Chair Lent welcomed Commissioner Gelder to the KRCC Executive Board, noting that he joins the Board as they face importance decisions regarding the Countywide Planning Policies.
 - b. Announce Boundary Review Board Appointments: City & County
The Kitsap Mayors will discuss, and decide upon, the Cities Boundary Review Board position later today. The decision will be communicated via email.
5. Work Program Report: Growth Management Planning
 - a. Annexation Partnership Follow-up
At the January KRCC Board meeting, a draft memo from the Board of County Commissioners proposing an Annexation Partnership was circulated. A brief follow up discussion took place during this meeting. *Points of Discussion:*
 - The intent of the memo was to demonstrate and share with the KRCC Board the BoCC's Annexation Principles.
 - There was no expectation that the document would be formalized.
 - A document capturing the intent of annexation principles could be adopted as a policy framework at a later date.
 - Kitsap County is working to set a meeting with the City of Bremerton.

b. Revisions to Countywide Planning Policies

The Public Comment period (December 18, 2010 to January 28, 2011) included an opportunity for KRCC member agencies to identify key issues and ratification “sticking points.” The Planning Directors have met several times since the close of the public comment period to review and address all member agency, state agency, PSRC and public comments in order to present this final draft to the Board today.

The original intent of the update was to bring policies into alignment with VISION 2040, including countywide population distribution, housing/employment targets, the Affordable Housing Element, environment and character of community design. A number of other issues were also raised during the review, including fully contained communities, definitions of rural uses, siting infrastructure within UGA’s, economic development, coordination with the Department of Emergency Management and local control.

Population Distribution:

The Planning Directors’ final recommendation is to extend the adopted 2025 population distribution figures to 2030 as an interim measure. These figures are within the Office of Financial Management’s (OFM) 2030 mid-range population projections for Kitsap, as legally required. This interim step will allow time to collect accurate data with which to carry out a full population distribution review over the next two years. Considering the timing for various related planning programs and data resource availability which will feed into a comprehensive population distribution review (see the March Board meeting packet for the timing chart), the Planning Directors anticipate completing that work by June 30, 2013. The full update will use a 2035 planning horizon.

At this time the Executive Board reviewed the final revisions to the CPP’s by policy element:

Element B: Urban Growth Areas

4e. *For Urban Growth Areas ~~not associated with a specific city:~~*

i. *The County should plan with associated cities and local communities to address land uses, infrastructure needs, level of service standards as identified in these policies, and other issues as needed. The results should be reflected in the County Comprehensive Plan.*

Points of Discussion:

- The new language recognizes the importance of association process.
- 4a. of this section notes the assumption that all UGA’s will incorporate within the planning horizon. While it may not seem immediately feasible for all UGA’s, this is a 20 year document.

6. *Policies for Growth Outside of Urban Growth Areas: Fully Contained Communities, National Historic Towns and Master Planned Resorts*

Mary McClure explained that the Planning Directors have put forward two policy options -with a preference- for this section in regard to Fully Contained Communities (FCC)/National Historic Towns (NHT)/Master Planning Resorts (MPR). During the update process, new language was proposed to strengthen provisions for if an FCC, NHT or MPR would want to develop in Kitsap County. There was much discussion at the Planning Directors Forum of how best to do this. The final proposal that the Planning Director’s were working with was that all language regarding FCC’s and NHT’s be removed from the existing language. That is option B (in the March 22 draft of the CPP document). The Planning Directors recommend option A, which includes appropriate safeguards for if an FCC, which is allowed by the GMA, were to come forward in Kitsap. The primary concern is that if the CPP’s were silent on FCC’s and a proposal was to come forward, there would be no guidance.

At this time, the Board heard from several of the Planning Directors.

- Planning Director Discussions:
 - The Planning Directors' discussions were two-fold: Is it better to provide language and mechanisms or to remove it as a concept and rely upon GMA guidance?
 - A prohibition of FCC's has not been discussed by the Planning Directors.
 - MPR's have only been discussed tangentially by the Planning Directors.
- FCC Implementation:
 - An FCC requires a population set-aside, but an NHT and MPR do not.
 - When implemented, an FCC, NHT or MPR could be indistinguishable.
- Option A:
 - Much of the language mirrors that of the Multi-County Planning Policies.
 - Language gives Kitsap a "self-controlling" ability regarding FCC's.
 - Much of the proposed language came from the Port Gamble S'Klallam Tribe's representative at the Planning Directors Forum.
- FCC Prohibition:
 - Jurisdictional land-use and zoning codes can be used to prohibit FCC's.
 - Prohibition has occurred in other locations, through local Comprehensive Plans.

Board Members shared their viewpoints and positions on the various issues related to this policy.

- *Will Maupin, City of Bremerton:* There has been lots of discussion on this issue. It is a ratification issue for Bremerton. I initially concluded it would be better to keep language in, but now consider prohibition to be preferable.
- *Kirsten Hytopoulos, City of Bainbridge Island:* The majority of Bainbridge Island's Planning Commission and City Council are against the FCC concept. It contradicts the GMA. It is appropriate for this Council to move to prohibit FCC's. I prefer option B.
- *Greg Wheeler, City of Bremerton:* If we do not cover the issue here, it refers to the GMA. Clear language in the CPP's is needed.
- *Becky Erickson, City of Poulsbo:* We began this discussion because of a large potential development in North Kitsap, which couldn't be defined: Was it an FCC or an NHT? There was no countywide process to deal with this. It obviously needed to be a countywide decision, but there was no language to enable this. What if this kind of development comes up again? Option A gives us a pathway and sets a high bar. Experience shows that we need it as this scenario does happen.
- *Kim Brackett, City of Bainbridge Island:* It is not clear how you can seek to avoid but find an FCC unavoidable.
- *Josh Brown, Kitsap County:* Both options are slightly inadequate. The idea that the Board of County Commissioners is supportive of sprawl development in the rural areas is not accurate. I was interested in exploring the options, but I cannot see a location in unincorporated Kitsap where an FCC would work.
- *Linda Berry-Maraist, City of Poulsbo:* If there is no population allocation, there is no way to create an FCC. I do not believe that the City Council would be supportive of an outright ban.
- *Charlotte Garrido, Kitsap County:* We have learned a lot since the implementation of the GMA, including how to have stronger urban centers and for counties to be regional providers and not competitors with cities. The FCC concept has not flourished or been successful. Kitsap County is physically one of the smallest counties in the state which limits our ability to experiment with many concepts.

- *Lary Coppola, City of Port Orchard:* I was opposed to the proposed development that got us to this discussion. I don't see either of these options as suitable for us. I think an outright prohibition could lead to a future lawsuit. The future needs of the population should be considered. I think we need language that would leave the door open a crack.
- *Becky Erickson, City of Poulsbo:* The ability for an MPR will still allow pockets of sprawl. As we grow into the future there is a probability that we will have to address this concept. I therefore want really strong language in this document.
- *Kirsten Hytopoulos, City of Bainbridge Island:* I would like to see this body take a hold of its destiny. Does the GMA guarantee the right to citizens and a county to have an FCC or MPR, or is it being permissive, saying that it is tool we can use? It is possible for us to prohibit MPR's ~ this is not necessarily the time. I believe that we should prohibit FCC's and if need be, revisit MPR's for possible future prohibition.
- *Patty Lent, City of Bremerton:* We will better represent our citizens if we retain control of the policy by keeping the FCC language. This document goes out 20 years, but will be looked at every 5 years. We have a lot of private land-owners that own much of the forest lands surrounding our urban areas. We have mechanisms in place that allow us to retain the rural look and feel that we want for Kitsap. When considering a prohibition, elected officials need to look at where they live, and who they represent. We want to control the grown of Kitsap, but we can't do it with a strong-arm. I foresee things happening in a manner we wish not if we do take that stance.
- *Josh Brown, Kitsap County:* We have been through an extensive public process, and reviewed a large amount of public comments. This Board, and our individual councils, gets to decide what our policies are. I am comfortable with MPR's only because it is for temporary populations. I want to see option B, with the addition of some prohibition language.
- *Lary Coppola, City of Port Orchard:* Kitsap County has the option in its own Comprehensive Plan to outright prohibit FCC's.
- *[Response] Charlotte Garrido, Kitsap County:* The County wants to be in compliance with the CPP's.
- *Leonard Forsman, Suquamish Tribe:* Our Planning Director was at these meetings, and is supportive of Option A. Our jurisdiction spends a lot of resources to ensure that everyone complies with GMA, as we see it should be complied to. The Suquamish Tribe is not supportive of the FCC concept, but sees option A as the best way to manage it in the legal and political context we are working in right now.
- *Robert Gelder, Kitsap County:* As I understand it, after this body approves the policies it goes to the County and then the Cities and Tribes for ratification. There is the possibility of this process breaking down at one of those points along the way. I have not heard consensus in this discussion today and prefer that we spend a little more time here so that we only have to go through this once.

A motion, to approve Option A with further legal counsel, was made and seconded but then withdrawn after a short break. The Board then discussed the specifics of a motion that would require the Planning Directors to bring to the May Board meeting two language alternatives for the Board to choose from.

Motion: (Maupin) and second (Erickson) to direct the KRCC Planning Directors Forum to further develop two alternatives for discussion at May 24 meeting, including legal review:

Option 1: Prohibit FCC's and constrain the development of MPR's and NHT's.

Option 2: Refine policy to tightly constrain urban-scale development outside of UGA's, recognizing

that FCC's are allowed under GMA and their use should be strongly discouraged in Kitsap, including monitored phasing and required population "triggers" & "reserves" agreed upon by KRCC Executive Board. Local regulations to supplement GMA permissions for future development proposal(s).
Motion carried unanimously.

The Board continued their review of the remainder of the CPP's by Policy Element:

Element D: Rural Land Uses and Development Patterns:

- Heritage tourism is tourism focused on the historical values of an area.

Element E: Countywide Strategies for Open Space Preservation, Resource Preservation, ~~and~~ Critical Areas, *Air Quality, and Water Quality/Quantity*

1b. The County and the Cities shall preserve and enhance, through inter-jurisdictional planning, significant networks and linkages of open space, regional parks and public/private recreation areas, wildlife habitats, critical

- Board requested information to understand what "historic and cultural landscapes" are. The definitions will be presented to the Executive Board at the May meeting.

Element H: Transportation

2b. The County and the Cities shall develop standards for Complete Streets that address ~~appropriate~~ bicycle and pedestrian facilities for development of new streets and reconstruction of existing streets ~~in Designated Centers and Rural Communities, as appropriate, consistent with State law.~~

- Complete Streets and LOS are not necessarily compatible at this time, but the KRCC Transportation Committees are tracking the national development of bike/pedestrian LOS, which is currently not considered.

Element I: Housing

Three different versions of the policies were included in the March version. The previous policies focused on affordable and low income housing. The regional vision looks at housing from a broader perspective. Thanks to various public comments staff has revised the policies to more clearly address the additions regarding housing. Only changes to the policies in this version are re-ordering and language clarifications.

4. Provision of ~~below market rate~~ affordable housing for households below 120% countywide median income should include:

~~*d.a. Below market rate*~~ *Housing options should be* located throughout Kitsap County in *Urban Growth Areas and Rural Communities, as defined in Element D (2-a), in a manner to provide easy access to transportation, employment, and other services.*

- How realistic is "easy access to transportation" in the rural areas?
- Acceptable language change illustrated in red, above.

3.4. Provision of ~~below market rate~~ affordable housing for households below 120% countywide median income should include:

~~*b.c. Below market rate*~~ *Housing strategies should that include: innovative regulatory strategies shall be developed and implemented to that provide incentives for the development of below market rate such housing, within Designated Centers. Jurisdictions shall develop strategies which provide a wide range of opportunities for promoting the production of below market rate housing through means such as: reducing housing cost by subsidizing utility hook-up fees and rates, impact fees, and permit processing fees; density incentives; smaller lot sizes; zero lot line designs; inclusionary zoning techniques,*

such as requiring ~~below-market-rate~~ housing for specified income levels in new residential developments; transfers of development rights *and/or* a priority permit review and approval process *and/or other provisions as appropriate*.

- Concern over the requirements inherent in the language change in (4c-v). Acceptable language change illustrated in red, above.

Element M: Coordination with Federal Government including Navy

6. All County, City, and federal governmental agencies shall be included in the normal public notice and comment procedures of other agencies and kept informed of matters of interest to them. (RCW 36.70A.530)

- The Planning Directors, with Navy concurrence, recommend that it is unnecessary to explicitly call out the specific protocol for naval communications. The addition of the RWC is sufficient: Acceptable language change illustrated in red, above.

6. Member Agency Comments: One.

Mayor Lent, City of Bremerton: Congratulations to Suquamish Tribal Chair, Leonard Forsman, who was recently re-elected for another three years.

7. Citizen Comments: None.

8. Adjourn: 10:39 a.m.

Meeting Participants:

Linda Berry-Maraist, City of Poulsbo
 Josh Brown, Kitsap County
 Tom Danaher, Naval Base Kitsap *
 Charlotte Garrido, Kitsap County
 Kirsten Hytopoulos, City of Bainbridge Island *
 Bill Mahan, Port of Bremerton
 Carolyn Powers, City of Port Orchard
 Dianne Robinson, City of Bremerton

Kim Brackett, City of Bainbridge Island
 Lary Coppola, City of Port Orchard
 Becky Erickson, City of Poulsbo
 Robert Gelder, Kitsap County
 Patty Lent, City of Bremerton
 Will Maupin, City of Bremerton
 Rob Purser, Suquamish Tribe *
 Greg Wheeler, City of Bremerton *

* Alternate

Executive Management by McClure Consulting LLC:

Mary McClure, Executive Manager
 Kirsten Jewell, Project Coordination

Vicky Clarke, Project Coordination
 Myrna Knode, Executive Assistant

Board Members Not in Attendance:

Kelly Baze, Port Gamble S’Klallam Tribe *
 Leonard Forsman, Suquamish Tribe
 Mark Olson, Naval Base Kitsap
 Roger Zabinski, Port of Bremerton *

Jim Colebank, City of Port Orchard *
 Hilary Franz, City of Bainbridge Island
 Jeromy Sullivan, Port Gamble S’Klallam Tribe

* Alternate

Others in Attendance:

Eric Baker, Kitsap County
 Tony Caldwell, Housing Kitsap
 Mark Gulbranson, PSRC
 Larry Matel, City of Bremerton
 Andrea Spencer, City of Bremerton

Barry Berezowsky, City of Poulsbo
 Chris Dunagan, Kitsap Sun
 Andre Kasiniak, City of Poulsbo
 Barb Smithson, citizen
 James Weaver, City of Port Orchard



Kitsap Regional Coordinating Council

KRCC Executive Board Study Session

March 22, 2011

Legislative Update

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HB1768: Document Recording Fee

- Increases document recording surcharge by \$5.
 - Extends the HB 2331 sunset to 2019, adding 6 years of significant funding for homeless programs ~ 47% more locally.
 - Fills budget shortfall for state-level Home Security Fund:
 - Funding for local Emergency Shelter & Transitional Housing Programs.
 - Projected to prevent \$12M shortfall this biennium & \$32M shortfall after sunset.
 - Projected to prevent an additional 26,000 people experiencing homelessness.
- The KRCC Executive Committee has written a letter in support of bill.
→ Everybody's help will be needed to pass this bill.
→ Kirsten Jewell (KRCC Housing Grants Program Manager) to circulate information to Board members.

HB1929: Street Utility Tax

- Regulation & preservation of urban streets through a local option street maintenance utility & allowing the imposition of a charge
 - Requires citizen vote
 - Limited to cities 150,000 – 300,000 population/county with 1M+
- Pursue to make applicable to all Cities?

SHB1071: Complete Streets Grant Program

- Establishes a Complete Streets Grant Program (not funded) within WSDOT
 - Requires WSDOT to:
 - consult with local jurisdictions in design/planning phases
 - consider the needs of all users through context sensitive design solutions
- Complete Streets means a **road network** for **all** users, not **all** roads for **all** users.
→ The WA Coalition for Promoting Physical Activity (WCPPA) would like KRCC to co-sponsor a Complete Streets workshop in Kitsap this June. KRCC Executive Committee to discuss.
→ Eligibility requires jurisdictions to pass a Complete Streets Ordinance. View sample ordinances: www.wsdot.wa.gov/LocalPrograms/Planning/CompleteStreets.htm

SHB1700: Design of Transportation Projects

- Expands potential **uses** of state/local funds available for street or road construction/maintenance/improvement for building/improving/maintaining bike/ pedestrian paths/lanes/roadways/routes, & for improvements to make existing streets & roads more suitable and safe for bike/pedestrian traffic PROVIDED facilities are suitable for bicycle/pedestrian transportation purposes & not solely for recreation purposes.
- Bicycle/pedestrian facilities constructed or modified after July 1, 2011, shall meet or exceed standards adopted by the design standards committee under RCW 35.78.030.

Transportation:

Regional Transportation 2040 Project Prioritization Process: Update

Becky Erickson, City of Poulsbo & T2040 Prioritization Work Group Representative

The prioritization process will tie VISION 2040 and Transportation 2040 together. Ultimately, projects on the T2040 project list will be ranked by a scoring process. Creating and testing the framework of that scoring process is the work of the T2040 prioritization working group.

Work so far has included a distillation to the core concepts of the two policy documents. These concepts were translated into principles (multi purpose decision making, livable communities and region, prosperous economy, sustainable environment) and then values (fairness, mobility, quality of life, prosperous economy, sustainable environment). These over-arching principles, value and concepts will be intertwined with the overall goals of T2040 by the Group to establish metrics by which to test all projects on the T2040 project list.

Kitsap Countywide Multi-Modal Transportation Plan

Mary McClure, KRCC

Federal funding to Kitsap through the KRCC from PSRC is divided between a regional competitive program and a countywide program (50%/50%). The following items are included in the 2011 Transportation Work Program:

Prepare for 2012 Federal Funding Cycle ~ *this is not guaranteed, but is likely.*

- Review KRCC Programming Processes: Countywide, Non-Motorized, Inter-Cycle
 - *A review of how well these are working, especially in light of the overall reduction in funding available, and the stronger focus on project accountability at a regional level.*
- Finalize Non-Motorized Criteria (based on 2010 recommendations from the Non-Motorized Committee).
 - *During 2009 and 2010 KRCC held an extensive review of existing non-motorized priorities and exploration of other possible priorities.*
- Identify high priority projects for federal funding (Regional Competitive, possibly Countywide as well)
- Fine-tune grant applications & presentation strategies
 - *KRCC's responsibility is to select a set of 6 projects to put forward to the regional competitive process. Kitsap historically has less than 6 projects, which has meant that KRCC involvement in the process has been limited to "blessing" and sharing information about projects. The effects of the loss of other funding sources mean that this funding source is ever-more competitive. Thus Kitsap will be working to ensure that their projects meet the higher expectations that are inevitable.*

This year, the KRCC Transportation Committees are discussing the development a Countywide Transportation Plan. This represents an opportunity to vet project to ensure they are the "right" solution. Kitsap Transit has some funding set-aside for a planning process, which could be used to fund work in 2011. This work would be pre-planning: Gathering information to see where the gaps are in what we have and undertaking a demographic analysis which would include the new Census data.

There are many considerations, including:

- How much to do traffic modeling-wise? Resources: Kitsap County or PSRC? There are a number of Kitsap corridors that do not yet have the right solution
- What is DOT planning to do? Don't want to duplicate work, but do want them to consider our desires in any work they do.

- How do fund the remainder of this work? 2012-13. Portion of federal funding? Jurisdictional contributions. It will cost a large amount.
- With a set of priorities defined, we could task our transportation staff to develop multi-source funding strategies to fund Kitsap's priorities.

Points of Discussion:

- This work is timely. It makes much more sense to integrate Kitsap Transit into the Countywide Multi-Modal Transportation Plan, rather than a separate transit plan.
- Included in the CPP's is the statement that the KRCC will oversee a Countywide Transportation Plan. This work has not been done before.
- It is essential that this plan is Multi-Modal.
- Integration between inter-county planning and Washington State Ferries is important.
- Passenger Only Ferries should be included.



Kitsap Regional Coordinating Council

5b. Homeless Housing Grant Program & Affordable Housing Grant Program 2012 Cycle: Funding Priorities May 24, 2011

2012 Cycle Funding Priorities: Recommendation from Housing Funders Leadership Group and Kitsap Continuum of Care Coalition. Review and input from KRCC Housing Advisory Team.

Affordable Housing Grant Program (AHGP) Funding Priorities:

The AHGP is the only dedicated source of funding for Operations & Maintenance for low-income and homeless housing. These funds have been declining steadily since the program's inception, due to declining revenue from document recording surcharges on real estate transactions.

While there are four possible allowable uses of funds, it is recommended that these funds be prioritized for O&M and capital projects, because the other two allowable uses of funds are also eligible under the Homeless Housing Grant Program (HHGP), which has significantly more funds.

Priorities, in rank order (as defined in the legislation):

(1) Supporting building **operation and maintenance costs** of housing projects or units within housing projects eligible to receive housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;

(2) **Acquisition, construction, or rehabilitation** of housing projects or units within housing projects that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including units for homeownership, rental units, seasonal and permanent farm worker housing units, and single room occupancy units;

The following allowable uses of funds are a low funding priority from AHGP funds for the 2012 cycle:

(3) **Rental assistance** vouchers for housing units that are affordable to very low-income households with incomes at or below fifty percent of the area median income, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States department of housing and urban development's section 8 rental assistance voucher program standards; and

(d) Operating costs for **emergency shelters** and licensed overnight youth shelters.

KRCC Housing Advisory Team

Commissioner Garrido
Mayor Lent
Mayor Erickson
Councilor Robinson

Housing Funders Leadership Group

Kurt Wiest, *ED, Brem. Housing Auth.*
Tony Caldwell, *ED, Housing Kitsap*
Larry Eyer, *ED, Kitsap Community Resources*
Bonnie Tufts, *Mgr., Kitsap CDBG/HOME*
Marie Vila, *Mgr., Bremerton CDBG/HOME*
Mary McClure, *ED, KRCC*
Kirsten Jewell, *Mgr., KRCC Housing Grant Prog.*

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Homeless Housing Grant Program (HHGP) Funding Priorities:

Keeping in mind that the companion grant program, the Affordable Housing Grant Program, is dedicated to providing Operating & Maintenance funding for low-income housing, the HHGP grant funds have been focused on providing funding for services for homeless.

After long discussion, and incorporating the Continuum of Care Stakeholders brainstorming ideas, the Housing Funders Leadership Group agreed that all of the priorities are equally important, particularly in this year, when most state and federal funding sources for homelessness are in flux and/or expected to decline.

Funding Priorities are divided into three focus areas with bullet points areas meant to illustrate the breadth of the priority, not to limit the uses. The Focus Areas are all of equal priority, and are not ranked.

Prevention, including but not limited to:

- Case management & supportive services for prevention
- Emergency rental assistance

Crisis, including, but not limited to:

- Case management and supportive services for crisis management
- Outreach to homeless
- Emergency Shelter support

Stabilization, including, but not limited to:

- Case management for stabilization
- Rental subsidy
- Access to additional units of transitional and permanent housing
- Housing First program
- Supportive housing & services

It is also recommended that the funding for each of these Focus Areas receive approximately 25% of the available Homeless Housing Grant Program Funds, with the remaining 25% to be flexible. These funding targets must also be flexible as a whole, depending on the type of applications submitted and the quality of the applications in each focus area.

This targeted approach is meant to ensure that, as a community, we are balancing the goals of preventing homelessness, addressing immediate homeless client needs, and ensuring that there is permanent stable affordable housing available for long-term needs.

Homeless Housing Grant Program Set-Asides:

In addition, the Continuum of Care Coalition and the Housing Funders Leadership Group are recommending two set-asides for the 2012 cycle:

1) The Executive Committee of the Continuum of Care Coalition proposed that the Continuum of Care Coalition activities, which have previously been funded through the competitive grant cycle, be funded through a set-aside instead. This set aside includes three components:



Kitsap Regional Coordinating Council

• Continuum of Care Coalition Coordinator	\$42,832
• Point in Time Count Incentive Items	\$3,000
• Washington State Coalition for the Homeless Dues	\$2,500 <i>(estimated)</i>
TOTAL Requested Set-Aside	\$48,332

Please see the attached information for details on the Coordinator Position, Point-In-Time Count Incentives, and Washington State Coalition for the Homeless Dues.

2) Around the country, Coordinated Entry is being embraced as an improved method for delivering homeless housing and services. State and federal funding sources will soon require a coordinated entry program to be in place in order to be eligible for homeless programs funding. Coordinated entry is, essentially, a partnership of social service agencies, who agree to use a single point of entry for the clients they serve. Coordinated entry comes in many “flavors” encompassing different services. A Coordinated entry program offers many benefits:

- Improves client experience ~ Clients no longer have to go door to door to agencies to get the services they need; instead, clients can have a single intake process and then get referred to the appropriate agency.
- Improves data collection ~ At this time data is collected about clients who receive services, but not about clients who do not receive services. A coordinated entry program would collect data about all homeless clients in a consistent way, providing documented information about the size of the homeless population and their needs, highlighting areas where we have gaps in service.
- Ensures best referrals ~ Instead of clients getting served at the first agency that has an opening, coordinated entry allows the best match of a client with the services that they need. This also can result in better outcomes for both the client and the agency and more efficient use of resources.
- Allows a Coordinated Waitlist ~ Currently each agency has its own waiting list and application for housing and services. A coordinated entry program can include a single waiting list for all available subsidized housing units.
- Reduces burden on agencies ~ Coordinated entry eliminates the need for agencies to do initial eligibility screening for clients. This screening is instead done through the coordinated entry program, so only clients who are eligible are referred to agencies. This reduces the agency staff time and resources that are needed to assist walk-ins.
- Enhances Joint Programs ~ Programs that serve many agencies can be based in a coordinated entry program. One example of this is a Landlord Liaison program, which would include staff time to recruit private landlords to provide homeless housing units and a “landlord mitigation fund” to provide a guarantee to landlords in case of any damages to their units. This type of program has been very successful in other counties.

KRCC commissioned Clegg & Associates in 2010 to review Kitsap’s Homeless Housing & Services Delivery System and make recommendations about how Kitsap could implement a coordinated entry program. The Clegg Report made a range of specific recommendations, including the creation of a Coordinated Entry Advisory Group (CEAG) to guide the process. The CEAG has been meeting over the



Kitsap Regional Coordinating Council

last 4 months to develop further plans to implement a Coordinated Entry Program in Kitsap.

Funding is needed for Kitsap's Coordinated Entry Program. The CEAG is proposing that there be a set-aside from the Homeless Housing Grant Program. The recommendation for the set-aside is supported by the Continuum of Care Coalition and the Housing Funders Leadership Group, and reviewed by the Housing Advisory Team.

WA Dept. of Commerce (which sets the overall rules for the Homeless Housing Grant program) has indicated its expectation that some of the additional grant funds garnered from the 2331 legislation (in the 2010 session), be used for this type of purpose, and that the Kitsap Coordinated Entry program be in place by mid-2013 to be eligible for certain homeless programs funding. Thus, funding through this 2012 cycle is important to meet the expected requirement and timeline.

Right now, the set-aside is a "place holder" until a specific dollar amount is determined and forwarded to the KRCC Executive Board for approval (*anticipated*: July Executive Board Meeting). Between now and then, we are engaged in further work by the CEAG, Continuum of Care Coalition, Housing Funders Leadership Group, and KRCC Housing Advisory Team to develop the proposed RFP and its dollar value.

Details about this set-aside:

- The CEAG is recommending that there be an RFP process to determine a Lead Agency, who would oversee the implementation of a Coordinated Entry program.
- The CEAG is working to develop specific recommendations that could be included in the RFP. The Housing Funders Group and the Housing Advisory Team will also participate in the development of the RFP requirements.
- Preliminary discussions favor a multi-modal (walk-in, phone-in, electronic) Coordinated Entry model, including a Homeless Services Center ("one-stop") to serve clients from all geographic areas in Kitsap, as was recommended in the Homeless Housing & Services Report (the Clegg Report).
- At this time it is not determined how much the set-aside should be; that information will be developed over the next few months, and brought to the KRCC for approval in July.
- The RFP may not run at the same time as the competitive grant cycle if more time is needed to

KRCC Board Action Requested: Approve the 2012 Cycle Funding Priorities and Set-asides for the Homeless Housing Grant Program and the Affordable Housing Grant Program, as recommended by the Continuum of Care Coalition and the Housing Funders Leadership Group.



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3b. Homeless Housing Grant Program: Contract Amendment for Salvation Army Program

Salvation Army received a 2010 Homeless Housing Grant of \$30,000 to provide a range of services for homeless clients. Over the course of the grant period it has become clear that less funding is needed for the anger management counseling, and at the same time Salvation Army has identified a need for counseling services and identification of barriers to housing. Therefore Salvation Army is requesting a change in use of grant funds from anger management counseling to counseling services/identification of barriers to housing through Catholic Community Services.

Please see the attached letter from the Salvation Army for additional information.

Board Action Requested: Approve the contract amendment for Salvation Army, contract number KC295-10, moving \$7,000 from the anger management counseling budget line item to a budget line item for counseling services/identification of barriers to housing.



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Our mission: to save souls, grow saints and serve suffering humanity in Bremerton, Kitsap County and beyond as God enables

May 11, 2011

To Kitsap Regional Coordinating Council Board;

This is in regard to requesting a contract budget amendment to our grant requests (fiscal year 2010 & 2011) for anger management.

As of today, we have not utilized any of the anger management funds; there has not been a demand. I would like to request a transfer of \$7,000 of those funds to counseling services with Catholic Community Services. They will conduct an initial screening and determine which barriers are aiding to the homelessness issue. The estimated cost is about \$85 a session and it will normally take about five sessions. Our category would change from anger management to counseling.

Thank you for your consideration to the amendment.

Sincerely

James Baker, Major  
Corps Officer

**4a. From the Chair:**

Welcome to Newly Appointed Naval Base Kitsap Commander  
*May 24, 2011*



**CAPTAIN PETER M. DAWSON**  
**United States Navy**  
**Deputy Chief of Staff for Readiness and Training**  
**Submarine Group 9**

Captain Pete Dawson was born in Corvallis, Oregon. He graduated from Oregon State University, received his commission at Officer Candidate School, went to the United States Naval Nuclear Power School, Reactor Prototype trainer, and Submarine School before reporting to his first submarine assignment onboard USS KEY WEST (SSN 722) in August 1985. His first shore assignment was as NROTC Instructor at Rice University in Houston, TX. CAPT Dawson then served as the Navigator and Operations Officer onboard USS BALTIMORE (SSN 704). He then attended the Naval War College followed by a tour as the Submarine Operations Officer at HQ NAVSOUTH in Naples, Italy. His third submarine assignment was as Executive Officer in USS FLORIDA (BLUE) (SSBN 728). After a Federal Executive Fellowship at the RAND Corporation in Santa Monica, CA, CAPT Dawson attended Prospective Commanding Officer School and was assigned as the Deputy for Engineering and Readiness at Submarine Squadron Seventeen. He then reported as the first Commanding Officer of Naval Submarine Support Center Bangor, WA. Following a tour as Deputy for Tactical Development at Submarine Development Squadron Five, he served as Deputy Chief of Strategy for Multi-National Forces, Iraq before reporting to Submarine Group Nine as the Deputy Chief of Staff for Strategic Forces and Nuclear Weapons (N9) and Readiness and Training (N4).

CAPT Dawson's military awards include the Bronze Star, the Defense Meritorious Service Medal, Meritorious Service Medal (three awards), Navy and Marine Corps Commendation Medal (three awards), and the Navy and Marine Corps Achievement Medal (two awards). He holds a Bachelor of Science (Chemistry) from Oregon State University, a Master of Arts (National Security Affairs) from the Naval War College, and a Doctorate of Philosophy (Political Science) from Rice University. He lives with his wife, Laurie, and their children Sarah, David, and Gideon in Seabeck, WA.

**4b. From the Chair:**  
Kitsap Cities' Appointment to Boundary Review Board  
*May 24, 2011*

**Name:** Thomas F. Saunders  
**Address:** P.O. Box 1072  
**City:** Port Orchard  
**State:** WA  
**Zip:** 98366

**Home Address:** 165 Senero Circle  
**Home Phone:** 360-731-1122  
**Email:** [tom@saunders-appraisal.com](mailto:tom@saunders-appraisal.com)

**Occupation:** Real Estate Appraiser  
**Employer:** Self/Saunders Appraisal  
**Business Address:** P.O. Box 1072  
Port Orchard WA 98366  
**Work phone:** 360-731-1122  
**Work email:**

**Education:**  
Fha Appraisal Training, Washington State Certified Appraiser.  
30 hours continuing education every two years.

**I would like to be considered for:**  
Washington State Boundary Review Board for Kitsap County

**Why are you applying for a board position?:**  
I believe my 40 years experience knowledge as a Real Estate Appraiser qualifies me for this position. I have experience as an expert witness in court cases and public testimony and making recommendation. I have working knowledge of land use codes in Kitsap County as well as several additional counties in Washington State. I have been a Kistap County resident for most of my life.

**Interests related to position:**  
My Real Estate back ground and my interest in Kitsap County.

**Have you served on other boards?:**  
I am currently serving as Co-Chairperson for the Manchester Community Advisory Committee (MCAC.)



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## 5a. Transportation Update *May 24, 2011*

### T2040 Prioritization Process

PSRC staff will give a full update to the KRCC  
Transportation Committees (TAC & POL) on July 14, 2011.

### Kitsap Complete Streets Leadership Forum on June 9

Share ideas concerning multi-modal strategies and solutions that pertain to Kitsap, and learn about health consequences of transportation policies. This event builds on the foundation laid by KRCC's 2010 Non-Motorized Report, "Looking for Linkage," and will provide information applicable to Kitsap's Countywide Multi-Modal Transportation Plan.

*See FYI section of Board packet for the full agenda and further information.*

### Countywide Multi-Modal Transportation Plan: Phase I

Being developed with input from KRCC TransPOL,  
TransTAC, Planning Directors and Kitsap Transit.

*See following page for evolving Phase I Approach.*



# Kitsap Regional Coordinating Council

## Kitsap Countywide Multi-Modal Transportation Plan Phase 1 (2011)

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- Components:
 

|         |                            |
|---------|----------------------------|
| Car     | Freight (local & regional) |
| Bus     | Air                        |
| Bicycle | Pedestrian                 |
| Marine  |                            |
  
- Collect all available transportation system data:
 

|                      |       |                |         |
|----------------------|-------|----------------|---------|
| Plans                | WSDOT | Kitsap Transit | Port(s) |
| Traffic/usage counts | WSF   | Kitsap County  | NBK     |
|                      | PSRC  | Cities         | Tribes  |
|                      | PRTPO |                |         |

➔ Determine how to display, integrate, and identify data gaps
  
- Determine horizon year: 2035 and/or 2040 (*with Planning Directors*)  
To maximize effectiveness re: Regional/State planning Comprehensive Plans
  
- Demographic Analysis: Through horizon year  
Identify consultant (*through Planning Directors*)  
Write Scope of Work (*with Planning Directors*)  
Select / Contract Consultant  
Identify cost/data sharing partners *e.g.* Health District
  
- Integrate with Population Distribution Program (2011 – 2013)

Identify Parameters & Possibilities during 2011 e.g.

- LOS requirements / definitions
- Within UGA's and Centers / Between Centers; Corridor Strategies
- Land Use Strategies *e.g.* density, provision of utilities
- Local Funding Strategies *e.g.* impact fees, parking fees, business taxes
- Parking Strategies
- Park & Ride Strategies
- Compatible/Consistent Road Standards
- System Performance Standards

Decision-making: Use TransTAC & TransPOL  
Citizen involvement in 2012 & beyond

Funding 2011: KRCC: (Existing) Staffing of TransTAC / TransPOL / Planning Directors  
Kitsap Transit: \$75,000  
County/Cities/Tribes: Staff time  
Funding 2012: Consider federal allocation (2011 interim or 2012)

Anticipate organizing KRCC Working Groups (including Transportation & Land Use talent) on each topic to identify menu of strategies



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**Clarification:** There is no new policy language concerning MPR's (as compared to the 2007 CPP's) in either Option 1 or 2.  
  
NHT's were not addressed in either 2007 CPP's or the January, 2011 public hearing process.

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## 5b. Growth Management Planning: Revisions to Countywide Planning Policies *Workshop & Action: May 24, 2011*

Attached are proposed revisions to Element B-6:

At the March 22 Board Meeting the Exec Board directed the KRCC Planning Directors Forum to develop two options for discussion at the May 24 KRCC Executive Board Meeting:

Option 1: Prohibit FCC's and constrain the development of MPR's and NHT's.  
Option 2: Refine policy to tightly constrain urban-scale development outside of UGA's.

**Re: Option 1:** Below is a summary of legal opinion regarding the prohibition of Fully-Contained Communities provided by the Kitsap County Prosecutor's Office:

**The question of the legality of outright bans of FCCs is not clear under current law – arguments can be made both for and against. However, based upon the following, the risk of challenge would be relatively low:**

- 1) A Fully-Contained Community is an optional process under state law. It is not necessary to implement the goals of Growth Management. A prohibition thus would not conflict.**
- 2) The only entities that could challenge such a prohibition is the County, its Cities and the State. Two of those parties would be voting to impose the prohibition in the first place, thus not likely to appeal.**

**Legal counsel conferred with Snohomish County who concurred with this opinion.**

**Re: Option 2:** The KRCC Planning Directors Forum recommends this approach:

- It sets a bar high enough as to be essentially impossible to meet in the current relatively low-density UGA environment
- It emphasizes the full KRCC's role in setting the pre-requisite population reserve
- It delineates a rational decision/planning structure outside of a specific land development proposal
- It is more consistent with Vision 2040

**Re: NHT's & MPR's:** The GMA does not require urban population reserves or set-asides for either Master Planned Resorts or National Historic Towns, which is the substantial role of the CPP's in this regard.

In addition, MPR's and NHT's are not addressed in Vision 2040. Although they are located outside of UGA's, MPR's and NHT's are not at the same/urban scale as are FCC's, as are their regional and local impacts.

Neither NHT's nor MPR's were addressed during the CPP revision process or the January public hearing. If the KRCC Executive Board wishes to review these in more detail, we recommend its being part of a future work plan.

To reduce confusion, the following pages use one color only - *red* - to denote changes to the 2007 adopted Countywide Planning Policy.

**Board Action Requested:**  
 Recommend revisions to the Kitsap Countywide Planning Policies adopted in 2007, including [Option 1] or [Option 2], as [shown herein] or [as amended through discussion today] to the Kitsap County Board of Commissioners for adoption by ordinance and to the Cities and Tribes for ratification.

**Option 1:**

**6. ~~Fully Contained Communities and Master Planned Resorts~~**

A ~~M~~master ~~P~~plan review process and decision criteria for ~~fully contained communities and~~ master planned resorts should be incorporated in the County’s comprehensive plan, must reflect the standards and requirements in the GMA and in addition must address the following:

- a. Provision of Necessary public facilities, including but not limited to parks, schools, and public safety facilities ~~should be provided~~ within or along with the development, consistent with adopted capital facility and level of service standards;
- b. Future assessment of adverse Impacts to public infrastructure, nearby communities, adjacent rural areas, environmental resources, and designated resource lands. Such impacts should first be avoided, second minimized, and third mitigated;
- c. Provisions for review of such developments through the Kitsap Regional Coordinating Council process, in addition to other procedural requirements.

~~Under The Growth Management Act (RCW 36.70A.350), fully contained communities (FCCs) may be considered, provided that a portion of the twenty-year population forecast is reserved for & subsequently distributed to the FCC. The GMA requires that FCCs provide for a mix of uses that would provide jobs, housing, & public facilities and services to support a long-term residential population.~~

The Growth Management Act GMA (RCW 36.70A.360) ~~also~~ allows the consideration of proposed master planned resorts (MPR’s) outside of Urban Growth Areas for shorter-term residential uses. Master planned resorts are described as self-contained, fully integrated planned developments in areas with significant natural amenities.

**7. Fully Contained Communities are prohibited in Kitsap County.**

**Option 2:**

**6. Policies for Growth Outside of Urban Growth Areas: Fully Contained Communities, National Historic Towns, and Master Planned Resorts**

a. A ~~Master Plan~~ review process and decision criteria for fully contained communities, *national historic towns*, and master planned resorts should be incorporated in the County’s comprehensive plan, must reflect the standards and requirements in the GMA and in addition must address the following:

a. *i. Provision of* necessary public facilities, including but not limited to parks, schools, and public safety facilities ~~should be provided~~ within or along with the development, consistent with adopted capital facility and level of service standards;

b. *ii. Future assessment of adverse* impacts to public infrastructure, nearby communities, adjacent rural areas, environmental resources, and designated resource lands. *Such impacts* should first be avoided, second minimized, and third mitigated;

c. *iii.* Provisions for review of such developments through the Kitsap Regional Coordinating Council process, in addition to other procedural requirements.

Under the Growth Management Act (*RCW 36.70A.350*), fully contained communities (FCCs) may be considered, provided that a portion of the twenty-year population forecast is reserved for & subsequently distributed to the FCC. The GMA requires that FCCs provide for a mix of uses that would provide jobs, housing, & public facilities and services to support a long-term residential population.

The GMA (*RCW 36.70A.360*) also allows the consideration of proposed master planned resorts (MPR’s) outside of Urban Growth Areas for shorter-term residential uses. Master planned resorts are described as self-contained, fully integrated planned developments in areas with significant natural amenities.

*The GMA allows for areas with a federal landmark designation to be developed as National Historic Towns (RCW 36.70A.520). The designation may allow urban services in rural areas dependent upon historic development pattern. Its boundaries and land uses must be consistent with those over the course of its history, but not specific to any point in time.*

*Vision 2040 policies state that new FCC’s are to be avoided.*

*b. Consistent with guidance provided in VISION 2040, the Kitsap Regional Coordinating Council shall avoid the establishment of a Fully Contained Community (FCC). Only if it is found necessary to accommodate future urban population growth, may the Kitsap Regional Coordinating Council recommend the creation of an FCC and a corresponding new community reserve population. Any such designation shall be fully consistent with all Countywide Planning Policies establishing new Urban Growth Areas (Elements B3 and B5) and RCW 36.70A.350(2), which, in part, requires that a new community reserve population be established no more than once every five years as a part of the designation or review of Urban Growth Areas and that the Urban Growth Areas shall be accordingly offset.*

In addition, the following shall be included in any County Comprehensive Plan requirements governing FCCs:

- i. a phasing plan that monitors and requires concurrent development of commercial and employment uses with residential development, to insure that the community is fully contained;
- ii. a mechanism to insure that the timing of the development components will be fully regulated by the phasing plan;
- iii. a substantial public benefit.

c. As Vision 2040 requires comprehensive review and consideration of the regional impacts of any proposed Fully Contained Community, the County shall forward the proposal to adjacent counties, the Puget Sound Regional Council, and the Kitsap Regional Coordinating Council for review at the earliest possible point in the process. The Kitsap Regional Coordinating Council shall review the proposal for regional impacts to the following:

- i. the regional growth strategy as included in Vision 2040;
- ii. the split in population growth between the countywide urban and rural areas;
- iii. other elements of the Countywide Planning Policies.

**Housing Advisory Team**

Comm. Garrido  
Mayor Lent  
Mayor Erickson  
Councilor Robinson

**Housing Funders Leadership Group**

- Kurt Wiest, *ED, Brem. Hsg. Auth.*
- Tony Caldwell, *ED, Housing Kitsap*
- Larry Eyer, *ED, Kitsap Community Resources*
- Bonnie Tufts, *Mgr., Kitsap CDBG/HOME*
- Marie Vila, *Mgr., Brem. CDBG/HOME*
- Mary McClure, *ED, KRCC*
- Kirsten Jewell, *Mgr., KRCC Hsg. Grant Prog.*

# Kitsap Regional Coordinating Council

## 5c. Homeless Housing Grant Program & Affordable Housing Grant Program 2012 Cycle: Funding Priorities May 24, 2011

**2012 Cycle Funding Priorities:** Recommendation from Housing Funders Leadership Group and Kitsap Continuum of Care Coalition. Review and input from the Housing Advisory Team.

**Affordable Housing Grant Program (AHGP) Funding Priorities:**

The AHGP is the only dedicated source of funding for Operations & Maintenance for low-income and homeless housing. These funds have been declining steadily since the program's inception, due to declining revenue from document recording surcharges on real estate transactions.

While there are four possible allowable uses of funds, it is recommended that these funds be prioritized for O&M and capital projects, because the other two allowable uses of funds are also eligible under the Homeless Housing Grant Program (HHGP), which has significantly more funds:

Priorities, in rank order (as defined in the legislation):

- (1) Supporting building **operation and maintenance costs** of housing projects or units within housing projects eligible to receive housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;
- (2) **Acquisition, construction, or rehabilitation** of housing projects or units within housing projects that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including units for homeownership, rental units, seasonal and permanent farm worker housing units, and single room occupancy units;

The following allowable uses of funds are a low funding priority from AHGP funds for the 2012 cycle:

- (3) **Rental assistance** vouchers for housing units that are affordable to very low-income households with incomes at or below fifty percent of the area median income, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States department of housing and urban development's section 8 rental assistance voucher program standards; and
- (d) Operating costs for **emergency shelters** and licensed overnight youth shelters.

Council Member Dianne Robinson  
Council Member Greg Wheeler \*  
*City of Bremerton*

Council Member Kim Brackett  
Council Member Hilary Franz  
Council Member Kirsten Hytopoulos \*  
*City of Bainbridge Island*

Mayor Lary Coppola  
Council Member Carolyn Powers  
Council Member Jim Colebank \*  
*City of Port Orchard*

Mayor Becky Erickson  
Council Member Linda Berry-Maraist  
*City of Poulsbo*

Council Chair Leonard Forsman  
Rob Purser \*  
*Suquamish Tribe\*\**

Council Chairman Jeromy Sullivan  
Council Member Kelly Baze \*  
*Port Gamble S'Klallam Tribe\*\*\**

Commissioner Bill Mahan  
Commissioner Roger Zabinski \*  
*Port of Bremerton*

Captain Mark Olson  
Tom Danaher, PAO \*  
*Naval Base Kitsap\*\**

Mary McClure  
*Executive Management  
McClure Consulting LLC*

\* *Alternate*  
\*\* *Ex Officio Member*  
\*\*\* *Associate Member*

P.O. Box 1934  
Kingston, WA 98346  
360-377-4900 (voice)  
360-297-7762 (fax)  
[www.KitsapRegionalCouncil.org](http://www.KitsapRegionalCouncil.org)



# Kitsap Regional Coordinating Council

## **Homeless Housing Grant Program (HHGP) Funding Priorities:**

Keeping in mind that the companion grant program, the Affordable Housing Grant Program, is dedicated to providing Operating & Maintenance funding for low-income housing, the HHGP grant funds have been focused on providing funding for services for homeless.

After long discussion, and incorporating the Continuum of Care Stakeholders brainstorming ideas, the Housing Funders Leadership Group agreed that all of the priorities are equally important, particularly in this year, when most state and federal funding sources for homelessness are in flux and/or expected to decline.

Funding Priorities are divided into three focus areas with bullet points areas meant to illustrate the breadth of the priority, not to limit the uses. The Focus Areas are all of equal priority, and are not ranked.

**Prevention**, including but not limited to:

- Case management & supportive services for prevention
- Emergency rental assistance

**Crisis**, including, but not limited to:

- Case management and supportive services for crisis management
- Outreach to homeless
- Emergency Shelter support

**Stabilization**, including, but not limited to:

- Case management for stabilization
- Rental subsidy
- Access to additional units of transitional and permanent housing
- Housing First program
- Supportive housing & services

It is also recommended that the funding for each of these Focus Areas receive approximately 25% of the available Homeless Housing Grant Program Funds, with the remaining 25% to be flexible. These funding targets must also be flexible as a whole, depending on the type of applications submitted and the quality of the applications in each focus area.

This targeted approach is meant to ensure that, as a community, we are balancing the goals of preventing homelessness, addressing immediate homeless client needs, and ensuring that there is permanent stable affordable housing available for long-term needs.

## **Homeless Housing Grant Program Set-Asides:**

In addition, the Continuum of Care Coalition and the Housing Funders Leadership Group are recommending two set-asides for the 2012 cycle:

1) The Executive Committee of the Continuum of Care Coalition proposed that the Continuum of Care Coalition activities, which have previously been funded through the competitive grant cycle, be funded through a set-aside instead. This set aside includes three components:

- Continuum of Care Coalition Coordinator                      \$42,832



# Kitsap Regional Coordinating Council

|                                                    |                     |
|----------------------------------------------------|---------------------|
| • Point in Time Count Incentive Items              | \$3,000             |
| • Washington State Coalition for the Homeless Dues | \$2,500 (Estimated) |
| <b>TOTAL</b>                                       | <b>\$48,332</b>     |

Please see the attached information for details on the Coordinator Position, Point In Time Count Incentives, and Washington State Coalition for the Homeless Dues.

2) Around the country Coordinated Entry is being embraced as an improved method for delivering homeless housing and services. State and federal funding sources will soon require a coordinated entry program to be in place in order to be eligible for homeless programs funding. Coordinated entry is, essentially, a partnership of social service agencies, who agree to use a single point of entry for the clients they serve. Coordinated entry comes in many “flavors” encompassing different services. A Coordinated entry program offers many benefits:

- Improves client experience ~ Clients no longer have to go door to door to agencies to get the services they need; instead, clients can have a single intake process and then get referred to the appropriate agency.
- Improves data collection ~ At this time data is collected about clients who receive services, but not about clients who do not receive services. A coordinated entry program would collect data about all homeless clients in a consistent way, providing documented information about the size of the homeless population and their needs, highlighting areas where we have gaps in service.
- Ensures best referrals ~ Instead of clients getting served at the first agency that has an opening, coordinated entry allows the best match of a client with the services that they need. This also can result in better outcomes for both the client and the agency and more efficient use of resources.
- Allows a Coordinated Waitlist ~ Currently each agency has its own waiting list and application for housing and services. A coordinated entry program can include a single waiting list for all available subsidized housing units.
- Reduces burden on agencies ~ Coordinated entry eliminates the need for agencies to do initial eligibility screening for clients. This screening is instead done through the coordinated entry program, so only clients who are eligible are referred to agencies. This reduces the agency staff time and resources that are needed to assist walk-ins.
- Enhances Joint Programs ~ Programs that serve many agencies can be based in a coordinated entry program. One example of this is a Landlord Liaison program, which would include staff time to recruit private landlords to provide homeless housing units and a “landlord mitigation fund” to provide a guarantee to landlords in case of any damages to their units. This type of program has been very successful in other counties.

KRCC commissioned a Homeless Housing & Services Delivery study (the Clegg Report) in 2010 to make recommendations for how Kitsap could implement a coordinated entry program. That report also recommended the creation of a Coordinated Entry Advisory Group (CEAG) to guide the process. The CEAG has been meeting over the last 4 months to develop recommendations about how to implement a coordinated entry project in Kitsap.



# Kitsap Regional Coordinating Council

A key piece is funding for Kitsap's Coordinated Entry program. The CEAG is proposing that there be a set-aside for the coordinated entry project from the Homeless Housing Grant Program. WA Commerce has indicated their expectation that some of the additional grant funds garnered from the 2331 legislation (in the 2010 session), be used for this type of purpose. The recommendation for the set aside is supported by the Continuum of Care Coalition and the Housing Funders Leadership Group.

At this point, the set-aside is a "place holder" for this grant cycle, until the dollar amount of the set aside is determined and forwarded to the KRCC for approval (anticipated at the July Executive Board Meeting). Anticipate additional work by the CEAG, the Continuum of Care Coalition, the Housing Funders Leadership Group, and the Housing Advisory Team, over the next few months to develop the proposed RFP and a proposed dollar value.

Details about this set-aside:

- The CEAG is recommending that there be an RFP process to determine a Lead Agency, who would oversee the implementation of a Coordinated Entry program.
- The CEAG is working to develop specific recommendations that could be included in the RFP. The Housing Funders Group and the Housing Advisory Team will also participate in the development of the RFP requirements.
- Preliminary discussions favor a multi-modal (walk-in, phone-in, electronic) Coordinated Entry model, including a Homeless Services Center ("one-stop") to serve clients from all geographic areas in Kitsap, as was recommended in the Homeless Housing & Services Report (the Clegg Report).
- At this time it is not determined how much the set-aside should be; that information will be developed over the next few months, and brought to the KRCC for approval in July.
- The RFP may not run at the same time as the competitive grant cycle, if more time is needed to develop the project concept.

It is important that the Coordinated Entry program be funded through the 2012 cycle, due to the anticipated state requirement to have such a program in place by mid-2013 to be eligible for certain homeless programs funding.

***KRCC Board Action Requested:*** Approve the 2012 Cycle Funding Priorities and Set-asides for the Homeless Housing Grant Program and the Affordable Housing Grant Program, as recommended by the Continuum of Care Coalition and the Housing Funders Leadership Group.



1201 Park Avenue · Bremerton, WA 98337 · 360-473-2028 · FAX 360-792-8708

April 27, 2011

Kitsap Regional Coordinating Council – Executive Board  
P.O. Box 1934  
Kingston, WA 98346-9201

Dear Executive Board Members:

The Kitsap Continuum of Care Coalition (KCoCC) supports set aside funding from the Homeless Housing Grant Program (2163) for KCoCC Coordinator position on a permanent basis. In addition we are also requesting \$3,000.00 for Point-In-Time count incentives and approximately \$2,500.00 for Washington State Coalition for the Homeless dues.

Over the past three years, the *Coordinator Position* has proven to be unreservedly beneficial to the Kitsap Continuum of Care Coalition and its member agencies. The Coordinator position is viewed as highly valued by the members of the KCoCC and has helped strengthen the functioning of the KCoCC.

Having a dedicated staff person has allowed KCoCC to develop more formal, consistent connections within the community. The Coordinator has been successful in ensuring the ever-changing federal and state requirements of the Continuum of Care Coalition continue to be met.

Some of the responsibilities that the coordinator has done over the past three years include, but are not limited to:

- Completion of the annual report to Department of Commerce required by 2163 legislation.
- Ensuring completion of the annual Point-In-Time Count and data entry.
- Coordinating the first Project Homeless Connect in Kitsap County.
- Assistance with the Homeless Housing Plan update.
- Assistance with the Homeless Summit in September 2008.
- Implementation of the first severe weather shelter.
- Establishment of a Community Education and Outreach Committee to provide information to the public about homelessness and the influential work of the CoCC.
- Worked with the Outside Homeless Committee to facilitate the opening of some alternative housing options for homeless persons.

The time invested by the Coordinator has reduced the workload for the Chairperson of the KCoCC immensely. By having the funding on an ongoing basis, it will ensure that the Continuum of Care Coalition continues to meet all requirements in a timely manner.

Sincerely,

Phedra Elliott, Chairperson  
Kitsap Continuum of Care Coalition

April 27, 2011

Kitsap Regional Coordinating Council - Executive Board  
P.O. Box 1934  
Kingston, WA 98346-9201

Dear Executive Board Members:

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Homeless Housing Grant Program (2163) for KCoCC Coordinator position on a permanent  
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approximately \$2,500.00 for Washington State Coalition for the Homeless dues.

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- Worked with the Outside Homeless Committee to facilitate the opening of some alternative housing options for homeless persons.

**Kitsap Community Resources  
Housing and Community Support Services Division  
Job Description**

**Effective/Revised Date:** 2/15/2007

**Exempt:** X

**Non-Exempt:**

**Job Title:** KCCC Coordinator

**Position Classification:** Coordinator 9

**Grade:** 10

**General Statement:**

This position provides staff support to Kitsap Continuum of Care Coalition (KCCC). Responsible for providing staff support to the Kitsap Continuum of Care Coalition in their work to: plan/coordinate the annual homeless count; prepare annual updates of the Kitsap 10 year homeless plan and recommend priorities for 2060/2163 Housing program priorities and the homeless element of the Kitsap County Consolidated plan; and submit Kitsap grant applications for homeless services to state and federal sources. This individual would support the planning, communications and coordination work of the Coalition, coordinate special events, and serve as an active liaison with related organizations at both the local and state level.

**Minimum Qualifications:**

BA/BS plus 3 years experience in Housing/Human Services or related field. Experience may be substituted year for year for education. Must have excellent verbal and written communication skills, the ability to work with diverse community organizations, and have excellent presentation, interpersonal relations and organizational skills. Must be bondable. Must be mentally alert with good listening skills; ability to get along with others; be flexible; complete a wide variety of tasks and able to maintain confidentiality. Must have Washington State Drivers License, current auto liability insurance and reliable transportation to use on the job.

**Essential Physical/Mental functions:**

Requires intermittent sitting, walking, twisting, bending and occasionally lifting up to 30 pounds. Requires accuracy, excellent communication skills, good judgment, and the ability to remain calm and provide appropriate advice, comprehend and complete complex instructions.

**Reports to:** KCCC Executive Committee and HCSS Division Director

All duties and requirements listed in this job description are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be requested to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Duties:**

1. Receives policy direction from KCCC Executive Committee.
2. Reports, on a day-to-day basis, to the KCR Director of Housing and Community Support Services.

3. Provides staff work to support KCCC Executive Committee and full KCCC membership meetings, such as preparation of agendas, minutes, facilities arrangements and member communications. Helps KCCC serve as a quality information and service coordination forum on homeless issues in the County.
4. Facilitates successful completion of annual Kitsap Homeless Count, developing and working through volunteer leaders.
5. Facilitates process for KCCC to recommend priorities for 2060/2163 Housing program and for the homeless element of the Kitsap County Consolidate Plan. Prepares documents needed to convey this information.
6. Prepares annual updates for Kitsap 10 year homeless plan.
7. Helps coordinate special events on behalf of the KCCC, such as the Finding Your Way Home event, Kitsap Housing Legislative Day and Washington State Homeless Coalition activities.
8. Prepares grant applications on behalf of the Coalition for federal, state and private funding.
9. Actively represents the KCCC with other related organizations like the Kitsap Foodbank Coalition, the Information and Referral network, and the Washington State Housing Alliance.
10. Accepts other duties as assigned.

***KITSAP COMMUNITY RESOURCES IS AN EQUAL OPPORTUNITY EMPLOYER***



**Support for Kitsap Continuum of Care Coalition**

The Kitsap Continuum of Care Coalition is requesting set aside funds from the Homeless Housing Grant Program (2163) for **three important elements** that enable the Kitsap County Continuum of Care Coalition (CoCC) to fulfill its responsibilities and goals.

**The first element** is the Kitsap County CoCC Coordinator position, structured as a permanent position. Due to the Coordinator, the CoCC is now seen as the conduit of information about housing and homeless services in this community. Federal and State organizations also go to the Kitsap Continuum of Care Coalition as the means to distribute information to the community at large. During the 3 years that this position has been funded through the 2163 Homeless Housing Grant Program, the Coordinator has played a pivotal part in strengthening the organization and has provided a strong foundation for reliable communication with the broader community (including donors), federal and state agencies, and among CoCC member agencies. The Coordinator has created and maintains a website for the CoCC and is scribe/record keeper of organizational history and bylaws. At the state level, the Coordinator represents the Kitsap Continuum of Care as a member of the Washington State Coalition for the Homeless Board. The Coordinator has helped create a more functional and formalized structure to the Continuum, thus ensuring the compliance of federal and state requirements.

Some of the primary duties of the Coordinator:

- Participates in all sub-committees of the Continuum of Care Coalition. The standing committees are: Executive, Nominating, Community Education and Outreach, Point-in-Time Homeless Count. Ad-hoc committees are currently: Outside Homeless, Coordinated Entry, Website, Severe Weather.

- Takes the lead in the Point-in-Time Count, ensuring that it is completed and the data is entered into HMIS.
- Completes the annual county report that is required by Department of Commerce to be in compliance with the Homeless Housing and Assistance Act. It also includes information that is required by HUD as to the numbers of persons in shelters, transitional housing and permanent supportive housing on the night of the Point-In-Time Count.
- Provides regular communication with the members of the CoCC providing information about relevant homeless issues, information on upcoming meetings, information about relevant funding opportunities and any upcoming deadlines.
- Ensures that the HUD McKinney Grant is completed and submitted to Department of Commerce in a timely manner. Completes information regarding the Continuum of Care Coalition and the membership.

**The total cost for this position:**

| Line Item             | Amount             | Description                               |
|-----------------------|--------------------|-------------------------------------------|
| Wage & benefits       | \$35,844.00        | 30 hour/week position                     |
| Occupancy             | \$1,300.00         | Postage, space, phone                     |
| Supplies              | \$1,500.00         | Office supplies, printing                 |
| Travel & Training     | \$1,200.00         | WSCH annual conference and Board meetings |
| Indirect Adm Services | \$2,988.00         | 7.5% rate                                 |
| <b>Total</b>          | <b>\$42,832.00</b> |                                           |

**\*See attached Job Description**

***The second element*** is to provide funds to purchase incentives for homeless people to participate in the Point-in-Time Homeless Count. Asking for donations just before Christmas is awkward for many of the members of the Coalition; most are doing the same thing at the same time to support their agency's activities. It is a tough sale, especially in these economic times. Incentives are given to homeless people after their participation in the survey as a thank you for their willingness to provide information. The Point-in-Time Count is the primary measure that is used by both federal and state agencies to measure our progress toward ending or reducing homelessness in Kitsap County. Offering incentives is one way to attract more homeless persons to be willing to participate in the count. **Total Activity Cost \$3,000.** (Purchases phone cards, bus tokens, socks, hygiene kits, etc)

***The third element*** is dues to the Washington State Coalition for the Homeless. The WSCH advocates for continued and increased funding for services to homeless persons and those at risk of becoming homeless. In November 2010, the Kitsap Continuum of Care Coalition voted that WSCH membership (with its required dues) is important for Kitsap, so that we can continue to have a voice at the State level. Previously, membership dues were paid by the various Kitsap emergency shelter providers. However, since WSCH membership benefits the whole community, the CoCC believes that the cost should be shared by the whole community. **The total dues cost is unknown** at this time and changes each year based on the amount of emergency homeless funds each county receives. **It is estimated at \$2,500.**



1201 Park Avenue · Bremerton, WA 98337 · 360-473-2028 · FAX 360-792-8708

May 10, 2011

Kitsap Regional Coordinating Council – Executive Board  
P.O. Box 1934  
Kingston, WA 98346-9201

Dear Executive Board Members:

The Kitsap Continuum of Care Coalition (KCoCC) supports set aside funding from the Homeless Housing Grant Program (2163) for a Kitsap Homeless Coordinated Entry System from 2012 *Coordinated Grant Program* funds.

As part of the new Consolidated Homeless Grant (CHG) program, the state Department of Commerce will require local communities to develop a uniform method of client intake and screening and have this system in place by June 30, 2013. KRCC commissioned the Kitsap County Homeless Housing and Services System Study, done by Clegg and Associates and dated December 2010, to make recommendations about how to implement a coordinated entry project. That study recommended a homeless center be created in Kitsap to provide a “consolidation of functions that would provide a cost savings to our county.”

In February 2011, the KCoCC established a sub-committee to develop the concept of a coordinated entry system in Kitsap County. This sub-committee believes that the coordinated entry will improve and better coordinate the Kitsap system of services for the homeless. A coordinated system will emphasize prevention of homelessness, improved information about and access to services, provide greater efficiency and coordination among the twenty some local organizations assisting the homeless, improved service delivery and better data collection and information utilization to determine results.

The Kitsap Continuum of Care Coalition fully supports having a coordinated entry system and having it funded through local homeless housing grant funds, as recommended by the Coordinated Entry Advisory Subcommittee. Please support the recommendation for a set-aside for a Kitsap coordinated entry project. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Phedra Elliott".

Phedra Elliott, Chairperson  
Kitsap Continuum of Care Coalition



1201 Park Avenue · Bremerton, WA 98337 · 3

May 11, 2011

Executive Board  
Kitsap Regional Coordinating Council  
P.O. Box 1934  
Kingston, WA 98346-9201

Dear KRCC Executive Board:

The Coordinated Entry Advisory Subcommittee of the Kitsap Continuum of Care Coalition (KCoCC) unanimously made a recommendation to the Continuum of Care Coalition Funding Priorities Stakeholders Meeting that a set-aside be included in the 2012 Coordinated Grant Cycle for the Coordinated Entry program. This set-aside was also approved for recommendation to the KRCC Board by the Housing Funders Leadership Group and the whole Continuum of Care Coalition membership.

The Subcommittee is convinced that a Coordinated Entry Program will emphasize prevention of homelessness, improve information about and access to services, provide greater efficiency and coordination among the 20 some local organizations assisting the homeless, improve service delivery and allow better data collection and information utilization to determine results.

In response to concerns about the financial impact of requiring a Coordinated Entry Program in the Coordinated Grant Cycle, the Subcommittee discussed it and offered this feedback:

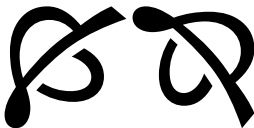
- Yes, there would probably be a financial impact upon agencies, especially in the short term.
- Yes, it would be of great benefit to clients: streamline the process for them, and result in better outcomes.
- There is also the potential to save some time & money on intake at the agency level.
- The core program has to have guaranteed funding, and not be dependent on fundraising in order to accomplish its intended purpose.
- The extra funding available during the 2012 Funding Cycle makes this a good time to request a set-aside in terms of minimum impact upon agencies.

Sincerely,

Coordinated Entry Advisory Committee

**Coordinated Entry Advisory Group Members**

Sarah Van Cleve, Bremerton Housing Authority  
Manny Cruz, Kitsap Mental Health  
Jackie Brown, YWCA ALIVE Shelter  
Adrian Johnson, WA Corrections  
Judy Combes, DSHS  
Darlene Cook, Kitsap Community Resources  
Dave Frederick, Coffee Oasis  
Kelly Schwab, Peninsula 211  
Dave Foote, United Way  
Mike Curry, CCS (Benedict House)  
Christine Buchanan, Housing Kitsap  
Rick Best, One Church/One Family  
Terry Schroeder, Continuum of Care Coalition  
Kirsten Jewell, KRCC



**For  
Your  
Information**





# Kitsap Regional Coordinating Council

## 2011 Meeting Calendar

Meeting changes & additions noted in **bold** and ★

### COMMITTEE MEETING SCHEDULE: 2011

Call 360-377- 4900 for further details

#### ★ Complete Streets Forum: June 9 ★

1:00 to 6:00 p.m., Poulsbo City Hall. For more details, refer to invite, agenda and press release on the following pages →

| <p><b>Executive Board Meetings</b></p> <p>Norm Dicks Government Center<br/>Main Meeting Chambers<br/>8:00 a.m. – 12:00 noon<br/>July 26 Sept 27 Nov 22</p> <p>★ <b>Special Board Meeting ★</b><br/><b>10:30 – 11:00 a.m. November 1</b></p> | <p><b>Executive Committee</b></p> <p>Bremerton Mayor’s Conference Room</p> <p>9:30 – 11:00 a.m.<br/>June 7 Oct 4 Dec 6</p> <p>8:30 – 10:00 a.m.<br/>July 7 Sept 13 Nov 1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>Transportation Policy Board &amp; Transportation Technical Advisory Committees</b></p> <p>June 9: POL &amp; TAC ~ Complete Streets Forum<br/>(see next pg → for location &amp; time details)</p> <p>Kitsap Transit Conference Room<br/>2:00 – 5:00 p.m.</p> <p>July 14: POL &amp; TAC</p> <p><i>POL &amp; TAC will meet alternate months for the remainder of the year. The schedule has not yet been set. Please mark all dates on your calendar for now.</i></p> <p>Sept 15 Oct 13 Nov 10 Dec 8</p> |                             |             |             |               |                        |                          |                         |                          |                       |                         |                            |                             |                          |  |                               |  |                             |                           |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|-------------|---------------|------------------------|--------------------------|-------------------------|--------------------------|-----------------------|-------------------------|----------------------------|-----------------------------|--------------------------|--|-------------------------------|--|-----------------------------|---------------------------|--|--|
| <p>★ <b>Planning Directors Forum★</b></p> <p>Poulsbo City Hall<br/>8:30 a.m. –11:00 a.m.<br/><b>June 9 Sept 8 Dec 8</b></p> <p>10:00 a.m. to 12:30 p.m.<br/>July 7 <b>Oct 6</b> Nov 3</p>                                                   | <p><b>Public Works Group</b></p> <p><i>Meeting dates to be announced</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |             |             |               |                        |                          |                         |                          |                       |                         |                            |                             |                          |  |                               |  |                             |                           |  |  |
| <p><b>Kit~Net Policy Advisory Group</b></p> <p>Council Conference Room, 6<sup>th</sup> Floor<br/>Norm Dicks Government Center<br/>8:30 a.m. – 10:30 a.m.</p> <p>July 14 Oct 13 Nov 10</p>                                                   | <p><b>Teleconference calls among Kitsap reps to PSRC Policy Boards &amp; Staff Committees:</b></p> <table border="1"> <thead> <tr> <th></th> <th><i>June</i></th> <th><i>July</i></th> <th><i>August</i></th> </tr> </thead> <tbody> <tr> <td><b>Executive Board</b></td> <td>T 21<sup>st</sup> @ 4pm</td> <td>T 26<sup>th</sup> @4pm</td> <td>T 23<sup>rd</sup> @ 4pm</td> </tr> <tr> <td><b>Transportation</b></td> <td>T 7<sup>th</sup> @ 4pm</td> <td>T 12<sup>th</sup> @3:30pm</td> <td>T 9<sup>th</sup> @ 3:30 pm</td> </tr> <tr> <td><b>Growth Management</b></td> <td></td> <td>T 12<sup>th</sup> @ 11:30 am</td> <td></td> </tr> <tr> <td><b>Economic Development</b></td> <td>Th 30<sup>th</sup> @ 2pm</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Telcon’s will be approximately 30 minutes. Reminders &amp; call in details will be circulated one week prior to each call. PSRC Meeting Agendas are distributed by PSRC staff to Board members, alternates, &amp; interested parties, the Thursday before each Board Meeting.</i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             | <i>June</i> | <i>July</i> | <i>August</i> | <b>Executive Board</b> | T 21 <sup>st</sup> @ 4pm | T 26 <sup>th</sup> @4pm | T 23 <sup>rd</sup> @ 4pm | <b>Transportation</b> | T 7 <sup>th</sup> @ 4pm | T 12 <sup>th</sup> @3:30pm | T 9 <sup>th</sup> @ 3:30 pm | <b>Growth Management</b> |  | T 12 <sup>th</sup> @ 11:30 am |  | <b>Economic Development</b> | Th 30 <sup>th</sup> @ 2pm |  |  |
|                                                                                                                                                                                                                                             | <i>June</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>July</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>August</i>               |             |             |               |                        |                          |                         |                          |                       |                         |                            |                             |                          |  |                               |  |                             |                           |  |  |
| <b>Executive Board</b>                                                                                                                                                                                                                      | T 21 <sup>st</sup> @ 4pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | T 26 <sup>th</sup> @4pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | T 23 <sup>rd</sup> @ 4pm    |             |             |               |                        |                          |                         |                          |                       |                         |                            |                             |                          |  |                               |  |                             |                           |  |  |
| <b>Transportation</b>                                                                                                                                                                                                                       | T 7 <sup>th</sup> @ 4pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | T 12 <sup>th</sup> @3:30pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | T 9 <sup>th</sup> @ 3:30 pm |             |             |               |                        |                          |                         |                          |                       |                         |                            |                             |                          |  |                               |  |                             |                           |  |  |
| <b>Growth Management</b>                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | T 12 <sup>th</sup> @ 11:30 am                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |             |             |               |                        |                          |                         |                          |                       |                         |                            |                             |                          |  |                               |  |                             |                           |  |  |
| <b>Economic Development</b>                                                                                                                                                                                                                 | Th 30 <sup>th</sup> @ 2pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |             |             |               |                        |                          |                         |                          |                       |                         |                            |                             |                          |  |                               |  |                             |                           |  |  |



**Date:** Thursday, June 9, 2011  
**Time:** 1:00 to 6:00 p.m.

**Location:** Poulsbo City Hall  
**Address:** 200 NE Moe Street  
Poulsbo, WA 98370

## Please Join us for the Kitsap Complete Streets Leadership Forum

### What to Expect:

- An info-packed, fast-paced afternoon that illustrates the need for and benefits of a transportation system that considers all users and all modes, as well as an overview of system user groups.

### Who Should Participate:

- Policy makers
- State, regional and local public agency planners and engineers
- Representatives of local public agencies' transportation advisory bodies
- Related non-profits and advocacy groups.

### Desired Outcomes:

- Understanding of the Complete Streets concept
- Awareness of Legislative requirements
- Understanding of health consequences of transportation policies
- Interest, ideas, and creativity concerning multi-modal strategies and solutions
- Inspiration on the importance of active transportation in Kitsap County

### To Register:

- Email the **registration form** (available on the KRCC website) to [Vicky@KitsapRegionalCouncil.Org](mailto:Vicky@KitsapRegionalCouncil.Org) or phone Vicky Clarke, Transportation Program Coordinator, KRCC, at 360-377-4900.
- Cost of attendance is \$5, payable at the door (please don't send money ahead!)
- Advance registrants will receive an information packet by mail or email.

### Event Sponsors:

Washington Coalition for Promoting Physical Activity  
Centers for Disease Control and Prevention  
Washington State Department of Health  
Kitsap County Health District  
Kitsap Regional Coordinating Council

Thursday, June 9, 2011  
 1:00 to 6:00 p.m.  
 Poulsbo City Hall

# Kitsap Complete Streets Leadership Forum

## EVENT AGENDA

**1:00 Registration & Innovation Gallery Walk-around**

Walk-Around: Displays *including...*

- Kitsap Transportation System Maps
- Innovative Design/Project Solutions

**1:30 Welcome & Introductions**

- |                                                                         |                         |                                      |
|-------------------------------------------------------------------------|-------------------------|--------------------------------------|
| • Welcome                                                               | • Mayor Becky Erickson  | City of Poulsbo                      |
| • Context for Today's Event                                             | • Mary McClure          | Kitsap Regional Coordinating Council |
| • Legislation                                                           | • Rep. Christine Rolfes | 23 <sup>rd</sup> Leg. District       |
| • Overview: What's a Complete Street?                                   | • Tim Payne             | Nelson Nygard                        |
| • WSDOT Policy Statement from Secretary of Transportation Paula Hammond | • Speaker TBA           |                                      |

*10 minute break to grab refreshments & view the Innovation Gallery!*

**2:30 Presentation Series** *Moderator: Mary McClure*

Introduction: The Benefits of Complete Streets

- |                                               |                 |                        |
|-----------------------------------------------|-----------------|------------------------|
| Health Consequences of Transportation Choices | • Scott Daniels | Kit Co Health District |
|                                               | • Jane Moore    | WCPPA                  |
|                                               | • Tim Lane      | WA State Dept Health   |

- |                                   |                    |                           |
|-----------------------------------|--------------------|---------------------------|
| Facilities: Cost, Safety & Design | • Tom Von Schrader | SvR Design                |
|                                   | • Chris Hammer     | City of Bainbridge Island |
|                                   | • Larry Matel      | City of Bremerton         |

- |                  |                 |                                      |
|------------------|-----------------|--------------------------------------|
| Vulnerable Users | • Vicky Clarke  | Kitsap Regional Coordinating Council |
|                  | • Lind Simonsen | Pierce Transit                       |

- |                                               |                 |                        |
|-----------------------------------------------|-----------------|------------------------|
| Mode/User Groups: Transit, Bikes, Pedestrians | • Ralph Wessels | Bicycle Alliance of WA |
|                                               | • Lisa Quinn    | Feet First             |

*10 minute break to grab refreshments & view the Innovation Gallery!*

**4:40 Focused Q&A / Discussion: All speakers**

**5:30 Closing Remarks**

- |                              |               |
|------------------------------|---------------|
| • Commissioner Robert Gelder | Kitsap County |
| • Mary McClure               | KRCC          |

**6:00 Adjourn**

### Event Sponsors



Thursday, June 9, 2011  
1:00 to 6:00 p.m.  
Poulsbo City Hall

## Kitsap Complete Streets Leadership Forum

### PRESS RELEASE

Making it easier for walkers, bicyclists, and transit users to get where they need to go is the subject of a Kitsap Complete Streets Leadership Forum on Thursday, June 9, 1:00 to 6:00 p.m. at the new Poulsbo City Hall. Participants, including Kitsap transportation system advocates and decision-makers, can expect to gain an understanding of the Complete Streets concept, as well as transportation solutions being discussed in Kitsap County. Event registration is open to the public.

The national Complete Streets website states, “The streets of our cities and towns are an important part of the livability of our communities. They ought to be for everyone, whether young or old, motorist or bicyclist, walker or wheelchair user, bus rider or shopkeeper. ...too many of our streets are designed only for speeding cars, or worse, creeping traffic jams.”

Washington State legislators adopted one Complete Streets law this session (SHB1071). A second bill, with more specific impacts for Cities and Counties (SB1700), made some progress but did not pass during this session. That bill will most likely be re-introduced in the 2012 Legislative Session. 23<sup>rd</sup> Legislative District Representative Christine Rolfes is a bill co-sponsor and will speak at the Forum.

Providing bicycle and pedestrian routes that connect people with where they want to go is a timely public health strategy. According to Kitsap County Health District Director Scott Lindquist, MD, “Having accessible biking and walking options that connect to work, home, and play is proven to increase physical activity, fight chronic disease, and let people lead longer, healthier lives.”

To register for the forum, email [Vicky@kitsapregionalcouncil.org](mailto:Vicky@kitsapregionalcouncil.org) or phone Vicky Clarke, Transportation Program Coordinator, KRCC, at 360-377-4900. Cost of attendance is \$5, payable at the door. To see the full workshop agenda, visit [www.KitsapRegionalCouncil.org](http://www.KitsapRegionalCouncil.org). For more information about Complete Streets, visit [www.CompleteStreets.org](http://www.CompleteStreets.org).

The Forum is made possible with help from the Kitsap County Health District and the Kitsap Regional Coordinating Council. It is one of three state-wide workshops developed by the Washington Coalition for Promoting Physical Activity with funding from the Washington State Department of Health and the U.S. Centers for Disease Control.

Kitsap’s first countywide, Multi-Modal Transportation Plan is being developed by Kitsap’s Cities, County, Tribes, and Kitsap Transit through the Kitsap Regional Coordinating Council (KRCC), over the next 2-3 years. Consideration of transit users, bicycles and pedestrians of all ages and abilities, as well as cars, is central to the Plan.

#### *Event Sponsors*



April 26, 2011

Steve Butler  
PSRC Regional Staff Committee, Chair

Dear Steve,

Thank you for the opportunity to provide input on measures included in the Transportation 2040 Prioritization Workgroup process. The public health agencies of Snohomish, Pierce, Kitsap, and King Counties are concerned about the outcome of this process since transportation policy decisions impact people's health through:

- exposure to pollutants (air and water quality)
- noise
- climate change effects
- access to healthy eating and active living opportunities
- pedestrian, bicycle and driver safety and injuries
- access to affordable healthy housing
- equitable distribution of transportation project benefits and burdens

The challenge for the Transportation Prioritization Working Group and staff is to develop measures and indicators that will prioritize projects that move our region toward the goals of VISION 2040. As indicated in VISION 2040, the concept of people, prosperity and planet provides a central theme and illustrates that "the people of the region, our economic prosperity, and our relationship to the planet are tied together in a mutually supportive and interdependent way." VISION 2040 specifies a goal that "the region's communities will be planned and designed to promote physical, social, and mental wellbeing so that all people can live healthier and more active lives." The public health community supports this kind of sustainable decision-making and planning that *considers goals and impacts to our health and quality of life*. To help achieve this, we recommend that the Transportation Prioritization Working Group and PSRC staff include the following "guiding questions" and measures to achieve VISION 2040's goal of promoting physical, social and mental wellbeing and to continue to be innovative in developing best-practices for the planning community.

### **Sustainable Environment**

- Does project do better than federal standards to improve per capita air pollution emissions?
  - Measure: Tons of fine particulate matter and ozone levels
- Does project do better than state standards to improve greenhouse gas (GHG) emissions?
  - Measure: Data currently used, GHG emissions
- Does project mitigate noise exposure?
  - Measure: Decibel level (provided by project sponsor)
- Does project reduce vehicle miles traveled (VMT)?

- Measure: Vehicle miles traveled **per person**, and annual totals

**Social Responsibility & Equity**

- Does project increase transportation quality and accessibility for Environmental Justice, special needs, low-income, older adult, communities of color, and youth populations?
  - Measure: Transit, pedestrian and bicycle level of service (LOS)
  - Measure: Rates of chronic disease, sedentary lifestyle, overweight and obesity in project area (overlay available health data on GIS maps)
- Does project incorporate universal design principles?
  - Measure: Yes/No (information provided by project sponsor)
- Does project create or improve accessibility to existing/planned concentration of affordable, healthy and safe housing, especially in centers?
  - Measure: Yes/No (information provided by project sponsor)
  - Measure: New units of affordable, healthy and safe housing created (information provided by project sponsor)
- Does project planning include representatives from all communities, including low income and racial and ethnic groups?
  - Measure: Yes/No (information provided by project sponsor)
- Does the project effectively mitigate a negative impact on low-income or communities of color?
  - Measure: Yes/No (information provided by project sponsor)

**Quality of Life – Community Character**

- Does project affect **per capita** traffic-related fatalities and injuries (including pedestrian and bicycle)?
  - Measure: Washington Traffic Safety Commission data
- Does project improve a high bicycle/pedestrian collision intersection or corridor?
  - Measure: Yes/No (information provided by project sponsor)
- Does project improve crossing signals and signage and utilize traffic calming techniques?
  - Measure: Yes/No (information provided by project sponsor)
- Does project increase the portion of residents who walk or bike for health and/or as a travel choice?
  - Measure: Bicycle and Pedestrian Level of Service (LOS)
  - Measure: Bicycle/pedestrian counts (provided by project sponsor)
  - Measure: Mode shift away from SOV
  - Measure: VMT reduction
- Does project use complete streets planning guidelines or does jurisdiction have a complete streets policy?
  - Measure: Yes/No (information provided by project sponsor)
- Does project improve walking or biking to a nearby school (3 miles)?
  - Measure: Bicycle and Pedestrian LOS

- Measure: Yes/No (information provided by project sponsor)
- Does project support pedestrian friendly TOD in centers and major transit station areas?
  - Measure: Yes/No (information provided by project sponsor)
- Does project include bicycle and pedestrian facilities or supportive amenities (e.g., bike storage, shower facilities, signage)?
  - Measure: Yes/No (information provided by project sponsor)
- Does project include a Health Impact Assessment (called for in V2040)?
  - Measure: Yes/No (information provided by project sponsor)
- Does project increase travel choices to pedestrian generators (e.g., schools, parks, transit centers, employment centers)?
  - Measure: Yes/No (information provided by project sponsor)
- Does project improve average reasonable travel time and reliability?
  - Measure: Per-capita annual congestion delay (trip distances and total travel times) **not** Travel Time Index (TTI)

### **Prosperous Economy**

- Does project improve transportation (including transit, walk and bike) affordability for Environmental Justice, special needs, low-income, older adult, communities of color, and youth populations?
  - Measure: Currently used

In addition to the questions and measures in the prioritization process, we encourage PSRC to develop and implement a regional bicycle and pedestrian plan. A regional plan would establish a regional vision for improving walking and biking opportunities and provide additional guidance in prioritizing bicycle and pedestrian projects.

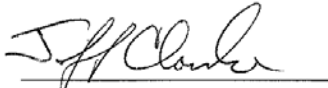
The adopted VISION 2040 points out that “good planning decisions are also good public health decisions - helping to make places and communities that are good for living, working, and playing.” VISION 2040 includes an action item that PSRC and its member jurisdictions will explore land use and planning practices and tools that promote and improve physical, social, and mental health. We’d be happy to discuss the recommended measures listed above with PSRC staff and the Transportation Prioritization Working Group.

Thank you for your time and consideration and for helping us improve the health and wellbeing of all residents and visitors to our region.

Sincerely,



Director, Environmental Health Services Division  
Public Health Seattle-King County



Snohomish Health District  
Deputy Director



Scott Daniels  
Deputy Director  
Kitsap County Health District



Steve Marek, Division Director  
Environmental Health Division  
Tacoma-Pierce County Health Department