



Kitsap Regional Coordinating Council

KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda v.7-2-2020

Date: July 9, 2020

Time: 9:30 am - 11:30 am

Remote Participation: There are two options for remotely participating in this meeting.

- **Option A - Video Conferencing and Screen Sharing.** Please click the following link: <https://zoom.us/j/98100900097>. You will likely be asked to download Zoom and then start the application. This will take you to the virtual meeting room. **Please test the Zoom link ahead of the meeting to make sure the necessary plug ins are on your computer.**
 - **To hear the meeting,** dial (253) 215-8782, then enter the *meeting number: 981 0090 0097*. You do not need a participant ID, just press “#” to continue the call.
 - **To see the presenter’s screen,** you can simply stay in the virtual meeting room.
 - **To join by video,** you can turn on the video function on the Zoom app (make sure your computer’s camera is on).
- **Option B - Call in only.** If you are not by a computer, you can join by phone only. Please call (253) 215-8782 and then enter the *meeting number: 981 0090 0097* to enter the call. You do not need a participant ID, just press “#” to continue the call.

1. Welcome and Introductions

2. New Business

- KRCC Staff update: Discuss pacing for Growth Target Setting within PSRC requirements while considering:
 - When do jurisdictions need growth targets for local planning efforts and what is the best way to capture the process?
 - Who from KRCC LUTAC should PSRC coordinate with for technical issues?
 - What the status is of the Land Capacity Analysis and Buildable Lands Report?
 - What questions LUTAC may have for elected officials? When does target setting become a policy issue?

3. Committee Updates and Action Items

- a. Old Business
 - **ACTION:** Approve the draft [May 14 meeting Summary](#) Packet Pg. 3
 - Recap and debrief the June 16 PlanPOL meeting
- b. Kitsap Countywide Planning Policies, **Element C: Centers of Growth Next Steps**
 - Opportunity to discuss areas of difficulty in updating *Element C*
 - Review the timeline for completing *Element C* revisions and incorporation into the *Full* CPP update process.
- c. CPP Sub Consultant
 - Review the [Cumulative Proposal Scorecard](#) of the Sub Consultant proposals – see results during July meeting (note scoring will be presented anonymously)
 - For reference: [Final KRCC Sub-consultant Request for Proposal \(RFP\)](#) Packet Pg. 7
 - Discuss suggestions for arranging the interview process



Kitsap Regional Coordinating Council

- d. Kitsap Countywide Planning Policies, **Full Update**, and Next Steps
 - Review [draft GANNT chart for the Full CPP and Element C update processes](#) and discuss target setting

Packet Pg. 9 & 10

4. Administrative Agenda

- The next meeting is planned for **September 10, 2020**
 - Discuss suggested agenda topics for the meeting.
- Discuss the [draft November 17 PlanPOL meeting agenda](#)
 - How would LUTAC like to present proposed centers and technical memos before the November meeting?
 - What are expectations for an update from the CPP Sub Consultant at the November meeting?

Packet Pg. 11

5. Wrap Up

- Recap topics covered
- Summarize key decisions and action items

6. Adjourn



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC)
May 14, 2020 Meeting Summary | Convened via Teleconference
 Draft v. 6-3-2020

Decisions and Recommendations		
<ul style="list-style-type: none"> LUTAC recommended revising the draft Element C: Centers of Growth of the Countywide Planning Policies (CPPs) and making adjustments based on the Puget Sound Regional Council's (PSRC) guidance on the Regional Centers Framework. LUTAC recommended obtaining additional information before deciding to have a separate approval and ratification process for Element C and the full CPP update. LUTAC recommended adding a meeting in November as needed to complete work related to the Kitsap CPPs. 		
Actions	Person Responsible	Status
1. Prepare a revised draft of Kitsap Countywide Planning Policies (CPPs) Element C: Centers of Growth.	LUTAC subgroup with KRCC Staff support	By June
2. Update the draft Kitsap CPPs request for proposal (RFP) based on LUTAC's feedback and share for a final review.	KRCC Staff	By 5/15
3. Schedule a conference call with LUTAC members to discuss the proposals from CPP consultants.	KRCC Staff	By mid-to-late June
4. Post the April 9 LUTAC meeting summary to the KRCC website.	KRCC Staff	By 5/15
5. Confirm if the Kitsap CPPs RFP can be shared through by PSRC.	Puget Sound Regional Council (PSRC)	By 5/20
6. Distribute the list of PSRC LUTAC members to KRCC LUTAC members.	Puget Sound Regional Council (PSRC)	By 5/20
7. Update the June 16 PlanPOL meeting agenda.	KRCC Staff	By 6/2

A. Welcome & Introductions: KRCC staff welcomed meeting participants (see Attachment A: List of LUTAC Members in Attendance) to the virtual meeting. KRCC staff discussed several ground rules and reviewed the agenda topics for the meeting.

B. New Business: Presentation on Growth Target Guidance: KRCC staff introduced Liz Underwood-Bultmann, Puget Sound Regional Council (PSRC) to provide a presentation on [Growth Target Guidance](#). Liz explained the process to develop growth target guidance includes two components: data assumptions and methods, and growth and policy factors. The data assumptions and methods will include an updated horizon year for local jurisdictions to plan towards, housing targets, and county control totals.

The growth and policy factors include general planning considerations, centers, transit-oriented development, jobs-housing balance considerations, other planning areas like Tribal Lands and Military Installations, and reconciliation processes.



She clarified the next steps for growth target guidance and the review steps from several PSRC committees. First, the growth target guidance will be discussed by the PSRC LUTAC group. After the review by the PSRC LUTAC, there will be opportunities for input and review from the PSRC Regional Staff Committee. The growth target guidance will be finalized after the adoption of VISION 2050. There will be ongoing engagement and technical support in growth target development before and after the adoption of VISION 2050.

C. Committee Updates and Action Items

April 9 Meeting Summary: LUTAC members reviewed and approved the April 9 meeting summary as final without any revisions. The April 9 meeting summary will be posted on the KRCC website.

Kitsap Countywide Planning Policies (CPPs), Element C: Centers of Growth Next Steps: KRCC staff provided a recap for LUTAC members of the April 9 discussion regarding Element C and the next steps. KRCC staff reminded the group of LUTAC's decision to hold off on developing the technical memorandums until revisions to Element C were completed and reviewed by the group. LUTAC members shared updates about work on the next draft of Element C including work completed to date, planned updates to the policy language based on PSRC guidance, and how to share the next draft. LUTAC members suggested the following timing for updating Element C:

- A LUTAC subgroup will develop a revised draft of Element C by the start of June and meet at least once to review the revised draft.
- The revised draft of Element C will then be shared with the full LUTAC group in mid-to-late June for review and feedback.
- Suggestions from the full LUTAC group will be incorporated into the revised draft and will be included as a discussion topic for the July 9, 2020 LUTAC meeting.

LUTAC members discussed different types of updates that could be included in the revised draft of Element C. LUTAC members discussed activity units and how to measure them consistently (density vs. total number), the impact of transit investments (transit adjacent vs. transit-oriented development), focusing on “countywide significance” of a center and considering the size of Kitsap County and the distribution of all potential centers. In addition to this discussion, LUTAC members suggested the following questions be addressed by the revised version of Element C:

- Does Kitsap want to focus on the density of activity units or the total number of activity units?
- Considering the size of the county, what is right for Kitsap?
- Considering the size of the county, should there be a minimum site size for centers?
- Should existing areas of growth and planned areas of growth be addressed in the technical memos?
- In addition to what is in the Regional Centers Framework, what does Kitsap deem to be centers of countywide importance?
- Do there need to be new categories of centers in addition to Countywide Centers and Local Centers (e.g. “conditional” centers, or other designations)? And if so, what is the hierarchy (if any) between the different types of centers?
- What constitutes a watershed? What distinguishes a center boundary from a watershed boundary?
- How does geographic equity affect the number of centers per jurisdiction?



- Does a candidate Regional Center automatically become a Countywide Center? (see question about “conditional” centers above).
- What is the relationship between Countywide Centers and population growth allocation?

CPP Sub-Consultant Updates: KRCC staff provided updates to LUTAC regarding the status of the CPP sub-consultant Request for Proposal (RFP). KRCC staff explained the KRCC Board voted and approved the draft budget for the CPP sub-consultant at the May KRCC Board meeting. KRCC staff shared an updated version of the draft RFP and asked for feedback from LUTAC members. LUTAC members offered feedback on the scoring evaluation portion of the RFP and shared suggestions for where the RFP could be distributed for solicitation, including:

- KRCC website
- Daily Journal of Commerce (DJC)
- Municipal Research Service Center (MSRC)
- Association of Washington Cities (AWC)
- American Planning Association -Washington State Chapter

LUTAC members also discussed the review process for the RFPs that are received. LUTAC members suggested scoring the proposals individually, sharing draft preliminary scores with KRCC staff, KRCC staff preparing a total score sheet, and reviewing total scores during the next LUTAC meeting. KRCC staff will update the draft RFP with feedback from LUTAC and share the draft with LUTAC for a final review.

D. Administrative Agenda

June 16 PlanPOL Meeting: LUTAC members discussed the next PlanPOL meeting and what materials would be prepared ahead of time. LUTAC members recommended the June 16 PlanPOL meeting focus on the process steps of updating the CPPs and include a discussion of the big picture policy changes related to VISION 2050.

July 9 LUTAC Meeting: LUTAC members discussed the next LUTAC meeting and what topics would be covered. LUTAC members recommended discussing the updated draft of Element C and discussing any updates related to the CPP sub-consultant.

KRCC Meeting Schedule: LUTAC members recommended adding a November meeting as needed to complete updates to the Kitsap CPPs.

E. Wrap Up

Recap: KRCC staff reviewed the decisions and action items listed in the table above.

F. Adjourn



Kitsap Regional Coordinating Council

Attachment A: List of LUTAC Members in Attendance (Virtual Participation Only)

Name	Affiliation (alphabetical)
Heather Wright	City of Bainbridge Island
Andrea Spencer	City of Bremerton
Nick Bond	City of Port Orchard
Jeff Rimack	Kitsap County
Ed Coviello	Kitsap Transit
Lynn Wall	Naval Base Kitsap
Andrea Harris-Long	Puget Sound Regional Council
Liz Underwood-Bultmann	Puget Sound Regional Council
Alison O'Sullivan	Suquamish Tribe
Gary Idleburg	Washington Dept. of Commerce
Matthews Pahs	Washington Dept. of Transportation
Sophie Glass	KRCC Program Director
Kizz Prusia	KRCC Land Use Program Lead



Kitsap Regional Coordinating Council

REQUEST FOR PROPOSALS

Project Name: Kitsap County, Countywide Planning Policies (CPPs) Updates

Organization: Kitsap Regional Coordinating Council

Proposal Due Date: June 26, 2020 at 5:00 PM Pacific Time

RFP Contact: Kizz Prusia – kprusia@kitsapregionalcouncil.org; (206) 962-3707

RFP Release Date: June 3, 2020

1. Background on the Kitsap Regional Coordinating Council

The [Kitsap Regional Coordinating Council](#) (KRCC) is the forum established through an inter-local agreement (see Attachment A: KRCC Interlocal Agreement) among its current members - Kitsap County, City of Bainbridge Island, City of Port Orchard, City of Poulsbo, City of Bremerton, Suquamish Tribe, Port Gamble S'Klallam Tribe, Port of Bremerton, Port of Kingston, Naval Base Kitsap, and Kitsap Transit. The Kitsap Regional Coordinating Council is responsible for the distribution of federal transportation funding (via the Puget Sound Regional Council), coordinates the review and monitoring of the Kitsap Countywide Planning Policies, coordinates a regional legislative agenda, and is the vehicle for other multi-jurisdictional collaborative projects identified in its annual work program. The Council is governed by an Executive Board made up of a member from each of the participating member agencies.

2. Background on Triangle Associates

[Triangle Associates, Inc.](#) is a public policy facilitation firm based in Seattle, Washington. Triangle Associates provides staffing for KRCC. The selected contractor would be a sub-contractor to Triangle Associates.

3. Project Overview

The Kitsap Countywide Planning Policies (CPPs) are the framework for growth management in Kitsap County (see the linked [Kitsap Countywide Planning Policies - Adopted 2015](#)). The Kitsap CPPs tailor the Puget Sound Regional Council's (PSRC) regional growth management

guidelines to Kitsap County and are the policy framework for the County's and the Cities' Comprehensive Plans. KRCC began updating certain elements of the CPPs in 2019 and intends to fully update the Kitsap CPPs by the end of 2021. To accomplish this, KRCC is soliciting the support of a technical planning consultant.

4. Project Goals

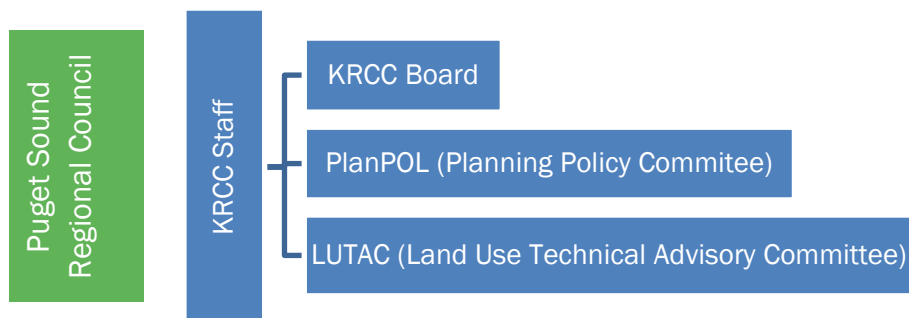
The three goals of this project include:

1. Incorporating PSRC's VISION 2050 into Kitsap's Countywide Planning Policies.
2. Supporting KRCC Boards, Committees, and Staff in updating Kitsap's Countywide Planning Policies.
3. Supporting the ratification of Kitsap's updated Countywide Planning Policies by December 31, 2021.

To reach these goals, the Kitsap Regional Coordinating Council is now accepting bids from qualified firms (includes individuals) in response to this Request for Proposal.

5. Organizational Structure

The consultant would work closely with the groups depicted in the graphic below to help update the Kitsap CPPs:



Puget Sound Regional Council (PSRC) – The selected contractor will coordinate with PSRC to draft sections of the Kitsap CPPs on an as-needed basis.

KRCC Staff - For the duration of this project, the selected contractor would be a sub-contractor to Triangle Associates and will work closely with the KRCC staff.

KRCC Board – The selected contractor will attend up to 3 KRCC Board meetings.

PlanPOL – The selected contractor will work closely with PlanPOL members to review the CPPs' Elements.

LUTAC - The selected contractor will work closely with LUTAC members to review the CPPs' Elements.

6. Scope of Work

The selected contractor would be responsible for completing the following scope of work. The exact scope of work will be confirmed as part of the contract with the successful bidder.

1. Ensure consistency between the Kitsap CPPs and other planning efforts by completing a gap analysis of the following documents:
 - a. PSRC's Vision 2050 (including Multicounty Planning Policies and Regional Growth Strategy);
 - b. PSRC's Regional Centers Framework;
 - c. Sections of the Washington State Growth Management Act (GMA) that relate directly to the CPPs. For additional detail, see Revised Code of Washington (RCW) 36.70A.210.
2. Work closely with LUTAC and PlanPOL members to review the CPPs' Elements and based upon the gap analysis, identify which Elements require necessary updates. It is possible that not every Element will need to be updated. Additional elements may be identified for desired amendments/updates outside of the gap analysis of those amendments necessary for consistency. The following Kitsap CPP elements should be reviewed:
 - a. Countywide Growth Pattern
 - b. Urban Growth Areas
 - c. Centers of Growth (*Note: LUTAC has completed a draft update of this element, and therefore review would be limited to ensuring consistency with Vision 2050, as it has been drafted for consistency with Regional Centers Framework Update, March 2018*).
 - d. Rural Land Uses and Development Patterns
 - e. Countywide Strategies for Open Space Preservation, Resource Protection, Critical Areas, Air Quality, and Water Quality/Quantity
 - f. Contiguous, Compatible, and Orderly Development
 - g. Siting Public Capital Facilities
 - h. Transportation
 - i. Housing
 - j. Countywide Economic Development
 - k. An Analysis of the Fiscal Impact
 - l. Coordination with Tribal Governments
 - m. Coordination with Federal Government including Navy
 - n. Roles & Responsibilities
 - o. Relevant Appendices

3. Work closely with LUTAC, PlanPOL, and PSRC to draft any *new* elements for the CPPs. The following elements are in PSRC's VISION 2050 and might need to be integrated into Kitsap's CPPs:
 - a. Climate (currently not an existing element within the Kitsap CPPs)
 - b. Public Services (if items fall outside Kitsap's CPP Element G: Siting Public Capital Facilities)
4. Develop a plan for the KRCC amendment and ratification process consistent with the requirements of GMA.
5. Manage the public comment analysis in accordance with Washington State Law.
(*Note: KRCC staff will transcribe and analyze any comments*).

7. Travel

The consultant should expect to travel to/from Kitsap County to attend the following meetings each hosted in Bremerton, WA:

- Up to 7 LUTAC meetings
- Up to 3 PlanPOL meetings
- Up to 2 KRCC Board meetings, including 1 public hearing

Note: Due to COVID-19, some of these meetings may be held virtually and therefore not require travel.

8. Target Deliverable Schedule

- Complete gap analysis: late fall 2020
- Complete draft updates to CPPs: spring 2021
- Hold public hearing for draft CPPs: early summer 2021

Exact deliverable deadlines will be confirmed as part of the contract with the successful bidder.

9. Budget Constraints

The budget for this project is not to exceed \$55,000.

10. Period of Performance and Contracting

The period of performance will be from summer 2020 through summer 2021 (approximately 10-12 months from the start of the contract). The contract will be awarded in two phases: one phase for the duration of 2020, and a subsequent phase for work in 2021.

11. Evaluation Metrics

KRCC will use the following evaluation metrics to choose the successful bidder. A total of 100 points can be awarded per proposal.

- Experience updating Countywide Planning Policies (25 points)
- Technical urban and regional planning writing experience (e.g. writing jurisdictional Comprehensive Plans) (25 points)
- Proposed budget (15 points)
- Familiarity with Washington State Growth Management Act and regional planning requirements under PSRC (15 points)
- Understanding the planning challenges unique to Kitsap County (10 points)
- Background with holding public meetings and managing public comment periods (5 points)
- Understanding of regional transportation planning (5 points)

12. Submission Requirements

Bidders must submit the following components to be considered:

Component	Page Limit
Cover page with the firm name, staff proposed, and contact information	1 page
A narrative approach to completing this project that references the selection criteria above	3 pages
Three (3) project examples that demonstrate the consultant's ability to complete the scope of work (RFP Section 6)	2 pages
References for project examples (including contact information for references)	1 page
Budget with hourly rates, detailed tasks, and expenses	1 page
Resumes for all proposed staff (do not count towards total page limit)	2 pages per resume
FULL PROPOSAL	8 pages + resume(s)

13. Submission Information

Email a single PDF file of your proposal to Kizz Prusia (kprusia@kitsapregionalcouncil.org) by June 26, 2020 at 5:00 PM Pacific time. Late submissions will not be accepted. Please call Kizz Prusia with any questions: (206) 962-3707.

ATTACHMENT A



Kitsap Regional Coordinating Council

KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the undersigned parties pursuant to provisions of the Interlocal Cooperation Act of 1967, Chapter 39.34 RCW.

WHEREAS, the undersigned members recognize the need and desirability to participate in a forum for intergovernmental coordination, cooperation, and consultation among member agencies in order to bring about a continuous and comprehensive regional planning process and efficient service delivery; and

WHEREAS, the undersigned members desire jointly to undertake continuous, cooperative study and planning of regional and governmental issues of mutual interest, including but not limited to development, land use, housing, capital facilities, service, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation, transportation planning, and economic development; and

WHEREAS, it is the belief of the undersigned members that regional deliberations, planning, and review can best be achieved with the creation of a separate legal entity whose function and activities are subject to policy direction from the undersigned member agencies according to the provisions of this Agreement; and

WHEREAS, the State Growth Management Act (GMA) requires local jurisdictions to coordinate and ensure consistency when developing comprehensive land use plans and the undersigned members desire to establish the Kitsap Regional Coordinating Council as a separate legal entity to facilitate coordination and consistency of comprehensive land use plans as required by the GMA; and

WHEREAS, the undersigned members desire to use the Kitsap Regional Coordinating Council for developing County-wide Planning Policies (CPPs) under the GMA as a framework to guide Kitsap County and cities situated within the County in developing their comprehensive land use plans.

THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

I. NAME

This Agreement establishes the KITSAP REGIONAL COORDINATING COUNCIL ("Council"), a separate legal entity since 2001.

II. DURATION

The Agreement shall remain in force and effect perpetually or until terminated by vote of the member agencies.

III. DEFINITIONS

For the purpose of this Interlocal Agreement, the following terms have the meaning prescribed to them in this section unless the context of their use dictates otherwise:

- A. “*Member agency*” means a voting and dues paying municipal or other government entity located within Kitsap County which is a party to this Agreement.
- B. “*State*” means the State of Washington.
- C. “*Region*” means the territory physically lying within the boundaries of Kitsap County.
- D. “*Kitsap Regional Coordinating Council*” or “*Council*” means the separate legal entity established by this Agreement to represent member agencies to carry out those powers and managerial and administrative responsibilities delegated pursuant to the provisions of this Agreement.
- E. “*Executive Board*” shall mean the representatives of member agencies of the Kitsap Regional Coordinating Council identified in Article IV.B. of this Agreement.
- F. “*Cost Allocation*” means annual dues (the annual allocation among Member agencies of the cost of Council operations determined by the Executive Board for the purposes of calculating members’ obligations to contribute to the funding of Council operations for the year, and for the purposes of calculating obligations and distributions in the event of withdrawal or termination).
- G. “*Ex Officio Member*” means a non-voting, non-dues paying member of the Council that is not a party to this Agreement.
- H. “*Associate Member*” means a non-voting, dues paying member of the Council that is not a party to this Agreement.

IV. MEMBERSHIP AND REPRESENTATION

A. Membership. Membership (except for Associate Members and Ex Officio Members) is established by execution of this Agreement and payment of any required cost allocation as established by the Executive Board. New Members may be added through an ILA Amendment.

B. Executive Board. The Executive Board is comprised of the following representatives of member agencies:

- 1. County Government: three (3) members of the Kitsap County Board of Commissioners;
- 2. City Governments:

- a. The Mayor of each city having a population of 10,000 persons or less;
 - b. The Mayor and one (1) member of the City Council of each city having a population between 10,001 persons and 30,000 persons;
 - c. The Mayor and two (2) members of the City Council of each city having a population greater than 30,000 persons;
 - d. A city with a Council/Manager form of government may select one (1) member of the City Council instead of a Mayor. The number of additional City Council members representing the city shall be as described in 2(a-c) above.
 - e. Population will be determined by the most recent annual population estimate of cities and towns prepared by the Washington State Office of Financial Management.
- 3. Port of Bremerton: one (1) representative consisting of a Port Commissioner.
 - 4. Port of Kingston: one (1) representative consisting of a Port Commissioner.
 - 5. Kitsap Transit: one (1) representative consisting of a member selected by the Kitsap Transit Board of Commissioners.
 - 6. City Council, Kitsap Transit, and Port representatives may be selected by whatever means established by each specific member agency.

D. New membership. A municipal or government entity or a federally recognized Indian Tribe that desires to become an Ex Officio Member or an Associate Member must obtain permission to do so by the Executive Board. Associate Members must also present a draft agreement for the Executive Board's consideration, establishing the proposed terms, duties, powers and privileges for Associate Member status.

V. POWER, AUTHORITY, AND PURPOSE

This Agreement does not confer additional substantive powers or authorities on member agencies. The powers and authorities conferred herein are limited to the powers that each member agency is authorized by law to perform. The Council has the following power, authority, and purpose:

A. Provide a regional forum for regional deliberations and cooperative decision-making by the region's elected officials in order to bring about a continuous and comprehensive planning process, and foster cooperation and mediate differences among governments throughout the region.

- B. Consistent with the GMA, coordinate and ensure consistency when developing comprehensive land use plans.
- C. Consistent with the GMA, develop CPPs to be used as a framework to guide the County and the Cities in developing their comprehensive land use plans;
- D. Coordinate actions to provide for the distribution of state and federal grant funds, including but not limited to federal transportation funding, community development block grants, and low-income housing grants.
- E. Undertake continuous, cooperative study and planning of regional and governmental problems of mutual interest, including but not limited to development, land use, housing, capital facilities, services, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation and transportation planning.
- F. Coordinate actions to provide for a sustainable economy and environment for the region.
- G. Carry out such other planning and coordinating activities authorized by the Council including participation in other forums and organizations.
- H. Establish Bylaws, to be amended from time to time, that govern the procedures of the Council. The Bylaws, as may be amended, are incorporated into this Agreement by this reference as if fully set forth herein.
- I. Contract for administrative services and enter into other agreements as deemed appropriate and/or necessary to implement this Agreement.
- J. Purchase, receive, lease, take by gift, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of the Council.
- K. Sell, convey, mortgage, pledge, lease, exchange, transfer, and otherwise dispose of its property and assets.
- L. Sue and be sued, complain and defend, in all courts of competent jurisdiction in the Council's name.
- M. To engage in any other activity necessary to further the Council goals and purposes to the extent authorized by chapter 39.34 RCW.
- N. Apply for such federal, state, or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions.
- O. Identify and examine issues such as governance, growth policies, development standards, service provision, revenue-cost sharing and municipal annexations in urban growth areas.

P. Strive to represent the consensus of views on growth management and planning issues among member agencies. The Council makes recommendations on behalf of those jurisdictions to multi-county regional agencies and State government on behalf of member agencies, on proposed changes to multi-county regional plans, state plans and laws.

Q. Represent the views or position of member agencies within the County on issues of consistency or the resolution of conflicts related to the multi-county regional growth strategy and transportation plan.

R. Make appointments to committees and boards of multi-county regional organizations (e.g. Puget Sound Regional Council, Peninsula Regional Transportation Planning Organization) where appointments are requested to represent more than one member agency of the Council. Members appointed to such committees and boards shall represent the consensus of the views of the Council. If consensus is not reached on a particular issue, the members appointed to such committees and boards shall represent the majority and minority views of the Council, in order to accurately portray the status of discussions on that issue.

S. Review this Interlocal Agreement no fewer than every 10 years with the assistance of legal counsel.

VI. FINANCING

A. Cost Allocation. All members shall pay the annual cost allocation as described in the Bylaws. If payment by a member is not paid timely after notice of the cost allocation is received, the member is subject to having its membership status revoked by the Executive Board.

B. Local Government Accounting. All services and transfers of property to the Kitsap Regional Coordinating Council shall be paid and accounted for in accordance with RCW 43.09.210.

VII. FISCAL YEAR AND BUDGET

A. The Fiscal Year. The fiscal year shall coincide with the calendar year.

B. Adoption of Budget. By September of each year the Executive Board shall adopt a draft annual work program, budget, and cost allocation for the ensuing fiscal year that identifies anticipated activities, goals, revenues, and expenditures for completing the work program. The final work program, budget, and cost allocation for the ensuing year shall be adopted by the Executive Board no later than November of each year. No increase or decrease to the final budget shall occur without the approval of the Executive Board.

C. Notice of Budget. On or before September 30, the Executive Board shall provide written notice of the ensuing year's draft budget, work plan, and cost allocation to the designated representative(s) of each member agency. On or before November 30, the Executive Board shall provide written notice of the final budget, work plan, and cost allocation adopted for the ensuing fiscal year to the designated representative(s) of each member agency.

D. Accounting, Budgeting, and Reporting. The Council shall be subject to the Budgeting Accounting & Reporting System (BARS) applicable to Category 1 local governments.

E. Fiscal Agent. The Council may retain a fiscal agent. The fiscal agent may be a member agency who shall serve and be subject to removal, pursuant to the terms and conditions as established by agreement between the fiscal agent and the Council.

F. Contracting. All contracts made by or on behalf of the Council shall be in accordance with state law, including, but not limited to: Chapter 39.04 RCW, and Chapter 42.23 RCW, and Chapter 42.24 RCW.

VIII. WITHDRAWAL FROM AGREEMENT

Any member agency has the right to withdraw from this Interlocal Agreement by giving the Executive Board six (6) months prior written notice. Unless otherwise provided by future agreement, any member agency that withdraws shall remain responsible for its financial and other obligations with regard to Council activities until the effective date of withdrawal and with regard to agreements to which the Council is a party and which exist at the time of such notice of withdrawal. Withdrawal by one member agency to this Interlocal Agreement shall not terminate the Agreement as to any other remaining member agencies. Except as provided in Article IX of this Agreement, any member agency that withdraws from this Agreement forfeits any rights it may have to the Council's assets; provided, however, such forfeiture shall not take effect if the Council dissolves within one (1) year of the date of the withdrawal notice.

IX. DISPOSAL OF ASSETS

Upon dissolution of the Council, any Council assets, after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement, shall be distributed to member agencies which are members of the Council on the date of dissolution. Distribution of assets shall be in proportion to the funding formula for cost allocation as described in the Bylaws, in accordance with Article VI.B. of the Agreement, and existing at the time of dissolution. The debts, liabilities, and obligations of the Council shall not constitute a debt, liability, or obligation of any member agency. If assets cannot reasonably be distributed in proportion to the funding formula, the Council shall declare the assets to be surplus, and shall offer the assets for sale according to the requirements of chapter 43.19 RCW, and shall distribute the proceeds from the sale in proportion to the funding formula established by the Executive Board in accordance with Article VI.B. of this Agreement.

X. LIABILITY AND INSURANCE

A. Any loss or liability to third parties resulting from negligent acts, errors, or omissions of the Council, Member agencies (excluding Associate Members), Ex Officio Members, and/or employees while acting within the scope of their authority under this Agreement shall be borne by the Council exclusively, and the Council shall defend such parties, at its cost, upon request by the member agency, ex officio agency, and/or employee.

B. The Executive Board shall obtain commercial general liability, and auto liability insurance coverage for the Council, Executive Board, and any staff employed by the Council, at

levels no less than \$1 million single occurrence and \$2 million aggregate for each type of liability that is insured. The policy shall name each member agency, and their respective elected officials, officers, agents, and employees as additional insured's. The Executive Board shall annually evaluate the adequacy of the Council's insurance coverage.

C. The Executive Board shall require that all contractors and subcontractors utilized by the Council obtain insurance coverage consistent with Article X.B.

XI. LEGAL REPRESENTATION

The Council may retain legal counsel. Legal counsel may be an employee of a member agency, an outside entity, or an individual. In the event of a conflict of interest, the Council may retain substitute or additional legal counsel. Additionally, Council may retain outside legal counsel concerning any matter the Council deems appropriate. Retained counsel shall serve, and be subject to removal, pursuant to the terms and conditions established by agreement between legal counsel and the Council. An adjustment in cost allocation to Members will be made if the Council retains outside legal counsel.

XII. ENTIRE AGREEMENT

This Agreement supersedes all previous Kitsap Regional Coordinating Council interlocal agreements and all prior discussions, representations, contracts, and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

XIII. MODIFICATION

Except as provided by Article XIX, the terms of this Agreement shall not be altered or modified unless agreed to in writing by all member agencies and such writing shall be executed with the same formalities as are required for the execution of this document.

XIV. WAIVER

The failure of any party to insist upon strict performance of any of the terms and conditions of this Agreement shall not be construed to be a waiver or relinquishment of same, but the same shall be and remain in full force and effect.

XV. NOTICE

Except as provided in Article XVIII of this Agreement, any notice required by this Agreement shall be made in writing to the representative(s) identified in Article IV.B. of this Agreement. Notice is effective on the third day following deposit with the U.S. Postal Service, regular mail.

XVI. SEVERABILITY

If any of the provisions of this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

XVII. CHOICE OF LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or other judicial proceeding arising in connection with this Agreement may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

XVIII. CLAIMS

A. Any claim for damages made under chapter 4.96 RCW shall be filed with the Chair of the Kitsap Regional Coordinating Council, c/o the Clerk of the Kitsap County Board of Commissioners, 614 Division Street, MS-4, Port Orchard, Washington, 98366.

B. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided by the Clerk of the Board to each member of the Executive Board.

XIX. EXECUTION AND FILING

A. Counterparts. The parties agree that there shall be multiple original signature pages of this Agreement distributed for signature by the necessary officials of the parties. Upon execution, the executed original signature pages of this Agreement shall be returned to the Clerk of the Kitsap County Board of Commissioners, who shall file an executed original of this Agreement with the Kitsap County Auditor. The Clerk of the Board shall distribute duplicate conformed copies of the Agreement to each of the parties.

B. Later Approval and Filing. Later approval and filing of this Agreement by additional parties as set forth in Article IV, Section D, shall be deemed an authorized amendment to the Agreement already on file with the Kitsap County Auditor, without the need for reconsideration and approval by parties that have already approved and executed the Agreement.

XX. EFFECTIVE DATE

This Agreement shall go into effect among and between the parties upon its execution by all of the parties, as evidenced by the signatures and dates affixed below and upon its filing with the County Auditor as provided in Article XIX.

IN WITNESS WHEREOF, this Agreement has been executed by each party on the date set forth below:

Signatures on following pages

Executed this ____ day of _____, 2020.

CITY OF BAINBRIDGE ISLAND

Approved as to form

Bainbridge Island City Attorney

Kol Medina, Councilmember

Executed this ____ day of _____, 2020.

CITY OF BREMERTON

Approved as to form

Bremerton City Attorney

Greg Wheeler, Mayor

Executed this ____ day of _____, 2020.

CITY OF PORT ORCHARD

Approved as to form

Port Orchard City Attorney

Robert Putaansuu, Mayor

Executed this ____ day of _____, 2020.

CITY OF POULSBO

Approved as to form

Poulsbo City Attorney

Becky Erickson, Mayor

Executed this ____ day of _____, 2020.

PORT OF BREMERTON

Approved as to form

Port of Bremerton Attorney

Cary Bozeman, President

Executed this ____ day of _____, 2020.

PORT OF KINGSTON

Approved as to form

Port of Kingston Attorney

Greg Englin, Executive Director

Executed this ____ day of _____, 2020.

KITSAP TRANSIT

Approved as to form

Kitsap Transit Attorney

John Clauson, Executive Director

Executed this _____ day of _____, 2020.

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

CHARLOTTE GARRIDO, Chair

ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

EDWARD E. WOLFE, Commissioner

Deputy Prosecuting Attorney

Draft Schedule for the FULL Update the Kitsap Countywide Planning Policies (CPPs)

	2020												2021												2022
	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
Task 1: Hire CPP consultant																									
1.0 Exec. Comm review SOW (4/21)			◆																						
1.1 KRCC Board vote on consultant RFP (5/5)				◆																					
1.2 LUTAC discuss proposals (5/14 meeting)				◆																					
1.3 PSRC adopts VISION 2050 (delayed due to COVID-19)				●																					
1.4 KRCC staff release the RFP (Open 6/3 - 6/26)					●																				
1.5 PlanPOL discuss the review and hiring process for the CPP subconsultant					◆																				
1.6 RFP closes and KRCC staff review the proposals (6/26)					●																				
1.7 LUTAC discusses pre-liminary consultant scoring - (Review occurs at 7/9 meeting)						◆																			
1.8 PlanPOL + LUTAC Subcommittee Interviews - (Mid to late July)																									
1.9 Recommendation for CPP consultant by 7/30						●																			
Task 2: Gap analysis																									
2.0 KRCC staff complete contracting with sub consultant and develop initial work plan by 8/31*																									
2.1 Consultant kick-off meeting with LUTAC (9/10)									◆																
2.2 Consultant conduct gap analysis looking at VISION 2050, Regional Centers Framework, and RCW 36.70A.210 - (Share ongoing updates with LUTAC (9/10-10/8)																									
2.3 Consultant propose to LUTAC elements to update by (10/8)										●															
2.4 PlanPOL discuss and approve elements of CPPs to update - (Updates shared at 10/20 PlanPOL meeting)										◆															
2.5 Board receive update on CPP elements to update - (Update provided at 12/1 Board Meeting)											◆														
Task 3: Phase 1 updates of CPP elements (A-F)																									
A. Countywide Growth Pattern B. Urban Growth Areas C. Centers of Growth D. Rural Land Uses and Development Patterns E. Open Space Preservation, Resource Preservation, Critical Areas, Air Quality, and Water Quality/Quantity F. Contiguous, Compatible, & Orderly Dev't																									
3.0 LUTAC review initial Phase 1 updates - (Occurs at the 11/12 LUTAC meeting)										◆															
3.1 KRCC staff reviews sub consultant work plan for 2021											●														
3.2 LUTAC review Phase 1 updates and review Land Capacity Analysis (LCA) (1/14)*												◆													
3.3 PlanPOL review draft Phase 1 updates (1/19)*												◆													
3.4 Board receive update on progress to date (2/2)*													◆												
Task 4: Phase 2 updates of CPP elements (G-O + New)																									
G. Siting Public Capital Facilities H. Transportation I. Housing J. Countywide Economic Development K. An Analysis of the Fiscal Impact L. Coor'd with Tribal Gov'ts M. Coor'd with Federal Gov't including Navy N. Roles & Responsibilities O. Relevant appendices? New elements?																									
4.1 LUTAC review initial Phase 2 updates (2/11)*													◆												
4.2 LUTAC review Phase 1 updates (3/11)*														◆											
4.3 PlanPOL review draft Phase 2 updates (3/16)*															◆										
4.3 LUTAC meeting to review draft Phase 2 updates (4/15)*																									
4.4 PSRC Review of draft CPP Updates - coordinate with KRCC staff																									
Task 5: KRCC Board approval of draft CPP updates																									
5.1 Board review draft CPP updates (5/4)*																◆									
5.2 LUTAC and consultant discuss Board feedback (5/13)*																◆									
5.3 PlanPOL and consultant CPP updates (5/19)*																◆									
5.4 Public hearing (6/1)*																	◆								
5.5 Board vote on CPP updates and recommend County approval (6/1)*																	◆								
Task 6 Kitsap County Adoption Process																									
6.1 SEPA review (County determine dates)																		●							
6.2 Kitsap County public hearing (County determine dates)																			●						
6.3 Kitsap County adoption by ordinance (County determine dates)																				●					
Task 7: City and Tribal Councils ratify																									
7.1 Resolution by City and Tribal Councils to ratify																							●		
Task 8: PSRC Certification Process																									
8.1 Complete PSRC certification process in early 2022																								●	

v. 6/11/2020

KEY

- ◆ Meeting
- Deadline
- * Not scheduled yet

Draft Schedule for the Element C Update to the Kitsap Countywide Planning Policies (CPPs)

	2020												2021											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Task 1: Revise Element C of the Kitsap CPPs					●																			
1.0 LUTAC discusses CPPs and technical memos (1/9 meeting)	◆																							
1.1 LUTAC prepares technical memos																								
1.2 LUTAC discusses technical memos (4/9 meeting)				◆																				
1.3 LUTAC adjusts Element C draft and technical memos (based on PSRC feedback)																								
1.4 LUTAC shares CPP update memo with PlanPOL - (PlanPOL meeting canceled)				◆																				
1.5 LUTAC reviews feedback from PSRC and determines next steps for Element C update - (Occurs at 5/14 meeting)					◆																			
1.6 LUTAC adjusts Element C draft and prepares to discuss at LUTAC meeting - (7/9 meeting)							◆																	
1.7 LUTAC reviews Element C and updates Technical Memos- (7/9 meeting)																								
Task 2: Element C KRCC Board and PlanPOL Review & Approval																								
<i>Includes the following:</i> * Discuss CPP's * Release draft for public comment * Public Hearing * Discuss CPPs * Recommend to County, City, & Tribes																								
2.0 CPP Updates discussed as part of Executive Committee meeting (9/15 meeting)									◆															
2.1 CPP Updates are discussed at October KRCC PlanPOL Meeting (10/20 meeting)										◆														
2.2 CPP Updates are discussed at December KRCC Board meeting (12/1)												◆												
2.3 CPP draft out for public comment (30 or 60 day public comment only)*																●								
2.4 Outreach with County, Cities, & Tribes to inform about the CPPs (Dec-Feb)*															●									
2.5 Public Hearing as part of April KRCC Board meeting (April 6 meeting exists public hearing needs to be scheduled)*																◆								
2.6 Recommend to County, Cities, & Tribes (9/1 meeting)*																●								
Task 3: Kitsap County Adoption by Ordinance																								
<i>Includes the following:</i> * SEPA Review * Kitsap County Public Hearing * Kitsap County Ordinance (may change document)																								
3.1 Kitsap County SEPA Review																●								
3.2 Kitsap County Public Hearing (mid May)*																	◆							
3.3 Kitsap County Public Process (30-60 day public process)*																								
3.4 Kitsap County Ordinance																								
Task 4: City and Tribal Councils ratify																								
4.1 Resolution by City and Tribal Councils to ratify																								
4.2 County Ordinance Takes Effect (begins 60 day City/State Appeal Period)																								

6/11/2020

KEY

◆

Meeting

●

Deadline

*

Not scheduled yet



Kitsap Regional Coordinating Council

DRAFT ONLY - Land Use Planning Policy Committee (PlanPOL) Meeting Agenda

Tuesday, November 17, 2020 | 1:30 p.m. – 3:00 p.m.

v.7-1-2020

This is an online meeting due to the COVID-19 pandemic and Governor Inslee's "Stay Home, Stay Healthy" Proclamation.

To participate:

- Link to the video conference and view the screen share: <https://zoom.us/j/938664782>. If you are joining by video, please add your affiliation after your name.
 - To participate by phone only: Dial 720-707-2699 and enter the Meeting ID: 938-664-782#
-

Meeting Objectives:

- Review the status of updating the Countywide Planning Policies (CPP)
- Receive update from the CPP Sub Consultant
- Receive Kitsap County Presentation: Affordable Housing Inventory

1. Welcome and Introductions

2. Committee Updates and Action Items

- Old Business
- Reference only: [draft June 16, 2020, PlanPOL Meeting Summary](#)

Packet Pg.

3. New Business

- Kitsap Countywide Planning Policies: *Element C: Centers of Growth* Update
Objective: Support communication among KRCC Committees on the process pieces for updating the Kitsap CPPs
 - Review and discuss [revised draft of Element C:](#)
 - Review [draft proposed technical memorandums](#)
 - Discuss review process for hiring the CPP sub consultant
- Kitsap Countywide Planning Policies: CPP Sub Consultant Update
Objective: Support communication among KRCC Committees and receive updates from the CPP Sub Consultant
 - Review and discuss [draft CPP Sub Consultant Work Plan](#)
- Kitsap County Presentation: Affordable Housing Inventory
Objective: Support Countywide efforts to enhance and develop affordable housing
 - For Reference: [Final Affordable Housing Inventory Report](#)

Packet Pg.

Packet Pg.

Packet Pg.

Packet Pg.

4. Administrative Agenda

- Standing Item: Affordable housing round-robin
- The next meeting will be held in January 2021

5. Wrap Up

- Summarize key decisions and action items

6. Public Comments

7. Adjourn