



KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda
v.1-7-2021

Date: January 14, 2021

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/91885184646>. You will likely be asked to download Zoom and then start the application. This will take you to the virtual meeting room.
- **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: 918-8518-4646* to enter the call. You do not need a participant ID, just press “#” to continue the call.

Meeting Objectives:

- Receive high level overview of policy modifications to the Kitsap Countywide Planning Policies (CPPs) (Elements A-F).
- Review and provide feedback on draft Phase 2 modifications to the Kitsap Countywide Planning Policies (CPPs) (Elements G-N).

1. Welcome and Introductions

2. Old Business

a. Old Business

- **ACTION:** Approve the draft [November 12 Meeting Summary](#)

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3. Committee Updates and Work in Progress

a. Kitsap CPPs, Draft Policy Updates

- Update on the overall project schedule
- Brief overview of [policy modifications](#) to existing CPPs (includes Elements A-F)
- Opportunity to review and provide feedback on [initial Phase 2 modifications](#) to existing CPPs (includes Elements G-N)

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b. Kitsap CPPs, Growth Targets, and Consultant Support

- Provide additional guidance regarding the scope of work for 2021

c. New Business: KRCC Board Retreat

- Solicit feedback on the proposed KRCC Board Retreat (*see handout during the meeting*)

4. Administrative Agenda

a. Meeting Review

- Discuss the [KRCC 2021 Land Use meeting plan](#)
- Discuss the [draft January 19 PlanPOL meeting agenda](#)

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5. Wrap Up

- Recap topics covered and summarize key decisions and action items

6. Adjourn



Kitsap Regional Coordinating Council

DRAFT - Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC)
November 12, 2020 Meeting Summary | Convened via Teleconference
Draft v.12-9-2020

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC recommended holding a growth target workshop in early 2021.LUTAC recommended KRCC hire a consultant to provide technical support and analysis in the growth target setting process.		
Actions	Person Responsible	Status
1. Update the September 30 LUTAC meeting summary and post on the KRCC website.	KRCC staff	Complete
2. Update the October 26 LUTAC Workshop summary and post on the KRCC website.	KRCC staff	Complete
3. Distribute the final draft project charter to LUTAC members.	KRCC staff	Complete
4. Provide LDC with the draft revisions to Element D.	KRCC staff	Complete
5. Provide feedback on the proposed policy changes to the Kitsap Countywide Planning Policies (CPPs) Elements A-F to KRCC staff and LDC, Inc by December 11.	LUTAC members	Ongoing
6. Provide feedback on which of the items in the Countywide Planning Policies (CPPs) that are not required by the Growth management Act (GMA) or Puget Sound Regional Council (PSRC) should be kept or removed from the CPPs. Feedback can be consolidated with the comments on the Kitsap CPPs and provided to KRCC staff and LDC, Inc by December 11.	LUTAC members	Ongoing

A. Welcome and Introductions

Kizz Prusia, Land Use Program Lead welcomed LUTAC members to the November 12 meeting. He provided an overview of the meeting objectives and reviewed the meeting topics.

B. Old Business

Meeting Summary Review: LUTAC members commented on Attachment A: Attendee List and noted this attachment needed to be updated for both summaries. LUTAC members reviewed and approved the September 30 meeting and October 26 Workshop summaries as final. Both summaries will be posted on the KRCC website.

Project Charter Update: KRCC staff provided a brief update regarding the Kitsap Countywide Planning Policies (CPPs) Project Charter. KRCC staff noted the charter was reviewed by the KRCC Executive Committee and had been approved as final. LUTAC members requested a final version of the project charter.

C. Committee Updates and Work in Progress

Kitsap Countywide Planning Policies (CPPs) Draft Policy Review: KRCC staff briefly introduced Clay White, LDC Inc, to provide an overview of initial phase 1 modifications to the existing CPPs. Clay led a presentation covering proposed policy language and modifications to Elements A-F of the existing CPPs. LUTAC members were encouraged to provide feedback and ask questions during the



presentation on changes to each of the CPP Elements. LUTAC members provided the following responses on the respective policy areas (*note, additional comments and feedback not presented here were captured by LDC*):

Element B: Urban Growth Areas (UGAs)

- **UGA-1. Land Utilization & Monitoring Programs:** One LUTAC member expressed the importance of the Buildable Lands Analysis Program being coordinated between the cities and the county so the effort is completed in a comprehensive way.
- **UGA-3 Process and Criteria for establishing, expanding, and adjusting Urban Growth Areas in Kitsap County:** Several LUTAC members shared the belief that the CPPs should guide Kitsap County Codes (KCCs) overall and when there is a potential UGA expansion.

Element D: Rural Land Uses and Development Patterns

- **R-1. Preserving rural character and enhancing the natural environment:** LUTAC members referenced the updates to Element D completed in 2019 and asked KRCC staff to share the revised Element D with LDC, Inc.

Element E: Countywide Strategies for Open Space Preservation, Resource Protection, Critical Areas, Air Quality, and Water Quality/Quantity (PPCAAW)

- **NE-4. Protection of water quality and quantity is accomplished by reducing the amount of toxins and pathogens in our water supply:** LUTAC members noted there was no current coordinated local plan for open space. LUTAC members are noted the Kitsap Public Health District has regulatory oversight for watersheds in Kitsap.
- **NE-7. Policies and actions to address climate change:** LUTAC members explained there is existing interest amongst several KRCC Board members in climate resiliency.

Element F: Contiguous, Compatible, and Orderly Development (CCOD)

- **D-5. Equity: Services and access to opportunity for people of color, people with low incomes, and historically underserved communities is important:** LUTAC members expressed the importance of ensuring any equity policies are compatible with historical development patterns and the Puget Sound Regional Council's (PSRCs) VISION 2050.

Clay thanked LUTAC members for their comments and questions and asked for any additional feedback to be provided by December 11.

KRCC/CPP Work Plan Crosswalk: KRCC staff reviewed the draft crosswalk document prepared to compare the KRCC Work Program and Kitsap CPPs. KRCC staff explained, per the direction of the KRCC Executive Committee, the KRCC Work Program and Kitsap CPPs Crosswalk outlines the relationships between policies in the CPPs with the Washington State Growth Management Act (GMA) and KRCC's 2021 Work Program. The purpose of this crosswalk was to determine what work was missing and/or needed to be added to the Work Program.

LUTAC members suggested the feedback on crosswalk could be combined with the overall review and update of the Kitsap CPPs. LUTAC members feedback on the KRCC/CPP Work Plan Crosswalk



can be consolidated with the comments on the Kitsap CPPs and provided to KRCC staff and LDC, Inc by December 11.

D. Administrative Agenda

Growth Target Consultant Support Memo: KRCC staff shared a memo outlining the scope of work for a potential growth target consultant in 2021. KRCC staff noted a consultant would be hired to support the completion of the growth target distribution, and would be responsible for the following:

1. Assisting with KRCC negotiations for 2044 population, employment, and housing growth target distributions for unincorporated and incorporated Kitsap County.
2. Technical analysis and support for 2044 population, employment, and housing growth target distributions for unincorporated and incorporated Kitsap County.
3. Technical support to convert population targets into housing targets.

LUTAC recommended KRCC hire a consultant to provide technical support and analysis in the growth target setting process. LUTAC also recommended the December 10 Growth Target Workshop be rescheduled for early 2021. KRCC staff noted the recommendations and explained the memo would be shared with the KRCC Executive Committee in November prior a consultant being hired.

November 17 PlanPOL Meeting: LUTAC members discussed the next PlanPOL meeting and what materials need to be included in the CPP briefing. LUTAC members suggested the November 17 PlanPOL meeting focus on the overall updates made to the CPPs, and a high-level discussion about regional affordable housing.

2021 Land Use Meeting Plan: KRCC staff provided an overview of the LUTAC and PlanPOL meetings scheduled for 2021.

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)
1. Heather Wright	City of Bainbridge Island
2. Andrea Spencer	City of Bremerton
3. Nick Bond	City of Port Orchard
4. Karla Boughton	City of Poulsbo
5. Jeff Rimack	Kitsap County
6. Angie Silva	Kitsap County
7. Ed Coviello	Kitsap Transit
8. Sara Oliveira	Naval Base Kitsap
9. Andrea Harris-Long	Puget Sound Regional Council
10. Liz Underwood-Bultmann	Puget Sound Regional Council
11. Alison O'Sullivan	Suquamish Tribe
12. Matthews Pahs	Washington Dept. of Transportation
13. Gary Idleberg	Washington Dept. of Transportation
14. Valerie Smith	Washington Department of Commerce
Clay White	LDC, Inc.
Sophie Glass	KRCC Program Director
Kizz Prusia	KRCC Land Use Program Lead

To: Kizz Prusia, Kitsap Regional Coordinating Council
Sophie Glass, Kitsap Regional Coordinating Council
KRCC - LUTAC

From: Clay White, LDC, Inc.

Date: January 5th, 2021

RE: Materials for January 14th, 2021 LUTAC meeting

We look forward to our continued review of the Draft Countywide Planning Policy (CPP) revisions with the LUTAC on January 14th. In advance of the meeting, we have prepared a revised set of CPPs for your consideration. To make the review process as easy and possible and limit the number of materials, we are just providing the changes within the CPP document. If you find it is easier to review in the table format we previously provided, just let me know.

In addition, this draft includes proposed changes to the CPPs in response to the matrix that Kizz and Sophie provided you. As you may remember, the matrix they prepared was a result of a request from the Executive Committee. The request is that the LUTAC review existing policies to ensure they are being implemented. Where existing policies are not being implemented, we can propose to let them remain, alter them, or remove them (if they are not required under GMA or to implement PSRC policies). You now have one consolidated document to work from.

The overall project remains on schedule. This update is still a work in progress, but we are making great progress! To keep things on track, we have set the following goals for the January 14th meeting:

- ✓ Provide high level overview of modifications to Elements A-F. This will include an overview of new information added and proposed policy modifications that were made in response to comments (high level overview provided below). We will go through the changes quickly but there will be an opportunity to review these changes in depth at our February meeting. You can also contact me anytime in between now and the March meeting with questions.
- ✓ Provide a more detailed review of initial policy recommendations for Elements G-N (high level overview provided below). We look forward to receiving comments at the meeting. In addition, written comments may be provided by January 29th. I understand this is a quick turnaround, but we will need time to review and incorporate those comments into the revised document.

At the February LUTAC meeting, we will complete a full review of Elements A-N to receive additional comments. At the March meeting we will present you both a track change and clean version of the revised CPPs. At this meeting we can discuss any final recommendations and hopefully receive a recommendation from LUTAC on the proposed changes.

If you have any questions, please contact me anytime!

Overview of changes to Elements A-F

We greatly appreciate everyone that took the time to provide comments on Elements A-F. In addition to comments received at the January LUTAC meeting, written comments were received from:

- ✓ City of Poulsbo
- ✓ City of Port Orchard
- ✓ Kitsap County
- ✓ WSDOT
- ✓ PSRC

The following represents a high-level overview of new changes to Elements A-F. Within the CPP document, changes made are reflected by notes dated 1/14/21.

Introduction (UR)

- ✓ Addition of Kitsap CPP Vision Statement – reviewed and approved by LUTAC – March 2019.
- ✓ Addition of shall/should/may definitions.

Element A – Countywide Growth Pattern

- ✓ Addition of lead in paragraph to outlines what the chapter policies are focused on
- ✓ Several minor policy clarifications and changes in response to comments.

Element B – Urban Growth Areas

- ✓ Addition of lead in paragraph to outlines what the chapter policies are focused on.
- ✓ Several proposed changes to UGA-3h regarding UGA expansions in response to comments.
- ✓ Reinserted UGA-3i regarding UGA expansions in response to comments.
- ✓ Several proposed changes to UGA-5 regarding population and employment growth. This includes retention of UGA-5c regarding the city/county shares of growth. This policy could be adjusted during the pop/employment target setting process.
- ✓ Several minor policy clarifications and changes in response to comments.

Element C – Centers of Growth

- ✓ Addition of lead in paragraph to outlines what the chapter policies are focused on.
- ✓ C-4iii – question raised about why Centers must be designated in Comprehensive Plan prior to coming to the KRCC for designation. If the request does not get approved, you would then have to remove the Center from your comp plan. Is this an efficient process? We should discuss.
- ✓ Several minor policy clarifications and changes in response to comments.

Element D – Rural Land Uses and Development Patterns

- ✓ Addition of lead in paragraph to outlines what the chapter policies are focused on.
- ✓ Several changes to R-2 in response to previous work completed by LUTAC on Element D. This includes policies regarding Rural Communities and listing the Rural Centers.
- ✓ Several minor policy clarifications and changes in response to comments.

Element E – Countywide Strategies for the Natural Environment

- ✓ Addition of lead in paragraph to outlines what the chapter policies are focused on
- ✓ Removed policies from NE-4 regarding wellhead protection in response to comments. This is an issue that could be tackled in individual comprehensive plans.
- ✓ Made several changes to NE-7 which includes new climate change policies. This included removing a few policies and tightening up language in response to comments.
- ✓ Several minor policy clarifications and changes in response to comments.

Element F – Contiguous, Compatible, and Orderly Development

- ✓ Addition of lead in paragraph to outline what the chapter policies are focused on
- ✓ Removed policy D-3 regarding fiscal equity. This was a policy identified in the matrix provided by Kizz/Sophie and does not appear to have been implemented.
- ✓ Several comments and changes on D-5 and D-6 which address equity and displacement.
- ✓ Several other minor policy clarifications and changes in response to comments.

Overview of changes to Elements G-N

The following is a high-level outline of changes proposed for Elements G-N. We will go through all the changes at the January meeting.

Element G – Siting Public Capital Facilities

- ✓ Proposing to remove CF-1 regarding the identification of needed capital facilities/information to be provided to the KRCC. Does not appear this policy is required or that it has been implemented.
- ✓ Addition of CF-5 regarding transportation facilities of statewide significance. This is a GMA requirement for CPPs.
- ✓ Several minor policy clarifications and changes.

Element H – Transportation

- ✓ There are several policy changes and additions we are suggesting. These mostly result from changes to Vision. We have also proposed removing a few policies that may be outdated. Overall, the changes to this chapter are minor.

Element I – Housing

- ✓ Provided definition for affordable housing within the introduction
- ✓ Addition of language to AH-2 providing greater specificity about zoning for moderate density housing.
- ✓ Addition of language to AH-3 setting a goal of 25% of growth being allocated to affordable housing. I understand this will be a topic we will spend time on at the January meeting.
- ✓ Several minor policy clarifications and changes.

Element J – Countywide Economic Development

- ✓ Proposing to remove ED-2f regarding the county and cities establishing common infrastructure policies and standards. Not sure this policy has been implemented or is necessary.
- ✓ Several minor policy clarifications and changes.

Element K – Analysis of the Fiscal Impact

- ✓ Addition of lead in paragraph to outlines what the chapter policies are focused on.
- ✓ Minor policy clarifications and changes.

Element L – Coordination with Tribal Government

- ✓ No changes proposed at this time.

Element M – Coordination with Federal Government including Navy

- ✓ Addition of one non-substantive sentence. No other changes proposed.

Element N – Roles and Responsibilities

- ✓ Several minor policy changes to provide clarity.



DRAFT - Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC) and Planning Policy (PlanPOL) Draft 2021 Meeting Plan
 Draft v.1-6-2021

Purpose: The purpose of this document is to outline the meetings, activities, and tasks the Kitsap Regional Coordinating Council's (KRCC) LUTAC and PlanPOL committees will cover in 2021 to update the Kitsap Countywide Planning Policies (CPPs). This includes the following main objectives:

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

Meeting Schedule Overview: In 2021 LUTAC and PlanPOL will hold six meetings and four meetings respectively. The table below outlines the meeting dates by month for both committees in 2021.

- LUTAC meetings are on the second Thursday of the month, from 9:30 a.m. – 11:30 a.m.
- PlanPOL meetings are on the third Tuesday of the month, from 1:30 p.m. 3:00 p.m.
- Meetings will be held virtually through at least June and at Kitsap Transit, Bremerton thereafter.

	LUTAC Meetings	PlanPOL Meetings
January	1/14	1/19
February	2/11	
March	3/11	3/16
April	4/6	
May	5/13	5/21
September	9/9	
October		10/21

Meeting Schedule with Objectives: The tables below outline each of the LUTAC and PlanPOL meetings in 2021 along with meeting objectives, new business items, and standing agenda items.

LUTAC Meeting #1: January 14, 2021	PlanPOL Meeting #1: January 19, 2021	LUTAC Meeting #2: February 11, 2021	LUTAC Meeting #3: March 11, 2021
Meeting Objective: Policy review and drafting, including: draft amendments (prepare, review, modify amendments as necessary) for the Kitsap CPPs.	Meeting Objective: Policy review, including guidance on draft amendments for the Kitsap CPPs.	Meeting Objective: Policy review and drafting, including: draft amendments (prepare, review, modify amendments as necessary) for the Kitsap CPPs.	Meeting Objective: Draft amendments (prepare, review, modify amendments as necessary) for the Kitsap CPPs.
New Business: <ul style="list-style-type: none"> Review modifications to Elements A-F based on feedback. Overview of proposed Element G-N changes. 	New Business: <ul style="list-style-type: none"> Preview of modifications to Elements A-F based on feedback. 	New Business: <ul style="list-style-type: none"> Review modifications to Elements G-N based on feedback. 	New Business: <ul style="list-style-type: none"> Full review of updated Kitsap CPPs with proposed changes. LUTAC prepares a recommendation.
Standing Agenda Items: <ul style="list-style-type: none"> Welcome and Old Business Announcements and Next Steps 	Standing Agenda Items: <ul style="list-style-type: none"> Welcome and Old Business Affordable Housing Round Robin Announcements and Next Steps 	Standing Agenda Items: <ul style="list-style-type: none"> Welcome and Old Business Announcements and Next Steps 	Standing Agenda Items: <ul style="list-style-type: none"> Welcome and Old Business Announcements and Next Steps

PlanPOL Meeting #2: March 16, 2021	LUTAC Meeting #4: April 8, 2021	LUTAC Meeting #5: May 13, 2021	PlanPOL Meeting #3: May 18, 2021
Meeting Objective: Policy review, including guidance on draft amendments for the Kitsap CPPs	Meeting Objective: Legislative Process including: <ul style="list-style-type: none"> • Policy amendments based on Commissioners' feedback. 	Meeting Objective: Legislative Process including: <ul style="list-style-type: none"> • KRCC Board review draft CPP updates in May. • LUTAC and consultant discuss Board feedback and make document revisions. 	Meeting Objective: Legislative Process including: <ul style="list-style-type: none"> • Attendance at Kitsap County Commissioners' public meeting and hearing. • Policy amendments based on Commissioners' feedback. • Management of public comment analysis.
New Business: <ul style="list-style-type: none"> • Partial review of updated Kitsap CPPs with proposed changes. • Review of initial LUTAC recommendation. 	New Business: <ul style="list-style-type: none"> • Full review of updated Kitsap CPPs with proposed changes. • LUTAC prepares a recommendation. 	New Business: <ul style="list-style-type: none"> • Review KRCC Board feedback and make document revisions. • Prepare for KRCC Board public hearing. 	New Business: <ul style="list-style-type: none"> • Review KRCC Board feedback and make document revisions. • Prepare for KRCC Board public hearing.
Standing Agenda Items: <ul style="list-style-type: none"> • Welcome and Old Business • Affordable Housing Round Robin • Announcements and Next Steps 	Standing Agenda Items: <ul style="list-style-type: none"> • Welcome and Old Business • Announcements and Next Steps 	Standing Agenda Items: <ul style="list-style-type: none"> • Welcome and Old Business • Announcements and Next Steps 	Standing Agenda Items: <ul style="list-style-type: none"> • Welcome and Old Business • Affordable Housing Round Robin • Announcements and Next Steps

KRCC Board Review and Approval, Legislative Process, and Ratification Process**	LUTAC Meeting #6: September 9, 2021	PlanPOL Meeting #4: October 21, 2021
Meeting Objective: There are no LUTAC and PlanPOL meetings scheduled between June and September 2021.	Meeting Objective: 90-day ratification process (note, this starts in June 2021 and goes into October 2021)	Meeting Objective: 90-day ratification process (note, this starts in June 2021 and goes into October 2021)
To cover during this time: <ul style="list-style-type: none"> • KRCC Board holds hearing in June and makes formal recommendation • Public comment period • SEPA review • Kitsap County Commissioners' public meeting(s) and hearing process • As necessary, develop policy amendments based on Commissioners' feedback. • Kitsap County adoption by ordinance 	New Business: <ul style="list-style-type: none"> • Support 90-day ratification process as needed. 	New Business: <ul style="list-style-type: none"> • Support 90-day ratification process as needed.
	Standing Agenda Items: <ul style="list-style-type: none"> • Welcome and Old Business • Affordable Housing Round Robin • Announcements and Next Steps 	Standing Agenda Items: <ul style="list-style-type: none"> • Welcome and Old Business • Affordable Housing Round Robin • Announcements and Next Steps



DRAFT Land Use Planning Policy Committee (PlanPOL) Meeting Agenda

Tuesday, January 19, 2021 | 1:30 p.m. – 3:00 p.m. | v.1-7-2021

Remote Meeting Information:

- Link to the video conference and view the screen share: <https://zoom.us/j/99279129995>. If you are joining by video, please add your affiliation after your name.
- To participate by phone only: Dial 253-215-8782 and enter the Meeting ID: 992-7912-9995

Meeting Objectives:

- Receive a high-level overview of policy modifications to the Kitsap Countywide Planning Policies (CPPs) (Elements A-F).
- Receive an update and provide feedback on the March KRCC Board Retreat

1. Welcome, Introductions, and Meeting Objectives

2. Committee Updates and Action Items

- Old Business
- **ACTION:** Approve the draft [November 17, 2020, PlanPOL Meeting Summary](#)

Packet Pg.

3. New Business and Work in Progress

- Kitsap Countywide Planning Policies (CPPs) Updates
 - Objective: Receive updates regarding the proposed revisions to the Kitsap CPPs*
 - Reminder of big-picture policy changes
 - Overview of updates and [proposed changes to Elements A-F](#) while considering:
 - Are there any questions about the project schedule?
 - Anything missing from the policy changes presented today?
 - Are there other policies considerations elected officials would like to see included?
- KRCC March KRCC Board Retreat Preview
 - Objective: Provide feedback on content and presenters*
 - Solicit feedback on the KRCC March Board Retreat (see *handout at the meeting*)

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4. Administrative Agenda

- Standing Item: Affordable Housing round-robin
- [KRCC 2021 Land Use Meeting Plan](#)
- Reminder: Growth Target Consultant vote at the February 2 KRCC Board meeting
- Reminder: The next meeting will be held on March 16, 2021

Packet Pg.

5. Wrap Up

- Summarize key decisions and action items

6. Public Comments

7. Adjourn