



KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda
v.3-5-2021

Date: March 11, 2021

Time: 9:30 a.m. - 11:30 a.m.

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/92975752102>. 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: 929-7575-2102* to enter the call. You do not need a participant ID, just press “#” to continue the call.

Meeting Objectives:

- Review and provide feedback on a working draft of the Kitsap Countywide Planning Policies (CPPs) with a focus on revised policies.
- Receive Kitsap CPP Process Clarifications from KRCC Staff.
- Preview updates of Element C: Centers of Growth.

1. Welcome and Introductions

2. Old Business

a. Old Business

- **ACTION:** Approve the draft [February 11 Meeting Summary](#)
- **ACTION:** Approve the draft [February 17 Meeting Summary](#)

Packet Pg. 2

Packet Pg. 5

3. Committee Updates and Work in Progress

a. KRCC Staff Update: Kitsap CPP Process Clarifications

- Review progress on legal review
- Communication protocols
- Review [draft Kitsap CPP update timeline](#)

Packet Pg. 8

b. Kitsap CPPs, Working Draft Updates

- Opportunity to review and provide feedback on [a revised working draft of the Kitsap CPPs](#) (includes updates from February 11 and 17 LUTAC meetings)
- Kitsap CPP Spotlight: *Element G: Capital Facilities and Element H: Transportation*

Packet Pg. 10

c. Kitsap CPPs, Element C: Centers of Growth

- Preview of updates to Element C, Karla Boughton (see *presentation at meeting*)
- Confirm March Special Topics Meeting: March 24, 2021, 2:00 p.m. - 4:00 p.m.

4. Administrative Agenda

a. Meeting Review

- Discuss the [draft March 16 PlanPOL meeting agenda](#)
- Assign presenter and confirm talking points for an update of Elements B, C and D.

Packet Pg. 11

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)
February 11, 2021 Meeting Summary | Convened via Teleconference
Draft v.3-3-2021

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC recommended revisiting several sections of the Kitsap Countywide Planning Policies (CPPs) including Element B: Urban Growth Areas (UGAs) and Element D: Rural Land Uses.LUTAC recommended scheduling two subcommittee meetings to address draft policy language not discussed during the February 11 meeting.		
Actions	Person Responsible	Status
1. Post the January 14 meeting summary to the KRCC website.	KRCC staff	Complete
2. Schedule a follow-up conversation with Clay to discuss comments regarding the CPPs.	LUTAC members	Ongoing
3. Contact Kelly McGourty with Puget Sound Regional Council (PSRC) regarding: How do rural centers or rural town centers relate to the transportation funding process. What is the appropriate nomenclature and how does this impact funding?	KRCC staff	Complete
4. Distribute the draft analysis of Element C: Centers of Growth to the full LUTAC group.	KRCC staff	Complete
5. Schedule two additional subcommittee meetings for LUTAC to review draft policy language not discussed during the February 11 meeting.	KRCC staff	Complete

A. Welcome and Introductions

Kizz Prusia, Land Use Program Lead, welcomed LUTAC members to the February 11 meeting. He reviewed the meeting objectives and topics. He also noted that at the start of the year the KRCC Board Chair and Vice-Chair elected to focus more specifically on land use and transportation issues. Both the Chair and Vice-Chair will attend LUTAC and TranSTAC meetings respectively throughout the year.

B. Old Business

Meeting Summary Review: LUTAC members reviewed the January 14 meeting summary. There were no comments provided and the summary was approved to be posted on the KRCC website.

C. Committee Updates and Work in Progress

Kitsap Countywide Planning Policies (CPPs) Schedule Update: Clay White, LDC Inc., reviewed project updates. This included project schedule, project milestones, and updates on other KRCC meetings. He explained the project schedule is on track based on plans for the KRCC Board to vote to adopt the Kitsap CPPs in June 2021. He also noted that updates have been provided to TranSTAC, PlanPOL, and the KRCC Board on the status of the Kitsap CPPs.

Kitsap Countywide Planning Policies (CPPs) Draft Policy Review: Clay led a review of twenty draft policies with a focus on newly added language and policies that garnered the most comments. LUTAC members were asked to provide input on draft policy language while considering if there were any other needs for these draft policies and if the policy intent was clear.



Kitsap Regional Coordinating Council

Clay live-edited the draft policies with revisions and suggestions from LUTAC members. LUTAC members expressed the following concerns with draft policy language:

- **Element B: Urban Growth Areas (UGAs):** Several members suggested the proposed criteria for expanding UGAs needs to explain the UGA process and reference county UGA boundaries. Several members also suggested UGA expansion should not occur within rural areas. One LUTAC member requested changes to UGA policy 3, subsection H.
- **Element D: Rural Land Uses:** Several members noted the use of the terms “rural centers” and “rural communities”. These LUTAC members requested that if “rural centers” be kept in the CPPs the term be consistently used throughout the entire draft document.

LUTAC did not complete a review of Element B and Element D during the February 11 meeting. Members recommended revisiting several sections of the Kitsap Countywide Planning Policies (CPPs) including Elements B and D referenced above during another LUTAC meeting.

D. New Business

Kitsap CPPs Growth Targets: KRCC staff briefly shared that the KRCC Board approved expanding LDC Inc.’s contract to include growth target work.

E. Administrative Agenda

March 16 PlanPOL Meeting: LUTAC members discussed the next PlanPOL meeting and what materials need to be included in the CPP briefing. Members recommended scheduling two subcommittee meetings to address draft policy language not reviewed prior to the March 16 PlanPOL meeting.

F. Wrap Up

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

G. 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. Angie Silva	Kitsap County
6. Ed Coviello	Kitsap Transit
7. Andrea Harris-Long	Puget Sound Regional Council
8. Liz Underwood-Bultmann	Puget Sound Regional Council
9. Alison O'Sullivan	Suquamish Tribe
10. Matthews Pahs	Washington Dept. of Transportation
11. Gary Idleburg	Department of Commerce
Clay White	LDC, Inc.
Sophie Glass	KRCC Program Director
Kizz Prusia	KRCC Land Use Program Lead



Kitsap Regional Coordinating Council

DRAFT - Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC)
February 17, 2021 Meeting Summary | Convened via Teleconference
Draft v.3-5-2021

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC recommended cancelling the February 25 subcommittee meeting.		
Actions	Person Responsible	Status
1. Distribute the updated version of Element G: Capital Facilities and Element H: Transportation to LUTAC prior to the March 11 meeting.	KRCC staff	Complete
2. Schedule a follow-up call with LUTAC members not able to attend the February 17 LUTAC meeting.	KRCC staff	Complete

KRCC staff scheduled a sub-committee meeting with LUTAC members on February 17 to continue discussing the next steps for updates to Element B: Urban Growth Areas, Element D: Rural Land Uses, Element I: Housing, and Element J: Countywide Economic Development.

A. Welcome and Introductions

Kizz Prusia, KRCC Land Use Program Lead, welcomed participants and provided a recap of the February 11 meeting and noted Element C: Centers of Growth was being developed by Karla Boughton, City of Poulsbo, and Element G: Capital Facilities and Element H: Transportation were being reviewed by TranSTAC. He explained updated versions of Element G and Element H will be available to discuss during the March 11 LUTAC meeting.

B. Committee Updates and Work in Progress

Kitsap Countywide Planning Policies (CPPs) Draft Policy Review: Clay led a review of ten draft policies with a focus on policies that were not reviewed during the previous meeting. LUTAC members provided the following feedback:

Review of Element B: Urban Growth Areas (UGAs)

UGA-3. Process and criteria to ensure regional coordination when establishing, expanding, and adjusting Urban Growth Areas in Kitsap County:

- Several LUTAC members commented on the process for applying for UGA expansion. These members noted the current draft policy language did not account for the docket request process. LUTAC members suggested this policy cite the Growth Management Act (GMA) 36.70a.110 and associated Washington Administrative Code (WAC) 365.196.325.
- Several LUTAC members commented on the expansion of an individual UGA boundary that results in a net increase of residential, commercial, or industrial land. These members suggested removal of UGA-3 sub policies H3-5. LUTAC members also suggested revising the original language and proposed language to be consistent with GMA 36.70a.110 and the WAC 365.
- LUTAC members are discussed coordination between cities and the county. LUTAC members noted the draft Kitsap CPPs contain language about coordination and Interlocal Agreements (ILAs) and it might be worth looking at addtl language and reiterate in the UGA policies coordination.

Review of Element D: Rural Land Uses

R-2 Preserving Rural Land Use and Development Patterns, A: Rural Centers:

- One LUTAC member suggested to add detail regarding how rural centers are characterized based on what existing services they may have.



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R-2 Preserving Rural Land Use and Development Patterns, B: Rural Communities:

- LUTAC members discussed the difference between the term “rural centers” and “rural communities”. LUTAC members reached agreement on maintaining both terms in the draft Kitsap CPPs. LUTAC members also agreed to the suggestion of updating denoting whether a center was urban or rural throughout the entire document.

Review of Element I: Housing

AH-1. Coordinated process among County, Cities, and housing agencies for determining and fulfilling housing needs, and the equitable distribution of affordable housing at all income levels in Kitsap County:

- Several LUTAC members expressed concern with the area median income (AMI) listed in the introduction to this element.

AH-2. Recognizing that the marketplace makes adequate provision for those in the upper economic brackets, each jurisdiction should develop some combination of appropriately zoned land, regulatory incentives, financial subsidies, and/or innovative planning techniques to make adequate provisions for the needs of middle- and lower-income persons:

- Several LUTAC members suggested it may add value to define the term “missing middle in the document.

AH-3. Recognizing the percentage share of the existing and forecasted countywide population and housing stock, as well as the distribution of existing housing for those households below 80% countywide median income, the County and the Cities should develop coordinated strategies to disperse projected housing for those below 80% countywide median income throughout Kitsap County, where they are specifically found to be appropriate, in consideration of existing development patterns and densities.

- LUTAC members commented on the area median income (AMI) listed at 120% and questioned the origin of the number. Several LUTAC members suggested the AMI needs to be consistent with the introduction of the element.

AH-4. Provision of affordable housing for households below 80% countywide median income should include:

- LUTAC members suggested the draft policy add language regarding residential and commercial displacement. These LUTAC members suggested the policy language could better incorporate elements of VISION 2050.
- One LUTAC member suggested revising policy AH-4 A into two separate policies to focus on both UGAs and housing and rural areas.

Review of Element J: Community Economic Development

ED-1. A general strategy for enhancing economic development and employment:

- LUTAC members had no additional comments or feedback regarding this draft policy.

C. Wrap Up

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

D. Adjourn



Kitsap Regional Coordinating Council

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7. Andrea Harris-Long	Puget Sound Regional Council
8. Liz Underwood-Bultmann	Puget Sound Regional Council
9. Alison O'Sullivan	Suquamish Tribe
10. Matthews Pahs	Washington Dept. of Transportation
Clay White	LDC, Inc.
Kizz Prusia	KRCC Land Use Program Lead

Kitsap Countywide Planning Policies (CPPs) Update Process
v.3-5-2021

When	Who	What	Notes from KRCC Staff
March 11, 2021	LUTAC	<ul style="list-style-type: none"> Review the latest version of the Kitsap CPPs (verbal comments only from here out). Updates to Capital Facilities and Transportation (verbal comments only from here out). Preview of Updates to Element C: Karla will present the updates she has made to Element C. 	
March 16, 2021	PlanPOL	<ul style="list-style-type: none"> Review the latest draft of the Kitsap CPPs. Receive a presentation on Elements B, C, and D with any outstanding issues/questions. 	
March XX, 2021	LUTAC	<ul style="list-style-type: none"> Focus on Elements C, D, and E and Appendix C (verbal comments only). 	
April 6, 2021	KRCC Board	<ul style="list-style-type: none"> KRCC Board holds a CPP study session with a complete as possible draft of the CPPs. Receive a presentation on the remaining issues regarding Elements B, C, and D if they do not receive full drafts of these Elements. Receive a memo in advance with this information. 	<ul style="list-style-type: none"> Clay is NOT available. Need a back-up plan?
April 8, 2021	LUTAC	<ul style="list-style-type: none"> LUTAC meeting & opportunity to respond to feedback from KRCC Board. Resolve remaining issues regarding Elements C, D, and E, and Appendix C (verbal comments only). 	
April 15, 2021	LUTAC	<ul style="list-style-type: none"> Latest date for LUTAC to provide a consensus recommendation to the KRCC Board regarding the CPPs. 	
April 29, 2021	Public	<ul style="list-style-type: none"> 2021 Draft Kitsap CPP Update public release. Start of the 14-day public comment period. 	
May 1 – June 1, 2021	LUTAC	<ul style="list-style-type: none"> LUTAC briefings with respective city councils. 	

Commented [KP1]: This was a recommendation.

Question: This occurs during spring break. Are there suggestions to reschedule this?

Commented [KP2]: This was a recommendation from the KRCC Chair.

Question: Does LUTAC need additional time to complete the draft?

Commented [KP3]: This was a recommendation.

There needs to be at least 2-weeks between the public release and the public hearing.

Commented [KP4]: This was a recommendation.

Question: Does this timing work for LUTAC members?

DRAFT DOCUMENT

FOR REVIEW & DISICSSION

May 4, 2021	KRCC Board	<ul style="list-style-type: none"> KRCC Board holds a public hearing during its regularly scheduled Board meeting. 	<ul style="list-style-type: none"> Add public hearing to the May Board meeting More research needed re: public hearing
May 13, 2021	Public	<ul style="list-style-type: none"> End of the 14-day public comment period. 	
May 13, 2021	LUTAC	<ul style="list-style-type: none"> LUTAC reviews feedback from the public hearing and public comment period and suggests changes to incorporate. 	
May 18, 2021	PlanPOL	<ul style="list-style-type: none"> PlanPOL reviews feedback from the public hearing and public comment period. PlanPOL suggests changes to the CPPs. 	
June 1, 2021	KRCC Board	<ul style="list-style-type: none"> KRCC Board votes on the final CPPs 	<ul style="list-style-type: none"> KRCC Board vote on the Kitsap CPPs during the June 2021 KRCC Board meeting. If there are <i>major</i> outstanding issues/obstacles, then KRCC Board would consider convening a KRCC Board meeting in July to vote on the CPPs.
June - September	Kitsap County	<ul style="list-style-type: none"> Ratification Process (90 days) Kitsap County 	<ul style="list-style-type: none"> Prep the Board of Commissioners? Goes to Kitsap County Needs to be adopted by ordinance. SEPA Review?
Late September – November:	Cities and Tribes	<ul style="list-style-type: none"> Cities and Tribal Councils Ratify (up to 90 days) 	
December 31, 2021	KRCC Staff	<ul style="list-style-type: none"> Submit Final Kitsap CPPs to PSRC 	

Commented [KP5]: This was a recommendation.
Question: Should the public hearing occur during or after the public comment?

Commented [KP6]: This was a recommendation.
Question: Does the KRCC Board vote need to occur in June? Could the public hearing and vote occur at the same meeting?

To: KRCC - LUTAC

From: Clay White, LDC, Inc.

Date: March 4th, 2021

RE: Materials for March 11th, 2021 LUTAC meeting

We look forward to the continued review of the Draft Countywide Planning Policy (CPP) revisions with the LUTAC on March 11th. In advance of the meeting, we have prepared a revised set of Draft CPPs for your consideration. The revised Draft includes changes resulting from comments received at the February 11 LUTAC meeting, written comments received, the February 17 LUTAC sub-committee meeting held in February, and additional conversations. In addition, changes to the Capital Facility and Transportation Elements has been inserted based upon comments received from TransTAC and TransPOL.

Revised CPPs

As directed by LUTAC during our sub-committee meeting, the draft policies have been arranged by policies that have been fully reviewed vs. those that need additional review. At the March 11th meeting, we will move as far forward as possible to review those policies that still need some attention. Outlined below are some general notes:

- Fully reviewed policies are marked with a check mark.
- There are a few policies where draft language was agreed on however, there are additional changes that have been proposed because of written comments. We will review those, and the comments note those policies.
- There are two new policies that might be of interest. Both came from comments at the last LUTAC and sub-committee meeting:
 - AH-5 that focuses on mitigating displacement that occurs when redevelopment takes place
 - ED-4 regarding providing appropriate and targeted economic growth in distressed areas with low and very low access to opportunity
- We have received comments from TransTAC and TransPOL on the Capital Facility and Transportation chapters. Those comments have been integrated in. You will also see that I have reworked the Capital Facility policies based on confusion caused by current terminology.
- No changes have been proposed yet for Element C. Karla will be presenting those proposed edits next week.
- Appendix C and G have been proposed for deletion based on comments received. We will review those at the March 11 meeting.

For any policies we do not get to next week, we will pick up at the sub-committee meeting being scheduled for later in March. If you have any questions, please contact me anytime.



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

Tuesday, March 16, 2021 | 1:30 p.m. – 3:00 p.m. | v.3-5-2021

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:

- Discuss the updates to the Kitsap Countywide Planning Policies (CPPs) with a focus on areas of agreement.
- Receive a presentation regarding Element B: Urban Growth Areas, Element C: Centers of Growth and Element D: Rural Land Uses.
- Debrief the March 4 KRCC Board Retreat.

1. Welcome, Introductions, and Meeting Objectives

2. Committee Updates and Action Items

- Old Business
- **ACTION:** Approve the draft [January 19, 2020, PlanPOL Meeting Summary](#) Packet Pg.

3. New Business and Work in Progress

- Kitsap Countywide Planning Policies (CPPs) Updates
Objective: Discuss the working draft of the Kitsap CPPs
 - Review the proposed policy changes from the latest [working draft of the Kitsap CPPs](#) Packet Pg.
 - Presentation: Status Update of [Element B: Urban Growth Areas, Element C: Centers of Growth and Element D: Rural Land Uses](#) Packet Pg.
 - Update on the overall project schedule
- KRCC March 4 KRCC Board Retreat Debrief
Objective: Discuss next steps following the March 4 Board Retreat
 - Review action items and takeaways from the board retreat

4. Administrative Agenda

- Standing Item: Affordable Housing round-robin
- Reminder: KRCC Board Study Session will be held on April 6, 2021
- Reminder: The next meeting will be held on May 18, 2021

5. Wrap Up

- Summarize key decisions and action items

6. Public Comments

7. Adjourn