



Land Use Planning Policy Committee (PlanPOL) Meeting Agenda
Tuesday, January 19, 2021 | 1:30 p.m. – 3:00 p.m. | v.1-14-2021

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-N).
- 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. 2

3. New Business and Work in Progress

- Kitsap Countywide Planning Policies (CPPs) Updates
Objective: Receive updates regarding the status of the Kitsap CPPs
 - Updates on the overall project schedule
 - Summary of big-picture policy changes
 - Overview of updates and [proposed changes to Elements A-N](#) while considering: Packet Pg. 6
 - 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*)

4. Administrative Agenda

- Standing Item: Affordable Housing round-robin
- Reminder: Growth Target Consultant vote at the February 2 KRCC Board meeting
- Reminder: The next meeting will be held on March 16, 2021
- [KRCC 2021 Land Use Meeting Plan](#) Packet Pg. 8

5. Wrap Up

- Summarize key decisions and action items

6. Public Comments

7. Adjourn



Kitsap Regional Coordinating Council (KRCC)
DRAFT - Land Use Policy Committee (PlanPOL) Meeting Summary

November 17, 2020 Meeting | 1:30 – 3:00 PM

Key Decisions		
PlanPOL decided the following: <ul style="list-style-type: none">• Approve the June 16 PlanPOL meeting summary as final.		
Action Items	Who	Status
Post the June 16 PlanPOL summary on the KRCC website.	KRCC staff	Complete
Upload the City of Bremerton and Kitsap County Affordable Housing Recommendations Presentation to the KRCC website.	KRCC staff	Complete

A. WELCOME AND INTRODUCTIONS

Sophie Glass, KRCC Program Director, welcomed participants to the meeting (see Attachment A: Meeting Attendees, for a list of PlanPOL members and observers). Sophie also provided an overview of the agenda and meeting objectives.

B. COMMITTEE UPDATES AND ACTION ITEMS

June 16 PlanPOL Meeting Summary: PlanPOL members reviewed the meeting summary from the June 16 PlanPOL meeting. The summary was approved with no comments or revisions.

C. NEW BUSINESS

City of Bremerton and Kitsap County Affordable Housing Recommendations Presentation: Bonnie Tufts, Manager with Kitsap County Department of Human Services introduced Morgan Shook, ECONorthwest to provide a presentation on the [Final Affordable Housing Inventory Report](#).

Morgan led a presentation covering the housing need in Kitsap County, socio-economic needs, and differences in housing density and housing types across Kitsap County. He also presented on household growth in Kitsap County relative to population increases over time.

[View the full presentation here.](#)

Kitsap Countywide Planning Policies (CPPs) Draft Project Charter: KRCC staff introduced Clay White, LDC Inc, to provide an overview of the Kitsap CPP project charter. Clay reviewed the project charter including the overall project schedule, key deliverables, project goals, and key points for policy briefings and decisions. He also noted the charter had been reviewed by the KRCC Executive Committee and LUTAC.

KRCC CPPs Gap Analysis: KRCC staff briefly noted the documents prepared by LDC, Inc. Clay provided an overview of the draft preliminary gap analysis documents including the Draft Growth Management Act (GMA)/CPP Gap Analysis, Draft VISION 2050/CPP Gap Analysis, and the Draft Centers Framework/Element C Update Gap Analysis. He noted the CPPs do not require significant updates and explained affordable housing and climate change are policy areas requiring additional discussion with LUTAC and PlanPOL.

Clay also explained, that initial phase 1 modifications to the existing CPPs had been developed, and that LUTAC members reviewed proposed policy language and modifications to Elements A-F of the existing CPPs the week prior. He explained PlanPOL members would have the opportunity to weigh in on proposed policy language during the January 2021 PlanPOL meeting.

KRCC/CPP Work Plan Crosswalk: KRCC staff reviewed the draft crosswalk document intended 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, PSRC, (GMA) and KRCC's 2021 Work Program. The purpose of this crosswalk was to determine what optional policies should be included in the CPPs versus.

Draft 4-Year Land Use Planning Timeline: KRCC staff reviewed the draft 4-year Land Use Planning Timeline which outlines the components of updating the Kitsap CPPs along with timing for growth target setting, comprehensive plan updates, and Puget Sound Regional Council (PSRC) deadlines. Staff noted the timeline would be used to track deliverables and coordinate the work of PlanPOL and LUTAC over the next several years.

D. ADMINISTRATIVE AGENDA

Affordable Housing Round Robin: KRCC staff asked PlanPOL members to share updates regarding affordable housing. PlanPOL members with updates shared the following:

- **Bainbridge Island:** No updates.
- **Bremerton:** Mayor Wheeler shared the city is presenting an infill development toolkit in several phases to City Council, including accessory dwelling unit (ADU) modifications, streamlined processes, and updates to parking and setback requirements.
- **Kitsap County:** No updates.
- **Kitsap Transit:** No updates.
- **Naval Base Kitsap (NBK):** No updates.
- **Port Gamble S'Klallam Tribe:** No updates.
- **Port of Bremerton:** No updates.
- **Port of Kingston:** No updates.
- **Port Orchard:** Councilmember Bek Ashby asked Nick Bond, Port Orchard Planning Director, to provide updates. Nick shared the City recently moved forward with a change to amend the existing Multifamily Tax Exemption (MFTE) ordinance.
- **Poulsbo:** No updates.
- **Suquamish Tribe:** No updates.

2021 Land Use Meeting Plan: KRCC staff provided an overview of the LUTAC and PlanPOL meetings scheduled for 2021. KRCC staff noted PlanPOL meetings would be scheduled by the end of December.

E. PUBLIC COMMENTS

There were no public comments at this meeting.

F. ADJOURN

The meeting adjourned at 2:48 p.m.

Attachment A: Meeting Attendees

NAME	JURISDICTION (ALPHABETICAL)
PLANPOL MEMBERS:	
Councilmember Rasham Nassar	City of Bainbridge Island
Mayor Greg Wheeler	City of Bremerton
Councilmember Bek Ashby	City of Port Orchard
Mayor Becky Erickson	City of Poulsbo
Commissioner Charlotte Garrido	Kitsap County
Commissioner Mary McClure	Port of Kingston
OBSERVERS	
Andrea Spencer	City of Bremerton
Sarah Achaoui	City of Bremerton
Allison Satter	City of Bremerton
Angie Silva	Kitsap County
Bonnie Tufts	Kitsap County
Kirsten Jewell	Kitsap County
Doug Washburn	Kitsap County
Ed Coviello	Kitsap Transit
Nick Bond	Port Orchard
Andrea Harris-Long	Puget Sound Regional Council
Liz Underwood-Bultmann	Puget Sound Regional Council
Gary Idleberg	Washington Dept. of Transportation (WSDOT)
STAFF:	
Sophie Glass	KRCC Program Director
Kizz Prusia	KRCC Land Use Program Lead
PRESENTERS	
Morgan Shook	ECONorthwest
Clay White	LDC, Inc.

To: Kitsap Regional Coordinating Council (KRCC)
Land Use Planning Policy Committee (PlanPOL)

From: Clay White, LDC, Inc.

Date: January 13th, 2021

RE: Materials for January 19th, 2021 PlanPOL meeting

We look forward to meeting with PlanPOL on January 19th to provide a Countywide Planning Policy (CPP) project update. The project is moving forward on schedule and we are actively working with LUTAC and TransTAC on proposed policy changes.

The briefing at the January 19 PlanPOL meeting will consist of the following:

- Review of project goals, a project summary, and a review of the project schedule
- High level project overview:
 - LUTAC/TransTAC feedback on draft policy changes
 - Major policy changes/additions
- Questions and feedback
 - Are there questions about the project schedule?
 - Anything missing from or issues we should keep in mind on the proposed policy changes?
 - Are there other policy considerations PlanPOL members would like to see?

The recommendation on the final set of policy changes to the KRCC Executive Board will be made by PlanPOL in April. This action will be preceded by LUTAC and TransTAC recommendations. We want to make sure you feel prepared and that your questions are properly answered so you can make a recommendation. If these briefings do not provide the proper detail, here are a couple of ways to learn more:

- Reach out to me to provide a one-on-one briefing for you. I am happy to engage with you anytime. It is important that your comments and concerns are heard early in the process.
- For elected leaders, engage with your staff members who participate on LUTAC and TransTAC. We are spending a good deal of time working with them and they should be able to give you a more detailed briefing.

If you have any questions, please let me know. The information below outlines some of our recent activities and the high-level schedule as this project progresses.

Recent activities:

November:

- Consultant - preparation of draft policy changes Elements A-F
- LUTAC - Review of Elements A-F draft policies
- Project briefing to TransTAC, PlanPOL, and the Executive Committee

December:

- LUTAC – modifications to Elements A-F in response to comments from LUTAC
- Consultant – preparation of draft policy changes Elements G-N

January:

- LUTAC – overview of changes to Elements A-F. Full review of G-N draft policies
- TransTAC – Full review of proposed changes to Capital Facility and Transportation Policies
- PlanPol briefing

High level project schedule:

Actions	General Timeframe	Deliverables
Project Kick-Off and Project Charter	Sept. - Oct. 2020 ✓	<input type="checkbox"/> Project Kick-off meeting <input type="checkbox"/> Project Charter Development <input type="checkbox"/> Project Schedule
Policy Gap Analysis	Sept. – Oct. 2020 ✓	<input type="checkbox"/> Gap Analysis Document
Policy Review & Drafting	Oct. - April 2021 🕒	<input type="checkbox"/> Prepare and review modifications to existing CPPs.
KRCC Board review and approval process	May – June 2021	<input type="checkbox"/> KRCC Board review of draft CPP updates in May <input type="checkbox"/> LUTAC and consultant discuss Board feedback and make document revisions <input type="checkbox"/> KRCC Board holds hearing in June and makes formal recommendation
Kitsap County legislative Process	June – August 2021	<input type="checkbox"/> Public comment period <input type="checkbox"/> SEPA review <input type="checkbox"/> Kitsap County Commissioners’ public meeting(s) and hearing process <input type="checkbox"/> As necessary, develop policy amendments based on Commissioners’ feedback. <input type="checkbox"/> Kitsap County adoption by ordinance
Ratification	Sept. – December 2021	<input type="checkbox"/> 90-day ratification process



DRAFT - Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC) and Planning Policy (PlanPOL) Draft 2021 Meeting Plan
 Draft v.1-13-2021

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