



Kitsap Regional Coordinating Council

KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda v. 7-5-19

Date: July 11, 2019

Time: 9:30 am - 11:30 am

Place: Norm Dicks Government Center (6th Floor) - 345 6th St, Bremerton, WA 98337

1. Welcome

2. Committee Updates and Action Items

a. Old Business

- **ACTION:** Approve the draft [May 9 Meeting Summary](#)

Packet Pg 2

b. Discuss the Kitsap Countywide Planning Policies, Element C: Centers for Growth

- Discuss Kitsap County preferences regarding the Centers of Growth policies

c. Review [the Kitsap County GMA Review and Evaluation Program](#) – Discussion Sheet

Packet Pg 5

- Discuss Kitsap County approach and next steps
- For Reference: Washington State Department of Commerce Guidelines hyperlink:
<https://deptofcommerce.box.com/s/3admh8ew6olyogh48js4v6fs4lzc664>

d. Update on Kitsap Proposal for PSRC

3. New Business

- Discuss LUTAC recommendations for scope of work for Karen Reed

4. Administrative Agenda

- The next meeting is tentatively scheduled for September time and location are TBD
 - Discuss Doodle Poll results to schedule the September meeting
- The next PlanPOL meeting is tentatively scheduled for **August 20, 2019**
 - Are there any recommendations for the agenda?
- Discuss agenda input and review process for future LUTAC meetings

5. Wrap Up

- Recap topics covered
- KRCC verbal updates on the Affordable Housing Taskforce and KRCC Board Retreat
- Discuss action Items
- Summarize key decisions

6. Adjourn



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC) Land Use Technical Advisory Committee (LUTAC)

May 9, 2019 Meeting Summary

Draft v.6-23-19

Decisions and Actions

Action	Who
Upload the April 11 LUTAC Meeting Summary to the KRCC website.	KRCC Staff (complete)
Prepare a Doodle Poll to schedule the September LUTAC meeting.	KRCC Staff (ongoing)
Distribute the Kitsap County Population Distribution comparison tables shared during the May 9 LUTAC meeting.	KRCC Staff (complete)
Draft and distribute the May 9 LUTAC Meeting Summary.	KRCC Staff (ongoing)
Continue making revisions to Appendix F: Regional and Kitsap Designated Centers List.	KRCC Staff (ongoing)
Continue making revisions to Element C of the Kitsap CPPs.	KRCC Staff (ongoing)

A. Welcome and Business

KRCC staff welcomed meeting participants (see Attachment A: List of LUTAC Members in Attendance). LUTAC members approved their April 11, 2019 meeting summary as final without any revisions.

KRCC staff provided a verbal update to LUTAC members regarding the schedule of remaining meetings in 2019. KRCC staff will send out a Doodle Poll to schedule the September LUTAC meeting.

KRCC staff provided verbal updates about the upcoming May 16 Affordable Housing Taskforce (AHTF) meeting. The May 16 AHTF meeting will focus on a recap of the “homework” assigned from the March meeting and feature a panel of housing experts working in Kitsap County.

KRCC staff provided verbal updates about the upcoming KRCC Board retreat. The KRCC Board retreat is tentatively planned for July 30 at the Island Lake Community Center.

B. VISION 2050 Preferred Growth Strategy Alternatives

KRCC staff introduced the topic of VISION 2050 Preferred Growth Strategy Alternatives for LUTAC members to discuss. The purpose was for LUTAC members to discuss the allocation of regional growth for Kitsap County based on Puget Sound Regional Council (PSRC) growth allocations.

Paul Inghram, Director of Growth Management (PSRC) shared a comparison table with LUTAC members to explain the three distinct regional growth alternatives that are being considered for VISION 2050: (1) Stay the Course, (2) Transit Focused Growth, and (3) Reset Urban Growth. Paul explained the anticipated growth for the entire Puget Sound Region. Paul then explained the regional share of 5% of growth (roughly 97,000 people) for Kitsap County under the Transit Focused Growth alternative. LUTAC members offered comments and feedback to Paul.

Jim Bolger, Assistant Director (Kitsap County Community Development) shared a comparison table created using the population distribution numbers from PSRC. Jim explained that the comparison table accounted for the actual population distribution from 2010-2017 in Kitsap County. Jim also explained that the table showed the anticipated population distribution under the Transit Focused Growth alternative. KRCC staff will distribute a digital version of both comparison tables.

LUTAC members posed questions and expressed concerns about the regional share of 5% of growth. LUTAC members reached a general agreement that 5% of the regional share of growth (both population and employment) was an accurate amount for Kitsap County inclusive of each of the jurisdictions. There was also general agreement that exact numbers within the 5% of the regional share of growth could be adjusted once the preferred growth alternative was chosen by PSRC.

C. Amendments to Kitsap Countywide Planning Policies (CPPs)

LUTAC members discussed the potential next steps to amend the Kitsap CPPs. LUTAC members referenced the April 11 meeting summary to recap where the discussion ended.

LUTAC members reached a general agreement on the recommendation from the April 11 meeting to add criteria for Countywide Centers in the Kitsap CPPs that is aligned with PSRC criteria. LUTAC members were also in agreement with the April 11 recommendation to draft the criteria in language that fits the character of Kitsap and refine the language of the Kitsap CPPs.

LUTAC members discussed the potential to include Local Centers in the Kitsap CPPs as an additional center designation. KRCC staff live-edited part of Element C: Centers for Growth with comments from LUTAC members. LUTAC members agreed to postpone the discussion until a future meeting when all members were present.

D. Review Approach in Preparation for the May 21 PlanPOL Meeting

LUTAC members recommended to continue the targeted updates to the Kitsap CPPs and strive to include criteria for countywide center designation, as well as refine language in the Kitsap CPPs.

E. Wrap Up and Next Steps

The next PlanPOL meeting is scheduled for May 21, 2019. The next LUTAC meeting will be on July 11, 2019.

Attachment A: List of LUTAC Members in Attendance

Name	Affiliation (alphabetical)
Gary Christensen	City of Bainbridge Island
Andrea Spencer	City of Bremerton
Karla Boughton	City of Poulsbo
Jim Bolger	Kitsap County
Jeff Rimack	Kitsap County
Ed Coviello	Kitsap Transit
Andrea Harris Long	Puget Sound Regional Council
Paul Inghram	Puget Sound Regional Council
Alison O'Sullivan	Suquamish Tribe
Kizz Prusia	KRCC Land Use Coordination Lead

Kitsap County GMA Review and Evaluation Program – Discussion Sheet

Background

- A review and evaluation program and land capacity analysis program are required under the Growth Management Act ([RCW 36.70A.215](#), [RCW 36.70A.115](#), [RCW 36.70A.130\(3\)](#), [WAC 365-196-315](#), and [WAC 365-196-325](#)).
 - These programs are sometimes referred to in statute and Kitsap Countywide Planning Policies (CPPs) as land capacity analysis, buildable lands analysis, and reasonable measures. These programs (as well as statutes related to Housing Elements) include many overlapping, interrelated, and complementary requirements for monitoring and evaluation.
 - Statutory changes in 2017 expanded the programs and made local implementation of the new elements dependent on adequate funding from the Legislature through the State Department of Commerce.
 - The Department of Commerce issued new guidelines in 2018.
 - These programs have been established in Kitsap County through CPPs as required by [WAC 365-196-315\(3\)\(a\)](#).
- A formally adopted framework for the implementation and administration of these programs is required by [WAC 365-196-315\(3\)\(c\)](#). See summary of framework elements in table below.
 - This can be formalized through CPP amendments (e.g. policies and procedural appendices) or through an administrative agreement.
 - Some high-level elements of such a framework have been adopted in Kitsap County through CPPs, but more detail is required.
 - Past procedures for implementing portions of these programs in Kitsap County were developed and administered without formal agreement or schedule.

	Framework Elements	How Met in Kitsap County
Required	Provide guidance for the collection and analysis of data;	CPP B.1.a - b; 2014 BLR Appendix D (needs updating)
	Provide for the evaluation of the data (i.e. Buildable Lands Report) by June 30, 2021 (and every 8-years thereafter);	Not yet specified
	Provide for the establishment of methods to resolve disputes among jurisdictions regarding inconsistencies in collection and analysis of data; and	CPP B.1.c; More detail needed
	Provide for the amendment of the county-wide policies and county and city comprehensive plans, as needed, to remedy inconsistencies identified through the evaluation.	CPP Policies for Update and Ratification

Encourage	Establishment of the lead agency responsible for the overall coordination of the program;	Not yet specified
	Establishment of criteria and timelines for each county or city to: (A) Make a determination as to consistency or inconsistency between what was envisioned in adopted county-wide planning policies, comprehensive plans and development regulations and actual development that has occurred; (B) Adopt and implement reasonable measures, if necessary; (C) Report on the monitoring of the effectiveness of reasonable measures that have been adopted and implemented. Such reporting could be included in the subsequent buildable lands report; (D) Transmit copies of any actions taken under (A), (B) and (C) of this subsection to the Department of Commerce.	CPP B.2 (page 8); More detail needed
	Providing opportunities for the public to review and comment on the following: (A) Refinement of data collection and analysis methods for the review and evaluation elements of the program; (B) Determinations as to consistency or inconsistency between what was envisioned in adopted county-wide planning policies, comprehensive plans and development regulations and actual development that has occurred; and (C) Adoption of reasonable measures, and reports on the monitoring of their effectiveness.	Not yet specified
	Public involvement may be accommodated during review and evaluation of a county or city comprehensive plan in consideration of the buildable land report information. This would generally include public review and comment opportunities before the planning commission or legislative body during the normal local government planning process.	Not yet specified

Proposed Purpose of the Kitsap County GMA Review and Evaluation Program

- To implement the review and evaluation program requirements of the Growth Management Act ([RCW 36.70A.215](#) and [WAC 365-196-315](#)) consistent with applicable [Washington State Department of Commerce guidelines](#).
- To implement the land capacity analysis requirements of the Growth Management Act ([RCW 36.70A.115](#), [RCW 36.70A.130\(3\)](#), and [WAC 365-196-325](#)).
- To implement the following related [Countywide Planning Policies](#) (CPPs):
 - A.3.c, B.1, and B.2 regarding Land Capacity Analysis (see also CPPs B.3.h, B.5.a, and J.2.e), Buildable Lands Analysis (see also CPPs B.3.h, I.1.c), and Reasonable Measures (see also CPP B.3.h.iii):
 - A.3.c: “Establish and keep updated a Buildable Land Analysis Program.”
 - B.1: “Land Utilization & Monitoring Programs: Consistent with RCW 36.70A.115, the County and Cities shall ensure that, taken collectively, adoption of and amendments to their comprehensive plans and/or development regulations

provide sufficient capacity of land suitable for development within their jurisdictions to accommodate their housing and employment growth (derived from population distribution), as adopted in the applicable Countywide Planning Policies and consistent with the 20-year population forecast from the WA Office of Financial Management and Vision 2040 guidance. (Implements Multi-County Planning Policy DP-Action-15).

a. The County and the Cities shall maintain a Land Capacity Analysis Program using consistent, agreed-upon methodology to estimate the land supply available to accommodate future residential, commercial, and industrial growth.

b. The County and the Cities shall participate in an agreed-upon Buildable Lands Analysis Program to monitor and evaluate the effectiveness of their respective Comprehensive Plans.

c. The County and Cities shall establish procedures for resolving disputes in collection and analysis of Land Capacity data. In the event a resolution cannot be achieved, the Kitsap Regional Coordinating Council shall be a forum to review and if possible facilitate any disputes between parties.”

- B.2: “Each jurisdiction is responsible for implementing appropriate reasonable measures within its jurisdictional boundaries. If the Buildable Lands Analysis shows that a jurisdiction’s Comprehensive Plan growth goals are not being met, that jurisdiction shall consider implementing additional reasonable measures in order to use its designated urban land more efficiently.”

- J.2.e regarding commercial and industrial land supply:

- “The County and the Cities shall collaborate with the KEDA and the Ports to establish a common method to monitor the supply of designated commercial and industrial sites and to ensure adequate land supply for the expansion of existing enterprises and the establishment of new economic enterprises. The monitoring method shall indicate environmental constraints, infrastructure availability and capacity, and shall use the Kitsap County Geographic Information System and Land Capacity Analysis as a regional database for this information.”

- To develop a framework for collaborative monitoring and evaluation that could be utilized (or adapted) in the future for the following additional requirements in the [Countywide Planning Policies](#) (CPPs):

- I.1.b regarding housing:

- “Local housing inventories, projections, and equitable distribution strategies should be compiled, updated, and monitored under the coordination of the Kitsap Regional Coordinating Council to identify countywide conditions and projected needs.”

- N.1.c regarding consistency of Comprehensive Plans with the CPPs:

- “... Through the Kitsap Regional Coordinating Council forum, jurisdictions should establish a process to monitor and review individual comprehensive plans and associated implementation mechanisms to determine consistency with the Countywide Planning Policies.”

- N.1.f regarding the CPPs: “Coordinate the review, revision and monitoring of the Countywide Planning Policies.”

Data Collection Overview

- [Department of Commerce Guidelines](#) (pages 17-20) state:
 - Annual data collection includes the following categories:
 - Rural and urban land uses & development
 - Development regulations
 - Critical areas
 - Capital facilities
 - Data necessary to evaluate measures adopted to increase consistency (i.e. reasonable measures)
 - Additional data collection includes the following:
 - Baseline data
 - Evaluation data
 - Post-Evaluation data
- Existing CPPs regarding data collection state:
 - CPP B.3.h.iv: “Data collection and analysis for the Land Capacity Analysis should be done cooperatively. The County will be responsible for data describing growth and capacity in the unincorporated portion of the Urban Growth Area, and the City for the incorporated portion.”
 - CPP J.2.e : “The County and the Cities shall collaborate with the KEDA and the Ports to establish a common method to monitor the supply of designated commercial and industrial sites and to ensure adequate land supply for the expansion of existing enterprises and the establishment of new economic enterprises. The monitoring method shall indicate environmental constraints, infrastructure availability and capacity, and shall use the Kitsap County Geographic Information System and Land Capacity Analysis as a regional database for this information.”