



KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda  
v.9-17-21

**Meeting Date:** September 23, 2021

**Meeting Timing:** 1:00 – 3:00 p.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://us06web.zoom.us/j/82940209404>.
- **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: 829 4020 9404* to enter the call. You do not need a participant ID, just press “#” to continue the call.

**Meeting Objectives:**

- Reflect on the Countywide Planning Policy (CPP) process.
- Discuss the growth allocation process.
- Review and provide feedback on the draft 2022 land use work plan.

**1. Welcome**

**2. Old Business**

**a. Old Business**

- **ACTION:** Approve the draft [April 14 and April 22 Meeting Summaries](#)

Packet Pg. 2 & 6

**3. Committee Updates and Work in Progress**

- a. Reflection on CPP process lessons learned, activities underway**
- b. CPP Ratification by Cities and Tribes – Discuss Role of LUTAC**
- c. Growth Allocation Process**

- Discuss draft flowchart
- Discuss role of LDC, Inc.
- Discuss need for technical support from Puget Sound Regional Council (PSRC)

**d. 2022 Work Plan**

- Discuss [draft KRCC Land Use Work Plan for 2022](#)
- Discuss the arc of population, employment, and potentially housing topics for PlanPOL and the KRCC Board

Packet Pg. 11

**4. Administrative Agenda**

**a. Meeting Review**

- Discuss the [draft October 21 PlanPOL meeting agenda](#)

Packet Pg. 14

**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)**  
**April 14, 2021 Meeting Summary | Convened via Teleconference**  
**Draft v.8-3-2021**

Decisions and Recommendations		
<ul style="list-style-type: none"><li>Approved the March 11 Meeting Summary and March 24 Meeting Summary as final.</li></ul>		
Actions	Person Responsible	Status
1. Prepare draft revised language for the Kitsap Countywide Planning Policies (CPPs) that references the Washington Administrative Code (WAC) statutes 36.70a.100 and 36.70a.115.	Clay White	Complete
2. Draft disclaimer language for Element C: Centers of Growth and Element D: Rural Land Uses.	Nick Bond	Complete
3. Send draft public comment plan to LUTAC for review and input.	KRCC Staff	Complete
4. Upload the March 11 and March 24 meeting summaries to the KRCC website.	KRCC Staff	Complete

### A. Welcome and Introductions

Kizz Prusia, Land Use Program Lead, welcomed LUTAC members to the April 14 meeting. He reviewed the meeting objectives and topics.

### B. Old Business

**Meeting Summary Review:** KRCC staff reviewed the March 11 and March 24 LUTAC meeting summaries. LUTAC members asked no questions and proposed no edits. KRCC staff will post the summaries on the KRCC website.

### C. Committee Updates and Work in Progress

**Kitsap Countywide Planning Policies (CPPs) Working Draft Update:** Clay White, LDC, Inc., led a review of several draft policies. He focused on newly added language and policies for Element G: Siting of Public Facilities and Element H: Transportation.

- **Element B: Urban Growth Areas (UGAs)**
  - UGA-3 d.: LUTAC members discussed the use of the words "sufficient area/capacity" in this policy. One member noted that maintaining the full term would be preferred based on the interests of their elected officials. LUTAC members agreed to keep the full term.
  - UGA-3 f.: LUTAC members agreed to add proposed language: "unless otherwise noted in an inter-local agreement, the County has the discretion to determine their annual comprehensive plan docket consistent with their guiding procedural requirements." LUTAC members expressed concerns about adding too many layers and details to policies. They discussed coordination for UGA amendments.
  - UGA-3 h.: LUTAC members agreed to update language to consider local circumstances: "an urban growth area expansion shall not result in new areas being included for population or employment capacity that exceeds what is necessary to accommodate the growth management planning projects, plus account for unavailable lands or market factor. In determining this market factor, counties and cities may consider local circumstances." LUTAC members raised a question about



## Kitsap Regional Coordinating Council

- the reference to “reasonable measures” and where CPPs should include clearer language from RCW [36.70A.115](#).
- UGA-4: LUTAC members agreed to add the language “or where applicable for interlocal agreements between the county and the city.”
  - UGA-5 e.: LUTAC members raised a question about the meaning of the policy and discussed whether it should be changed. They agreed to leave this policy with no changes.
  - UGA-5 h.: LUTAC members discussed referencing Appendix A within subpolicy h.
- **Element D: Rural Land Uses and Development Patterns:** LUTAC members discussed areas of concern related to Element D. These members noted there were questions about the language of “rural communities” and “rural centers,” how transit could serve rural centers, and making sure the meaning of “centers” is consistently used throughout the update to the Kitsap CPPs. LUTAC members suggested Element D be discussed further at the April 22 meeting.
    - R-2 a.: Some LUTAC members expressed concern that countywide funding will be directed to rural areas, where growth should not occur. They proposed disclaimer language: “A rural center is not a local countywide or other center as identified in Element C. Rural centers are not priorities for growth. Rural centers are considered local areas of more intensive rural development (LAMIRD).” LUTAC members agreed to keep rural centers and rural communities in the CPPs as existing.
    - R-2 b.: One LUTAC member suggested removing subpolicy b. because these areas should not be a focus for development. One LUTAC member suggested removing “these areas may include some LAMIRD characteristics but have not been found to meet the full set of LAMIRD criteria.” LUTAC members agreed to the following language: “Rural Communities are smaller developed areas with existing residential, commercial, and/or industrial land uses where growth is not expected. They may include clear neighborhoods with limited services. Examples of such communities include, but are not limited to Burley, Sunnyslope, Seabeck, Lake Symington, Indianola, and Hansville.”
  - **Element H: Transportation:** LUTAC members briefly discussed policies related to Element H: Transportation. LUTAC members suggested discussing Element H further with TransTAC at the April 22 meeting.
  - **Social Equity Considerations:** KRCC staff provided a brief update about the draft equity language. They suggested that LUTAC members review the document ahead of the KRCC roadshow meetings.
  - **KRCC Staff Outreach and Engagement Update:** KRCC staff presented a draft public comment plan to LUTAC members. The plan was prepared to guide the engagement before and during the Kitsap CPP public comment period. The plan outlined the timing of the comment period, methods for distribution of the Kitsap CPPs, and a draft list of stakeholders. LUTAC members provided feedback on the list of stakeholders. These members suggested adding the Kitsap Realtors Association, Housing Resource Bainbridge, and environmental groups to the list. Another member noted the importance of including Tribal nations in the Kitsap CPP engagement plan.



## Kitsap Regional Coordinating Council

### D. Administrative Agenda

**April 22 LUTAC and TransTAC Meeting:** LUTAC members discussed the next PlanPOL meeting and what materials need to be included in the CPP briefing. Agreed to hold the meeting from 10:00 – 1:00 p.m.

### 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. 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)**  
**April 22, 2021 Meeting Summary | Convened via Teleconference**  
**Draft v.8-16-2021**

Decisions and Recommendations		
<ul style="list-style-type: none"><li>• Suggested additional review of Appendix A during May by LUTAC.</li><li>• Suggested preparing one draft version of the Kitsap Countywide Planning Policies (CPPs) with identification of the areas that need additional review. The document that goes to the KRCC Board at their May 4 meeting should have three categories:<ul style="list-style-type: none"><li>○ Amendments that have been reviewed by the planning directors and have consensus to move forward;</li><li>○ Those amendments that do not have consensus or have differing perspectives (outline what the differing opinions are) and;</li><li>○ Those amendments that have not been reviewed by LUTAC or TranSTAC.</li></ul></li></ul>		
Actions	Person Responsible	Status
1. Karla to update Element C with removing one of Port Orchard's proposed centers.	Karla Boughton	Complete
2. KRCC staff to reach out to Port Orchard and Kitsap County about the two positions re: urban centers and rural centers.	KRCC Staff	Complete
3. In the May 4 KRCC Board meeting packet, include: <ul style="list-style-type: none"><li>i. Cover memo explaining the three categories;</li><li>ii. Clean draft CPPs;</li><li>iii. Draft proposed Element D language;</li><li>iv. Draft equity policies;</li><li>v. Appendix A</li></ul>	KRCC Staff	Complete
4. Incorporate the proposed social equity language from the March 4 retreat.	Clay White	Complete
5. Add "Candidate Centers" to the Transportation section.	Clay White	Complete
6. Remove Appendix D.	Clay White	Complete

### A. Welcome

Kizz Prusia, Land Use Program Lead, welcomed LUTAC members to the April 22 meeting. He reviewed the meeting objectives and topics. He explained that members of KRCC TranSTAC will join a portion of the meeting to discuss transportation-related policies in the CPPs.

### B. Committee Updates and Work in Progress

**Kitsap Countywide Planning Policies (CPPs) Process Updates:** KRCC staff provided a process update regarding the timeline of updating the draft of the Kitsap CPPs. KRCC staff noted that at the April 20 KRCC Executive Committee meeting, members in attendance (Commissioner Gelder, Councilmember Ashby, Councilmember Deets, and Mayor Erickson) passed the following motion: *The KRCC Land Use Technical Advisory Committee (LUTAC) will conclude its work on the Kitsap CPPs during their April 22, 2021 meeting. LDC, Inc. will update the draft CPPs based on the April 22 LUTAC meeting by Monday, April 26. LDC, Inc. will provide this draft to the KRCC Board for the May 4, 2021 Study*



Session. LUTAC will not meet on May 13, 2021 since the CPPs will not be under their purview at this time.

In response to this direction from the KRCC Executive Committee, LUTAC members suggested an approach to move forward with the draft amendments and policy changes. LUTAC members suggested to arrange the draft amendments into three categories as outlined below:

1. Category 1: Amendments that have been reviewed by the planning directors and have consensus to move forward;
2. Category 2: Those amendments that do not have consensus or have differing perspectives (outline what the differing opinions are); and,
3. Category 3: Those amendments that have not been reviewed by LUTAC.

**Kitsap Countywide Planning Policies (CPPs) Element C: Centers of Growth:** Karla Boughton, City of Poulsbo provided a brief overview of Element C: Centers of Growth. LUTAC members provided no additional comments or feedback on the draft.

**Kitsap Countywide Planning Policies (CPPs) Element D: Rural Land Uses and Development Patterns:** Clay provided a brief overview of Element D: Rural Land Uses and Development Patterns.

- R-2 a.: LUTAC members suggested changing “residential and commercial local areas” to “residential and commercial limited areas.” LUTAC members suggested deleting “a small amount of growth in the form of in-fill development is expected in Rural Centers” and instead focusing on the RCW. LUTAC members suggested asking TransTAC to weigh in on proposed language regarding priorities for transportation investment.

**C. Joint Session LUTAC/ TransTAC Review:** Sophie explained that TransTAC requested this joint session during their March meeting. This joint session is an opportunity to connect on the elements of the CPPs related to areas where LUTAC and TransTAC’s work overlaps. Sophie reminded LUTAC and TransTAC members that LUTAC will make the final recommendations on the Kitsap CPPs. LUTAC and TransTAC members discussed relevant policy as described below. Some of the language they discussed was new and seen by them for the first time.

**Kitsap Countywide Planning Policies (CPPs) Element D: Rural Land Uses and Development Patterns**

- R-2: Some TransTAC members expressed concern about the language “rural centers are not centers of growth and are not priorities for transportation investment.” TransTAC and LUTAC members suggested including edits to language about rural centers in Category 2 for discussion by policymakers and including the disclaimer in Category 3.

**Kitsap Countywide Planning Policies (CPPs) Element G: Siting of Public Facilities**

- CF-2 b.: TransTAC and LUTAC members agreed to remove the language in subpolicy b. that references centers. This would allow development of public capital facilities as long as they are on existing public transportation corridors.

**Kitsap Countywide Planning Policies (CPPs) Element H: Transportation**

- T-1: Several TransTAC and LUTAC members expressed concerns about the addition of a subpolicy focusing transportation investments into UGAs and urban centers. Some TransTAC



and LUTAC members disagreed because this subpolicy aligns with multicounty policies. TransTAC and LUTAC members agreed to include this policy in Category 3 for discussion by policymakers because the technical committees have not had sufficient time to review it.

- T-1 b. and T-10 b.: TransTAC and LUTAC members discussed whether this policy should clarify the types of levels of service (LOS). Multicounty Planning Policy DP-53 asks jurisdictions to address non-motorized, pedestrian, and other multimodal types of transportation options.
- T-10 f.: TransTAC and LUTAC members agreed to change “when set by the local agency” to “as set by the local agency”.
- T-5: TransTAC and LUTAC members shared that policymakers should discuss whether to add “urban” before “centers” in this policy.

### **D. Committee Updates and Work in Progress**

**Kitsap Countywide Planning Policies (CPPs) Working Draft Update:** Clay White, LDC, Inc led a review of seven revised draft policies.

#### **Kitsap Countywide Planning Policies (CPPs) Element A: Countywide Growth Pattern**

- CW-1 b.: LUTAC members agreed to replace the language “foster” with “maintain and enhance.”
- CW-1 d.: LUTAC members agreed to replace “promote” with “support.” They agreed to add “support annexation or incorporation into cities.”
- CW-2 c.: LUTAC members agreed to the language, “include a variety of low-density rural centers, communities, and uses.”
- CW-3 e.: LUTAC members agreed to add the language of “green breaks” into the subpolicy.
- CW-3 f. LUTAC members agreed to add language regarding promoting tiering and/or phasing of infrastructure.

#### **Kitsap Countywide Planning Policies (CPPs) Element E: Natural Environment**

- NE-2 a.: LUTAC members expressed concern that this policy could imply that jurisdictions are doing something they do not actually do.
- NE-2 c.: LUTAC members agreed to change the language to “historical, archeological, and cultural resources.”
- NE-2 h.: LUTAC members suggested changing “Puget Sound” to “Salish Sea.”

#### **Kitsap Countywide Planning Policies (CPPs) Element H: Housing**

- AH-4: One LUTAC member questioned why “high opportunity areas” should be included in this policy. No other LUTAC members shared comments.

**Kitsap Countywide Planning Policies (CPPs) Appendices:** Clay led a review of the appendices to the Kitsap CPPs. LUTAC reviewed:

- Appendix A: LUTAC members did not share comments or concerns.
- Appendix B: Clay explained that this appendix will be updated during growth target setting. LUTAC members did not share comments or concerns.
- Appendix C: Clay explained that this appendix will be removed. LUTAC members did not share comments or concerns.





## Kitsap Regional Coordinating Council

- Appendix D: Clay explained that this appendix is proposed to be removed from the CPPs, while the agreement with Poulsbo is maintained. LUTAC members asked whether agreements between the cities and county need to also be in the CPPs.
- Appendix E: LUTAC members did not share comments or concerns.
- Appendix F: Clay explained that this appendix will be updated with new centers. LUTAC members did not share comments or concerns.
- Appendix G: Clay explained that this appendix will be removed. LUTAC members did not share comments or concerns.

**Kitsap Countywide Planning Policies (CPPs) Social Equity Policies:** LUTAC members did not discuss this item.

### **E. Old Business**

**KRCC Staff Update: Outreach & Engagement:** LUTAC members did not discuss this item.

### **F. Administrative Agenda**

**May 4 Board Study Session:** LUTAC members did not discuss this item.

**May 18 PlanPOL Meeting Agenda:** LUTAC members did not discuss this item.

### **G. Wrap Up**

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

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

## I. KRCC Land Use Program 2022 Work Plan Narrative

*The proposed land use program work plan items for 2022 are outlined in the table below. KRCC staff will support the KRCC Board, Land Use Planning Policy Committee (PlanPOL), and Land Use Technical Advisory Committee (LUTAC) in completing these action items.*

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
<b>Countywide and Regional Planning (via PSRC)</b>			
1. Support the coordination of the Growth Target Setting for population and employment	LUTAC will coordinate on the growth target setting process with the support of a consultant.	PlanPOL will receive updates about growth target setting.	The Board will receive updates about growth target setting.
2. Support the coordination of the Land Capacity Analysis (LCA) Buildable Lands Report (BLR)	LUTAC will coordinate on the LCA and BLR.	PlanPOL will receive updates about the LCA and BLR.	The Board will receive updates about the LCA and BLR.
<b>KRCC Operations</b>			
3. Ensure messaging consistency between policy and technical committees.	KRCC staff will serve as the liaison.	PlanPOL meetings have LUTAC updates as standing agenda items.	Board meetings have PlanPOL and LUTAC updates as standing agenda items.
<b>Other</b>			
4. Develop the annual annexation report	LUTAC develops a draft annual annexation report.	PlanPOL reviews the draft annual annexation report.	KRCC Board approves the annual annexation report.

### Land Use Deliverables

- Meeting agendas (draft and final)
- Meeting summaries (draft and final)
- Draft and final growth targets
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board
- Briefing memos to LUTAC and or PlanPOL as needed
- Meeting follow up of action items and key discussion items
- Recommendations to PlanPOL developed by LUTAC

## Triangle Associates Scope of Work: Land Use Program

### II.A. Land Use Planning Policy Committee (PlanPOL) Facilitation and Coordination

To support the KRCC Board's PlanPOL, Triangle will provide a Land Use Program Lead who will report to the Program Director. Triangle will also provide a Growth Targets specialist who will help with distributing housing, employment, and population growth targets.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and constructing meeting materials, and sending packets to PlanPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"><li>Sophie Glass, KRCC Program Director</li><li>Pauline Mogilevsky, KRCC Land Use Program Lead</li></ul>	<ul style="list-style-type: none"><li>4 PlanPOL meetings</li></ul>	<ul style="list-style-type: none"><li>Meeting agendas (draft and final)</li><li>Meeting summaries (draft and final)</li><li>Meeting materials as needed, including maintaining communications with PSRC</li><li>Report outs to the KRCC Board</li><li>Oversee the work of the growth target consultant</li></ul>	<ul style="list-style-type: none"><li>Meetings will be 1.5-hours in duration</li><li>Meetings will be held virtually</li></ul>

### II.B. Land Use Technical Advisory Committee (LUTAC) Facilitation and Coordination

To support the KRCC Board's Land Use Technical Advisory Committee (LUTAC), Triangle will provide a KRCC Land Use Program Lead who will report to the Program Director, provide staff support to LUTAC, and support facilitation of LUTAC meetings. The Land Use Program Lead will be responsible for drafting LUTAC agendas in coordination with the Program Director and LUTAC members, gathering and constructing meeting materials, and sending materials to LUTAC at least 5 days before LUTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing meeting memos of action items and key discussion areas, as well as tracking and implementing action items following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> <li>Sophie Glass, KRCC Program Director</li> <li>Pauline Mogilevsky, KRCC Land Use Program Lead</li> </ul>	<ul style="list-style-type: none"> <li>6 LUTAC meetings</li> </ul>	<ul style="list-style-type: none"> <li>Meeting agendas (draft and final)</li> <li>Meeting memo of action items and key discussion items</li> <li>Recommendations to PlanPOL developed by LUTAC</li> </ul>	<ul style="list-style-type: none"> <li>Meetings will be 2-hours in duration and will be held virtually</li> </ul>



Land Use Planning Policy Committee (PlanPOL) Meeting Agenda  
Tuesday, October 21, 2021 | 3:00 p.m. – 4:30 p.m. | v.8-23-2021

Remote Meeting Information:

- Link to the video conference and view the screen share: <https://zoom.us/j/99683267515>. 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: 996 8326 7515

Meeting Objectives:

- Review and discuss draft 2022 KRCC Land Use Work Plan.

1. Welcome, Introductions, and Meeting Objectives

2. Committee Updates and Action Items

- Old Business
- **ACTION:** Approve the draft [June 8, 2021, PlanPOL Meeting Summary](#) Packet Pg.

3. New Business and Work in Progress

- 2022 KRCC Land Use Work Plan  
*Objective: Discuss draft land use work plan for 2022*
  - Update on KRCC 2022 work plan approval process and schedule
  - Review [draft land use work plan](#) Packet Pg.
- Growth Allocation  
*Objective: Growth allocation process*
  - Review [growth allocation process flow chart](#) Packet Pg.

4. Administrative Agenda

- Standing Item: Affordable Housing round-robin
- Reminder: This is the last PlanPOL meeting of the year

5. Wrap Up

- Summarize key decisions and action items

6. Public Comments

7. Adjourn