Kitsap Regional Coordinating Council

Land Use Planning Policy Committee (PlanPOL) Meeting Agenda
Tuesday, October 19, 2021 | 1:30 p.m. – 3:00 p.m. | v.10-14-2021

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 growth allocation process.
- 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. 2

3. **New Business and Work in Progress**
- Growth Allocation Process
  Objective: Discuss growth allocation process
  - Growth Target Guidance from Puget Sound Regional Council (PSRC), presented by Clay White, LDC Inc.
  - Discuss recommendations from LUTAC regarding the growth allocation process   Packet Pg. 7
  - Discuss growth allocation process table   Packet Pg. 8

- Presentation from Kitsap Building Association (KBA)
  Objective: Hear from KBA about affordable housing

- 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. 9

- **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**

Kitsap Regional Coordinating Council (KRCC)
DRAFT - Land Use Policy Committee (PlanPOL) Meeting Summary
June 8, 2021 Meeting | 3:00 PM– 4:30 PM

Key Decisions		
• PlanPOL approved the March 16 PlanPOL meeting summary as final. • PlanPOL approved the proposed changes to Element D, including the changes requested by Kitsap Transit, for public comment and further discussion at the July 6 KRCC Board meeting. The proposed language is included in the June 8 PlanPOL meeting packet (page 23).		
Action Items	**Who**	**Status**
1. Post the approved March 16 PlanPOL summary on the KRCC website.	KRCC staff	Complete
2. Send PlanPOL members an updated version of the CPP public comment table that includes: • The name of the Kingston resident who submitted a comment. • An additional column with analysis from LDC, Inc.	KRCC staff	Complete
3. Create a document that outlines instances of the use of "will," "must," and "could" for review at the July 6 KRCC Board meeting.	LDC, Inc.	Complete
4. Update the draft centers overview table to include: • Additional examples of each type of center. • References to the source documents for each definition.	KRCC staff	Complete

A. WELCOME AND INTRODUCTIONS

Betsy Daniels, Interim KRCC Program Director, welcomed participants to the meeting (see Attachment A: Meeting Attendees, for a list of PlanPOL members and observers). Betsy reminded PlanPOL members that she is directing KRCC while Sophie Glass is on parental leave.

Betsy explained that the main purpose of the meeting was for PlanPOL members to make a decision about Element D of the Countywide Planning Policies (CPPs). She reminded participants that the KRCC Board delegated this decision to PlanPOL to support the CPP completion timeline. Based on PlanPOL's decision, KRCC will release Element D for public comment.

B. COMMITTEE UPDATES AND ACTION ITEMS

March 16 PlanPOL Meeting Summary: PlanPOL members reviewed the meeting summary from the March 16 PlanPOL meeting. The summary was approved with no comments or revisions. KRCC staff will post the approved summary on the KRCC webpage.

DRAFT KRCC PlanPOL June 8, 2021 Meeting Summary

C. New Business and Work in Progress

Kitsap Countywide Planning Policies (CPPs) Public Comment: Betsy provided an update on the schedule for releasing the full draft CPPs for public comment. After PlanPOL makes a decision about Element D, KRCC staff will send the full draft CPPs, including Element D, to the KRCC Board. On June 11, staff will release the full draft CPPs for public comment by publishing it on the KRCC website and sending an update to interested parties. The public comment period will be open until June 25. The KRCC Board will hold a public hearing on July 6.

Betsy proposed a process for sharing public comments with PlanPOL members to allow time to review the comments ahead of the July 6 public hearing. KRCC staff can send PlanPOL members a table containing public comments with analysis from Clay White, LDC, Inc., about how each comment could affect the CPPs. As KRCC receives comments, staff will send PlanPOL regular updates of this table. Mayor Putaansuu expressed support for this approach.

Clay White, LDC Inc., provided an overview of the public comments received so far. He shared a table that shows each comment, the commenter, CPP section and page number, and suggested language modifications. This table is located in the [June 8 PlanPOL meeting packet](#) (page 8). Clay explained that KRCC has received three comments so far, from the League of Women Voters of Kitsap, Suquamish Citizens Advisory Council, and a resident of Kingston.

Clay shared highlights of the comments received so far as follows:
- Many comments included requests to change the word "should" to "shall" in some policies.
- Several comments included requests for additional specificity in some policies.
- Some comments included requests to either add new language to policies or keep language that was proposed to be removed.

PlanPOL members provided the following comments:
- Mayor Erickson requested that the table include the names of residents who submit comments.
- Councilmember Ashby noted that, originally in the CPP update process, KRCC intentionally defined "shall," "should," and "may." However, three areas of the draft CPPs use different language: "will," "must," and "could." Clay shared that he can provide a table that outlines instances of this language for review at the July 6 KRCC Board meeting. This table could include suggested changes of this language to "shall," "should," or "may" where appropriate.
- Mayor Putaansuu shared, regarding public comments about policies being vague, that the policies in the CPPs are baselines. Each jurisdiction can have more restrictive policies in their own comprehensive plans.

Clay explained that the KRCC Board could choose to incorporate any of the changes requested in the public comments received so far; none of them would present a legal problem. Clay invited PlanPOL members to contact him with any questions about the public comments.

DRAFT KRCC PlanPOL June 8, 2021 Meeting Summary

Kitsap Countywide Planning Policies (CPPs) Rural Centers: Betsy shared a draft table that explains the types of centers in Kitsap County. This table is located in the [June 8 PlanPOL meeting packet](#) (page 21). She reminded PlanPOL members that Chairman Forsman requested this table at the May 4 KRCC Board meeting to support discussions of centers during the public hearing on the draft CPPs. Betsy explained that this table is a draft, and LUTAC is reviewing it for accuracy. Chairman Forsman recommended adding more examples of types of centers to the table.

Councilmember Ashby reminded PlanPOL members that at the May 4 KRCC Board meeting, the Board removed Element D: Rural Land Uses and Development Patterns from the draft of the CPPs released for public comment. The KRCC Board directed PlanPOL to create acceptable language for Element D.

Councilmember Ashby shared proposed language for Element D that she, Mayor Putaansuu, and Commissioner Gelder drafted. This proposed language is located in the [June 8 PlanPOL meeting packet](#) (page 22). She explained that an important part of this drafting this proposed language was to identify a definition of rural and local centers. Neither VISION 2050 nor the Growth Management Act include a definition of rural centers; [Puget Sound Regional Council's Regional Centers Framework](#) does include a definition. Councilmember Ashby explained that the proposed definition of rural centers was based on this Regional Centers Framework language. The proposal includes a list of rural centers because they do not change frequently; another option would be to list rural centers in a new appendix to the CPPs.

Councilmember Ashby shared that this proposed language was presented to the KRCC Executive Committee, who approved it to bring forward for discussion at PlanPOL. This proposed language was also presented to Kitsap Transit, who suggested additional strengthening language. This proposed language is located in the [June 8 PlanPOL meeting packet](#) (page 23).

PlanPOL members provided the following comments:
- Mayor Putaansuu thanked Councilmember Ashby for her work. He shared that he, Councilmember Ashby, and Commissioner Gelder worked together to draft this compromised language. He expressed his support for this proposed language.
- Commissioner Wolfe shared that the Kitsap County Commissioners greatly appreciate the continued conversations about Element D. He shared that the Commissioners are very supportive of this proposed language because it is a good compromise, improves clarity, and maintains the integrity of future competitive funding processes.
- Director Clauson thanked Councilmember Ashby for reaching out to Kitsap Transit for input and incorporating their proposed changes. He expressed support for this compromise.
- Chairman Forsman shared that the proposed language addresses the Suquamish Tribe's initial concerns. He explained that their initial concern regarded potential changes in density, and that he has been assured that this is not the intent of the proposals about Element D. He encouraged KRCC to be as transparent as possible when changing or rebranding language, with the understanding that these policies will channel transportation funding to places that need it.

Mayor Putaansuu made a motion to move forward with the proposed Element D, including the changes requested by Kitsap Transit, for public comment and further discussion at the July 6 KRCC Board meeting. Mayor Erickson seconded the motion. The motion passed without objection or abstention.

D. ADMINISTRATIVE AGENDA

Content Suggestions for Legislative Reception: Betsy explained that, at the June 1 Executive Committee meeting, the Executive Committee asked KRCC staff to begin exploring locations for an in-person legislative reception in early December. Councilmember Ashby explained that, as part of this discussion, Commissioner Gelder suggested focusing the 2021 legislative reception on a few specific areas of concern rather than a general update from legislators. Executive Committee members suggested affordable housing, growth management, and transportation revenue as potential topics to focus on. Mayor Wheeler shared that a general report from legislators is not necessary; he expressed support for tailoring the legislative reception around the topics that KRCC focuses on. He suggested opportunities for partnership as a potential topics for the legislative reception.

Reminder: KRCC Board Public Hearing on July 6, 2021: Councilmember Ashby reminded PlanPOL members that the upcoming KRCC Board meeting and public hearing will begin at 3 p.m., not the usual 10:15 a.m. Betsy explained that this public hearing is the next formal step in the CPP update process. KRCC staff noticed the hearing publicly, and attendance information is available on the KRCC website.

Reminder: PlanPOL Meeting on October 21, 2021: Betsy explained that at the October 21 meeting, PlanPOL will check in on the CPP ratification process. She reminded PlanPOL members KRCC staff will share regular updates about public comments on the draft CPPs via email. Betsy requested that PlanPOL members notify KRCC staff if they see any public comments that would indicate significant action from the KRCC Board.

E. PUBLIC COMMENTS

There were no public comments at this meeting.

F. ADJOURN

The meeting adjourned at 3:50 p.m.

Attachment A: Meeting Attendees

NAME	JURISDICTION (ALPHABETICAL)
PLANPOL MEMBERS	
Councilmember Christy Carr	City of Bainbridge Island
Mayor Greg Wheeler	City of Bremerton
Councilmember Bek Ashby	City of Port Orchard
Mayor Rob Putaansuu	City of Port Orchard
Mayor Becky Erickson	City of Poulsbo
Commissioner Charlotte Garrido	Kitsap County
Director John Clauson	Kitsap Transit
Commissioner Gary Anderson (alternate)	Port of Bremerton
Chair Leonard Forsman	Suquamish Tribe
OBSERVERS	
Heather Wright	City of Bainbridge Island
Andrea Spencer	City of Bremerton
Nick Bond	City of Port Orchard
Karla Boughton	City of Poulsbo
David Forte	Kitsap County
Jeff Rimack	Kitsap County
Ed Coviello	Kitsap Transit
Allison Satter	Naval Base Kitsap
Andrea Harris-Long	Puget Sound Regional Council
STAFF	
Betsy Daniels	Interim KRCC Program Director
Pauline Mogilevsky	KRCC Administrative Coordinator
PRESENTERS	
Clay White	LDC, Inc.

Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council
Recommendations from the Land Use Technical Advisory Committee (LUTAC) to the Planning Policy Committee (PlanPOL)

The Land Use Technical Advisory Committee met on September 23, 2021 and made the following recommendations to the Planning Policy Committee regarding the growth allocation process:

- Per PSRC's offer, LUTAC recommended to ask PSRC to adjust their population and employment growth from 2017-2044 to 2020-2044.

- LUTAC recommended not including housing targets in the Countywide Planning Policies (CPPs), but each jurisdiction will address housing targets in their respective comprehensive plans.

- LUTAC recommended the formation of smaller work groups for High-Capacity Transit communities to discuss population and employment, where all could be invited, but not necessary to attend. Similarly, Kitsap County and City of Bremerton would have a work group.

- LUTAC recommended beginning work group discussion in January 2022.

Proposed KRCC Growth Allocation Timeline
Draft v. 10-11-21

Month	LUTAC	PlanPOL	KRCC Board	LDC Inc.	PSRC
Oct	Independent work to generate population and employment targets; coordination with their elected officials about policy questions	Presentation on PSRC's guidance on growth targets Receive recommendation from LUTAC on not collectively doing housing targets		Present to PlanPOL	Update numbers to 2020 as base year
Nov	Independent work to generate population and employment targets. Possible check-in meeting?		Receive update on the Growth Target Process	Present update to Board on growth target process	
Dec	Independent work to generate population and employment targets		Receive update on the Growth Target Process	Maintain shared spreadsheet	
Jan	Share out population and employment numbers			Maintain shared spreadsheet	
Feb	Create sub-groups* (HCT communities + Metropolitan/UGAs) and have full LUTAC workshop if needed	PlanPOL review draft growth targets			
Mar			KRCC Board review draft growth targets		
Apr		PlanPOL confirm draft growth targets	KRCC Board vote on draft growth targets		
May forward	Check-in in Q3 when OFM releases final numbers		Ratification with KRCC jurisdictions to update CPP appendix		

*Sub groups will be open to all LUTAC members but mainly relevant to HCT and Metropolitan jurisdictions + County. All LUTAC members will receive materials; scheduling will defer to relevant LUTAC members.

III. 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
Countywide and Regional Planning (via PSRC)			
1. Support growth target setting for population and employment.	LUTAC will coordinate on growth target setting with the support of a consultant.	PlanPOL will receive updates about growth target setting.	The Board will receive updates about and approve growth target setting through an amendment to the Countywide Planning Policies.
KRCC Operations			
2. 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.
Other			
3. 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

IV. Triangle Associates Scope of Work: Land Use Program

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

To support the KRCC Board's PlanPOL, Triangle will provide a <u>Land Use Program Lead</u> 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 issuing public notices, notetaking, drafting meeting summaries, and tracking and implementing action items prior to and following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
- Sophie Glass, KRCC Program Director - Pauline Mogilevsky, KRCC Land Use Program Lead	3 PlanPOL meetings	- Meeting agendas (draft and final) - Meeting summaries (draft and final) - Meeting materials as needed, including maintaining communications with PSRC - Report outs to the KRCC Board - Oversee the work of the growth target consultant	Meetings will be 1.5-hours in duration

IV.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
- Sophie Glass, KRCC Program Director - Pauline Mogilevsky, KRCC Land Use Program Lead	6 LUTAC meetings	- Meeting agendas (draft and final) - Meeting memo of action items and key discussion items - Recommendations to PlanPOL developed by LUTAC	Meetings will be 2-hours in duration

VII. 2022 Calendar

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	**Board*** 1st Tues. 10:15AM-12:15PM Norm Dicks Gov. Center	**Jan.** Board Meeting				**May** Board Meeting	**June** Board Meeting			**Sept.** Board Meeting		**Nov.** Board Meeting	**Dec.** Board Meeting
Executive	**Executive Committee** 3rd Tues. 11:00AM–1:00PM	**Jan.** Executive Committee Meeting	**Feb.** Executive Committee Meeting	**March** Executive Committee Meeting	**April** Executive Committee Meeting	**May** Executive Committee Meeting	**June** Executive Committee Meeting		**Aug.** Executive Committee Meeting	**Sept.** Executive Committee Meeting	**Oct.** Executive Committee Meeting	**Nov.** Executive Committee Meeting	**Dec.** Executive Committee Meeting
Transportation	**TransPOL*** 3rd Thurs. 3:00-4:30PM	**Jan.** TransPOL Meeting		**March** TransPOL Meeting	**April** TransPOL Meeting						**Oct.** TransPOL Meeting		
Transportation	**TransTAC** 2nd Thurs. 1:30-3:00PM	**Jan.** TransTAC Meeting	**Feb.** TransTAC Meeting	**March** TransTAC Meeting	**April** TransTAC Meeting	**May** TransTAC Meeting				**Sept.** TransTAC Meeting			
Land Use	**PlanPOL*** 3rd Tues. 1:30-3:00PM		**Feb.** PlanPOL Meeting		**April** PlanPOL Meeting					**Sept.** PlanPOL Meeting			
Land Use	**LUTAC** 2nd Thurs. 9:30-11:30AM	**Jan.** LUTAC Meeting	**Feb.** LUTAC Meeting	**March** LUTAC Meeting			**June** LUTAC Meeting		**Aug.** LUTAC Meeting		**Oct.** LUTAC Meeting		

Other Dates

Board Retreat: Spring 2022

Legislative Reception: Winter 2022