



Land Use Planning Policy Committee (PlanPOL) Meeting Agenda  
v.10-10-19

Date: October 15, 2019

Time: 1:30 p.m. – 3:00 p.m.

Place: Kitsap Transit, 60 Washington Ave. Bremerton, WA

Meeting Objectives:

- Review the KRCC Board Retreat agenda and discuss final logistics prior to the October 25 KRCC Board retreat.
- Discuss status updates for Kitsap Countywide Planning Policies (CPPs) Element C: Centers of Growth.
- Discuss administrative updates for KRCC PlanPOL.

**1. Welcome and Introductions**

**2. Committee Updates and Action Items**

a. Old Business

- **ACTION:** Approve the draft [May 21, 2019, PlanPOL Meeting Summary](#) Packet Pg. 2

b. KRCC Board Retreat, October 25, 2019

*Objective: To discuss the final logistics for the KRCC Board Retreat and ask questions of KRCC Staff*

- Review [KRCC Board Retreat Agenda](#) Packet Pg. 4

**3. New Business**

- Kitsap Countywide Planning Policies (CPPs)

*Objective: Support communication among KRCC Committees on the process to update the Countywide Planning Policies.*

- Presentation including [PSRC Regional Centers Framework](#) and [summary update memo](#) regarding Kitsap CPPs (memo is attached, presentation slides will be provided at the meeting) Packet Pg. 5  
Packet Pg. 22
- Discuss steps to continue updating the Kitsap CPPs in 2019

**4. Administrative Agenda**

- Discuss the [draft KRCC 2020 Land Use Work Plan](#) Packet Pg. 24
- The next meeting is tentatively scheduled for December 17, 2019
  - Suggested topics for the December agenda?
- Reminder: Affordable Housing Round Robin added as a standing agenda item (this will begin in January 2020)

**5. Wrap Up**

- Recap topics covered
- Summarize key decisions and action items

**6. Public Comments**

**7. Adjourn**



**Kitsap Regional Coordinating Council (KRCC)  
Draft Land Use Policy Committee (PlanPOL) Meeting Summary**

May 21, 2019 Meeting | 1:30 – 3:00 PM |

Kitsap Transit, 60 Washington Ave. Bremerton, WA (3<sup>rd</sup>-floor conference room)

v.6-27-19

Decisions		
PlanPOL decided the following:		
<ul style="list-style-type: none"><li>• Approve the draft February 21, 2019, PlanPOL meeting summary as final.</li><li>• Postpone updates on Element C: Centers of Growth policies until a proposal from LUTAC has been completed.</li></ul>		
Actions	Who	Status
Post the 2/21/18 PlanPOL meeting summary to the KRCC website.	KRCC staff	Complete
Continue updating the KRCC Land Use Program status, tracker.	KRCC Staff	Ongoing

## **A. WELCOME AND APPROVAL OF FEBRUARY 2019 MEETING SUMMARY**

Betsy Daniels, KRCC Director, welcomed participants to the meeting (see Attachment A: Meeting Attendees, for a list of PlanPOL members and observers). PlanPOL approved the draft 2/21/2019 meeting summary as final.

## **B. KRCC BOARD RETREAT: JULY 30, 2019**

The KRCC Director provided updates on the KRCC Board Retreat. PlanPOL members discussed the draft KRCC Board retreat proposal planned by BERK Consulting.

## **C. KITSAP COUNTYWIDE PLANNING POLICIES**

PlanPOL members postponed updates on Element C: Centers of Growth policies until a proposal from LUTAC has been completed. LUTAC will continue their efforts at a “targeted update” of the Countywide Centers in the CPPs at their next meeting.

## **D. VISION 2050: PREFERRED GROWTH STRATEGY ALTERNATIVES**

PlanPOL received an update from Paul Inghram of the Puget Sound Regional Council (PSRC) regarding the status of the three regional growth alternatives that are being considered for VISION 2050: (1) Stay the Course, (2) Transit Focused Growth, and (3) Reset Urban Growth. PlanPOL members discussed the anticipated growth for the entire Puget Sound Region and the anticipated regional share of 5% of growth. This includes Kitsap County growing by an estimated 97,000 people under the Transit Focused Growth alternative.

## **E. PUBLIC COMMENTS**

Roger Gay, South Kitsap stated the importance of water and sewer infrastructure to support population growth in Kitsap County.

## **F. ANNOUNCEMENTS AND NEXT STEPS**

The next PlanPOL meeting is tentatively set for June 18, 2019.

## G. ADJOURN

Meeting adjourned at 3:00 p.m.

### Attachment A: Meeting Attendees

NAME	JURISDICTION (ALPHABETICAL)
<b>PLANPOL MEMBERS:</b>	
Mayor Greg Wheeler	City of Bremerton
Councilmember Ron Peltier	City of Bainbridge Island
Mayor Rob Putaansuu	City of Port Orchard
Councilmember Bek Ashby	City of Port Orchard
Mayor Becky Erickson	City of Poulsbo
Commissioner Ed Wolfe	Kitsap County
Commissioner Axel Strakeljahn	Port of Bremerton
Luther “Jay” Mills	Suquamish Tribe
<b>OBSERVERS AND PRESENTERS:</b>	
Gary Christensen	Bainbridge Island
Heather Wright	Bainbridge Island
Andrea Spencer	Bremerton
Eric Baker	Kitsap County
Ed Coviello	Kitsap Transit
Nick Bond	Port Orchard
Karla Boughton	Poulsbo
Paul Inghram	Puget Sound Regional Council
Andrea Harris-Long	Puget Sound Regional Council
Alison O’Sullivan	Suquamish Tribe
<b>STAFF:</b>	
Betsy Daniels	KRCC Program Director
Kizz Prusia	KRCC Land Use Coordination Lead



## KRCC Annual Retreat 2019 Agenda

v.10-10-19

Date: October 25, 2019

Time: 10:00 a.m. – 4:00 p.m.

Place: Island Lake Community Center 1087 Northwest Island Lake Road, Poulsbo, WA, 98370 United States

Start	Agenda item
10:00	<b>Convene</b> <ul style="list-style-type: none"><li>• <i>Introductions</i></li><li>• <i>Agenda overview</i></li><li>• <i>Goals for the day</i></li><li>• <i>Ground rules</i></li></ul>
10:15	<b>Kitsap County growth retrospective</b> <ul style="list-style-type: none"><li>• <i>Presentation: Overview of growth trends, 2018 draft CPP vision (20 min) (presentation to be shared at the KRCC Board Retreat)</i></li><li>• <i>Facilitated discussion (55 min)</i><ul style="list-style-type: none"><li>– <i>Does the presentation line up with your experience of growth in the County?</i></li><li>– <i>What have been the benefits and challenges of this growth?</i></li><li>– <i>What lessons learned do you want to carry forward to the future?</i></li><li>– <i>How do the indicators inform the direction for future growth?</i></li></ul></li></ul>
11:30	<b>Break/lunch</b>
12:30	<b>Looking to the future</b> <ul style="list-style-type: none"><li>• <i>Set up: Lego mapping exercise</i></li><li>• <i>Presentation: Growth projections, growth scenarios, indicators, and measures; instructions for exercise (30 min)</i></li><li>• <i>Small groups: distribute projected population and employment growth (60 min)</i><ul style="list-style-type: none"><li>– <i>What challenges do you face in allocating growth?</i></li><li>– <i>What past trends are you trying to change, if any, and what goals are you trying to achieve?</i></li><li>– <i>What impacts/challenges remain with your allocation?</i></li><li>– <i>What additional information or discussion is needed in the growth allocation process?</i></li></ul></li><li>• <i>Whole group facilitated discussion (60 min)</i><ul style="list-style-type: none"><li>– <i>Share maps and discussion</i></li></ul></li><li>• <i>Small groups reconvene (15 min)</i><ul style="list-style-type: none"><li>– <i>Based on the discussion, would you make any changes</i></li></ul></li><li>• <i>Whole group reconvene (30 min)</i><ul style="list-style-type: none"><li>– <i>Share revised maps and reasons</i></li></ul></li></ul>
3:50	<b>Closing</b> <p>Conclusions Have goals been met? Next steps</p>

# **Regional Centers Framework Update**

**Adopted March 22, 2018**



Puget Sound Regional Council

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## 1. Purpose and Background

### Purpose

Centers are the hallmark of VISION 2040 and the Regional Growth Strategy. They guide regional growth allocations, advance local planning, inform transit service planning, and represent priority areas for PSRC's federal transportation funding.

In 2015, the Growth Management Policy Board adopted a scope of work to review the existing centers framework. The regional centers have been integral to regional planning for over 20 years, and this update represented an opportunity to reassess the system in place today and opportunities to recognize other places that are serving important roles in the region. The Regional Centers Framework outlines a revised structure and criteria for regional and countywide centers and direction to update policies and procedures to update to the regional centers framework.

This update will:

- Clearly define the types of central places—both larger and smaller—within the region that are the focus of growth, planning, and investment.
- Establish criteria and planning expectations that ensure centers are developing as thriving and connected communities with sufficient market potential to accommodate new jobs and residents.
- Provide for consistent designation of centers at the regional and countywide levels across the region.
- Address requirements for new centers and redesignation of existing regional centers.

Growth in centers has significant regional benefits, including supporting multimodal transportation options, compact growth, housing choices near jobs, climate goals, and access to opportunity. As important focal points for investment and development, regional centers represent a crucial opportunity to support equitable access to affordable housing, services, health, quality transit service, and employment, as well as to build on the community assets currently present within centers.

### Implementation

This framework establishes key opportunities for the region to support VISION 2040's objective of encouraging development of compact, livable centers as an opportunity to accommodate a significant portion of the region's growth. Adoption of the framework in itself does not change regional or local policies, regulations, or funding mechanisms. Implementation of the framework will take several steps that are discussed in Section 12 of the framework:

- Updating new center designation procedures
- Developing new administrative procedures for monitoring of existing centers
- Updating VISION 2040, including guidance on growth expectations for centers
- Updating countywide planning policies with countywide criteria and designations
- Measuring performance and outcomes over time
- Completing additional analysis on social equity strategies for centers
- Completing additional review and consultation with tribes on the role of tribal lands in the centers framework
- Research funding opportunities for centers
- Research the number and distribution of centers



The framework proposal focuses on the criteria and process to designate and evaluate regional and countywide centers. The proposal does not recommend prioritizing funding based on center size or type. The proposal identifies different types and sizes of regional centers to better tailor expectations for future growth and development in centers.

Development of the board proposal has focused on providing opportunities for jurisdictions to designate new centers and flexibility to maintain existing centers, including at least two growth centers and one manufacturing/industrial center in each county. The centers framework should continue to maintain appropriate regional distribution and provide for opportunities to designate new centers.

### Guiding Principles & Objectives

In the project scope of work, the Growth Management Policy Board adopted the following guiding principles for the project:

- *Support the Growth Management Act and VISION 2040.*
- *Focus growth consistent with the Regional Growth Strategy.*
- *Recognize and support different types and roles of regional and subregional centers.*
- *Provide common procedures across the region.*
- *Guide strategic use of limited regional investments.*
- *Inform future planning updates at regional, countywide, and local levels.*

Objectives to guide the project were established at a joint board session in 2016:

**Growth:** Centers attract robust population and employment growth—a significant and growing share of the region’s overall growth.

**Mobility:** Centers provide diverse mobility choices so that people who live and work in centers have alternatives to driving alone.

**Environment:** Centers improve environmental sustainability, protecting rural and resource lands, habitat, and other critical areas by focusing the majority of growth in urban areas with existing infrastructure.

**Social Equity and Opportunity:** Centers offer high access to opportunity, including affordable housing choices and access to jobs, to a diverse population.

**Economic Development:** Centers help the region maintain a competitive economic edge by offering employers locations that are well connected to a regional transportation network, and are attractive and accessible to workers.

**Public Health:** Centers create safe, clean, livable, complete and healthy communities that promote physical, mental, and social well-being.

The Regional Centers Framework Update project included significant outreach and committee and board discussions. The process was informed by staff-level Technical Advisory Group and Stakeholder Working Group, joint board sessions, county-level workshops, and ongoing outreach to local governments. A staff-level Stakeholder Working Group met from June 2016 through January 2017 and identified recommendations and alternatives for PSRC’s boards to consider. Their final report informed deliberation by the Growth Management Policy Board in 2017.



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## 2. Regional Centers Designation Procedures

The **Designation Procedures for New Centers** contains detailed requirements for designation and review of regional growth centers and manufacturing/industrial centers. The procedures are adopted by the Executive Board.

As part of the implementation of this framework, PSRC will update the **Designation Procedures for New Centers** to incorporate the following procedural changes:

- When designating new regional centers, the PSRC boards will also consider:
  - Distribution of centers throughout the region, including by county, and whether new center locations would be advantageous for overall regional growth objectives. Centers should be distributed in locations consistent with the regional vision, and in areas that do not place additional development pressure on rural and resource lands. Environmental factors may be considered in designating new centers.
  - The overall number of centers in the region, supported by research on the number and distribution of centers.
- Application and review of new regional centers will be limited to major regional growth plan updates (VISION 2040 and its successor plans) and approximately every five years, following the results of performance monitoring. As an interim measure, the application period for new centers will remain open through the fall of 2019.
- Employment and/or activity thresholds for new regional centers will be reviewed and potentially updated when the regional growth plan is updated to account for overall growth in centers over time. Center designations should remain relatively stable over the long term, but will allow centers to change into new types when they have achieved higher levels of activity and other criteria.

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## 3. Regional Growth Centers Eligibility and Criteria

Regional growth centers are locations of more compact, pedestrian-oriented development with a mix of housing, jobs, retail, services, and other destinations. The region's plans identify centers as areas that should receive a significant share of the region's population and employment growth compared with other parts of the urban area, while providing improved access and mobility—especially for walking, biking, and transit.

### Eligibility Criteria for New Regional Growth Centers

The minimum eligibility requirements for new centers ensure consistency in centers designation and ensure that new regional growth centers meet the intent of VISION 2040 while allowing for flexibility. The **Designation Procedures for New Centers** will be updated to identify additional supporting documentation:

- **Local commitment.** Evidence center is a local priority and sponsor city/county has sustained commitment over time to local investments in creating a walkable, livable center.

- **Planning.** Completion of a center plan (subarea plan, plan element or functional equivalent that provides detailed planning or analysis) that meets regional guidance in advance of designation. Environmental review that demonstrates center area is appropriate for dense development.
  - Assessment of housing need, including displacement risk, as well as documentation of tools, programs, or commitment to provide housing choices affordable to a full range of incomes and strategies to further fair housing
- **Jurisdiction and Location.** New regional growth centers should be located within a city, with few exceptions. LINK light rail stations in unincorporated urban areas (including those funded through the Sound Transit 3 ballot measure) may be eligible for center designation at any scale, provided they are affiliated for annexation or planned for incorporation. Joint planning of unincorporated center areas is encouraged. Other unincorporated urban areas may be eligible for countywide center status, provided they are affiliated for annexation or planned for incorporation.
- **Existing Conditions.** Existing infrastructure and utilities sufficient to support new center growth, a mix of both existing housing and employment, justification of size and shape. Recommend centers to be nodal with a generally round or square shape and avoid linear or gerrymandered shapes that are not readily walkable or connected by transit. Bicycle and pedestrian infrastructure, amenities, and a street pattern that supports walkability

### Designation Criteria for New Regional Growth Centers

The Regional Centers Framework Update defines two distinct types of regional growth centers with tailored minimum criteria as described in this section. The type of regional center does not establish a distinction for the purpose of PSRC's regional funding process. The criteria are expanded to include discussion of appropriate size, minimum transit service, market potential, and regional role. Transit service is an important factor for growth in centers. Local governments should work with transit providers to plan for appropriate transit service levels in centers. The center types will be used to inform future growth planning.

Regional Growth Centers	
<b>Urban Growth Center</b> These centers have an important regional role, with dense existing jobs and housing, high-quality transit service, and planning for significant growth. These centers may represent areas where major investments – such as high-capacity transit – offer new opportunities for growth.	<b>Metro Growth Center</b> These centers have a primary regional role – they have dense existing jobs and housing, high-quality transit service, and are planning for significant growth. They will continue to serve as major transit hubs for the region. These centers also provide regional services, and serve as major civic and cultural centers.
<b>Urban Growth Center Criteria</b> Center must meet each the following criteria: <ul style="list-style-type: none"> <li>○ <b>Existing density.</b> 18 activity units per acre minimum</li> <li>○ <b>Planned target density.</b> 45 activity units per acre minimum</li> </ul>	<b>Metro Growth Center Criteria</b> Center must meet each the following criteria: <ul style="list-style-type: none"> <li>○ <b>Existing density.</b> 30 activity units per acre minimum</li> <li>○ <b>Planned target density.</b> 85 activity units per acre minimum</li> </ul>

<ul style="list-style-type: none"> <li>○ <b>Mix of uses.</b> Regional growth centers should have a goal for a minimum mix of at least 15% planned residential and employment activity in the center.</li> <li>○ <b>Size.</b> 200 acres minimum - 640 acres maximum (may be larger if served by an internal, high capacity transit system)</li> <li>○ <b>Transit.</b> Existing or planned<sup>1</sup> fixed route bus, regional bus, Bus Rapid Transit, or other frequent and all-day bus service. May substitute high-capacity transit mode for fixed route bus. Service quality is defined as either frequent (&lt; 15-minute headways) and all-day (operates at least 16 hours per day on weekdays) –or- high capacity</li> <li>○ <b>Market potential.</b> Evidence of future market potential to support planning target</li> <li>○ <b>Role.</b> Evidence of regional role <ul style="list-style-type: none"> <li>• Clear regional role for center (serves as important destination for the county)</li> <li>• Jurisdiction is planning to accommodate significant residential and employment growth under Regional Growth Strategy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Mix of uses.</b> Regional growth centers should have a goal for a minimum mix of at least 15% planned residential and employment activity in the center.</li> <li>○ <b>Size.</b> 320 acres minimum - 640 acres maximum (may be larger if served by an internal, high capacity transit system)</li> <li>○ <b>Transit.</b> Existing or planned light rail, commuter rail, ferry, or other high capacity transit with similar service quality as light rail. Service quality is defined as either frequent (&lt; 15-minute headways) and all-day (operates at least 18 hours per day on weekdays) –or- high capacity (e.g., ferry, commuter rail, regional bus, Bus Rapid Transit). Evidence the area serves as major transit hub and has high quality/high capacity existing or planned service.</li> <li>○ <b>Market potential.</b> Evidence of future market potential to support planning target</li> <li>○ <b>Role.</b> Evidence of regional role: <ul style="list-style-type: none"> <li>• Clear regional role for center (for example, city center of metropolitan cities, other large and fast-growing centers; important regional destination)</li> <li>• Jurisdiction is planning to accommodate significant residential and employment growth under Regional Growth Strategy</li> </ul> </li> </ul>
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#### 4. Manufacturing/Industrial Centers Eligibility and Criteria

Manufacturing/industrial centers preserve lands for family-wage jobs in basic industries and trade and provide areas where that employment may grow in the future. Manufacturing/industrial centers form a critical regional resource that provides economic diversity, supports national and international trade, generates substantial revenue for local governments, and offers higher than average wages.

<sup>1</sup> "Planned" transit means funded projects or projects identified in the constrained portion of Transportation 2040. The Transportation 2040 constrained project list incorporates projects in transit agency long-range plans where funding is reasonably expected during the 2040 planning horizon.

VISION 2040 calls for the recognition and preservation of existing centers of intensive manufacturing and industrial activity and the provision of infrastructure and services necessary to support these areas. These centers are important employment locations that serve both current and long-term regional economic objectives.

Manufacturing/industrial centers have very different characteristics and mobility needs than regional growth centers. For example, transit may not be viable for all types of manufacturing/industrial centers, but identifying transportation demand management strategies, including carpool and vanpools, can help reduce congestion impacts regardless of transit access. The criteria to designate manufacturing/industrial centers focuses on these and other factors to support the long-term industrial base of the region. Moving freight and goods to and through MICs is critical, on trucks, as well as other modes, such as marine, air and rail.

The [Industrial Lands Analysis \(2015\)](#) identified strategies to ensure an adequate supply of industrial land in the region, including protecting priority users of industrial land and limiting commercial and office uses that compete with industrial use. The centers designation criteria provide some flexibility for non-industrial uses in manufacturing/industrial centers, which may include amenities and services for employees, some commercial uses, and other types non-industrial uses.

#### **Eligibility Criteria for New Regional Manufacturing/Industrial Centers**

Minimum eligibility requirements ensure consistency in centers designation and ensure that new regional growth centers meet the intent of VISION 2040 while allowing for flexibility. The **Designation Procedures for New Centers** should be updated to identify additional supporting documentation:

**Local commitment.** Evidence center is a local priority had city/county has sustained commitment over time to local investments in infrastructure and transportation. Demonstrated commitment to protecting and preserving industrial uses, strategies and incentives to encourage industrial uses in the center, and established partnerships with relevant parties to ensure success of manufacturing/industrial center

**Planning.** Completion of a center plan (subarea plan, plan element or functional equivalent) that meets regional guidance in advance of designation. Where applicable, the plan should be developed in consultation with public ports and other affected governmental entities. Environmental review that the area is appropriate for development

**Location.** Manufacturing/industrial centers should be located within a city with few exceptions.

**Existing Conditions.** Adequate infrastructure and utilities to support growth, access to relevant transportation infrastructure, documentation of economic impact, and justification of size and shape of manufacturing/industrial center

#### **Designation Criteria for New Regional Manufacturing/Industrial Centers**

The Regional Centers Framework Update identifies two distinct pathways to designate new manufacturing/industrial centers. Minimum eligibility for regional designation is described in this section. The criteria are expanded to include discussion of appropriate employment type, core industrial zoning, industrial preservation strategies, and regional role. The center pathways may be used to inform future growth planning.

New Manufacturing/Industrial Centers	
<p><b>Industrial Employment Center</b></p> <p>These centers are highly active industrial areas with significant existing jobs, core industrial activity, evidence of long-term demand, and regional role. They have a legacy of industrial employment and represent important long-term industrial areas, such as deep-water ports and major manufacturing. The intent of this designation is to, at a minimum, preserve existing industrial jobs and land use and to continue to grow industrial employment in these centers where possible. Jurisdictions and transit agencies should aim to serve all MICs with transit.</p>	<p><b>Industrial Growth Center</b></p> <p>These regional clusters of industrial lands have significant value to the region and potential for future job growth. These large areas of industrial land serve the region with international employers, industrial infrastructure, concentrations of industrial jobs, and evidence of long-term potential. The intent of this designation is to continue growth of industrial employment and preserve the region's industrial land base for long-term growth and retention. Jurisdictions and transit agencies should aim to serve all MICs with transit.</p>
<p>Center must meet each the following criteria:</p> <ul style="list-style-type: none"> <li>Existing jobs: 10,000 minimum</li> <li>Planned jobs: 20,000 minimum</li> <li>Minimum 50% industrial employment</li> <li>If MIC is within a transit service district, availability of existing or planned frequent, local, express, or flexible transit service. If MIC is outside a transit service district, documented strategies to reduce commute impacts through transportation demand management strategies consistent with the Regional Transportation Plan Appendix F (Regional TDM Action Plan)</li> <li>Presence of irreplaceable industrial infrastructure <sup>2</sup></li> <li>At least 75% of land area zoned for core industrial uses <sup>3</sup></li> <li>Industrial retention strategies in place</li> <li>Regional role</li> </ul>	<p>Center must meet each the following criteria:</p> <ul style="list-style-type: none"> <li>Minimum size of 2,000 acres</li> <li>Existing jobs: 4,000 minimum</li> <li>Planned jobs: 10,000 minimum</li> <li>Minimum 50% industrial employment</li> <li>If MIC is within a transit service district, availability of existing or planned frequent, local, express, or flexible transit service. If MIC is outside a transit service district, documented strategies to reduce commute impacts through transportation demand management strategies consistent with the Regional Transportation Plan Appendix F (Regional TDM Action Plan)</li> <li>At least 75% of land area zoned for core industrial uses</li> <li>Industrial retention strategies in place</li> <li>Regional role</li> </ul>

<sup>2</sup> Industrial-related infrastructure that would be irreplaceable elsewhere, such as working maritime port facilities, air and rail freight facilities.

<sup>3</sup> Zoning designations dominated by traditional industrial land uses such as manufacturing, transportation, warehousing and freight terminals. Commercial uses within core industrial zones shall be strictly limited.

## 5. Regional Center Redesignation Standards

Regional centers have been a central strategy of the regional plan for decades, although centers have been designated through different procedures depending on when they were first designated. An objective with the regional centers framework update is to establish a more consistent system between new and existing centers. Recognizing both that existing centers were designated through different processes and the objective of working toward greater consistency, PSRC will develop administrative procedures for review of existing centers. The procedures are anticipated to be drafted in the first half of 2018, with a review of existing centers to follow in 2018 and 2019 during the VISION 2050 planning process.

- **Initial redesignation.** The first evaluation of existing centers will occur in 2018-2020 as part of the VISION 2040 update. All designated regional centers as of 2017 are automatically redesignated, provided that they meet the following criteria:
  - Adopted center plan (subarea plan, plan element or functional equivalent) should be completed by 2020. Jurisdictions may request an extension from the Growth Management Policy Board if substantial progress on subarea planning has been made by 2020. Different approaches to subarea planning may be appropriate and input from other affect government entities, such as public ports, will be considered, but future updates should be equivalent to a subarea plan by 2025. Plans should include goals and policies that specifically address the center and should be adopted by the jurisdiction(s) with local land use authority for the center. Plan adoption should meet public notice and involvement requirements established under the Growth Management Act.
  - Designation of the regional center in the adopted local comprehensive plan and countywide planning policies.
- PSRC staff will work with cities and counties to identify the applicable center types and whether all the criteria are already met or could be met.
- **Monitoring review of regional growth centers.** A first monitoring review period, scheduled for 2025, will follow the next major comprehensive plan periodic update (due in 2023 and 2024) and will reoccur about every five years thereafter. At the first monitoring review in 2025, existing regional growth centers will be expected to fully meet eligibility and designation criteria similar to new centers:
  - **Local commitment.** Evidence center is a local priority and sponsor city/county has sustained commitment over time to local investments in creating a walkable, livable center.
  - **Planning.** An updated center plan (subarea plan, plan element or functional equivalent that provides detailed planning or analysis) that addresses regional guidance, and plans for a mix of housing and employment, bicycle and pedestrian infrastructure, amenities, and a street pattern that supports walkability.
    - Assessment of housing need, including displacement risk, as well as documentation of tools, programs, or commitment to provide housing choices affordable to a full range of incomes and strategies to further fair housing.

- **Location.** Existing regional growth centers not located within a city should be affiliated for annexation or in a location planned for incorporation. Joint planning of the center area is encouraged.
  - **Capital investments.** Capital investments by the local government in the center in the current or prior 6-year capital planning cycle, and commitment to infrastructure and utilities in the jurisdiction's capital improvement program sufficient to support center growth, pedestrian infrastructure, and public amenities.
  - **Center criteria.** Consistent with designation criteria for size, planning, transit, market potential, and role for new regional growth centers in Section 3. Existing centers will remain designated if they do not meet the new center density criteria, provided that the center is consistent with other criteria identified in this section.
  - **Market study.** Regional growth centers that have existing density levels below the level required for new regional centers at the time of the review must complete a market study to evaluate the potential for and opportunities to best support center growth. The market study must consider a planning horizon reasonably beyond the monitoring period (2025). The market study should show how the center can meet targeted levels of growth within the planning period. The jurisdiction should demonstrate its work to address opportunities identified in the market study.
- **Monitoring review of manufacturing/industrial centers.** A first monitoring review period, scheduled for 2025, will follow the next major comprehensive plan periodic update (due in 2023 and 2024) and will reoccur about every five years thereafter. At the first monitoring review in 2025, existing manufacturing/industrial centers will be expected to fully meet eligibility and designation criteria similar to new centers:
- **Local commitment.** Evidence center is a local priority and sponsor city/county has sustained commitment over time to local investments in infrastructure and transportation. Demonstrated commitment to protecting and preserving industrial uses, strategies and incentives to encourage industrial uses in the center, and established partnerships with relevant parties to ensure success of the manufacturing/industrial center.
  - **Planning.** Completion of a center plan (subarea plan, plan element or functional equivalent) that addresses regional guidance and plans for access to transportation infrastructure and economic development. Where applicable, the plan should be developed in consultation with public ports and affected governmental entities.
  - **Location.** If existing manufacturing/industrial centers are not located within a city, joint planning and annexation/incorporation are encouraged as feasible.
  - **Capital investments.** Capital investments by the local government in the center in the current or prior 6-year capital planning cycle, and commitment to infrastructure and utilities in the jurisdiction's capital improvement program sufficient to support center growth and planned transportation infrastructure.
  - **Center criteria.** Consistent with designation criteria for new manufacturing/industrial centers in Section 4. Existing centers will remain designated if they do not meet the new center existing or planned jobs criteria, provided that the center is consistent with other criteria identified in this section.



- **Market study.** Manufacturing/industrial centers that have existing employment levels below the level required for new centers at the time of the review must complete a market study to evaluate the potential for and opportunities to best support center growth. The market study must consider a planning horizon reasonably beyond the monitoring period (2025). The market study should show how the center can meet targeted levels of growth within the planning period. The jurisdiction should demonstrate its work to address opportunities identified in the market study.
  - The board will maintain flexibility in evaluating existing centers to consider when centers are very close to the existing conditions criteria, to account from economic recessions, progress and growth, local investments or the lack of investments, and regional importance of a particular area.
  - Criteria related to physical improvements should be included in center plans, but may need to be addressed over the long-term, such as developing a complete walkable street network.

## 6. Countywide Centers

Each county's countywide planning policies include criteria and processes for countywide centers, though the approach currently varies significantly by county. Through the Centers Framework Update, designation of countywide centers remains delegated to a countywide process while providing a baseline of consistent regional standards for each county to use. PSRC reviews and certifies countywide planning policies, but PSRC's role does not include review of countywide centers.

Countywide growth centers serve important roles as places for concentrating jobs, housing, shopping, and recreational opportunities. These are often smaller downtowns, high-capacity transit station areas, or neighborhood centers that are linked by transit, provide a mix of housing and services, and serve as focal points for local and county investment. Countywide industrial centers serve as important local industrial areas. These areas support living wage jobs and serve a key role in the county's manufacturing/industrial economy. The checklist below represents basic standards expected for countywide centers in each county. Depending on county circumstance and priorities, countywide planning policies may include additional criteria (such as planning requirements or mix of uses) or other additional standards within this overall framework. Countywide center designations will be reviewed by an established timeframe and process set by the countywide planning body.

Countywide Centers	
Countywide Growth Center	Countywide Industrial Center
Center must meet each the following criteria:	Center must meet each the following criteria:
Identified as a countywide center in the countywide planning policies	Identified as a countywide center in the countywide planning policies
Located within a city or unincorporated urban area	Located within a city or unincorporated urban area

Countywide Centers	
Countywide Growth Center	Countywide Industrial Center
<p>(cont.)</p> <p>Demonstration that the center is a local planning and investment priority:</p> <ul style="list-style-type: none"> <li>o Identified as a countywide center in a local comprehensive plan; subarea plan recommended</li> <li>o Clear evidence that area is a local priority for investment, such as planning efforts or infrastructure</li> </ul> <p>The center is a location for compact, mixed-use development; including:</p> <ul style="list-style-type: none"> <li>o A minimum existing activity unit density of 10 activity units per acre</li> <li>o Planning and zoning for a minimum mix of uses of 20 percent residential and 20 percent employment, unless unique circumstances make these percentages not possible to achieve.</li> <li>o Capacity and planning for additional growth</li> </ul> <p>The center supports multi-modal transportation, including:</p> <ul style="list-style-type: none"> <li>o Transit service</li> <li>o Pedestrian infrastructure and amenities</li> <li>o Street pattern that supports walkability</li> <li>o Bicycle infrastructure and amenities</li> <li>o Compact, walkable size of one-quarter mile squared (160 acres), up to half-mile transit walkshed (500 acres)</li> </ul>	<p>(cont.)</p> <p>Demonstration that the center is a local planning and investment priority:</p> <ul style="list-style-type: none"> <li>o Identified as a countywide center in a local comprehensive plan; subarea plan recommended</li> <li>o Clear evidence that area is a local priority for investment, such as planning efforts, or infrastructure</li> </ul> <p>The center supports industrial sector employment:</p> <ul style="list-style-type: none"> <li>o Minimum 1,000 existing jobs and/or 500 acres of industrial land</li> <li>o Defined transportation demand management strategies in place</li> <li>o At least 75% of land area zoned for core industrial uses</li> <li>o Industrial retention strategies in place</li> <li>o Capacity and planning for additional growth</li> <li>o Important county role and concentration of industrial land or jobs with evidence of long-term demand</li> </ul>

## 7. Local Centers and Other Types of Centers

VISION 2040 calls for central places in all jurisdictions to support a centers-based approach to development in the region. These places range from neighborhood centers to active crossroads in communities of all sizes. These centers play an important role in the region and help define our community character, provide local gathering places, serve as community hubs, and are often appropriate places for additional growth and focal points for services.

The Regional Centers Framework recognizes the importance of these places, but does not envision a regional or county designation for all types of local centers. The designation criteria outlined in this

document may provide a path to regional or county designation for locations that continue to grow and change over time.

Per program eligibility requirements, rural centers that participate in PSRC's Rural Town Centers and Corridors funding competition are located in either a freestanding city or town that is outside the region's contiguous urban growth area or a county's unincorporated rural area. These centers are designated through a local planning process, not through the Regional Centers Framework process.

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## 8. Military Installations

Military installations are a vital part of the region, home to thousands of personnel and jobs and a major contributor to the region's economy. While military installations are not subject to local, regional, or state plans and regulations, PSRC recognizes the relationship between regional growth patterns and military installations, and recognizes the importance of military employment and personnel all aspects of regional planning.

Recognition of military installations in the update to VISION 2040 can better acknowledge the role these installations play in the regional economy and in regional growth patterns. Designation criteria for installations can also help establish common expectations for how the region works with and supports military installations. Stakeholders throughout the process have emphasized the need to address base transportation access to benefit surrounding communities, as well as the installations. Per federal statutes, PSRC transportation funds cannot be spent on military installations, but surrounding communities may be eligible to receive funds for projects that connect to installations.

### Designation Criteria for Types of Military Installations

PSRC's Executive Board will identify *Major Military Installations* in the update to VISION 2040, subject to adoption of the plan by the General Assembly. Major installations are defined as installations with more than 5,000 enlisted and service personnel. As of 2017, four installations met the minimum size criteria: Joint Base Lewis-McChord in Pierce County, Naval Base Kitsap–Bangor and Naval Base Kitsap–Bremerton<sup>4</sup> in Kitsap County, and Naval Station Everett in Snohomish County.

This recognition in the regional plan advances active collaboration between military installations, neighboring jurisdictions, and the region. The region recognizes military installations are major employers, associated with congestion, and that regional designation can help work to alleviate impacts. Through this recognition, regional expectations include:

- Ongoing coordination between the military installation, countywide planning forum, and neighboring jurisdictions regarding planned growth, regional impacts, and implementation of multimodal transportation options
- Support for multimodal commute planning and mode split goals for installation
- Completed Joint Land Use Study or similar coordinated planning effort

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<sup>4</sup> For the purpose of regional centers designation, jurisdictions may count military activity towards center thresholds when the installation is directly adjacent or surrounded by the center (such as Naval Base Kitsap-Bremerton and the downtown Bremerton regional growth center).

Smaller military installations may continue to be recognized by countywide planning forums as a type of countywide center or equivalent. The minimum size criteria for countywide center designation will be as specified by RCW 36.70a.530 and identify “federal military installation[s], other than a reserve center, that employs one hundred or more full-time personnel.” As of 2017, five installations met the minimum criteria: Naval Base Kitsap Keyport, Seattle Coast Guard Station, Naval Base Kitsap Jackson Park, Camp Murray, and Naval Base Everett – Smokey Point Support Complex.

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## 9. Planning Requirements

PSRC’s Plan Review Manual contains guidance and requirements for comprehensive plan certification, including center subarea plans. The **Regional Center Plans Checklist** in the **PSRC’s Plan Review Manual** addresses planning expectations for center subarea plans. PSRC will work with the Regional Staff Committee to update the Plan Review Manual to amend requirements and provide best practices, with consideration for local variability.

The **Regional Growth Center Plan Checklist** will be updated to address the following topics:

- o Affordable housing, including housing targets, needs assessment, affordable housing goals, and strategies to encourage new housing production with long-term affordability
- o Displacement risk analysis and strategies to prevent or mitigate displacement
- o Transit access, including transit service, transit-dependent populations, and safe and connected pedestrian and bicycle networks
- o Equitable community engagement
- o Access to opportunity, including employment and education opportunities and neighborhood quality of life
- o Environmental justice impacts
- o Specific transportation planning investments, programs, and resources identified.
- o Availability of public services, like K-12 education, to meet needs of households with children.

The **Regional Manufacturing/Industrial Center Plan checklist** will be updated to address the following topics:

- o Equitable community engagement
- o Access to opportunity, including employment and education opportunities
- o Environmental justice impacts
- o Expectations around core industrial uses, residential encroachment, transitional buffers, and commercial and office uses that do not support manufacturing/industrial function
- o Clearly articulated long-term commitment to protect and preserve manufacturing/industrial land uses and businesses in the center
- o Specific transportation planning investments, programs, and resources identified

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## 10. Regional Support

### Funding to Support Centers

Staff will research and identify other potential funding sources or programs to support development in centers. This may include housing in regional growth centers, economic development, other capital funds, additional state resources, marketing, and other strategies. PSRC should collaborate with other agencies and funders to identify additional funding sources for designated centers. PSRC will also explore funding for centers planning and technical assistance.

## Regional Center Types

The Regional Centers Framework does not establish a distinction between different types of regional centers for the purpose of PSRC's funding framework.

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## 11. Performance Measures

In the VISION 2040 update, PSRC will work with local governments and other stakeholders to develop performance measures for centers as a whole to evaluate success of the overall framework. Like previous monitoring studies, PSRC will lead the effort, with support and review from local governments. Performance measures should focus on a limited number of centers and consider the project outcome statements to support growth, mobility, environment, social equity and opportunity, economic development, and public health. Metrics may include overall growth goals or mode split goals for centers, level of local or regional investment, greenhouse gas emissions reductions, or other measures as appropriate, such as housing affordability, mix of uses, and health and equity.

PSRC will continue to conduct ongoing monitoring of performance measures for individual centers. This may include progress towards growth targets and mode split goals, tracking implementation actions, or tracking other measures consistent with the designation requirements.

- PSRC will publish a centers performance monitoring summary every five years in order to stay on top of regional trends in centers development.
- PSRC will review centers for performance as part of the monitoring review and prior to regional plan update years, and consider possible changes or reclassification if the local jurisdiction is not taking steps to plan and support growth in center to meet targets or goals.

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## 12. Implementation

**Procedures and Planning Expectations.** The board directs staff to prepare updates to the **Designation Procedures for New Centers**, **Regional Center Plans Checklist**, and develop **administrative procedures** for existing centers.

**Plan Updates.** The board directs staff to identify issues for VISION 2040 update<sup>5</sup>:

- Identification of military installations a regional geography
- Preservation of industrial land, both within designated manufacturing/industrial centers and in other industrial areas in the region
- Growth goals for regional centers

**Countywide Planning Policies.** The board requests updates to the countywide planning policies in each county during the next GMA update cycle (by 2023/2024) to implement countywide centers and achieve consistency with the regional framework. PSRC staff should work collaboratively with countywide groups on technical assistance and implementation of updated criteria.

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<sup>5</sup> The framework may inform an update to the Regional Growth Strategy but does not commit the region to any particular distribution of growth or definition of regional geographies.

**PSRC Work Plan.** The board directs staff to develop an implementation work plan and schedule to engage with PSRC membership and other stakeholders as appropriate on additional analysis, research, and guidance. The work plan should incorporate the following tasks to support ongoing work on regional and countywide centers:

- **Performance measures.** In consultation with jurisdictions and other stakeholders, develop framework to track performance and outcomes over time and identify challenges or barriers over time. Performance measures should consider project outcome statements to support growth, mobility, environment, social equity and opportunity, economic development, and public health. Measures may include assessment of demographic characteristics, housing affordability, employment, amenities, and access to opportunity.
- **Update growth planning guidance.** Update the guidance paper on center targets to discuss changes to growth expectations for centers and the mix of employment and residential activity envisioned in regional growth centers.
- **Market studies.** Provide additional guidance on recommended components of market studies for centers.
- **Social equity**
  - Complete additional analysis and research on displacement and displacement risk in centers.
  - Provide additional resources and best practices addressing equitable community engagement, including opportunities for local planning staff and policy-makers to learn about tools that have been successfully used by cities and counties in the region.
  - Research and recommend a best practice approach to a comprehensive equity impact review tool to address social equity through policies and implementation decisions for centers throughout the region.
- **Tribal land & centers.** Complete additional review and consultation with tribes on the role of tribal lands in the centers framework.
- **Funding opportunities.** To achieve the vision of growth in centers, research other funding opportunities and opportunities to leverage existing designations. Collaborate with other agencies and funders to identify additional funding sources to designated centers. Explore funding, including a set-aside, for centers planning and technical assistance.
- **Military installations.** Staff will research other potential funding sources or programs to support improvement of transportation corridors serving recognized military installations. PSRC, countywide groups, and local jurisdictions should continue to work with state and federal partners to secure infrastructure resources, provide support for military installations, and address impacts on surrounding jurisdictions.
- **Economic measures.** Given their important role in the regional economy, PSRC should consider additional research on economic impact measures for manufacturing/industrial centers (e.g. revenue generators, export value).
- **Projects supporting centers.** Review and develop policy guidance on types of projects that support development in centers and corridors connecting centers.
- **Number and distribution of centers.** During the VISION 2040 update, research guidelines to manage the number and distribution of centers, factoring in minimum density standards, projected growth, jurisdictional size, location within the county, competition for market share, and allocation of limited regional resources.



**To:** KRCC PlanPOL Members

**FROM:** KRCC Staff

**DATE:** October 15, 2019

**RE: Status Update of Land Use Technical Advisory Committee (LUTAC) Work in 2019**

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**Purpose:** This is a summary of the Land Use Technical Advisory Committee's (LUTACs) work accomplished to date throughout 2019. This summary has been created in response to the request from PlanPOL to provide an update on the Kitsap Countywide Planning Policies (CPPs).

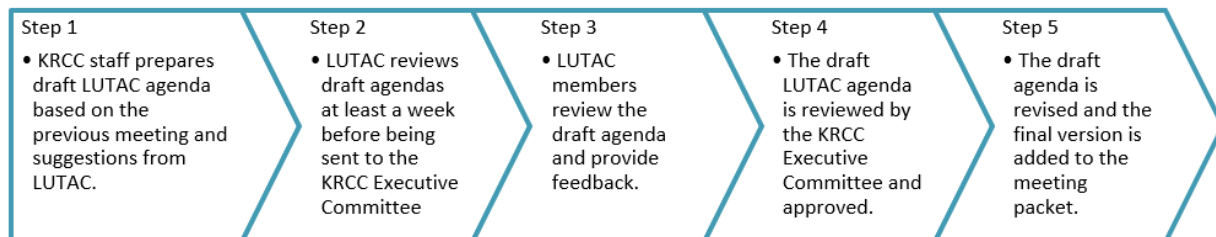
**Status Updates:** This summary covers updates to the Kitsap CPPs, coordination with Kitsap County as well as Puget Sound Regional Council (PSRC), and updates to Committee membership. Included in these updates is an anticipated timeline for the completion of the amendments to the Kitsap CPPs. Outlined below are the areas of work accomplished by LUTAC in 2019.

- **Kitsap CPPs Update** – LUTAC has met regularly including additional meetings to discuss and draft amendments to the Kitsap CPPs. Over six meetings, LUTAC has discussed the CPP Vision Statement, Regional and Countywide Centers distinctions, potential local center designations, and how to be consistent with the PSRC Regional Centers Framework. LUTAC anticipates completing updates to the Kitsap CPPs by early 2020.
  - *Vision Statement:* LUTAC reviewed the Vision Statement provided by the KRCC Board in 2019. LUTAC recommended approving the Vision Statement for the Kitsap CPPs without any revisions.
  - *Element C: Centers of Growth:* LUTAC has reviewed several draft versions of Element C and has reached broad agreement in several areas. The agreements include following the PSRC criteria outlined in the Regional Centers Framework, and that all center types must be urban whether they are countywide or local. Currently, LUTAC is working on the designation process for Countywide Centers.
  - *Element D: Rural Land Uses and Development Patterns:* LUTAC recently discussed revisions to Element D: Rural Uses and Development Patterns to address Rural Center designation proposed by Kitsap County. The purpose of updating Element D is to clarify that Local Areas of More Intensive Rural Development (LAMIRDs) and other rural areas are not being considered as areas for countywide growth as set forth by the PSRC Regional Centers Framework.





- *Appendix F:* LUTAC has continued to make updates to Appendix F: Regional and Kitsap Designated Centers to be consistent with proposed updates to Element C. The updates to Appendix F include simplifying the table, changing titles in the table to be consistent with Countywide Center designations, and potentially adding a column to indicate centers that are Candidate Regional Centers that may also be designated in Appendix F.
- **Coordination of Letter to PSRC regarding VISION 2050** – During the comment period for PSRC’s Vision 2050 it was important for Kitsap jurisdictions to coordinate and comment about the preferred alternative for the regional plan’s growth strategy and population forecast. Kitsap County, the cities, and Suquamish Tribe staff and elected officials developed a coordinated response letter that outlined preferences for projected growth in Kitsap County that should be included in the regional plan. This coordinated letter resulted in PSRC including the proposal into the preferred alternative for Vision 2050.
- **Growth Management Act Review and Evaluation Program** – LUTAC members participated in an initial presentation by Kitsap County Community Development at its July 2019 meeting. The purpose was to introduce a proposed framework and data collection parameters for the upcoming GMA Review and Evaluation Program (Buildable Lands) beginning in 2020. LUTAC members provided input and suggestions to Kitsap County staff. Follow-up meeting(s) outside of LUTAC were agreed as an appropriate next step.
- **Committee Membership changes** – Overall, LUTAC members feel positive, are sharing information, and are collaborating on land-use recommendations. In 2019, there have been several changes to the committee membership. LUTAC added Jeff Rimack, Director of the Department of Community Development (DCD), and Heather Wright, Interim Planning Director for the City of Bainbridge Island. LUTAC also recommended ending the Kitsap Planning Directors Forum (KPDF) after the City of Bremerton returned as a member of KRCC.
- **KRCC LUTAC Administrative Items** – LUTAC developed a new process to review future LUTAC meeting agendas. These steps are outlined in the process chart below. This process is intended to allow LUTAC time to review meeting agendas before the meeting agendas are reviewed by the KRCC Executive Committee.



# **Kitsap Regional Coordinating Council**

## **2020 Work Plan, Scope of Work, and Budget Proposal**

*Draft v. 10-1-19*





## Kitsap Regional Coordinating Council

### Kitsap Regional Coordinating Council

#### 2020 Work Plan – Scope of Work

Draft 10-1-19

#### **Purpose:**

The purpose of this document is to outline the initiatives, activities and tasks the Kitsap Regional Coordinating Council's (KRCC) Board and committees expect to address in 2020 including:

- Continue implementation of the land use and transportation related action items identified at the 2018 KRCC Board retreat;
- Support Kitsap's participation in the 2023-2024 Regional and Countywide Transportation Funding Competitions;
- Remain current and proactive in relation to the activities managed by the Puget Sound Regional Council; and
- Maintain the administration of the organization by updating and implementing the KRCC Policies and Procedures Manual, Interlocal Agreement (ILA), and Bylaws.

Triangle Associates, Inc. will provide the KRCC staff to support the Board and committees. Triangle's scope of work to implement the KRCC's work plan is outlined by topic on the following pages.

#### **Contents:**

The KRCC 2020 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work (page 3)
- II. Land Use Program Work Plan and Triangle Scope of Work (page 9)
- III. Transportation Program Work Plan and Triangle Scope of Work (page 14)
- IV. 2020 calendar with an overview of expected meetings

#### **Legend:**

These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings



Letters



Outreach
























Requires KRCC Board  
Approval




## II. KRCC Land Use Program 2020 Work Plan Narrative

*The proposed land use program work plan items for 2020 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.*

*Please also see Appendix 1 that provide timelines for expected activities over the next 8 years.*

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
<b>Countywide Planning Policies (CPPs)</b>			
1. Update the calendar of the CPP update schedule and the studies underway that are key inputs to that update.	 LUTAC will update an 18-month and 8-year land use timeline, which includes information related to CPP updates.	 PlanPOL will review the timelines and recommend activities for to work on in 2020.	 The KRCC Board will review land use timelines throughout 2020.
2. Complete a "targeted update" of CPPs re: Local Centers and perhaps buildable lands (18 Month Land Use Timeline)	 After the Dept. of Commerce releases its buildable lands guidance, LUTAC convenes and drafts updates to the relevant sections of the CPPs for PlanPOL to review. (There is no expectation that the Buildable Lands Report will be completed in 2020).	 PlanPOL discusses the draft updates to the CPPs and recommends draft documents to the KRCC Board.	 KRCC Board approves the updated CPPs.

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
<b>Puget Sound Regional Council (PSRC) Involvement</b>			
3. Develop Kitsap's growth strategy as part of the development of VISION 2050 (2018 Board Retreat)	 LUTAC acquired VISION 2040's linear population and employment projections for 2050.  Meeting: 2-part workshop discussions about accommodating growth.	 Meeting(s): Using the linear 2050 population and employment projections. 2-part workshop discussions about accommodating growth.	 In 2021 or 2022, review outcomes and plan for the KRCC Board to approve population allocations across Kitsap jurisdictions.
4. Provide input into PSRC's Regional Growth Strategy (RGS) (18 Month Land Use Timeline)	 LUTAC develops a draft RGS comment letter, as well as draft talking points for GMPB members.	 PlanPOL revises the draft RGS comment letter. PlanPOL reviews the talking points for GMPB members.	 KRCC Board approves the RGS comment letter
5. Provide input on PSRC's draft Multicounty Planning Policies (MPPs) (18 Month Land Use Timeline)	 LUTAC develops a draft letter. LUTAC also develops talking points for GMPB members.	 PlanPOL revises the draft MPP comment letter. PlanPOL reviews the talking points for GMPB members.	 KRCC Board approves the MPP comment letter.
6. Provide outreach to other jurisdictions at PSRC about Kitsap's issues to identify commonalities and partnerships. (Board Retreat 2018)	 Outreach: LUTAC members on the Regional Staff Committee convene a quarterly lunch with small PSRC jurisdictions.	 Outreach: PlanPOL members on the GMPB convene a quarterly lunch with other small jurisdictions at PSRC.	N/A
<b>KRCC Operations</b>			
7. Ensure messaging consistency between policy and technical	 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.

committees. (2018 Board Retreat)			
Other			
8. Develop the annual annexation report (18 Month Land Use Timeline)	 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)
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board in person
- Meeting memo 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 Lead who will report to the Program Director. Triangle will also provide a Land Use Specialist who will lead specific workshops to be designed by the Board and committees to address growth planning. The land use specialist will provide a two-part growth strategy workshop for two of the PlanPOL meetings. This workshop will be designed to develop a recommended approach for the KRCC Board regarding growth planning in Kitsap County as part of PSRC's Vision 2050 and a workplan for maintaining communication with PSRC.

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 and Subcontractors:

- Sophie Glass, KRCC Program Lead
- Kizz Prusia, KRCC Land Use Coordination Lead

- Meeting summaries (draft and final)
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board in person

#### Meetings

- 4 PlanPOL meetings

#### Assumptions

- Meetings will be 1.5-hours in duration
- Meetings will be held at Kitsap Transit in Bremerton

#### Deliverables

- Meeting agendas (draft and final)



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

To support the KRCC Board's Land Use Technical Advisory Committee (LUTAC)<sup>1</sup>, Triangle will provide a KRCC Land Use Lead who will report to the Program Director, provide staff support to LUTAC, and facilitate LUTAC meetings. The Land Use 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.

For the 2020 Scope of Work, a subcontractor will provide a two-part growth strategy workshop for two of the LUTAC meetings intended to sync up with 2 meetings for a PlanPOL growth strategy workshop. A small budget has also been allocated for technical assistance in developing GIS based graphics or other tools for scenario planning.

### Staff and Subcontractors

- Kizz Prusia, KRCC Land Use Coordination Lead

### Meetings

- 5 LUTAC meetings

### Deliverables

- Meeting agendas (draft and final)
- Meeting memo of action items and key discussion items
- Recommendations to PlanPOL developed by LUTAC

### Assumptions

- Meetings will be 2-hours in duration and will be held in Poulsbo (or elsewhere in Kitsap County)

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<sup>1</sup> And support the Planning Directors' Forum as needed if the Board chooses to revise the Countywide Planning Policies.

## IV. 2020 Calendar with an Overview of Expected Meetings

### Draft 2020 Meeting Schedule

Draft v.9-20-19

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	<b>Board*</b> 1 <sup>st</sup> Tues. 10:15AM-12:15PM Norm Dicks Gov. Center	Jan. 7 Board Meeting	Feb. 4 Board Meeting	March 3 Board Meeting	April 7 Board Meeting	May 5 Board Meeting	June 2 Board Meeting	July 7 Board Meeting		Sept. 1 Board Meeting	Oct. 6 Board Meeting	Nov. 3 Board Meeting	Dec 1 Board Meeting
	<b>Executive Committee</b> 3 <sup>rd</sup> Tues. 11:00AM-1:00PM Kitsap Transit	Jan. 21 Executive Committee Meeting	Feb. 18 Executive Committee Meeting	March 17 Executive Committee Meeting	April 21 Executive Committee Meeting	May 19 Executive Committee Meeting	June 16 Executive Committee Meeting		Aug. 18 Executive Committee Meeting	Sept. 15 Executive Committee Meeting	Oct. 20 Executive Committee Meeting	Nov. 17 Executive Committee Meeting	Dec. 15 Executive Committee Meeting
Transportation	<b>TransPOL*</b> 3 <sup>rd</sup> Thurs. 3:15-4:45PM Kitsap Transit		Feb. 20 <del>TransPOL Meeting</del>		April 16 <del>TransPOL Meeting</del>		June 25 <del>TransPOL Meeting</del>		Aug. 20 <del>TransPOL Meeting</del>		Oct. 15 <del>TransPOL Meeting</del>		Dec. 17 <del>TransPOL Meeting</del>
	<b>TransTAC</b> 2 <sup>nd</sup> Thurs. 12:30-2:30PM Kitsap Transit	Jan. 9 <del>TransTAC Meeting</del>		March 12 <del>TransTAC Meeting</del>		May 14 <del>TransTAC Meeting</del>		July 9 <del>TransTAC Meeting</del>		Sept. 10 <del>TransTAC Meeting</del>		Nov. 12 <del>TransTAC Meeting</del>	
Land Use	<b>PlanPOL*</b> 3 <sup>rd</sup> Tues. 1:30-3:00PM Kitsap Transit		Feb. 18 <del>PlanPOL Meeting</del>		April 21 <del>PlanPOL Meeting</del>		June 16 <del>PlanPOL Meeting</del>				Oct. 20 <del>PlanPOL Meeting</del>		
	<b>LUTAC</b> 2 <sup>nd</sup> Thurs. 9:30-11:30AM Poulsbo City Hall	Jan. 9 LUTAC Meeting		March 12 LUTAC Meeting		May 14 LUTAC Meeting		July 9 LUTAC Meeting		Sept. 10 LUTAC Meeting			

\*Open to the public

## Appendix 1 – 8 Year Land Use Calendar

### Draft 8-Year Land Use Timeline for the Kitsap Regional Coordinating Council

Draft v. 7-13-18

8 YEARS

		2018	2019	2020	2021	2022	2023	2024	2025
MAJOR TASKS	FEDERAL/ CENSUS	Local Update of Census Addresses		Census	Census Results (2)				
	STATE/ GMA	Shoreline Master Program Update DUE 6/30/20			Implement				
		Roadmap to WA Future				OFM County Population Forecasts (2)			
		Commerce's Buildable Lands guidance due			Buildable Lands Report Update (5)				
						Comprehensive Plan//UGAs Update DUE 6/30/24 (1)		Implement	
						Development Regulations Update DUE 6/30/24 (1)		Implement	
							Critical Areas Update DUE 6/30/24 (1)	Implement	
	REGIONAL PSRC/KRCC	PSRC Local Centers (3)							
		Countywide Planning Policies Update - Element C: Centers (& Buildable Lands?) (3)							
		PSRC Vision 2050/Regional Growth Strategy (4)							
				Countywide Planning Policies Update – Respond to Vision 2050 (4)		Incorporate in jurisdictions' Comp Plans (4)			
	CITIES AND COUNTY					Countywide Population Allocations (2)/(5)			
		Implement 2016 Comprehensive Plans				2024 Comprehensive Plans   UGA Update DUE 6/30/24 (1) (5)		Implement	
		Respond to Comprehensive Plan Appeals						Respond to Appeals	
		Code Updates				Development Regulations DUE 6/30/24 (1)		Implement	

(1) 8 year periodic update of comprehensive plans and development regulations, required by State/GMA and completed by cities and county, due 6/30/24.

(2) Population Forecasts (utilizing 2020 Census results) are assigned to Kitsap County by OFM, and are then allocated by Kitsap Regional Coordinating Council by jurisdiction and adopted into CPPs.

(3) PSRC's Centers Update will be incorporated as appropriate in Kitsap CPP's Element C; LUTAC will begin review guidelines in 2018 and anticipate CPP amendments to Element C in 2019.

(4) PSRC's Update to Vision begun in 2018. KRCC and individual jurisdictions participate in development of Vision 2050 and Regional Growth Strategy; PSRC General Assembly approves Vision 2050 and RGS May/June 2020. KRCC incorporates Vision 2050/RGS into Kitsap CPPs as appropriate, which is then incorporated into individual jurisdictions' comprehensive plan.

(5) The Buildable Lands Report Update includes two parts—reviewing development densities in the past, and providing a land capacity analysis. The land capacity analysis will provide the basis of whether designated Urban Growth Areas need adjusting. Each UGA's available land will be compared to its KRCC population allocation. If UGA adjustment is necessary, it will within the 2024 comp plan update process.