



# Kitsap Regional Coordinating Council

Chair  
Mayor Tim Matthes ❖  
City of Port Orchard

Vice-Chair  
Commissioner Robert Gelder ❖  
Kitsap County

Commissioner Charlotte Garrido  
Commissioner Linda Streissguth  
Kitsap County

Mayor Patty Lent ❖  
Council Member Leslie Daugs  
Council Member Greg Wheeler  
Council Member Dino Davis \*  
City of Bremerton

Mayor Anne Blair ❖  
Council Member Steve Bonkowski  
Council Member Wayne Roth \*  
City of Bainbridge Island

Council Member Bek Ashby  
Council Member Jeff Cartwright \*  
City of Port Orchard

Mayor Becky Erickson ❖  
Council Member Ed Stern \*  
City of Poulsbo

Council Chair Leonard Forsman  
Rob Purser\*  
Suquamish Tribe\*\*\*

Council Chair Jeromy Sullivan  
Council Member Dawn Purser \*  
Port Gamble S'Klallam Tribe\*\*\*

Commissioner Axel Strakeljahn  
Commissioner Larry Stokes \*  
Port of Bremerton

Captain Tom Zwolfer  
Tom Danaher, PAO \*  
Naval Base Kitsap \*\*

Mary McClure  
Executive Management  
McClure Consulting LLC

\* Alternate  
\*\* Ex Officio Member  
\*\*\* Associate Member

❖ Executive Committee

P.O. Box 1934  
Kingston, WA 98346  
360-377-4900 (voice)  
360-297-7762 (fax)  
[www.KitsapRegionalCouncil.org](http://www.KitsapRegionalCouncil.org)

## Executive Board Meeting

March 25, 2014

### Approved Meeting Minutes

1. Call to Order: Chair Tim Matthes called the Kitsap Regional Coordinating Council's Executive Board to order at 10:48 a.m. (*Attendance noted at end*)
2. Citizen Comments: *None.*
3. Approval of Minutes:
  - a. Approve Minutes of February 25 Meeting  
**Motion**: (Daugs) and second (Strakeljahn) to approve the minutes of the February 25 meeting, amended to reflect Council Member Anne Blair's absence, and Council Member Wayne Roth's attendance. *Motion Carried Unanimously.*
  - b. Approve Minutes of March 4 Special Meeting  
**Motion**: (Lent) and second (Gelder) to approve the minutes of the March 4 Special meeting, amended to reflect Council Member Cartwright's participation by phone. *Yeas: Blair, Bonkowski, Daugs, Erickson, Garrido, Gelder, Lent, Matthes, Strakeljahn, Streissguth, Wheeler. Nays: None. Abstention: Ashby. Motion Carried.*
4. From the Chair: Organization Review Team (ART)  
I have not attended the last two meetings of the committee. Members of the ART shared information about recent meetings:  
*Council Members Stern*: The group is working to develop recommendations to the KRCC Board. Initially we looked at the function of the organization, and have defined primary and secondary objectives. We are now looking at the form required of the Council to carry out those functions into the future. With the form and function defined, we will move to looking at funding for the organization. Thanks to Commissioner Gelder for putting together the funding overview that we have been looking at the last meeting.  
*Mayor Lent*: Our last meeting was very productive. We vetted all the opportunities of how the future organization might look, considering that we need ongoing collaboration of this existing magnitude. Next time we will look at the pros and cons of the County proposal.  
*Mayor Blair*: I think progress has been summarized well so far. We each have assignments, and will be bringing those back for everyone's editing and review at the next meeting. At this point we are looking at what form might work, before we look at funding.  
*Commissioner Gelder*: I will be able to be at the next meeting after all.

5. Work Program Report:

KRCC staff holds monthly 45 minute conference calls among Kitsap's representatives and alternates to PSRC policy boards. The calls are an opportunity for Kitsap's representatives to the PSRC regional forum to hear Kitsap staff committee representative's perspectives on issues being discussed at PSRC, and for discussion among policy board members on various policy boards. We provide follow up information after the calls.

a. Land Use: 2014 Program Activity Report

The KRCC Planning Directors Forum is working on a number of items this year, which we would like to keep the Executive Board apprised of. First, and currently underway, are the targets for employment for the entire county and for individual Cities and sub-geographies. We anticipate having initial targets (out to 2035) in May, at which point the group will turn attention to housing targets. Both sets of targets will come to the Board for final approval before the end of the year. Both housing and employment targets are required by PSRC, and will be used by jurisdictions in their Comprehensive Plan updates.

Second, the group is updating an Annexation Progress chart to track what land has annexed from County to City, and provide a benchmark going forward. We will bring this report to you in May. The third area takes advantage of the connectivity between the Housing Advisory Team and the Planning Directors Forum, to conduct a policy level discussion and review of existing land use code concerning very small dwelling units. These types of units are being seen throughout the State and the Country as a solution for housing the homeless population. This work will identify the challenges and potential downsides of such housing solutions. A field trip to Quixote Village, a tiny house community of previously homeless individuals in Olympia, may be in the works. That policy discussion will occur over the next six months.

The question of centers as regional policy was raised at the Board study session in February where PSRC staff provided a briefing on the Regional Centers Monitoring Report. In addition to the three regionally designated centers (Bremerton, Silverdale and SKIA), Kitsap has a hierarchy of locally designated centers. Over the next couple of years, PSRC will look at how the PSRC member counties are approaching designating their local centers, and potentially recommend criteria for designation. Kitsap will be ready to participate in that work. The list of Kitsap's locally designated centers is adopted in the Countywide Planning Policies, but has not been updated for a number of years. The Planning Directors will review the list of centers in the coming months, and if updates are required, an updated list will be adopted as a white-paper, as with the housing and employment targets.

The Buildable Lands Analysis is currently underway. This work is an important part of the background to Comprehensive Plan updates. A technical working group, led by Kitsap County, is overseeing that work, with regular updates to the Planning Directors. At the same time, PSRC is working on an Industrial Lands Analysis for the region, to inventory the region's current industrial land capacity, and future need for such land. Kitsap County and City of Bremerton staff is involved in that work.

The Joint Land Use Study with Naval Base Kitsap is now under contract and will start soon. That work is due to be completed in March 2015 and will provide information useful for any near-term work to retain the naval base, for land use issues such as encroachment, and will be helpful for

Comprehensive Plan updates.

Board Member Comments:

- *Council Member Bonkowski:* Please consider the concept of tiny houses as low-cost permanent housing. With respect to Bainbridge Island, there is some appetite for identifying downtown Winslow as a potential Regionally Designated Center.
- *Mayor Erickson:* I am working with County staff to review employment target numbers. Thank you, Commissioner Gelder. I want to call people's attention to housing target numbers. If population numbers remain static, and land remains the same but housing targets increase, then housing unit size gets smaller – meaning apartments would be required in communities in order to meet housing targets. These are very important numbers; we have to get them right.
- *Mayor Matthes:* Park Model Trailers are tiny homes that are already being built. We need to incorporate that into our zoning and planning.
- *Commissioner Garrido:* The Housing Advisory Team is looking at tiny houses because they have already become a form of housing. I look forward to seeing a number of models and seeing if we can't introduce the concept into Kitsap.
- *Mayor Erickson:* None of our zoning allows them, anywhere in the County.
- *Council Member Stern:* Land use is our most important work. It has such a long reach into the future. I appreciate that the Navy planners are here. We need to work together to get the details right. I ask that you pay particular attention to the Joint Land Use Study.

b. Transportation:

i. Regional Competitive Federal Funding Program:

There are currently three elements of federal funding being distributed within the region. The first is a carry forward from the last federal STP funding cycle, and relates to PSRC's ability to meet its annual obligation authority. Projects funded through the last funding cycle that have not yet, and may not be able to, obligate funds before August 1 (the end of the federal fiscal year) will create a shortfall in the amount of funding that PSRC will obligate in 2014, compared to the amount it is required to obligate (obligation authority) in that timeframe. Funds equaling that delta will be distributed through a Supplemental Funding Action, to ready-to-go projects, in the next several months. PSRC staff is compiling a list of ready-to-go projects that applied for funding during the last funding cycle, as well ready-to-to projects on countywide and regional contingency lists. Four Kitsap projects fit those criteria:

- SKIA Cross-Connector Phase 2.1 construction
- Kitsap County preservation projects on Chico Way and DM Dickenson
- Tremont St Widening Project construction

The amount of funding available looks to be about \$14M. The Tremont Street project is a legacy project – having been funded for earlier phases by federal funds, and thus requiring project completion within the next several years, or the return of already-spent federal funds. The PSRC's Regional Project Evaluation Committee (RPEC) will meet this Friday to discuss, and potentially formulate, a funding proposal that will be taken up by the PSRC Transportation Policy Board. In anticipation of this, KRCC staff is working with Port Orchard City Engineer Mark Dorsey to make the case for funding the Tremont Street project.

Staff will communicate with Kitsap's representatives to the PSRC Transportation Policy Board and Executive Board to keep them apprised of RPEC discussions, in light of the potential help

needed at the policy level advocating for funding the Tremont St project.

Second, the 2015-2017 Federal Funding cycle is underway. There is a Regional Competitive Program will distribute about \$66M to projects throughout the region, and the Countywide Program will distribute about \$12.4M in the next several months. The Board's task today is to approve projects for submittal to the Regional Competitive Program. The projects have been vetted by the TransTAC and TransPOL.

*Commissioner Streissguth:* Kitsap County Silverdale Way serves as a gateway to the east peninsula, and to the Silverdale business and retail district. The project will widen the road from three to five lanes to reduce congestion, and provide sidewalks and bicycle facilities. Silverdale is identified as a location of regional significance. The County is seeking \$3M for this project.

*Commissioner Strakeljahn:* The SKIA Cross-Connector Phase 2.1 is a 2,805 feet road section. This section is critical to the Port because it creates access to 160 acres of Port property. The first section of the road was built with ARRA funding in 2009, and several businesses are currently located along that section. The roadway will have walking and biking trails and an pervious surface for stormwater management. Included in the document distributed to the Board is a section of the Port's updated 20 year Master Plan; it shows projected future business sites. To access the types and sizes of property that some businesses are seeking we need the access created by phase 2.1 of the road. \$2M of airport enhancements has just been completed at the airport, including next generation flight navigation. This project is shovel-ready, and the Port has matching funds available.

*Council Member Bonkowski:* The Sound to Olympics Trail: Phase 4 is a continuation of a separated bike and pedestrian path from the ferry terminal, that Bainbridge Island has received a number of grants to construct over the past two years. The City currently has a grant to construct the trail to Vineyard Lane, and to design the path from that point up to High School Road. We are seeking \$800,000 to complete the construction of that portion of the path. PSRC staff suggested that we partner with WSF on their project to design a replacement pedestrian walkway bridge between the Winslow ferry terminal and the ferry. We have been assured by PSRC and WSDOT that, if selected, the two projects could be implemented as separate projects. The total project cost would be \$2.3M. WSF is contributing the local matching funds for the bridge design portion. Funds for the bridge construction have not yet been secured.

#### Board Discussion:

- *Mary McClure:* The Silverdale project will not be constructed until 2017. PSRC encourages local jurisdictions to put forward projects that are planned for 2017, as they will become contingency list projects, and will be eligible for any future funding actions.
- *Mayor Erickson:* The Kitsap County Bucklin Hill Bridge project (funded through the 2012 PSRC Regional Competition) is one of the projects that may not be able to obligate funds by the August 1 deadline. I am concerned about the potential for us to lose this money.
- *Greg Cioc, Kitsap County Public Works:* [Response] Our expectation is that we will obligate funds within the next few months. If this project weren't to obligate by August 1, the funding would just move into the next fiscal year. PSRC could not count it towards their 2014 obligation target, but the money would not be lost from the project.

- *Mayor Erickson:* I think the Bainbridge partnership with WSF is a real breakthrough.
- *Mary McClure:* Partnership projects are relatively new, and are a way for WSF to maximize their ability to make improvements in ferry communities. WSF only has two “slots” to access the Regional Competition. Kitsap has six slots.
- *Mayor Lent:* Since we have six project slots, but we are only moving 3 forward, if another Bremerton project gets vetted before Friday could it be put forward? I believe that our Public Works Director was looking at a SKIA 2.2 project.
- *Mary McClure:* [Response] I don’t know of a way that that could occur.
- *Mayor Erickson:* These projects will be competing regionally, so we need to have strong scoring projects. Folding in the WSF piece will enable the Bainbridge project to score better. We may even get two projects. I am hopeful that it will work to get more funding from the regional competition through these types of partnerships.
- *Mayor Blair:* I wholeheartedly support this partnership project. When staff makes a suggestion, listen to it, and be respectful of the fact that it comes from part of the deciding group.

**Motion:** (Erickson) and second (Gelder) to submit all three Kitsap projects listed, including the WSF bridge design element of the Bainbridge Island project. *Motion Carried Unanimously.*

ii. SR3 Military Industrial Corridor Initiative:

The changes to this project map and list that were recommended by the KRCC Board have been made, and were included in the meeting packet.

iii. Feasibility / Phasing Plan Project Development:

The project development is moving forward. Kitsap County will solicit the grant through the countywide funding program to identify an engineering solution in the Gorst area, and WSDOT has agreed to manage the grant. WSDOT has also committed to providing a quarter of the required local match. Local match commitment is required for a PSRC screening form which is due to PSRC at the end of the month.

*Mayor Lent:* The City of Bremerton has committed \$10,000 for the STP grant match. The City of Port Orchard has committed \$4,500. Kitsap Transit has committed \$6,000. Kitsap Transit’s interests are in high occupancy vehicles, park and ride, and other transit treatments. \$10,000 has been requested from both Kitsap County and the Port of Bremerton. Funding does not need to be committed until 2015.

*Commissioner Garrido:* We only heard of this request today. The Commissioners will talk tomorrow.

WSDOT had considered, but will not be submitting, a TIGER grant application for a further element of this project, which would fund an EIS and any required permitting so that a shovel ready project could be put forward for funding in the next biennium. The City of Bremerton may be considering putting an application forward in partnership with WSDOT. The deadline for applications is late April.

c. Housing Grant Program

i. Housing Advisory Team Recommendation

The Housing Advisory Team has met a couple of times recently with Housing Solutions Center staff. Discussion included review of quarterly reports on operations, and of the six questions asked of the HSC at the end of the last funding cycle. The funding for the HSC

would come from the 2015 Cycle Homeless Housing Grant Program.

Housing Advisory Team Comments:

- *Commissioner Garrido:* We had a lengthy discussion and asked tough questions of the HSC, but ultimately feel that the HSC creates a coordinating capacity that did not previously exist and is a valuable service. We recommend that it be funded for a third year, and then we will look at other sources of funding. We do believe that this funding is necessary.
- *Mayor Lent:* The State mandates that all Counties have a coordinated intake program. Kitsap led the way, and many counties have looked to us in developing their own model.

**Motion:** (Lent) and second (Garrido) to approve funding (\$313,300) for the 2015 contract for the Housing Solutions Center homeless coordinated entry program provided by Kitsap Community Resources. The Housing Advisory Team will develop additional performance measures to be included in the Housing Solution Center 2015 contract and will evaluate other funding mechanisms for the program during 2014. *Motion Carried Unanimously.*

ii. Citizen Review Committees Appointments Update

Jurisdictions need to finalize their appointments to citizen review committees by mid-May.

iii. Additional Item: Document Recording Surcharge Fee Legislation

Following up on the question during the Study Session, regarding the sunset legislation of the housing document recording fees, that legislation did pass the Senate, but with the inclusion of a controversial element, which requires 45% of the State's housing vouchers to go to private landlords. There is a concern locally about what this means, since we are currently spending less than 45% of the funds with private landlords. The Department of Commerce is working with each County to understand how to provide continuity of services while still complying with the law. Of issue is the need to ensure that Counties are reaching out to private landlords, and to understand what [non-private landlord] services - that had been funded with these funds - will no longer receive funding, in order to spend those funds with private landlords, and how can we make that transition graceful. As we work through this issue with the Department of Commerce, we will report back.

6. Member Agency Comments: *Two*

- *Mayor Lent, City of Bremerton:* April 4/5 is the 57th Annual WA State Science and Engineering Fair. April 26 is the Empty Bowl Fundraiser at the Eagles.
- *Commissioner Garrido, Kitsap County:* Important to mark important transitions. Board Member, and Mayor of Bainbridge Island, Anne Blair, has been a long-term member of the Public Facilities District Board. She has contributed to the PFD since its inception. She has helped set the standards for the principle of public funding for economic development. Her participation on the Board will be missed. The Board of County Commissioners would like to present her with a plaque.
- *Mayor Erickson, City of Poulsbo:* A Suicide Prevention Forum will be held this Saturday at Poulsbo City Hall, and is sponsored by the League of Women Voters.

7. Citizens Comments: *None*

8. Adjourn: 12:06 p.m.

**Meeting Participants:**

Bek Ashby, City of Port Orchard	Robert Gelder, Kitsap County	* <i>alternate</i>
Anne Blair, Bainbridge Island	Patty Lent, Bremerton	
Steve Bonkowski, Bainbridge Island	Tim Matthes, Port Orchard	
Tom Danaher, Naval Base Kitsap *	Ed Stern, Poulsbo *	
Leslie Daus, Bremerton	Axel Strakeljahn, Port of Bremerton	
Becky Erickson, Poulsbo	Linda Streissguth, Kitsap County	
Leonard Forsman, Suquamish Tribe	Greg Wheeler, Bremerton	
Charlotte Garrido, Kitsap County	Tom Zwolfer, Naval Base Kitsap	

**Executive Management** by McClure Consulting LLC:

Mary McClure, Executive Director  
Kirsten Jewell, Housing Grants Program Manager

**Board Members Not in Attendance:**

Jeff Cartwright, Port Orchard *	Wayne Roth, Bainbridge Island *
Dino Davis, Bremerton *	Larry Stokes, Port of Bremerton *
Dawn Purser, Port Gamble S’Klallam Tribe *	Jeromy Sullivan, Port Gamble S’Klallam Tribe
Rob Purser, Suquamish Tribe *	

**Others in Attendance:**

Damon Bell, Olympic College	Greg Lynch, ESD 114
Monica Bernard, Housing Solutions Center	David Overton
Greg Cioc, Kitsap County Public Works	Fred Salisbury, Port of Bremerton
Joe Dacca, Congressman Kilmer’s Office	Jay Spady, West Sound Cycle Club
Julie Graves, Housing Kitsap	Kevin Shutty, Rep. Drew MacEwen
Mark Gulbranson, PSRC	Danielle Schaeffner, Kitsap Public Health District
Aaron Leavell, Bremerton School District	Lynn Wall, Naval Base Kitsap
Barry Loveless, City of Bainbridge Island	George Warrington, Citizen

**Glossary of Terms:**

PSRC Puget Sound Regional Council *[Metropolitan Planning Organization for Central Puget Sound. Members: Kitsap, Pierce, King and Snohomish Counties]*

RPEC Regional Project Evaluation Committee *[a transportation-focused staff committee convened by PSRC]*

SKIA South Kitsap Industrial Area

STP Surface Transportation *[a category of federal funding distributed nationally through MPOs and countywide planning organizations]*