



Kitsap Regional Coordinating Council

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

January 9, 2020 Meeting Summary

Draft v. 1-23-2020

Decisions and Recommendations

- LUTAC approved the November 14 meeting summary.
- LUTAC recommended that if a technical CPP is hired, then they should be hired via Triangle Associates under the KRCC contract.
- LUTAC recommended that the Executive Committee consider a request for proposals (RFP) based on a scope of work to solicit for a technical consultant.
- LUTAC recommended moving forward with Element C: Centers of Growth through the Kitsap Countywide Planning Policy (CPP) amendment process.

Actions	Person Responsible	Status
1. Send a digital version of the Kitsap County Buildable Lands Program: Data Collection and Transfer Protocol to LUTAC.	Jeff Rimack, Kitsap County	Complete
2. Provide feedback regarding the Kitsap County Buildable Lands Program: Data Collection and Transfer Protocol to Kitsap County.	LUTAC members	By 1/13
3. Upload the November 14 LUTAC meeting summary to the KRCC website.	KRCC Staff	Complete
4. Prepare a draft technical memorandum template for use by LUTAC members.	KRCC Staff	By 1/17
5. Develop a timeline for the Kitsap CPP ratification process based on 2020 KRCC meetings for LUTAC to review.	KRCC Staff	By 3/12
6. Create a “clean” (i.e. no colors) copy and redline version of Element C: Centers of Growth.	KRCC Staff	By 3/12
7. Revise the technical consultant scope of work based on feedback from LUTAC and the Executive Committee.	KRCC Staff	By 3/12

A. Welcome

KRCC staff welcomed meeting participants (see Attachment A: List of LUTAC Members in Attendance) and reviewed the meeting agenda topics.

B. Committee Updates and Action Items

Old Business: LUTAC members reviewed and approved the November 14, 2019 meeting summary as final without any revisions. The November 14 meeting summary will be posted on the KRCC website.



December 17 PlanPOL Meeting Recap: LUTAC members reviewed the key takeaways from the December 17, 2019 PlanPOL meeting. The takeaways included support for the proposed approach to updating the Kitsap Countywide Planning Policies (CPPs), support for hiring a technical consultant, canceling the February 18, 2020 PlanPOL meeting, and suggested edits to sections of the draft Kitsap CPPs. LUTAC confirmed the meeting takeaways and suggested how to make changes to the candidate centers, adding the suggested edit of where sub-area planning appears in the candidate center conversion process visual graphics, and discussing the language about regarding small and large Military Installations. Following this conversation LUTAC discussed next steps to complete updates to Element C: Centers of Growth in 2020.

Kitsap Countywide Planning Policies Element C: LUTAC reviewed the latest draft of Element C: Centers of Growth and discussed if any additional changes needed to be made. LUTAC members offered no additional edits, changes, or revisions to Element C of the Kitsap CPPs. LUTAC recommended moving forward with Element C: Centers of Growth through the Kitsap Countywide Planning Policy (CPP) amendment process. LUTAC requested KRCC staff develop a timeline of the public/ratification process for LUTAC to review at the March 12, 2020 LUTAC meeting. The draft timeline will outline the public/ratification process steps for Element C and be aligned with 2020 KRCC meetings.

LUTAC members also discussed technical memorandums as the next step, and part of the overall update to share with PlanPOL. As proposed, candidate centers will require LUTAC members to prepare technical memorandums outlining the reasons for the designation of a candidate center. LUTAC members requested KRCC staff prepare a technical memorandum template for review and use for consistency between jurisdictions. LUTAC members agreed with the draft language regarding Military Installations. LUTAC requested KRCC staff create a clean version of Element C and a version with tracked changes for review.

C. New Business

Draft KRCC 2020 Consultant Scope of Work: KRCC staff introduced a draft scope of work for review by LUTAC. The scope of work presented outlined expectations and anticipated deliverables for a technical consultant to work with LUTAC to complete updates to the Kitsap CPPs. LUTAC members reviewed the draft scope of work and offered the following key pieces of feedback:

- Narrowing the scope for the gap analysis to be only between the CPPs, VISION 2050, Regional Centers Framework, and the relevant section(s) of GMA;
- Leaving in Element D: Rural Land Use as an element for the consultant to revise since only the Rural Centers aspect of this element has been discussed;
- Increasing the duration of the contract to approx. 2 years.

LUTAC members recommended to the Executive Committee that Triangle Associates hire the sub-consultant under the KRCC contract; Triangle Associates issue an official request for proposals (RFP) for the technical consultant based on a scope of work that the KRCC Board approves; LUTAC to review proposals from technical consultant, and a sub-committee of LUTAC



and PlanPOL to interview candidates. KRCC staff will revise the scope of work based on the feedback from LUTAC members and share the scope with the KRCC Executive Committee.

Draft KRCC 2019 Annual Annexation Report: KRCC staff reviewed the draft KRCC 2019 Annual Annexation report with LUTAC members. LUTAC confirmed there were no annexations in 2019 by any jurisdiction or Kitsap County. KRCC staff also provided annexation reports for the previous three years as part of a follow-up item from the November LUTAC meeting. LUTAC members also confirmed the previous annexation reports were accurate.

D. Administrative Agenda

March 12 Meeting: LUTAC members suggested agenda topics for the March 12, 2020 meeting, including reviewing draft technical memorandums, reviewing a draft timeline for the CPP public/ratification process, the revised scope of work for the sub-consultant, and having staff from the Department of Commerce come to discuss buildable lands. KRCC staff confirmed that Sophie Glass would facilitate the March meeting in place of Kizz Prusia.

April 21 PlanPOL Meeting: LUTAC members discussed the next PlanPOL meeting and what materials would be prepared ahead of time. LUTAC members agreed to discuss draft technical memorandums at the March 12 LUTAC meeting and then re-present and discuss the technical memos during the April 21, 2020, PlanPOL meeting.

E. Wrap Up

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

F. Adjourn



Kitsap Regional Coordinating Council

Attachment A: List of LUTAC Members in Attendance

Name	Affiliation (alphabetical)
Heather Wright	City of Bainbridge Island
Andrea Spencer	City of Bremerton
Nick Bond	City of Port Orchard
Jeff Rimack	Kitsap County
Lynn Wall	Naval Base Kitsap
Mark Dalmacio	Naval Base Kitsap
Andrea Harris-Long	Puget Sound Regional Council
Sophie Glass	KRCC Program Director
Kizz Prusia	KRCC Land Use Program Lead