



## Kitsap Regional Coordinating Council

**Kitsap Regional Coordinating Council (KRCC)  
Land Use Technical Advisory Committee (LUTAC)  
April 27, 2023 Meeting Summary | Convened via Teleconference**

Decisions and Recommendations		
<ul style="list-style-type: none"><li>LUTAC recommended cancelling the May 11 LUTAC meeting.</li></ul>		
Actions	Person Responsible	Status
1. Schedule a KRCC orientation meeting with Carol Holman.	KRCC Staff	Complete
2. Schedule a KRCC orientation meeting with HB Harper.	KRCC Staff	Complete
3. Upload the approved March 9 and March 23 LUTAC meeting summaries to the KRCC website.	KRCC Staff	Complete
4. Ask the Executive Committee to clarify the intended outcomes of the discussion with legislators at the June 6 KRCC Board meeting.	KRCC Staff	Complete
5. Cancel the May 11 LUTAC meeting.	KRCC Staff	Complete

### 1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the April 27 meeting. Sophie reviewed the meeting objectives and topics. Attachment A lists the LUTAC members and other presenters in attendance.

Carol Holman, Department of Commerce, introduced herself. Carol recently joined Commerce and is taking over technical assistance work for the Kitsap region. KRCC staff offered to hold an orientation meeting with Carol to share background information about KRCC.

### 2. Old Business

- a. **Meeting Summary Review:** LUTAC members reviewed the March 9 and March 23 meeting summaries. They did not raise any comments or concerns. KRCC staff will post the summaries to the KRCC website.

### 3. Committee Updates and Work in Progress

- a. **Debrief April 18 KRCC PlanPOL Meeting:** Sophie reminded LUTAC members that during the April 18 PlanPOL meeting, PlanPOL recommended moving the draft housing allocations forward to the KRCC Board.

LUTAC members emphasized the importance of using the language “housing allocation” rather than “target.”

Sophie shared that KRCC staff can present the same slides from the PlanPOL meeting to the KRCC Board during its May 2 meeting. LUTAC members agreed with this approach.

- b. **Discuss Information from Commerce Regarding Guidance Documents:** Valerie Smith shared that Commerce has not made any updates to its guidance since the previous LUTAC meeting.



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Commerce is currently working on developing a checklist for updating Comprehensive Plans, which will include requirements from HB 1220.

LUTAC members asked the following questions:

- Many of the HB 1220-related documents on Commerce’s webpage still have “draft” watermarks. When does Commerce expect that final versions of these documents will be released?
    - Final guidance will be consolidated into a final guidance book, which Commerce expects to release near the end of May.
  - Kitsap County is continuing the conversation with Commerce regarding the relationship between housing allocations and population targets. In response to this conversation, Commerce has included information about exceeding population targets into a draft Frequently Asked Questions (FAQ) document. What is the status of the information in this document becoming public?
    - Commerce staff will check with their housing policy team to determine the status of this FAQ document.
  - Should land capacity for showing that a jurisdiction has met the housing allocations be calculated only based on what is permitted outright as a base? Some jurisdictions have mechanisms, such as Transfer of Development Rights (TDR) programs that could increase capacity if they are used, but that may not be used every time.
    - There is flexibility in terms of local incentives that are allowed but not necessarily utilized often, as long as jurisdictions show their work in determining capacity.
    - LUTAC members requested additional details and parameters about this topic in Commerce’s guidance documents.
  - What is Commerce’s approach for developing guidance regarding new requirements from HB 1110 and HB 1181?
    - Commerce plans to hire new staff to work on housing, climate, and salmon recovery work based on the bills that came out of the legislative session. The state budget includes funding for these new staff, as well as grants for jurisdictions to conduct this work.
  - Will jurisdictions with Comprehensive Plans due at the end of 2024 be required to incorporate updated requirements from HB 1181 during this Comprehensive Plan update?
    - Commerce will work internally to interpret HB 1181 and clarify how it applies to jurisdictions that are updating their Comprehensive Plans by 2024.
  - Many jurisdictions are struggling with staffing. Will any of the available grants be able to be used to hire additional staff?
    - Jurisdictions have the flexibility to use certain grants in whichever way works best for them. However, many grants are deliverable based and may not be able to be used to hire staff.
- c. **Discuss Request to Attend June 6 KRCC Board Meeting:** Sophie explained that the KRCC Executive Committee has begun planning for the June 6 KRCC Board meeting, which KRCC has invited legislators to attend. The Executive Committee shared that legislators do not fully understand the impact of the bills that come out of the legislature on jurisdictions’ planning staff. They requested that LUTAC members attend the meeting and speak directly to legislators, and asked LUTAC to discuss potential approaches for this discussion.

LUTAC members shared the following feedback regarding the legislative session:



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- The 2023 legislative session had a particularly large number of housing and land use bills, which required significant analysis and review by jurisdictions' staff. This decreased the resources available to conduct jurisdictions' typical work, such as permitting.
- With new legislation coming through each year, it is difficult to see the impact of previous changes before having to add new changes. It would be better to allow time for new legislation to play out and see the outcomes before adding more legislation.
- Jurisdictions that are not able to hire lobbyists struggle to engage in dialogue with legislators.
- The Growth Management Act focuses on bottom-up planning. New legislation takes a top-down approach. This mismatch of policy approaches creates significant challenges for implementation.
- Jurisdictions struggle to implement new legislation due to insufficient staffing and funding. Even when legislation comes with funding, jurisdictions have struggled to find available staff or consultants.

LUTAC members shared the following considerations regarding the approach for the June 6 Board meeting:

- It is important to provide honest feedback to legislators so they understand how difficult jurisdictions' work has been.
- It is important for this conversation to be productive and have a clear outcome that is focused on improving future legislative sessions.

LUTAC members requested that KRCC staff ask the Executive Committee to clarify the goals of this discussion with the legislators. During the May 25 LUTAC meeting, LUTAC can discuss and confirm the approach for the dialogue with legislators.

### 4. Administrative Agenda

#### a. Meeting Review:

- **2023 Land Use Meeting Plan:** Sophie reviewed the 2023 land use meeting plan. LUTAC members recommended cancelling the May 11 LUTAC meeting and focusing the May 25 LUTAC meeting on preparing for the dialogue with legislators.

LUTAC members requested that KRCC staff stay in touch with Commerce so that Commerce can present at future LUTAC meetings once their guidance is complete.

HB Harper requested an orientation meeting with KRCC staff to help her understand KRCC's land use work plan once the housing allocation work is complete. KRCC staff will schedule an orientation meeting.

### 5. Wrap Up

- #### a. Recap:
- Sophie reviewed the decisions and action items listed in the table above.

### 6. Adjourn



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### Attachment A: List of LUTAC Members in Attendance (Virtual Participation Only)

Name	Affiliation (alphabetical)
1. HB Harper	City of Bainbridge Island
2. Andrea Spencer	City of Bremerton
3. Jim Fisk	City of Port Orchard
4. Heather Wright	City of Poulsbo
5. Eric Baker	Kitsap County
6. Ed Coviello	Kitsap Transit
7. Nicole Leaptrot-Figueras	Naval Base Kitsap
8. James Weaver	Port of Bremerton
9. Erika Harris	Puget Sound Regional Council
10. Carol Holman	Washington State Department of Commerce
11. Valerie Smith	Washington State Department of Commerce
12. Debbie Clemen	Washington State Department of Transportation
13. Yvette Liufau	Washington State Department of Transportation
Sophie Glass	KRCC Program Director
Pauline Mogilevsky	KRCC Land Use Program Lead