



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC) Land Use Technical Advisory Committee (LUTAC) March 9, 2023 Meeting Summary | Convened via Teleconference

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC decided to recommend to PlanPOL that Kitsap use Commerce's Methodology A to allocate housing needs.		
Actions	Person Responsible	Status
1. Upload the approved LUTAC meeting summary to the KRCC website.	KRCC Staff	Complete
2. Develop draft slides for the PlanPOL meeting and share them with LUTAC via email for review.	KRCC Staff	Complete

1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the March 9 meeting. She thanked Alison O'Sullivan and the Suquamish Tribe for hosting LUTAC members in person at the Suquamish Tribal Council Chambers for this hybrid meeting. Sophie reviewed the meeting objectives and topics. Attachment A lists the LUTAC members and other presenters in attendance.

2. Old Business

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

3. Committee Updates and Work in Progress

a. Housing Target Allocation Process:

- Updates from Department of Commerce regarding final guidance:** Laura Hodgson, Department of Commerce, provided an overview of Commerce's guidance regarding housing needs, including information about final projected housing needs, addressing Urban Growth Areas (UGAs), assumptions regarding persons per household, and station area planning. Commerce's presentation slides are available on the [KRCC website](#).

LUTAC members shared the following comments and questions:

- How should jurisdictions be planning for housing needs cumulatively across all income brackets?
 - The draft housing guidance assumes success at meeting housing needs of households at lower income levels. If housing is not achieved at lower income brackets, then households at lower incomes would be forced to occupy more expensive units, which would create a shortage compared to the cumulative need.
- The language "if a county fails to produce" is concerning because jurisdictions do not produce housing themselves. Jurisdictions have been operating under the assumption that their role is to create zoning that allows housing to be built. Commerce's guidance should be clear that this process



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of allocating housing need is the first step in an iterative process. The next step will be establishing incentives to implement zoning.

- Commerce will revise this language to make it clearer that jurisdictions do not build housing, and that this work is a long-term process that begins with communities identifying needs.
- Will Kitsap be held accountable for a countywide target, or only individual Comprehensive Plan housing numbers?
 - Commerce reviews Comprehensive Plans to identify areas of risk or inconsistencies with statute. When the state develops a Washington Administrative Code (WAC) policy on this topic, the WAC will be more binding.
 - Commerce does not anticipate conducting ongoing monitoring. Commerce reviews new development regulations as they come in, to make sure they are consistent with Comprehensive Plans. During the five-year check-in, jurisdictions are expected to document how the changes they have made have impacted affordability.
- Has Commerce defined what zoning looks like within each of the income bands?
 - Commerce's Land Capacity Guidance includes a recommended framework that most communities can use as a baseline to determine which housing types are affordable at different income levels based on zoning. More information about this topic is available in the recording of Commerce's presentation at the [Puget Sound Regional Council \(PSRC\) Comprehensive Plan Workshop Series](#).
- Commerce's guidance is focused on cities, but causes issues in unincorporated areas whose boundaries are fixed by growth targets. Kitsap's UGAs are currently close to capacity, so upzoning would impact the periphery of UGAs. How can the County address these issues?
 - Commerce is developing a Frequently Asked Questions document that addresses these comments. Commerce can also have separate conversations with the County to get more input on which specific guidance would be helpful.
- LUTAC has been discussing the potential to use a persons per household figure that is different from Commerce's figure and aligns with jurisdictions' actual persons per household trends. If Kitsap takes this approach, LUTAC could revisit persons per household trends in five years to see if household sizes have actually decreased in jurisdictions. Would this approach be aligned with Commerce's guidance?
 - Commerce's Housing for All Planning Tool (HAPT) uses household size figures based on Office of Financial Management (OFM) projections of people in each age bracket in the future. In the past, actual household size has not deviated significantly from OFM projections. Commerce hopes that accounting for future changes in household size will correct past issues caused by not accounting for changes in household size. Commerce recommends using the household size figures in the HAPT because statute directs communities to provide for projected housing needs. If communities choose to use different household sizes, Commerce recommends documenting the basis for these different household sizes.



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- The HAPT takes into account factors such as second homes and vacancy rates. This affects the household size assumptions in the HAPT.
- **Further develop housing allocations, policy considerations, and methodology:** Sophie asked LUTAC members what information about housing allocations they recommend sharing at the March 21 PlanPOL meeting. LUTAC members discussed the following considerations:
 - It is important for Kitsap to use an allocation approach that minimizes risk of litigation.
 - Some Kitsap jurisdictions can meet the numbers specified in Commerce's Methodology A using current policies.
 - Creating a new, Kitsap-specific methodology that is robust and defensible would require a consultant and a lot of time. This would affect the timeline for developing Comprehensive Plans.
 - The models Commerce used to develop Methodology A and B are not available to work from.
 - Household size remains a challenge because Commerce's HAPT, Kitsap's Buildable Lands Reports (BLR), the Census, and OFM each use different household sizes.
 - During Commerce's presentation at the PSRC workshop series, Commerce noted that they do not recommend that communities use Methodology B; the purpose of Methodology B was to spark conversation.
 - Housing allocations will be adopted as an appendix to Kitsap's Countywide Planning Policies.

LUTAC decided to recommend the following approach to PlanPOL:

1. Use Commerce's Methodology A.
2. Within each jurisdiction's Comprehensive Plan, jurisdictions can adjust persons per household calculations based on the BLR, Census, or OFM persons per household figures.

4. Administrative Agenda

a. Meeting Review:

- **Draft March 21 KRCC PlanPOL agenda:** Sophie shared that KRCC staff will draft presentation slides for the March 21 PlanPOL meeting based on LUTAC's recommendations. Staff will share the draft slides with LUTAC over email for review. Per LUTAC's recommendation, the slides will include the Methodology A numbers.

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

Name	Affiliation (alphabetical)
1. HB Harper	City of Bainbridge Island
2. Andrea Spencer	City of Bremerton
3. Nick Bond	City of Port Orchard
4. Jim Fisk	City of Port Orchard
5. Heather Wright	City of Poulsbo
6. Eric Baker	Kitsap County
7. Joe Morrison	Kitsap Economic Development Alliance (KEDA)
8. Ed Coviello	Kitsap Transit
9. Allison Satter	Naval Base Kitsap
10. Nicole Leaptrot-Figueras	Naval Base Kitsap
11. James Weaver	Port of Bremerton
12. Erika Harris	Puget Sound Regional Council
13. Liz Underwood-Bultmann	Puget Sound Regional Council
14. Alison O'Sullivan	Suquamish Tribe
15. Yvette Liufau	Washington State Department of Transportation
Sophie Glass	KRCC Program Director
Pauline Mogilevsky	KRCC Land Use Program Lead
Laura Hodgson	Department of Commerce