



## Kitsap Regional Coordinating Council

**Kitsap Regional Coordinating Council (KRCC)  
Land Use Technical Advisory Committee (LUTAC)  
November 10, 2022 Meeting Summary | Convened via Teleconference**

Decisions and Recommendations		
<ul style="list-style-type: none"><li>LUTAC recommended adding a LUTAC meeting in December 2022.</li><li>LUTAC recommended adjusting the 2023 KRCC calendar to move the January PlanPOL meeting to March and increasing the frequency of LUTAC meetings in early 2023.</li></ul>		
Actions	Person Responsible	Status
1. Schedule an additional LUTAC meeting in December 2022.	KRCC Staff	Complete
2. Add to the KRCC Executive Committee agenda an item to discuss LUTAC's recommended changes to the 2023 meeting calendar.	KRCC Staff	Complete
3. Plug draft numbers into the Department of Commerce's Housing for All Planning Tool based on the existing population targets in the Countywide Planning Policies.	KRCC Staff	In Progress

### 1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the November 10 meeting. She reviewed the meeting objectives and topics. Attachment A lists the LUTAC members and other presenters in attendance.

### 2. Committee Updates and Work in Progress

#### a. Presentation from the Department of Commerce:

- Update from the WA Department of Commerce regarding the housing element update guidance (HB 1220):** Laura Hodgson, Department of Commerce, presented updates regarding Commerce's housing element update guidance to LUTAC members. [The presentation slides are available on the KRCC website.](#)

Sophie asked whether Commerce should provide a similar presentation at a future PlanPOL meeting. LUTAC members recommended that once Commerce releases its final projected housing needs, LUTAC members can individually share information about the housing target development process with their respective Councils. They recommended moving the January PlanPOL meeting to March so PlanPOL can meet after Commerce's final numbers are released.

#### b. Population and Employment Growth Allocation Process:

- Discuss jurisdictions' approaches to 2022 population and employment numbers:** Eric Baker shared that the Countywide Planning Policies use 2020 population and employment data. The Buildable Lands Report that underpinned discussions regarding population growth targets was based on 2019 data. Kitsap County's land capacity analysis will use data from 2022, which will differ from the Buildable Lands Report because many new developments came online between 2019 and 2022. As a result, Kitsap County needs to grow its 2020 population numbers to 2022 to allow for accurate comparisons regarding land capacity for the 2024 Comprehensive Plan.



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Other LUTAC members shared that their jurisdictions may also need to update their numbers to 2022, depending on how much growth has occurred between 2020 and 2022.

LUTAC members recommended revisiting this topic at the next LUTAC meeting.

- **Discuss coordination for developing housing targets:** LUTAC members noted that coordination between jurisdictions is necessary to develop housing targets that meet state requirements.

They shared that Commerce has a draft Housing for All Planning Tool spreadsheet, which includes two different methodologies for allocating housing. This draft spreadsheet uses 2017 data; Commerce anticipates that 2022 projections will be available in February 2023.

LUTAC members identified their next steps as follows:

- KRCC staff schedule an additional LUTAC meeting in December 2022 for further discussion.
- KRCC staff plug draft numbers into Commerce's spreadsheet based on the existing population targets in the Countywide Planning Policies for discussion at the December LUTAC meeting.
- At the December meeting, LUTAC reviews Commerce's methodologies and numbers. LUTAC identifies any concerns with Commerce's methodologies and determines whether KRCC should use a different methodology.

#### 4. Administrative Agenda

- a. **2023 KRCC Work Plan:** LUTAC reviewed the 2023 KRCC work plan. LUTAC recommended increasing the frequency of LUTAC meetings in early 2023 to allow for more efficient communication regarding housing targets, and moving the January 2023 PlanPOL meeting to March. KRCC staff will share this recommendation with the KRCC Executive Committee.

#### 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. Jennifer Sutton	City of Bainbridge Island
2. Peter Best	City of Bainbridge Island
3. Andrea Spencer	City of Bremerton
4. Nick Bond	City of Port Orchard
5. Jim Fisk	City of Port Orchard
6. Heather Wright	City of Poulsbo
7. Eric Baker	Kitsap County
8. Ed Coviello	Kitsap Transit
9. Nicole Leaptrot-Figueras	Naval Base Kitsap
10. Allison Satter	Naval Base Kitsap
11. Erika Harris	Puget Sound Regional Council
12. Alison O'Sullivan	Suquamish Tribe
Laura Hodgson	Washington Department of Commerce
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Lead