



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC)
September 23, 2021 Meeting Summary | Convened via Teleconference
v.12-27-2021

Decisions and Recommendations

LUTAC made the following recommendations regarding the growth allocation process:

- Do not develop collective housing targets. Instead, jurisdictions will develop housing targets as part of their individual Comprehensive Plans.
- Use 2020 as a base year.
- At the October 19 PlanPOL meeting, include a presentation from Clay White summarizing PSRC's growth target guidance.
- Jurisdictions work independently to come up with their population and employment numbers by the end of 2021.
- KRCC staff will develop and maintain a shared spreadsheet for jurisdictions to use as a working document.
- Aim for KRCC to agree to draft targets by March 2022.

Actions	Person Responsible	Status
1. Post the April 14 and April 22 meeting summary to the KRCC website.	KRCC staff	Complete
2. Send KRCC staff copies of the comment letters that Kitsap County received on the CPPs.	Angie Silva	Complete
3. After checking with Alison O'Sullivan, forward the CPP comment letters (including the Suquamish Tribe's) to LUTAC members.	KRCC staff	Complete
4. Update the October 19 PlanPOL agenda and send the updated agenda to LUTAC.	KRCC staff	Complete
5. Share King County's growth targets with LUTAC members.	Liz Underwood-Bultmann	Complete
6. Provide growth allocation estimates with a 2020 base year.	PSRC	Ongoing

1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the September 23 meeting. She reviewed the meeting objectives and topics.

2. Old Business

- Meeting Summary Review:** LUTAC members reviewed the April 14 and April 22 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

- Reflection on Countywide Planning Policy (CPP) process lessons learned, activities underway:** LUTAC members shared the following comments:
 - **CPP Roadshow:** Some members shared that the roadshow towards the end of the CPP process, in which KRCC staff offered to present about the CPPs to each jurisdiction, was



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helpful. A similar roadshow could be helpful at the start of the growth allocation process to tee up the conversation about growth allocation with jurisdictions' councils.

- **Rural Centers Discussion:** Several LUTAC members expressed disappointment about the disagreement regarding rural centers that occurred towards the end of the process, particularly that the conversation was moved to the policy level before LUTAC was able to complete their discussions. They shared frustrations that the disagreement about rural centers occurred despite past conversations and tentative agreements.
- **Timing of Discussion at LUTAC:** Several LUTAC members expressed frustration that their conversations about the CPPs were cut off before they were able to finish them. The reasoning behind the decision felt unclear and frustrating because the document was close to being done after significant time and effort from LUTAC. Members expressed appreciation for the “three bucket” framing for the policy-level discussion.
- **CPP Comment Process:** Some LUTAC members shared that the timing and process of providing comments on the CPP document was confusing. They shared that it would be helpful if they could have seen each other's comments and gotten updates about any conversations that happened offline.

LUTAC members made the following suggestions for future discussions:

- **Roadshow for growth allocation process:** KRCC staff should offer to present about the growth allocation process to each jurisdiction.
 - **Tentative agreements:** When LUTAC comes to an unofficial, tentative agreement, it should be clearly recorded as a “tentative agreement.”
 - **Process of moving discussions to the policy level:** If an issue needs elevation to policymakers, LUTAC members should notify each other so that other members can prepare.
 - **Convey effort and time needed to policymakers:** LUTAC should clarify to policymakers the expected amount of time needed to make technical recommendations.
 - **Set expectations to clarify policy vs. technical discussions:** Policymakers and technical staff should be clear about which discussions need to happen at each level.
 - **Use shared folders and documents:** KRCC staff should set up shareable documents for LUTAC members to comment on and access live.
- b. **CPP Ratification by Cities and Tribes – Discuss Role of LUTAC:** Angie Silva explained that the Kitsap County Board of Commissioners will hold a public hearing on the CPPs on September 27. They tentatively plan to deliberate during their October 6 study session and take action on October 11. After this, Kitsap County will transmit the CPP ordinance to KRCC staff and jurisdictions' planning directors. Then, the cities and Tribal Councils have 90 days to go through the ratification process.

Angie shared that Kitsap County received two comment letters during the State Environmental Policy Act (SEPA) comment period. One was from a Kingston resident and the other was from the Suquamish Tribe. Other LUTAC members requested a copy of these comment letters.

- c. **Growth Allocation Process:** Sophie shared a draft flowchart with steps in the growth allocation process. LUTAC members shared the following comments, questions, and responses:
- What is the basis of developing housing targets?



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- [PSRC's Guidance for Growth Targets](#) “strongly encourage[s] jurisdictions to use adopted housing targets in countywide planning policies.”
- The other three Puget Sound counties develop housing targets.
- The KRCC Executive Committee briefly discussed this at their September 21 meeting and some members expressed support for developing housing targets.
- Are housing targets required by the state legislature?
 - HB 1220 includes new requirements for additional specificity in the housing element of jurisdictions' comprehensive plans.
 - Developing housing targets on a countywide basis is not mandated by state or local requirements.
- What base year should be used for the 20-year allocation?
 - Other counties generally use 2020.
 - PSRC can provide jurisdictions with updated numbers with a 2020 base year.
- When would the KRCC Board approve the growth targets?
 - The Office of Financial Management (OFM) will not release final numbers until the third quarter of 2022.
 - Other Puget Sound jurisdictions are aiming to finish developing targets by the end of 2021 or early 2022. PSRC encourages developing draft numbers by early 2022 (March) so PSRC can develop its forecast product, which is used for transportation modeling.
- PSRC's guidance clarifies and simplifies the process. PSRC has already calculated population and employment estimates for a 2044 planning horizon.
- One approach could be for LUTAC to break into subgroups, one for the high-capacity transit jurisdictions and another for the Metropolitan City (Bremerton) and Kitsap County. These subgroups could be open to all LUTAC members, but relevant jurisdictions would be prioritized in scheduling. These subgroups could make recommendations to the full LUTAC.
- The 2019 KRCC Board retreat, which focused on the growth allocation process, was a good start to this process. One approach could be to discuss growth allocation process in a similar retreat or workshop, as long as jurisdictions are adequately prepared for that conversation.
- One approach could be for jurisdictions to independently work to come up with their population and employment numbers in 2021, then present them in January. Clay and KRCC staff could maintain a shared spreadsheet for jurisdictions to use as a working document. If needed, LUTAC can break into the two subgroups for further discussion in 2022.

LUTAC members agreed to the following recommendations:

- Do not develop collective housing targets. Instead, jurisdictions will develop housing targets at the comprehensive plan level.
- Use 2020 as a base year.
- Aim for KRCC to agree to draft targets by March 2022.
- At the October 19 PlanPOL meeting, include a presentation from Clay White summarizing PSRC's growth target guidance.
- Jurisdictions work independently to come up with their population and employment numbers by the end of 2021, for presentation in January. KRCC staff will develop and maintain a shared spreadsheet for jurisdictions to use as a working document.



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- d. **2022 Work Plan:** Sophie shared the draft 2022 KRCC land use work plan and noted that PlanPOL will discuss the draft work plan at their October 19 meeting. The KRCC Board will discuss it in November and vote on it in December. Angie noted that references to the buildable lands report can be removed for 2022.

LUTAC members recommended adding to the calendar a LUTAC check-in during the third quarter of 2022 once OFM releases population numbers.

4. Administrative Agenda

- a. **October 19 PlanPOL Meeting:** Sophie explained that KRCC staff will update the October 19 PlanPOL agenda based on LUTAC's conversation and send the updated agenda to LUTAC.

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. Heather Wright	City of Bainbridge Island
2. Jennifer Sutton	City of Bainbridge Island
3. Andrea Spencer	City of Bremerton
4. Jim Fisk (alternate)	City of Port Orchard
5. Karla Boughton	City of Poulsbo
6. Angie Silva	Kitsap County
7. Jeff Rimack	Kitsap County
8. Ed Coviello	Kitsap Transit
9. Allison Satter	Naval Base Kitsap
10. Liz Underwood-Bultmann	Puget Sound Regional Council
11. Alison O'Sullivan	Suquamish Tribe
12. Matthews Pahs	Washington Dept. of Transportation
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Lead