



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC)
July 9, 2020 Meeting Summary | Convened via Teleconference
Draft v. 8-7-2020

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC recommended the top-two candidate firms to be interviewed for the Countywide Planning Policy (CPP) Technical Sub Consultant.LUTAC recommended Element C: Centers of Growth updates be combined with the Full Kitsap CPP update process.LUTAC approved the May 14, 2020 meeting summary.		
Actions	Person Responsible	Status
1. Organize a CPP workshop for August 13, 2020	KRCC Staff	Complete
2. Compile content and information to prepare for the growth target conversation at the September 10 LUTAC meeting.	KRCC Staff	Ongoing
3. Prepare draft questions for the Countywide Planning Policy (CPP) consultant interviews for review by LUTAC.	KRCC Staff	Complete
4. Post the May 14 LUTAC meeting summary to the KRCC website.	KRCC Staff	Complete
5. Distribute a doodle poll to LUTAC and PlanPOL members to schedule the CPP interviews for the last week of July.	KRCC Staff	Complete

A. Welcome & Introductions: KRCC staff welcomed meeting participants (see Attachment A: List of LUTAC Members in Attendance) to the virtual meeting. KRCC staff reviewed the agenda topics for the meeting including growth target guidance, committee updates, CPP Sub Consultant updates, and planning for the next LUTAC and PlanPOL meetings.

B. New Business: Discuss Growth Target Guidance: KRCC staff provided updates about Growth Target Guidance and explained to LUTAC members early coordination efforts with the Puget Sound Regional Council (PSRC). KRCC staff noted the conversations with PSRC have revolved around how to obtain and review technical information (such as buildable lands data) and understanding key decision points for elected officials to be involved in target setting conversations. Liz Underwood-Bultmann, PSRC, shared that King, Pierce, and Snohomish Counties were preparing for 2021 discussions on growth targets.

KRCC staff asked LUTAC members the following questions:

- When do jurisdictions need growth targets for their local planning efforts and what is the best way to capture the process?
- Who from KRCC LUTAC should PSRC coordinate with for technical issues?
- What the status is of the Land Capacity Analysis and Buildable Lands Report?
- What questions LUTAC may have for elected officials?



LUTAC members expressed the need for additional information and preparation to make informed decisions about target setting. LUTAC members also shared the following thoughts:

- **Timing:** Several members expressed wanting to discuss target setting at a future meeting.
- **PSRC Coordination:** LUTAC members suggested KRCC staff be the lead representative between LUTAC and PSRC for coordination on technical issues.
- **Target Setting Process:** Several members suggested the CPP Sub Consultant provide support to the group's target setting process.

C. Committee Updates and Action Items

May 14 Meeting Summary: LUTAC members reviewed and approved the May 14 meeting summary as final without any revisions. The May 14 meeting summary will be posted on the KRCC website.

Debrief June 16 PlanPOL Meeting: LUTAC members briefly discussed the June 16 PlanPOL meeting and shared takeaways from the meeting. LUTAC shared a few takeaways and reminded each other the October PlanPOL meeting was pushed back to November 17.

Kitsap Countywide Planning Policies (CPPs), Element C: Centers of Growth Next Steps: KRCC staff provided a recap for LUTAC members of the original plan to address and update Element C. The original plan included updating Element C: Centers (spring 2020), revising the technical memos for proposed centers (summer 2020), evaluating the proposed centers between (summer-fall 2020), and presenting the proposed centers to PlanPOL and the KRCC Board (fall 2020 to winter 2021).

Given the status of updates to Element C and the impacts of COVID-19, KRCC staff asked LUTAC members to consider solutions to amend the original timeline. LUTAC members shared the following suggestions and concerns:

- **COVID-19:** Several members suggested that with COVID-19 the timing and scheduling of the updates for Element C and potentially the Full CPP update may need to be rethought.
- **Ratification Process:** One member suggested wrapping the ratification process of the Element C update together with the Full CPP update rather than two separate processes.
- **Review of Updates:** One member suggested reviewing separate updates to elements of the Full CPPs with PlanPOL and the KRCC Board over the next year (2020-2021) as an approach to obtain support for changes gradually rather than all at once.
- **LUTAC meetings:** Several members suggested it would be helpful to schedule extra LUTAC meeting in (2021) to avoid momentum being lost between meetings.
- **Transit:** One member explained the need to still define and articulate the role of transit investments in the Element C update.

LUTAC members agreed that it would be productive to hold a CPP workshop in August to collectively address the lingering questions and issues regarding Element C. KRCC staff will organize this workshop and send a calendar invitation.

CPP Sub-Consultant Updates: KRCC staff provided updates to LUTAC members regarding the status of the CPP sub-consultant Request for Proposal (RFP). KRCC staff reviewed each of the



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four consultant proposals received for the CPP Sub Consultant. LUTAC members discussed the qualifications of each firm's proposal including the approach to the work, similar work conducted on previous projects, and overall proposed budget. LUTAC members selected the top-two consultant teams to move forward in the interview process.

KRCC staff asked LUTAC members for suggested interview questions for the CPP Sub Consultant interviews: LUTAC members suggested the following questions:

- What is your approach to completing the scope of work and staying within the overall project budget?
- Can you explain your understanding of the relationships between state, regional, countywide, and local planning efforts?
- Can you describe any previous experience working among different perspectives and facilitating to reach a common goal?
- Can you describe any previous work experience in/related to Kitsap County?
- If selected, what does your team anticipate being the biggest challenge to completing this project?
- Why did your team choose to pursue this project?
- From your teams' perspective, what are some of the strengths and weaknesses of the currently adopted Kitsap Countywide Planning Policies (CPPs)?
- What does your team perceive to be significant changes between Vision 2040 and Vision 2050 and how does your team plan to address these?

Kitsap Countywide Planning Policies, Full Update, and Next Steps: KRCC staff reviewed the draft Gantt chart for the Kitsap CPPs Full Update. KRCC staff reminded LUTAC members of the timing to select and hire the CPP Sub Consultant, review and update the elements of the CPPs, and move through the ratification process.

D. Administrative Agenda

September 10 LUTAC Meeting: LUTAC members discussed the next LUTAC meeting and what topics would be covered. LUTAC members recommended discussing the updated draft of Element C, discussing any updates related to the CPP Sub Consultant, and revisiting growth targets.

November 17 PlanPOL Meeting: LUTAC members discussed the next PlanPOL meeting and what materials would be prepared ahead of time. LUTAC members suggested the November 17 PlanPOL meeting focus on updates made to the CPPs, the draft technical memos, and work completed by the CPP Sub Consultant.

E. Wrap Up

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

F. Adjourn



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

Name	Affiliation (alphabetical)
Heather Wright	City of Bainbridge Island
Andrea Spencer	City of Bremerton
Nick Bond	City of Port Orchard
Jeff Rimack	Kitsap County
Ed Coviello	Kitsap Transit
Lynn Wall	Naval Base Kitsap
Andrea Harris-Long	Puget Sound Regional Council
Liz Underwood-Bultmann	Puget Sound Regional Council
Alison O'Sullivan	Suquamish Tribe
Gary Idleburg	Washington Dept. of Commerce
Matthews Pahs	Washington Dept. of Transportation
Sophie Glass	KRCC Program Director
Kizz Prusia	KRCC Land Use Program Lead