



## Kitsap Regional Coordinating Council

**Kitsap Regional Coordinating Council (KRCC)  
Land Use Technical Advisory Committee (LUTAC)  
March 11, 2021 Meeting Summary | Convened via Teleconference  
Draft v.4-8-2021**

Decisions and Recommendations		
<ul style="list-style-type: none"><li>• Approved the February 11 Meeting Summary and February 17 Meeting Summary as final.</li><li>• Recommended a revised Kitsap Countywide Planning Policy (CPP) update timeline for PlanPOL and KRCC Executive Committee consideration.</li><li>• Recommended consulting with PlanPOL on which kinds EPFs might require regional coordination</li><li>• Recommend to only provide verbal comments on the Kitsap CPPs draft policies.</li></ul>		
Actions	Person Responsible	Status
1. Conduct follow-up meeting with Alison O'Sullivan after the March 24 LUTAC meeting.	KRCC staff	Complete
2. Send Doodle poll to schedule a LUTAC meeting during the week of April 12-16.	KRCC staff	Complete
3. Send Doodle poll for a LUTAC meeting during the week of April 19	KRCC staff	Complete
4. Cancel the April 8 LUTAC meeting.	KRCC staff	Complete
5. Upload the February 11 and February 17 meeting summaries to the KRCC website.	KRCC staff	Complete
6. Share with TranSTAC the suggestions from LUTAC on Element H: Transportation.	KRCC staff	Complete
7. Send out the working draft of the Kitsap CPPs to PlanPOL.	KRCC staff	Complete

### **A. Welcome and Introductions**

Kizz Prusia, Land Use Program Lead, welcomed LUTAC members to the March 11 meeting. He reviewed the meeting objectives and topics.

### **B. Old Business**

**Meeting Summary Review:** KRCC staff reviewed the February 11 and February 17 LUTAC meeting summaries. LUTAC members asked no questions and proposed no edits. KRCC staff will post the summaries on the KRCC website.

### **C. Committee Updates and Work in Progress**

**Kitsap Countywide Planning Policies (CPPs) Process Clarifications:** KRCC staff presented process updates for the Kitsap CPPs which touched on several areas including legal review, public comment period, communication protocols, and feedback protocols. The updates from KRCC staff are outlined below:

- **Legal Review:** Initial steps have been taken with Kitsap County Legal Counsel for a review of the draft Kitsap CPPs. An updated draft of the Kitsap CPPs will be provided to Legal Counsel to review.
- **Public Comment Period:** The duration of the public comment period can be shorter or longer than 30 days if necessary. The comment period for the Kitsap CPPs is planned for 14 days from May 7 to May 21.



- **Communications Protocols:** KRCC staff requested LUTAC members that all communications sent in the form of email be distributed to all LUTAC members. These protocols are set to make sure all members of LUTAC are heard and get to participate fully in the process.
- **Feedback Protocols:** KRCC staff requested all feedback and comments on the draft Kitsap CPPs be presented only during meetings moving forward. No additional comments will be shared between meetings to help manage the number of comments received.

Following these process clarifications, KRCC staff presented several draft timelines for the update of the Kitsap CPPs. LUTAC members were asked to provide feedback on the timeline and offered suggestions about upcoming meetings dates and topics, the timing and duration of the public comment period, and the review cycle with elected officials from respective jurisdictions. KRCC staff live-edited a timeline based on this feedback. LUTAC recommended a revised Kitsap Countywide Planning Policy (CPP) update timeline for PlanPOL and KRCC Executive Committee consideration.

**Kitsap Countywide Planning Policies (CPPs) Working Draft Update:** Clay White, LDC, Inc led a review of several draft policies. He focused on newly added language and policies for Element G: Siting of Public Facilities and Element H: Transportation.

**Element G: Siting of Public Facilities:** Clay presented two standalone issues in this chapter for further discussion and feedback for Element G. The issues presented included:

1. Confusion over references to Capital Facilities of Countywide of Statewide significance and Essential Public Facilities (EPFs).
2. KRCC review process for Capital Facilities of Countywide of Statewide significance.

LUTAC members were asked to provide input on these policy issues and draft policy language. Members expressed the following concerns with draft policy language:

- Several LUTAC members recommended making a distinction between EPFs and individual jurisdictions' public facilities.
- Several LUTAC members expressed the need for coordination around siting facilities beyond notifications.
- Several LUTAC members noted the process needs to be flexible and include more than a simple notification of a proposed siting.
- LUTAC members agreed on not moving forward with a mandated citizen review board.
- LUTAC members suggested referencing the facilities and types of facilities as identified in Revised Code of Washington (RCW) [36.70A.200](#).

LUTAC discussed several approaches to review, coordinate, and distinguish EPFs from other types of facilities and proposed a two-tiered approach to consider EPFs in Kitsap County. In the proposed tiered approach, Tier 1 facilities would include regionally significant facilities and Tier 2 facilities would include less significant facilities. Members also suggested additional requirements for Tier 1 facilities could include applicants providing a briefing to the KRCC Board and the requirement for Tier 2 facilities could follow a regular permit process.

Following this discussion, LUTAC members recommended consulting with PlanPOL on which kinds EPFs might require regional coordination. Members recommended the discussion about EPFs be framed to consider what the current policy is, what state law says, and if any formal process is needed moving forward.



**Element H: Transportation:** LUTAC members reviewed and discussed the introduction to this element and policy: T-1. Strategies to optimize and manage the safe use of transportation facilities and services.

LUTAC members were asked to provide input on draft policy language. Members expressed the following concerns with draft policy language:

- Several members suggested maintaining the references to the Multicounty Planning Policies (MPPs), especially the role of centers in the introduction.
- Several members noted policy T-1B that the relationship is between transportation level of service standards and safety was not clear.
- One member noted that some policy language should recognize the high-capacity transit (HCT) corridors which are identified by VISION 2050 and the regional transportation plan (RTP).

**Kitsap Countywide Planning Policies (CPPs) Element C: Centers of Growth:** Karla Boughton, City of Poulsbo, provided a brief update regarding the status of Element C. The revised draft of Element C incorporates the feedback and comments from LUTAC meetings in 2019 and 2020. The draft would be available for review at the March 24 LUTAC meeting.

### **D. Administrative Agenda**

**March 16 PlanPOL Meeting:** LUTAC members discussed the next PlanPOL meeting and what materials need to be included in the CPP briefing. Members recommended there be a memo drafted with an update of LUTAC's process highlighting which sections of the Kitsap CPPs have and have not been reviewed. The memo would be shared for review by PlanPOL members.

### **E. Wrap Up**

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

### **F. Adjourn**



## Kitsap Regional Coordinating Council

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

Name	Affiliation (alphabetical)
1. Heather Wright	City of Bainbridge Island
2. Andrea Spencer	City of Bremerton
3. Nick Bond	City of Port Orchard
4. Karla Boughton	City of Poulsbo
5. Angie Silva	Kitsap County
6. Ed Coviello	Kitsap Transit
7. Andrea Harris-Long	Puget Sound Regional Council
8. Liz Underwood-Bultmann	Puget Sound Regional Council
9. Alison O'Sullivan	Suquamish Tribe
10. Matthews Pahs	Washington Dept. of Transportation
11. Gary Idleburg	Department of Commerce
Clay White	LDC, Inc.
Sophie Glass	KRCC Program Director
Kizz Prusia	KRCC Land Use Program Lead