



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)

Land Use Technical Advisory Committee (LUTAC)

May 14, 2020 Meeting Summary | Convened via Teleconference

Draft v. 6-3-2020

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC recommended revising the draft Element C: Centers of Growth of the Countywide Planning Policies (CPPs) and making adjustments based on the Puget Sound Regional Council's (PSRC) guidance on the Regional Centers Framework.LUTAC recommended obtaining additional information before deciding to have a separate approval and ratification process for Element C and the full CPP update.LUTAC recommended adding a meeting in November as needed to complete work related to the Kitsap CPPs.		
Actions	Person Responsible	Status
1. Prepare a revised draft of Kitsap Countywide Planning Policies (CPPs) Element C: Centers of Growth.	LUTAC subgroup with KRCC Staff support	By June
2. Update the draft Kitsap CPPs request for proposal (RFP) based on LUTAC's feedback and share for a final review.	KRCC Staff	By 5/15
3. Schedule a conference call with LUTAC members to discuss the proposals from CPP consultants.	KRCC Staff	By mid-to-late June
4. Post the April 9 LUTAC meeting summary to the KRCC website.	KRCC Staff	By 5/15
5. Confirm if the Kitsap CPPs RFP can be shared through by PSRC.	Puget Sound Regional Council (PSRC)	By 5/20
6. Distribute the list of PSRC LUTAC members to KRCC LUTAC members.	Puget Sound Regional Council (PSRC)	By 5/20
7. Update the June 16 PlanPOL meeting agenda.	KRCC Staff	By 6/2

A. Welcome & Introductions: KRCC staff welcomed meeting participants (see Attachment A: List of LUTAC Members in Attendance) to the virtual meeting. KRCC staff discussed several ground rules and reviewed the agenda topics for the meeting.

B. New Business: Presentation on Growth Target Guidance: KRCC staff introduced Liz Underwood-Bultmann, Puget Sound Regional Council (PSRC) to provide a presentation on [Growth Target Guidance](#). Liz explained the process to develop growth target guidance includes two components: data assumptions and methods, and growth and policy factors. The data assumptions and methods will include an updated horizon year for local jurisdictions to plan towards, housing targets, and county control totals.

The growth and policy factors include general planning considerations, centers, transit-oriented development, jobs-housing balance considerations, other planning areas like Tribal Lands and Military Installations, and reconciliation processes.



She clarified the next steps for growth target guidance and the review steps from several PSRC committees. First, the growth target guidance will be discussed by the PSRC LUTAC group. After the review by the PSRC LUTAC, there will be opportunities for input and review from the PSRC Regional Staff Committee. The growth target guidance will be finalized after the adoption of VISION 2050. There will be ongoing engagement and technical support in growth target development before and after the adoption of VISION 2050.

C. Committee Updates and Action Items

April 9 Meeting Summary: LUTAC members reviewed and approved the April 9 meeting summary as final without any revisions. The April 9 meeting summary will be posted on the KRCC website.

Kitsap Countywide Planning Policies (CPPs), Element C: Centers of Growth Next Steps: KRCC staff provided a recap for LUTAC members of the April 9 discussion regarding Element C and the next steps. KRCC staff reminded the group of LUTAC's decision to hold off on developing the technical memorandums until revisions to Element C were completed and reviewed by the group. LUTAC members shared updates about work on the next draft of Element C including work completed to date, planned updates to the policy language based on PSRC guidance, and how to share the next draft. LUTAC members suggested the following timing for updating Element C:

- A LUTAC subgroup will develop a revised draft of Element C by the start of June and meet at least once to review the revised draft.
- The revised draft of Element C will then be shared with the full LUTAC group in mid-to-late June for review and feedback.
- Suggestions from the full LUTAC group will be incorporated into the revised draft and will be included as a discussion topic for the July 9, 2020 LUTAC meeting.

LUTAC members discussed different types of updates that could be included in the revised draft of Element C. LUTAC members discussed activity units and how to measure them consistently (density vs. total number), the impact of transit investments (transit adjacent vs. transit-oriented development), focusing on "countywide significance" of a center and considering the size of Kitsap County and the distribution of all potential centers. In addition to this discussion, LUTAC members suggested the following questions be addressed by the revised version of Element C:

- Does Kitsap want to focus on the density of activity units or the total number of activity units?
- Considering the size of the county, what is right for Kitsap?
- Considering the size of the county, should there be a minimum site size for centers?
- Should existing areas of growth and planned areas of growth be addressed in the technical memos?
- In addition to what is in the Regional Centers Framework, what does Kitsap deem to be centers of countywide importance?
- Do there need to be new categories of centers in addition to Countywide Centers and Local Centers (e.g. "conditional" centers, or other designations)? And if so, what is the hierarchy (if any) between the different types of centers?
- What constitutes a walkshed? What distinguishes a center boundary from a walkshed boundary?
- How does geographic equity affect the number of centers per jurisdiction?



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- Does a candidate Regional Center automatically become a Countywide Center? (see question about “conditional” centers above).
- What is the relationship between Countywide Centers and population growth allocation?

CPP Sub-Consultant Updates: KRCC staff provided updates to LUTAC regarding the status of the CPP sub-consultant Request for Proposal (RFP). KRCC staff explained the KRCC Board voted and approved the draft budget for the CPP sub-consultant at the May KRCC Board meeting. KRCC staff shared an updated version of the draft RFP and asked for feedback from LUTAC members. LUTAC members offered feedback on the scoring evaluation portion of the RFP and shared suggestions for where the RFP could be distributed for solicitation, including:

- KRCC website
- Daily Journal of Commerce (DJC)
- Municipal Research Service Center (MSRC)
- Association of Washington Cities (AWC)
- American Planning Association -Washington State Chapter

LUTAC members also discussed the review process for the RFPs that are received. LUTAC members suggested scoring the proposals individually, sharing draft preliminary scores with KRCC staff, KRCC staff preparing a total score sheet, and reviewing total scores during the next LUTAC meeting. KRCC staff will update the draft RFP with feedback from LUTAC and share the draft with LUTAC for a final review.

D. Administrative Agenda

June 16 PlanPOL Meeting: LUTAC members discussed the next PlanPOL meeting and what materials would be prepared ahead of time. LUTAC members recommended the June 16 PlanPOL meeting focus on the process steps of updating the CPPs and include a discussion of the big picture policy changes related to VISION 2050.

July 9 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 and discussing any updates related to the CPP sub-consultant.

KRCC Meeting Schedule: LUTAC members recommended adding a November meeting as needed to complete updates to the Kitsap CPPs.

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