



Kitsap Regional Coordinating Council

The Kitsap Peninsula is the home of sovereign Indian nations,
namely the Suquamish and Port Gamble S'Klallam Tribes.

KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda

Meeting Date: March 10, 2022

Meeting Timing: 9:30 – 11:30 a.m.

Remote Participation: There are two options for remotely participating in this meeting.

- **Option A - Video Conferencing and Screen Sharing.** Please click the following link:
<https://us06web.zoom.us/j/86163692485>.
- **Option B - Call in only.** If you are not by a computer, you can join by phone only. Please call (253) 215-8782 and then enter the *meeting number*: 861 6369 2485 to enter the call. You do not need a participant ID, just press “#” to continue the call.

Main Meeting Objectives:

- Share progress in developing population and employment growth targets
- Discuss next steps for the population and employment growth allocation process

1. Welcome

2. Old Business

- a. **ACTION:** Approve the draft [February 10 Meeting Summary](#)

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3. Committee Updates and Work in Progress

a. Employment and Population Growth Target Allocation Process

- Discuss subgroups’ and jurisdictions’ progress on developing population and employment growth targets
- Update [growth target dashboard \(link\)](#)
- Discuss implementing [Countywide Planning Policy UGA-5](#)
- Discuss [next steps and timing](#) for individual jurisdictions and coordination via subgroups
- Discuss growth target roadshow timing and topics
- Prepare for March 15 PlanPOL meeting: identify policy considerations for discussion and address any gaps in allocation estimates

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4. Administrative Agenda

a. Meeting Review

- Review [March 15 PlanPOL meeting agenda](#)

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5. Wrap Up

- Recap topics covered and summarize key decisions and action items

6. Adjourn



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)
Land Use Technical Advisory Committee (LUTAC)
February 10, 2022 Meeting Summary | Convened via Teleconference
Draft v.3-3-22

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC approved the 2021 Annual Annexation Report.		
Actions	Person Responsible	Status
1. Upload the January 13 LUTAC meeting summary to the KRCC website.	KRCC Staff	Complete
2. Work with the KRCC Executive Committee and Department of Commerce to identify future communication needs regarding HB 1220.	KRCC Staff	In Progress
3. Schedule a second High-Capacity Transit (HCT) Communities sub-group meeting and invite Clay and PSRC staff.	KRCC Staff	Complete
4. Include the draft Annual Annexation Report in the May KRCC Board meeting packet.	KRCC Staff	Complete

1. Welcome and Introductions

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

2. Old Business

- Meeting Summary Review:** LUTAC members reviewed the January 13 meeting summary. They did not raise any comments or concerns. KRCC staff will post the summary to the KRCC website.
- Countywide Planning Policies (CPPs):** Sophie reminded LUTAC members that LDC, Inc. drafted responses to the Puget Sound Regional Council (PSRC) CPP consistency tool. LUTAC members had the opportunity to review and provide feedback; KRCC staff did not receive any concerns from LUTAC members. LDC submitted the tool to PSRC.

Sophie also noted that the City of Bainbridge Island sent a letter to KRCC and Kitsap County sharing two concerns about the CPPs. She shared that KRCC plans to respond to the letter first, followed by Kitsap County. To support KRCC in responding, LDC wrote a technical memo that explains the letter's concerns. LUTAC members received a copy of the letter and technical memo as an information item via email. The KRCC Executive Committee will review the letter and technical memo and begin working on a response during their February 17 meeting.

3. Committee Updates and Work in Progress

- HB 1220 Presentation from Department of Commerce:** Laura Hodgson and Anne Fritzel, Department of Commerce, shared a presentation about the implementation of HB 1220. [The slide deck is available on the KRCC website.](#)



LUTAC members expressed concerns about jurisdictions meeting the deadline to update their Comprehensive Plans given the timing of Commerce releasing methodology, policy guidance, and projections related to HB 1220. They also expressed timing-related concerns about developing countywide population and employment growth targets before Commerce releases its projections. Laura and Anne explained that Commerce's projections will likely not require drastic changes to growth targets, assuming that jurisdictions develop targets that are consistent with PSRC's ranges.

Laura and Anne shared that Commerce is available to provide presentations; Commerce will also release presentation materials that jurisdictions' staff can use to educate their elected officials. KRCC staff will coordinate with Laura regarding future communication needs.

LUTAC members suggested resolutions as a potential approach for agreeing on growth targets in a way that fits the timeline. If it is not possible to amend the CPPs with population and employment targets in June, the KRCC Board could pass a resolution with the agreed-upon targets. This could give jurisdictions enough information to support their Comprehensive Plan updates without requiring KRCC to amend the CPPs both before and after Commerce releases its projections. KRCC could potentially also pass a resolution for the housing targets later in 2022.

LUTAC members emphasized the importance of making PlanPOL members aware of the impacts that legislative decisions will have on planning staff. They requested that Clay provide an update to PlanPOL during the February meeting about bills currently in the legislature that might affect planning processes. They noted that, after the legislative session ends, it may be helpful for LDC to develop a memo that summarizes any factors that influence the target-setting process.

- b. **Employment and Population Growth Target Allocation Process:** Sophie reminded LUTAC members that they agreed to meet in sub-groups to discuss employment and population growth targets. The High-Capacity Transit (HCT) Communities sub-group met on February 8. The Kitsap County/Bremerton sub-group will meet on February 17.

Eric Baker shared that, during the HCT sub-group meeting, Kitsap County, Port Orchard, and Poulsbo staff shared the population numbers their jurisdictions are considering, based on capacity as identified in the Buildable Lands Report. Bainbridge Island needed more time to identify numbers to share. The total countywide population number was higher than the total allocation for HCT communities, indicating that discussion is needed about how to meet the allocation. Heather Wright expressed confidence that HCT communities could move forward with an agreement soon.

Eric noted that Kitsap County and Port Orchard staff will meet separately to discuss impacts to their Urban Growth Areas (UGAs).

Nick Bond noted that the conversation at the HCT sub-group meeting focused mainly on population, not employment. HCT communities will discuss employment targets at an upcoming sub-group meeting in February. Sub-group members shared that it would be helpful for Clay and PSRC staff to attend the next sub-group meeting.

LUTAC members raised questions about Bainbridge Island identifying draft growth targets to share within a timeframe that fits into KRCC's timeline. Members agreed to potentially address this question during the March PlanPOL meeting.



- c. **Draft Annual Annexation Report:** Sophie explained that KRCC staff drafted a 2021 Annual Annexation Report, which includes annexations by Poulsbo and Port Orchard. LUTAC members did not raise any comments or concerns about the draft report. KRCC staff will include the draft report in the next KRCC Board packet.

4. Administrative Agenda

- a. **February 15 PlanPOL Meeting:** Sophie noted that, based on LUTAC's conversation, Clay will include information about relevant bills in the state legislature during his presentation on February 15.

5. Wrap Up

- a. **Recap:** Sophie reviewed the decisions and action items listed in the table above.

6. Adjourn



Kitsap Regional Coordinating Council

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

Name	Affiliation (alphabetical)
1. Jennifer Sutton	City of Bainbridge Island
2. Andrea Spencer	City of Bremerton
3. Garrett Jackson	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. Jeff Rimack	Kitsap County
9. Ed Coviello	Kitsap Transit
10. Liz Underwood-Bultmann	Puget Sound Regional Council
11. Erika Harris	Puget Sound Regional Council
12. Alison O'Sullivan	Suquamish Tribe
13. Gary Idleburg	Washington Department of Commerce
14. Matthews Pahs	Washington Department of Transportation
Laura Hodgson	Washington Department of Commerce
Anne Fritzel	Washington Department of Commerce
Clay White	LDC, Inc.
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Lead

Excerpt from [Kitsap Countywide Planning Policies, page 16 - 17](#)

UGA-5 Policies for the distribution of 20-year population and employment growth:

- a. The Kitsap Regional Coordinating Council shall coordinate the process for distributing the forecasted population and employment growth consistent with the requirements of the Growth Management Act and PSRC's most recent Regional Growth Strategy (RGS). Following receipt of KRCC's recommendation, Kitsap County shall adopt any revision to population or employment targets. The County and Cities, as part of their next Comprehensive Plan update, shall reflect those adopted growth targets in their Comprehensive Plan. The distribution process should consider countywide demographic analysis, the Land Capacity Analysis, the RGS, and the OFM projections, and it shall promote a countywide development pattern targeting over three quarters (76%) of new population growth to the designated Urban Growth Areas. The County and the Cities recognize that the success of this development pattern requires not only the rigorous support of Kitsap County in the rural areas, but also Cities' comprehensive plans being designed to attract substantial new population growth.
- b. The RGS provides a framework for the Kitsap Regional Coordinating Council to consider as population growth is distributed. Population distributions should support the RGS while also recognizing countywide demographic information, jobs/housing balance, designated centers, transit service/access to high-capacity transit, and growth trends. In supporting the RGS, growth should be focused in metropolitan Cities (Bremerton and the Bremerton UGA), Core cities (Silverdale), and High Capacity Transit Communities (Bainbridge Island, Kingston, Port Orchard and Port Orchard UGA, and Poulsbo and Poulsbo UGA).
- c. Population and employment targets will be reviewed through the Kitsap Regional Coordinating Council. The review will include an analysis of the Cities' and County's progress in achieving target distributions consistent with the Buildable Lands review and evaluation program. If the 76% UGA target mentioned above for new population growth and the overall population targets are met or exceeded, the target for new population will revert to five-sixths (83%), as per the revised County-wide Planning Policies adopted by Kitsap County Ordinance #258-01 on August 20, 2001. Otherwise, the target may be reaffirmed or explicitly modified.
- d. The County and Cities should work together to develop an estimate and/or range of the additional population and employment that it could accommodate and service during the 20-year planning horizon, consistent with a vision for future community character. The estimate shall consider the need for increasing population density within the Urban Growth Areas to promote efficient service delivery, avoid sprawl, and preserve community character.
- e. The population and employment estimates and/or ranges shall be provided to the Kitsap Regional Coordinating Council, with a statement of need concerning adjusted Urban Growth Area boundaries.
- f. The Kitsap Regional Coordinating Council, after conducting a public hearing, shall recommend the estimate and/or ranges of 20-year population and employment distribution to Kitsap County for adoption as an amendment to the Countywide Planning Policies.
- g. Kitsap County should give substantial weight to the Kitsap Regional Coordinating Council's recommendation in adopting the 20-year population and employment distribution.

- h. Following adoption of the estimates and/or ranges, each jurisdiction should update its comprehensive plan, to arrive at a final target consistent with the estimate and/or within the original range as adopted within Appendix B.
- i. After each jurisdiction has completed its comprehensive plan update, the final adopted target should be compiled and reviewed through the Kitsap Regional Coordinating Council process and the revised population and employment distribution incorporated into the Countywide Planning Policies. A final distribution to Urban Growth Areas versus non-Urban Growth Areas within the range specified above should then be calculated.

Proposed KRCC Growth Allocation Timeline

Draft v. 2-24-22

Month	KRCC Board (1 st Tuesday)	LUTAC (2 nd Thursday)	PlanPOL (3 rd Tuesday)	LDC Inc.	PSRC	Jurisdictions' Councils
Feb	KRCC Board receive update on growth target process	Create sub-groups* (HCT communities + Metropolitan/U GAs) and have full LUTAC workshop if needed	Educational session with PlanPOL re: target setting	Maintain shared spreadsheet; provide technical support as needed		
Mar		LUTAC continues work on growth targets <div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">We are here</div>	PlanPOL review preliminary growth targets and missing information KRCC hold individual meetings with PlanPOL	Maintain shared spreadsheet; provide technical support as needed		
Apr		LUTAC continues work on growth targets	PlanPOL recommend draft growth targets to Board	Maintain shared spreadsheet; provide technical support as needed		Review draft growth targets (late April)
May	KRCC Board reviews draft growth targets	LUTAC makes adjustments based on Board review	PlanPOL makes adjustments based on Board and LUTAC review	Maintain shared spreadsheet; provide technical support as needed		Review draft growth targets
June	KRCC Board votes on draft growth targets; Begin process to update CPP appendix					
July					Check-in in Q3 when OFM releases final numbers	

*Subgroups will be open to all LUTAC members but mainly relevant to HCT and Metropolitan jurisdictions + County. All LUTAC members will receive materials; scheduling will defer to relevant LUTAC members.



Kitsap Regional Coordinating Council

The Kitsap Peninsula is the home of sovereign Indian nations,
namely the Suquamish and Port Gamble S'Klallam Tribes.

Land Use Planning Policy Committee (PlanPOL) Meeting Agenda Tuesday, March 15, 2022 | 1:30 p.m. – 3:00 p.m. | **Draft** v. 2-25-22

Remote Meeting Information:

- Link to the video conference and view the screen share: <https://us06web.zoom.us/j/89902967291>. If you are joining by video, please add your affiliation after your name.
- To participate by phone only: Dial 253-215-8782 and enter the Webinar ID: 899 0296 7291

Meeting Objectives:

- Review preliminary population and employment growth targets
- Discuss next steps for the population and employment growth allocation process

1. Welcome, Introductions, and Meeting Objectives

2. Committee Updates and Action Items

- Old Business
 - **ACTION:** Approve the draft [February 15, 2022 PlanPOL Meeting Summary](#) Page

3. New Business and Work in Progress

- Review preliminary [population and employment growth targets](#) Page
 - Review supporting data as part of dashboard
 - For reference: [Existing growth targets](#) Page
- Discuss policy considerations
- Identify any gaps in allocation estimates
- Review [allocation process](#) moving forward Page
- Discuss “growth target roadshow” timing and topics
- Review [draft 2021 Annual Annexation Report](#) for KRCC Board review in May Page

4. Administrative Agenda

- Standing Item: Affordable housing round-robin
- Next PlanPOL meeting is Tuesday, April 19, 2022

5. Wrap Up

- Summarize key decisions and action items

6. Public Comments

7. Adjourn