



# 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:** April 14, 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:

- Continue 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 [March 10 Meeting Summary](#)

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### 3. Committee Updates and Work in Progress

#### a. Employment and Population Growth Target Allocation Process

- Discuss PlanPOL's feedback on preliminary draft growth targets
- Report out from April 6 sub-group meeting
- Review updated [growth target dashboard \(link\)](#)
- Discuss [next steps and timing](#) for individual jurisdictions and coordination via subgroups
- Discuss development of a narrative document to accompany draft growth targets for KRCC Board review
- Discuss KRCC's "roadshow" with each jurisdiction

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### 4. Administrative Agenda

#### a. Meeting Review

- Review [April 19 PlanPOL meeting agenda](#) and discuss preparation

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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)  
March 10, 2022 Meeting Summary | Convened via Teleconference  
Draft v.3-18-22**

Decisions and Recommendations		
<ul style="list-style-type: none"><li>LUTAC decided on preliminary population and employment growth targets to share with the KRCC Land Use Planning Policy Committee (PlanPOL).</li><li>LUTAC recommended including a footnote in the growth target table in the Countywide Planning Policies (CPPs) that allows for movement of population or employment between a city and its Urban Growth Area (UGA).</li><li>LUTAC recommended leaving the existing language in Countywide Planning Policy UGA-5 rather than updating it at this time.</li></ul>		
Actions	Person Responsible	Status
1. Connect with Catherine McCoy, Department of Commerce, for an introductory orientation to KRCC.	KRCC Staff	Complete
2. Post the approved February 10 LUTAC summary to the KRCC website.	KRCC Staff	Complete
3. Provide guidance about how close the Puget Sound Regional Council (PSRC) expects draft targets to be compared to the allocation.	Liz Underwood-Bultmann	Complete
4. Begin tracking a list of items to discuss the next time KRCC updates the CPPs.	KRCC Staff	Complete
5. Schedule a High-Capacity Transit (HCT) communities subgroup meeting in early April.	KRCC Staff	Complete
6. Communicate with Clay and KRCC staff about potential “Growth Target Roadshow” support.	Heather Wright	Complete
7. Send LUTAC members a table of updates on legislative bills.	Clay White	Complete

### 1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the March 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 February 10 meeting summary. They did not raise any comments or concerns. KRCC staff will post the summary to the KRCC website.

### 3. Committee Updates and Work in Progress

- 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 HCT communities sub-group met on February 8 and February 22. The Kitsap County/Bremerton sub-group met on February 17.

Kitsap County and Bremerton Sub-group



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Andrea Spencer and Eric Baker shared that during the sub-group meeting between Kitsap County and Bremerton, they developed draft population targets based on capacity, with consideration for maintaining the stability of the UGA. The Buildable Lands Report (BLR) showed a split in capacity of approximately 88% to Bremerton and 12% to the Bremerton UGA. They aligned the draft population targets with that 88%/12% split.

Regarding employment targets, the BLR shows surplus capacity for job growth compared to the target. However, actual employment growth may vary depending on market demands. They recommended adding a footnote to the growth target table in the CPPs that allows for movement of population or employment between a city and its UGA.

### HCT Communities

Eric shared that the second HCT sub-group conversation resulted in greater clarity about preliminary population and employment targets. Following the sub-group meeting, Poulsbo and Bainbridge Island further updated their working draft population targets in coordination with their elected officials. The resulting total is higher (113.4%) than the total allocation for HCT communities.

HCT members asked how close PSRC expects the draft targets to be compared to the allocation. Liz Underwood-Bultmann responded that she will consult with her colleagues at PSRC and provide a response to LUTAC ahead of the March 15 PlanPOL meeting.

Nick Bond shared that Port Orchard staff and elected officials separately met with colleagues from Kitsap County to discuss the possibility of annexing a growth boundary. If that annexation occurs, the population targets for Port Orchard's UGA may decrease and the city's population targets may proportionally increase.

Nick noted that VISION 2050 calls for stable urban growth boundaries, so KRCC should intentionally set UGA targets that are aligned with capacity. The exception is Kingston, whose preliminary targets are slightly above capacity because of the desire to make land use changes that are consistent with guidance about centers.

Nick shared that the HCT sub-group briefly discussed employment targets based on existing capacity as a starting point. With this starting point, the total targets are slightly lower (96.6%) than the total allocation for HCT communities. Liz shared that PSRC would encourage closing the employment gap to minimize an imbalance between employment and population. LUTAC members recommended making up the low employment target for HCT communities by proportionally increasing the target for Bremerton and the Bremerton UGA (to 103.1%).

Mark Hofman shared that Bainbridge Island's City Council has not yet focused on employment targets. The target in the dashboard assumes that the City is planning to add more capacity; this is appropriate for a working draft number. Bainbridge Island's City Council will discuss further after the March 15 PlanPOL meeting.

### Other Geographies

Eric shared that Kitsap County is working on drafting population and employment targets for the urban unincorporated areas, rural areas, and Silverdale. He will share draft targets with LUTAC soon.



- b. **Countywide Planning Policy UGA-5:** Clay White, LDC, Inc., reminded LUTAC members that KRCC updated policy UGA-5 during the CPP update process. However, some pieces of the policy were not updated because LUTAC decided to return to them as part of the target-setting process. UGA-5 (included in the [March 10 LUTAC packet](#), page 6) focuses on distribution of growth and consistency with the Growth Management Act and Regional Growth Strategy. It also notes that the growth targets should “promote a countywide development pattern targeting over three quarters (76%) of new population growth to the designated Urban Growth Areas.” This marks a difference between the policy and the intention of VISION 2050 regarding growth in rural areas. Clay explained that KRCC could address this by removing the highlighted part of UGA-5 a., along with a related sentence in UGA-5 c.

LUTAC members shared the following considerations:

- Kitsap’s actual urban/rural split is very different from the split described in UGA-5; actual growth in rural areas was close to 30%.
- Targets are goals and do not necessarily reflect the existing situation.
- Growth targets are adopted as part of the CPPs. Having an additional place in the CPPs with a specific target that is different from the growth targets is confusing.
- Because these statements are in the main body of the CPPs, not in an appendix, updating them would trigger a full ratification process.
- The language does not make the CPPs inconsistent with VISION 2050 because the actual growth targets in the appendix would be consistent with VISION 2050.

Overall, the majority of LUTAC members recommended leaving the existing language in policy UGA-5, understanding that it is confusing but not inconsistent with VISION 2050. KRCC staff will begin tracking a list of items to discuss the next time KRCC updates the CPPs and will include this item on the list.

- c. **Next Steps and Timing:** LUTAC members decided to schedule an additional HCT sub-group meeting following the March 15 PlanPOL meeting. They recommended holding this meeting in early April to align with the timing of PlanPOL and jurisdictions’ individual needs. KRCC staff will work with LUTAC members to schedule an HCT sub-group meeting between April 1 and April 8.

LUTAC members determined that an additional Kitsap County/Bremerton sub-group meeting would not be necessary at this point.

- d. **Growth Target Roadshow Timing and Topics:** Sophie shared that LDC and KRCC staff have presented about the growth target process to two jurisdictions - the Port of Bremerton and Bainbridge Island City Council. She asked whether other jurisdictions would benefit from a similar “roadshow” presentation. Heather shared that she will check with her team to determine whether a presentation would be helpful and connect back with KRCC staff and Clay. Eric, Andrea, and Nick shared that their jurisdictions do not need assistance at this time.

Eric noted that Kitsap County is working with the Kingston Community Advisory Council to discuss the draft growth targets and their impact on Kingston.

- e. **Update on Legislative Bills:** Gary Idleburg provided an update on HB 1099, which would add a climate change and resiliency goal to the Growth Management. At the time of the LUTAC meeting, the bill was out of the conference committee and in both houses. LUTAC members



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discussed the potential impacts of HB 1099, including the need to find and hire experts, the challenges of implementing the bill in combination with other new legislation, and need for specific guidance from Commerce and PSRC.

Clay shared that HB 1241 passed. This bill changes the timeline for updating Comprehensive Plans from eight years to 10 years. It also gives jurisdictions an extra six months for the 2024 update cycle and includes a five-year check-in.

Clay offered to send LUTAC members a table summarizing each of the bills that passed during this legislative session.

#### 4. Administrative Agenda

- a. **March 15 PlanPOL Meeting:** Sophie reminded LUTAC members that during the March 15 PlanPOL meeting, PlanPOL will review the preliminary growth targets. LUTAC members recommended that Clay present the work that LUTAC has done up to this point and share the preliminary targets. They recommended that Clay set the following context as part of his presentation:

- Continued collaboration between the County and cities is needed.
- Overarching targets by regional geography were set by PSRC.
- A goal is to maintain the stability of UGA boundaries.

LUTAC members expressed appreciation for the new approach of promoting LUTAC members to panelists during PlanPOL meetings.

#### 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. Mark Hofman	City of Bainbridge Island
2. Jennifer Sutton	City of Bainbridge Island
3. Andrea Spencer	City of Bremerton
4. Nick Bond	City of Port Orchard
5. Heather Wright	City of Poulsbo
6. Eric Baker	Kitsap County
7. Ed Coviello	Kitsap Transit
8. Allison Satter	Naval Base Kitsap
9. Nicole Leaptrot-Figueras	Naval Base Kitsap
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. Catherine McCoy	Washington Department of Commerce
15. Matthews Pahs	Washington Department of Transportation
Clay White	LDC, Inc.
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Lead

## Proposed KRCC Growth Allocation Timeline

Draft v. 4-6-22

Month	KRCC Board (1 <sup>st</sup> Tuesday)	LUTAC (2 <sup>nd</sup> Thursday)	PlanPOL (3 <sup>rd</sup> 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	PlanPOL review preliminary growth targets and missing information  KRCC hold individual meetings with PlanPOL	Maintain shared spreadsheet; provide technical support as needed		
Apr		<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">We are here</div> 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 “roadshow”)
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, April 19, 2022 | 1:30 p.m. – 3:00 p.m. | **Draft v. 4-6-22**

### 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:

- Recommend draft population and employment growth targets to the KRCC Board.
- 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 [March 15, 2022 PlanPOL Meeting Summary](#) Page

### 3. New Business and Work in Progress

- Review updated preliminary [population and employment growth targets](#) Page
  - Review new supporting data as part of dashboard
  - **ACTION:** Vote on whether to recommend the draft growth targets to the KRCC Board
- Status update on individual jurisdictions' review of preliminary growth targets
- Review [growth target allocation process](#) moving forward Page

### 4. Administrative Agenda

- Standing Item: Affordable housing round-robin
- Next PlanPOL meeting is Tuesday, May 17, 2022

### 5. Wrap Up

- Summarize key decisions and action items

### 6. Public Comments

### 7. Adjourn