



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: December 8, 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:

- Discuss approach to developing housing targets.
- Develop a land use meeting plan for 2023.

1. Welcome

2. Old Business

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

Page 2

3. Committee Updates and Work in Progress

a. Population and Employment Growth Allocation Process

- Discuss jurisdictions' approaches to 2022 population and employment numbers

b. Housing Target Allocation Process

- [Initial housing target outcomes from Commerce's methodologies \(link\)](#)
- Discuss needed coordination for developing housing targets

c. 2023 Land Use Meeting Plan

- Discuss [plan for LUTAC and PlanPOL meetings in 2023](#)

Page 5

4. Administrative Agenda

a. Annual Annexation Report

- Discuss any annexations that took place in 2022

b. PSRC Regional Staff Committee Appointments

- Discuss [draft appointments for 2023](#)

Page 6

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)
November 10, 2022 Meeting Summary | Convened via Teleconference
Draft v.11-15-22

Decisions and Recommendations		
<ul style="list-style-type: none">LUTAC recommended adding a LUTAC meeting in December 2022.LUTAC recommended adjusting the 2023 KRCC calendar to move the January PlanPOL meeting to March and increasing the frequency of LUTAC meetings in early 2023.		
Actions	Person Responsible	Status
1. Schedule an additional LUTAC meeting in December 2022.	KRCC Staff	Complete
2. Add to the KRCC Executive Committee agenda an item to discuss LUTAC's recommended changes to the 2023 meeting calendar.	KRCC Staff	Complete
3. Plug draft numbers into the Department of Commerce's Housing for All Planning Tool based on the existing population targets in the Countywide Planning Policies.	KRCC Staff	In Progress

1. Welcome and Introductions

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

2. Committee Updates and Work in Progress

a. Presentation from the Department of Commerce:

- Update from the WA Department of Commerce regarding the housing element update guidance (HB 1220):** Laura Hodgson, Department of Commerce, presented updates regarding Commerce's housing element update guidance to LUTAC members. [The presentation slides are available on the KRCC website.](#)

Sophie asked whether Commerce should provide a similar presentation at a future PlanPOL meeting. LUTAC members recommended that once Commerce releases its final projected housing needs, LUTAC members can individually share information about the housing target development process with their respective Councils. They recommended moving the January PlanPOL meeting to March so PlanPOL can meet after Commerce's final numbers are released.

b. Population and Employment Growth Allocation Process:

- Discuss jurisdictions' approaches to 2022 population and employment numbers:** Eric Baker shared that the Countywide Planning Policies use 2020 population and employment data. The Buildable Lands Report that underpinned discussions regarding population growth targets was based on 2019 data. Kitsap County's land capacity analysis will use data from 2022, which will differ from the Buildable Lands Report because many new developments came online between 2019 and 2022. As a result, Kitsap County needs to grow its 2020 population numbers to 2022 to allow for accurate comparisons regarding land capacity for the 2024 Comprehensive Plan.



Kitsap Regional Coordinating Council

Other LUTAC members shared that their jurisdictions may also need to update their numbers to 2022, depending on how much growth has occurred between 2020 and 2022.

LUTAC members recommended revisiting this topic at the next LUTAC meeting.

- **Discuss coordination for developing housing targets:** LUTAC members noted that coordination between jurisdictions is necessary to develop housing targets that meet state requirements.

They shared that Commerce has a draft Housing for All Planning Tool spreadsheet, which includes two different methodologies for allocating housing. This draft spreadsheet uses 2017 data; Commerce anticipates that 2022 projections will be available in February 2023.

LUTAC members identified their next steps as follows:

- KRCC staff schedule an additional LUTAC meeting in December 2022 for further discussion.
- KRCC staff plug draft numbers into Commerce's spreadsheet based on the existing population targets in the Countywide Planning Policies for discussion at the December LUTAC meeting.
- At the December meeting, LUTAC reviews Commerce's methodologies and numbers. LUTAC identifies any concerns with Commerce's methodologies and determines whether KRCC should use a different methodology.

4. Administrative Agenda

- a. **2023 KRCC Work Plan:** LUTAC reviewed the 2023 KRCC work plan. LUTAC recommended increasing the frequency of LUTAC meetings in early 2023 to allow for more efficient communication regarding housing targets, and moving the January 2023 PlanPOL meeting to March. KRCC staff will share this recommendation with the KRCC Executive Committee.

5. Wrap Up

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

6. Adjourn



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

Name	Affiliation (alphabetical)
1. Jennifer Sutton	City of Bainbridge Island
2. Peter Best	City of Bainbridge Island
3. Andrea Spencer	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. Ed Coviello	Kitsap Transit
9. Nicole Leaptrot-Figueras	Naval Base Kitsap
10. Allison Satter	Naval Base Kitsap
11. Erika Harris	Puget Sound Regional Council
12. Alison O'Sullivan	Suquamish Tribe
Laura Hodgson	Washington Department of Commerce
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Lead



Kitsap Regional Coordinating Council

2023 Meeting Plan for
Land Use Technical Advisory Committee (LUTAC) and Land Use Policy Committee (PlanPOL)
DRAFT v. 11/22/22

January 12 LUTAC Meeting	February 7 KRCC Board/LUTAC Housing Target Meeting	February 9 LUTAC Meeting	February 23 LUTAC Meeting	March 9 LUTAC Meeting	March 21 PlanPOL Meeting	March 23 LUTAC Meeting	April 13 LUTAC Meeting
Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">Affordable housing round-robin	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">
April 18 PlanPOL Meeting	April 27 LUTAC Meeting	May 11 LUTAC Meeting	May 25 LUTAC Meeting	June 20 PlanPOL Meeting	September 14 LUTAC Meeting	October 17 PlanPOL Meeting	November 9 LUTAC Meeting
Agenda Items: <ul style="list-style-type: none">Affordable housing round-robin	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">Affordable housing round-robin	Agenda Items: <ul style="list-style-type: none">	Agenda Items: <ul style="list-style-type: none">Affordable housing round-robin	Agenda Items: <ul style="list-style-type: none">Annual annexation reportPSRC RSC appointments

2023 Puget Sound Regional Council (PSRC) and Corridor Committee Appointments for the Kitsap Regional Coordinating Council (KRCC)

DRAFT v. 11.15.22

Below is a list of 2022 KRCC appointees serving on PSRC Boards. This list also includes KRCC appointees on corridor committees.

Reminder: Always check the KRCC website for the most up to date information. <http://www.kitsapregionalcouncil.org/>

Representatives and alternates in **black text** have been updated for 2023.

Those in **grey text** served in 2022. KRCC staff needs confirmation/updates for 2023.

	Jurisdiction	Representative	Alternate(s)
PSRC Boards	Economic Development District Board (EDD)		
	Kitsap County	Charlotte Garrido	Ed Wolfe
	Kitsap Other Cities	Ed Stern (Poulsbo)	Shawn Cucciardi (Port Orchard)
	Suquamish Tribe	Leonard Forsman	Luther "Jay" Mills
	Port of Bremerton	Axel Strakeljahn	Gary Anderson
	Bremerton	Greg Wheeler	Michael Goodnow
	Executive Board		
	Kitsap County	Charlotte Garrido	Rob Gelder
	Kitsap Other Cities	Becky Erickson (Poulsbo)	Joe Deets (Bainbridge)
	Port of Bremerton	Axel Strakeljahn	Gary Anderson
	Bremerton	Greg Wheeler	Michael Goodnow
	Port Orchard	Rob Putaansuu	Jay Rosapepe
	Growth Management Policy Board (GMPB)		
	Kitsap County	Ed Wolfe	Charlotte Garrido
	Kitsap Other Cities**	Jon Quitslund (Bainbridge)	Jay Rosapepe (Port Orchard)
	Suquamish Tribe	Rob Purser	Tom Ostrom
	Bremerton	Greg Wheeler	Michael Goodnow
	Operations Committee (OC)		
	Kitsap County/Cities*	Becky Erickson (Poulsbo)	Rob Gelder (Kitsap County)
	Transportation Policy Board		
	Kitsap County	Rob Gelder	Charlotte Garrido
	Other Cities**	Rob Putaansuu (Port Orchard)	Leslie Schneider (Bainbridge)
	Kitsap Transit	Becky Erickson (Poulsbo)	John Clauson
	Ports	(filled)	Cary Bozeman
	Suquamish Tribe	Luther "Jay" Mills	Leonard Forsman
	Bremerton	Greg Wheeler	Michael Goodnow
	Rotating Alternate		
	Other Cities (for Policy Boards)	Brenda Fantroy-Johnson (Bainbridge)	
Corridor Committees	SR 305		
	Kitsap County		Rob Gelder
	Poulsbo		Becky Erickson
	Suquamish Tribe		Leonard Forsman
	Kitsap Transit		John Clauson
	Bainbridge Island		
	SR 16		
	Kitsap County		Charlotte Garrido
	Port Orchard		Rob Putaansuu
	Port of Bremerton		Axel Strakeljahn
	Kitsap Transit		John Clauson
	SR 104		
	TBD		TBD

*Selected from PSRC Executive Board meetings

**"Other cities" seats are shared by 3 cities and rotated among them year to year.

2023 Puget Sound Regional Council (PSRC) Appointments for the Kitsap Regional Coordinating Council (KRCC)

DRAFT v. 11.15.22

Below is a list of 2022 KRCC appointees serving on PSRC Committees.

Reminder: Always check the KRCC website for the most up to date information. <http://www.kitsapregionalcouncil.org/>

Representatives and alternates in **black text** have been updated for 2023.

Those in grey text served in 2022. KRCC staff needs confirmation/updates for 2023.

PSRC Committees	Jurisdiction	Representative	Alternate(s)
	Bicycle/Pedestrian Advisory Committee		
	Kitsap County	David Forte	Melissa Mohr
	Bremerton	Chris Dimmitt	Vicki Grover
	Other Cities	Chris Wierzbicki (Bainbridge Island)	Anthony Burgess (Poulsbo)
	Regional FTA Caucus		
	Kitsap Transit	Steffani Lillie	Jeff Davidson
	Regional Project Evaluation Committee		
	Kitsap Other Cities	Diane Lenius (Poulsbo)	Mark Dorsey (Port Orchard)
	Kitsap County	David Forte	Joe Rutan
	Port of Bremerton	Fred Salisbury	Arne Bakker
	Bremerton	Shane Weber	Ned Lever; Chris Dimmitt
	Kitsap Transit	Steffani Lillie	Jeff Davidson
	Regional Staff Committee		
	Kitsap County	Eric Baker	Jeff Rimack
	Other Cities	Nick Bond (Port Orchard)	Mark Hofman, Jennifer Sutton (Bainbridge Island)
	At Large	Heather Wright (Poulsbo)	Mark Hofman, Jennifer Sutton (Bainbridge Island)
	Transit	Ed Coviello	
	Bremerton	Andrea Spencer	Garrett Jackson
	Economic Development Rep	Kathy Cocus (KEDA)	
	Regional Traffic Operations Committee		
	Kitsap Other Cities	Chris Hammer (Poulsbo)	
	Kitsap County	Joe Rutan	
	Bremerton	Vicki Grover	Chris Dimmitt
	Kitsap Transit	Steffani Lillie	
	Regional Transportation Demand Management Committee		
	Kitsap Other Cities or Kitsap County	Chris Hammer (Poulsbo)	
	Bremerton	Cathy Bonsell	Vicki Grover
	Kitsap Transit	Lindsay Kuiphoff	Steffani Lillie
	Regional TransTAC Chairs Committee		
	KRCC TransTAC	Steffani Lillie (Kitsap Transit)	David Forte (Kitsap County)
	Transportation Operators Committee		
	Kitsap Transit	Steffani Lillie	Ed Coviello
	Freight Advisory Committee		
	Bremerton	Vicki Grover	Shane Weber
	Kitsap County	David Forte	
	Port of Bremerton	Fred Salisbury	
	Regional Intelligent Transportation System Committee		
	Bremerton	Vicki Grover	Shane Weber