



# 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:** February 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 [January 13 Meeting Summary](#) Page 2
- b. Confirmation of submitted Countywide Planning Policies consistency tool

### 3. Committee Updates and Work in Progress

- a. [HB 1220 Presentation](#) from Department of Commerce Page 7
- b. **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 next steps and timing for individual jurisdictions and coordination via subgroups
  - Review the updated [growth target update process](#), including council review Page 21
- c. **Draft Annual Annexation Report**
  - Review [draft annual annexation report](#) for distribution to KRCC Board Page 22

### 4. Administrative Agenda

- a. **Meeting Review**
  - Review [February 15 PlanPOL meeting agenda](#) Page 25

### 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)**  
**January 13, 2022 Meeting Summary | Convened via Teleconference**  
**Draft v.1-31-22**

### Decisions and Recommendations

LUTAC made the following recommendations and decisions:

- Recommend growth target timeline updates as follows:
  - Focus the February PlanPOL meeting on updates and education about the growth target allocation process.
  - Move the March 15 PlanPOL meeting to April 19.
  - The KRCC Board reviews draft growth targets at the May Board meeting and votes at the June Board meeting.
- Meet in subgroups regarding growth targets in early February.

Actions	Person Responsible	Status
1. Upload the September 23 LUTAC meeting summary to the KRCC website.	KRCC Staff	Complete
2. Provide growth allocation estimates for 2020-2044.	PSRC	Ongoing
3. Follow up with Heather Wright about Poulsbo's annexation and draft the 2021 Annual Annexation Report.	KRCC Staff	Complete
4. Share Poulsbo's Commercial Land Market Analysis report with KRCC staff for distribution to LUTAC members.	Heather Wright	Complete
5. Update the growth target dashboard and send it to LUTAC in two stages: <ul style="list-style-type: none"><li>a. Add columns for capacity based on Buildable Lands Report and percent of current growth allocation taken.</li><li>b. Use 2020 – 2044 growth allocation estimates.</li></ul>	LDC, Inc., in coordination with PSRC and KRCC staff	Ongoing
6. Send Clay White the meeting invites for all 2022 PlanPOL and LUTAC meetings.	KRCC Staff	Complete
7. Update the February 15 PlanPOL agenda and send the updated draft agenda to LUTAC for review.	KRCC Staff	Complete
8. Present at the February 15 PlanPOL meeting to educate PlanPOL members about the growth target process.	LDC, Inc.	Ongoing
9. Share LUTAC's recommended agenda and timeline updates with the KRCC Executive Committee.	KRCC Staff	Complete
10. Support subgroup meetings as follows: <ul style="list-style-type: none"><li>a. Send a Doodle poll request Clay White and LUTAC members' availability the week of February 7.</li><li>b. Schedule a two-hour high-capacity transit community subgroup meeting, which will be open to all LUTAC members.</li><li>c. Schedule a two-hour Kitsap County/Bremerton subgroup meeting, which will be open to all LUTAC members.</li></ul>	KRCC Staff	Ongoing



d. Attend the high-capacity transit subgroup meeting to take notes on any agreements or action items.		
11. Send LUTAC members the Department of Commerce's email about HB 1220 focus groups.	KRCC Staff	Complete
12. Update the 2022 KRCC LUTAC roster to include Matthew Pahs as the WSDOT representative.	KRCC Staff	Complete
13. Update the 2022 roster of KRCC representatives on the PSRC Regional Staff Committee.	KRCC Staff	Complete

### 1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the January 13 meeting. She reviewed the meeting objectives and topics. Attachment A lists the LUTAC members in attendance.

Sophie noted that LUTAC membership has changed in 2022 due to staffing changes at several jurisdictions. Gary Idleburg, Department of Commerce, shared that he is transitioning to a new team within the Department; at the next meeting, Gary will introduce the new Commerce point of contact for LUTAC.

### 2. Old Business

- a. **Meeting Summary Review:** LUTAC members reviewed the September 23 meeting summary. They did not raise any comments or concerns. KRCC staff will post the summary to the KRCC website.
- b. **2021 Annual Annexation Report:** Sophie explained that KRCC staff create an annual report summarizing any annexations that took place during the year. Heather Wright shared that Poulsbo completed an annexation in 2021 and offered to send information to KRCC staff. Staff will create the 2021 Annual Annexation Report and share it with LUTAC before posting it to the KRCC website.

### 3. Committee Updates and Work in Progress

- a. **Countywide Planning Policies (CPPs):** Sophie shared that Bainbridge Island, Bremerton, Port Orchard, Poulsbo, and the Suquamish Tribe ratified the CPPs in 2021. The ratified CPPs are available on the KRCC website. Eric Baker noted that the Appendix B-1 of the CPP document has formatting issues which obscure some of the information in the table. Clay White, LDC, Inc., shared that the early versions of the CPP documents had this issue as well. He explained that LDC has created new tables to avoid this problem in the future and will substitute these new tables when the appendices are updated.
- b. **Housing Targets Development Process:** Sophie reminded LUTAC members that the KRCC Board directed each jurisdiction to develop housing targets individually, not collectively. Collectively, KRCC will only develop population and employment growth targets.
- c. **Employment and Population Growth Target Allocation Process:** Sophie reminded LUTAC members that they agreed to begin developing employment and population targets individually in fall 2021. Some members shared that their jurisdictions did not begin this work because it was on hold while the KRCC Board debated whether KRCC should develop housing targets collectively. LUTAC members recommended shifting the timeline to allow enough time to discuss growth targets collectively at the technical staff level.

LUTAC members noted that the Office of Financial Management (OFM) plans to release its population projections in late 2022. The Puget Sound Regional Council (PSRC) [Guidance for Growth Targets to Implement VISION 2050](#) recommends that jurisdictions begin developing



## Kitsap Regional Coordinating Council

targets prior to OFM's forecast release, based on the forecasts in VISION 2050. This supports jurisdictions' work in updating their comprehensive plans on time. If needed, once OFM releases its final estimates, KRCC can adjust its targets to ensure they remain within the OFM range. Clay noted that KRCC's targets do not need to exactly match PSRC's guidelines; they can be slightly higher or lower. If KRCC chooses to deviate substantially from PSRC, KRCC will need a defensible reason.

LUTAC members agreed to recommend the following agenda and timeline updates to the KRCC Executive Committee:

- Focus the February PlanPOL meeting on updates and education about the growth target allocation process, including:
  - An overview of PSRC's Regional Growth Strategy and estimates for the 2020-2044 timeframe.
  - The distinction between targets and forecasts.
  - The factors that contributed to PSRC's established targets, including concerns about the jobs/housing imbalance.
  - A summary of land capacity for Kitsap jurisdictions.
  - An overview of the growth each jurisdiction has taken since the last growth-setting process.
- Move the March 15 PlanPOL meeting to April 19.
- Ideally, the KRCC Board can review draft growth targets at the May Board meeting and vote on the draft growth targets at the June Board meeting.
- If the ideal timeline is not met, the KRCC Board can review the draft growth targets at the June Board meeting and vote at the September Board meeting.

LUTAC members agreed to meet in subgroups in early February as a touch point before discussing draft numbers further with elected officials. They recommended two subgroups: one for high-capacity transit (HCT) communities and another for Kitsap County and Bremerton. Both subgroups will be open to all LUTAC members but will prioritize focus jurisdictions. KRCC staff will support both subgroups by scheduling meetings the week of February 7. KRCC staff will also attend the HCT subgroup meeting to take high-level notes on agreements and action items.

LUTAC members identified several resources that would support them in developing draft targets:

- **A growth target dashboard.** KRCC staff and LDC, Inc., will create a spreadsheet in SharePoint that LUTAC members can access to input draft population and employment targets. The spreadsheet will include information about capacity (based on the Buildable Lands Report) and percent of growth allocation taken compared to the previously adopted targets.
- **2020 – 2044 growth allocation estimates.** PSRC staff will adjust their 2017-2044 estimates with a base year of 2020. LDC and KRCC staff will incorporate these 2020-2044 estimates into the growth target dashboard and share them with LUTAC members.
- **Poulsbo's 2021 Commercial Land Market Analysis.** Heather will work with KRCC staff to share this with LUTAC members.

LUTAC members shared the steps they have begun or plan to take internally within their jurisdictions:

- Poulsbo staff will discuss growth target develop at Planning Commission and City Council meetings, tentatively in March. They will invite Clay to share background



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information at these meetings. Based on these meetings, staff hope to develop Poulsbo's draft targets in early April.

- Kitsap County and Poulsbo will begin discussing updates to the Interlocal Agreement regarding the Poulsbo Urban Growth Area.
- Port Orchard has begun drafting estimated targets based on a land capacity analysis, historic growth trends, and upcoming development.

- d. **HB 1220 Focus Groups:** Sophie explained that the Department of Commerce is organizing focus groups with planning staff from the PSRC region to gather feedback as it develops guidance for implementing new housing planning requirements. KRCC staff will forward the email from Commerce to LUTAC members, who can connect with Laura Hodgson directly.

Sophie shared that a representative from Commerce will attend the February LUTAC meeting to give a presentation about HB 1220. LUTAC members discussed several bills related to changes in requirements and funding for Comprehensive Plan updates.

#### 4. Administrative Agenda

- a. **February 15 PlanPOL Meeting:** Sophie explained that KRCC staff will update the February 15 PlanPOL agenda based on LUTAC's conversation and send the updated agenda to LUTAC.
- b. **Committee Roster Review:** Sophie shared the following draft 2022 rosters and invited LUTAC members to reach out to KRCC staff with any additional corrections.
- Draft 2022 KRCC LUTAC Roster: Sophie noted that KRCC staff will update the roster to include Matthew Pahs as the Washington Department of Transportation representative.
  - Draft 2022 PSRC Regional Staff Committee Roster: LUTAC members agreed to the following updates and next steps:
    - List Heather Wright as the At Large representative.
    - List Mark Hofman and Jennifer Sutton as the Other Cities and At Large alternates.
    - Reach out to the Kitsap Economic Development Alliance (KEDA) about identifying an economic development representative.

#### 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. 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. Jeff Rimack	Kitsap County
8. Ed Coviello	Kitsap Transit
9. Liz Underwood-Bultmann	Puget Sound Regional Council
10. Erika Harris	Puget Sound Regional Council
11. Gary Idleburg	Washington Department of Commerce
12. Matthews Pahs	Washington Department of Transportation
Clay White	LDC, Inc.
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Lead

# State-Projected Housing Needs

Implementing HB 1220

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Laura Hodgson

SENIOR PLANNER

2/10/2022



Washington State  
Department of  
**Commerce**

# We strengthen communities

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**HOUSING  
HOMELESSNESS**



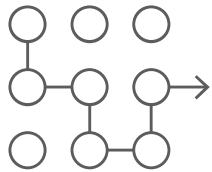
**INFRASTRUCTURE**



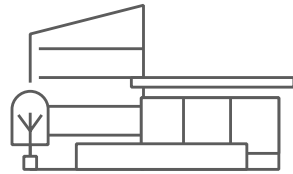
**BUSINESS  
ASSISTANCE**



**ENERGY**



**PLANNING**



**COMMUNITY FACILITIES**



**CRIME VICTIMS &  
PUBLIC SAFETY**



**COMMUNITY  
SERVICES**



## **Agenda:**

HB 1220: changes to housing element requirement

Project work plan and timeline

Early thoughts on methodology and assumptions

Stakeholder engagement/communications

Other Commerce housing updates

# HB 1220:

## Changes RCW 36.70A.070 (2) The Housing Element

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### Changes GMA housing goal:

- “**Plan for and accommodate** ~~encourage the availability of affordable~~ housing **affordable** to all economic segments.”

### Requires Commerce to provide projected housing need to local governments:

- For moderate, low, very low, and extremely low-income households
- For permanent supportive housing, emergency housing and emergency shelters

### Local housing element to:

- Identify sufficient capacity of land for identified housing needs
- Within UGAs, moderate density housing options including, but not limited to duplex, triplex, townhomes
- Document barriers to housing availability such as gaps in local funding, development regulations, etc.
- Consider housing locations in relation to employment locations
- Consider role of ADUs

## HB 1220

### Disparate impacts, displacement and exclusion

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- **Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing:**
  - Zoning that may have a discriminatory effect
  - Areas of disinvestment and infrastructure availability
- **Begin to undo racially disparate impacts, displacement and exclusion in housing**
- **Identify areas at higher risk of displacement and establish anti-displacement policies including:**
  - Preservation of historic and cultural communities
  - Investments in housing for lower income segments
  - Equitable development initiatives and land disposition policies
  - Inclusionary zoning and community planning requirements
  - Tenant protections

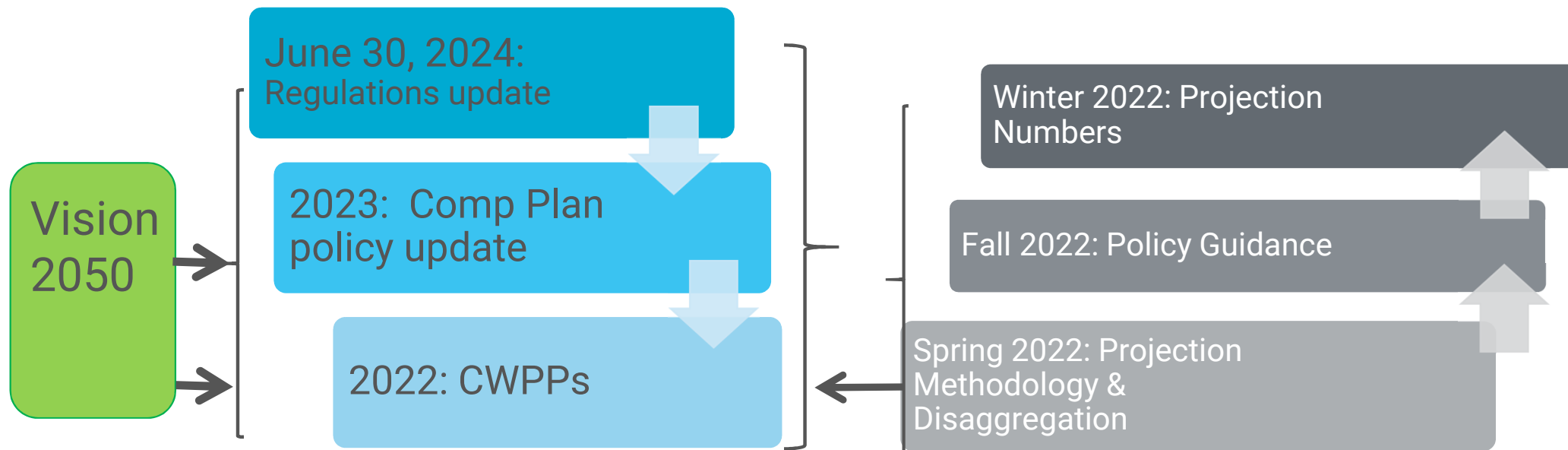
# Work Plan on Projected Housing Needs

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Jan - Aug	Methodology for projecting countywide housing needs by income
Jan - May	Methodology for disaggregating projected housing needs
Jan - Jun	Methodology for projecting special housing needs
May – Nov	Policy guidance a) Guidance to evaluate barriers to achieving needed housing typologies b) Policies for missing middle housing, ADUs, housing location
Dec	Projections of housing needs by income band, including special housing needs (once OFM data is released)
Nov 2022 - Feb 2023	Two webinars
Feb – May 2023	Countywide housing need profiles

# 2024 Periodic Update Timeline

County/city periodic update  
process: working backwards



# Early Thinking about Methodology/Assumptions

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## Projected housing needs methodology

- Consistent with OFM countywide population projections
- Account for household size, vacancy, group quarters
- Account for historic underproduction
- Test with various size counties

## Break down housing needs by income band

## Special housing needs

- Data: point-in-time counts (PIT), HMIS, and others
- Engage stakeholder groups in focus group meetings for more information

## Disaggregating countywide projections

- Recommendations for countywide planning policies
- Zoning assumptions

# Stakeholder Engagement

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- Webpage and list serve with quarterly updates
  - <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/updating-gma-housing-elements/>
- Engage with county and city planners
- Two focus groups for PSRC region (projected housing needs and disaggregation methodologies)
- Focus groups to determine special housing needs
- Advisory group for all methodologies and guidance
- Public drafts of methodology and guidance with opportunity to comment

# Advisory group membership

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- State OFM / WSHFC / Commerce
- WSAC / AWC
- BIA / WLIHA
- Housing authorities and homelessness authority
- Buildable lands
- Western and eastern counties
- Large and small cities
- Rural housing



# HB 1220: More provisions

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## **Siting special and emergency housing: By September 30, 2021**

- Cities may not prohibit **transitional housing or permanent supportive housing** in any zones in which **residential dwelling units or hotels are allowed**.
- Effective September 30, 2021, a code city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones **in which hotels are allowed**, except where provisions allow for these uses in the majority of zones within 1 mile of transit.
  - Reasonable occupancy, spacing, and intensity of use requirements may be imposed but may not prevent siting of required number of units.
  - Moratoria not allowed.

[MRSC Insight Blog - Changing Your Zoning Code to Accommodate Housing and Shelters for the Homeless](#)

# GMS Grants

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- **\$34.6 M for Connecting (affordable) Housing to Infrastructure Program (CHIP)**
  - For local governments or public utilities that imposed a sales and use tax
  - Pays for utility improvements or system development charge waivers
  - For projects with 25% affordable housing units for 25 years
  - Grants still open after first round; **second round due early March.**
- **\$5M for Housing Action Plan Implementation (HAPI) grants**
  - \$3.5M awarded to 44 cities
  - Second round closed Feb 4. – awards early March
- **\$2.5 M for Transit-Oriented Development Implementation (TODI)**
  - 11 grants awarded for subarea planning and environmental review - **closed**

# Other Commerce Work

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- **Multifamily Tax Exemption (MFTE) Guidance**
  - Developing guidance for local governments (Summer 2022)
  - Conducting study with per legislative direction (Winter 2022)
  - Developing auditing program.
- **Transit-Oriented Development (TOD) Proviso**
  - Awarded to Housing Development Consortium (HDC), in partnership with Sound Communities
  - Technical assistance for affordable housing and equitable TOD
- **Forthcoming Washington Advisory Code (WAC) update on housing changes**

# Questions?



Washington State  
Department of  
**Commerce**

[www.commerce.wa.gov](http://www.commerce.wa.gov)



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## Proposed KRCC Growth Allocation Timeline

**Draft v. 2-2-22**

We are here

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  Shape retreat agenda (pending Board direction)  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  Shared retreat with TransPOL and technical staff (pending Board direction)	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

## **Kitsap Regional Coordinating Council (KRCC) 2021 Annual Annexation Report**

**Draft** v. 1-19-2022

The KRCC Land Use Technical Advisory Committee (LUTAC) is responsible for providing an annual annexation report to the KRCC Executive Board.

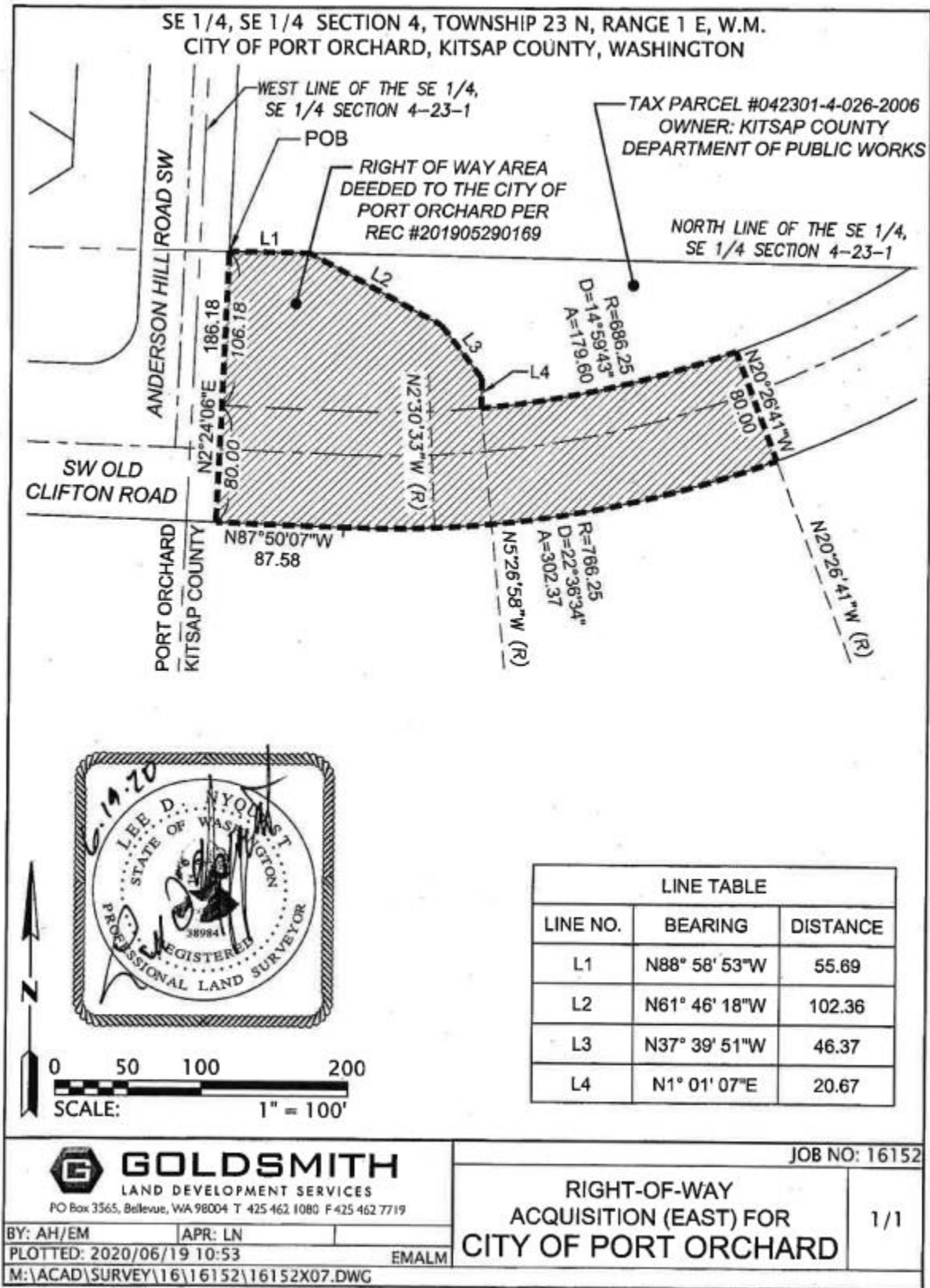
### **City of Port Orchard**

In 2021, the City of Port Orchard completed an annexation of 1.03 acres within the right of way of SW Old Clifton Road and Anderson Hill Road SW. See Attachment A for a map of the annexation.

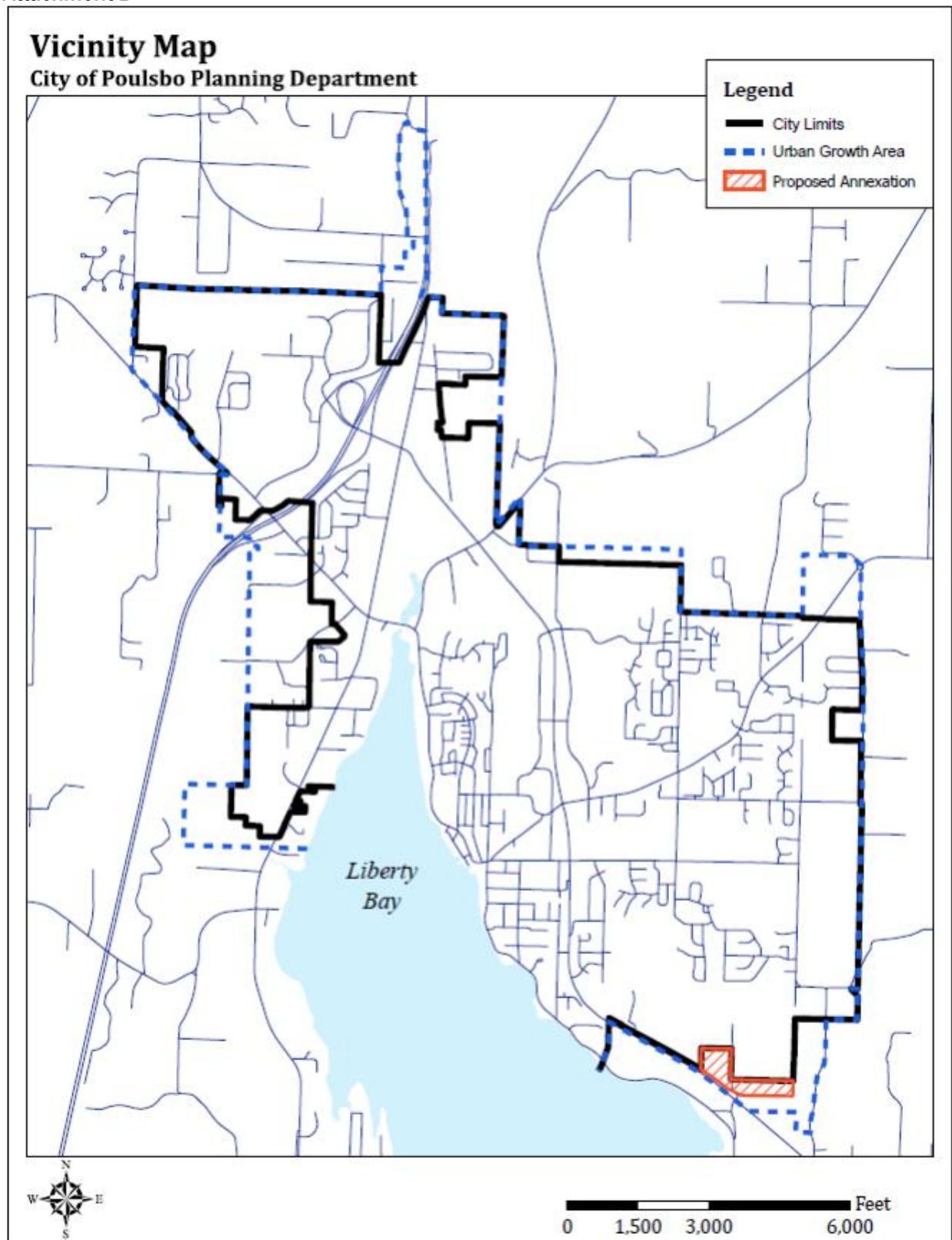
### **City of Poulsbo**

In 2021, the City of Poulsbo completed an annexation of approximately 20 acres comprised of three properties, a small area (approximately 1,050 square feet) of one additional property, and public right-of-way. Right-of-way is approximately 1.04 acres and properties comprise approximately 18.96 acres of the annexation area. See Attachment B for a map of the annexation.

Attachment A











# 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, February 15, 2022 | 1:30 p.m. – 3:00 p.m. | **Draft** v. 1-28-21

### 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:

- Receive an overview of PlanPOL's function and roles.
- Receive an overview to support understanding of the growth target allocation process
- Share progress in developing 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 [October 19, 2021, PlanPOL Meeting Summary](#) Page

### 3. New Business and Work in Progress

- [Overview of PlanPOL](#) for new members Page
- Presentation: Employment and Population Growth Target Allocation, Clay White (LDC)
  - Refresher on PSRC's Regional Growth Strategy
  - Update on Regional Growth Strategy estimates for the **2020**-2044 timeframe
  - Summary of land capacity per jurisdiction
  - Overview of growth each jurisdiction has taken since the last target setting process
- Discuss key policy issues related to growth target setting
- Review [population and employment growth target process](#), including use of sub-groups Page
  - Preview of the [growth target dashboard](#) Page
  - Update on individual jurisdictions' timing for housing targets and coordination
- For reference: [Existing growth targets](#) Page

### 4. Administrative Agenda

- Standing Item: Affordable housing round-robin
- Next PlanPOL meeting is Tuesday, March 15, 2022

### 5. Wrap Up

- Summarize key decisions and action items

### 6. Public Comments

### 7. Adjourn