



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 23, 2023

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 allocations.

1. Welcome

2. Committee Updates and Work in Progress

a. Population and Employment Allocations

- Updates re: adjusting the baseline number consistently across jurisdictions

b. Housing Target Allocation Process

- [Response from Department of Commerce re: LUTAC's questions](#) Page 2
 - Discuss whether consultant support is necessary for addressing negative numbers
- [Response from Pierce County re: negative allocations](#) Page 3
- [Overview of allocation options based on persons per household calculations \(link\)](#)
- Further development of housing allocations and methodology
- Discuss station area planning/high-capacity transit

3. Administrative Agenda

b. Meeting Review

- [2023 Land Use Meeting Plan](#) Page 4
- Review [Draft March 21 KRCC PlanPOL Agenda](#) Page 5

4. Wrap Up

- Recap topics covered and summarize key decisions and action items

5. Adjourn

2/15/23

1. Question: In addressing negative numbers generated by Methodology B, can Kitsap increase the total number of housing units they are planning for as a county?

Commerce's Response: Yes, Commerce supports planning for higher housing units so long as those units are planned in urban growth areas where there are serves and in alignment with GMA. PSRC does feel that future housing unit targets should generally align with Vision 2050, so please keep that in mind.

2. Question: In going over Commerce's multiple documents, a LUTAC member got different total unit numbers for countywide Kitsap from their Tool and the Feb. 2023 update document. The Tool (32,811) shows an almost 9,000 greater need than their February update document (23,935). Coincidentally, when you take 44% of that difference (unincorporated Kitsap's share of growth) that leads to almost the exact difference between the Tool's PPH and ours. Is this the "minimal issue" Commerce are talking about in the email from 2/14?

Commerce's Response: The February 2023 pdf document that was referenced includes a projection of 23,935 total net new housing units needed in 2044 for Kitsap County. This is based off of the Medium population projection by OFM (324,969). The HAPT Excel document tool from December that was referenced shows the housing need for a population that is 346,358 – much higher (+22,000) than the OFM Medium population projection. Therefore, that extra population results in the higher housing unit count (the 9,000+ units noted), not the different models.

3. Question: Would you be able to send us an unlocked version of the HAPT that allows manipulation of all the fields, including total units?

Commerce's Response: At this time we cannot provide an unlocked version of the HAPT tool, as it is not yet complete. We are seeing what we can provide in the future, but any "unlocked" tool will not allow the calculations to work – so there would be a tradeoff. For now, we recommend following the directions in the HAPT tool to copy the values from any of the sheets into a new Excel file to allow them to be manipulated (see below screen shot).

Part 3: Copy Allocations for Further Refinement (Optional)

If the user wishes to make additional refinements to the allocations provided by Method A or Method B, they can copy the allocations in this tool and paste them into a new spreadsheet **as values**. Then they can make manual adjustments as needed. Please note that if you do not **paste as values**, some errors may appear since many cells are calculated fields. Pasting as values will also remove the functions that automatically allocate and summarize. It is the responsibility of counties working in collaboration with cities to ensure the final allocations sum to countywide housing need and are consistent with the Minimum Standards for Allocation as stated in the Allocation Guidance.

Pierce County's Responses to LUTAC's Question

2/13/23

Question: When using Commerce's Methodology B, did you encounter negative numbers?

Pierce County's Response:

We did encounter some negative numbers. That is normal in the B methodology. In a recent presentation from Commerce they provided this advice:

Negative numbers means a jurisdiction should look at strategies to shift affordability of those units to a different affordability bracket. We recognize this is tricky and not something that typically falls into land use planning, but there are a few ideas for how to do this in the guidance (vouchers, acquiring higher income homes and subsidizing for lower income homes, etc.). To that list of solutions, I would add allowing existing housing units to be divided up into more than one housing unit – whether that is by allowing a single-family home to become a duplex or triplex or by lot splitting (both of which the legislature is looking at allowing and/or mandating now with bills up for consideration).



Kitsap Regional Coordinating Council

Tentative 2023 Meeting Plan for
Land Use Technical Advisory Committee (LUTAC) and Land Use Policy Committee (PlanPOL)
DRAFT v. 2/13/23

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	April 18 PlanPOL Meeting
Agenda Items: <ul style="list-style-type: none">• Review slide deck and talking points for February 7 meeting• Population and employment targets – baseline numbers• KRCC staff present updated numbers for UGAs• KRCC staff share out on social services inventory	Agenda Items: <ul style="list-style-type: none">• Commerce presentation (foundations of housing targets)• Policy implications to be aware of• Methodologies<ul style="list-style-type: none">○ A, B, C - pros and cons○ HAPs vs. housing targets○ Question: inputs to consider for local Kitsap method?	Agenda Items: <ul style="list-style-type: none">• Population and employment targets – baseline numbers• KRCC staff present on other counties' housing target approaches• KRCC staff present comparison of Housing Needs Assessment numbers	Agenda Items: <ul style="list-style-type: none">• Population and employment targets – baseline numbers• Discuss methodology C approach• Confirm March 21 PlanPOL meeting topics <div>WE ARE HERE</div>	Agenda Items: <ul style="list-style-type: none">• Population and employment targets – baseline numbers• Commerce guidance on implementation (invite Commerce)• Confirm methodology C to share with PlanPOL	Agenda Items: <ul style="list-style-type: none">• Affordable housing round-robin• Explain methodology C Tentative goal: show methodology C targets	Agenda Items: <ul style="list-style-type: none">• Discuss April PlanPOL agenda	Agenda Items: <ul style="list-style-type: none">• TBD	Agenda Items: <ul style="list-style-type: none">• Review draft housing allocations• Affordable housing round-robin• Confirm materials for May 2 KRCC Board meeting
April 27 LUTAC Meeting	May 2 KRCC Board Meeting	May 11 LUTAC Meeting	May 25 LUTAC Meeting	June 6 KRCC Board 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">• Final preparation for May 2 KRCC Board meeting	Agenda Items: <ul style="list-style-type: none">• Review draft housing allocations	Agenda Items: <ul style="list-style-type: none">• Debrief May 2 KRCC Board meeting and discuss any changes to the housing allocations	Agenda Items: <ul style="list-style-type: none">• Prepare for June 6 KRCC Board meeting• Discuss candidate countywide centers	Agenda Items: <ul style="list-style-type: none">• Vote on whether to adopt housing allocations as an appendix to the Countywide Planning Policies	Agenda Items: <ul style="list-style-type: none">• Affordable housing round-robin	Agenda Items: <ul style="list-style-type: none">• TBD	Agenda Items: <ul style="list-style-type: none">• Affordable housing round-robin	Agenda Items: <ul style="list-style-type: none">• Annual annexation report• PSRC RSC appointment



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Land Use Planning Policy Committee (PlanPOL) Meeting Agenda

Tuesday, March 21, 2023 | 1:30 p.m. – 3:00 p.m.

Draft v. 2/9/23

Remote Meeting Information:

- Link to the video conference and view the screen share:
<https://us06web.zoom.us/j/86885116722>.
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: 868 8511 6722
- To participate in/view webinar in person: The webinar will be streamed in Chambers at the Norm Dicks Government Center at 345 6th Street, Bremerton, WA 98337.

Meeting Objectives:

- Approve Kitsap's methodology for developing housing allocations.

1. Welcome, Introductions, and Meeting Objectives

2. Committee Updates and Action Items

- Old Business
 - **ACTION:** Approve the draft [September 20, 2022 PlanPOL Meeting Summary](#)

Page

3. New Business and Work in Progress

- Recap of housing allocation [process and timeline](#)
- Overview of KRCC [LUTAC's recommended methodology to developing housing allocations](#)
- Next steps in the housing allocation process

Page

Page

4. Administrative Agenda

- Standing Item: Affordable housing round-robin
- Legislative session updates and intel from PlanPOL members
- Next PlanPOL meeting is Tuesday, April 18, 2023

5. Wrap Up

- Summarize key decisions and action items

6. Public Comments

7. Adjourn