



KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda

Meeting Date: January 13, 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. Old Business

- **ACTION:** Approve the draft [September 23 Meeting Summary](#)

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3. Committee Updates and Work in Progress

a. Countywide Planning Policies

- Share updates on full ratification
- Discuss LUTAC's role in reviewing responses to the VISION 2050 Consistency Tool for Countywide Planning Policy (CPP)

b. Housing Targets Development Process

- KRCC Board direction: each jurisdiction develops housing targets individually
- Discuss timing for each jurisdiction to develop housing targets
- Develop response to KRCC Executive Committee about coordination going forward

c. Employment and Population Growth Target Allocation Process

- Discuss each jurisdiction's progress on developing population and employment growth targets and update growth target dashboard
- Discuss [next steps and timing](#) for individual jurisdictions and coordination via subgroups
- Discuss role of LDC, Inc. in support of the growth allocation process
- Discuss need for technical support from Puget Sound Regional Council (PSRC) in the growth allocation process

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4. Administrative Agenda

a. Meeting Review

- Discuss [draft February 15 PlanPOL meeting agenda](#)

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b. Committee Roster Review

- Review [draft 2022 KRCC LUTAC Roster](#)
- Review [draft 2022 PSRC Regional Staff Committee Roster](#)

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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)
September 23, 2021 Meeting Summary | Convened via Teleconference
Draft v.12-27-2021

Decisions and Recommendations

LUTAC made the following recommendations regarding the growth allocation process:

- Do not develop collective housing targets. Instead, jurisdictions will develop housing targets as part of their individual Comprehensive Plans.
- Use 2020 as a base year.
- At the October 19 PlanPOL meeting, include a presentation from Clay White summarizing PSRC's growth target guidance.
- Jurisdictions work independently to come up with their population and employment numbers by the end of 2021.
- KRCC staff will develop and maintain a shared spreadsheet for jurisdictions to use as a working document.
- Aim for KRCC to agree to draft targets by March 2022.

Actions	Person Responsible	Status
1. Post the April 14 and April 22 meeting summary to the KRCC website.	KRCC staff	Complete
2. Send KRCC staff copies of the comment letters that Kitsap County received on the CPPs.	Angie Silva	Complete
3. After checking with Alison O'Sullivan, forward the CPP comment letters (including the Suquamish Tribe's) to LUTAC members.	KRCC staff	Complete
4. Update the October 19 PlanPOL agenda and send the updated agenda to LUTAC.	KRCC staff	Complete
5. Share King County's growth targets with LUTAC members.	Liz Underwood-Bultmann	Complete
6. Provide growth allocation estimates with a 2020 base year.	PSRC	Ongoing

1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the September 23 meeting. She reviewed the meeting objectives and topics.

2. Old Business

- Meeting Summary Review:** LUTAC members reviewed the April 14 and April 22 meeting summaries. They did not raise any comments or concerns. KRCC staff will post the summaries to the KRCC website.

3. Committee Updates and Work in Progress

- Reflection on Countywide Planning Policy (CPP) process lessons learned, activities underway:** LUTAC members shared the following comments:
 - **CPP Roadshow:** Some members shared that the roadshow towards the end of the CPP process, in which KRCC staff offered to present about the CPPs to each jurisdiction, was



helpful. A similar roadshow could be helpful at the start of the growth allocation process to tee up the conversation about growth allocation with jurisdictions' councils.

- **Rural Centers Discussion:** Several LUTAC members expressed disappointment about the disagreement regarding rural centers that occurred towards the end of the process, particularly that the conversation was moved to the policy level before LUTAC was able to complete their discussions. They shared frustrations that the disagreement about rural centers occurred despite past conversations and tentative agreements.
- **Timing of Discussion at LUTAC:** Several LUTAC members expressed frustration that their conversations about the CPPs were cut off before they were able to finish them. The reasoning behind the decision felt unclear and frustrating because the document was close to being done after significant time and effort from LUTAC. Members expressed appreciation for the “three bucket” framing for the policy-level discussion.
- **CPP Comment Process:** Some LUTAC members shared that the timing and process of providing comments on the CPP document was confusing. They shared that it would be helpful if they could have seen each other's comments and gotten updates about any conversations that happened offline.

LUTAC members made the following suggestions for future discussions:

- **Roadshow for growth allocation process:** KRCC staff should offer to present about the growth allocation process to each jurisdiction.
 - **Tentative agreements:** When LUTAC comes to an unofficial, tentative agreement, it should be clearly recorded as a “tentative agreement.”
 - **Process of moving discussions to the policy level:** If an issue needs elevation to policymakers, LUTAC members should notify each other so that other members can prepare.
 - **Convey effort and time needed to policymakers:** LUTAC should clarify to policymakers the expected amount of time needed to make technical recommendations.
 - **Set expectations to clarify policy vs. technical discussions:** Policymakers and technical staff should be clear about which discussions need to happen at each level.
 - **Use shared folders and documents:** KRCC staff should set up shareable documents for LUTAC members to comment on and access live.
- b. **CPP Ratification by Cities and Tribes – Discuss Role of LUTAC:** Angie Silva explained that the Kitsap County Board of Commissioners will hold a public hearing on the CPPs on September 27. They tentatively plan to deliberate during their October 6 study session and take action on October 11. After this, Kitsap County will transmit the CPP ordinance to KRCC staff and jurisdictions' planning directors. Then, the cities and Tribal Councils have 90 days to go through the ratification process.

Angie shared that Kitsap County received two comment letters during the State Environmental Policy Act (SEPA) comment period. One was from a Kingston resident and the other was from the Suquamish Tribe. Other LUTAC members requested a copy of these comment letters.

- c. **Growth Allocation Process:** Sophie shared a draft flowchart with steps in the growth allocation process. LUTAC members shared the following comments, questions, and responses:
- What is the basis of developing housing targets?



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- [PSRC's Guidance for Growth Targets](#) “strongly encourage[s] jurisdictions to use adopted housing targets in countywide planning policies.”
- The other three Puget Sound counties develop housing targets.
- The KRCC Executive Committee briefly discussed this at their September 21 meeting and some members expressed support for developing housing targets.
- Are housing targets required by the state legislature?
 - HB 1220 includes new requirements for additional specificity in the housing element of jurisdictions' comprehensive plans.
 - Developing housing targets on a countywide basis is not mandated by state or local requirements.
- What base year should be used for the 20-year allocation?
 - Other counties generally use 2020.
 - PSRC can provide jurisdictions with updated numbers with a 2020 base year.
- When would the KRCC Board approve the growth targets?
 - The Office of Financial Management (OFM) will not release final numbers until the third quarter of 2022.
 - Other Puget Sound jurisdictions are aiming to finish developing targets by the end of 2021 or early 2022. PSRC encourages developing draft numbers by early 2022 (March) so PSRC can develop its forecast product, which is used for transportation modeling.
- PSRC's guidance clarifies and simplifies the process. PSRC has already calculated population and employment estimates for a 2044 planning horizon.
- One approach could be for LUTAC to break into subgroups, one for the high-capacity transit jurisdictions and another for the Metropolitan City (Bremerton) and Kitsap County. These subgroups could be open to all LUTAC members, but relevant jurisdictions would be prioritized in scheduling. These subgroups could make recommendations to the full LUTAC.
- The 2019 KRCC Board retreat, which focused on the growth allocation process, was a good start to this process. One approach could be to discuss growth allocation process in a similar retreat or workshop, as long as jurisdictions are adequately prepared for that conversation.
- One approach could be for jurisdictions to independently work to come up with their population and employment numbers in 2021, then present them in January. Clay and KRCC staff could maintain a shared spreadsheet for jurisdictions to use as a working document. If needed, LUTAC can break into the two subgroups for further discussion in 2022.

LUTAC members agreed to the following recommendations:

- Do not develop collective housing targets. Instead, jurisdictions will develop housing targets at the comprehensive plan level.
- Use 2020 as a base year.
- Aim for KRCC to agree to draft targets by March 2022.
- At the October 19 PlanPOL meeting, include a presentation from Clay White summarizing PSRC's growth target guidance.
- Jurisdictions work independently to come up with their population and employment numbers by the end of 2021, for presentation in January. KRCC staff will develop and maintain a shared spreadsheet for jurisdictions to use as a working document.



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- d. **2022 Work Plan:** Sophie shared the draft 2022 KRCC land use work plan and noted that PlanPOL will discuss the draft work plan at their October 19 meeting. The KRCC Board will discuss it in November and vote on it in December. Angie noted that references to the buildable lands report can be removed for 2022.

LUTAC members recommended adding to the calendar a LUTAC check-in during the third quarter of 2022 once OFM releases population numbers.

4. Administrative Agenda

- a. **October 19 PlanPOL Meeting:** Sophie explained that KRCC staff will update the October 19 PlanPOL agenda based on LUTAC's conversation and send the updated agenda to LUTAC.

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. Heather Wright	City of Bainbridge Island
2. Jennifer Sutton	City of Bainbridge Island
3. Andrea Spencer	City of Bremerton
4. Jim Fisk (alternate)	City of Port Orchard
5. Karla Boughton	City of Poulsbo
6. Angie Silva	Kitsap County
7. Jeff Rimack	Kitsap County
8. Ed Coviello	Kitsap Transit
9. Allison Satter	Naval Base Kitsap
10. Liz Underwood-Bultmann	Puget Sound Regional Council
11. Alison O'Sullivan	Suquamish Tribe
12. Matthews Pahs	Washington Dept. of Transportation
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Lead

Proposed KRCC Growth Allocation Timeline

Draft v. 12-27-21

Month	KRCC Board (1 st Tuesday)	LUTAC (2 nd Thursday)	PlanPOL (3 rd Tuesday)	LDC Inc.	PSRC
Oct		<i>Independent work to generate population and employment targets; coordination with their elected officials about policy questions</i>	<i>Presentation on PSRC's guidance on growth targets Receive recommendation from LUTAC on not collectively doing housing targets</i>	<i>Present to PlanPOL</i>	<i>Update numbers to 2020 as base year</i>
Nov	<i>Receive update on the Growth Target Process</i>	<i>Independent work to generate population and employment targets. Possible check in meeting?</i>		<i>Present update to Board on growth target process</i>	
Dec	<i>Receive update on the Growth Target Process</i>	<i>Independent work to generate population and employment targets</i>		<i>Maintain shared spreadsheet</i>	
Jan		Share out population and employment numbers		Maintain shared spreadsheet; provide technical support as needed	
Feb		Create sub-groups* (HCT communities + Metropolitan/UGAs) and have full LUTAC workshop if needed	PlanPOL review draft growth targets	Maintain shared spreadsheet; provide technical support as needed	
Mar	KRCC Board review draft growth targets	LUTAC continues work on growth targets	PlanPOL confirm draft growth targets	Maintain shared spreadsheet; provide technical support as needed	
Apr		LUTAC continues work on growth targets		Maintain shared spreadsheet; provide technical support as needed	
May	KRCC Board review 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	Check-in in Q3 when OFM releases final numbers
June	KRCC Board votes on draft growth targets; Begin process to update CPP appendix				

*Sub groups 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.



Land Use Planning Policy Committee (PlanPOL) Meeting Agenda
Tuesday, February 15, 2022 | 1:30 p.m. – 3:00 p.m. | **Draft** v. 1-5-21

Remote Meeting Information:

- Link to the video conference and view the screen share: <https://zoom.us/j/99683267515>. 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 Meeting ID: 996 8326 7515

Meeting Objectives:

- Review progress on the growth allocation process
- Discuss next steps for the 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](#) Packet Pg.
- PlanPOL orientation (if needed)

3. New Business and Work in Progress

- Employment and Population Growth Target Allocation Process
 - Review [population and employment growth target process](#), including use of sub-groups Packet Pg.
 - Discuss initial [recommendations from LUTAC](#) regarding draft employment and population targets for KRCC Board review in March Packet Pg.
 - Update on individual jurisdictions' timing for housing targets and coordination
 - Discuss next steps and timing

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

DRAFT KRCC 2022 Committee Roster v. 1-5-22

Jurisdiction (alphabetical)	Executive Board	Executive Committee	PlanPOL	TransPOL	LUTAC	TransTAC
Bainbridge Island						
	Councilmember L. Schneider	Councilmember J. Deets	Councilmember C. Carr	Councilmember L. Schneider	Mark Hofman (interim)	Chris Wierzbicki
	Councilmember J. Deets			Councilmember C. Carr (alt.)	Jennifer Sutton	Chris Munter (alt.)
Bremerton						
	Mayor G. Wheeler (V. Chair)	Mayor G. Wheeler (V. Chair)	Mayor G. Wheeler	Mayor G. Wheeler	Andrea Spencer	Shane Weber
	Councilmember L. Daug		Councilmember L. Daug (alt.)	Councilmember L. Daug (alt.)		Chris Dimmitt (alt.)
	Councilmember L. Wheat					Ned Lever (alt.)
Kitsap County						
	Commissioner R. Gelder (Chair)	Commissioner R. Gelder (Chair)	Commissioner E. Wolfe	Commissioner R. Gelder	Jeff Rimack	David Forte
	Commissioner C. Garrido	Commissioner C. Garrido (alt.)	Commissioner C. Garrido	Commissioner C. Garrido (alt.)		Andrew Nelson
	Commissioner E. Wolfe					Jeff Shea (alt.)
Kitsap Transit						
	Director J. Clauson		Director J. Clauson	Director J. Clauson	Edward Coviello	Steffani Lillie
						Ed Coviello (alt.)
Naval Base Kitsap						
	Captain R. Massie		Allison Satter	Allison Satter	Allison Satter	
	Allison Satter (alt.)					
Port Gamble S'Klallam Tribe						
	Chairman J. Sullivan				Barrett Schmanska	
Port of Bremerton						
	Commissioner A. Strakeljahn		Commissioner A. Strakeljahn	Commissioner A. Strakeljahn	Fred Salisbury	Fred Salisbury
	Commissioner G. Anderson (alt.)		Commissioner G. Anderson (alt.)	Commissioner G. Anderson (alt.)		
	Commissioner C. Bozeman (alt.)		Commissioner C. Bozeman (alt.)	Commissioner C. Bozeman (alt.)		
Port of Kingston						
	Commissioner M. McClure	Commissioner M. McClure	Commissioner S. Heacock	Commissioner M. McClure		
	Commissioner S. Heacock (alt.)		Commissioner M. McClure (alt.)	Commissioner L. Gronnvoll (alt.)		
Port Orchard						
	Mayor R. Putaansuu	Mayor R. Putaansuu	Mayor R. Putaansuu		Nick Bond	Mark Dorsey
				Councilmember J. Rosapepe (alt.)		
	Councilmember J. Rosapepe (alt.)					
Poulsbo						
	Mayor B. Erickson	Mayor B. Erickson	Mayor B. Erickson	Mayor B. Erickson	Heather Wright	Diane Lenius
	Councilmember E. Stern		Councilmember C. Lord (alt.)			Michael Bateman (alt.)
Suquamish Tribe						
	Council Chair L. Forsman		Council Chair L. Forsman	Council Chair L. Forsman	Alison O’Sullivan	Alison O’Sullivan
	Councilmember J. Mills (alt.)		Councilmember J. Mills (alt.)	Councilmember J. Mills (alt.)		
Other						
PSRC			Paul Inghram	Kelly McGourty	Liz Underwood-Bultmann, Erika Harris	Kelly McGourty, Kalon Thomoas
WSDOT	JoAnn Schueler			Dennis Engel	Joseph Coppo	Dennis Engel
WSDOT	Gaius Sanoy (alt.)					Theresa Turpin (alt.)
WSF						Ray Deardorf
WA Dept. of Commerce					Gary Idleburg	

Draft 2022 Puget Sound Regional Council (PSRC) and Corridor Committee Appointments for the Kitsap Regional Coordinating Council (KRCC)

Draft v.1-6-21

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

	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	Kevin Gorman
	Executive Board		
	Kitsap County	Charlotte Garrido	Rob Gelder
	Kitsap Other Cities	Becky Erickson (Poulsbo)	Leslie Schneider
	Port of Bremerton	Axel Strakeljahn	Gary Anderson
	Bremerton	Greg Wheeler	Kevin Gorman
	Port Orchard	Rob Putaansuu	Jay Rosapepe
	Growth Management Policy Board (GMPB)		
	Kitsap County	Ed Wolfe	Charlotte Garrido
	Kitsap Other Cities	Michael Pollock	Rob Putaansuu (Port Orchard)
	Suquamish Tribe	Rob Purser	Tom Ostrom
	Bremerton	Greg Wheeler	Vacant
	Operations Committee (OC)		
	Kitsap County/Cities*	Becky Erickson (Poulsbo)	Rob Gelder (Kitsap County)
	Transportation Policy Board		
	Kitsap County	Rob Gelder	Charlotte Garrido
	Other Cities	Bek Ashby (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	Vacant
	Rotating Alternate		
	Other Cities (for Policy Boards)	Jay Rosapepe (?)	
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

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

Below is a draft list of KRCC appointees on PSRC Committees.

PSRC Committees	Jurisdiction	Representative	Alternate(s)
	Bicycle/Pedestrian Advisory Committee		
	Kitsap County	David Forte	Melissa Mohr
	Bremerton	Chris Dimmitt	Andrea Archer-Parsons
	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	Jeff Shea
	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)	Heather Wright (Bainbridge Island)
	At Large	Karla Boughton (Poulsbo)	Heather Wright (Bainbridge Island)
	Transit	Ed Coviello	Vacant
	Bremerton	Andrea Spencer	Garrett Jackson
	Economic Development Rep	Vacant	Vacant
	Regional Traffic Operations Committee		
	Kitsap Other Cities		
	Kitsap County	Jeff Shea	
	Bremerton	Andrea Archer Parsons	Shane Weber
	Kitsap Transit	Steffani Lillie	
	Regional Transportation Demand Management Committee		
	Kitsap Other Cities		
	Kitsap County		
	Bremerton	Cathy Bonsell	Shane Weber
	Kitsap Transit		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
	Regional Intelligent Transportation System Committee		
	Bremerton	Shane Weber	Andrea Archer Parsons