



# 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: March 9, 2023**

**Meeting Timing:** 10:00 a.m. – 12:00 p.m.

**Participation:** This will be a hybrid meeting with options for participating virtually or in person.

- **In-person location:** Suquamish Tribal Council Chambers, 18490 Suquamish Way NE, Suquamish, WA 98392
- **To join virtually:**
  - **Option A – Video Conferencing and Screen Sharing:**  
<https://us06web.zoom.us/j/86163692485>
    - One tap mobile: +12532158782,,86163692485# US (Tacoma)
  - **Option B – Call in only:** Call 253-215-8782 and then enter the meeting ID: 861 6369 2485.

### Main Meeting Objectives:

- Discuss approach to developing housing allocations.

### 1. Welcome

### 2. Old Business

- a. **ACTION:** Approve the draft [February 9 Meeting Summary](#)

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### 3. Committee Updates and Work in Progress

#### a. Housing Target Allocation Process

- Updates from Department of Commerce regarding final guidance
- [Further development of housing allocations and methodology \(link\)](#)
  - Discuss draft adjusted Methodology A, including application to Emergency Housing
  - Confirm approach to share with KRCC PlanPOL

### 4. Administrative Agenda

#### a. Meeting Review

- Review [Draft March 21 KRCC PlanPOL Agenda](#)
  - Discuss draft PlanPOL slides
- [2023 Land Use Meeting Plan](#)

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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)  
February 9, 2023 Meeting Summary | Convened via Teleconference  
Draft v. 2/10/23**

Decisions and Recommendations		
<ul style="list-style-type: none"><li>LUTAC recommended that the March 9 LUTAC meeting be held in person.</li></ul>		
Actions	Person Responsible	Status
1. Upload the approved LUTAC meeting summaries to the KRCC website.	KRCC Staff	Complete
2. Coordinate logistics for a hybrid LUTAC meeting on March 9.	KRCC Staff	In Progress
3. Ask Department of Commerce staff LUTAC's follow-up questions.	KRCC Staff	Complete
4. Ask Pierce County staff whether they encountered negative allocations using the Housing for All Planning Tool (HAPT).	KRCC Staff	Complete
5. Work with LUTAC members to calculate allocations based on the persons per household options for discussion at the next LUTAC meeting.	KRCC Staff	Complete
6. Begin calculating draft numbers for a Methodology C for discussion at the March 9 LUTAC meeting.	HB Harper	In Progress

### 1. Welcome and Introductions

Sophie Glass, KRCC staff, welcomed LUTAC members to the February 9 meeting. She reviewed the meeting objectives and topics. Attachment A lists the LUTAC members and other presenters in attendance.

Sophie shared that Joe Morrison, Kitsap Economic Development Alliance (KEDA), was unable to attend the meeting, but that he is the point person at KEDA for all matters relating to comprehensive plan development.

### 2. Old Business

- a. **Meeting Summary Review:** LUTAC members reviewed the December 8 and January 12 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

- a. **Debrief February 7 KRCC Board/LUTAC Study Session:** LUTAC members summarized that the KRCC Board directed LUTAC to consider several new criteria regarding housing targets: the role of the military, existing affordable housing inventory, full accounting for housing costs such as utility costs, emphasis on transit, and repurposing single family housing. LUTAC noted that some of these considerations relate more to implementation than allocation setting.
- b. **Housing Target Allocation Process:**



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- **Commerce's responses to LUTAC's questions:** Sophie shared responses from the Department of Commerce regarding the questions that LUTAC members developed during the January 12 LUTAC meeting. Commerce's responses are available in the [February 9 LUTAC packet](#), page 11.

LUTAC members requested that KRCC staff ask Commerce whether in addressing negative numbers Kitsap can increase the total number of housing units it is planning for as a county.

- **Presentation of other counties' housing allocation approaches:** Sophie provided an overview of the processes Pierce, King, and Snohomish Counties are working through to develop housing allocations.

LUTAC members asked KRCC staff to follow up with Pierce County to ask whether they encountered negative numbers when using Commerce's HAPT.

LUTAC members noted that King County's process for developing housing allocations based on a weighting system is complex and took a significant amount of time.

- **Further develop housing allocations, policy considerations, and methodology:** LUTAC members discussed next steps regarding developing a Kitsap-specific method for housing allocations. They discussed the following considerations:
  - Commerce's HAPT assumes 1.98 persons per household for all Kitsap jurisdictions. However, based on the American Community Survey, each jurisdiction in Kitsap has a different persons per household that is higher than 2.
  - Commerce's guidance indicates that for income bands below 120% of area median income, housing types would need to be townhomes, duplexes, triplexes, or multifamily housing types.
  - Allocations that work for all jurisdictions will likely need to be somewhere between the ones in Commerce's Methodology A and Methodology B.
  - It would be problematic to use a weighting approach that incorporates land cost and supportive services because such an approach could perpetuate inequities.

LUTAC members recommended that they consider the potential impact of using different persons per household figures than the one Commerce assumed in order to better adjust for local factors. They identified three options for allocating housing across income bands based on different persons per household assumptions:

1. Use Commerce's persons per household assumption of 1.98.
2. Adjust Commerce's allocations for each jurisdiction based on each jurisdiction's individual persons per household figure.
3. Adjust Commerce's allocations based on an average of each jurisdiction's persons per household figure.

LUTAC requested that KRCC staff work with LUTAC members to calculate adjustments to Commerce's Methodologies A and B based on the persons per household options. At the next LUTAC meeting, LUTAC can discuss the results and determine whether technical consultant support is necessary moving forward.

HB Harper committed to drafting an adjusted Methodology A, once Commerce's final guidance is released, for LUTAC discussion using the following steps:



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1. Within Methodology A, identify categories that pose issues for each jurisdiction.
2. For these cells, average the Methodology A and Methodology B values.
3. Calculate the difference between Methodology A and the average of Methodologies A and B.
4. At the March 9 LUTAC meeting, discuss a method for distributing that difference throughout the jurisdictions.

LUTAC members requested that Ed Coviello present at the February 23 LUTAC meeting regarding station area planning and Kitsap Transit's Long-Range Transit Plan.

### 4. Administrative Agenda

- a. **Meeting Review:** Heather Wright suggested holding a future LUTAC meeting in person in order to discuss housing allocations in an in-person environment. LUTAC members recommended holding the March 9 LUTAC meeting in person, with options for members to join virtually if needed. Alison O'Sullivan offered to reserve a space at the Suquamish Tribal Council Chambers, which has hybrid meeting capabilities. To accommodate LUTAC members' schedules, this in-person meeting will be held from 10 a.m. to 12 p.m.

### 5. Wrap Up

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

### 6. Adjourn



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

Name	Affiliation (alphabetical)
1. HB Harper	City of Bainbridge Island
2. Andrea Spencer	City of Bremerton
3. Nick Bond	City of Port Orchard
4. Heather Wright	City of Poulsbo
5. Eric Baker	Kitsap County
6. Ed Coviello	Kitsap Transit
7. Allison Satter	Naval Base Kitsap
8. Marla Powers	Port Gamble S'Klallam Tribe
9. Arne Bakker	Port of Bremerton
10. Erika Harris	Puget Sound Regional Council
11. Liz Underwood-Bultmann	Puget Sound Regional Council
12. Alison O'Sullivan	Suquamish Tribe
13. Debbie Clemen	Washington State Department of Transportation
Sophie Glass	KRCC Program Director
Pauline Mogilevsky	KRCC Land Use Program Lead



# 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, March 21, 2023 | 12:30 p.m. – 2:00 p.m.

**Draft v. 2/24/23**

### 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](#)

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#### 3. New Business and Work in Progress

- Recap of housing allocation [process and timeline](#)
- Review of [Commerce's Housing for All Planning Tool](#)
- Overview of KRCC LUTAC's recommended methodology to developing [housing allocations](#)
- Share [draft housing allocations for each jurisdiction](#) (???)
- Next steps in the housing allocation process

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#### 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



## Kitsap Regional Coordinating Council

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

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