



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: November 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:

- Receive information from Department of Commerce regarding housing element update.

1. Welcome

2. Committee Updates and Work in Progress

a. Presentation from Department of Commerce

- [Updates from the WA Department of Commerce](#) regarding the housing element update guidance (HB 1220)

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b. Population and Employment Growth Allocation Process

- Update on correction to growth targets and approval process
- Discuss jurisdictions’ approaches to 2022 population and employment numbers
- Discuss coordination for developing housing targets

3. Administrative Agenda

a. 2023 KRCC Work Plan

- Review approved [2023 KRCC Land Use work plan](#)

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4. Wrap Up

- Recap topics covered and summarize key decisions and action items

5. Adjourn

HB 1220: Racially Disparate Impacts Work

Implementing HB 1220 (laws of 2021)

Laura Hodgson

SENIOR PLANNER

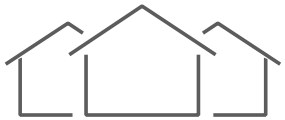
GROWTH MANAGEMENT SERVICES

11/10/2022



Washington State
Department of
Commerce

We strengthen communities



**HOUSING
HOMELESSNESS**



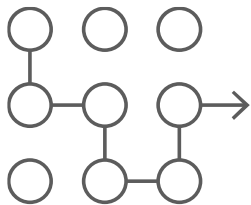
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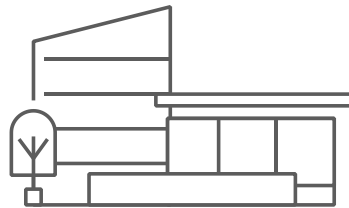
**BUSINESS
ASSISTANCE**



ENERGY



PLANNING



COMMUNITY FACILITIES



**CRIME VICTIMS &
PUBLIC SAFETY**



**COMMUNITY
SERVICES**

HB 1220:

Changed RCW 36.70A.070 (2): The Housing Element

Changed 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 (referred to as special housing needs)

Local housing element to:

- Identify sufficient capacity of land for identified housing needs
- Within urban growth areas (UGAs), moderate density housing options
- 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 accessory dwelling units (ADUs)

HB 1220: More changes...

Racially disparate impacts (RDI), displacement and exclusion

- 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
- Identify and implement policies and regulations to begin to undo racially disparate impacts, displacement and exclusion in housing
- Identify areas at higher risk of displacement
- Establish anti-displacement policies

Definitions

- **Racially disparate impacts:** When policies, practices, rules or other systems result in a disproportionate impact on one or more racial groups
- **Displacement:** The process by which a household is forced to move from its community because of conditions beyond their control
- **Exclusion in housing:** The act or effect of shutting or keeping certain populations out of housing within a specified area, in a manner that may be intentional or unintentional, but which nevertheless leads to non-inclusive impacts
- **Displacement risk:** The likelihood that a household, business or organization will be displaced from its community

RDI Guidance Development Process

- Created an Advisory Work Group (planning staff from across the state)
- Worked with Advisory Work Group to:
 - Define terms
 - Review and test methodology and policies
- Interviewed Equity Experts
- Compile Recommendations into Draft Guidance Document
- Publish Draft Guidance and Host an Online Open House
- Public Comment Period
- Finalize Guidance and Present Webinar (Nov 2022) ★ We are here

RDI Evaluation Methodology: Policy and Regulation Evaluation

Understand your community: Identify measures to evaluate racially disparate impacts, exclusion and displacement and populations at risk

Analyze data: Examine data for racially disparate impacts, exclusion and displacement and identify areas of higher displacement risk

Evaluate policy: What policies contribute to disparate impacts, displacement or exclusion?

Revise policy: What new or improved policies are needed to undo impacts? Prevent displacement?

Review and revise regulations: What regulations and programs are needed to address and undo impacts?



Community
engagement
throughout

RDI Evaluation

Step 1: Understand your community

- Identify data measures to evaluate similarities or differences in equity issues across different races (e.g., home ownership, cost burden, access to community amenities, etc.)
- Identify populations most likely to experience racially disparate impacts, displacement or exclusion in housing
- Review these measures and populations with community organizations and representatives

RDI Evaluation

Step 2: Analyze the data

- Review demographic data
- Evaluate measures identified in step 1 by race to determine RDI
 - Homeownership rates by racial and/or ethnicity groups
 - Rates of housing cost burden by racial and/or ethnicity groups
- Review data that may be indicators of displacement (e.g. demolitions, foreclosure, evictions)
- Review over- or under-representation of subgroups (exclusion)
- What are the specific housing barriers encountered locally?
 - Where does residential zoning contribute to disparate impacts or exclusion?

RDI Evaluation

Step 3: Evaluate Existing Policies

- **Evaluate existing policies to see if they:**
 - Support or challenge the GMA housing goal?
 - Address identified racially disparate impacts, displacement and exclusion?

Criteria	Evaluation
The policy supports the GMA housing goal and addresses RDI, exclusion or displacement.	S: Supportive
The policy can help achieve the GMA housing goal but may be insufficient or does not address RDI, displacement and exclusion in housing.	A: Approaching
The policy may challenge the city's ability to achieve the GMA housing goal or contributes to RDI, displacement or exclusion. The policy's benefits and burdens should be reviewed to improve the equitable distribution of benefits and burdens.	C: Challenge
The policy does not impact the city's ability to achieve the GMA housing goal.	NA

RDI Evaluation

Step 4: Policy revisions

- How can existing policies be strengthened?
- What additional policies can begin to undo disparate impacts, exclusion and displacement?
- How will you monitor and assess RDI, (anti) displacement and exclusion over time?

Step 5: Regulatory review and revisions

- Ensure policies and implementing regulations are consistent and connected
- Regulatory changes should be guided by the updated policies
- Code updates required with comprehensive plan per RCW 36.70A.130

Commerce Guidance Document

- Commerce guidance will recommend what a local government must do to address RCW 36.70A.070(e) – (h)
 - Recommend analysis of racially disparate impacts (RDI), displacement and exclusion
 - Identify areas at risk of displacement
 - Analyze housing policies and regulations
 - Identify and implement policies and regulations to address RDI, displacement and exclusion
 - Establish anti-displacement policies
- Examples of policy and regulatory options, and how to identify areas at risk of displacement, will be provided

Communities may find...

- Current policies are lacking or insufficient to address RDI, exclusion and displacement
- Policy and regulation amendments will be needed, some of which will build on existing plan policies:
 - Increase affordable housing production
 - Preserve existing safe and affordable housing
 - Provide for a diverse mix of housing opportunities throughout the jurisdiction
 - Help existing communities thrive and existing households stay in their homes
 - Monitor impacts of code amendments on housing, including displacement
 - Pay attention to equity and displacement in making decisions on infrastructure and other public investments

Next Steps

- Incorporate feedback on RDI Guidance
- Final RDI guidance published in early December
- Webinar on December 6th on completed RDI Guidance

*We still have assistance available for this RDI work with our middle housing grants for PSRC cities. Contact Mary Reinbold at mary.reinbold@commerce.wa.gov.

More details on RDI Guidance

- [RDI Guidance Document](#)
- [RDI Guidance Open House recording](#)
- [PSRC webinar in October on RDI Guidance](#)
- Recording of presentation on full HB 1220 project at [Eastern Washington Planners Forum on 10/26](#) (Video passcode: k#gErr2M; RDI portion starts at 48:10)

Discussion



Washington State
Department of
Commerce

www.commerce.wa.gov



Anne Fritzel

GMS HOUSING PROGRAMS MANAGER

Anne.Fritzel@commerce.wa.gov

360.259.5216

Laura Hodgson

SENIOR PLANNER IMPLEMENTING HB 1220

Laura.Hodgson@commerce.wa.gov

360.764.3143

www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/

Kitsap Regional Coordinating Council

2023 Work Plan, Scope of Work, and Budget Proposal





2023 KRCC Work Plan and Triangle Associates Scope of Work

Note: Due to COVID-19, this Work Plan assumes some virtual meetings and some hybrid meetings in 2023.

Purpose: The purpose of this document is to outline the initiatives, activities, and tasks that the Kitsap Regional Coordinating Council's (KRCC) Board and committees expect to address in 2023, including:

- Preparing for the 2024 Regional and Countywide Federal Highway Administration (FHWA) Surface Transportation Program Funding Competitions (2027-2028 obligation years).
- Participating in the 2023 Rural Town Centers and Corridors transportation competition.
- Discussing transportation funding options outside of the FHWA competitions.
- Supporting jurisdictions in their respective periodic updates of their Comprehensive Plans.
- Adjusting the employment and growth targets as needed.
- Remaining current and proactive in relation to the activities managed by the Puget Sound Regional Council;
- Maintaining the administration of the organization by updating and implementing the KRCC Policies and Procedures Manual, Interlocal Agreement (ILA), and Bylaws.

Triangle Associates, Inc. will provide the staff to support the KRCC Board and committees. Triangle's scope of work to implement the KRCC's work plan is outlined by topic on the following pages.

Contents: The KRCC 2023 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work (page 3)
- II. Land Use Program Work Plan and Triangle Scope of Work (page 5)
- III. Transportation Program Work Plan and Triangle Scope of Work (page 11)
- IV. 2023 calendar with an overview of expected meetings (page 14)

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings



Letters



Outreach



Requires KRCC Board Approval

I. KRCC Administrative Program 2023 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2023 are outlined in the table below. KRCC staff will support the KRCC Executive Committee and Board in completing these action items.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings





















Letters



Outreach



Requires KRCC Board Approval

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2023 KRCC Executive Committee. (Bylaws)	 Review proposed Executive Committee members. (Jan. 2023)	 Review (no vote required) the 2023 Executive Committee. (Feb. 2023)
2. Recommend and approve the Puget Sound Regional Council (PSRC) Board and Committee representatives. (Policies and Procedures Manual)	 Recommend appointments to PSRC Boards and Committees. (Jan. 2023)	 Approve PSRC Board and Committee appointments. (Feb. 2023)
3. Receive and process KRCC applications during the application window of July 1 - August 31. (Policies and Procedures Manual)	 Review any submitted KRCC membership applications. (July-Sept. 2023)	 Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (Sept.-Dec. 2023)
4. Develop and approve the 2024 annual budget and workplan. (Interlocal Agreement)	 Develop and review the draft 2024 budget and workplan. (July – Dec. 2023)	 Review the draft budget and workplan (Nov. 2023); approve the '24 budget and workplan (Dec. 2023).
5. Develop and facilitate annual retreat.	 Review draft retreat agenda.	 Approve the retreat agenda and participate in retreat.
6. Plan and execute a Legislative Reception. (Policies and Procedures Manual)	 Review the Legislative Reception plan from KRCC staff and provide guidance. (Sept.-Nov. 2023)	 Review the Legislative Reception plan from KRCC staff and provide guidance. (Oct.-Nov. 2023)
7. Distribute contractor evaluation. (Policies and Procedures Manual)	 Develop contractor evaluation form. (Oct. 2023)	 Return contractor evaluation form (Nov. 2023) and discuss results in a closed session (Dec. 2023)
8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	 Review the vacancies on PSRC Boards and Committees. (Nov. 2023)	 Review the vacancies on PSRC Boards and Committees. (Dec. 2023)
9. Discuss and vote on 2024 Chair and Vice-Chair. (Bylaws)	 Review proposed 2024 Chair and Vice Chair. (Nov. 2023)	 Vote on proposed 2024 Chair and Vice Chair. (Dec. 2023)

Administrative Deliverables

- Executive Committee meeting agendas and meeting summaries (draft and final)
- Executive Committee meeting materials packets.
- Executive Committee annotated meeting agendas
- KRCC Board meeting agendas and meeting summaries (draft and final)
- KRCC Board meeting materials packets.
- KRCC Board annotated meeting agendas
- KRCC revenue and expense report as part of Board meeting packets
- Annual budget and workplan (draft and final)
- Retreat plan, agenda, materials, and logistics
- Legislative Reception agenda (draft and final)
- PSRC summaries as part of Board meeting packets
- The up-to-date roster of KRCC representatives on PSRC Boards and Committees

I. Triangle Associates Scope of Work: KRCC Administrative Program

I.A. KRCC Board and Executive Committee Facilitation

To support the KRCC Executive Committee and KRCC Board, Triangle will provide a KRCC Program Lead who will serve as a neutral party responsible for completing or providing staff for:

- a) Drafting Executive Committee meeting agendas based on topics underway and KRCC Chair priorities, for approval by the Committee;
- b) Drafting KRCC Board meeting agendas in coordination with the KRCC Executive Committee;
- c) Gathering and constructing meeting materials as needed for the Executive Committee and KRCC Board meetings;
- d) Developing draft and final Board packets in coordination with the Executive Committee and sending to the Board;
- e) Communicating with Committee and Board members as needed to maintain effective communications and collaboration;
- f) Notetaking and drafting meeting summaries for Executive Committee review, as well as for tracking and implementing action items following each meeting;
- g) Meeting at least once in the calendar year with Board representatives from each jurisdiction to maintain an understanding of each jurisdiction's issues and interests;
- h) Developing a revenue and expense report for KRCC Board meetings; and
- i) Issuing public notices for KRCC Board meetings.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">• Sophie Glass, KRCC Program Lead• Claire Wendle, KRCC Transportation Program Lead• Pauline Mogilevsky, KRCC Land Use Program Lead• Cheryl Klotz, KRCC Coordination Lead	<ul style="list-style-type: none">• 5 KRCC Board meetings, 1 annual retreat• 10 Executive Committee meetings	<ul style="list-style-type: none">• Executive Committee meeting agendas and meeting summaries (draft and final)• KRCC Board meeting agendas and meeting summaries (draft and final)• KRCC revenue and expense reports• PowerPoint meeting presentation for Board meetings• Annual budget and workplan (draft and final)• Retreat plan, agenda, materials, and logistics	<ul style="list-style-type: none">• Board meetings will be 2-hours in duration at the Norm Dicks Government Center with a virtual call-in option via Zoom. Expenses for Board meetings are inclusive of facility fees.• Executive Committee Meetings will be 2-hours in duration and held virtually.• The KRCC Board retreat will be 6 hours in duration and will be held in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees.

I.B. State and Regional Legislative Coordination

To support KRCC Board interests in the WA State Legislature, Triangle will help design, prepare for, and staff an annual Legislative Reception in the fall under the direction of the Chair, Executive Committee, and Board. Triangle will also provide administrative support to the Gorst Coalition, led by the Port of Bremerton.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">• Sophie Glass, KRCC Program Lead• Claire Wendle, KRCC Transportation Program Lead• Cheryl Klotz, KRCC Coordination Lead	<ul style="list-style-type: none">• 1 Legislative Reception• 4 Gorst Coalition Meetings• 4 Gorst Co-Chair Meetings	<ul style="list-style-type: none">• Legislative Reception event program (draft and final)• Gorst Coalition Co-Chair meeting agendas• Gorst Coalition meeting agendas• Gorst Coalition meeting summaries (draft and final)	<ul style="list-style-type: none">• The Legislative Reception will be 4 hours in duration, held either virtually or in Kitsap County• Gorst Coalition meetings will be 2-hours in duration, held either virtually or in Kitsap County.

I.C. KRCC Website

Triangle will provide staff support as needed to maintain an up-to-date website that reflects the organization's activities and participation of all member jurisdictions.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">• Claire Wendle, KRCC Transportation Program Lead• Pauline Mogilevsky, Land Use Program Lead• Cheryl Klotz, KRCC Coordination Lead	N/A	<ul style="list-style-type: none">• Regular updates to the KRCC website	<ul style="list-style-type: none">• Assumes KRCC staff will be updating the existing KRCC website.

I.D. Puget Sound Regional Council (PSRC) Coordination

To support KRCC member interests in the activities and communications of PSRC, Triangle will provide staff attendance at relevant staff level PSRC committee meetings, a bi-monthly report on staff and policy level committee meeting outcomes, and maintain communication with PSRC staff as needed. Triangle will also maintain an up-to-date roster of KRCC representatives on PSRC Boards and Committees.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">Claire Wendle, KRCC Transportation Program LeadPauline Mogilevsky, KRCC Land Use Program LeadCheryl Klotz, KRCC Coordination Lead	<ul style="list-style-type: none">11 Regional Staff Committee (RSC) meetings11 Regional Project Evaluation Committee (RPEC) meetings	<ul style="list-style-type: none">PSRC Updates for Board meetingsAn up-to-date roster of KRCC representatives on PSRC Boards and Committees	<ul style="list-style-type: none">Meetings will be 2-hours in durationMeetings will be held at PSRC's office or virtually

I.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct weekly team meetings and communications among the KRCC staff, provide budget management, invoicing, and monthly progress reports over the life of the contract, coordinate with the KRCC attorney and the state auditor's office as needed. Staff will conduct responsibilities as needed for maintaining KRCC as a separate legal entity, including maintaining and staffing a KRCC phone number for the public, fielding public calls and emails as needed, maintaining files and documentation records, submitting annual audit reports, and coordinating with the Kitsap County staff assigned to support KRCC activities under the Memorandum of Understanding.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">Sophie GlassClaire WendlePauline MogilevskyCheryl Klotz	<ul style="list-style-type: none">Weekly internal staff check-insAnnual meeting with KRCC attorneyAnnual check-in with Auditor's Office	<ul style="list-style-type: none">Monthly invoices, progress reportsAnnual Audit Report	<ul style="list-style-type: none">Internal team meetings will be 1-hour in length and will be held at Triangle Associates' office or virtually

II. KRCC Land Use Program 2023 Work Plan Narrative

The proposed land use program work plan items for 2023 are outlined in the table below. KRCC staff will support the KRCC Board, Land Use Planning Policy Committee (PlanPOL), and Land Use Technical Advisory Committee (LUTAC) in completing these action items.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings



Letters






Outreach



Requires KRCC Board Approval

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
KRCC			
1. Support each jurisdiction's periodic update to Comprehensive Plan, including: Housing targets and types, as they relate to affordable housing; employment target adjustments; population target adjustments, and UGA adjustments	Share resources; receive presentations from Commerce and others, hold a workshop focused on housing targets with an educational component (e.g. Kitsap County presentation)	Share resources; receive presentations from Commerce and others, hold a workshop on housing targets with an educational component (e.g. Kitsap County presentation)	Approve housing targets
2. Maintain list of Centers of Growth in the Countywide Planning Policies, as defined by PSRC and KRCC	Review applications for Centers of Growth designation	Review applications for Centers of Growth designation	Update the Countywide Planning Policies with new Centers of Growth
Puget Sound Regional Council (PSRC) Involvement			
3. Advise on any relevant PSRC planning efforts	Provide feedback to PSRC as appropriate.	Provide feedback to PSRC as appropriate	Provide feedback to PSRC as appropriate.
KRCC Operations			
4. Ensure messaging consistency between policy and technical committees.	KRCC staff will serve as the liaison.	PlanPOL meetings have LUTAC updates as standing agenda items.	Board meetings have PlanPOL and LUTAC updates as standing items.

Action Item		LUTAC's Role	Other	PlanPOL's Role	Board's Role
5.	Coordinate on annexations and develop the annual annexation report	 LUTAC develops a draft annual annexation report.	 PlanPOL reviews the draft annual annexation report.	 KRCC Board approves the annual annexation report.	

Land Use Deliverables

- Meeting agendas (draft and final)
- Meeting summaries (draft and final)
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board in person
- Briefing memos to LUTAC and or PlanPOL as needed
- Meeting follow up of action items and key discussion items
- Recommendations to PlanPOL developed by LUTAC

Triangle Associates Scope of Work: Land Use Program

II.A. Land Use Planning Policy Committee (PlanPOL) Facilitation and Coordination

To support the KRCC Board's PlanPOL, Triangle will provide a Land Use Program Lead who will report to the Program Director. An additional administrative staff will help support the technology associated with hybrid PlanPOL meetings.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and compiling meeting materials, and sending packets to PlanPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">Sophie Glass, KRCC Program DirectorPauline Mogilevsky, KRCC Land Use Program Lead	<ul style="list-style-type: none">4 PlanPOL meetings	<ul style="list-style-type: none">Meeting agendas (draft and final)Meeting summaries (draft and final)Meeting materials as needed, including maintaining communications with PSRCReport outs to the KRCC Board in personOversee the work of the CPP Consultant	<ul style="list-style-type: none">Meetings will be 1.5-hours in durationMeetings will be held virtually or in-person

II.B. Land Use Technical Advisory Committee (LUTAC) Facilitation and Coordination

To support the KRCC Board's Land Use Technical Advisory Committee (LUTAC), Triangle will provide a KRCC Land Use Program Lead who will report to the Program Director, provide staff support to LUTAC, and facilitate LUTAC meetings. The Land Use Program Lead will be responsible for drafting LUTAC agendas in coordination with the Program Director and LUTAC members, gathering and constructing meeting materials, and sending materials to LUTAC at least 5 days before LUTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing meeting memos of action items and key discussion areas, as well as tracking and implementing action items following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">Sophie GlassPauline Mogilevsky	<ul style="list-style-type: none">5 LUTAC meetings	<ul style="list-style-type: none">Meeting agendas (draft and final)Meeting memo of action items and key discussion itemsRecommendations to PlanPOL developed by LUTAC	<ul style="list-style-type: none">Meetings will be 2-hours in duration and will be held virtually or in-person.

III. KRCC Transportation Program 2023 Work Plan Narrative

The proposed transportation program work plan items for 2023 are outlined in the table below. KRCC staff will support the KRCC Board, Transportation Policy Committee (TransPOL), and Transportation Technical Advisory Committee (TransTAC) in completing these action items.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings













Letters









Outreach



Requires KRCC Board Approval

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
Transportation Coordination			
1. Learn about transportation issues of common interest (e.g., electric vehicles).	 TransTAC addresses cross-jurisdictional transportation issues as needed. TransTAC members prepare educational updates on these topics for TransPOL meetings upon request.	 TransPOL reviews the list of cross-jurisdictional transportation issues and selects topics for their 2023 meetings.	 KRCC Board reviews relevant transportation topics as needed.
2. Comprehensive Plan and Building Codes Updates	 Share information and resources regarding each jurisdiction's updates to their Comprehensive Plans and Building Codes (e.g. transit station areas).	 If needed, share updates about Comprehensive Plan updates and Building Code updates.	N/A
PSRC Coordination			
3. Participate in PSRC's process for rebalancing, or other processes if new funding becomes available.	 Discuss opportunities for project funding as a result of rebalancing.	 Receive updates on project funding as a result of rebalancing.	N/A
4. Discuss updates to policies and criteria for the Countywide Competition.	 Conduct research related to topics based on guidance from TransPOL.	 Provide guidance to TransTAC related to research needed to support discussions on desired topics. Review data related to selected topics and	 Approve the approach to selected topics as part of the Call for Projects in 2024.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
		propose an approach for KRCC Board review.	
5. Participate in the Rural Town Centers and Corridor Competition (RTCC)	 Discuss projects submitted to the RTCC.	 Review projects submitted to the RTCC.	 Review projects submitted to the RTCC (vote if more projects submitted than slots)
KRCC Collaboration			
6. Ensure messaging consistency between policy and technical committees.	 KRCC staff will serve as the neutral liaison to provide updates and information to policy representatives.	 TransPOL meetings have TransTAC updates as a standing agenda item.	 KRCC Board meetings have TransPOL and TransTAC updates as standing agenda items.

Transportation Deliverables

- Meeting agendas (draft and final)
- Meeting summaries (draft and final)
- Meeting materials as needed including maintaining communications with PSRC
- Summary reports at KRCC Board meetings
- TransTAC recommendations to TransPOL

III. A. Transportation Policy Committee (TransPOL) Facilitation and Coordination

To support the KRCC Board's Transportation Policy Committee (TransPOL), Triangle will provide a Transportation Program Lead who will be responsible for drafting TransPOL agendas in coordination with the KRCC Executive Committee, gathering and constructing meeting materials, and sending these materials to TransPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">Sophie Glass, KRCC Program DirectorClaire Wendle, KRCC Transportation Program Lead	<ul style="list-style-type: none">3 TransPOL meetings	<ul style="list-style-type: none">Meeting agendas (draft and final)Meeting summaries (draft and final)Meeting materials as needed including maintaining communications with PSRCSummary reports at KRCC Board meetings	<ul style="list-style-type: none">Meetings will be 1.5-hours in durationMeetings will be held virtually <u>only</u> (with in-person viewing at NDGC).

III. B. Transportation Technical Advisory Committee (TransTAC) Facilitation and Coordination

To support the KRCC Board's Transportation Technical Advisory Committee (TransTAC), Triangle will provide a KRCC Transportation Lead who will report to the Program Lead, provide staff support to TransTAC, and facilitate TransTAC meetings. The Program Lead will be responsible for drafting TransTAC meeting agendas in coordination with the KRCC Program Lead and TransTAC members, gathering and constructing meeting materials, and sending materials to TransTAC at least 5 days before TransTAC meetings. The Coordination Lead is responsible for notetaking, drafting and finalizing a meeting memo, as well as tracking and implementing action items following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">Sophie GlassClaire Wendle	<ul style="list-style-type: none">4 TransTAC meetings	<ul style="list-style-type: none">Meeting agendas (draft and final)Meeting summary of action items and key discussion itemsMeeting materials as needed, including maintaining communications with PSRCRecommendations to TransPOL	<ul style="list-style-type: none">Meetings will be 2-hours in durationMeetings will be held virtually or in-person

IV. Staff Organizational Chart



V. 2023 Calendar of Expected Meetings

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	Board* 1 st Tues. 10:15AM-12:15PM Norm Dicks Gov. Center		Feb. 7 Board Meeting				June 6 Board Meeting				Oct 3 Board Meeting	Nov. 7 Board Meeting	Dec. 5 Board Meeting
	Executive Committee 3 rd Thurs. 11:00AM–1:00PM Virtual	Jan. 19 Executive Committee Meeting	Feb. 16 Executive Committee Meeting	March 16 Executive Committee Meeting	April 20 Executive Committee Meeting	May 18 Executive Committee Meeting	<i>June 15 Executive Committee Meeting (cancel if no need)</i>			Sept. 21 Executive Committee Meeting	Oct. 19 Executive Committee Meeting	Nov. 16 Executive Committee Meeting	<i>Dec. 21 Executive Committee Meeting (cancel if no need)</i>
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM NDGC			March 16 TransPOL Meeting			June 15 TransPOL Meeting				Oct. 19 TransPOL Meeting		
	TransTAC 2 nd Thurs. 1:30-3:00PM Various locations/ virtual		Feb 9 TransTAC Meeting (in-person @ Kitsap Co)			May 11 TransTAC Meeting (virtual)				Sept. 14 TransTAC Meeting (virtual)		Nov. 9 TransTAC Meeting (in-person @ Poulsbo)	
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM Virtual (wkshop in person)	Jan. 17 PlanPOL Meeting			April 18 PlanPOL Meeting		June 20 PlanPOL Meeting				Oct. 17 PlanPOL Meeting		
	LUTAC 2 nd Thurs. 9:30-11:30AM Virtual		Feb. 9 LUTAC Meeting	March 9 LUTAC Meeting		May 11 LUTAC Meeting				Sept. 14 LUTAC Meeting		Nov. 9 LUTAC Meeting	

KRCC Retreat Date: TBD

Legislative Reception Date: TBD