



# 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, September 20, 2022 | 1:30 p.m. – 3:00 p.m.

### 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:

- Develop the 2023 work plan for KRCC's land use program.

#### 1. Welcome, Introductions, and Meeting Objectives

#### 2. Committee Updates and Action Items

- Old Business
  - **ACTION:** Approve the draft [May 17, 2022 PlanPOL Meeting Summary](#)
  - Update: The KRCC Board will re-approve the [growth targets](#) in October due to a typo

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

- Discuss initiatives for the draft [2023 KRCC Land Use Work Plan](#)

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#### 4. Administrative Agenda

- Standing Item: Affordable housing round-robin
- This is the final PlanPOL meeting of 2022

#### 5. Wrap Up

- Summarize key decisions and action items

#### 6. Public Comments

#### 7. Adjourn



**Kitsap Regional Coordinating Council (KRCC)  
Land Use Policy Committee (PlanPOL) Meeting Summary**

May 17, 2022 Meeting | 1:30 – 3:00 PM

**DRAFT v. 5-31-22**

Key Decisions		
<ul style="list-style-type: none"><li>PlanPOL approved the March 15, 2022 PlanPOL meeting summary as final.</li><li>PlanPOL decided to recommend the draft population and employment growth targets to the KRCC Board.</li></ul>		
Action Items	Who	Status
1. Post the approved March 15 PlanPOL summary on the KRCC website.	KRCC Staff	Complete

## A. WELCOME AND INTRODUCTIONS

Sophie Glass, KRCC Technical Director, welcomed participants to the meeting. See Attachment A: Meeting Attendees for a list of PlanPOL members and observers.

Sophie introduced Patty Charnas, the new planning director of the City of Bainbridge Island.

## B. COMMITTEE UPDATES AND ACTION ITEMS

**March 15, 2022 PlanPOL Meeting Summary:** PlanPOL members reviewed the meeting summary from the March 15 PlanPOL meeting. The summary was approved with no comments or revisions. KRCC staff will post the approved summary on the KRCC website.

## C. NEW BUSINESS AND WORK IN PROGRESS

**Review LUTAC-Recommended Population and Employment Growth Targets:** Clay White, LDC, Inc., provided a brief overview of the draft population and employment growth targets, including a reminder of the process for developing them. The draft targets (included in the [May 17 PlanPOL packet](#), page 7) are included as a draft update to Appendix B of the Kitsap Countywide Planning Policies (CPPs). Clay explained that LUTAC, in coordination with jurisdictions' policymakers, developed the draft targets with the intention of meeting state and regional requirements and maintaining alignment with growth trends and the region's vision for the future. Puget Sound Regional Council (PSRC) staff reviewed the draft targets and believed them to be consistent with the intent of VISION 2050, though the PSRC Board makes the final decision regarding certifying the CPPs.

Sophie reminded PlanPOL that they had the opportunity to review the draft growth targets during the March 15 PlanPOL meeting. LUTAC met on May 12 and updated some of the targets, which reduced the overall overage in the draft targets for the High-Capacity Transit communities and could alleviate some of the growth pressure on Kingston.

Paul Inghram, PSRC, shared that PSRC's data staff recently refined the regional employment estimates. This newer work could be incorporated into KRCC's targets, which would potentially result in a slight decrease to the employment targets. However, KRCC does not need to do this, and could choose to keep the current draft targets.

PlanPOL members shared the following questions and considerations:

- Mayor Erickson asked if proceeding with the current draft targets would cause any problems. Paul shared that he does not see any problems with the current draft targets.
- Councilmember Hytopoulos noted that the Bainbridge Island City Council previously had conversations about concerns regarding accommodating growth. She shared that she does not want to hold up the process, but that her jurisdiction would likely appreciate a slight reduction.
- Paul explained that the targets can be adjusted in the future as cities go through the Comprehensive Plan adoption process. There will be an opportunity to bring those adjustments back to KRCC as a reconciliation of the growth targets.
- Commissioner Garrido shared that she is interested in seeing the updated regional employment data from PSRC.
- Mayor Wheeler expressed support for proceeding with the current draft targets, given that there will be an opportunity for reconciliation later. He expressed appreciation for the deliberate and coordinated process of developing the draft targets so far.
- Mayor Erickson expressed support for proceeding with the current draft targets rather than decreasing them. She shared that it is better to plan for more employment growth than less because these targets drive infrastructure investment.
- Mayor Putaansuu expressed support for proceeding with the current draft targets, given that there is an option for reconciliation and jurisdictions' land use staff are currently very busy.
- Councilmember Hytopoulos expressed support for proceeding with the existing draft targets, given the opportunity for reconciliation.

Mayor Putaansuu made a motion to approve and move forward the draft population and employment targets for KRCC Board review. Commissioner Garrido seconded the motion. The motion passed with unanimous consent.

Sophie explained that the draft population and employment growth targets will move forward to the KRCC Board for review and approval in June.

## **D. ADMINISTRATIVE AGENDA**

### **Affordable Housing Round Robin**

Mayor Wheeler shared that Bremerton approved the Eastside Village subarea plan, which will allow increased density in the area. Bremerton is already seeing interest; projects totaling over 200 units applied for permits immediately, including one fixed-income senior living project. This plan fits into the goal of focusing growth in strategic areas. This year, Bremerton is working on codes related to cottage housing and duplexes/triplexes. Mayor Wheeler noted that these approaches are market-driven affordable housing strategies, which is just one element of affordable housing.

Mayor Erickson shared that Poulsbo is moving forward with the Nordic Cottage project. She also shared that the Planning Commission analyzed the possibility of a multifamily tax credit and recommended not adopting it because many in the development community find that it does not work as intended.

Mayor Putaansuu shared that Port Orchard is expecting two new missing middle housing developments to come on the market next year.

**Next PlanPOL meeting:** Sophie shared that the next PlanPOL meeting will be on Tuesday, September 20, 2022.

## **E. PUBLIC COMMENTS**

There were no public comments at this meeting.

## **F. ADJOURN**

*The meeting adjourned at 2:01 p.m.*

**Attachment A: Meeting Attendees**

NAME	JURISDICTION (ALPHABETICAL)
<b>PLANPOL MEMBERS</b>	
Councilmember Kirsten Hytopoulos	City of Bainbridge Island
Councilmember Jon Quitslund	City of Bainbridge Island
Mayor Greg Wheeler	City of Bremerton
Councilmember Jeff Coughlin	City of Bremerton
Commissioner Charlotte Garrido	Kitsap County
John Clauson	Kitsap Transit
Allison Satter	Naval Base Kitsap
Mayor Rob Putaansuu	City of Port Orchard
Mayor Becky Erickson	City of Poulsbo
Paul Inghram	Puget Sound Regional Council
<b>OBSERVERS</b>	
Patty Charnas	City of Bainbridge Island
Jennifer Sutton	City of Bainbridge Island
Andrea Spencer	City of Bremerton
Eric Baker	Kitsap County
Ed Coviello	Kitsap Transit
Marla Powers	Port Gamble S'Klallam Tribe
Nick Bond	City of Port Orchard
Heather Wright	City of Poulsbo
Alison O'Sullivan	Suquamish Tribe
<b>STAFF</b>	
Sophie Glass	KRCC Technical Director
Pauline Mogilevsky	KRCC Land Use Program Coordinator
<b>PRESENTERS</b>	
Clay White	LDC, Inc.



## Kitsap Regional Coordinating Council

### Memo to KRCC PlanPOL

Correction to Countywide Planning Policy Appendix B

9/20/22

**Background:** In 2021 and early 2022, KRCC developed population and employment growth targets through 2044, which are listed in Appendix B of the [Kitsap Countywide Planning Policies \(CPPs\)](#). The KRCC Board voted to approve these growth targets in June 2022.

In summer 2022, an error was discovered in the population growth targets; the Bainbridge Island 2020 Census number was incorrectly written as 24,852 rather than 24,825. This resulted in the 2044 Bainbridge Island population forecast being 27 persons higher than intended.

**Next Steps:** At the October 4, 2022 KRCC Board meeting, the Board will have the opportunity to review and vote on the corrected growth targets (CPP Appendix B).

After KRCC Board approval, Kitsap County will have the opportunity to adopt the updated CPPs by ordinance.

Each jurisdiction will use the growth targets as part of their Comprehensive Plan updates and will consult KRCC if any future changes to the growth targets are needed.

**DRAFT Appendix B-1: Population Distribution Through 2044**

<b>Jurisdiction</b>	<b>2020 Population (US Census)</b>	<b>2020-2044 Population Growth</b>	<b>2044 Population Target</b>
<b>Metropolitan Cities</b>			
<b>Bremerton</b>	43,505	20,252	63,757
<b>Bremerton UGA</b>	10,105	2,762	12,867
<b>Core City</b>			
<b>Silverdale</b>	19,675	9,896	29,571
<b>High-Capacity Transit Communities</b>			
<b>Bainbridge Island</b>	<del>24,852</del> <u>24,825</u>	4,524	<del>29,376</del> <u>29,349</u>
<b>Kingston</b>	2,435	3,200	5,635
<b>Port Orchard</b>	15,587	10,500	26,087
<b>Port Orchard UGA</b>	15,370	3,552	18,922
<b>Poulsbo</b>	11,975	4,581	16,556
<b>Poulsbo UGA</b>	528	1,065	1,593
<b>Urban Unincorporated</b>			
<b>Central Kitsap UGA</b>	24,741	5,000	29,741
<b>Rural Areas</b>			
<b>Rural</b>	106,865	5,415	112,280

Source: 2020 Census Redistricting File, PSRC 2018 Regional Forecast, VISION 2050 regional growth strategy adopted per General Assembly action 10-30-2020

During a Comprehensive Plan review process, a city and its associated UGA may transfer population and employment between the two jurisdictions with approval by elected bodies from both jurisdictions, while not exceeding the overall targets. KRCC shall update the CPPs via an amendment after these changes are complete. See UGA-5 i for more details and information.

## Appendix B-2: Employment Distribution Through 2044

<b>Jurisdiction</b>	<b>2020 Employment (US Census)</b>	<b>2020-2044 Employment Growth</b>	<b>2044 Employment Target</b>
<b>Metropolitan Cities</b>			
<b>Bremerton</b>	44,083*	14,175	58,258
<b>Bremerton UGA</b>	1,401	2,434	3,835
<b>Core City</b>			
<b>Silverdale</b>	13,281	11,416	24,697
<b>High-Capacity Transit Communities</b>			
<b>Bainbridge Island</b>	9,176	1,927	11,103
<b>Kingston</b>	1,077	1,400	2,477
<b>Port Orchard</b>	8,562	5,400	13,962
<b>Port Orchard UGA</b>	2,683	1,500	4,183
<b>Poulsbo</b>	7,638	3,903	11,541
<b>Poulsbo UGA</b>	78	97	175
<b>Urban Unincorporated</b>			
<b>Central Kitsap UGA</b>	3,985	1,470	5,455
<b>Rural Areas</b>			
<b>Rural</b>	22,896*	2,301	25,197

Source: 2020 Census Redistricting File, PSRC Employment Database PSRC 2018 Regional Forecast, VISION 2050 regional growth strategy adopted per General Assembly action 10-30-2020

\* Represents all employment including jobs covered and not covered under the WA State Unemployment Insurance Program. Represents uniformed military personnel assigned to major regional installations (per VISION 2050).

\* Note: In the City of Bremerton, 7,982 of 44,083 jobs in 2020 are held by military personnel. In the Rural Areas, 3,100 of the 22,896 jobs in 2020 are held by military personnel.

During a Comprehensive Plan review process, a city and its associated UGA may transfer population and employment between the two jurisdictions with approval by elected bodies from both jurisdictions, while not exceeding the overall targets. KRCC shall update the CPPs via an amendment after these changes are complete. See UGA-5 i for more details and information.



# Kitsap Regional Coordinating Council

## 2023 Work Plan, Scope of Work, and Budget Proposal

*Draft v. 9/8/2022*

DRAFT





## 2023 KRCC Work Plan and Triangle Associates Scope of Work

Draft v. 9/8/22

**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

## 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
<b>KRCC</b>			
1. Support each jurisdiction's periodic update to Comprehensive Plan	Share resources; receive presentations from Commerce and others	Share resources; receive presentations from Commerce and others	N/A
2. Maintain list of Centers of Growth in the Countywide Planning Policies	Review applications for Centers of Growth designation	Review applications for Centers of Growth designation	Update the Countywide Planning Policies with new Centers of Growth.
<b>Puget Sound Regional Council (PSRC) Involvement</b>			
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.
<b>KRCC Operations</b>			
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 agenda items.
<b>Other</b>			
5. 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"><li>Sophie Glass, KRCC Program Director</li><li>Pauline Mogilevsky, KRCC Land Use Program Lead</li></ul>	<ul style="list-style-type: none"><li>3 PlanPOL meetings</li></ul>	<ul style="list-style-type: none"><li>Meeting agendas (draft and final)</li><li>Meeting summaries (draft and final)</li><li>Meeting materials as needed, including maintaining communications with PSRC</li><li>Report outs to the KRCC Board in person</li><li>Oversee the work of the CPP Consultant</li></ul>	<ul style="list-style-type: none"><li>Meetings will be 1.5-hours in duration</li><li>Meetings will be held at the Norm Dicks Government Center</li></ul>

### 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"><li>Sophie Glass</li><li>Pauline Mogilevsky</li></ul>	<ul style="list-style-type: none"><li>4 LUTAC meetings</li></ul>	<ul style="list-style-type: none"><li>Meeting agendas (draft and final)</li><li>Meeting memo of action items and key discussion items</li><li>Recommendations to PlanPOL developed by LUTAC</li></ul>	<ul style="list-style-type: none"><li>Meetings will be 2-hours in duration and will be held virtually</li></ul>

#### IV. Staff Organizational Chart



## V. 2023 Calendar of Expected Meetings

VI.

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	<b>Board*</b> 1 <sup>st</sup> Tues. 10:15AM-12:15PM Norm Dicks Gov. Center		<b>Feb. 7</b> Board Meeting				<b>June 6</b> Board Meeting				<b>Oct 3</b> Board Meeting	<b>Nov. 7</b> Board Meeting	<b>Dec. 5</b> Board Meeting
	<b>Executive Committee</b> 3 <sup>rd</sup> Thurs. 11:00AM–1:00PM Virtual	<b>Jan. 19</b> Executive Committee Meeting	<b>Feb. 16</b> Executive Committee Meeting	<b>March 16</b> Executive Committee Meeting	<b>April 20</b> Executive Committee Meeting	<b>May 18</b> Executive Committee Meeting	<b>June 15</b> Executive Committee Meeting			<b>Sept. 21</b> Executive Committee Meeting	<b>Oct. 19</b> Executive Committee Meeting	<b>Nov. 16</b> Executive Committee Meeting	<b>Dec. 21</b> Executive Committee Meeting
Transportation	<b>TransPOL*</b> 3 <sup>rd</sup> Thurs. 3:00-4:30PM NDGC			<b>March 16</b> TransPOL Meeting			<b>June 15</b> TransPOL Meeting				<b>Oct. 19</b> TransPOL Meeting		
	<b>TransTAC</b> 2 <sup>nd</sup> Thurs. 1:30-3:00PM Virtual		<b>Feb 9</b> TransTAC Meeting			<b>May 11</b> TransTAC Meeting				<b>Sept. 14</b> TransTAC Meeting		<b>Nov. 9</b> TransTAC Meeting	
Land Use	<b>PlanPOL*</b> 3 <sup>rd</sup> Tues. 1:30-3:00PM NDGC	<b>Jan. 17</b> PlanPOL Meeting				<b>May 16</b> PlanPOL Meeting					<b>Oct. 17</b> PlanPOL Meeting		
	<b>LUTAC</b> 2 <sup>nd</sup> Thurs. 9:30-11:30AM Virtual		<b>Feb. 9</b> LUTAC Meeting			<b>May 11</b> LUTAC Meeting				<b>Sept. 14</b> LUTAC Meeting		<b>Nov. 9</b> LUTAC Meeting	