



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 12-1-21

December 7, 2021; 10:15 a.m. – 12:15 p.m.

This is an online meeting due to the COVID-19 pandemic and Governor Inslee's "Stay Home, Stay Healthy" Proclamation. To participate:

- Link to participate in the video conference and view the screen share:
<https://us06web.zoom.us/j/83912894338>. 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: 839 1289 4338

Note that this meeting will be recorded via Bremerton Kitsap Access Television (BKAT).

1. Welcome and Introductions

2. Chair's Comments

3. Consent Agenda (vote)

- A. **ACTION:** Approve the [11/2/2021 KRCC Board Meeting Summary](#) Page 3
- B. Review the October Executive Committee meeting summary (*Reference Packet page 2*)

4. Full Discussion/Action Items

- A. **ACTION:** Approve the [2022 KRCC Work Plan](#) Page 12
- B. **ACTION:** Approve the [2022 KRCC Budget and Dues](#) Page 26
- C. **ACTION:** Vote to appoint [2022 KRCC Chair and Vice Chair](#) Page 28

5. KRCC Committee Reports

A. Land Use Items

- i. [Overview of countywide approach](#) to population & employment growth target process Page 29
- ii. [Overview of housing target calculation methodology](#) Page 30
- iii. [Proposal from the Executive Committee](#): develop housing targets by individual jurisdiction through the comprehensive plan update process Page 34
- iv. Review comparison of actual 2020 population to last planning cycle projected growth targets (*Reference Packet page 5*)

B. Transportation Items

- i. General Update: Work underway on countywide competition criteria
- ii. Gorst Coalition update

6. PSRC Board and Committee Reports

- 6. PSRC Committees and Boards Report (*Reference Packet page 8*) and other updates*
 - i. Updates from the PSRC Executive Board
 - ii. Updates from the Growth Management Policy Board
 - iii. Updates from the Transportation Policy Board
 - iv. Updates from the Economic Development District Board

7. Corridor Committee Reports

- A. SR 305 Committee*
- B. SR 104 Committee*
- C. SR 303 Committee*

8. KRCC Emergent and Countywide Issues

Report out on new and upcoming land use policies or work of interest*

9. Staff Report

- 9. [KRCC Income Statement](#)*

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10. Public Comment

11. KRCC Board Questions, Concerns, and Announcements

12. Adjourn

*Standing agenda item

Kitsap Regional Coordinating Council (KRCC)

DRAFT Board Meeting Summary

November 02, 2021 | 10:15 AM – 12:15 PM

Virtual Meeting following Governor Inslee's Stay at Home Order

Version 11-19-2021

Decisions		
The KRCC Board decided to: <ul style="list-style-type: none">• Approve the 09/07/2021 KRCC Board meeting summary.• Approve the update to the KRCC bylaws.		
Actions	Who?	Status
Update draft 2022 KRCC Work Plan calendar and budget.	KRCC Staff	In Progress
Create dues estimate based on newly released OFM numbers.	KRCC Staff	Complete
Complete the Triangle Evaluation Survey and send responses to the Port Orchard City Clerk.	KRCC Board and Committee Members	In Progress
Encourage legislators to attend the KRCC legislative reception.	KRCC Board	In Progress
Draft questions for the legislative reception panel.	KRCC Staff	Complete
Gather additional information regarding growth targets to share with the KRCC Executive Committee	LDC, Inc.	In Progress

1. WELCOME AND INTRODUCTIONS

The Chair welcomed participants to the KRCC Executive Board meeting and introduced each KRCC Board member. See Attachment A for KRCC Board members in attendance and Attachment B for non-Board members in attendance.

2. CHAIR'S COMMENTS

No comments were provided by the Chair.

3. CONSENT AGENDA

A. Approve the 9/7/2021 KRCC Board Meeting Summary

Commissioner Gelder made the motion to approve the 9/7/2021 KRCC Board meeting summary. Commissioner Garrido seconded. The motion passed with unanimous consent.

B. Review the April Executive Committee Meeting Summary

The Chair explained that the August and September Executive Committee meeting summaries can be found in the [November 2 KRCC Board meeting reference packet](#).

4. FULL DISCUSSION/ACTION ITEMS

A. ACTION: Approve Bylaws Update Resulting from Kitsap County Countywide Planning Policy (CPP) Update

The Chair explained that the 2021 Countywide Planning Policies (CPP) update included a change in the process for updating appendices. Under the new CPPs, the KRCC Board can adopt a revision to the appendices with a 75% majority vote of the KRCC Board to move the appendices to the county for ratification. For consistency with the CPPs, The KRCC bylaws need to be updated. This draft bylaw update adds CPP appendices to the list of items that require a 75% vote of the KRCC Board. This change was fully vetted during the CPP process and was part of that deliberation. A full copy of the KRCC bylaws can be found in the [November 2 KRCC Board meeting action packet](#).

Director Clauson made the motion to approve the bylaws. Councilmember Deets seconded. The motion passed with unanimous consent.

B. Growth Allocation Process Overview

Betsy introduced Clay White, Director of Planning at LDC, Inc., who has been working with KRCC as a planning consultant during the CPP revision and is now providing expertise to KRCC as they focus on housing targets and growth allocation.

Clay shared [slides](#) explaining how new growth targets for long range planning are set by Growth Management Act (GMA) processes and how those targets, based on projections for changes in population and employment, are allocated from state to local levels. Clay also explained how anticipated growth is intended to shape updates to comprehensive plans, local policies, local zoning rules, and code regulations. He explained the importance of regional coordination and the need for long range plans at all levels of governance, ranging from Puget Sound Regional Council's (PSRC's) VISION 2050 to county plans and local jurisdiction plans, to be coordinated so that they are consistent across levels of governance and coordinated across jurisdictions.

Clay explained that local jurisdictions will be working with growth projections going out to 2024 for their upcoming comprehensive plan revisions and outlined how projected numbers from previous plans will get updated for the current round of plan revisions. He also outlined considerations that will factor into upcoming comprehensive planning. These include consistency with Regional Growth Strategies, CPPs, necessary land use changes, and new housing laws implemented since the last round of comprehensive plans, such as recently passed HB 1220. HB 1220 will require KRCC jurisdictions to plan for types of housing as well as numbers when they update their comprehensive plans.

A copy of these slides can be found on the [KRCC website](#).

After the presentation, Board members raised questions and discussed regional growth allocation. Clay answered questions and provided clarification.

- A Board member asked how these allocations and the decisions of other jurisdictions to incorporate affect High Capacity Transit Communities (HCTC).
 - Clay affirmed the importance of interjurisdictional collaboration in planning together for overall growth and that KRCC is the proper venue for these discussions.
- A Board member asked about the difference between rural areas planning to accommodate 23% of growth vs 8% as outlined in different parts of the presentation and noted the importance of ecosystem and habitat protection, and his appreciation for those engaged in discussions around protecting ecological health and sustainability.
 - Clay clarified that those numbers show what is aligned with current planning and what needs adjusting in the next round of comprehensive planning. The 8% is from the newly updated VISION 2050 guidepost. 23% is what was planned under the existing comprehensive plans that jurisdictions will soon revise. When revising, consider adopting new plan targets aligned with the 8% goal.
 - The Chair affirmed that the percentage of growth allocated to rural areas should be explored in more depth in a future discussion.
- A Board member pointed out that these numbers were all comparing targets to targets and stated the importance of looking at actual growth numbers to see the growth that is really happening.
 - Clay offered to bring these numbers to KRCC to inform future discussions.
 - The Chair confirmed the importance of looking at actual growth numbers in future sessions.
- A Board member asked why the cities are considered separately from their surrounding Urban Growth Areas (UGA) when the growth comes to the combined area together.
 - Clay explained that within city limits, the city government is the decision-making body and the city's comprehensive plan shapes growth plans. However, the city does not have jurisdiction in the unincorporated UGA around it, the county does.
 - A Board member noted that this example demonstrates the importance of planning together as a region.

C. Discuss Including Housing Targets in the CPPs

Sophie Glass, KRCC Staff, shared that the KRCC Planning Policy Committee (PlanPOL) and Land Use Technical Advisory Committee (LUTAC) have been discussing whether to include housing targets in the CPPs. The committees asked for guidance from the Board. A memo summarizing reasons to include or not include housing targets can be found on page 31 of the [November 2 Board meeting action packet](#).

Board members raised the following considerations:

- Concurrency planning with neighboring districts
 - Support for housing targets because the other three counties of PSRC are doing them.
 - Proactive land use strategies in Port Orchard have created capacity through upzoning, a multi-family tax exemption, and more steps to come. Port Orchard is prepared to take a fair share of anticipated growth. Other jurisdictions need to do their part too.
 - Poulsbo recognizes the need and is planning for housing targets.
- Changing demographics
 - Changes in household size over time require different types of housing now. It is important to be strategic about what types as well as how many units are needed.

- Would housing targets support or restrict flexibility to adapt depending on different family structures, single-person or multigenerational households, and workforce demographics that vary across the region?
- Importance of planning for growth, noting the shift in housing vacancy from 2010 with houses sitting empty to 2021 with a shortage of housing and people living in tents.
- Infrastructure planning
 - Setting housing targets would inform good capital facility and infrastructure planning.
 - Existing capacity of sewer/water and other services and infrastructure are sometimes leveraged to suppress development. Planning is needed to avoid letting capacity limits get used as an excuse to limit growth.
 - Bremerton considers roads, schools, and water/sewer capacity concurrent with housing capacity.
- Environmental carrying capacity
 - Environmental carrying capacity is an important factor that should be integrated into this discussion.
- Is it needed? Would it work?
 - Having more information is beneficial
 - Willingness to discuss how to create more housing to meet demand and support affordability.
 - Desire for proof that proper zoning and regulation does not address the issue already.
- What does it take to calculate targets and who would do that work?
 - How are housing targets calculated? Are they based on new or existing data?
 - What shared assumptions would be involved?
 - How might targets be apportioned between jurisdictions?
 - Concerns that adding a new process could delay on-time completion of the CPPs and start of comprehensive plan updates.
 - Bainbridge is developing a housing action plan,
 - Board members should check with their jurisdictions' planners about staff capacity to do this work.
 - Concern that moving planners from permitting to do analysis for housing targets could slow current development that is creating housing now.
- Timing
 - When would housing targets need to be completed?
 - Sophie answered that LUTAC's goal for completing growth targets is spring 2022 to align with PSRC's timeline for developing modeling tools. LUTAC needs direction about whether to develop housing targets along with population and employment targets.

The Chair summarized that Board members seemed to see the merits of creating housing targets for comprehensive plan updates and want to know more about the process, and that Board members were concerned about whether there will be time to develop housing targets.

The Board agreed that more information was needed and set aside the topic for further discussion by the KRCC Executive Committee.

D. Review and Discuss Draft 2022 KRCC Work Plan

The draft 2022 KRCC Work Plan can be found in the [November 2 KRCC Board meeting action packet](#).

Betsy introduced the draft 2022 Work Plan, which includes scope of work, contract, calendar, and budget for services based on work expected for the year ahead. She noted that land use and transportation committees are proposed to meet more frequently in the early part of the year to work on the competition for federal transportation funding and developing growth allocations. More money is budgeted for consultants and additional meetings in 2022 to support these processes.

2022 meetings are budgeted as virtual January through June and in-person July through December, with actual decisions about in-person meetings to be made based on public health recommendations. Meetings are timed to correspond with decision deadlines.

KRCC Board members shared the following feedback. KRCC staff will update the draft Work Plan based on this feedback:

- Move the first Board meeting of 2022 from January to February to allow jurisdictions time to confirm Board assignments.
- Add a TransPOL meeting (5 total in 2022).
- Add a PlanPOL meeting (4 total in 2022).

The KRCC Board will vote on the 2022 Work Plan at the December 7 KRCC Board meeting.

A Board member asked for suggestions about how to communicate more effectively with jurisdictions' councilmembers and other local officials who are not KRCC members about discussions and decisions that take place at KRCC meetings.

Betsy shared that, in the past, KRCC staff have offered to present updates and answer questions that local officials may have. She noted that Board and Committee members can update colleagues and the public about KRCC's work by sharing meeting packets and summaries.

The Chair reiterated that communicating with fellow councilmembers and staff is an important part of KRCC members' roles.

E. Overview of Draft 2022 KRCC Budget and Dues

Betsy explained that KRCC dues are calculated using a formula based on population projections from the Washington State Office of Financial Management (OFM) and assessed valuation. OFM has just released updated numbers this week, so the proposed dues provided in the November 2 Board meeting packet are estimates based on 2021 dues. KRCC staff will update the proposed dues using the newly released data in time for the December 7 KRCC Board meeting.

The Chair pointed out that the budget for Triangle services does not include insurance, room rents, and other incidental expenses. She shared that she expects a total near \$257,000. She added that over the last few years, KRCC has had money left over above reserves.

Betsy thanked Councilmember Ashby and Commissioner Gelder for their work with KRCC accounting and agreed that KRCC has achieved its goal of creating a healthy cash reserve for the unexpected, a strategy that allowed KRCC to hire LDC, Inc. to assist LUTAC this year. She stated that KRCC has about \$55,000 in carry-forward, including the \$29,000 in reserves.

F. 2021 Member Dues Proposed for 2022

Betsy shared that KRCC staff will update the proposed 2022 dues for the KRCC Board to discuss and approve at the December 7 Board meeting.

G. Legislative Reception Update

Sophie updated the Board that Senator Christine Rolfes and Representatives Tarra Simmons and Dan Griffey will attend the December 2 Legislative Reception. Representative Drew MacEwen will be unable to participate because he will be out of state. She invited Board members to reach out to their other state legislators to encourage them to attend. Both the Washington State Association of Counties (WSAC) and Association of Washington Cities (AWC) will send presenters for the December 2 Legislative Orientation Session.

Betsy reminded the Board that the December 2 events will be virtual again this year, and that the 2020 virtual sessions were well attended.

The Board discussed potential questions for the legislative panel discussion. Ideas presented included:

- Share jurisdictions' stresses from growth and transportation needs
- Communicate that the Kitsap region is not getting the support it needs
- Desire for a creative conversation about what is possible
- Frustrations with the Growth Management Act
 - Frustrations when suggested changes are too small to be effective
 - A need for major revisions to timing, inflexible deadlines, annexation process
- How Kitsap can become a funding priority

KRCC staff will work with Councilmember Ashby to develop panel questions.

H. Nomination of 2022 KRCC Chair and Vice Chair

The Chair informed the Board that at the August Executive Committee meeting, members recommended Commissioner Gelder and Mayor Wheeler to be the KRCC Chair and Vice Chair for 2022. Board members may nominate themselves or others before December. The KRCC Board will vote on the Chair and Vice Chair at the December 7 Board meeting.

Councilmember Ashby clarified that she will not be serving on KRCC next year. Betsy further clarified that the new Chair and Vice Chair will confer in December or January to form the 2022 Executive Committee.

I. Triangle Annual Evaluation

The Chair informed the Board that KRCC Staff will send out a survey via email this week to all KRCC Board and Committee members to gather feedback on Triangle's performance as KRCC Staff. Brandy Rinearson, Port Orchard City Clerk, will be collecting responses via email.

5. KRCC COMMITTEE REPORTS

Noting that the meeting was running short on time, The Chair explained that committee reports and related materials can be found in the [November 2 KRCC Board meeting reference packet](#) and encouraged Board members to review these materials and reach out to KRCC Staff or Councilmember Ashby with questions or for further updates.

6. PSRC BOARD AND COMMITTEE REPORTS

Standing agenda items. Not discussed in this meeting due to lack of time.

7. CORRIDOR COMMITTEE REPORTS

Standing agenda items. Not discussed in this meeting.

8. KRCC EMERGENT AND COUNTYWIDE ISSUES

Standing agenda items. Not discussed in this meeting.

9. STAFF REPORT

KRCC Income Statement

The Chair noted that the KRCC income statement can be found in the [November 2 KRCC Board meeting action packet](#).

10. PUBLIC COMMENT

One member of the public asked if it is possible to find out who is attending this meeting as a guest (non-participant member of the public). Betsy answered that attendees' names are not collected as part of the public record. The chat is part of the public record, so people can access that in the record and see the names of chat participants.

11. KRCC BOARD QUESTIONS, CONCERNS, AND ANNOUNCEMENTS

A Board member noted that conversation about Corridor 307-104 has begun.

Councilmember Deets shared that he has been approved to join the Puget Sound Clean Air Council and will be attending their November 18 meeting. He asked Board members to tell him what they would like him to report.

12. ADJOURN

The meeting adjourned at 12:15 p.m. The next KRCC Executive Board meeting will be December 7.

13. ATTACHMENT A – BOARD MEMBERS IN ATTENDANCE

Board Member	Jurisdiction	In Attendance?
Deets, Joe	City of Bainbridge Island	✓
Schneider, Leslie	City of Bainbridge Island	✓
Daug, Leslie	City of Bremerton	✓
Wheeler, Greg	City of Bremerton	✓
Ashby, Bek	City of Port Orchard	✓
Put aansuu, Rob	City of Port Orchard	✓
Rosapepe, Jay (alternate)	City of Port Orchard	
Erickson, Becky	City of Poulsbo	✓
Stern, Ed	City of Poulsbo	✓
Garrido, Charlotte	Kitsap County	✓
Gelder, Robert	Kitsap County	✓
Wolfe, Ed	Kitsap County	✓
Clauson, John	Kitsap Transit	✓
Cpt. Richard Massie	Naval Base Kitsap	
Placentia, Chris (alternate)	Port Gamble S’Klallam Tribe	
Sullivan, Jeromy	Port Gamble S’Klallam Tribe	
Anderson, Gary (alternate)	Port of Bremerton	
Strakeljahn, Axel	Port of Bremerton	✓
Heacock, Shane (alternate)	Port of Kingston	
McClure, Mary	Port of Kingston	✓
Forsman, Leonard	Suquamish Tribe	✓
Mills, Luther “Jay” (alternate)	Suquamish Tribe	

14. ATTACHMENT B – NON-MEMBER PARTICIPANTS

Name	Affiliation
KRCC Facilitation Team	
Clay White	LDC, Inc.
Betsy Daniels	KRCC Program Director
Sophie Glass	KRCC Program Lead
Cheryl Klotz	KRCC Administrative Coordinator
Pauline Mogilevsky	KRCC Land Use Program Lead

Kitsap Regional Coordinating Council

2022 Work Plan and Triangle Associates Scope of Work

Draft v. 11-11-21





Kitsap Regional Coordinating Council

2022 KRCC Work Plan and Triangle Associates Scope of Work

Note: This Work Plan assumes half of meetings in 2022 will be in person and half virtual.

Purpose:

The purpose of this document is to outline the approach for completing the Kitsap Regional Coordinating Council's (KRCC) activities in 2022, including:

- Land-use planning topics, including allocation of growth targets.
- Transportation planning and funding topics, including coordination and funding options.
- 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 2022 Work Plan – Scope of Work includes:

I.	Administrative Program Work Plan	(page 3)
II.	Triangle Scope of Work for Administrative Program	(page 5)
III.	Land Use Program Work Plan	(page 8)
IV.	Triangle Scope of Work for Land Use Program	(page 10)
V.	Transportation Program Work Plan	(page 11)
VI.	Triangle Scope of Work for Transportation Program	(page 12)
VII.	2022 Calendar and Expected Meetings	(page 13)
VIII.	Staff Organizational Chart	(page 14)

I. KRCC Administrative Program 2022 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2022 are outlined in the table below. KRCC staff will support the KRCC Executive Committee and Board in completing these action items.

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2022 KRCC Executive Committee. (Bylaws)	Review proposed Executive Committee members (selected by incoming Chair). (January)	Review (no vote required) the 2022 Executive Committee members. (February)
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. (January)	Approve PSRC Board and Committee appointments. (February)
3. Receive and process KRCC applications during the application window of July 1- August 31 as needed. (Policies and Procedures Manual)	Review any submitted KRCC membership applications. (July – September)	Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (September – December 2022)
4. Develop and approve the 2023 annual budget and workplan. (Interlocal Agreement)	Develop and review the draft 2023 budget and workplan. (July – December)	Review the draft budget and workplan (November 2022); Approve the 2023 budget and workplan (December 2022).
5. Plan and execute a Legislative Reception. (Policies and Procedures Manual)	Review the Legislative Reception plan from KRCC staff and provide guidance. (September – November)	Review the Legislative Reception plan from KRCC staff and provide guidance. (October – November 2022)
6. Plan and execute an annual retreat for the KRCC Board and committees.	Propose agenda topics for the annual KRCC retreat (Spring)	Review the annual KRCC retreat agenda. (Spring)
7. Distribute contractor evaluation. (Policies and Procedures Manual)	Develop contractor evaluation form. (October)	Return contractor evaluation form (November 2022) and discuss results in a closed session. (December 2022)
8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	Review the vacancies on PSRC Boards and Committees. (November)	Review the vacancies on PSRC Boards and Committees. (December 2022)
9. Discuss and vote on 2023 Chair and Vice Chair. (Bylaws)	Review proposed 2023 Chair and Vice Chair. (November 2022)	Vote on proposed 2023 Chair and Vice Chair. (December 2022)

Administrative Deliverables

- Executive Committee meeting agendas and meeting summaries (draft and final)
- KRCC Board meeting agendas and meeting summaries (draft and final)
- KRCC revenue and expense report
- PowerPoint meeting presentation for Board meetings
- Annual budget and workplan (draft and final)
- Retreat plan, agenda, and materials (draft and final)
- Legislative Reception agenda (draft and final)
- PSRC summaries
- The up-to-date roster of KRCC representatives on PSRC Boards and Committees

II. Triangle Associates Scope of Work: KRCC Administrative Program

II.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) Agenda Development:
 - Drafting Executive Committee meeting agendas based on topics underway and KRCC Chair priorities, for approval by the Committee
 - Drafting KRCC Board meeting agendas in coordination with the KRCC Executive Committee
- b) Materials Coordination
 - Gathering and constructing meeting materials as needed for the Executive Committee and KRCC Board meetings
 - Developing draft and final Board packets in coordination with the Executive Committee and sending to the Board
 - Notetaking and drafting meeting summaries for Executive Committee review
- c) Communication and Coordination
 - Communicating with Committee and Board members as needed
 - 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
 - Developing a regular revenue and expense report for KRCC
 - Issuing public notices for KRCC Board meetings

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • Betsy Daniels, KRCC Director, with support from 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"> • 6 KRCC Board meetings, 1 annual retreat • 11 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 held virtually via Zoom or at the Norm Dicks Government Center in Bremerton. Expenses for Board meetings are inclusive of facility fees. • Executive Committee Meetings will be 2-hours in duration • The KRCC Board retreat will be 3-5 hours in duration and will be held virtually or in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees. • Expected to be in-person after June 2022

II.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.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none">Sophie Glass, KRCC Program LeadClaire Wendle, KRCC Transportation Program LeadCheryl Klotz, KRCC Coordination Lead	<ul style="list-style-type: none">1 Legislative Reception8 Gorst Coalition Meetings8 Gorst Co-Chair Meetings	<ul style="list-style-type: none">Legislative Reception event program (draft and final)Gorst Coalition Co-Chair meeting agendasGorst Coalition meeting agendasGorst Coalition meeting summaries (draft and final)	<ul style="list-style-type: none">The Legislative Reception will be 3-4 hours in duration, held either virtually or in Kitsap CountyGorst Coalition meetings will be 2-hours in duration, held either virtually or in Kitsap County

II.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">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 staff will be updating the existing KRCC website

II.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 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

II.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct bi-weekly team meetings and communications among the KRCC staff; provide budget management, invoicing, and monthly progress reports over the life of the contract; and 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">Betsy Daniels, KRCC DirectorSophie Glass, Program LeadCheryl Klotz, KRCC Coordination Lead	<ul style="list-style-type: none">Weekly internal staff check-insAnnual meeting with KRCC attorneyAnnual check-in with Auditor's OfficeBiannual check-in with Kitsap County to reconcile accounting	<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

III. KRCC Land Use Program 2022 Work Plan Narrative

The proposed land use program work plan items for 2022 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.

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
Countywide and Regional Planning (via PSRC)			
1. Support growth target setting for population and employment.	LUTAC will coordinate on growth target setting with the support of a consultant.	PlanPOL will receive updates about growth target setting.	The Board will receive updates about and approve growth target setting through an amendment to the Countywide Planning Policies.
KRCC Operations			
2. 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.
Other			
3. 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)
- Draft and final growth targets
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board
- 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

IV. Triangle Associates Scope of Work: Land Use Program

IV.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. Triangle will also provide a Growth Targets specialist who will help with distributing housing, employment, and population growth targets.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and constructing meeting materials, and sending packets to PlanPOL at least 5 days before meetings. Triangle will also be responsible for issuing public notices, notetaking, drafting meeting summaries, and 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 Director• Pauline 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 PSRC• Report outs to the KRCC Board• Oversee the work of the growth target consultant	<ul style="list-style-type: none">• Meetings will be 1.5-hours in duration• In-person after June 2022

IV.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 support facilitation of 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 Glass, KRCC Program Director• Pauline Mogilevsky, KRCC Land Use Program Lead	<ul style="list-style-type: none">• 7 LUTAC meetings	<ul style="list-style-type: none">• Meeting agendas (draft and final)• Meeting memo of action items and key discussion items• Recommendations to PlanPOL developed by LUTAC	<ul style="list-style-type: none">• Meetings will be 2-hours in duration• In-person after June 2022

V. KRCC Transportation Program 2022 Work Plan Narrative

The proposed transportation program work plan items for 2022 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.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
Transportation Education			
1. Learn about transportation issues of common interest.	TransTAC addresses cross-jurisdictional transportation issues as needed. TransTAC members prepare educational updates on these topics for TransPOL meetings upon request.	TransPOL recommends topics for educational updates from TransTAC as needed.	KRCC Board reviews relevant transportation topics as needed.
2. Discuss transportation funding opportunities outside of the FHWA competitions.	Support TransPOL's discussions on transportation funding opportunities based on guidance from TransPOL.	Hold policy discussion on funding opportunities outside the FHWA competitions; identify problem statement; begin engaging others.	KRCC Board holds policy discussion on funding opportunities outside the FHWA competitions and takes action as needed.
PSRC Coordination			
5. Develop and approve Countywide Competition Call for Projects and Application (including criteria).	Develop draft recommendations of Countywide Competition Call for Projects and Application for TransPOL review.	Review and approve TransTAC's recommendations of Countywide Competition Call for Projects and Applications.	Approve Countywide Competition Call for Projects and Application.
6. Develop and approve Kitsap's Regional Projects to PSRC.	Develop the list of Kitsap's Regional Projects for TransPOL review.	Review TransTAC's list of regional projects.	Approve Kitsap's Regional Projects for PSRC review.
7. Conduct Countywide Project Selection Workshop and recommend Countywide projects to PSRC.	Score Countywide projects based on criteria outlined in the Call for Projects and recommend project awards to TransPOL.	Review TransTAC's recommended Countywide project awards.	Approve Kitsap's Countywide Projects for PSRC review.

8.	Debrief the Regional and Countywide Competitions.	Discuss best practices and recommendations for the next funding cycle.	Discuss best practices and recommendations for the next funding cycle.	Review best practices and recommendations for the next funding cycle.
KRCC Collaboration				
7.	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
- Summary reports at KRCC Board meetings
- TransTAC recommendations to TransPOL
- Countywide Competition Call for Projects and Applications
- List of Kitsap Regional Projects

VI. Triangle Associates Scope of Work: Transportation Program

VI.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 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 Lead with assistance from Betsy Daniels, KRCC DirectorClaire Wendle, KRCC Transportation Program Lead	<ul style="list-style-type: none">5 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 durationIn-person after June 2022

VI.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 Transportation 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 Glass, KRCC Program LeadClaire Wendle, KRCC Transportation Program Lead	<ul style="list-style-type: none">6 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 durationIn-person after June 2022

VII. 2022 Calendar

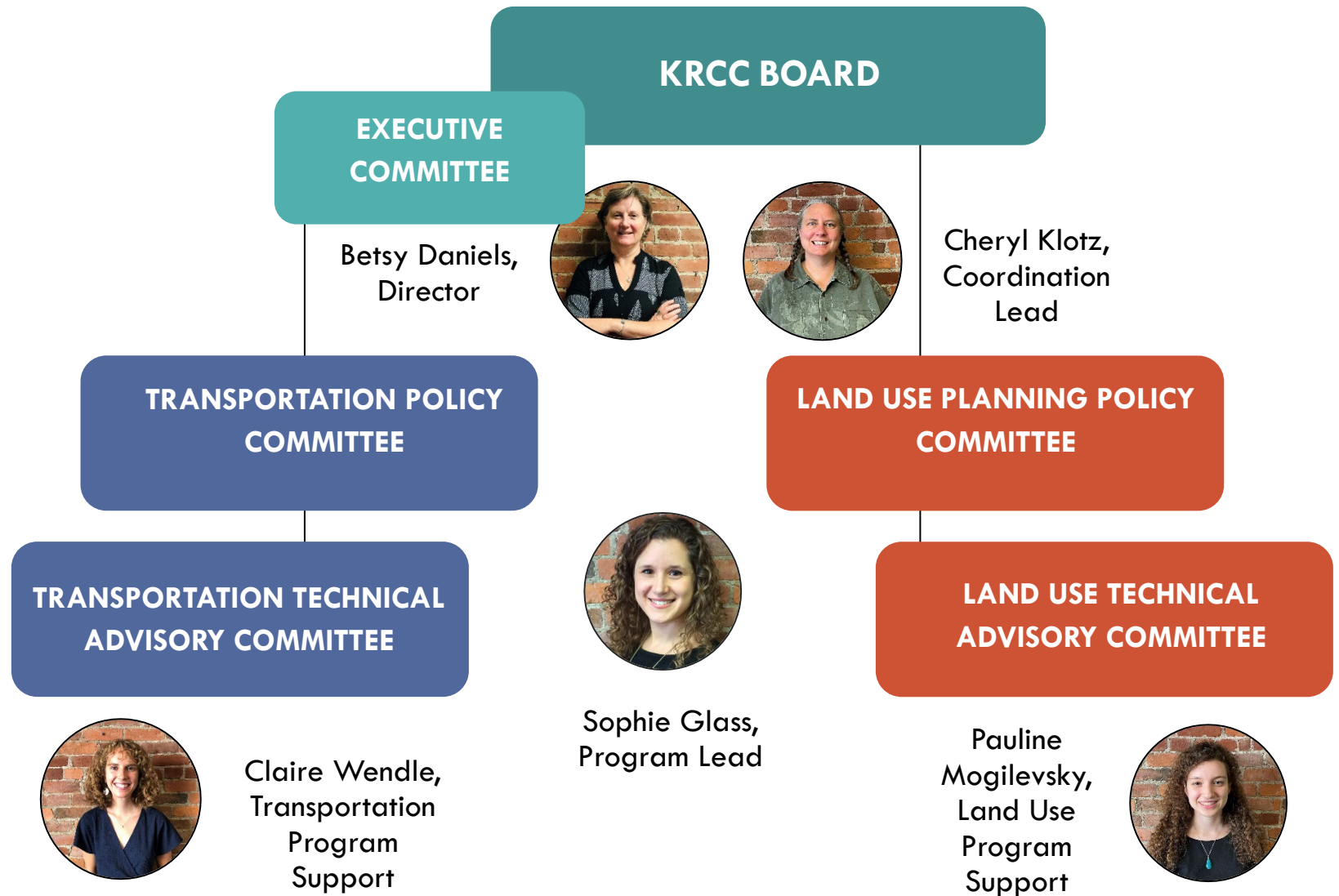
		January	February	March	April	May	June	July	August	September	October	November	December
Executive	Board* 1 st Tues. 10:15AM-12:15PM Norm Dicks Gov. Center		Feb. 1 Board Meeting			May 3 Board Meeting	June 7 Board Meeting			Sept. 6 Board Meeting		Nov. 1 Board Meeting	Dec. 6 Board Meeting
	Executive Committee 3 rd Tues. 11:00AM-1:00PM	Jan. 18 Executive Committee Meeting	Feb. 15 Executive Committee Meeting	March 15 Executive Committee Meeting	April 19 Executive Committee Meeting	May 17 Executive Committee Meeting	June 21 Executive Committee Meeting		Aug. 16 Executive Committee Meeting	Sept. 20 Executive Committee Meeting	Oct. 18 Executive Committee Meeting	Nov. 15 Executive Committee Meeting	Dec. 20 Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM	Jan. 20 TransPOL Meeting	Feb. 17 TransPOL Meeting	March 17 TransPOL Meeting	April 21 TransPOL Meeting	May 26 TransPOL Meeting					Oct. 20 TransPOL Meeting		
	TransTAC 2 nd Thurs. 1:30-3:00PM	Jan. 13 TransTAC Meeting	Feb. 10 TransTAC Meeting	March 10 TransTAC Meeting	April 14 TransTAC Meeting	May 12 TransTAC Meeting				Sept. 8 TransTAC Meeting			
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM		Feb. 15 PlanPOL Meeting		April 19 PlanPOL Meeting	May 17 PlanPOL Meeting				Sept. 20 PlanPOL Meeting			
	LUTAC 2 nd Thurs. 9:30-11:30AM	Jan. 13 LUTAC Meeting	Feb. 10 LUTAC Meeting	March 10 LUTAC Meeting	April 14 LUTAC Meeting	May 12 LUTAC Meeting	June 9 LUTAC Meeting				Oct. 13 LUTAC Meeting		

Other Dates

Board Retreat: Spring 2022

Legislative Reception: Winter 2022

VIII. Staff Organizational Chart



2022 Proposed KRCC BUDGET

Auditor's Office	\$5,000.00	Auditor's Office Fees: In case of unexpected
Legal Services	\$3,000.00	Legal services: Approximate annual cost
RMSA	\$3,323.00	RMSA insurance: Amount for 2022
Room Rentals	\$1,500.00	Room rentals: Cost for meeting, retreat, and
Reserves	\$1,000.00	Reserves: Annual contribution to reach goal
Miscellaneous	\$1,004.00	Misc: for unanticipated expenses
<i>Subtotal</i>	<i>\$14,827.00</i>	
Triangle Associates	\$250,000.00	Triangle: Rounded up from estimate
KRCC TOTAL: \$264,827.00		

KRCC budget in 2021 was \$243,000

Increase from 8.24%
2021 to 2022
budget:

Historical

Comparison:

2021 Triangle Budget (Amended) = \$262,064; Projected Actual = \$222,000

2020 Triangle Budget= \$192,417; Actual = \$181,020

2019 Triangle Budget = \$222,213; Actual = \$209,880

2018 Triangle Budget = \$197,275; Actual = \$200,487

2017 Triangle Budget = \$189,961; Actual = \$189,955

2016 Triangle Budget = \$200,271; Actual = \$200,266

2015 Triangle Budget (Contract began mid-year)= \$117,545; Actual = \$117,287

Dues Proposal for 2022:

Jursidiction	2022 Proposed	2021 Dues	2020 Dues
Kitsap County	\$133,900.21	\$133,900.21	\$112,794.00
Bremerton	\$27,873.36	\$27,873.36	\$23,617.00
Bainbridge Island	\$34,900.18	\$34,900.18	\$29,331.00
Port Orchard	\$11,611.79	\$11,611.79	\$9,601.00
Poulsbo	\$10,171.46	\$10,171.46	\$8,539.00
Port of Bremerton	\$8,366.84	\$8,366.84	\$6,891.00
Kitsap Transit	\$11,449.36	\$11,449.36	\$9,429.00
Suquamish Tribe	\$1,100.90	\$1,100.90	\$907.00
PGST Tribe	\$1,100.90	\$1,100.90	\$907.00
Port of Kingston	\$2,525.00	\$2,525.00	\$2,525.00
Total Dues	\$243,000.00	\$243,000.00	\$204,541.00
Total Collected		\$239,273.00	

KRCC BUDGET with TRIANGLE ASSOC. DETAIL

January 1, 2022 - December 31, 2022

v.November 2 2021

KRCC BUDGET with TRIANGLE ASSOC. DETAIL
January 1, 2022 - December 31, 2022

V. November 2 2021

		Expenses	Total	2021 Budget	Expense Info	Assumptions	Units
I. KRCC Administrative Program							
Task I.A. - Executive Board + Committee				\$58,662.00	\$45,780	Virtual Jan. - June and In-Person July - Dec.	
	Prep and summaries. for Exec. Committee (11)	\$0	\$11,440			agenda, materials, annotated agenda, distribute materials	11
	Exec. Comm. facilitation (11)	\$182	\$8,822		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting		11
	Preparation for Exec. Board (6)	\$0	\$6,240			agenda, materials, annotated agenda, distribute materials	6
	Board meeting facilitation (6)	\$183	\$8,268		\$8.2 ferry ticket for 5 people + \$20 printing/in-person meeting	6, 2-hr meetings plus travel and printing for in-person meetings, Program Team attends 3 meetings	6
	Board meeting summaries and follow-up (6)	\$0	\$6,240			2 hr mtgs, 1 hour prep/pack, 3 hr travel	6
	Prep and Planning for Board retreat (1)	\$0	\$5,480			agenda, materials, annotated agenda, distribute materials	
	KRCC Board retreat and summary plus travel (1)	\$350	\$7,470		car ferry ride/mileage + \$300 printing	8-hr day plus travel to/from Bremerton	
	One-on-one meetings with jurisdictions as needed (11)	\$82	\$4,702		5 ferry rides for 2 people	Combination by phone and in-person	
Task I.B. - State/Regional Legislative Coordination				\$35,141.20	\$19,188		
	Legislative Reception (1)	\$350	\$9,010		car ferry ride/mileage + \$300 printing	Planning + Day Of + Follow Up, venue cost out of general KRCC budget	
	Gorst Coalition co-chair meeting support (8)	\$226	\$10,066		\$8.2 ferry ticket for 1 person + \$20 printing/in-person meeting	8 in person co-chair meetings	8
	Gorst Coalition meeting support (8)	\$226	\$16,066		\$8.2 ferry ticket for 1 person + \$20 printing/in-person meeting	8 in person Gorst Coalition meetings	8
Task I.C. - Website				\$2,295.00	\$2,075		
	Website management	\$295	\$2,295		InMotion Hosting + Square Space (\$295)		
Task I.D. - PSRC Support				\$9,340.00	\$8,765		
	General PSRC coordination	\$0	\$4,440				
	Attend Regional Staff Comm. Mtgs (11)	\$0	\$2,450		11 RSC meetings	2-hr meetings + .5 hrs for travel for half of meetings	
	Attend Regional Proj. Eval Comm. Mtgs (11)	\$0	\$2,450		11 RPEC meetings	2-hr meetings + .5 hrs for travel for half of meetings	
Task I.E. - Overall support				\$44,420.00	\$36,740		
	Contract management	\$0	\$3,840				
	Administrative and technical support	\$1,920	\$9,400		Rackspace (\$960), Jungle Disk (\$360), cell phone (\$600)	10hrs for annual audit report	
	Internal team coordination meetings	\$0	\$30,480			Average weekly meeting 1 hr	
	RMSA Compact obligations	\$0	\$700			RMSA dues through KRCC General budget	
II. KRCC Land Use Program							
Task II.A. - PlanPOL				\$45,116.40	\$52,080		
	Preparation and materials (4)	\$0	\$3,520			agenda, materials, annotated agenda, distribute materials, oversee the work of LDC Inc.	4
	Meeting facilitation (4)	\$36	\$2,196		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	1.5-hr meetings	4
	Meeting summaries and follow-up (4)	\$0	\$3,520				4
	Subconsultant	\$33,000	\$35,880		Expenses for LDC subcontract to support growth allocation process	1 hr/month to manage sub-contract	
Task II.B. - LUTAC				\$18,536.40	\$43,570		
	Preparation (7)	\$0	\$8,540			agenda, materials, annotated agenda, distribute materials, oversee the work of the LDC Inc.	7
	Meeting facilitation (7)	\$36	\$4,116		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	2-hr meetings	7
	Meeting summaries and follow-up (7)	\$0	\$5,880				7
III. KRCC Transportation Program							
Task III.A. - TransPOL				\$17,476.40	\$12,230		
	Preparation (6)	\$0	\$8,520			agenda, materials, annotated agenda, distribute materials	6
	Meeting facilitation (6)	\$36	\$2,676		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	1.5hr meetings	6
	Meeting summaries and follow-up (6)	\$0	\$6,280				6
Task III.B. - TransTAC				\$15,996.40	\$10,180		
	Preparation (6)	\$0	\$7,320			agenda, materials, annotated agenda, distribute materials	6
	Meeting facilitation (6)	\$36	\$3,636		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	2-hr meetings	6
	Meeting summaries and follow-up (6)	\$0	\$5,040				6
Triangle Totals		\$36,959	\$246,983.80	\$246,983.80	\$230,608		



Kitsap Regional Coordinating Council

Recommendation for the Kitsap Regional Coordinating Council (KRCC) 2022 Chair and Vice-Chair

On August 17, 2021, the KRCC Executive Committee met and recommended the following individuals to serve as the KRCC Chair and Vice Chair in 2022.

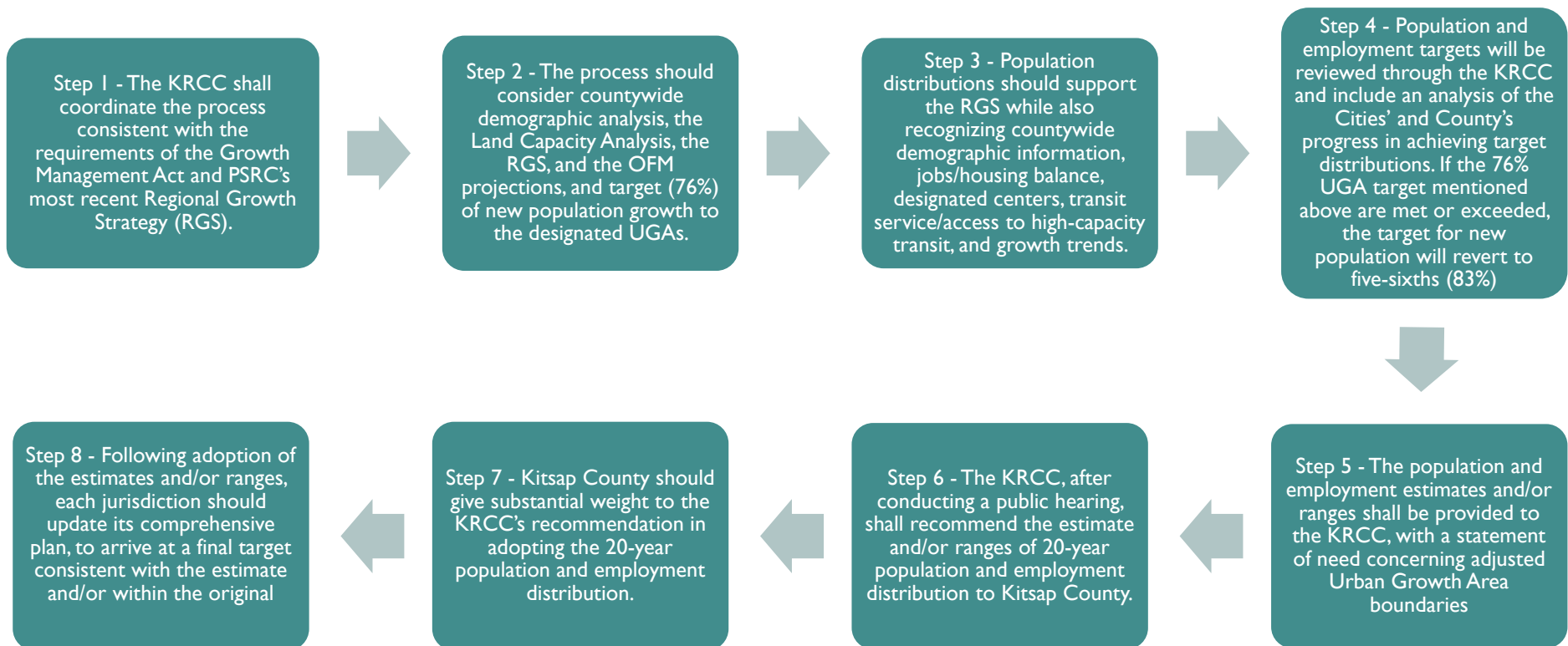


2022 KRCC Chair
Commissioner Rob Gelder, Kitsap County



2022 KRCC Vice Chair
Mayor Greg Wheeler, City of Bremerton

TARGET SETTING PROCESS – CPP – UGA-5



CONSIDERATIONS FOR SETTING HOUSING TARGETS

Possible advantages for setting targets in CPPs -

- Provide consistency with PRSC regional policies
- Match work completed by King Pierce, Snohomish Counties.
- Ensure consistency with methodology to set housing targets (CPPs vs. individual plans)
- Would complete a process a process at the regional level – would not have to be completed by each jurisdiction
- Could be completed during population/employment target setting
- Assistance with methodology and target setting available

Possible advantages for deferring process to comprehensive plan update process-

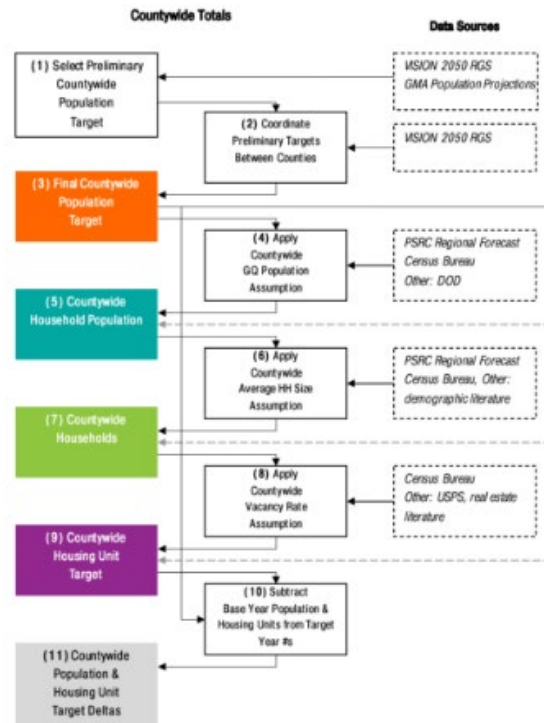
- No requirement to include in Countywide Planning Policies
- Work could be included with other update tasks
- Would keep the decision local vs. regional

PSRC GUIDANCE FOR GROWTH TARGETS (INCLUDING HOUSING TARGETS)

- Guidance objectives:
 - Consistency with Vision 2050 Regional Growth Strategy
 - Provides best practices and methodologies to support a more consistent approach to target setting across the region
 - Housing target setting process defined



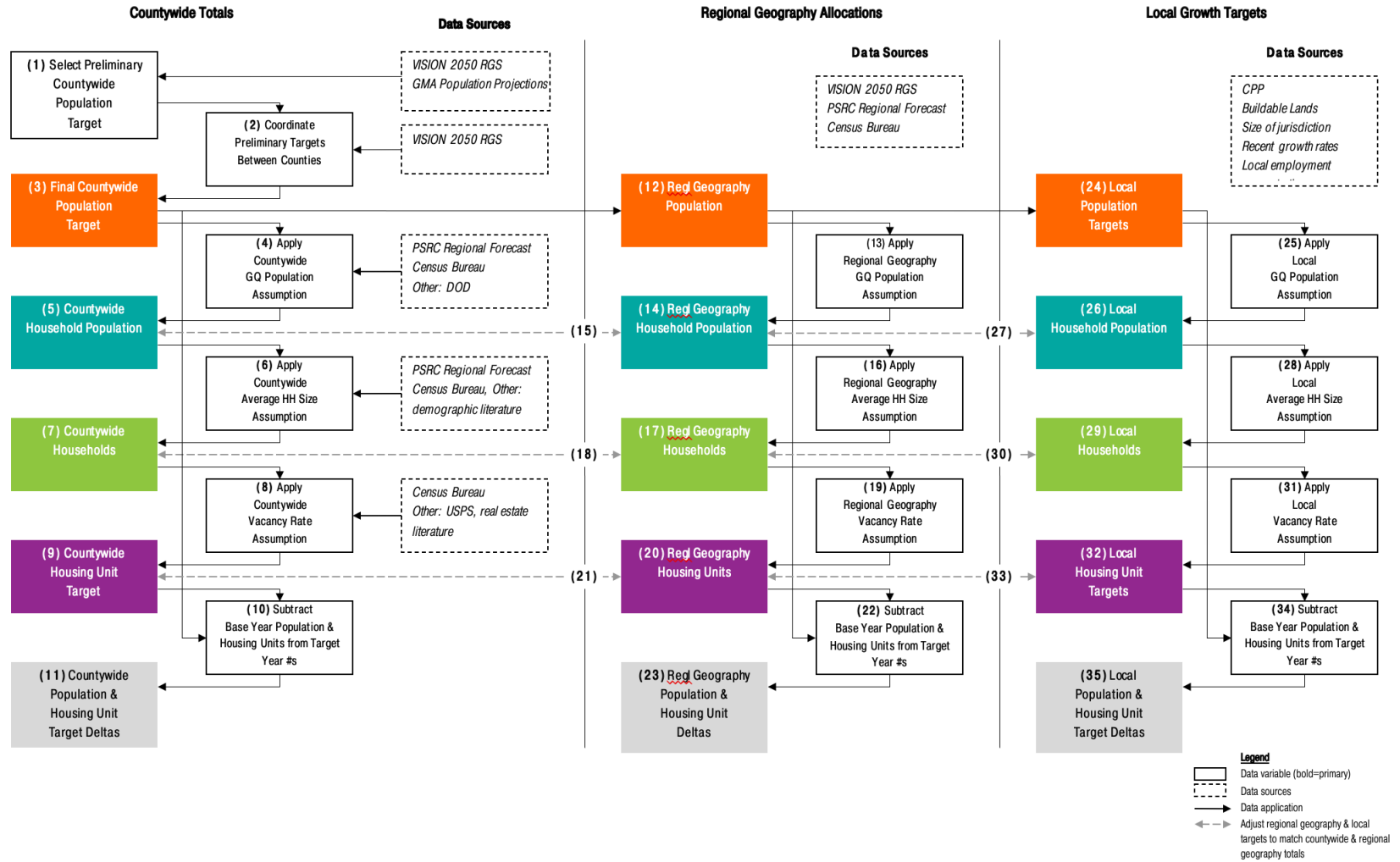
PSRC step by step methodology to set housing targets



Snohomish County – example housing target table

Area	2011 Housing Unit Estimates	2035 Housing Unit Targets	2011-2035 Housing Unit Growth	
			Amount	Pct of Total County Growth
Non-S.W. County UGA	60,509	87,340	26,831	27.4%
Arlington UGA	7,128	10,018	2,890	3.0%
Arlington City	6,931	9,654	2,723	2.8%
Unincorporated	197	364	167	0.2%
Darrington UGA	682	948	266	0.3%
Darrington Town	644	764	120	0.1%
Unincorporated	38	184	146	0.1%
Gold Bar UGA	1,205	1,304	99	0.1%
Gold Bar City	831	917	86	0.1%
Unincorporated	374	387	13	0.0%
Granite Falls UGA	1,412	3,516	2,104	2.1%
Granite Falls City	1,348	3,090	1,742	1.8%
Unincorporated	64	425	361	0.4%
Index UGA (Incorporated)	117	127	10	0.0%
Lake Stevens UGA	12,281	17,311	5,030	5.1%
Lake Stevens City	10,470	14,883	4,413	4.5%
Unincorporated	1,811	2,428	617	0.6%
Maltby UGA (unincorporated)	71	71	NA	NA
Marysville UGA	22,709	32,936	10,227	10.4%
Marysville City	22,649	32,876	10,227	10.4%
Unincorporated	60	60	-	0.0%
Monroe UGA	5,838	7,443	1,605	1.6%
Monroe City	5,326	6,526	1,200	1.2%
Unincorporated	512	917	405	0.4%
Snohomish UGA	4,545	6,115	1,570	1.6%
Snohomish City	4,013	5,204	1,191	1.2%
Unincorporated	532	911	379	0.4%
Stanwood UGA	2,634	4,578	1,944	2.0%
Stanwood City	2,586	4,179	1,593	1.6%
Unincorporated	48	398	350	0.4%
Sultan UGA	1,887	2,972	1,085	1.1%
Sultan City	1,752	2,581	829	0.8%
Unincorporated	135	391	256	0.3%

APPENDIX A: BEST PRACTICE METHODOLOGY FOR HOUSING TARGETS



higher resolution image of diagram shown on previous page. Source: PSRC Guidance for Growth Targets to Implement VISION 2050

Memo

To: KRCC Board

From: KRCC Staff

Date: December 7, 2021

Subject: Housing Targets

During the October 19 KRCC Planning Policy Committee (PlanPOL) meeting, PlanPOL members began the discussion of whether to include housing targets for 2044 in the Kitsap Countywide Planning Policies (CPPs), in addition to population and employment growth targets for 2044. PlanPOL asked the KRCC Board to recommend whether to include housing targets in the CPPs.

At the November 2 KRCC Executive Board meeting, the Board discussed the benefits and concerns about including housing targets and directed the KRCC Executive Committee to continue the discussion.

At the November 16 Executive Committee meeting, Committee members shared the following considerations:

- Jurisdictions want flexibility to address housing in ways that suit their own community needs.
- Developing housing targets will require time and staff capacity. KRCC jurisdictions have not developed housing targets before, and some are hesitant about the process and level of effort required.
- Since housing targets are required, this is a discussion of whether they are addressed collaboratively or individually, and *when*, not *if*, they are calculated.
- State and local requirements do not mandate including housing targets in CPPs, so they could be developed by individual jurisdictions as part of their upcoming comprehensive plan updates.

The Executive Committee proposed that KRCC jurisdictions develop housing targets individually during comprehensive plan updates, rather than now as part of KRCC's coordinated CPP process. Information sharing could happen at that stage and an appendix could be added to the CPPs.

Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2021 (DRAFT)

CASH BASIS																		
Draft v. 11-24-21																		
Invoice Number	21-1	21-2	21-3	4	5	6	7	8	9	10	11	12	Projected expenses through remainder of 2021	YTD		Budget	% Budget Year	% Budget
Work conducted in:	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.						
Revenue																		
Member Dues	\$ -	\$ 123,032.00	\$ 116,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-			\$ 239,373		N/A	N/A	N/A
Events/Receptions														\$ -		N/A	N/A	N/A
Application Fees														\$ -		N/A	N/A	N/A
Other														\$ -		N/A	N/A	N/A
Carry Forward	\$ 52,642.83													\$ 52,643		N/A	N/A	N/A
Total Revenue	\$ 52,642.83	\$ 123,032.00	\$ 116,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 292,015.83				
Operating Expenses																		
Triangle Invoice Total	\$ 22,362.88	\$ 25,409.06	\$ 18,335.45	\$ 27,424.39	\$ 23,396.40	\$ 13,429.40	\$ 10,927.90	\$ 15,205.05	\$ 15,016.02	\$ 16,145.12								
Triangle labor/expenses	\$ 15,764.50	\$ 16,312.00	\$ 18,335.45	\$ 18,459.97	\$ 14,611.07	\$ 8,824.61	\$ 9,224.88	\$ 11,502.17	\$ 11,876.52	\$ 16,145.12	\$ 12,000.00	\$ 8,500.00	\$ 36,645.12	\$ 124,911.17	\$ 161,556.29	\$ 192,418	83%	64.92%
Subcontractor Expenses	\$ 6,598.38	\$ 9,097.06	\$ -	\$ 8,964.42	\$ 8,785.33	\$ 4,604.79	\$ 1,703.02	\$ 4,260.88	\$ 3,139.50	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 47,153.38	\$ 50,153.38	\$ 57,523	83%	
Legal Services			\$ 356			\$ 1,649.70								\$ 2,005.90	\$ 2,005.90	\$ 2,500	83%	80.24%
RMSA Insurance	\$ 3,450.00													\$ 3,450.00	\$ 3,450.00	\$ 3,000	83%	115.00%
Room Rentals														\$ -	\$ -	\$ 1,600	83%	0.00%
Reserves														\$ -	\$ 5,000.00	\$ 5,000	83%	0.00%
Miscellaneous						\$ 2.55								\$ 2.55	\$ 2.55	\$ 23	83%	11%
Total Op. Expenses	\$ 25,812.88	\$ 25,409.06	\$ 18,691.65	\$ 27,424.39	\$ 23,396.40	\$ 15,081.65	\$ 10,927.90	\$ 15,763.05	\$ 15,016.02	\$ 16,145.12	\$ 13,500.00	\$ 10,000.00		\$ 217,168.12	\$ 222,168.12	\$ 262,064	83%	82.87%
Net Income														\$ 74,847.71	\$ 69,847.71			
Total Reserves	\$24,000																	
TOTAL CASH of January 1, 2021	\$ 76,642.83																	

Amendments/Modifications/Notes:

	Projected Unbudgeted Dues Revenue	Projected Under/Over Budget	Total
2021 Revenue Projection	\$ 29,952.15	\$ 39,895.56	\$ 64,847.71
Estimated EOY Total Reserves			\$ 29,000.00
Projected EOY Unassigned Cash as of December 31. 2021			\$ 93,847.71