



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC) Board Meeting Summary

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

Virtual Meeting following Governor Inslee's Stay at Home Order

Approved 12-07-2021

Decisions		
<p>The KRCC Board decided to:</p> <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



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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.



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- 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.



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- 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



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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	✓
Putaanuu, 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