



# Kitsap County Planning Commission 2017 Annual Report

**DRAFT**

March XX, 2018



## Introduction

This report summarizes the work conducted by the Kitsap County Planning Commission for calendar year 2017.

Kitsap County Planning Commission is established by state law and county resolution. It provides recommendations to the County's Department of Community Development regarding the County's Comprehensive Plan, development codes, and land use policies.

The Kitsap County Planning Commission is an advisory body that shall "assist the planning department in carrying out its duties, including assistance in the preparation and execution of the comprehensive plan and recommendations to the department for the adoption of official controls and/or amendments thereto" (RCW 36.70.040).

The Planning Commission conducts hearings "and shall make findings of fact and conclusions there from which shall be transmitted to the department which shall transmit the same to the board with such comments and recommendations it deems necessary" (Kitsap County Resolution 60-1961).

The Planning Commission's regularly scheduled public hearings or work study sessions are held on the first and third Tuesday of every month at 5:30pm. These meetings are held at the Kitsap County Administration Building, Commissioner's Chambers, 619 Division Street Port Orchard, Washington. The Planning Commission also holds public hearings and study sessions at other times and locations as needed.

## Kitsap County Planning Commission Members

Commissioner	Term Ends	District
<b>Aaron Murphy</b>	12/31/2018	North Kitsap District 1
<b>Thomas Nevins</b>	12/31/2020	North Kitsap District 1
<b>Spencer Stegmann</b>	12/31/2020	North Kitsap District 1
<b>Robert Baglio, Chair</b>	12/31/2018	South Kitsap District 2
<b>Karanne Gonzalez-Harless</b>	12/31/2018	South Kitsap District 2
<b>James Svensson</b>	12/31/2020	South Kitsap District 2
<b>Gina Buskirk</b>	12/31/2021	Central Kitsap District 3
<b>Joe Phillips</b>	12/31/2021	Central Kitsap District 3
<b>Richard Shattuck</b>	12/31/2020	Central Kitsap District 3

*Clerk of the Planning Commission: Amanda Walston, Tasha Santos*

## Key Actions Taken in 2017

### Review and Analysis of Proposed Code Revisions

- Reviewed proposed revisions to the Critical Areas Ordinance
- Reviewed a proposed ordinance addressing transitory accommodations
- Reviewed proposed revisions to the County’s flood code
- Reviewed proposed revisions to the County’s Stormwater Management Program rate structure
- Reviewed 33 proposed administrative updates to the County’s development code
- Reviewed proposed code revision addressing vacation rentals
- Reviewed proposed code revision regarding maximum lot size in urban areas

### Administrative Actions

- Adopted revised rules of procedure for the Planning Commission

### Review and Analysis of Applications

- Reviewed and approved three open space applications

## Chronological Summary

Date	Topic	Summary
January 17, 2017	Work Study: Transitory Accommodations	Presentations on homelessness, host agency responsibilities, boarding houses, fitness centers, future plans.
	Officer elections	Robert Baglio elected to Chair. Gina Buskirk elected to Vice-Chair.
	Work Study: Critical Areas Ordinance	
February 7, 2017	Public Hearing: Transitory Accommodations	5 public comments heard.
	Deliberations: Transitory Accommodations	Proposed ordinance approved with amendments.
	Discussion: Rules of procedure	
February 21, 2017	Findings of Fact: Transitory Accommodations	Findings of fact adopted.
	Briefing from Department of Commerce staff	Comprehensive Planning under the Growth Management Act

		Roles in Planning, Land Use Planning Decisions, Effective Public Process
March 7, 2017	Briefing from Deputy Prosecuting Attorney	Planning Commission Roles Open Public Meeting Act
	Public Hearing: Rules of Procedure	No public comments received.
	Deliberations: Rules of Procedure	Adopted Amended Rules of Procedure.
April 4, 2017	Public Hearing: Howard Open Space	No public comments received.
	Findings of Fact: Howard Open Space	Application approved. Findings of fact adopted.
	Work Study: Critical Areas Ordinance	
	Findings of Fact: Rules of Procedure	Findings of fact adopted.
April 18, 2017	Work Study: Critical Areas Ordinance	
April 25, 2017	Public Hearing: Critical Areas Ordinance	10 public comments heard.
April 27, 2017	Public Hearing: Critical Areas Ordinance	2 public comments heard.
May 2, 2017	Public Hearing: Critical Areas Ordinance	9 public comments heard.
	Work Study: Transfer of Development Rights	
	Work Study: Agriculture Code	
May 16, 2017	Deliberations: Critical Areas Ordinance	
May 23, 2017	Deliberations: Critical Areas Ordinance	Public Review Draft of the Critical Areas Ordinance approved as amended.
June 6, 2017	Public Hearing: Title 15 Flood Code	No public comments received.
	Deliberations: Title 15 Flood Code	Approved proposed Flood Code amendments.
	Findings of Fact: Critical Areas Ordinance	Findings of fact adopted.
	Findings of Fact: Title 15 Flood Code	Findings of fact adopted.
August 15, 2017	Work Study: Amendment to the Stormwater Management Program rate structure	
	Briefing from Department of Community Development staff	Comprehensive Plan appeal response to Hearings Board remand.
August 29, 2017	Public Hearing: Amendment to the Stormwater Management Program rate structure	No public comments received.
	Deliberations: Amendment to the Stormwater Management Program rate structure	Approved Amended Title 12.40.
	Findings of Fact: Amendment to the Stormwater Management Program rate structure	Findings of fact adopted.

	Briefing from Department of Community Development staff	Modifications to Title 14 and Title 2
September 5, 2017	Work Study: 17-02718 BAR MH Timber open space application	
	Public Hearing: 17-02718 BAR MH Timber open space application	No public comments received.
	Deliberations and Findings of Fact: 17-02718 BAR MH Timber open space application	Application approved. Findings of fact adopted.
October 17, 2017	Work Study: Administrative Code Updates and Minor Code Amendments	
November 14, 2017	Work Study: 17-03997 Kitsap Golf & Country Club open space application	
	Public Hearing: 17-03997 Kitsap Golf & Country Club open space application	No public comments received.
	Deliberations and Findings of Fact: 17-03997 Kitsap Golf & Country Club open space application	Application approved. Findings of fact adopted.
	Public Hearing: Development code administrative updates – Batch of 33	One public comment heard.
	Public Hearing: Development code “minor” updates addressing vacation rentals, exemptions to maximum lot size requirements in urban areas, and revision to paved parking requirements in urban areas	5 public comments heard.
November 21, 2017	Deliberations and Findings of Fact: Development code administrative updates – Batch of 33	Findings of fact adopted.
December 19, 2017	Deliberations: Development code “minor” updates addressing vacation rentals, exemptions to maximum lot size requirements in urban areas, and revision to paved parking requirements in urban areas	Development code updates addressing vacation rentals and revision to paved parking requirements in urban areas withdrawn by the Department. Deliberations covered only exemptions to maximum lot size requirements in urban areas.
	Briefing from Department of Community Development staff	Online permitting.