

**Kitsap County Planning Commission Minutes – July 3<sup>rd</sup>, 2018**

**KITSAP COUNTY PLANNING COMMISSION**

**Administration Building – Commissioner’s Chambers**

**July 3<sup>rd</sup>, 2018 @ 5:30 pm**

These minutes are intended to provide a summary of meeting decisions and, except for motions made, should not be relied upon for specific statements from individuals at the meeting. If the reader would like to hear specific discussion, they should visit Kitsap County’s Website at <http://www.kitsapgov.com/dcd/pc/default.htm> and listen to the audio file (to assist in locating information, time-stamps are provided below).

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Members present: Gina Buskirk (Chair), Karanne Gonzalez-Harless (Vice Chair), Kim Allen, Tom Nevins, Richard Shattuck, Spencer Stegmann

Members absent: Jim Svensson, Aaron Murphy, Joe Phillips

Staff present: Peter Best, David Forte, Louisa Garbo, Darren Gurnee, Dave Ward, Liz Williams, Amanda Walston, (Clerk)

**05:30:28**

**A. Call Meeting to Order, Introductions**

- Chair Buskirk welcomes and acknowledges the credentials and accomplishments of new Planning Commissioner, Kim Allen, who will represent South Kitsap District #2.
- Kim Allen expresses offers appreciation and looks forward to working in this role.

**B. Adoption of Agenda**

- Motion: Kim Allen moves to adopt Agenda as presented.
  - Second: Karanne Gonzales-Harless seconds.
  - Vote: 6 in favor; 0 opposed – motion carries.

**C. Approval of Minutes**

- Motion: Karanne Gonzales-Harless moves to approve minutes from 04/17/18 meeting as presented.
  - Second: Richard Shattuck seconds.
  - Vote: 5 in favor; 1 abstain; 0 opposed – motion carries.
- Motion: Spencer Stegmann moves to approve minutes from 05/01/18 meeting as presented.
  - Second: Karanne Gonzales-Harless seconds.
  - Vote: 5 in favor; 1 abstain; 0 opposed – motion carries.

**05:35:35**

**D. Work Study: 2018 Annual Comprehensive Plan Amendment Update Process – Peter Best, Planning & Environmental Programs Planner**

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- **CHAPTER 1: PROCESS, SCHEDULE & PUBLIC OUTREACH INFORMATION**
  - Peter Best briefly reviews the process to be followed for this Work Study
    - 8 of the 11 proposed amendments presented tonight, with the remaining presented at the next regular meeting, scheduled for 07/17/18.
    - Binder with materials in numbered tabs/chapters have been distributed will be referenced. Updated inserts have been provided.
  - Mr. Best briefly describes the 4 phases of the Comprehensive Plan Update process: Scoping, Development, Analysis and Consideration –the phase we are entering
  - Mr. Best reviews the new Staff Report format, layout, details, and differences
  - **CHAPTER 1 QUESTIONS/ANSWERS:**
  - Kim Allen asks if there is online access point for public comment
    - Mr. Best confirms an online form instantly captures the user’s submission and publishes it to the site; hard copy comments are added as received
      - Kim Allen notes the link didn’t work; Staff will follow up
- 6:00:00**
- **CHAPTER 2: NON-MOTORIZED FACILITIES PLAN (NMFP) UPDATE**
  - Mr. Best introduces David Forte, Transportation Planner from Kitsap County Public Works, whose department worked extensively on this section of the plan, in collaboration with Kingston Citizens Advisory Committee and the Non-Motorized Citizens Advisory Committee
  - Mr. Best notes the Kingston Community Trails Plan lost its official status under the 2016 Comprehensive Plan Update; and citizens brought forth a desire to strengthen and restore the trails program
  - This proposed amendment improves consistency and incorporates updates that strengthen policies for implementation in the Kingston Urban Growth Area, updates maps and provides clarifying edits in the Capital Facilities Plan and NMFP. Staff recommends approval.
  - Mr. Best references Appendix A of Chapter 1 in the Planning Commission’s material binders and briefly reviews each proposed change to the Amendment
    - Relating to amendment 2, Mr. Forte notes the existing plan has 2 maps showing existing regional bicycle routes, this clarifies which are official and which are not – to alleviate confusion in development review, this clarifies using 1 map
    - Amendment 6 updates Appendix I, in the NMFP, with current map revisions
- 06:09:14**
- **CHAPTER 2 QUESTIONS/ANSWERS:**
  - Richard Shattuck asks why North to South connectivity to Heritage Park isn’t shown here, as it was presented as a goal of the Community Council?

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- 1 • Mr. Forte responds that the current plan connects north and south as an  
2 official, defined route. This kind of connectivity desired for Heritage and  
3 Newberry requires more research into details and specifics, and is classified  
4 here as a proposed concept.
- 5 • Mr. Forte explains that the maps show the evolution of recommended  
6 changes based on 2 years of careful thought and refined committee work on  
7 feasibility, actual use, and the kind of connectivity desired
- 8 • Kim Allen asks, and Mr. Forte confirms, the green trail offshore designation running  
9 from Manchester all the way down on the South map indicates water trails.
- 10 • Tom Nevins notes that in the past when concept trails are designated on maps,  
11 property owners whose land could be affected may raise concerns
- 12 • Mr. Forte agrees and specific effort was made to be very clear that any time  
13 a concept trail is shown through another property, it is not a trail decision,  
14 but a desire by the community on getting from 'Point A to Point B'.

15 **06:15:24**

- 16 • **CHAPTER 3: KINGSTON URBAN VILLAGE CENTER (UVC) ZONE REVIEW**
- 17 • Mr. Best introduces DCD Staff Planner Liz Williams, who led a great deal of  
18 collaborative work and effort with the Kingston Community Advisory Council, which  
19 reflects a diverse range of interest and backgrounds in the community, many have  
20 long history and seek to strike real balance between growth and preservation of  
21 character by adjusting regulatory barriers.
- 22 • Mr. Best reviews the SEPA determination process, notes that this amendment better  
23 meets the existing vision of the Kingston community and implements two subarea  
24 plan goals. Staff recommends approval.
- 25 • **CHAPTER 3 QUESTIONS/ANSWERS:**
- 26 • Kim Allen asks and Mr. Best confirms that Amendment #5 is limited to only the  
27 Kingston UVC, and is not a general code change.
- 28 • Tom Nevins asks why the parking lot of the ferry terminal is shown as a critical area on  
29 the Critical Area map, and if it could be due to earthquake or seismic concerns?
- 30 • Mr. Best confirms it is considered a high-hazard geologic area, but will look  
31 at additional mapping to determine if seismic concerns are present.

32 **06:26:15**

- 33 • **CHAPTER 6: PARKS, RECREATION AND OPEN SPACE PLAN UPDATE**
- 34 • Mr. Best briefly reviews the SEPA determination and update process, noting this  
35 proposed amendment reflects a portion of the 2018 Parks plan, as strategies are  
36 adopted by reference in Chapter 6 of the Parks Plan – which requires the  
37 Comprehensive Plan to be updated as well. Staff recommends approval.
- 38 • **CHAPTER 6 QUESTIONS: None heard.**

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- 1 • Mr. Best acknowledges Steve Starlund, Kitsap County Parks Planner, for his work on  
2 this amendment.

3 **06:29: 35**

- 4 • **CHAPTER 7: AFFORDABLE HOUSING POLICY REVIEW**

- 5 • Mr. Best acknowledges Kirsten Jewell, Bonnie Tufts and Shannon Bauman from the  
6 Kitsap County Department of Human Services for their work on this amendment.

- 7 • Mr. Best briefly reviews the proposed amendment, noting increasing demand in  
8 Kitsap County and across the State and Country for affordable housing. The SEPA  
9 determination process has been completed. No changes are needed to the most  
10 recent update in 2017, however opportunities to improve strategies and establish  
11 high level policy implementation have been identified. Staff recommends approval.

- 12 • **CHAPTER 7 QUESTIONS: None heard.**

13 **06:34: 40**

- 14 • **CHAPTER 8: CLARIFYING EDITS**

- 15 • Mr. Best briefly reviews this annual docket item to improve clarity and consistency  
16 with the Comprehensive Plan and County. It is noted that these are limited  
17 amendments meant to improve without changing intent. Most are non-substantive  
18 edits that clarify or update, including Scribner's errors.

- 19 • **CHAPTER 8 QUESTIONS: None heard.**

20 **06:51:59**

- 21 • **CHAPTER 9 REVIEW: CPA 18-00369 (RICHARDSON Site-Specific)**

- 22 • Mr. Best introduces DCD Staff Planner and Project Lead, Darren Gurnee, who briefly  
23 describes the project, referencing the provided Staff Report.

- 24 • This section was designated in 2016 as an Urban High-Density Commercial zone. Since  
25 then, the property owners have recorded a Boundary Line Adjustment, shifting the  
26 boundary further from the road, resulting in a split zone, where 1.33 of 3.49 acres is  
27 currently in the Urban Low-Density Residential Restricted zone. This request is to  
28 change that area of the property zone to match the front area property zone.

- 29 • SEPA Determination of non-significance is complete. Staff recommends approval with  
30 conditions to acquire 6 Transfer-of-Development-Rights (TDR) certificates.

- 31 • For every acre transferred, 2 TDRs are required. Acreage is rounded up to  
32 next whole acre, for this 1.33, 6 will be required.

- 33 • **CHAPTER 9 QUESTIONS:**

- 34 • Richard Shattuck asks how easy it will be to acquire these TDRs.

- 35 • Mr. Gurnee notes the program has individuals interested in providing TDRs, but, no  
36 officially available sites. However, approval is conditioned to include extensions and  
37 page 4 of the staff report recognizes TDR is an emerging market and allows for  
38 completion by June of 2021.

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**06:59:12**

- **CHAPTER 10: CPA 18-00431 (UELAND TREE FARM LLC)**
- Liz Williams briefly describes the project, referencing the provided Staff Report and noting that the Mineral Resource Overlay designation is intended to be temporary and allowed only until the extraction process is complete, at which time the designation will cease.
- Applicant has entered into a development agreement with the property owner and SEPA determination of non-significance has been completed. Staff recommends approval.
- **CHAPTER 10 QUESTIONS: None heard.**

**07:02:25**

- **CHAPTER 11: CPA 18-00490 (CULBERTSON)**
- Liz Williams briefly describes the project, referencing the provided Staff Report and noting this site is located next to an existing basalt quarry, which has been in operation for over 20 years, with complete exhaustion of all resources is estimated to be realized within 5 years. Staff recommends approval, as conditionally permitted, to allow for Environmental review and public input on the site-specific application.
- **CHAPTER 11 QUESTIONS: None heard**

**07:08:45**

**E. Administrative Update: Louisa Garbo, DCD Director**

- Louisa Garbo provides an informational update regarding DCD
- Staff will forward recently adopted Puget Sound Regional Council framework, which does affect us, as related to Silverdale
- DCD just completed an updated 5-year strategic plan

**F. For the Good of the Order:**

- Tom Nevins asks about the arrangement of the presentation.
- Clerk notes an equipment failure occurred late yesterday, requiring this temporary fix.

**Time of Adjournment: 07:12:00**

Minutes approved this 17 day of July 2018.

  
\_\_\_\_\_  
Gina Buskirk, Planning Commission Chair

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Amanda Walston, Planning Commission Clerk

