

Kitsap County Planning Commission Minutes – July 30, 2019

**KITSAP COUNTY PLANNING COMMISSION
Administration Building – Commissioner’s Chambers
July 30, 2019 @ 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).

Members present: Kim Allen (Chair), Tom Nevins, Joe Phillips, Richard Shattuck, Jim Svensson, Mike Eliason?

Members absent: Mike Eliason, Gina Buskirk, Aaron Murphy

Staff present: Darren Gurnee, Dave Ward, Liz Williams, Amanda Walston (Clerk)

05:42:00

Technical Difficulties caused delay in start time. Alternate recording device in use

A. Introductions

B. Adopt Agenda as presented

- **Motion:** Joe Phillips moves to adopt the agenda as presented
- **Second:** Richard Shattuck
 - **Vote: Unanimous – Motion carries**

C. Approval of Minutes

- **Motion:** Mr. Shattuck moves to approve the minutes of 04/16/19
- **Second:** Mr. Phillips
 - **Vote: Unanimous – Motion carries**
- **Motion:** Jim Svensson moves to approve the minutes of 05/14/19
- **Second:** Richard Shattuck
 - **Vote: Unanimous – Motion carries**
- **Motion:** Mr. Shattuck moves to approve the minutes of 05/21/19
- **Second:** Mr. Phillips
 - Mr. Nevins will have comment later, but no opposition
 - **Vote: Unanimous – Motion carries**
- **By unanimous consent, the minutes of the 07/02/19 meeting are deferred to the next regular meeting.**

5:47:00

Kitsap County Planning Commission Minutes – July 30, 2019

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

D. General Comment:

- Seeing and hearing no speakers, this item is closed.

E. Work Study: Zoning Use Table Update – Liz Williams, DCD Planning & Environmental Programs (PEP) Planner

- Ms. Williams introduces Carmen Smith, new associate planner with DCD, supporting Zoning Use Table Update project through end of year.
- Ms. Williams provides a brief presentation regarding the Zoning Use Table, including background, updates on progress with timeline, public outreach efforts to date. Two surveys were conducted, customer analysis, and community wide survey and presents the following materials to the Planning Commission:
 - Summary of Recent Customer Survey – in addition to 1st outreach survey, this aimed to understand recent customer experience with DCD, Kitsap County Code (KCC) and processes.
 - Initial purpose was to find a starting point for customers coming to DCD; frame and format information provided in a useful, informative way for customers ranging from new users and landowners, to contractors and experienced professionals.
 - Survey was simple, without many clarifying/follow-up questions. For example, if they knew a certain use was allowed, we didn't ask how or what their source of information or reference was.
 - Ms. Smith notes 1,552 customers contacting DCD in the past year with land use or zoning questions were polled, with over 100 responses received during the two weeks survey period.
 - 42% had only interacted once with DCD and 50% already knew the use for their project was allowed.
 - Some complaints included inconsistent information and requirements, difficulty navigating online or confusing information between in person and online listed information; learning that health district review or additional permits were required for their project; cost.
 - Some requests included less regulations and more flexibility for projects; better in-person staff availability; faster processing time; lower costs and clear language regarding cost; improved online process with more information on mapping and parcel search available.
 - Community Wide Survey - Ms. Williams notes 531 responses were received, with high response from the 55+ demographic. Responses were also much more specific to this table update. Charts and graphs can be provided to look further at the differences.
 - Comparison of Land Uses by Jurisdiction, Attachment B is a consolidated version, which visually shows there are many ways to say and list the same thing.
 - **QUESTION/ANSWER:** Mr. Nevins asks, and staff confirms, the ADU use allowing manufactured home does appear in the table and Land Use policy.

Kitsap County Planning Commission Minutes – July 30, 2019

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- Chair Allen notes the Conditional Use Permit (CUP) or Administrative Conditional Use (ACUP) Permit approval process would be affected. How conditions intersect, differ, or deemed reasonable would have added complexity.
 - Mr. Ward notes the standpoint of ‘not caring what makes the nose, just don’t make the noise’ dramatically increases need for code enforcement. Someone says it’s noisy, but not after 10pm, someone else says it’s all night long. Traffic impacts are another consideration. Costco vs. a craft store have hugely different requirements because of the differences in their impact.
- 11
- Ms. Williams notes updates coming as framework and method is decided. Next focus will be difference between community definitions of uses and keeping true to intent and use of different zones.
- 12
- 13
- 14
- Chair Allen asks, and Ms. Williams confirms, clarifying prohibited uses beyond not listing them in allowed table would be helpful, especially in community presentation.
- 15
- Darren Gurnee, DCD PEP Planner, notes Attachment C, Zone Purpose Statements were used reviewing to ensure uses are compatible and appropriate with the purpose.
- 16
- 17
- **QUESTION/ANSWER:** Mr. Shattuck asks, and Mr. Gurnee confirms, there is 1 Urban Cluster Residential (UCR) zone, in the Kingston Urban Growth Area (UGA) located near the golf course.
- 18
- 19
- 20
- **QUESTION:** Chair Allen asks if a review of the continued need for mineral extraction sites had been done, as requested by the Planning Commission.
- 21
- 22
- **ANSWER:** Ms. Williams notes the last inventory was completed in 1996, and while staff agrees an update is needed, it has not been budgeted yet.
 - Chair Allen would like the request by the Planning Commission captured in the report out.
 - Mr. Ward notes the process is complex, including forecasting, sources, GMA requirements. Also considered, while there isn’t necessarily a need for gravel production in Kitsap, there is income to be derived from its transport between other locations.
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- Mr. Gurnee reviews Attachment D, FOOTNOTE ANALYSIS, which catalogs all footnotes and relative numbers. Columns show categorical use, applicability to the entire zone, and a combination of specific uses in specific zones.
- 31
- 32
- 33
- **QUESTION:** Mr. Shattuck asks if this review allows a look at why certain requirements such as setbacks, etc. are in place and if mitigation or alternatives could be allowed.
- 34
- 35
- **ANSWER:** Mr. Ward notes the update mainly focuses on updating the table, moving code out of the footnotes.
 - Chair Allen notes that the variances and criteria in our code are almost impossible to understand and should be more meaningful and user friendly.
 - Mr. Gurnee notes the intent is to review the zone without setback or design requirements.
 - Chair Allen suggests using only single subject footnotes. Grouping together two unrelated footnotes into one line is confusing.
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43

Kitsap County Planning Commission Minutes – July 30, 2019

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

7:05:00

G. For the Good of the Order

- Mr. Nevins asks about discussion during the 5/21 meeting, he was not in attendance, about reducing the CUP process for Accessory Dwelling Units (ADUs) in rural areas.
- Mr. Ward notes there has been interest and discussion in this for some time defers to Scott Diener, Development Services & Engineering (DSE) Manager, who has had discussion with tribes and interest from other communities.
- Mr. Nevins also notes the minutes past meetings have been very good, question on whether they can be added in draft format to the PC webpage.
 - Draft minutes are sent to Planning Commissioners via email, for review prior to adoption. Once adopted, signed minutes are posted to the public record, website and stored in accordance to specified record retention schedules.

Time of Adjournment: 7:12:00 pm

Minutes approved this _____ day of _____ 2019.

Kim Allen, Planning Commission Chair

Amanda Walston, Planning Commission Clerk

Kitsap County Planning Commission Minutes – July 30, 2019

KITSAP COUNTY PLANNING COMMISSION
Administration Building – Commissioner’s Chambers
July 30, 2019 @ 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).

Members present: Kim Allen (Chair), Tom Nevins, Joe Phillips, Richard Shattuck, Jim Svensson, Mike Eliason?

Members absent: Mike Eliason, Gina Buskirk, Aaron Murphy

Staff present: Darren Gurnee, Dave Ward, Liz Williams, Amanda Walston (Clerk)

05:42:00

Technical Difficulties caused delay in start time. Alternate recording device in use

A. Introductions

B. Adopt Agenda as presented

- **Motion:** Joe Phillips moves to adopt the agenda as presented
- Second: Richard Shattuck
 - **Vote: Unanimous – Motion carries**

C. Approval of Minutes

- **Motion:** Mr. Shattuck moves to approve the minutes of 04/16/19
- Second: Mr. Phillips
 - **Vote: Unanimous – Motion carries**
- **Motion:** Jim Svensson moves to approve the minutes of 05/14/19
- Second: Richard Shattuck
 - **Vote: Unanimous – Motion carries**
- **Motion:** Mr. Shattuck moves to approve the minutes of 05/21/19
- Second: Mr. Phillips
 - Mr. Nevins will have comment later, but no opposition
 - **Vote: Unanimous – Motion carries**
- **By unanimous consent, the minutes of the 07/02/19 meeting are deferred to the next regular meeting.**

5:47:00

Kitsap County Planning Commission Minutes – July 30, 2019

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

D. General Comment:

- Seeing and hearing no speakers, this item is closed.

E. Work Study: Zoning Use Table Update – Liz Williams, DCD Planning & Environmental Programs (PEP) Planner

- Ms. Williams introduces Carmen Smith, new associate planner with DCD, supporting Zoning Use Table Update project through end of year.
- Ms. Williams provides a brief presentation regarding the Zoning Use Table, including background, updates on progress with timeline, public outreach efforts to date. Two surveys were conducted, customer analysis, and community wide survey and presents the following materials to the Planning Commission:
 - Summary of Recent Customer Survey – in addition to 1st outreach survey, this aimed to understand recent customer experience with DCD, Kitsap County Code (KCC) and processes.
 - Initial purpose was to find a starting point for customers coming to DCD; frame and format information provided in a useful, informative way for customers ranging from new users and landowners, to contractors and experienced professionals.
 - Survey was simple, without many clarifying/follow-up questions. For example, if they knew a certain use was allowed, we didn't ask how or what their source of information or reference was.
 - Ms. Smith notes 1,552 customers contacting DCD in the past year with land use or zoning questions were polled, with over 100 responses received during the two weeks survey period.
 - 42% had only interacted once with DCD and 50% already knew the use for their project was allowed.
 - Some complaints included inconsistent information and requirements, difficulty navigating online or confusing information between in person and online listed information; learning that health district review or additional permits were required for their project; cost.
 - Some requests included less regulations and more flexibility for projects; better in-person staff availability; faster processing time; lower costs and clear language regarding cost; improved online process with more information on mapping and parcel search available.
- Community Wide Survey - Ms. Williams notes 531 responses were received, with high response from the 55+ demographic. Responses were also much more specific to this table update. Charts and graphs can be provided to look further at the differences.
- Comparison of Land Uses by Jurisdiction, Attachment B is a consolidated version, which visually shows there are many ways to say and list the same thing.
- **QUESTION/ANSWER:** Mr. Nevins asks, and staff confirms, the ADU use allowing manufactured home does appear in the table and Land Use policy.

Kitsap County Planning Commission Minutes – July 30, 2019

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- All cities and counties are shown, as well as a few other jurisdictions staff had encountered, such as Eugene, Oregon and the City of Redmond.
 - Chair Allen notes the City of Redmond includes many words within charts.
 - Ms. Williams notes many of the cities contacted in this review have requested copies of the compiled information.
 - Ms. Smith discusses methodology for identifying and creating new uses, including consolidation and splitting from other jurisdictions; noting this is a working document.
 - A checked box indicates the use is allowed in the jurisdiction.
 - Looked for easy opportunities for automatic consolidation or removal
 - **QUESTION/ANSWER:** Chair Allen asks, and Ms. Smith confirms, only permitted uses are listed.
 - Examples of splits could include indoor vs. outdoor; size by square footage or number of rooms.
 - Some jurisdictions list specific uses by size; for others listing the same use but no size breakout, they were listed in the table under the smallest size.
 - **QUESTION:** Mr. Shattuck asks if form-based code is be considered more user friendly?
 - **ANSWER:** Ms. Williams notes Port Orchard is an example, where they have defined building types, with focus on scale of structure being built, such as office or general building as the type, but they also have an Allowed Use Table. Traditionally form based code does not consider what is contained or operates inside a structure.
 - Chair Allen notes you may allow a home business in a residential zone as a home business, but not if the business is a fracking operation, so some additional tables or rules are still needed. The two were compared
 - Mr. Shattuck asks, in the focus of improved customer satisfaction, if experience shows a ‘wash’ between the two forms?
 - Chair Allen notes consideration for customer satisfaction and neighbor satisfaction is needed. If Kitsap says this is the envelope you can have in this pocket, but we won’t regulate what goes inside; that can be hard to sell to a community.
 - Mr. Ward notes other areas state it is too early to tell if newly adopted form-based codes or in success.
 - Minimized splitting where possible, unless the potential impact of that specific use was great.
 - Chair Allen notes that commercial or industrial uses and proximity to residential areas are often the biggest.
 - **QUESTION:** Mr. Phillips asks about listing the allowed use and the restrictions or limitations as a category. For example, the noise and dust restrictions would apply to a use that allows rock crushing, as long as they abide by the noise/dust restrictions. Roosters would not might not be allowed, but you’re not regulating roosters, you’re regulating noise.

Kitsap County Planning Commission Minutes – July 30, 2019

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- Chair Allen notes the Conditional Use Permit (CUP) or Administrative Conditional Use (ACUP) Permit approval process would be affected. How conditions intersect, differ, or deemed reasonable would have added complexity.
 - Mr. Ward notes the standpoint of ‘not caring what makes the noise, just don’t make the noise’ dramatically increases need for code enforcement. Someone says it’s noisy, but not after 10pm, someone else says it’s all night long. Traffic impacts are another consideration. Costco vs. a craft store have hugely different requirements because of the differences in their impact.
 - Ms. Williams notes updates coming as framework and method is decided. Next focus will be difference between community definitions of uses and keeping true to intent and use of different zones.
 - Chair Allen asks, and Ms. Williams confirms, clarifying prohibited uses beyond not listing them in allowed table would be helpful, especially in community presentation.
 - Darren Gurnee, DCD PEP Planner, notes Attachment C, Zone Purpose Statements were used reviewing to ensure uses are compatible and appropriate with the purpose.
 - **QUESTION/ANSWER:** Mr. Shattuck asks, and Mr. Gurnee confirms, there is 1 Urban Cluster Residential (UCR) zone, in the Kingston Urban Growth Area (UGA) located near the golf course.
 - **QUESTION:** Chair Allen asks if a review of the continued need for mineral extraction sites had been done, as requested by the Planning Commission.
 - **ANSWER:** Ms. Williams notes the last inventory was completed in 1996, and while staff agrees an update is needed, it has not been budgeted yet.
 - Chair Allen would like the request by the Planning Commission captured in the report out.
 - Mr. Ward notes the process is complex, including forecasting, sources, GMA requirements. Also considered, while there isn’t necessarily a need for gravel production in Kitsap, there is income to be derived from its transport between other locations.
 - Mr. Gurnee reviews Attachment D, FOOTNOTE ANALYSIS, which catalogs all footnotes and relative numbers. Columns show categorical use, applicability to the entire zone, and a combination of specific uses in specific zones.
 - **QUESTION:** Mr. Shattuck asks if this review allows a look at why certain requirements such as setbacks, etc. are in place and if mitigation or alternatives could be allowed.
 - **ANSWER:** Mr. Ward notes the update mainly focuses on updating the table, moving code out of the footnotes.
 - Chair Allen notes that the variances and criteria in our code are almost impossible to understand and should be more meaningful and user friendly.
 - Mr. Gurnee notes the intent is to review the zone without setback or design requirements.
 - Chair Allen suggests using only single subject footnotes. Grouping together two unrelated footnotes into one line is confusing.

Kitsap County Planning Commission Minutes – July 30, 2019

7:05:00

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

G. For the Good of the Order

- Mr. Nevins asks about discussion during the 5/21 meeting, he was not in attendance, about reducing the CUP process for Accessory Dwelling Units (ADUs) in rural areas.
- Mr. Ward notes there has been interest and discussion in this for some time defers to Scott Diener, Development Services & Engineering (DSE) Manager, who has had discussion with tribes and interest from other communities.
- Mr. Nevins also notes the minutes past meetings have been very good, question on whether they can be added in draft format to the PC webpage.
 - Draft minutes are sent to Planning Commissioners via email, for review prior to adoption. Once adopted, signed minutes are posted to the public record, website and stored in accordance to specified record retention schedules.

Time of Adjournment: 7:12:00 pm

Minutes approved this 17th day of September 2019.

Kim Allen, Planning Commission Chair

Amanda Walston, Planning Commission Clerk