



# Kitsap County Planning Commission 2020 Annual Report

June 4, 2021



## Introduction

This report summarizes the work conducted by the Kitsap County Planning Commission for calendar year 2020.

Kitsap County Planning Commission is established by state law and county resolution. It provides recommendations to the County's Department of Community Development (DCD) 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.

*\*During the COVID-10 pandemic, per Governor Inslee's Open Public Meetings Act Proclamation and Safe Start Plan for COVID-19 Recovery, Kitsap County Planning Commission meetings were held remotely. Planning Commissioners, staff, presenters, and the public linked into the meetings or hearings through video conference, or telephonically through a publicly posted access link and call-in number.*

## Kitsap County Planning Commission Members

<b>Commissioner</b>	<b>Term Ends</b>	<b>District</b>
<b>Aaron Murphy</b>	12/31/2022	North Kitsap District 1
<b>Amy Maule</b>	12/31/2020	North Kitsap District 1
<b>Joe Phillips, Vice Chair</b>	12/31/2020	North Kitsap District 1
<b>Kim Allen</b>	12/31/2022	South Kitsap District 2
<b>Ed Galliway</b>	12/31/2022	South Kitsap District 2
<b>James Svensson</b>	12/31/2020	South Kitsap District 2
<b>Alan Beam</b>	12/31/2021	Central Kitsap District 3
<b>Michael Eliason, Chair</b>	12/31/2021	Central Kitsap District 3
<b>Richard Shattuck</b>	12/31/2020	Central Kitsap District 3
<i>Clerk of the Planning Commission: Amanda Walston</i>		

## Key Actions Taken in 2020

### **Procedural Change**

- Agenda Coordination Meetings held with Chair and staff in advance of Planning Commission meetings to prepare for upcoming topics and avoiding overfull agendas when possible.
- Operating under emergency order and shutdown of the County Administration Building, transitioned to a virtual meeting platform that allowed full participation for all Planning Commissioners and the public while meeting all requirements of the Open Public Meeting Act and provided audio/visual access and real-time streaming and rebroadcast capabilities in partnership with Bremerton Public Access Television (BKAT).
- Provided access to virtual training opportunities to the Planning Commission through the Department of Commerce on a variety of topics related to the Growth Management Act, Affordable Housing and the Short Course on Local Planning, which has traditionally been offered regularly in various local in-person and online settings.

### **Review and Analysis of Proposed Legislation**

- Reviewed proposed amendments to the County's Comprehensive Plan:
  - Clarifying Edits
  - Mineral Resource Zone Overlay Zone Clean-Up
  - Silverdale/Kingston Urban Growth Area (UGA) Association and Future Incorporation
  - Downtown Kingston Urban Village Center (UVC) Update (Phase 2)
  - Centers
  - One site-specific land-use designation amendment (Dickey Pit)
- Reviewed a proposed code revision regarding the Port Gamble Rural Historic Town
- Reviewed a proposed code revision regarding Road Standards
- Reviewed a proposed code revision regarding the Zoning Use Table
- Reviewed a proposed code revision regarding the Stormwater Design Manual
- Reviewed a proposed code revision regarding the Shoreline Master Program
- Reviewed a proposed code revision regarding the Buildable Lands Program

## Chronological Summary (Meeting minutes linked under meeting dates)

Date	Topic	Summary
<a href="#">JANUARY 7, 2020</a>	WORK STUDY: Port Gamble Legislative Amendments	Briefing, Question & Answer (Q & A) session with Board of County Commissioners (BoCC) Policy staff
	PUBLIC HEARING: 2019 Comprehensive Plan Amendment (CPA) Update ( <i>excluding</i> Dickey Pit Site Specific Rezone Application)	Briefing, Q & A session with DCD staff 5 public comments received at hearing; 11 total comments received & included in final Comment matrix
<a href="#">JANUARY 21, 2020</a>	OFFICER ELECTIONS:	2020 Chair: Mike Eliason 2020 Vice Chair: Joe Phillips
	WORK STUDY: 2019 CPA Update ( <i>specific to</i> Dickey Pit Site Specific Rezone Application)	Briefing, Q & A session with DCD staff
	PUBLIC HEARING: 2019 CPA Update ( <i>specific to</i> Dickey Pit Site Specific Rezone Application)	17 public comments received at hearing; 48 total comments received & included in final Comment matrix
<a href="#">FEBRUARY 4, 2020</a>	DELIBERATION/RECOMMENDATION: 2019 CPA Update	
	PUBLIC HEARING: Port Gamble Legislative Amendments	Briefing, Q & A session with BoCC Policy staff 5 public comments received at hearing; 5 total comments received & included in final Comment matrix
<a href="#">FEBRUARY 18, 2020</a>	DELIBERATION/RECOMMENDATION: Port Gamble Legislative Amendments	
	FINDINGS OF FACT: Port Gamble Legislative Amendments	Findings of Fact adopted
<a href="#">MARCH 3, 2020</a>	WORK STUDY: 2019 Zoning Use Table Update	Briefing, Q & A session with DCD staff
MARCH 17, 2020	CANCELLED DUE TO COVID-19 SHUTDOWN	
<a href="#">APRIL 21, 2020</a> (Virtual Meeting)	PROGRESS REPORT: 2019 CPA Update	Briefing
	BRIEFING: 2019 Zoning Use Table Update	Briefing, Q & A session with DCD staff

Date	Topic	Summary
	WORK STUDY: Title 11 Public Works Roads Standards Code Update	Briefing, Q & A session with Public Works staff
<a href="#">MAY 12, 2020</a> (Virtual Special Meeting)	PUBLIC HEARING: Title 11 Public Works Roads Standards Code Update	Briefing, Q & A session with Public Works staff  0 public comments received at hearing; 0 total comments received & included in Comment matrix
<a href="#">MAY 19, 2020</a> (Virtual Meeting)	WORK STUDY: Stormwater Design Manual Update	Briefing, Q & A session with DCD & Public Works staff
	DELIBERATION/RECOMMENDATION: Title 11 Public Works Roads Standards Code Update	
	FINDINGS OF FACT: Title 11 Public Works Roads Standards Code Update	Findings of Fact adopted
<a href="#">JUNE 2, 2020</a> (Virtual Meeting)	WORK STUDY: 2019 Zoning Use Table Update	Briefing, Q & A session with DCD staff
<a href="#">JUNE 16, 2020</a> (Virtual Meeting)	WORK STUDY: Stormwater Design Manual Update	Briefing, Q & A session with DCD & Public Works staff
	WORK STUDY: 2019 Zoning Use Table Update	Briefing, Q & A session with DCD staff
<a href="#">JULY 7, 2020</a> (Virtual Meeting)	PUBLIC HEARING: Stormwater Design Manual Update	Briefing, Q & A session with DCD & Public Works staff  2 public comments received at hearing; 33 total comments received & included in Comment matrix
<a href="#">JULY 21, 2020</a> (Virtual Meeting)	DELIBERATIONS: Stormwater Design Manual Update	
	PRESENTATION/APPROVAL: 2019 Annual Planning Commission Report	Q & A session with DCD staff Approval by Planning Commission
	FINDINGS OF FACT: Stormwater Design Manual Update	Findings of Fact adopted
<a href="#">AUGUST 18, 2020</a> (Virtual Meeting)	WORK STUDY: 2019 Zoning Use Table Update	Briefing, Q & A session with DCD staff

Date	Topic	Summary
<a href="#">SEPTEMBER 29, 2020</a> (Virtual Meeting)	BRIEFING: 2019 Zoning Use Table Update	Briefing, Q & A session with DCD staff
	WORK GROUPS: Planning Commissioner Proposal	Discussion, establishment of PC Workgroup to provide report on improving Public Participation
<a href="#">OCTOBER 20, 2020</a> (Virtual Meeting)	BRIEFING: Shoreline Master Program Periodic Review & Update	Briefing, Q & A session with DCD staff
	BRIEFING: Buildable Lands Program	Briefing, Q & A session with DCD staff
NOVEMBER 2, 2020 (Virtual Meeting)	JOINT MEETING: BoCC & PC	BoCC, PC and DCD staff review and discuss 2019 PC Annual Report, current and upcoming work, and items of interest
<a href="#">NOVEMBER 17, 2020</a> (Virtual Meeting)	BRIEFING: Shoreline Master Program Periodic Review & Update	Briefing, Q & A session with DCD staff
	BRIEFING: Buildable Lands Program	Briefing, Q & A session with DCD staff
	DISCUSSION: Public Participation Workgroup	Discussion with PC and DCD staff
<a href="#">DECEMBER 1, 2020</a> (Virtual Meeting)	BRIEFING: Shoreline Master Program Periodic Review & Update	Briefing, Q & A session with DCD staff
	BRIEFING: Buildable Lands Program	Briefing, Q & A session with DCD staff
	DISCUSSION: Public Participation Workgroup	Discussion with PC and DCD staff
<a href="#">DECEMBER 15, 2020</a> (Virtual Meeting)	BRIEFING: Shoreline Master Program Periodic Review & Update	Briefing, Q & A session with DCD staff
	BRIEFING: Buildable Lands Program	Briefing, Q & A session with DCD staff
	REPORT: Public Participation Workgroup	Presentation, discussion regarding report from Public Participation Workgroup