

Kitsap County Planning Commission Minutes – September 29, 2020

KITSAP COUNTY PLANNING COMMISSION

Zoom Webinar –

<https://us02web.zoom.us/j/84760600560>

OR Dial In: (253) 215-8782 Webinar ID: 847 6060 0560 Password: 245978

September 29, 2020 @ 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: Mike Eliason (Chair), Joe Phillips (Vice Chair), Alan Beam, Amy Maule, Jim Svensson, Ed Galliway, Aaron Murphy, Richard Shattuck

Members absent: Kim Allen

Staff present: Jeff Rimack, Angie Silva, Dave Ward, Liz Williams, Amanda Walston (Clerk)

5:30 pm

A. Introductions

B. Virtual Meeting Protocol

C. Adoption of Agenda

- **COMMENT:** Alan Beam requested addition of three items, Public Participation, Affordable Housing and Tiny Homes, noting staff suggested questions on Tiny Homes could be answered during the Zoning Use Table Briefing; believes the other two items could be discussed under Work Groups item if needed.
- Chair Eliason asks Mr. Beam if he intends to make a motion to amend the agenda, or if he will address them under the other items.
- **MOTION:** Mr. Beam moves to add Public Participation to the agenda.
- **SECOND: NONE – Motion falls for lack of second**
- **MOTION:** Mr. Beam moves to add Affordable Housing to the agenda.
- **SECOND: NONE – Motion falls for lack of second**
- Chair Eliason notes these can be brought up under Commissioner Comments
- **MOTION:** Joe Phillips moves to approve agenda as presented.
- **SECOND:** Amy Maule
- **VOTE: 8 in Favor; 0 opposed – Motion carries**

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1 **D. Adoption of Minutes – 08/18/20**

- 2 • Chair Eliason calls for additions or corrections
- 3 • Mr. Beam notes the standard for draft minutes being sent for review is one
- 4 week prior to the upcoming meeting; some of the most recent meeting topics
- 5 were discussed at the Board of County Commissioners (BoCC) meeting and he
- 6 did not have the minutes to help him remember what happened; suggests
- 7 sending draft minutes one week following the meeting.
- 8 • Chair Eliason has minor corrections; Page 3, line 33 – delete duplicate WE;
- 9 page 10, line 32 – add THEY after Snohomish; page 11 line 7 – replace ON with
- 10 ONE.
- 11 • **MOTION:** Mr. Phillips moves to adopt the minutes as amended.
- 12 • **SECOND:** Jim Svensson
- 13 • **VOTE: 8 in Favor; 0 opposed – Motion carries**

14 **E. General Public Comment**

- 15 • **Chair Eliason opens the floor** to speakers wishing to provide testimony on
- 16 subjects or items not listed on tonight’s agenda; Hearing none, Closes the Floor

17 **5:41 pm**

18 **F. Briefing: Zoning Use Table Status – Liz Williams, Planning & Environmental Programs**
19 **(PEP) Planning Supervisor**

- 20 • Ms. Williams presents a brief update regarding the project; noting the
- 21 intended public hearing has been delayed.
- 22 • During preparation of formal draft and recommendation, specific attention has
- 23 been brought to the Port Gamble (PG) Legislative Amendment, approved by
- 24 the Planning Commission (PC) earlier this year. Proposed Use Table changes
- 25 may inadvertently change some of the newly adopted amendments; while not
- 26 necessarily good or bad, it could impact implementation.
- 27 • BoCC directed staff to adjust how they look at the Use Table and carve out
- 28 elements related to the PG area; possibly identifying footnotes, zoning
- 29 chapters, etc. in or referenced with the PG Historic Zone chapter, review for
- 30 impact and alignment with the PG amendment passed by the board.
- 31 • Result of BoCC direction is postponement of the project to allow staff to work
- 32 on these elements; Department’s workplan currently includes two state
- 33 mandated projects requiring completion/approval by June 2021; based on
- 34 staffing, capacity, also direct effects of COVID, the Zoning Use Table Update
- 35 will be postponed until July of 2021.
- 36 • Staff has greatly appreciated feedback on drafts so far; will come back before
- 37 the PC in July of 2021 prior to scheduling a public hearing; the project website

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- 1 will be updated, and enhanced electronic notification is being developed for
2 those interested; Calls for questions.
- 3 • **QUESTION:** Mr. Beam asks if the current draft will be posted for public review.
 - 4 • **ANSWER:** Ms. Williams notes the first page of the Department
5 Webpage shows links to the Resource Guides and documents
6 presented to the PC.
 - 7 • To be very clear, the drafts and materials posted are not a formal
8 Department draft recommendation; they are reflective of some of the
9 work done already.
 - 10 • **QUESTION:** Mr. Beam asks if the draft public comment matrix will be published
11 in its current state for public review.
 - 12 • **ANSWER:** Ms. Williams notes preliminary feedback and comments
13 have been received from initial public participation projects; the
14 Department does not publish a formal comment matrix until after
15 formal recommendation and after the public comment period closes.
 - 16 • **QUESTION:** Mr. Phillips asks if there will now be two use tables.
 - 17 • **ANSWER:** Ms. Williams notes the Use Table will remain in our code as
18 it exists today, and will maintain columns for the PG Historic Town
19 Limited Area of More Intensive Rural Development (LAMIRD), but will
20 direct user to the PG Zone Chapter or section of Title 17 with specific
21 footnotes pertaining to PG; that will align with the current legislation
22 adopted, keeping the same layout, but content specific to PG.
 - 23 • Angie Silva, DCD Assistant Director, notes Mr. Phillips has raised a
24 good point, and this postponement won't undo the hard work done
25 for both the Use Table and PG amendment; PG will be separated for a
26 while but in 10 years should be incorporated back into the Use Table.
 - 27 • **QUESTION/ANSWER:** Chair Eliason asks, and Ms. Williams confirms, the
28 decision to postpone was made recently, and the Department Advisory Group
29 (DAG) was notified at this morning's regularly scheduled meeting with DCD.
 - 30 • **QUESTION:** Richard Shattuck asks if Vacation Rentals is one of the 2 mandated
31 projects coming up in the workplan.
 - 32 • **ANSWER:** Ms. Williams notes that project is led by the BoCC Policy
33 Staff, but they have been focused on coordinating CARES Act funding
34 and details for the County.
 - 35 • Ms. Silva notes no new draft was sent back for review; due to COVID
36 measures and impact, staff reduction, Eric Baker has been directed to
37 focus on pressing matters.

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- 1 • Mr. Shattuck asks, and Mr. Ward confirms, the two statutory items
2 mentioned are the Shoreline Master Program (SMP) Periodic
3 Review/Update and the Buildable Lands Report (BLR), and a series of
4 briefings will be coming before the PC soon.
- 5 • Mr. Ward notes SMP is a light review to ensure County Code and Plan
6 align with State laws and regulations, not the level of comprehensive
7 update from a few years ago; intent to work with Chair on adding to
8 PC agendas with Public Participation Plan and scope of review kicking
9 off in October; first engagement for PC will be early 2021, to include
10 joint public hearing with the Department of Ecology, maybe even
11 combining with the BoCC hearing.

12 **6:00 pm**

- 13 • Mr. Ward notes the BLR is not a legislative action itself, but as a
14 precursor to the Comprehensive Plan (Comp Plan), intent is to bring
15 the PC into the project discussion; a consultant has been hired to help
16 with the BLR and also for the SMP update.
- 17 • **QUESTION/ANSWER:** Mr. Shattuck asks, and Mr. Ward confirms, with staffing
18 shortages the Comprehensive Plan may not be opened for amendments,
19 although it has not been discussed with the BoCC yet.

20 **G. Work Groups – Planning Commissioner Proposal**

- 21 • Chair Eliason notes Mr. Shattuck requested discussion on this topic.
- 22 • Mr. Shattuck notes Mr. Beam has raised a few topics of importance to the PC,
23 including Public Participation and how the PC can relay issues that are not
24 presented by staff, but are of interest to the PC.
- 25 • Mr. Shattuck notes procedural bylaws were updated in 2016 and provide that
26 so long as there is no quorum, the PC may meet informally in study sessions or
27 workshops regarding the Comp Plan, development regulations or guidelines.
- 28 • Idea is to get teams to look at items such as Affordable Housing, to see what
29 the group can be offered as a group to the Commission moving forward; always
30 thought this was a good thing but the workload has been too large, this may
31 give us the opportunity to look at some of these interest items, but would
32 probably only be possible if no staff assistance is required.
- 33 • Jeff Rimack, DCD Director, notes when reviewing the reference to work groups
34 in the bylaws, it was viewed more in terms of focus and support for the
35 planned initiatives moving forward; hadn't necessarily considered them as a
36 look into PC interests outside of those scheduled initiatives
- 37 • Mr. Rimack notes the next question would be done with what comes out of the
38 work group; if not something already on DCD's workplan and based on staffing
39 levels and constraints, what is the expected outcome; also looking at what the

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- 1 expectation of staff would be for the workgroups; if there isn't a BoCC intent to
2 move in that direction, the work might be for naught.
- 3 • Mr. Shattuck notes a work group could look at Public Participation, for
4 example, look at outside the box to find ways to promote additional changes,
5 such as options for changing meeting times or frequency of meeting; without
6 asking staff to work on it, maybe the PC can take what they hear from the
7 public put heads together and come up with some suggestions.
 - 8 • Affordable Housing is another topic of interest to the PC, could a work group
9 gather to look at how to incorporate concepts that will make it so focus on one
10 concern doesn't affect the broader concerns and legal consequences; could
11 also ask commissioners to take a look at some topics they have interest in and
12 look into impacts and other details;
 - 13 • Mr. Shattuck does not view this as a way to direct DCD on changes or agenda,
14 but maybe a way to using our time to come up with a better way of doing
15 business as a commission.
 - 16 • Mr. Rimack notes the Department was unsure coming in on the focus or
17 content for workgroups would be; will definitely discuss it and appreciate the
18 information.
 - 19 • Chair Eliason believes Public Participation was a good example of a sub-
20 committee that could bring beneficial suggestions to the PC as a
21 recommendation to the Department and ultimately the BoCC while also not
22 going in two different directions. Staff support, expertise, knowledge of current
23 projects would be lost, but for Public Participation, staff could be engaged once
24 the sub-group gets together and brings something forward; believes concept is
25 okay, but should be project by project basis, and doesn't add to staff time.
 - 26 • Mr. Phillips notes last year the Department had a whole list of ideas and
27 questions about how to clean up the code. A working group was formed with
28 all parties from citizen groups, tribes, and PC members Nevins and Phillips
29 participated as well; believes inviting the PC to be participants in these larger
30 groups a is a good way to get involved and to see and hear some of the groups
31 and parties' input.
 - 32 • Mr. Ward agrees and notes adding PC to some of those workshops, citizen
33 advisory groups could add some value and assist the process without adding
34 additional work to staff load already.
 - 35 • **MOTION:** Mr. Beam moves to establish a work group on public participation.
 - 36 • **SECOND:** Mr. Shattuck
 - 37 • **DISCUSSION:**
 - 38

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- 1 • Chair Eliason suggests specifying a number of participants and time
- 2 frame as a trial run.
- 3 • Mr. Shattuck suggests a friendly addition to establish a 3 person
- 4 workgroup to be appointed by the chair for the purpose to provide a
- 5 report to the PC on way to improve Public Participation, due by
- 6 December 31, 2020; Mr. Beam agrees.
- 7 • Mr. Phillips asks if the workgroup will report back to the PC prior to
- 8 the deadline. Mr. Shattuck suggests not setting formal deadlines.
- 9 • **VOTE: 8 in favor – Motion carries**

10 **6:18 pm**

11 **H. Annual Planning Commission/Board of County Commissioners Meeting**

- 12 • Chair Eliason asks, Clerk confirms, the meeting will be on 11/2/20.
- 13 • Chair Eliason references the description of the meeting from the rules of
- 14 procedure to review the annual report of the PC and upcoming legislative and
- 15 work programs; Mr. Ward provided an expanded description of recent past
- 16 meetings with introductions, look back at past year's report and any big items
- 17 on upcoming year's PC agenda and any procedural changes going forward.
- 18 • Chair Eliason asks if there are any changes suggested
- 19 • **QUESTION:** Ms. Maule asks if a formal recognition of former Planning
- 20 Commissioner Tom Nevins' service to the PC would be appropriate at this
- 21 meeting.
 - 22 • **ANSWER:** Ms. Silva notes the BoCC did recognize Mr. Nevins's many
 - 23 years of service at a BoCC regular meeting as well as Staff's
 - 24 recognition at Mr. Nevins' last PC meeting.
 - 25 • Mr. Shattuck suggests the PC could do a resolution of appreciation
 - 26 and present it at the next PC meeting; PC agrees; Mr. Shattuck will
 - 27 draft a resolution and send to the Chair for review.
- 28 • **QUESTION:** Mr. Beam asks if the proposed agenda for the BoCC meeting can
- 29 be published and voted on for the next meeting.
 - 30 • **ANSWER:** Chair Eliason notes if a formal is preferred, it could be
 - 31 considered; 45 minutes have been allotted, past meetings have last
 - 32 approximately 30 minutes
 - 33 • Chair Eliason asks if Mr. Beam is requesting a published agenda to be
 - 34 approved.
 - 35 • Mr. Beam confirms, noting it will allow a week to think about
 - 36 additional topics.

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- 1 • Chair Eliason notes the rules of procedure and past practices were
2 read earlier, requesting if any other topics are to be added, they are
3 addressed here first and voted on by the PC so there is agreement
4 and no surprises.
- 5 • Mr. Beam suggests looking at the agenda and voting at the next
6 meeting.
- 7 • Chair Eliason asks whether Staff has any agenda items planned for the
8 10/6/2020 meeting, or if it may be cancelled.
- 9 • Ms. Silva is not aware of any specific items, updates on BLR and SMP
10 check-in and briefings will come toward the end of October, so there
11 definitely will be content for a meeting at the end of October.
- 12 • Chair Eliason notes the second meeting still allows time prior to the
13 joint BoCC/PC meeting.
- 14 • Mr. Shattuck asks, and Ms. Silva clarifies, cancellation of the 10/06/20
15 meeting is being considered, not confirmed yet.

6:29 pm

- 16
- 17 • Ms. Silva notes as identified in the Rules of Procedure, this will be a
18 BoCC meeting, not a PC meeting; we do not set their agenda, we
19 request time and are given a reserved spot on their agenda; thanks
20 Mr. Eliason for reviewing the topics; asks for any additional agenda
21 items to be brought forward in advance.
- 22 • Clerk will update the PC regarding cancellation.
- 23 • Chair Eliason notes the next PC meeting does allow for discussion on
24 agenda items, but calls for any topics not already stated to be stated
25 now
- 26 • At Mr. Beam’s request, Chair Eliason restates the topics from the
27 Rules of Procedure and as established as past meetings.
- 28 • Mr. Beam asks who will be writing this.
- 29 • Mr. Rimack notes the Department doesn’t set the agenda, the BoCC
30 has set the tone, with a look back at work done by the PC over the
31 past year, then a look forward at legislative items scheduled for the
32 coming year, as well as Policy and Procedures changes that would
33 come from the BoCC looking for something from the PC or from DCD;
34 this is not a meeting open for additional topics, it is the body of work
35 laid out for the PC backward and forward.
- 36 • Chair Eliason agrees, and notes it is also an opportunity to hear from
37 the Commissioners whether the PC has been fulfilling their
38 expectations.

