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**KITSAP COUNTY PLANNING COMMISSION**

**Zoom Webinar**

**<https://us02web.zoom.us/j/85053701668>**

**Dial In: (253) 215-8782      Webinar ID: 850 5370 1668      Passcode: 403108**

**October 4, 2022 @ 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, timestamps are provided below).

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Planning Commission (PC) Members present: Joe Phillips (Chair), Amy Maule (Vice Chair), Aaron Murphy, Alan Beam, Kari Kaltenborn-Corey, Steven Boe, Richard Shattuck, Stacey Smith

Planning Commission (PC) Members absent: Jonathan Tudan

Department of Community Development (DCD) Staff present: Caitlin Schlatter, Colin Poff, Melissa Shumake, Amanda Walston (Clerk), David Kinley, Jeff Rimack

**5:30 pm**

**A. Introductions**

**B. Virtual Meeting Protocol**

**C. Adoption of Agenda**

- **MOTION:** Aaron Murphy moves to adopt the agenda as presented.
- **VOTE: Unanimous in Favor – Motion Carries**

**D. Adoption of Minutes**

- Minutes of 7/19/22
- **MOTION:** Kari Kaltenborn-Corey moves to adopt the minutes as presented.
- **SECOND**
  - **VOTE: Unanimous in Favor – Motion Carries**
- Minutes of 8/16/22
- **MOTION:** Aaron Murphy moves to adopt the minutes as presented.
- **SECOND**
  - Discussion: Chair Philips notes a correction on page 4, line 1: the word “ore” should be changed to “for.”

- 1 • **VOTE: 7 in Favor; 1 Abstention – Motion Carries**

2 E. **General Public Comment**

- 3 • **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- 4 • **SPEAKER: Bill Palmer, South Kitsap Resident, Kitsap Alliance of Property**
- 5 **Owners (KAPO)**
  - 6 • Mr. Palmer comments on the Bike & Electric Vehicle Code State
  - 7 Environmental Protection Act (SEPA) Determination; also comments on
  - 8 citizen participation in the 2024 Comprehensive Plan Update.
- 9 • **Chair Phillips** calls again for speakers; as there are no other speakers; **closes the**
- 10 **floor to general speakers.**

11 **5:41 pm**

12 F. **Work Study: Bike & Electric Vehicle Code Update – Melissa Shumake, Department of**

13 **Community Development (DCD) PEP Planner (approx. 60 minutes)**

- 14 • Ms. Shumake provides a brief overview of the project, referencing a visual
- 15 presentation; including Project Goals and Scope, new WA State Building Code
- 16 requirements taking effect 07/01/23, Timeline, draft Ordinance by section and
- 17 Public Participation Plan, noting biggest concern in comments received are
- 18 related to charging.
- 19 • **QUESTION:** Richard Shattuck asks if bike parking location requirements are
- 20 applied uniformly to all businesses; for example, Costco’s 400 parking spaces will
- 21 mean 40 bike spaces within 100ft of the entrance, could this business model
- 22 assume that number of spaces won’t be needed.
  - 23 • **ANSWER:** Ms. Shumake confirms it is a uniform application; notes there
  - 24 may be employees that could bike to work in addition to customers and
  - 25 notes maximum cap of 50 required spots can be set; also notes parking
  - 26 standards will be reviewed during the upcoming Comp Plan Update.
- 27 • **QUESTION/ANSWER:** Mr. Murphy asks, and Ms. Shumake confirms, the 10% EV
- 28 stall requirement will take effect when the Board of County Commissioners
- 29 (BoCC) signs off on it.
- 30 • **QUESTION:** Mr. Murphy asks if a study regarding the impact of requirements
- 31 leading to an increase of electric vehicle popularity?
  - 32 • **ANSWER:** Ms. Shumake notes there is an adoption curve, showing once
  - 33 a given place passes adopts a 5% requirement rate, the rate goes up.
- 34 • **QUESTION/ANSWER:** Mr. Murphy asks, and Ms. Shumake confirms, the
- 35 definition of covered currently states, ‘protected from rain’ but may change
- 36 where carports are acceptable

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- **QUESTION:** Mr. Murphy asks for clarification of the term “illuminated” and suggests a separate definition if it will be enforced.
  - **ANSWER:** Ms. Shumake notes it is included under the standard of public lighting.
  - Chair Phillips suggests wording to state “sufficient illumination.”
- **QUESTION:** Stacey Smith asks, and Ms. Shumake confirms, other jurisdictions are looking at adoption of similar code; while there may be some differences, they cannot be less restrictive, only more. Ms. Shumake notes Bainbridge Island reached out to Kitsap for discussion on this topic.
- **QUESTION/ANSWER:** Alan Beam asks, and Ms. Shumake confirms, specific sections of Revised Code of Washington (RCW) and Washington Administrative Code (WAC) were referenced in the staff report, presented previously.
- **QUESTION:** Mr. Beam asks about the SEPA Checklist and public comment matrix.
  - **ANSWER:** Ms. Shumake confirms the SEPA Determination is included as Section D, beginning on page 17; public comments compiled through 10/17/22 will be combined with any received at tonight’s hearing and provided to the PC in advance of Deliberations, scheduled for 11/1/22.
- **QUESTION:** Mr. Murphy notes the Growth Management Act (GMA) and RCW requires ‘review and revise if needed every 10 years,’ but we are at 6 year-mark.
  - **ANSWER:** Ms. Shumake notes, the Comp Plan update is due in 2024, which ties to the previous 8-year requirement; following this update, Kitsap will go to the 10-year timeframe.
- **QUESTION:** Chair Phillips asks, and Ms. Shumake confirms, the EV spaces do not replace current ADA parking spaces or requirements; there will be ADA accessible charging stations in addition to current non-charging stations.
- **QUESTION/ANSWER:** Chair Phillips asks, and Ms. Shumake confirms, reference to ‘100 feet from the main entrance’ applies to what the business determines as the main entrance; Chair Phillips notes this could cause confusion.
- **QUESTION/ANSWER:** Mr. Murphy asks, referencing Item 3 on page 4 of the staff report, and Ms. Shumake confirms no alternatives were considered because this will bring Kitsap County into alignment with state regulations.

6:22 pm

**G. General Public Comment**

- **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- **Chair Phillips** calls again for speakers; as there are no other speakers, **closes the floor to general speakers.**

1 **H. For the Good of the Order/Commissioner Comments**

- 2 • This is Planning Commissioner Amy Maule’s last meeting, as she has resigned her  
3 position due to a move out of state; PC thanks her for her time, effort and  
4 service to the PC and Kitsap County.
- 5 • Ms. Smith notes it is important for the PC be sensitive to recent staffing changes,  
6 workload increases and to use good judgment in requests made of staff; asks if  
7 any information can be shared on staff availability or capacity.
- 8 • Jeff Rimack, DCD Director, confirms big changes including 75% new staff and a  
9 20% increase in permits over the last 24 months; over 5,000 active permits of all  
10 levels in progress; approximately \$60 million over evaluation; 300 ready to issue  
11 and sitting in the queue.
- 12 • 8 technicians usually performing intake, but vacant positions and multiple staff  
13 out with long term illness has cut those numbers and caused some delay; In-  
14 person customer service hours have changed, with the lobby now closed on  
15 Mondays and Fridays so staff can have more time for permit review and to focus  
16 on those intake processing times that have slowed due to the permit staffing.
- 17 • Commissioners blessed the decision, which began 9/6/22 and is already making  
18 a positive impact; 340 permits previously in the queue, as of last week were  
19 down to 146; submittal and review for completeness of application is 1 – 2 days,  
20 with more review required for Title 21 permits; SFRs and new housing are  
21 priorities; we have taken action and are moving in the right direction.
- 22 • Ms. Smith thanks Mr. Rimack for sharing this information and wishes to support  
23 DCD and its work; encourages sharing this kind of information so the PC can be  
24 aware and sensitive when applicable; no need for regular report at each  
25 meeting; Mr. Rimack concurs and is glad to share updates for situational  
26 awareness when necessary.
- 27 • Mr. Shattuck wishes Ms. Maule well and best of luck; Ms. Maule is thankful for  
28 the PC and opportunity work with amazing team members and do good work.

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30 **Meeting adjourned by unanimous consent.**

31 **Time of Adjournment: 6:45 pm**

32 **Minutes approved this** 1st **day of** November 2022.

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35 **Stacey Smith, Acting Planning Commission Chair**

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**Amanda Walston, Planning Commission Clerk**