

Kitsap County Planning Commission Minutes – October 17th 2017

KITSAP COUNTY PLANNING COMMISSION
Administration Building – Commissioner’s Chambers
October 17th, 2017 @ 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: Robert Baglio (Chair), Aaron Murphy, Joe Phillips, Tom Nevins, Richard Shattuck, Spencer Stegmann, and Jim Svensson

Members absent: Gina Buskirk (Vice Chair), Karanne Gonzalez-Harless

Staff present: Scott Diener, Louisa Garbo, Darren Gurnee, Dave Ward, Liz Williams, Amanda Walston

05:30:02

A. Call Meeting to Order

B. Adoption of Agenda

- **Motion:** Nevins moves to adopt Agenda as presented
 - **Second:** Jim Svensson
 - **Vote:** 7 in favor; 0 opposed – motion carries.

C. Approval of Minutes

- **Motion:** Spencer Stegmann moves to approve September 5th 2017 minutes
 - **Second:** Aaron Murphy
 - **Vote:** 6 in favor; 0 opposed; 1 abstain – motion carries.

D. Administrative Update: 2018 Kitsap County Department of Community Development (DCD) Budget Update - Louisa Garbo, DCD Director

- Louisa Garbo presents an abbreviated version of the 2018 DCD Budget presentation given to the Board of County Commissioners (BoCC) and notes that the DCD Work Plan is accessible online.
- **Question/Discussion:** Aaron Murphy asks about the Permit Revenue chart and how previous years’ data, before and after the recession, compared.
 - DCD will prepare and provide that data to the Planning Commission at the next meeting.
- Stanton Blonde has accepted a position outside Kitsap County will be leaving DCD.

05:43:30

E. Work Study: – Administrative Code Updates and Minor Code Amendments – Liz Williams, DCD Planner

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- 1 • **Dave Ward introduces the Development Code Amendments packet.**
2 • This is meant as a loose list of ideas and a tool for thoughtful grouping and planning
3 the flow of amendments and changes that will be coming before you – not
4 recommendations or suggestions at this point.
5 • Today’s work study items are considered minor or non-controversial. Major items
6 requiring more attention and higher profile content will come later. If any item on this
7 list feels like it doesn’t belong here, we can strike it.

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9 **05:51:55**

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11 • **Liz Williams presents information regarding the Administrative Code Updates**
12 • DCD recommends 33 items move forward; these will impact Titles 12, 16 2, 19 and 21.
13 Reasoning includes internal consistency, clarification of intent and removing
14 redundancies in Kitsap County Code.
15 • **Discussion:** Regarding different methods and interpretations of calculation,
16 measurement and language that are used during the submittal process.
17 • **Clarification:** Reference to Item 21, footnote 38 on the list – not footnote 48.
18 • **Clarification:** Parking lane refers to 60 feet in width, 20 lineal feet per space.
19

20 **06:03:40**

- 21
22 • **Darren Gurnee presents a smaller batch of Minor Code Amendments with impact to**
23 **vacation rentals, maximum lot size and parking areas within the UGAs.**
24 • New vacation rentals will require the same permits as a Bed & Breakfast (B&B). 4 or
25 less units will require an Administrative Conditional Use Permit; 5 or more will require
26 a Conditional Use Permit.
27 • Public comment has been received, but as the Code and our compliance
28 process is written, they are not recognized or recorded as complaints until
29 they are in our formal Customer Resource Management system, but some
30 calls have prompted language that will require permits moving forward 6
31 months from date of adoption.
32 • New vacation rentals will identify a registered agent to create an avenue for
33 complaints and providing for neighbors to handle issues before resulting in
34 a complaint to law enforcement.
35 • Primary goals are to prescribe conditions to be met, through permitting and
36 allow for discussion and resolution of issues with neighbors.
37 • Maximum Lot size exemptions will be provided for instances where either: it
38 minimum densities can be achieved without subdivision or net developable area is
39 less than 18,000 square feet.

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- 1 • Parking lot and paved area requirements will be changed from ‘durable and dustless
2 surfaces’ to ‘paved’ with the intent to clarify that gravel lots are not appropriate
3 where paving is an expectation in urban areas.
- 4 • **Question/Clarification:** The middle paragraph on vacation rentals references the 6/30
5 comp plan update, this is the most recent update.
- 6 • **Question:** If an owner changes the rental option from long-term to short term rental,
7 they are not changing the property, only the rental designation, does that still apply?
 - 8 • DCD will check on the B&B definition in 17.1.10.
- 9 • **Discussion:** Airbnb option called ‘hip camp’ that refers to short term space
10 rental/camping can be multiple formats including mobile homes, yurt, tent, RV or the
11 like. One most common use is owners turning a 5th wheel or RV on their property into
12 a rental. That may be impacted by these changes.
- 13 • **Discussion:** Planning Commission would like more information about the content and
14 volume of complaints that, in part, brought these amendments forward.
- 15 • **Question/Discussion:** Are B&Bs grouped with vacation rentals? If they are not
16 registered now, how will you regulate when and where they were in operation? How
17 will this aim for ‘grandfathering’ be accomplished?
 - 18 • Darren Gurnee clarifies owners will still have to apply for the permit, and
19 determination of new or pre-existing will be made at time of application.

20
21 06:14:55
22

- 23 • **Question/Discussion:** Hearings for both groups of Code Amendments will be held on
24 November 14, 2017 but there is an opportunity to extend public comment.
 - 25 • What does public outreach and noticing look like for these items?
 - 26 • Liz Williams discusses the intent to create a sustainable noticing program and
27 avoid surprises by working with DCD’s Outreach Coordinator, developing a
28 webpage, exploring social media options, building on the Gov Delivery text
29 messaging system, reaching out to stakeholders and citizens at group
30 meetings, as well as some of our Online Permitting demonstrations and
31 trainings that are already scheduled.
 - 32 • **Dave Ward notes that this is the first part of working through over 200 needed Code
33 Amendments, as well as looking forward to Comprehensive Plan Amendment
34 process and aiming to create a manageable plan**
 - 35 • **Question/Clarification:** The Shoreline Management Plan updates will still be a few
36 years out, as funding and guidance are needed from the Department of Ecology.

37
38 **F. Good of the Order**

- 39 • **The next meeting is on the 2nd Tuesday of the month, not the 1st Tuesday.**

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2 Time of Adjournment: 6:21:11

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Minutes approved this 21 day of November 2017

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Robert Baglio, Planning Commission Chair

Amanda Walston, Planning Commission Clerk