

**Kitsap County Planning Commission Minutes – September 17, 2019**

**KITSAP COUNTY PLANNING COMMISSION**

**Administration Building – Commissioner’s Chambers**

**September 17, 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).

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**Members present:** Kim Allen (Chair), Aaron Murphy (Vice Chair), Amy Maule, Joe Phillips, Richard Shattuck, Jim Svensson

**Members absent:** Gina Buskirk, Mike Eliason

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

**5:30:01 PM**

**A. Call Meeting to Order**

- Introductions
- PC welcomes new PC member Amy Maule, who is an environmental consultant, former librarian for 10 years, and a resident of Kingston.

**B. Adoption of Agenda**

- **MOTION:** Richard Shattuck moves to adopt the agenda as presented.
- **SECOND:** Jim Svensson
- **VOTE: Unanimous in favor – Motion Carries**

**05:31:19**

**C. Approval of Minutes**

- **7/30/19**
- **MOTION:** Mr. Svensson moves to approve the minutes of 07/30/19 as presented.
- **SECOND:** Joe Phillips
- **VOTE: 5 in favor; 1 abstention – Motion carries**
- **8/20/19**
- **MOTION:** Mr. Phillips moves to approve the minutes of 08/20/19 as presented.
- **SECOND:** Aaron Murphy
- **VOTE: 5 in favor; 1 abstention – Motion carries**

**D. General Comment**

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- 1 • Hearing non, item is closed.

2 **5:33:20**

- 3 • Chair Allen asks and the Clerk confirms, Item E was listed on the agenda in error.
- 4 • **MOTION:** Mr. Murphy motions to adopt the agenda as amended to strike item E,  
5 Timber Harvest/Forest Practice Work Study & Public Hearing.
- 6 • **SECOND:** Mr. Phillips
- 7 • **VOTE: Unanimous in favor – Motion Carries**

8 ~~E. Work Study & Public Hearing: Timber Harvest/Forest Practice~~

9 **F. Work Study: 2019 Comprehensive Plan Amendment (CPA) Update – Dave Ward, DCD**  
10 **Planning & Environmental Programs (PEP) Manager**

- 11 • Mr. Ward notes the schedule for the 2019 CPA Update is sliding, so there will be no  
12 report out on this item tonight; staff is working on a revised process schedule.

13 **G. Work Study: Zoning Use Table Code Update – Liz Williams, DCD PEP Planner**

- 14 • Ms. Williams briefly reviews a summary of the items to be discussed in work study.
- 15 • Attachment 1 – Summary of Changes: requested by the Planning Commission (PC),  
16 lays out questions used to guide the initial staff review process.
- 17 • PC appreciates this document; entire material packet was very helpful and well done;  
18 included definitions are extremely useful.

19 **5:42:51**

- 20 • **QUESTION:** Richard Shattuck asks why garage sales are listed, seems overreaching.
  - 21 • **ANSWER:** Ms. Williams notes Code Compliance involvement, stemming  
22 from instances in the county where a garage sale is set up 365 days a year in  
23 residential areas, causing traffic and other impacts. It is a permitted use,  
24 that allows a certain number of operable days.
- 25 • **QUESTION:** Chair Allen notes the Maker Space use is a good one, asks if thought was  
26 given to allow for similar Incubator use for business/tech focus.
  - 27 • **ANSWER:** Ms. Williams notes the use was intended to capture both.
  - 28 • Chair Allen doesn't read that clearly, seems geared toward artisan; Mr.  
29 Murphy suggests checking with Bainbridge Island, they have a very well-  
30 defined use related to these spaces.
- 31 • Ms. Williams notes Wedding Facility will change to Event Facility to allow additional  
32 activity types.
- 33 • **QUESTION:** Mr. Murphy asks about short term rental language.
  - 34 • **ANSWER:** Ms. Williams notes the County Special Projects/Policy division is  
35 working with focus groups on policy level guidance on crafting that code.  
36 DCD will propose splitting Bed & Breakfast (B&B) and Short-term as  
37 separate uses, with different level of permit review based on number of  
38 bedrooms, at 1-4 and 5 or more.

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- 1 • Chair Allen cautions against too many restrictions on Food Truck use.
- 2 • **Carmen Smith, DCD PEP Planner**, notes applications from mobile vendors for art sales
- 3 have been received, prompting possible considerations for this use.
- 4 **5:51:42**
- 5 • **QUESTION/ANSWER:** Mr. Murphy asks, and Ms. Williams confirms, definitions are
- 6 listed in Attachment 2.
- 7 • Chair Allen asks that when revisions are made, changes from previous
- 8 versions are noted or flagged.
- 9 • **QUESTION:** Mr. Phillips asks about the new Airport Service use.
- 10 • **ANSWER:** Ms. Williams notes all activities that could take place at an airport
- 11 were previously held under Airport; now only those pertaining to runways,
- 12 hangars, fuel storage, facilities, control towers.
- 13 • Mr. Phillips notes looking into drone service would be advisable, both for
- 14 hobby and service or utility uses.
- 15 **5:58:02**
- 16 • Ms. Williams notes page 2 of Attachment 1 shows uses that were combined or
- 17 consolidated, such as Residential Care and Convalescence Care Facilities, combined
- 18 into Assisted or Independent Living Facility.
- 19 • Mr. Phillips notes convalescence indicates short term recovery setting,
- 20 which doesn't quite match with the new use description.
- 21 • Chair Allen notes convalescent is more like a hospital for rehab or recovery.
- 22 • Ms. Smith notes convalescent care is included under the hospital definition.
- 23 • Amy Maule asks if size or scale is the difference, some larger may include
- 24 dining halls or other services; in-home settings may be more like residential.
- 25 • Mr. Murphy notes the Adult Family Home use includes a well-defined
- 26 description making that distinction.
- 27 • **QUESTION/ANSWER:** Mr. Phillips asks, and Ms. Williams confirms, the Warehouse use
- 28 will remain separate.
- 29 • Ms. Williams notes Contractor Storage Yard may be kept as a separate use, as the
- 30 current level of review includes different requirements for indoor vs. outdoor.
- 31 • Chair Allen notes CUPs for Contractor Storage Yards in Kitsap County can be
- 32 difficult to regulate, especially when defining home business and whether
- 33 activities are conducted inside or outside. If it's only the books done inside
- 34 but equipment is operated outside, it can be troublesome.
- 35 • Ms. Maule notes this shows Recycling Facilities grouped with Fabrication and
- 36 Manufacturing, notes major differences between junkyards and recycling need to be
- 37 defined such as what is being recycled and any different requirements based on those
- 38 definitions.

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6:11:55

- Mr. Murphy asks, and Ms. Williams confirms, Boatyard is currently grouped with Auto Yard, but will likely be removed.
- Mr. Ward notes the Flight School, referencing Gig Harbor/Key Peninsula has had issues, as flight patterns for training are very different in volume compared to regular aircraft takeoff/landing.
  - Mr. Phillips notes that often it is more an argument when flight patterns or volume increase and then neighbors start to notice or complain, and it's a matter of who was there first, and intensity of use.
  - Ms. Williams notes the level of review for Airport is CUP, where conditions could be addressed through the Hearing Examiner. Currently all training schools are permitted outright in these zones, with no regulation at review, we could increase that level to CUP.

6:19:40

- Ms. Williams notes some uses, shown on page 3 of Attachment 1, are proposed with additional breakouts such as by B&B or Research Labs by square footage, or public/private schools by grade levels, or Auto Service Stations with or without convenience stores. These add uses, but help eliminate footnotes, reduce surprises and increase predictability for customers, which is the main goal.
- **QUESTION:** PC asks about winery, cidery, tasting room distinctions, and any Agriculture Code (Ag Code) differences, as it is not listed under Food & Beverage Production, Brewery Distillery.
  - **ANSWER: Darren Gurnee, DCD PEP Planner,** who worked extensively on the Ag Code, notes a winery typically has something delivered for production, a vineyard or orchard would use product onsite.
  - Ms. Smith notes this is a reason winery and cidery, which do require additional definition or distinctions, were removed from this section.
- Ms. Williams notes, moving forward, this table format will continue, and a column will be added for definition and another for standards related to that use.
  - Mr. Shattuck cautions against taking footnotes and turning it into a much larger complicated table. We are trying to make it easier.
- **QUESTION:** Ms. Maule asks about a brewpub, where beer is brewed and also a restaurant. How do you distinguish a production or restaurant use?
  - **ANSWER:** Ms. Williams notes it would be square footage or percentage or portion of sales to decide the level of categorization and review.

6:35:58

- Ms. Williams reviews eliminated uses on page 4 of Attachment 1.
- Mr. Phillips notes Race Track Major was eliminated, but there is currently public funding for a feasibility study for a racetrack.



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- 1 • Mr. Ward notes all the discussion and input is leading to the need for more flexibility,  
2 so why not just queue and aim for mixed use. We can't do it in this update, but we can  
3 align things for the next major update.
- 4 **7:06:40**
- 5 • Ms. Williams references Attachment 2 – Proposed Changes Table
- 6 • **QUESTION:** Mr. Murphy asks about changes to Accessory Dwelling Unit (ADU) and  
7 Accessory Living Quarters (ALQ).
- 8 • **ANSWER:** Ms. Williams notes the ADU Detached use was formerly ADU, and  
9 ADU Attached was formerly ALQ.
- 10 • Mr. Murphy notes there has been a great deal of debate on interpretation  
11 of what constitutes attached. Shared wall, space, heated floor, stairway,  
12 overlap, etc. It all needs to be sent back until it is defined and clear.
- 13 • Mr. Shattuck notes septic/water connection could be the difference. You  
14 can't have 3 connections on one address.
- 15 • **QUESTION:** Ms. Maule asks about progress on tiny homes, and whether they are  
16 considered or permitted as mobile homes or another use.
- 17 • **ANSWER:** Ms. Williams notes the Dwelling Single Family Detached use will  
18 allow for tiny homes.
- 19 • Chair Allen asks about minimum square footage requirement, Ms. Maule  
20 asks about foundation requirements.
- 21 • Ms. Williams notes both those questions have been under Director's  
22 Interpretations and will bring the details back to the PC.
- 23 • Ms. Williams asks if any other uses stick out or draw attention.
- 24 • Mr. Murphy notes it feels like real progress is being made at each meeting and  
25 update. Feels there is understanding that it is okay to expand as long as it simplifies;  
26 also to let the design community and market help gauge whether opportunity for  
27 investment is there, or if it is a barrier.
- 28 • Chair Allen would like to see no development standards in footnotes.
- 29 • **Mr. Murphy acknowledges an audience member arrived after the General Comment**  
30 **period, who may wish to speak.**
- 31 • **Chair Allen recognizes and calls on the speaker from the floor.**
- 32 • **SPEAKER: Matthew Brown**, in process of moving here with his wife, also here tonight  
33 with his brother, both were airline captains, but are here tonight as part of an  
34 investor's group interested in learning about zoning and land use practices, growth  
35 statistics and other information that would be helpful in backing investment  
36 proposals.
- 37 • From experience, pilot training specifically requires heavy pattern work, that  
38 would be far more prevalent than of any kind of standard private pilot  
39 which only requires logging 3 in 90 days.

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7:22:30

- **Resume Item G**
- Mr. Ward notes the Wireless code Ag Code are defined in Land Use , but in this iteration, we will keep it separate due to all the separate requirements and additional regulation.
- Chair Allen notes it is cleanest when kept in its own chapter.
- Ms. Williams notes Transitory Accommodations and Marijuana establishments can be pulled into this round as definitions, permissibility and standards are already fairly well defined.
- Ms. Williams notes next steps will be one more Work Study on 9/24/19 with a revised schedule presented showing the Outreach phase that will follow and coming back to the PC with a draft in February 2020.

7:27:20

**H. Administrative Update: Dave Ward, DCD PEP Manager**

- No news yet on announcement for the 2 Assistant Director positions.
- AM: IRC/IBC books are new ones coming out in June next year

**I. Good of the Order**

- Mr. Murphy notes the International Residential Code and International Building Code books are due to come out soon.

**Time of Adjournment: 7:28:25**

Minutes approved this 24<sup>th</sup> day of September 2019.

  
\_\_\_\_\_  
Kim Allen, Planning Commission Chair

  
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Amanda Walston, Planning Commission Clerk

