Appendix F

Kitsap County Buildable Lands Program, Procedures for Collecting and Monitoring Data

DRAFT

Kitsap County Buildable Lands Program

Procedures For Collecting and Monitoring Data

Chapter 2Introduction

This procedures report is intended to provide guidelines for Kitsap County and its cities and towns to meet the data collection and analysis requirements of the Buildable Lands program. The guidelines contained in this report are intended to provide both a process and format for collecting and reporting data. Data from the Land Information System (LIS) and Geographic Information System(GIS) of the County and Cities will be the primary source of information. This report will also address the data collection necessary for the evaluation of "reasonable measures".

Chapter 3Background

In 1997 the GMA was amended to include a review and evaluation program now referred to as the Buildable Lands Program (RCW 36.70A.215). The purpose of the review and evaluation program is to:

1. Determine whether a county and its cities are achieving urban densities within urban growth areas by comparing development assumptions, targets and objectives with actual development.
2. Identify reasonable measures, other than adjusting urban growth areas, that will accommodate the forecasted population growth.

The program also requires the County and cities to include industrial and commercial capacity in their analysis. The ultimate goal is to determine the amount and ability of buildable land to accommodate future growth and the steps that may be necessary to address inconsistencies between local plans and the actual amount and density of growth as observed through the monitoring program. Although GMA places the responsibility to meet the requirements on the County, coordination and cooperation from the cities and towns is necessary to gather all the relevant information.

The Buildable Lands Program requires evaluation of the data collected every five years. Kitsap County produced its first Buildable Lands Report in 2002. The next report is due in 2007 and will evaluate data from 2000 through 2005. At a minimum, the evaluation is required to:

1. Determine whether there is sufficient suitable land to accommodate the county-wide population projection (RCW 36.70A.215(3)(a))
2. Determine the actual density of housing that has been constructed and the actual amount of land developed for commercial and industrial uses within urban growth areas (RCW 36.70A.215 (3)(b))
3. Determine the amount of land needed for commercial and industrial uses and for housing by type and density, based on the data collected over the previous five years (RCW 36.70A.215 (3)(c))
4. Adopt and implement measures ("reasonable measures") to achieve consistency between growth objectives and actual development (RCW 36.70A.215(4))
5. Annually monitor the effectiveness of these measures (RCW 36.70A.215 (4))

Kitsap County adopted a list of eighteen "reasonable measures" in 2004 and added them as an addendum to the Kitsap County Buildable Lands Report dated 2002.

Chapter 4Purpose

The purpose of collecting and analyzing development data is to:

- Determine if urban land is being developed at urban densities and whether the County and its cities and towns are meeting target densities identified in the Countywide Planning Policies and local comprehensive plans;
- Reflect development trends outside UGAs;
- Test previous assumptions by the County and cities and towns about growth and capacity;
- Assess whether the County and cities and towns have adequate land capacity (supply) to meet future housing, employment, and other land needs (demand).
- Determine the effect of adopted "reasonable measures".

Chapter 5Procedures

The following procedures address four components of data:

1. Parcel-Specific Data Collection System (including data needed to evaluate the effect of adopted "reasonable measures")
2. Urban Land Capacity Analysis
3. Future Land Needs
4. Preparation of a Buildable Lands Analysis and Report

The data collected will include only those activities governed by local jurisdictions (County and its cities and towns). Development data for federal or Indian Trust lands will not be collected.

1. Parcel-Specific Data Collection System

The County will collect data from finaled building permits, residential platting activity, and other sources regarding residential, commercial, and industrial development, including public facilities. The County will work with each of its cities to collect data in suitable electronic or hardcopy format. In addition to collecting the information from the cities, the County will collect and compile the same type of information for the urban and rural areas within unincorporated areas of the County.

The County could use this information to develop an annual report concerning:

1. Number of new housing units (Urban, Rural, Incorporated)
2. Number of new housing units by type (Mobile Home, Single -family, Duplex, Multi-family)
3. Net and gross residential densities for each plan/zoning designation.
4. Recorded formal plat activity including number of lots created in Urban, Rural and Incorporated areas.
5. Amount of land consumed by commercial and industrial activity.

In addition to the information collected and reported annually, specific information is needed in order to evaluate the effectiveness of adopted "reasonable measures". The evaluation and conclusions drawn from the analysis of the data collected will be reported in the Buildable Lands Report.

Data collection specific to each of the County's adopted "reasonable measures" is outlined in the table below.(Note: This table is a draft and currently being revised)

Measure	***Process***	***Monitoring Interval***	***Data Source***
1. Encourage Accessory Dwelling Units (ADUs) in Single-family zones	**Permit Type:** Accessory Dwelling Unit **LIS Query:** List final ADU permits countywide. **Tagging:** Tag final ADU permits as Urban (Unincorporated UGA) or Rural. **Report:** Generate table showing number of ADUs in unincorporated UGAs and number of ADUs outside UGAs, per interval.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.
2. Allow Clustered Residential Development	**Permit Type: ?** **LIS Query:** • Does the final plat have clustering? Yes/no • How many lots created? (number) • What is the required density minimum and maximum? (d.u./acre) • What is the actual density on the final plat? (net d.u./acre and gross d.u./acre) **Tagging:** Tag final plats as Urban (Unincorporated UGA) or Rural. **Report:** Generate table showing final plats with clustering separated for urban and rural; number of lots created; required density; actual net density and actual gross density, per interval.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.

Measure	*Process*	*Monitoring Interval*	*Data Source*
3. Allow Duplexes	**Permit Type:** Duplex **LIS Query:** List final permits issued for duplexes countywide. **Tagging:** Tag final duplex permits as Urban (Unincorporated UGA) or Rural. **Report:** Generate table showing number of final duplex permits issued in unincorporated UGAs and number of final duplex permits issued outside UGAs, per interval.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.
4. Allow Town houses and Condominiums in Single-family zones	**Permit Type:** Townhouse, Condominium, Zero Lot Line Single-family residential. **LIS Query:** • List final permits issued for Townhouses, Condominiums and zero lot line single-family residential. • List number of units per project. **Tagging:** Tag final permits as Urban (Unincorporated UGA) or Rural. **Report:** Generate table showing number of final permits, by type, issued in unincorporated UGAs and number of final permits, by type, issued outside UGAs per interval.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.

Measure	*Process*	*Monitoring Interval*	*Data Source*
5. Encourage Development of Urban Centers and Urban Villages	**Permit Type:** ? (Need all permits issued for projects in the Urban Center and Urban Village Center designation.) **LIS Query:** • List total final permits issued in UC or UVC during interval • List total number of acres per permit issued. • List total square feet of commercial. • List number of residential units. • List density of residential development within UC and UVC zones. **Tagging:** **Report:** Generate table showing number of final permits issued in UC or UVC including number of acres in project, square feet of commercial, number of residential units, type and density.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.
6. Encourage Mixed Use Development	**Permit Type:** ? **LIS Query:** • List total final permits with mixed use issued in all zones during interval. • List number of square feet of commercial. • List number of residential units and type (single-family, duplex, multi, etc.). **Tagging:** **Report:** Generate table showing number of final permits issued for mixed use projects, number of square feet of commercial and number of residential units.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.

Measure	*Process*	*Monitoring Interval*	*Data Source*
7. Create Annexation Plans	**Data Collection:** • Calculate total number of acres annexed to cities annually. • Planning Staff to review annexation plans to identify provision of infrastructure and impacts of annexation. • Planning Staff identifies the number of unincorporated UGA's identified in City Annexation Plans and number of unincorporated UGA's not identified in City Annexation Plans. **Report:** Generate table showing total number of acres annexed to cities.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	DCD GIS to calculate total number of acres annexed to cities each year. Annexation Checklists submitted by Cities to the County for review.
8. Affordable and Manufactured Housing Development/zoning	**Permit Type:** Manufactured Housing, Single-Family Home **Query:** • List total final permits issued for Manufactured Housing during interval. • List lot size. • List total number of single-family homes for the same interval. **Tagging:** • Tag final manufactured housing permits as Urban (Unincorporated UGA) or Rural. • Tag final single-family residential permits as Urban or Rural. **Report:** Generate table showing number of final manufactured housing permits issued inside UGAs and outside UGAs per interval. Compare to number of single-family permits for the same interval.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.

Measure	*Process*	*Monitoring Interval*	*Data Source*
9. Urban Amenities	**GIS:** • List total UGA acreage per interval. • List total Park acreage within UGA per interval. • List total open space acreage within UGA per interval. **Note:** DATA IS INCOMPLETE, WOULD NEED A SURVEY TO PROVIDE A MORE COMPLETE PICTURE OF URBAN AMENITIES IN UGAs.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	DCD GIS to identify acreage totals.
10. Targeted Capital Facilities Investments	**Data Collection:** Track 6 yr Capital Facility Projects including Roads, Sewer, Water and Stormwater facilities. • Track project location (Urban or Rural) • Track project cost. • Review all Capital Facility Project funding criteria and process for effectiveness. **Report:** Generate tables with data showing locations (indication of Urban or Rural) and cost of 6 year Capital Facility Projects for Roadways (County & State), Sewer, Water and Stormwater facilities. Update information annually.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Coordinate with Public Works, Municipalities, and PUD to provide GIS and tabular data for tracking.

Measure	*Process*	*Monitoring Interval*	*Data Source*
11. Master Planning for Large Parcel Development	**Permit Type: ?** **Query:** • List final permits issued for plats in a Master Planned development. • List total plat acres • List total units in plat • List type of units • List number of lots created per acre. • List number of lots created in UGA's per acre. **Tagging:** Tag final permits as Urban (Unincorporated UGA) or Rural. **Report:** Generate table showing final permits issued in a Master Planned development with total project acres, total units, type of units(SF, MF), number of lots and average density.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID urban vs. rural. IS to tag parcels and create report format.
12. Interim Development Standards	**Permit Type:** **Query:** • List total number of permits (Residential/Commercial) issued in Urban Reserve per interval. • List allowed density and actual density per permit. • Calculate average density for UR designation per interval. **Report:** Generate table showing the number and types of permits issued in the Urban Reserve designation, the allowed density and actual density, and the average density for UR designation.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	Handcount data prior to 2006 as required. DCD LIS to populate data fields in the details tab starting 2006. DCD GIS assist IS to ID parcels in Urban Reserve designation. IS to tag parcels and create report format.

Measure	*Process*	*Monitoring Interval*	*Data Source*
13. Encourage Transportation-Efficient Land Use	**Data Collection:** • Calculate average density in ¼ mile radius from each existing transit stop location in UGAs, per interval. • Calculate miles of sidewalk in UGAs, per interval. • Calculate miles of bike lanes in UGAs, per interval. **Report:** Generate table showing average density from identified transit stops, miles of sidewalks and miles of bike lanes in UGAs per interval.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	DCD/Kitsap Transit staff identify transit stops. DCD GIS calculates avg. densitiy in ¼ mile radius from identified locations. PW provides data on miles of sidewalks and bike lanes using County Road Information System (CRIS).
14. Density Bonuses in the UGA	**Permit Type:** **Query:** • List number of permits issued utilizing density bonus, per interval, in Poulsbo Urban Transition Area. • List gross density before bonus and after density bonus. • List total additional number of units. **Report:** Generate table showing number of permits, gross density before and after density bonus and number of additional units per interval.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	City of Poulsbo to provide specific permit information. DCD LIS to compile data from monthly Poulsbo LIS reports.
15. Increase in Allowable Residential Densities	**Data Collection:** • Track applications for density increase (ie change in zoning to allow higher density) during interval. • Track before/after gross density. • Track total additional number of units. **Report:** Generate table showing land-use/zoning changes to allow a higher density, include gross density allowed before and after change and total number of additional units.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	City of Poulsbo to provide data. DCD to compile data for report.

Measure	*Process*	*Monitoring Interval*	*Data Source*
16. Urban Growth Management Agreements	**Data Collection:** • Review of Urban Growth Area Management Agreements • List total number of acres annexed to cities during interval. **Report:** Table with data from KRCC Annexation Progress Chart.	Reported Annually/ collected Semi-Annually for internal monitoring purposes	DCD GIS calculates unassociated UGA acres annexed to cities. KRCC Annexation Progress Chart to provide acreage totals for Cities with associated UGAs and County UGA totals.
17. Critical Services Near Homes, Jobs, and Transit	**Data Collection:** • Track location of all critical facilities (fire, police, hospital). • Track location of all critical facilities within Urban Areas (Unincorporated UGA's). • Calculate concentric service area densities from facility, (1/4 mile, 1 mile, 5, mile, 10 mile, etc) **Report:** Map?	Reported Annually/ collected Semi-Annually for internal monitoring purposes	DCD GIS identifies location of critical facilities and calculates density.
18. Transit-Oriented Development	**Data Collection:** • Track development of Transit Oriented Development in coordination with Kitsap Transit. • GIS: Calculate average density in ¼ mile radius from each TOD location. **Report: Map?**	Reported Annually/ collected Semi-Annually for internal monitoring purposes	.DCD GIS/Kitsap Transit identify TODs DCD GIS to calculate average density ¼ mile from each TOD.

1. Conduct a Land Capacity Analysis

The County updated its land capacity analysis in 2005. The purpose of the Updated Land Capacity Analysis (ULCA) is to establish an objective approach by which to determine the current supply of land and how much population and development Kitsap County can expect to accommodate under current zoning and development regulations. The updated ULCA includes a capacity analysis for urban residential, commercial and industrial lands as well as a capacity analysis for rural and resource lands and Limited Areas of More Intense Rural Development (LAMIRDs).

The analysis includes a parcel-specific inventory of buildable lands, including vacant and underutilized parcels, adjusted for critical areas, infrastructure constraints, land unavailable for development or planned for public uses or facilities. This inventory will be updated through the annual collection of building permit data and platting activity data. It does not include federal military lands or tribal lands.

County-wide Planning Policies call for each jurisdiction to use consistent methodology in calculating capacity. The Kitsap Regional Coordinating Council has reviewed the updated Land Capacity Analysis recently completed by the County and the Cities have indicated they are willing to provide the necessary data to support it.

2. Project Future Land Needs

Population, housing, and employment need projections are determined for the County and each of its cities. Population projections are determined through a cooperative process of the Kitsap Regional Coordinating Council (KRCC) utilizing data from the Office of Financial Management (OFM) and the Puget Sound Regional Council (PSRC). Population distribution is reviewed through the KRCC process every five years. The review includes analysis of the Cities and County's progress in achieving target distributions. The current target for urban/rural distribution of population is 76% directed towards UGAs and 24% for rural areas. If the target for new population growth and the overall population targets are met or exceeded, the target for new population will revert to five sixths (83% for UGAs). Population allocations are adopted by the County and included in the Comprehensive Plan. The Population allocation is also endorsed by the KRCC Board and incorporated into the appendix of the Countywide Planning Policies.

Housing and employment need projections have been included in the County's 1998 Comprehensive Plan. Employment land needs were also included in the 2002 Buildable Lands Analysis and utilized a process similar to the 1998 Comprehensive Plan.

3. Prepare Buildable Lands Report

The data collection and monitoring outlined in this document will be used to prepare the Buildable Lands Report. The buildable lands analysis and report provides information on densities and land supply over a five-year period. It evaluates whether land supply is adequate for forecasted demand (utilizing the data collection in steps 1-4) and intends to show whether the County and cities are achieving urban densities within city limits and UGAs, as well as development trends in rural areas.