



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

614 DIVISION STREET MS-36, PORT ORCHARD WASHINGTON 98366-4682
(360) 337-7181 FAX (360) 337-4662 HOME PAGE - www.kitsapgov.com/dcd/

Larry Keeton, Director

Keyport Community Planning Process Community Stakeholder Group Meeting: M I N U T E S

Tuesday, May 8, 2007, 7:00 – 9 p.m.

Location: Keyport Bible Church, 15270 Washington Ave. NE, Keyport, WA

Meeting Facilitators: Ellen Strong, Keyport Improvement Group President,
& James Weaver, Kitsap County Department of Community Development (DCD)

Meeting Attendance (from sign-up sheet): Bob & Jo Anne Ballard, Paul Berg, Sue Boblet, Doug Chamberlain, Mick Chinn, Rich and Barbara Culley, Deborah Dubois, Dick and Shirl Golden, Doug Jennings, Don & Ednamay Kennedy, Gary Kohler, Milt and Lynn Meeds, Warren and Evonne Posten, Andrew Sheridan, John Steinmetz, Ellen Strong, Gene & Pat Warden, Brian Watne, Rhonda Williamson, James Weaver (DCD), Katrina Knutson (DCD), Dave Tucker (Kitsap County Public Works).

Agenda Item I: Meeting Introduction:

Ellen Strong, President of the Keyport Improvement Group, began the meeting and asked everyone around the room to introduce themselves and to describe where in Keyport they lived. The room proceeded to introduce themselves around the table. A number of attendees did enter the room later in the meeting and introduced themselves as they entered.

Agenda Item II: Regular Keyport Improvement Group Business:

Ellen Strong began the Keyport Improvement Group business.

Elections for regular Keyport Improvement Group board members were conducted. The nominating committee of Doug Chamberlain and John Stienmetz, introduced the candidates for each position and then asked if there were any other nominations for the positions. Ellen encouraged citizens to inform Doug and John if they have a nomination, a number of community group members joked that they were happy that someone was even willing to do all this work. Nominations were then closed and the actual elections were held. The results of the elections were that Milt Meeds was elected President, Doug Chamberlain was elected Vice-President, Rhonda Williamson was elected Secretary, and Deborah Dubois was elected Treasurer.

Ellen Strong congratulated the candidates and then noted that the Fourth of July Pancake Breakfast and Parade is rapidly approaching. She indicated that a sign-up sheet would be posted in the Post Office in order for people to sign up to help. Pancakes, scrambled eggs and ham will be served at the Pancake Breakfast. This event is the Keyport Improvement Club's main fundraiser of the year. Additional dates were set for the dock party potluck of August xx, 2007.

Ellen Strong then turned the meeting over to James Weaver from Kitsap County Department of Community Development. James thanked Ellen and gave the group a brief status update of the community plan. He indicated that there were more than 40 replies to the online survey and that was approximately 8 percent of the Keyport population. He also noted that the next meeting on May 22nd would be the last meeting before the public draft was distributed. James Weaver introduced Dave Tucker from the Kitsap County Public Works Department who was here to discuss storm water and low impact development standards.

Agenda Item III: Discussion with Kitsap County Public Works Regarding Storm Water and Low Impact Development Standards:

Dave Tucker of the Kitsap County Public Works Department spoke about the storm water infrastructure located in Keyport and about the Low Impact Development opportunities for handling storm water. Dave provided the group with a PowerPoint presentation outlining various low impact development measures such as examples of green roofs, rain gardens, street and parking lot planting strips, innovative detention ponds and permeable paving. The examples were provided mostly from Seattle and Portland but also throughout Kitsap County such as the Kitsap Home Builders Association and their pilot project in Bremerton. After the presentation, Dave Tucker opened the floor to Storm water questions.

Question: *Why is the storm water outfall at the north end of Washington Street proposed to be the sole outfall for all the storm water for this side of Keyport? This outfall already creates a huge siltation problem for the Keyport Marine Services and is causing more silt to build up around the railway and under the existing docks. Are there any plans for detention or water quality to control this outfall?*

Public Works Staff Reply: We can identify that problem in the community plan, and propose mitigation in the plan if it is identified as a problem. Through the implementation of the plan, this may be an item that could be addressed in any proposed improvements proposed for Washington Avenue.

Question: *What proposed infrastructure is planned for Petterson Lane or any flooding areas in Keyport?*

Public Works Staff Reply: No proposed infrastructure is proposed by Kitsap County for the roadways in Keyport, but any new development will need to include storm water control measures that address any increase in impervious surfaces. Typically, a storm water development activity permit is a heightened level of review that is required for permits that reach a certain threshold of impervious surface, but typical infill of existing lots may not meet that threshold. At that point it may be a code enforcement issue which may be contacted at 360-337-7181. If the problem is related to a public road, then the County will address the issue, but if the flow is coming from a private property, then the County can provide some suggestions or advice, but it would be addressed by the individual property owners to finance and resolve that issue

Question: *Are these items more expensive than standard paving and planters?*

Public Works Staff Reply: Yes, presently they are more expensive, but as they are utilized more and more the cost is regularly coming down and most likely in the near future, will be on par with existing measures for cost comparison.

Question: *Who do we call if we have any questions about the storm water or LID projects?*

Public Works Staff Reply: You can call the Public Works open line at 360-337-5777, or use the Kitsap County Public Works storm water website at : <http://www.kitsapgov.com/sswm/>. Additionally the Low Impact Development Manual is available for download at: http://www.psat.wa.gov/Publications/LID_tech_manual05/LID_manual2005.pdf

Agenda Item V: Proposed Land Use and Zoning Discussion

James Weaver from Kitsap County Department of Community Development then discussed the preliminary proposed Keyport zoning and described the preliminary land use handouts. James started with the current zoning descriptions and corresponding colors on the map of Keyport Village Commercial (KVC- blue), Keyport Village Residential (KVR – orange), and Keyport Village Low-Residential (KVLR – Yellow). James also noted the parks parcels in Keyport and the corresponding zoning of Parks which was green. Lastly, James described the Keyport motel building and it's zoning of Neighborhood Commercial, which was to remain in place with no change.

The preliminary land use table for Keyport was provided with a color coded column for each land use zone. James then described the land use table, noting that each use or type of activity was listed in these columns and defined in Kitsap County Code definitions. The land uses in the handout were described to be universal throughout all the zones in Kitsap County and were broken into broad groups of Residential uses, Commercial/Business uses, Recreational/Cultural uses, Institutional uses, Industrial uses, and Resource Land uses.

James then described the four levels of the land use approval process and indicated that each use in the table was given one of the four land use approval levels. The four levels indicated on the handout were either: Permitted (P), Administrative Conditional Use Permit (ACUP), Conditional Use Permit (CUP), or Not Allowed (X).

The permitted (P) symbol indicated that the land use was fully permitted and the project would go straight to building permit without any further review. An example of a permitted use was that in both the Keyport Village Residential and Keyport Village Low-Residential zones, single family projects are designated as (P) and permitted outright.

James then described Administrative Conditional Review Permit (ACUP) and described this as a site plan review, that was a type II permit, with public notice and decided by the Department of Community Development Director. This type of permit allows Kitsap County to evaluate the site design of the project, parking requirements, and any impacts to adjacent parcels. A type II permit also allows public noticing and public comment to be submitted prior to a decision being issued. An example of a project that required an Administrative Conditional Use Permit would be general office or retail development projects in the Keyport Village Commercial zone to review for parking and pedestrian access.

James then described Administrative Conditional Review Permit (ACUP) and described this as a site plan review, that was a type II permit, with public notice and decided by the Department of Community Development Director. This type of permit allows Kitsap County to evaluate the site design of the project, parking requirements, and any impacts to adjacent parcels. A type II permit also allows public noticing and public comment to be submitted prior to a decision being issued. An example of a project that required an Administrative Conditional Use Permit would be general office or retail development projects in the Keyport Village Commercial zone to review for parking and pedestrian access.

The next process level to be described was the Conditional Review Permit (CUP) and described this as a site plan review, that was a type III permit, with public notice and decided by a Hearing Examiner in a public hearing. This type of permit allows Kitsap County to evaluate the site design of the project, parking requirements, and any impacts to adjacent parcels. A type III permit also allows public noticing and public comment to be submitted prior to a hearing and at a public hearing, prior to a decision being issued. An example of a project that required an Conditional Use Permit would be movie theaters, drinking establishments or similar development projects in the Keyport Village Commercial zone to review for potential impacts to the community and any possible mitigation.

The other item discussed was the not allowed (X) category and why certain uses were identified as not compatible with the Keyport Village Zones. James described the general land uses and indicated that the draft proposal had utilized the Keyport Online Survey to identify business that were indicated as not a good fit with Keyport. Some incompatible land uses identified were some manufacturing or industrial uses, larger big-box retail uses, uses that were loud or could disturb residences, or uses that required exorbitant amounts of land or parking were proposed to be not allowed in Keyport. At that point James opened the floor up to questions from the group.

Question: *What the numbers in the parentheses for each of these uses?*

Reply: The numbers in parenthesis denote footnotes in Kitsap County Code Section 17.381 that provide further code, references, or policies, that may be relevant or relate to that specific use. The footnotes apply throughout Kitsap County and would also be applicable to any proposed Keyport zoning.

Question: *Why are Brew Pubs not allowed, shouldn't they have a CUP designation?*

Reply: The proposed uses were only a first blush offered by staff. Keyport Village Commercial presently is proposed to allow drinking establishments under a CUP (consistent with other zones in Kitsap County) but there indication from this group that a larger brew pub would be desired. If the group would like, the zone will be changed to indicate a CUP for brew pubs. The group recommended a CUP for brew pubs.

Question: *How would these commercial zoning uses affect lots that already have structures on them?*

Reply: The lot owner could continue to be used in it's existing use with no impacts until the structure is torn down. If another structure was desired to be built, an additional land use permit most likely would be required and these land uses would be reviewed during that permit process.

Question: *How would we get our comments to you to change these zoning and land use documents?*

Reply: I would encourage comments be submitted prior to June 2007 to be able to be addressed in the Draft Keyport Community Plan. If you could email, submit in writing, or bring a marked up copy to the next meeting I would be happy to include that in the draft plan.

Agenda Item VI: Other Business:

No other business was discussed.

Agenda Items: Next Steps / Future Meetings

The next meeting is anticipated to continue discussion of Design Guidelines and View Protection language.

9:00 p.m. Meeting Adjourn

Please Note: Meeting minutes are provided by Kitsap County Department of Community Development staff with comments, questions, discussion and conversations summarized to the best ability. Any corrections or comments may be directed to James Weaver at jweaver@co.kitsap.wa.us.