



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Larry Keeton,

MEETING SUMMARY

Group: Downtown Kingston Planning Committee
Project: Downtown Kingston Master Plan
Date: January 15, 2009
Time: 6:30 – 9:30pm
Location: North Kitsap Fire and Rescue
Miller Bay Rd NE
Kingston, WA 98346
Facilitator: Pete Sullivan, Associate Planner, DCD

ATTENDEES

| | | | | | |
|--------------|--------------|------------------|----------------|---------------|----------------|
| Alex Thomsen | Gerry Porter | Larry Elfendahl | Nancy Martin | Rick Lanning | <u>Guests</u> |
| Bobbi Moore | Honey Katriz | Lasica Crane | Pete Sullivan | Sally Christy | Rebecca Pirtle |
| Dave Wetter | Jack Minert | Peter Brachvogel | Sonny Woodward | Tom Coultas | |

PURPOSE

- Get to know committee members
- Establish expectations
- Determine master plan and related study area
- Identify Downtown Kingston Potential projects

HANDOUTS AND VISUAL AIDS

- Kingston aerial photography
- Kingston zoning / comp plan designations
- Existing Kingston Design Standards boundary

OBJECTIVES

| Agenda Item | Description | Questions/Comments | Discussion | Resolution |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of last meeting | Reviewed project context and scope of work | N/A | N/A | N/A |
| Planning committee expectations | Explain participation and communication | <ul style="list-style-type: none"> • Open Public Meetings / Public Records disclosure • Working meetings= results-oriented • Process must move Forward • Informal procedures, default to Robert's Rules if needed | N/A | N/A |
| Workshop: Boundary | <ul style="list-style-type: none"> • Review Design Standards boundary and revise as necessary • Establish a master plan boundary • Review UVC/adjacent zoning boundaries and revise as necesasry | Where is "Downtown Kingston?" | <p>Kingston Design Standards define Downtown Kingston with Old Town, Village Green and Uptown/Lindvog areas.</p> <p>Master plan should incorporate all districts, but a phased approach is necessary to maintain feasible scope of work for 2009</p> <p>Old Town boundary is mainly UVC zoning. This designation corresponds to planning goals for downtown Kingston, but excludes key portions based on topography, street grid, average parcel size.</p> | <p>Phase 1 =Old Town district→Make Phase 1 district boundary correspond with UVC/Design Standards per below.</p> <p>Expand UVC boundary to make consistent with topography, street grid, average parcel size.</p> |

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| | | | | Make Design Standards/Old Town boundary consistent with proposed UVC boundary→regulation should match comp plan goals |
| Workshop: Priority projects | Review priority projects as specified in Kingston Sub-Area Plan Work Program (Appendix G). Determine which projects relate to downtown Kingston. | How will we prevent overlap / duplication of effort? | Planning committee priority projects will be those not currently/recently/soon to be coordinated by another Department/agency. E.g. KC Parks Department and Village Green | Committee generated a list of potential topics for master plan. |
| Draft project schedule | Determine 2009 meeting schedule by topic | What are priorities? Meeting frequency/duration? Time constraints? Resources? | See above Weeknights, once per month unless the group decides a change is needed. Should Needs to be presented to KC Planning Commission by September 1/3 FTE; professional services may be possible | Meeting schedule will need to be fluid Meetings will occur on 3 rd Thursdays at NK Fire and Rescue, subject to change |
| Scope of work | What are the planning objectives? | Physical improvement of downtown Holistic in scope Project-specific; actionable | Staff will look into SR 104 status Related project should be merged appropriately and bundled during same meeting | To be refined based on above |



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| | | <p>Illustrative</p> <p>Work program items applicable to downtown need to be minimally addressed</p> <p>State Route 104 is very high-priority</p> | | |
| First steps | What will the group tackle first? | Start with something feasible, manageable and high-priority | <ul style="list-style-type: none"> • Several work items speak to land use and development regulations • Topic is not pending activity from other departments; information-gathering can begin immediately | <ul style="list-style-type: none"> • Next topic will be zoning and land use |

FOLLOW-UP

| Action | Responsible Party | Deliverable | Due Date | Recipient |
|-------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------|
| Submit proposed downtown boundaries to GIS technician | Pete | Maps showing before / after boundaries for Design Standards; Master Plan Study Area; Urban Village Core Zone | ASAP | <ul style="list-style-type: none"> • Committee • Web site |
| Determine status of SR 104 working group | Pete | N/A | Next meeting | Committee |
| Prepare Downtown Kingston potential projects list | Pete | Word document | Next meeting | <ul style="list-style-type: none"> • Committee • Web site |

