



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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Larry Keeton,

MEETING SUMMARY

Group: Executive Committee, Downtown Kingston Planning Committee
Project: Downtown Kingston Master Plan
Date: October 1, 2008
Time: 6:00 – 8:00pm
Location: Bella Luna Pizza, Suquamish
Facilitator: Pete Sullivan, Associate Planner, DCD
Attendees: Pete Sullivan
Alex Thomsen, Co-Chair
Rick Lanning, Co-Chair

PURPOSE

- Identify project purpose and scope
- Outline planning process
- Identify project team
- Determine downtown planning committee target audiences
- Determine planning committee publicity / application process

OBJECTIVES

Agenda Item	Description	Questions	Discussion	Resolution
Background and purpose	Identify project context and goals.	1. Why a master plan? 2. What is the objective?	1. Kingston improvements begin with downtown. Improvements need to be coordinated logically under a single plan. 2. Coordinated development; improved	<ul style="list-style-type: none">• Plan emphasizes physical development

			streetscape;	<ul style="list-style-type: none"> • Revitalization is an underlying goal
Scope of work	Identify plan elements	1. What topics will the plan include?	1. Work Program items relating to downtown.	<ul style="list-style-type: none"> • Project may be phased • Some items addressed directly in plan; others incorporated by reference
Planning process and adoption timeline	Identify plan development and time constraints	<ol style="list-style-type: none"> 1. How will plan be prepared? 2. How will public participation occur? 3. What are time constraints? 	<ol style="list-style-type: none"> 1. DCD is lead; ongoing contribution and feedback via downtown planning committee. 2. Monthly committee meetings; open public comment; reporting to KCAC 3. 2009 comprehensive plan amendment cycle (late Fall BOCC adoption) 	N/A
Planning committee	Identify purpose and structure of planning committee	<ol style="list-style-type: none"> 1. Why a planning committee? 2. Open public meetings? 3. Participant expectations? 4. Frequency/location? 5. Membership? 	<ol style="list-style-type: none"> 1. Provides local expertise regarding existing conditions and community preferences 2. All meetings and committee activity open to the public. Guest participation will be determined as needed. 3. Attend meetings; stay current with topics; support the planning process 4. Monthly evening meetings in Kingston. 5. Will establish a statement of interest questionnaire. Interest groups and downtown community will be targeted, as well as at-large positions. 	<ul style="list-style-type: none"> • Planning committee will be a KCAC sub-committee • Will solicit KCAC for membership recommendations • NK Fire and Rescue is preferred meeting location • Statement of Interest should identify knowledge



				/ interest in DT Kingston
Preparing for next meeting	Actions needed before next Executive Committee meeting	N/A	N/A	<ul style="list-style-type: none"> • Statement of Interest • KCAC recommendations • Next meeting 11/6
Topics ahead	First items for the planning committee, once established	N/A	N/A	<ul style="list-style-type: none"> • Establish downtown boundary • Prioritize projects

FOLLOW-UP

Action	Responsible Party	Deliverable	Due Date	Recipient
Develop statement of interest questionnaire	Pete	<ul style="list-style-type: none"> • Prepare memo for planning committee interested parties • Prepare questions for candidates 	Mid-October	Planning committee candidates
Determine / contact targeted groups	Pete, Alex, Rick	<ul style="list-style-type: none"> • Generate an 'audience' list for downtown Kingston • Send statement of interest info to those individuals / organizations 	Mid-October	Downtown Kingston target audience
Develop / publicize 'Call for participation'	Pete	Display advertisement announcing formation of planning committee	ASAP	North Kitsap Herald
Issue press release	Pete	Announce project kick-off	ASAP	North Kitsap Herald; Kingston Community News
Request from KCAC a list of downtown planning	Pete	List of names / organizations	ASAP	Pete



FOLLOW-UP

Action	Responsible Party	Deliverable	Due Date	Recipient
audiences				
Kingston High School outreach	Rick	High school contact to help identify an interested student	Mid-October	Pete

