



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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Larry Keeton,

MEETING SUMMARY

Group: Downtown Kingston Planning Committee
Project: Downtown Kingston Master Plan
Date: November 13, 2008
Time: 7:00 – 9:00pm
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
Bobbi Moore	Honey Katriz	Lasica Crane	Pete Sullivan	Sally Christy
Dave Wetter	Jack Minert	Laurie Larson	Sonny Woodward	Tom Coultas

PURPOSE OF MEETING

- Welcome to downtown planning!
- Explain project purpose, scope and objectives
- Explain role of planning committee

HANDOUTS AND VISUAL AIDS

- Kingston Sub-Area Plan
- Kitsap County Comprehensive Plan
- Silverdale Sub-Area Plan

AGENDA SUMMARY

Agenda Item	Description / Objective	Questions	Discussion	Resolution
Welcome	Introduce staff/Co-Chairs			
Project context	Explain project precursors	<ul style="list-style-type: none"> • Furthering of 2008 work program led by KCAC • Consistent community message→Kingston improvements begin with downtown • How related to KCAC? 	<ul style="list-style-type: none"> • Downtown committee is a sub-committee of KCAC, as Co-chairs are KCAC members and will report monthly to that group • Group maintains autonomy, but KCAC will have final review/comment of preliminary plan before delivery to Planning Commission 	N/A
Introductions	Get to know one another	Tell us about yourself: <ul style="list-style-type: none"> • Name • Background • Knowledge and interest in downtown Kingston • What you hope to gain as volunteer 	Committee members “interviewed” their neighbor and introduced them to the group	N/A
Role of planning committee	Why a committee?	<ul style="list-style-type: none"> • Enables direct public involvement • Informs plan development via local expertise 	<ul style="list-style-type: none"> • Planning committee decisions move process forward, but decisions/results are subject to change (i.e. everything is a “draft” until adopted) • Committee meetings to be publicized, open to the public, and 	N/A



		<ul style="list-style-type: none"> • Committee structure allows ‘working’ meetings, i.e. topics build upon previous • Committee assists with publicity/ outreach 	<p>documented.</p> <ul style="list-style-type: none"> • Public attends and participates, but committee makes final decisions in meetings • Meeting info and draft materials will be posted to web site as feasible • Members encouraged to use e-mail and review/prepare between meetings 	
Scope of work	What is included in a master plan?	<ul style="list-style-type: none"> • Sub-component of KC Comp Plan and Kingston Sub-Area Plan, therefore must be consistent with those • Will also be a stand-alone document • Format/content is flexible under GMA • Downtown master planning for a UGA is first for Kitsap County 	<ul style="list-style-type: none"> • Plan will not include visioning and goals/policy development as other plans typically do. Why? → This was done under Kingston Sub-Area Plan, i.e. purpose of master plan is to implement existing vision/goals/policies • Planning efforts for downtown have been initiated in various forms by County / community groups. However much of it never collected into a unified plan or adopted by County. • Staff relies on and expects committee members to assist in describing issues / former progress / proposed solutions as much as possible 	N/A
First steps	What do we do first?	<ul style="list-style-type: none"> • Need to know the geographic area we’re talking about when we say ‘downtown Kingston’ • Based on that area, we then need to determine what 	<ul style="list-style-type: none"> • Kingston Design Standards defines downtown districts for development review purposes. Committee should use that map as a baseline. • Kingston Sub-Area Plan work program (Appendix G) defines desired community projects. Committee should use it as a baseline. 	<ul style="list-style-type: none"> • Next meeting Topics: <p>Master Plan Boundary and Potential Projects</p>



projects would apply to the master plan.

ACTIONS

Action Item	Responsible Party	Deliverable	Due Date	Recipient
Prepare materials to assist in boundary determination (e.g. aerial photos, Design Standards boundary, parcel maps, etc)	Pete	Power Point presentation and/or handouts	Next meeting	Committee
Bring copies of Work Program projects	Pete	Handouts	Next meeting	Committee
Finalize Planning Committee roster	Pete	Excel sheet	ASAP	<ul style="list-style-type: none">• Committee• Web site

