

STAFF REPORT

COMPREHENSIVE PLAN AMENDMENT

Downtown Kingston Master Plan: Phase 1 – Old Town

October 2, 2009

Prepared By:
Kitsap County Department of Community Development
Policy and Planning Division

Overview

The proposal establishes a master plan for Downtown Kingston, and amends the 2005 Kingston Sub-Area Plan Update and Kitsap County Comprehensive Plan. The purpose of the master plan is to implement Sub-Area Work Program activities as applied to the Old Town district downtown Kingston.¹ Implementation is accomplished via code and policy revision and development of a streetscape study. Affected policy areas are noted in the table below.

Downtown Kingston Master Plan Affected Policy Areas

	Location	Result
Kitsap County Comprehensive Plan	Chapter 2.2 – Land Use Goals and Policies, Figure 2-1 - Comprehensive Plan map, North (2008 version)	Expand Urban Low Commercial / Mixed Use boundary in Old Town
	Chapter 2.2.7 – Urban Commercial Lands	Increase maximum dwelling units within Urban Village Center zone
	Chapter 12 – Kingston Sub-Area Plan	Insert section 12.3: Downtown Master Plan (abbreviated version)
Kingston Sub-Area Plan	Appendix H: Downtown Master Plan	Insert full document
Kitsap County Zoning Code	KCC 17.200.010 – Classification of zones	Note increase in UVC density
	KCC 17.200.030 – Revision to zoning map (2008 version)	Expand UVC zone boundary and corresponding density notation in Old Town
	Title 17.345 – Off-street parking and loading	Establish option to utilize parking standards set forth in streetscape study
	Title 17.381.040 – Allowed uses	Modify UVC use classifications ²
	17.382.070 – Commercial and Mixed Use Density and Dimensions Table	Increase maximum dwelling units and lot coverage
Kingston Design standards	Page ii; iii – District map; Definitions	Modify Old Town boundary and corresponding text description

¹ Old Town's location is defined within the Design Standards for the Community of Kingston. These standards set forth design criteria for development within three downtown districts: Old Town, Village Green, and Lindvog Commercial. The master plan includes a proposal to extend the Old Town boundary. This would be the only 2009 amendment to the Design Standards for the Community of Kingston.

² Resulting in minor modifications across all zones.

Planning Context

The purpose of this report is to provide information to the Planning Commission and Board of County Commissioners regarding the proposed comprehensive plan amendment. The associated document is a work program consistent with language and direction contained in Resolution No. 015-2008, 'Providing for Review and Potential Amendment to the Kitsap County Comprehensive Plan, Land Use and Zoning Maps, and Corresponding Development Regulations.'

RESOLUTION NO. 226-2008 Section 4:

Areas for Consideration in 2009: Community planning processes, which may include LAMIRD planning processes, will be the preferred mechanism through which amendments to the Comprehensive Plan and corresponding development regulations may be entertained in 2009. Although suggested amendments may be considered in subsequent Comprehensive Plan Amendment processes, the following 2009 Comprehensive Plan Amendment annual review will be limited to the following:

- A. Text Amendments: Text amendments to the Kitsap County Comprehensive Plan and corresponding development regulations for consideration with the 2009 Comprehensive Plan Amendment process are limited to amendments specifically related to the following:
 - i. Textual amendments related to the Silverdale and Bethel Corridor design guidelines and standards; amendments, as needed, to related sub-area plans, including Kingston as it specifically relates to downtown master planning

Location

Kingston is a waterfront community located northeast of the City of Poulsbo in the northeast Kitsap County, and primarily accessed by State Route 104 and Washington State Ferry service from Edmonds. The Kingston Urban Growth Area covers 1,035 acres, and includes rural open space, residential neighborhoods, a commercial downtown and marina. Kingston is home to about 1,871 residents, and a significant percentage commute daily to employment centers in east Puget Sound via the Edmonds – Kingston ferry. The Old Town district within downtown covers nearly 30 acres including 121 tax parcels average 0.24 acres in size, and 75 total dwelling units. Current land uses in Old Town include commercial services, industrial, multi-family residential, parking, public facilities, outbuildings, single-family residences, utilities and vacant land. Maps showing the affected area and proposed planning boundaries are included as attachments.

State Environmental Policy Act (SEPA)

Comprehensive plan amendments are considered non-project actions and usually subject to SEPA. The proposed community plan is currently undergoing SEPA evaluation, and a determination will be issued prior to adoption by the Board of County Commissioners.

Public Involvement Process

Information-gathering and outreach for the County-facilitated portion of the planning process was conducted with assistance from a citizen planning committee. The committee was chaired by two members of the Kingston Citizen Advisory Council (KCAC) who provided regular status updates to that group. Additional outreach methods include newspaper bulletins, web site, and post card noticing. Meeting summaries are included as attachments.

Criteria for Recommendation or Decision

General

For each proposed amendment to the Comprehensive Plan the Planning Commission in reaching its recommendation, and the Board of County Commissioners in making its decision, shall develop findings and conclusions which consider:

1. Whether circumstances related to the proposed amendment and/or the area in which the property affected by the proposed amendment is located have substantially changed since the adoption of the Comprehensive Plan;

Circumstances within the Kingston UGA have experienced minor change since the adoption of the Comprehensive Plan as a result of population growth³ and associated development.

Kingston Sub-Area Plan Goals and Policies, from which the proposed amendment is based, are consistent with current conditions in the Kingston UGA. Changes in circumstances relating to the proposed amendment since the adoption of the County Comprehensive Plan and Kingston Sub-Area Plan are not considered substantial.

Finding: Circumstances related to the proposed amendment and/or the Kingston Urban Growth Area have not substantially changed since the adoption of the Comprehensive Plan.

and,

2. Whether the assumptions upon which the Comprehensive Plan is based are no longer valid, or there is new information available which was not considered during the adoption of, or during the last annual amendment to, the Comprehensive Plan.

The proposed master plan is intended to aid in the implementation of the Kingston Sub-Area Plan work program, furthering goals and policies set forth within the sub-area plan.

Finding: Assumptions upon which the proposal is based are still valid.

³ Population growth is consistent with rates anticipated in the Kitsap County Comprehensive Plan and recognized in the Kingston Sub-Area Plan.

Text and Area-Wide Amendments

For each proposed text and area-wide amendment to the Comprehensive Plan, the Planning Commission in reaching its recommendation, and the Board of County Commissioners in making its decision, shall develop findings and conclusions, in addition to those required in Kitsap County Code Section 21.08.160, which consider:

1. Whether the proposed amendment is consistent with and supports other plan elements and/or development regulations and if not, what additional amendments to the plan and/or development regulations will be required to maintain consistency;

The proposal implements Kingston Sub-Area Plan goals and policies as directed in the plan's work program. The work program is based on goals and policies which support all elements of the sub-area plan and is consistent with Kitsap County Code.

Finding: The proposed amendment is consistent with and supports other plan elements and/or development regulations.

2. Whether the proposed amendment to the plan and/or regulation will more closely reflect the goals, objectives and policies of the Comprehensive Plan;

The master plan and associated development regulations are directly based on Comprehensive Plan goals and policies and implement corresponding objectives.

Finding: The proposed amendment would cause the Kingston Sub-Area Plan to more closely reflect the goals, objectives and policies within the Sub-Area Plan and County Comprehensive Plan.

3. Whether the proposed amendment is consistent with the Kitsap County-wide Planning policy;

Applicable Kitsap County-wide Planning Policies are contained in *Element A: Countywide Growth Pattern*. This section seeks to realize the vision for the future of Kitsap County⁴ by creating policies that define the role of Urban Growth Areas (such as Kingston) and the County. The policies "are intended to reflect the long-term goals of the people living, working and doing business here⁵."

Policies for Countywide Growth Pattern (CW):

1. *Roles of Cities and Urban Growth Areas / Urban Communities*
 - a. *The primary role of Kitsap's urban communities is to encourage growth, through new development, re-development and in-fill.*

⁴ As articulated in the County Comprehensive Plan (1998).

⁵ Adopted Kitsap County-wide Planning Policy. 2004. 6.

The proposal encourages growth within the Old Town district of the Kingston UGA by expanding 'downtown' zoning, allowing a greater mix of development types, and increasing allowable density.

b. Each of Kitsap's urban communities should foster its unique vision as a high quality place to live and work.

Master planning outcomes are intended to redevelopment and revitalize downtown Kingston, enhancing its quality as a place to live and work.

c. In Kitsap, urban communities are closely linked to water and natural amenities and provide open space links to the natural environment.

The proposal seeks to improve areas adjacent the waterfront. includes capital projects that improve connections to waterfront and open space areas.

2. Roles of Kitsap County

b. Promote stewardship of unincorporated urban areas and promote transition to cities when financially viable.

The proposal includes programs such as downtown revitalization that promote coordinated, self-reliant improvements within Kingston' downtown community.

Finding: The proposed amendment is consistent with Kitsap County-wide Planning policy.

and

4. Whether the proposed amendment complies with the regulations of the Growth Management Act (GMA).

The following sections of the Growth Management Act pertain to the proposal:

RCW 36.70A.080(1) Comprehensive Plans – Optional elements.
A comprehensive plan may include additional elements, items, or studies dealing with other subjects relating to the physical development within its jurisdiction, including, but not limited to, (a) conservation; (b) Solar energy; and (c) recreation.

The proposal is an additional study relating to Kingston's physical development, therefore it is an appropriate optional plan element.

RCW 36.70A.080(2) *A comprehensive plan may include, where appropriate, sub-area plans, each of which is consistent with the comprehensive plan.*

The proposal is consistent with both the Kingston Sub-Area Plan goals and policies.

RCW 36.70A.120 Planning activities and capital budget decisions – Implementation in conformity with comprehensive plan.
Each county and city that is required or chooses to plan under RCW 36.70A.040 shall perform its activities and make capital budget decisions in conformity with its comprehensive plan.

The proposal will help Kitsap County perform its activities and make capital budget decisions in conformity with the County Comprehensive Plan.

RCW 36.70A.130(2)(a) Comprehensive plans – Review procedures and schedules – Amendments
Each county and city shall establish and broadly disseminate to the public a public participation program consistent with RCW 36.70A.035 and 36.70A.140 that identifies procedures and schedules whereby updates, proposed amendments, or revisions of the comprehensive plan are considered by the governing body of the county or city no more frequently than once every year.

The proposal was developed as part of a public process consistent with RCW 36.70A.035 and 36.70A.140. The proposal is scheduled for adoption as part of the County’s annual comprehensive plan amendment process.

Finding: The proposed amendment complies with the regulations of the Growth Management Act (GMA).

ANALYSIS

Summary of Findings

Does the proposed amendment satisfy general decision criteria?⁶

1. Yes
2. Yes

Is the proposed amendment consistent with decision criteria for Text and Area-Wide Amendments?⁷

1. Yes
2. Yes
3. Yes
4. Yes

The proposed comprehensive plan amendment satisfies all decision criteria for adoption as required by KCC 21.08.160 and KCC 21.08.180. Findings were made according to a programmatic evaluation of proposed projects and implementing actions. Specific community impacts would be evaluated concurrent with future proposed project actions. A recommendation of approval by the Planning Commission or affirmative decision by the Board of County

⁶ KCC 21.08.160 requires that these decision criteria are considered.

⁷ KCC 21.08.180 requires that all of these findings are satisfied.

Commissioners does not guarantee endorsement of all items within the proposed work program. The document shall be used as a guide in considering the relative priority of future improvements within the Kingston Urban Growth Area.

CONCLUSION

This report presents affirmative findings for all decision criteria related to area-wide amendments to the Kitsap County Comprehensive Plan. The proposal is consistent with Washington State Growth Management Act planning goals, and internally consistent with goals, policies and objectives of the Kitsap County Comprehensive Plan.

Staff finds the proposal in the interest of Kingston residents, as it promotes the redevelopment and revitalization of the downtown.

RECOMMENDATION

Staff recommends **APPROVAL** of the Downtown Kingston Master Plan, and associated amendments to the Kitsap County Comprehensive Plan, Kingston Sub-Area Plan, Design Standards for the Community of Kingston, and Kitsap County zoning code.

Attachments

- Downtown Kingston Planning Committee meeting summaries, October 1, 2008 – September 2, 2009



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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Larry Keeton, Director

Downtown Kingston Improvements Preliminary Meeting

Wednesday, June 12, 2008
4:30 – 6:00

JJ's Fish House, Poulsbo

Agenda

Attendance: Peter Brachvogel, Principle Architect, BC&J
Scott Diener, Manager, DCD Policy and Planning
Pete Sullivan, Associate Planner, DCD Policy and Planning

4:30

- Introductions / Goals of meeting
- Background: Peter's involvement in Kingston
- Status of Kingston Sub-Area Plan Work Group
- Why downtown Kingston?
- What do we hope to achieve?
- How will we do it?
- Who's involved?
- How long will it take?

6:00

KINGSTON CITIZENS ADVISORY COUNCIL

Meeting Minutes

September 3, 2008

Present:

Denise Lietz, Co-Chair, Member At Large
Greg Platz, Co-Chair, School Parent
Walt Elliott, At Large, Parks & Open Space and Ferries Sub-Committees
Betsy Cooper, Member At Large
Karen Ross, Kingston Revitalization Association
Rick Lanning, Kingston Stakeholders
Annie Humiston, At Large, Roads Sub-Committee
Tom Karwaki, Port Gamble S'Klallam Tribe (late)
Steve Heacock, Carpenter Lake/Creek
Pete Sullivan, Kitsap County DCD
Clint Boxman, Kingston-North Kitsap Rotary
Alex Thomsen, Kingston Kiwanis

Excused:

Chris Case, NKSD (new member to replace Gene Medina)
Nancy Martin, Kingston Garden Club
Naomi Maasberg, Member At Large

Absent:

Jan Richards, Friends of the Kingston Library
Sue Duffin, Kingston Farmer's Market

Kitsap County Rep:

Pete Sullivan, Associate Planner, Department of Community Development
Greg Cioc, Kitsap County Public Works
Scott Deiner, Policy and Planning Manager, Department of Community Development
Kitsap County Commissioner Steve Bauer

Co-Chair Greg Platz called the meeting to order at 7:02 p.m.

Introduction: Platz opened meeting and distributed agenda. All members introduced themselves.

Minutes: The August minutes were approved as submitted, MSP.

Old Business: Co-Chair Elections

Current Co-Chairs Greg Platz and Denise Lietz were the only nominees. They were re-

elected unanimously.

Correspondence: Platz said he will email everyone to confirm committee roster information and asked for prompt response. The roster will be distributed to KCAC members and county staff; it is for internal use only.

Platz read an email from Dave Hildebrand; it said Hildebrand's term ended in August and that after many years of service with KCAC, he would not be renewing his standing on the council. Platz said he would work with the Chamber of Commerce to find a replacement.

Lietz said she emailed the final Sub-Area Plan Report and worksheets to all council members.

Guest Speaker – Kitsap County Commissioner Steve Bauer

Commissioner Bauer praised KCAC members for their work on bringing the Kingston Sub-Area Plan to fruition. He said the document would be a good guide for the county as it makes decisions about the growth and look of Kingston and that it will have an impact as pieces of the plan are implemented in the years to come.

He said he wants the KCAC to help the county focus on "something really important to Kingston area -- the Downtown Master Plan."

He complimented the Kingston Stakeholders' work on beginning to create a vision for the development of the downtown and said it was time to take those ideas and turn them into a comprehensive plan that includes design standards, infrastructure, traffic flow, etc. "I have a very powerful, positive vision that this master plan, when completed, will build a core to downtown that attracts outsiders and services locals," Bauer said.

He noted it now looks like it may be a three-to-four-year project to get money and construction done for the Village Green Project. He said when it is completed it will be a "defining gem" for Kingston's core with a community center, senior activity room and housing, an expanded library, space for the Boys and Girls Club, and so much more. Bauer said he and others in the county are working hard to make sure it comes to pass. This master plan and Village Green will create a walkable core that helps make the Kingston area thrive, build community and intergenerational relationships, and attract visitors. "If done right, we can make something special and unique here," the commissioner said.

He said the chief concerns are agreement on design standards, manageability of infrastructure (storm water for example), parking downtown, and traffic, especially in conjunction with the ferries.

It is imperative, he said, that development be done in such a way that the community buys into it and it is made easier for individuals to build their own projects while fitting into the master plan. To that end, Commissioner Bauer proposed that KCAC become the umbrella group for all the committee work on the master plan and host, as needed, public meetings to discuss the plan in stages before it comes to the county in fall 2009.

Bauer said that the county would contract with someone for design and conceptual work.

Council members Betsy Cooper, Karen Ross, and others said it is important for the boundaries of the master plan to be made clear to everyone before the process gets under way. Bauer agreed.

Annie Humiston said that the Village Green, the old downtown, and the Lindvog area up to the medical center at Barber Cutoff, and the school are already noted as boundary areas in the design standards document approved a few years ago. She said that document should be revisited for its information on design standards and other issues, tweaking it for updates as necessary so that “we don’t have to reinvent the whole process.”

Walt Elliott said it is important to involve downtown residents in the master plan process, and Lietz said even folks who live outside the core are important in the planning because the downtown is where they do shopping, have coffee, and partake of other activities.

Bauer concurred with both, saying that if the county is going to accomplish the task there has to be a broad base of discussion.

Several KCAC members raised the issue of storm drainage improvements, traffic alignment and parking, design standards, and other possible infrastructure concerns and whether they would be part of the master plan process. Bauer said all that should indeed be part of the discussion so that the impacts are considered for the whole designated core area rather than on a piecemeal basis as they arise.

The commissioner said that the money situation for the county, as for many individuals, is tight so that when creating the master plan and its solutions, “we have to think outside the box creatively and do more with less.”

So, said Leitz, our plan should be presented as aspirational in that it shows what the community wants and, one by one, what the community can do without if necessary.

Platz wanted clarification that the Kingston Downtown Master Plan is designed to be an amendment to the Sub-Area Plan. Yes, replied county representative Scott Deiner.

Deiner said the county is looking at the countywide Comprehensive Plan and its amendments being competed in October 2009 so Kingston’s work on the master plan should be done by August 2009.

Platz asked what the county needed from KCAC to meet that deadline and to have the process happen along the necessary timeline. Deiner said that the county would have to have milestone meetings and public meetings and that the plan is going to need vetting by the public throughout the year.

Platz said he thought the Downtown Master Plan should be a subcommittee through the KCAC that does work on the project outside the regular council meetings and then reports back to the council each month. He and other council members noted that the Stakeholders and the Port of Kingston should have roles on the subcommittee.

Commissioner Bauer said he would like to see two KCAC members leading the subcommittee and suggested the council advertise in the newspaper to seek area residents and business people who would like to work on the Downtown Master Plan Subcommittee.

County Associate Planner Pete Sullivan said the Stakeholders put forth ideas consistent with the master plan vision discussed tonight. Those, along with the Sub-Area Plan, can help launch the Downtown Master Plan.

A motion was made to form a KCAC subcommittee that will be led by two KCAC members to create a Kingston Downtown Master Plan. The motion was seconded and passed.

Rick Lanning and Alex Thomsen were appointed to lead the new Downtown Master Plan Subcommittee. Platz directed them to meet with Sullivan after the meeting so that communication can begin. Platz volunteered to help with press releases and advisories as needed. He asked all council members to “spread the word” about the new subcommittee and have anyone interested contact him.

Commissioner Bauer also addressed the topic of needing to identify view corridors and pedestrian pathways in the Urban Growth Area of Kingston so that the county can preserve that space. Platz asked Elliott and Cooper, along with Parks Subcommittee members, to mark on a map the known view corridors, access points, and right-of-ways that should be vacated of tax and title. He asked the county to be sure KCAC is consulted when unidentified areas are reviewed for vacation. County representatives assured the council that would happen under all circumstances.

Ross mentioned to the commissioner that KCAC used to get a monthly update about issues the county is addressing that concern the Kingston area. She said the council no longer gets that and requested that those updates be reinstated.

County Report:

Sullivan praised the council for its work on the Sub-Area Plan and called the document a “great launching pad for the DCD (Department of Community Development. He reiterated that it would become an amendment to the Comprehensive Plan.

The plan has been forwarded to state agencies for comment and then will go to the Kitsap County Board of Supervisors for study before a public hearing is held in November. Sullivan said he is translating the process into a narrative, which he will make available to the KCAC upon completion.

Sullivan said he also would inform council members of milestone dates regarding this so they can stay on top of things.

Deiner, in answer to a council member request, said he would try to resurrect a map of projects occurring in the Kingston area so that the KCAC membership can see what is happening with regard to development.

Bauer said the hiking trail for the Whitehorse development is beginning with clearing while the

exact location of how the trail proceeds is still being discussed. Elliott said the trail went through a legal process to see if it cuts into the buffer, and the court decided it has met the intent of the law.

KCAC Subcommittee Reports:

Ferries: Elliott reported that Monday, Sept. 29, is being considered for the meeting date with the Washington State Ferries representatives. It would be in lieu of the KCAC October meeting. He said he will confirm that and let council know.

The WSF will hold a public meeting to present alternatives to the Kingston-Edmonds route at 6 p.m. in the Edmonds Senior Center on Thursday, Sept. 25. This will be the last public hearing before WSF develops its plan, which will be sent to the state in January 2009. Elliott encouraged everyone to attend.

The far left tollbooth should be converted to accept pre-paid tickets beginning later this month. However, there are no plans by WSF or the state Department of Transportation as to how pre-ticketed drivers and their vehicles will get past the line of vehicles without tickets.

Parks, Trails & Open Space: The county Parks Department is encouraging limited use of Heritage Park until resources for stewardship of the parking area and the control of trash are in place. Two people have committed to being on-the-ground support. More are needed, Elliott said.

In comment, Humiston said that the sidewalk to help Gordon students walk safely to and from school was finished off with a railing and decorations made by students; it was erected in time for the start of school. "It's a wonderful greeting for the kids," she said, "now we just need to get the connecting trail going."

Roads: Humiston said that it took two days for the cleanup of construction debris on Miller Bay Road near the Heritage Park site that was mentioned last month, but that the roadway is now clear.

Community Reports:

Rotary Club – Clint Boxman said the beer garden at the marina concerts this summer raised \$3,000 to \$4,000. He said the Rotary is seeking service projects on which to spend the money. He said one of the projects under way is making and installing benches for Hansville Park. "If you have ideas, please give them to me," he said. "I'd like to say a big thank you for the support everyone showed for the golf tournament we held. We're looking for sponsors for 2009, so let me know if you know of anyone that is interested."

Downtown Revitalization/Kingston Stakeholders – Ross reported that the water gator would be repaired thanks to Commissioner Bauer offering some financial support through his discretionary fund. After she listed some of the repairs -- transmission, brakes, tires -- Boxman said that the Rotary would probably be able to help with the remainder of money

needed to complete everything. He said he would pitch the idea back to his group and get back to Ross.

Ross said a bench and new garbage can were installed across the street from the Alehouse and that they seem to be getting a lot of use. She thanked the Labor School, which helped with the project.

Heritage Day is coming up, she said, and encouraged everyone to participate. It will be on Saturday, Sept. 27. Activities will begin with a Loggers' Pancake Breakfast at 8 a.m. and finish with a "Saturday Night in Town" at the community center for music and refreshments from 6 to 9 p.m.

Carpenter Lake/Creek – Steve Heacock said the request for the permit for the Gordon trail has been submitted to the proper authority.

Schools – In Chris Case's absence, Ross relied a request that people refrain from using the trails near Gordon and Kingston High School during school hours because it is distracting to kids.

Elliott said that the Parks Committee is still waiting for the trail the school district agreed to provide in exchange for the parkland given over for the high school football field.

New Business:

None.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,
Mary Kulish
KCAC secretary



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





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: November 6, 2008
Time: 5:30 – 7:00pm
Location: Sound Stoneworks, Kingston
Facilitator: Pete Sullivan, Associate Planner, DCD
Attendees: Pete Sullivan
Alex Thomsen, Co-Chair
Rick Lanning, Co-Chair

PURPOSE

- Review planning committee candidate statements of interest
- Select planning committee members
- Identify needs prior to first committee meeting
- Determine first meeting objectives

OBJECTIVES

Agenda Item	Description / Objective	Questions/Comments	Discussion	Resolution
Review Statements of interest / Determine committee	Review all statements received by application deadline	N/A	<ul style="list-style-type: none">• All 16 applicants show strong interest, knowledge and experience in Downtown Kingston.• Good balance of community representation is shown across	All will be offered position on committee

membership			applications	
Pre-planning status / prepare for first meeting	<ul style="list-style-type: none"> • What needs to happen at the first meeting? • What preparation is is needed? 	<ul style="list-style-type: none"> • Meeting location • Meeting day • Materials 	<ul style="list-style-type: none"> • Need to orient members to master planning concept/objectives • Ideally committee would meet in downtown Kingston. Need to reduce costs and optimize learning space • Meetings will need to occur on a weekday night to accommodate staff schedule 	<ul style="list-style-type: none"> • Will bring examples of other plans • Meetings will be held at North Kitsap Fire and Rescue • First meeting → Thursday, Nov. 13. Will try to stick to 3rd Thursdays <p>Committee members strongly encouraged to attend Short Course on Local Planning, Nov. 20.</p>
Topics ahead	What will committee tackle first?	<ul style="list-style-type: none"> • Boundary is essential • Generate a project list 	<ul style="list-style-type: none"> • Will use project list from Kingston Sub-Area Plan Appendix G 	<p>Workshops for first meeting (time permitting)</p> <ul style="list-style-type: none"> • Boundary • Projects

FOLLOW-UP

Action	Responsible Party	Deliverable	Due Date	Recipient
Confirm committee members	Pete	E-mail or phone	ASAP	Committee



FOLLOW-UP

Action	Responsible Party	Deliverable	Due Date	Recipient
Announce first meeting	Pete	E-mail or phone	ASAP	Committee
Encourage Short Course Attendance	Pete	E-mail	ASAP	<ul style="list-style-type: none">• Committee• Kingston Interested Parties





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: 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: Master Plan Boundary and Potential Projects



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





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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>



				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



		<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





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Larry Keeton,

MEETING SUMMARY

Group: Downtown Kingston Planning Committee
Project: Downtown Kingston Master Plan
Date: February 19, 2009
Time: 6:30 – 9:00pm
Location: North Kitsap Fire and Rescue
Miller Bay Rd NE
Kingston, WA 98346
Facilitator: Pete Sullivan, Associate Planner, DCD

ATTENDEES

Tom Coultas	Gerry Porter	Nathan Hirsch	Nancy Martin	<u>Guests</u>
Bobbi Moore	Honey Katriz	Lasica Crane	Pete Sullivan	Jason Manges
Dave Wetter	Jack Minert	Peter Brachvogel	Sonny Woodward	

PURPOSE

- Determine if UVC zoning code meets Kingston planning objectives and propose changes as needed
- Establish a logical sequence for addressing future planning topics

HANDOUTS AND VISUAL AIDS

- Downtown Kingston project list
- KCC 17.381.040(B) – Commercial and Mixed Use Zones
- Downtown Kingston boundary maps

OBJECTIVES

Agenda Item	Description	Questions/Comments	Discussion	Resolution
Review of last meeting	<ul style="list-style-type: none"> • Design standards Boundary • Master plan Boundary • UVC boundary 	N/A	N/A	N/A
Workshop: Zoning and land use	<ul style="list-style-type: none"> • Propose changes to UVC allowed uses, including updates to 2008 changes if necessary 	<ul style="list-style-type: none"> • Discussed how zoning affects physical development of Kingston • Allowed uses should be broad if intensive development is desired in Downtown Kingston • Kingston Design Standards guide built form; use should be flexible 	<ul style="list-style-type: none"> • Reviewed residential component of UVC allowed uses. • For each use, discussed whether current classification was appropriate and proposed changes accordingly. 	<ul style="list-style-type: none"> • Staff will propose allowed use changes to KCC 17.381.040(B) as pertains to UVC zones • Only reviewed residential. Will review remaining use classes at next meeting
Master Plan elements	<ul style="list-style-type: none"> • Prioritize projects 	<ul style="list-style-type: none"> • Master plan is comprehensive, therefore all topics should be minimally addressed • Priority should be govize based on 	<ul style="list-style-type: none"> • Priority should be given to elements that can see changes within 2009 timeline • Zoning 	<ul style="list-style-type: none"> • Zoning and code-related issues are achievable in 2009, and should receive priority focus. • Need to determine how other topics will be coordinated



among County departments / agencies

FOLLOW-UP

Action	Responsible Party	Deliverable	Due Date	Recipient
Document draft changes to UVC residential	Pete	KCC 17.381.040(B) draft changes	<ul style="list-style-type: none"> • Following completion of UVC review 	<ul style="list-style-type: none"> • Bring to committee • Post to web site
Bring 2008 changes to Commercial / Industrial UVC code to next meeting	Pete	KCC 17.381.040(B) 2008 tracked changes	Next meeting	Committee
Assess status of SR 104 planning	Pete	N/A	Next meeting	N/A





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Larry Keeton,

MEETING SUMMARY

Group: Downtown Kingston Planning Committee
Project: Downtown Kingston Master Plan
Date: April 22, 2009
Time: 6:30 – 9:00pm
Location: North Kitsap Fire and Rescue
Miller Bay Rd NE
Kingston, WA 98346
Facilitator: Pete Sullivan, Associate Planner, DCD

ATTENDEES

Bobbi Moore
Dave Wetter
Gerry Porter

Jack Minert
Lasica Crane
Laurie Larson

Peter Brachvogel
Sonny Woodward

Guests
Elizabeth Wilson
Jason Manges

PURPOSE

- Identify areas of improvement within UVC zoning code
- Propose changes that align with Kingston downtown planning goals
- Refine strategy for accomplishing remaining planning topics within 2009 adoption timeline

HANDOUTS AND VISUAL AIDS

- Kitsap County Title 17
- Kingston Design Standards
- 2008 UVC allowed use changes
- Parking standards alternatives courtesy of BC&J

- Proposed master plan boundaries

OBJECTIVES				
Agenda Item	Description	Questions/Comments	Discussion	Resolution
Review of last meeting	<ul style="list-style-type: none"> • Design standards Boundary • Master plan Boundary • UVC boundary 	N/A	N/A	N/A
UVC Allowed uses	<ul style="list-style-type: none"> • Propose changes to UVC allowed uses, including updates to 2008 changes if necessary 	<ul style="list-style-type: none"> • UVC changes do not have County-wide impact • Uses are currently too restrictive / not consistent with Comp Plan goals 	<ul style="list-style-type: none"> • For each use, group confirmed X, C, ACUP, P designation, and proposed changes if necessary • Case was made for each change, followed by rebuttal(s) and discussion. Issue put to a vote if consensus could not be reached. 	<ul style="list-style-type: none"> • Proposals documented in revised use table (KCC 17.381)



<p>UVC Development standards</p>	<ul style="list-style-type: none"> • Same as above 	<ul style="list-style-type: none"> • Same as above 	<ul style="list-style-type: none"> • Same process as above • Concentrating density in Kingston Old Town is desirable • 85% lot coverage precludes flexible site planning • Landscaping still feasible at zero lot line and mandated in design standards • Burden for streetscape amenities should be shifted to public realm (i.e. sidewalk plans include roadway planter strips) 	<ul style="list-style-type: none"> • Increase allowable density by 2du/ac • Increase allowable lot coverage to 100%
<p>Off-street parking requirements</p>	<ul style="list-style-type: none"> • Review parking standards and evaluate impact in Kingston 	<ul style="list-style-type: none"> • County has “one-size-fits-all” parking policy. • Assumes/forces equal development pattern 	<ul style="list-style-type: none"> • Downtown Kingston urban pattern requires tailored parking standards (e.g. to account for smaller lots, diversity of allowed uses) • Desired development cannot be achieved under current standards; emphasis on “site-specific” parking not feasible • Relatively abundant free parking will not always be the case • Relaxation of parking standards needed, coupled with alternatives such as on-street, shared, metered, centralized, etc • Parking issue is central to master planning effort, and should 	<ul style="list-style-type: none"> • Parking issue is central to downtown master planning • Issue deserves significant focus • Committee to explore parking alternatives



Kingston Design Standards	<ul style="list-style-type: none"> Evaluate whether changes to Design Standards are needed 	<ul style="list-style-type: none"> Relaxation of allowed uses mandates greater emphasis on Design Standards Quality / utility should be optimized 	<ul style="list-style-type: none"> Minor changes to Standards are likely needed Quality / utility are sufficient as-is; greater issue may be enforcement and interpretation Zoning and parking are significant issues; focus on manageable tasks and bring forward high-quality alternatives immediate focus Updates to Standards are not feasible in '09 timeline 	<ul style="list-style-type: none"> Design Standards update not likely to remain in '09 scope of work.
Topics ahead	<ul style="list-style-type: none"> What remaining topics should committee address? 	<ul style="list-style-type: none"> All work program items should be minimally addressed Need to prioritize major emphases 	<ul style="list-style-type: none"> DCD reduction in work hours is a challenge to planning process 	<ul style="list-style-type: none"> May need to increase meeting frequency Meet earlier in day? District 1 liaison to provide SR 104 update at May meeting (date TBD) Remainder of May meeting to cover parking
Draft plan preparation			<ul style="list-style-type: none"> Staff requests assistance in preparing draft Committee members with interest/expertise are encouraged to contribute to those topic(s) 	<ul style="list-style-type: none"> Will outline a framework for plan



FOLLOW-UP

Action	Responsible Party	Deliverable	Due Date	Recipient
<ul style="list-style-type: none"> Research parking management best practices 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> E-mail documents, web site suggestions, etc 	ASAP	<ul style="list-style-type: none"> Send to Pete for distribution to group
<ul style="list-style-type: none"> Determine upcoming and futures meeting dates/times 	<ul style="list-style-type: none"> Pete 	<ul style="list-style-type: none"> Pete to determine NK Fire availability and propose dates/times to group 	ASAP	<ul style="list-style-type: none"> Planning committee Notify Interested Parties
<ul style="list-style-type: none"> Verify amended scope of work with County representatives 	<ul style="list-style-type: none"> Pete 	<ul style="list-style-type: none"> Confirmation 	Prior to next meeting	<ul style="list-style-type: none"> Confirm with Planning committee
<ul style="list-style-type: none"> Group outstanding work items over remaining meetings 	<ul style="list-style-type: none"> Pete 	<ul style="list-style-type: none"> Combine topics logically Revise meeting schedule accordingly Identify guest speakers 	Prior to next meeting	<ul style="list-style-type: none"> Confirm with Planning committee
<ul style="list-style-type: none"> Prepare draft use table revisions 	<ul style="list-style-type: none"> Pete 	<ul style="list-style-type: none"> Text revisions to KCC 17.381 	Prior to next meeting	<ul style="list-style-type: none"> Web site
<ul style="list-style-type: none"> Prepare draft development standards revisions 	<ul style="list-style-type: none"> Pete 	<ul style="list-style-type: none"> Text revisions to KCC 17.382 	Prior to next meeting	<ul style="list-style-type: none"> Web site
<ul style="list-style-type: none"> Post boundary maps to web site 	<ul style="list-style-type: none"> Pete 	<ul style="list-style-type: none"> Draft master plan maps 	Prior to next meeting	<ul style="list-style-type: none"> Web site

