**Kitsap County Board of Commissioners**

**Office/Department:** Community Development  
**Staff Contact & Phone Number:** Katrina Knutson, AICP, Senior Planner  
**Agenda Item Title:** 2015-2016 Docket Resolution for Comprehensive Plan Amendments

**Recommended Action:** Recommend the Board conduct a public hearing on and adopt the proposed Resolution providing for review and potential amendment to the Kitsap County Comprehensive Plan, Maps, and corresponding development regulations.

**Summary:** Consistent with Washington State Growth Management Act, RCW 36.70A.130(1)(a) ‘Comprehensive Plans, Review Procedures and Schedules, Amendments,’ DCD has prepared a docket resolution covering all actions related to the 2016 Comprehensive Plan Update. The proposed docket allows for textual, map, and site specific changes to the Comprehensive Plan and associated documents, as well as amendments to the Capital Facilities Plan. The docket further describes that site specific applications will be accepted between January 13, 2015 and February 28, 2015. The balance of the docket applies to a time period concluding on June 30, 2016.

**Attachments:**  
1. Resolution

### Fiscal Impact for this Specific Action

| Expenditure required for this specific action: | $80,000 (estimate) |
| Related Revenue for this specific action:     | $80,000 (estimate) |
| Cost Savings for this specific action:        | $0 |
| Net Fiscal Impact:                            | $0 |
| Source of Funds:                              | Applicant Fees |

### Fiscal Impact for Total Project

| Project Costs:                                 | $0 |
| Project Costs Savings:                        | $0 |
| Project Related Revenue:                      | $0 |
| Project Net Total:                            | $0 |

### Fiscal Impact (DAS) Review

**Departmental/Office Review & Coordination**

<table>
<thead>
<tr>
<th>Department/OFFice</th>
<th>Elected Official/Department Director</th>
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<tbody>
<tr>
<td>DCD</td>
<td>Larry Keeton</td>
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### Contract Information

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Date Original Contract or Amendment Approved</th>
<th>Amount of Original Contract Amendment</th>
<th>Total Amount of Amended Contract</th>
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RESOLUTION NO. _______

PROVIDING FOR AN 18-MONTH REVIEW AND POTENTIAL AMENDMENT TO THE KITSAP COUNTY COMPREHENSIVE PLAN LAND USE AND ZONING MAPS AND CORRESPONDING DEVELOPMENT REGULATIONS

WHEREAS, the Washington State Growth Management Act (GMA), RCW 36.70A.130 mandates that Kitsap County’s Comprehensive Land Use Plan (Plan) and corresponding Kitsap County Zoning Code and Map be subject to continuing review and evaluation; and

WHEREAS, the GMA requires a periodic eight-year full review of the Plan and development regulations to be completed by June 30, 2016; and

WHEREAS, Kitsap County has adopted a public participation plan that complies with the Growth Management Act, RCW 36.70A.140, which provides for early and continuous public participation in the development and amending of comprehensive land use plans and development regulations implementing such plans; and

WHEREAS, a robust public participation effort by the County generates opportunities for staff to gain valuable insights, ideas, and concerns from residents, community groups, and organizations, which is imperative to create a viable and implementable Comprehensive Plan Update, and

WHEREAS, Kitsap County is currently undertaking the review and update of its 2006 Comprehensive Plan, pursuant to RCW 36.70A.130 (“2016 Comprehensive Plan Update”); and

WHEREAS, Kitsap County Code Chapter 21.08 establishes procedures for people to propose amendments to the Plan; and

WHEREAS, Kitsap County Code Section 21.08.030 provides that the Board of County Commissioners (Board) will establish a schedule for review and potential amendment of the Plan; and

WHEREAS, GMA and Kitsap County Code Section 21.08.040 provides that all proposed amendments to the Plan shall be considered concurrently so that all cumulative effects of the amendments can be determined, although amendments to development regulations may occur at any stage in the process so long as no inconsistency results; and

WHEREAS, Kitsap County Code Section 21.08.070 provides that all amendments to the Plan shall be consistent with the Growth Management Act, Kitsap County-wide Planning Policy and the remaining provisions of the Plan and development regulations; and
WHEREAS, following the adoption of this Resolution, the general public, Planning Commission and County departments will have an opportunity to submit requests to the Department regarding amendments to the Plan as limited by the criteria established in this Resolution. Public outreach and participation will be conducted through citizen advisory committees, county-wide focus groups and workshops, pamphlets and informational materials, the compplan.kitsapgov.com website and formally through the Planning Commission and Board joint public hearing processes. The Planning Commission will conduct at least one work-study session to consider and discuss suggestions and proposals for recommendation to the Board. Furthermore, Kitsap County departments will be contacted to solicit suggestions or proposals for the Plan as they pertain to the criteria established in this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Kitsap County Board of County Commissioners has determined that there will be review and revisions to the Plan through 2015 and 2016 for final adoption no later than June 30, 2016. The Plan (and associated development regulations as required) will be reviewed for potential amendment as follows:

A. Applications: Applications will be accepted for the 2016 Comprehensive Plan Update process, pursuant to Section 3 of this Resolution.

B. Public Participation: In accordance with the Public Participation Plan, public outreach and participation will be provided through citizen advisory committees, various county-wide focus groups and workshops, pamphlets and informational materials, the compplan.kitsapgov.com website and formally through the Planning Commission and Board of Commissioners public hearing processes. Individuals, organizations, businesses, etc. are all invited to provide input and comment on proposed changes to the Plan or development regulations.

C. Types of Amendments for Consideration in 2015-2016: The update to the Plan shall be the mechanism through which amendments to the Plan and corresponding development regulations will be considered in 2016. While the update to the plan requires County review of all aspects of the plan requests from the public for consideration shall be limited to the following types of amendments:

1. Text Amendments
   Text amendments to the Plan and corresponding development regulations for consideration with the 2016 Comprehensive Plan Update process are limited to the following:

   a. Review and update to the Capital Facilities Plan to provide adequate public facilities to support level of service for each type of capital facility, as it relates to the update of the Land Use Chapter; and

   b. Review and possible update of all chapters of the Comprehensive Plan, associated appendices and development regulations.
2. **Area-Wide Amendments**
   No applications for Area-Wide Amendments will be considered in the 2016 Comprehensive Plan process, except for consideration of a Silverdale Centers Plan and a Type III Limited Area of More Intensive Rural Development (LAMIRD) in District 2.

3. **Site-Specific Amendments**
   Site-specific applications will be accepted for consideration in the 2016 Comprehensive Plan Update process. Criteria for consideration of site-specific applications for the 2016 Plan are set forth below:

   A) Applications for site-specific amendments will be accepted starting January 13, 2015 and no later than February 28, 2015. Individuals requesting consideration for reclassification shall submit requests to the Department of Community Development. A form will be available and located on the Department of Community Development’s website at [compplan.kitsapgov.com](http://compplan.kitsapgov.com) and at the Department’s front counter.

   B) Site-specific amendment requests must meet the applicable criteria set forth in this section. A site-specific application will only be analyzed and considered as part of the 2016 Comprehensive Plan Update process if it meets all applicable criteria.

   C) Fees associated with Site Specific Review are as follows:
      1) Fees due at time of submittal:
         a) $90 Application Fee
         b) $1,350 Initial Intake and Criteria Review Fee
      2) Review, Analysis and Legislative Fees
         a) Hourly rate of $135.

   D) **All Requests for Site-Specific Amendments Must Meet Criteria 1-6 Below:**

      1. The proposed amendment meets concurrency requirements for transportation, sewer and water, and will not result in significant adverse impacts on adopted level of service standards for other public facilities and services, such as police, fire and emergency medical services, park services, and general government services;

      2. The proposed amendment is consistent with the balance of the goals, policies and objectives of the current Kitsap County Comprehensive Plan and reflects the local circumstances of the County;
3. The subject parcel(s) is suitable for the requested land use designation based upon, but not limited to, access, provision of utilities, consistency with existing and planned uses, environmental constraints and compatibility with the neighborhood;

4. The proposed amendment does not materially affect the land uses and growth projections which are the basis for comprehensive planning, and reflects local circumstances in the county;

5. The proposed amendment does not materially affect the adequacy or availability of urban facilities and services to the immediate area or the overall area of the urban growth area; and

6. The proposed amendment is consistent with the GMA, Kitsap County-wide Planning Policy, state and local laws and other applicable inter-jurisdictional policies or agreements.

E) Additionally, All Requests for Site-Specific Amendments Regarding Parcels Located Within an Associated Urban Growth Area (Including Expansions of Associated Urban Growth Areas) Must Meet Criteria 7-9 Below:

7. Demonstration from the jurisdiction affiliated with the UGA that the proposal has the capability and capacity to provide urban level services to the area.

8. Demonstration that the proposal is consistent with the associated urban growth area jurisdiction’s Comprehensive Plan.

9. Demonstration that the proposal meets the affiliated jurisdiction’s transportation standards.

F) Additionally, All Requests for Rural Commercial/Industrial and Type III LAMIRD Site-Specific Amendments Must Meet Criteria 10-16 Below:

10. Demonstration of an unmet need for the proposed land use designation in the rural area.

11. Demonstration that Kitsap County’s rural character will be preserved or unaffected by the change of designation.

12. Demonstration that the proposed designation will principally serve the rural area.
13. Demonstration that appropriate rural services are available (i.e., water, wastewater disposal, etc.) and that urban services will not be required for the proposed designation.

14. Demonstration that the proposal is contiguous to existing industrial or commercial zoning. (Exceptions to this policy must demonstrate a unique or exceptional need for the proposed land use designation.)

15. Demonstration that the property is sized appropriately for the proposed land use designation.

16. Demonstration that there is a lack of appropriately designated and available sites within the vicinity.

G) Additionally, Requests for Site-Specific Amendments Within the Rural Area (Not Pertaining to Commercial or Industrial) Must Meet Criteria 17 and 18 Below:

17. Any proposed amendments to rural and natural resource areas shall not substantially affect the rural/urban population balance;

18. Any proposed change to land designated as natural resource land shall recognize that natural resource designations are intended to be long-term designations and shall further be dependent on one or more of the following:

   i. A substantial change in circumstances pertaining to the Comprehensive Plan or public policy;
   
   ii. A substantial change in circumstances beyond the control of the landowner pertaining to the subject property;
   
   iii. An error in initial designation; and/or
   
   iv. New information on natural resource land or critical area status.

4. Map Corrections
The Board will only entertain proposals for map corrections that are proposed by the Department of Community Development and/or by the Board itself. The Board may direct Department of Community Development staff to develop Comprehensive Plan policy and textual revisions and corresponding development regulations that would allow map corrections to be processed administratively separate from the Comprehensive Plan Amendment process.
5. **Other**
The Board may revisit and add to the types of applications accepted through this process if a need or inadvertent omission is demonstrated; provided however, that such additions may only be considered if a full and cumulative review (including environmental review) can be accomplished in accordance with the deadlines for review.

DATED this _____ day of _________________, 2015

KITSAP COUNTY BOARD OF COMMISSIONERS

________________________________________
Robert Gelder, Chair

ATTEST:

________________________________________
Charlotte Garrido, Commissioner

________________________________________
Dana Daniels
Clerk of the Board

________________________________________
Edward E. Wolfe, Commissioner