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M I N U T E S  
KITSAP COUNTY PLANNING COMMISSION  
Administration Building - Commissioner's Chambers  
May 13, 2008, 9:00 am

These minutes are intended to provide a summary of the meeting flow and content and should not be relied upon for specific statements from individuals at the meeting.

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**The Kitsap County Planning Commission met on the above-stated date at the Kitsap County Administration Building – Commissioner's Chambers located at 619 Division Street, Port Orchard, WA 98366.**

Members present: Chair Fred Depee, John Taylor, Michael Gustavson, Tom Nevins, Linda Paralez, Lary Coppola, Jim Sommerhauser and John Hough.

Staff present: Scott Diener, Larry Keeton and Planning Commission Secretary Amanda Walston.

Others present: Jim Rogers, Greg Cioc, Bill Zupancic (all from Public Works)

8:59:47

**A. Call Meeting to Order, Introductions**

**B. Adoption of Agenda-**

*Depee adopts the agenda as posted.*

**C. Public Comments**

*(Depee hears none, moves to next item.)*

**D. Approval of Minutes**

- **March 25, 2008**

**A motion is made by Commissioner Sommerhauser and seconded by Commissioner Coppola to approve the minutes of April 22, 2008.**

**The VOTE:**

**Yes: 6**

**Abstain: 1 (Paralez)**

**The Motion Carries**

**E. Director's Update**

**Keeton:** *(Distributes quarterly report.) The Board also asked for Performance Measures and we've been working on that with the Permit Advisory Group. We've been looking at Permit Types and doing some clean up as we have way too many floating around. We want to simplify.*

**Depee:** *Do you have any ability to track the timeframes for permits yet?*

**Kitsap County Planning Commission – May 13, 2008**

1 **Keeton:** Yes. In Appendix 2, look at Conditional Use Permits. State law says it must be  
2 120. The amount of days it is supposed to take per County code is 106. We are not  
3 meeting those time frames.

4  
5 Success story for the department, we went through the Preliminary Plat process and met  
6 all of our objectives for the first time. We still have others, but it is a great start.

7  
8 One issue is the Land Information System. It doesn't give us the data the way we need  
9 it. Another issue is that if there are steps remaining, the system does not publish the  
10 details to the public system. We have an upgrade coming in June that should help with  
11 these and reflect these improvements.

12  
13 Another key here is the Land Use application, which requires a county decision. In 2007  
14 we received 515 applications and we issued 193 decisions and permits. There is a huge  
15 backlog because these are tied to County code. There are too many things permitted in  
16 code that now require additional information or restrictions. An example is nurseries in  
17 the commercial retail zone. These are automatically permitted in commercial retail zone,  
18 but we still have to go back and look at these items to make sure they meet other code  
19 requirements.

20  
21 Code Development and Revisions are coming and Long Range Planning is leading the  
22 charge. That is what has to happen in order to improve these things. We spend a lot of  
23 time searching and researching and checking because our code has become too  
24 convoluted. Again, we want to simplify the code in places that make sense so we can  
25 simplify our process.

26  
27 **9:15:43**

28  
29 **Gustavson:** Have we defined the criteria for an Administrative Conditional Use  
30 Permit? Can we identify first what problem we are solving and do we really need  
31 to solve it?

32  
33 **Keeton:** When our staff writes a report, it is with the knowledge that it will eventually go  
34 to the Board of County Commissioners, the Hearing Examiner and the Growth  
35 Management Hearings Board. We spend hours writing these to make sure they are  
36 legally sound briefs. We have to do this to make sure it gets through all the steps along  
37 the way. So what might seem like a simple staff report and determination is actually  
38 quite complex.

39  
40 **Gustavson:** Back to the question, does anyone care about that? Does it make a  
41 difference if you have a restaurant that serves alcohol or if you have a bar that  
42 serves food?

43  
44 **Keeton:** It does matter, and it does make a difference because it is in the code. If we do  
45 not apply the code correctly, we will face appeals at any of those upper bodies.

46  
47 **Gustavson:** But if nobody cares, why do we worry about it. Is it worth it?

48  
49 **Keeton:** We will start at the Comprehensive Plan level and look at whether these things  
50 are beneficial and make sense. We want to try to reduce the number of Land Use  
51 applications coming in by revising the code to reflect what makes sense.

**Kitsap County Planning Commission – May 13, 2008**

1 **Keeton:** *Once we do that, staff can focus on getting through our backlog and keeping*  
2 *our process clean. For example, we send 60 – 80 Accessory Dwelling Units to the*  
3 *Hearing Examiner even though there has been no testimony against any of them. So*  
4 *why are we still requiring that process in our code? Why not revise the code so we can*  
5 *take care of it here, based on a set of standards?*

6  
7 **Gustavson:** *The question needs to be asked whether or not government needs*  
8 *to be involved in these activities.*

9  
10 **Keeton:** *We are looking at ways to improve and revise that will make sense.*

11  
12 **9:19:30**

13  
14 **Sommerhauser:** *Isn't Special Projects dealing with code revisions?*

15  
16 **Keeton:** *Yes, in part. Eric Baker is only looking at about seven items or so. Long*  
17 *Range Planning is going back to look at the rest of the code revisions and identify those*  
18 *areas of most importance to the community.*

19  
20 **Depee:** *Code is too extensive to do in one shot. It has to go in pieces.*

21  
22 **Sommerhauser:** *We aren't going to change one section and then turn around*  
23 *and change it back in another, are we?*

24  
25 **Keeton:** *No. This is a two year process. We are going back and revisiting the Code*  
26 *and comparing it to the Comprehensive Plan, policy and appeals decisions and*  
27 *language so we can mesh the needs and policies. Sometimes you have to step back*  
28 *and say, is this working?*

29  
30 **9:22:50**

31  
32 **Depee:** *I suggest having one person from each department in the initial*  
33 *application meeting to at least get all your steps a first pass or glance.*

34  
35 **Keeton:** *I agree, we are looking at the process holistically.*

36  
37 **Depee:** *Any code revisions that need interpretations need to be defined before*  
38 *coming before the Planning Commission too.*

39  
40 **Keeton:** *Keep in mind that the more you permit outright, or without review, the less room*  
41 *you have for exceptions. If you set specific requirements, it does not allow for*  
42 *negotiation, which is what we do a lot of right now.*

43  
44 **Depee:** *With the high number of permits being taken in, you actually have one*  
45 *permit for each project.*

9:25:30

1  
2  
3 **F. Finding of Fact: Open Space Current Use Assessment Applications (Keith**  
4 **& Lane)**

5 **A motion is made by Commissioner Nevins and seconded by Commissioner**  
6 **Gustavson to approve the Findings of Fact for Keith and Lane as presented.**

7  
8 **The VOTE:**  
9 **Unanimous**

10  
11 **The Motion Carries**

12  
13 **G. Transportation Briefing**

14  
15 **Jim Rogers** *(Public Works): Our primary focus is the Transportation Planning Advisory*  
16 *Committee. We had a bit of a late start for the Transportation Improvement Program,*  
17 *but we will be addressing some of that as well. The main issues of concern are level of*  
18 *service, concurrency, traffic safety, public incentives for trails, signal-warranted*  
19 *intersections and the Land Use transportation connection. Right now we are in an*  
20 *education phase making sure everyone knows what is current.*

21  
22 9:31:35

23  
24 **Depee:** *Are some of these issues addressed with Traffic Impact safety*

25  
26 **Rogers:** Some of them, yes.

27  
28 **Depee asks about the meeting attendance, whether the Department of**  
29 **Transportation representative has been chosen and if representatives from the**  
30 **tribes have attended.**

31  
32 **Rogers:** *Department of Transportation has not designated a specific individual and the*  
33 *tribes have not attended. Meetings have had moderate turnout to start.*

34  
35 **Paralez:** Do you have any representation from any ferry advisory committees?

36  
37 **Rogers:** Not at this time, do you have any recommendation?

38  
39 **Paralez:** *The lack of ferry systems will have a tremendous and profound effect on this*  
40 *County. Right now there is no funding, as in zero dollars, for maintenance or upkeep for*  
41 *our current ferries and there certainly isn't money to buy new ones. I would strongly*  
42 *suggest including ferry advisory committees in the process and to look at this very real,*  
43 *impending catastrophe that will occur if citizens who live on this side and work on the*  
44 *other. They will not be able to afford to pay for their homes here if they do not have*  
45 *reasonable, dependable access to the other side.*

46  
47 **Coppola asks to see the committee membership list and who is representing the**  
48 **cities. Rogers will provide.**

Kitsap County Planning Commission – May 13, 2008

1 9:35:45  
2

3 **Rogers presents on Levels of Service and Concurrency. Reviews definitions and**  
4 **County requirements for Levels of Service A through F.**

5  
6 9:38:15  
7

8 **Sommerhauser:** *When are your Levels of Service measured? Volume really*  
9 *varies by time of day.*

10  
11 **Rogers:** *We measure during Peak Hours, which are typically 4:30 – 5:30 pm but not*  
12 *always. In downtown Silverdale the peak is actually closer to 12:30 – 1:30 pm.*

13  
14 *15% of lane miles are allowed to fall below Level of Service standards before action is*  
15 *required. We are currently at 4.3% lane miles below.*

16  
17 *2025 projected deficiencies, which are based on current funding levels, estimate that*  
18 *16.4% of lane miles will be out of compliance. Assuming funding remains constant, we*  
19 *are looking at about 10 years until we reach that 15% below, at which point, new*  
20 *development will be denied. Some options would be to find additional or new funding*  
21 *sources, increase existing funding or lower the Level of Service.*

22  
23 9:43:15  
24

25 **Taylor:** *Sitting the light heading west on Ridgetop during my regular commute, I*  
26 *can see traffic lined up all the way down to Mickelberry and Silverdale Way.*  
27 *Looking at your projections, I think they are off by 20-25 years, because I live*  
28 *there and Silverdale is a mess. Bucklin Hill road is up for full re-design, but that*  
29 *is only a start. The last time we did that was in Gorst, and they got the money by*  
30 *taking Norm Dicks over the area in a helicopter during peak traffic.*

31  
32 9:44:30  
33

34 **Sommerhauser:** *How big of an area has to exceed 15% for denial of new*  
35 *development to take place?*

36  
37 **Rogers:** *The 15% takes into account the entire county less the cities.*

38  
39 **Gustavson:** *One of the goals of the Growth Management Act states that the*  
40 *infrastructure equipment has to be in place before it occurs, which is the opposite*  
41 *of our standard practice. We just signed on for the Vision 2040, which I believe*  
42 *states no new road construction outside the Urban Growth Areas. In South*  
43 *Kitsap, the vast majority of this seems to come from McCormick North, which is a*  
44 *10,000 build out.*

45  
46 **Rogers:** *It is partly South Kitsap Industrial Area, too.*

47  
48 **Gustavson:** *The ferry system handles 20,000 cars a day. Where is the demand*  
49 *for cross-sound travel? This county has a really hard time dealing with this. If*  
50 *you were to include cross-sound traffic, it also brings people here. If jobs were*  
51 *here, people would be here. Transportation is the key.*

Kitsap County Planning Commission – May 13, 2008

1 **Gustavson:** *I attended a seminar in Seattle on concurrency. All city streets in*  
2 *Seattle are Level of Service F and their philosophy is that traffic is very dense,*  
3 *just deal with it. Will that be our take since Vision 2040 says no new roads*  
4 *outside Urban Growth Areas?*

5  
6 **Rogers:** *I'll have to double check that because I don't recall that statement. There are a*  
7 *lot of conflicting issues here. As for ferry capacity, if more ferries were supplied, there*  
8 *would probably be another influx.*

9  
10 **Gustavson:** *The Bremerton ferry route is the biggest issue. We should move*  
11 *the terminal to Bainbridge.*

12  
13 **Rogers:** *We do have a committee member advocating for bridges.*

14  
15 **9:51:10**

16  
17 **Paralez:** *The issue of ferries is not capacity, it is whether we will even have*  
18 *ferries in the future. The boats we have are old, and there are no funds to*  
19 *replace them or keep them running. The impact of losing ferry service in this*  
20 *county is immense. There will be 10 million riders a day. It is less about cars*  
21 *than about the number of people who have to take the ferry to Seattle in order to*  
22 *pay for the homes they live in over here. We are fast approaching the time when*  
23 *we will be unable to pay for the ferries we have now and there is absolutely no*  
24 *money to buy new ferries. None. Until someone addresses that, the ferry*  
25 *advisory committees would be a good voice to have on this group and board. Of*  
26 *all the money we have planned for transportation, none will go to the ferries.*

27  
28 **9:54:05**

29  
30 **Rogers:** *We have one committee member from the Southworth ferry advisory*  
31 *committee. I will try for more.*

32  
33 **Paralez:** *We have a sky is falling scenario that is going to come crashing down.*

34  
35 **Nevins:** *We won't recognize it even when the sky is falling down around us. We*  
36 *live a single occupancy lifestyle and we won't prepare for or acknowledge that,*  
37 *nor are we concerned about these things. We are concerned about how to build*  
38 *subdivisions with cheap transportation dollars and solutions. We are stuck until*  
39 *we realize the catastrophic results our lack of attention and funding brings to this*  
40 *issue.*

41  
42 **Rogers:** *Right now we are short about 300 million dollars.*

43  
44 **9:45:45**

45  
46 **Gustavson:** *I live on Southworth next to the ferry dock. It costs \$20 and takes*  
47 *an hour and a half. Buses are subsidized by 75% and most of the gas tax is*  
48 *siphoned off. The problem is that while we haven't increased the number of*  
49 *people riding the bus, the number of car riders has increased substantially. The*  
50 *answer should be to add more lanes. It is proven effective every time. Highway*  
51 *167 High Occupancy Toll lanes are a great experiment we will be watching.*

Kitsap County Planning Commission – May 13, 2008

1 **Sommerhauser:** *Some of your beliefs are out of date. Ridership of mass transit*  
2 *has doubled in the past 6 months. As gas prices continue to go up, so will the*  
3 *mass transit numbers.*

4  
5 **Coppola:** *Sound Transit is the biggest transportation boondoggle we've seen.*  
6 *We are not going to get people out of their cars. It's not going to happen in this*  
7 *generation. I think we need to look at the solutions people are willing to use now.*

8  
9 **10:01:10**

10  
11 **Sommerhauser:** *300,000 people in Washington DC ride the rail every day. It is*  
12 *an effective tool, it just takes time and people have to be educated.*

13  
14 **Depee calls for discussion pertinent to the presentation only.**

15  
16 **Taylor:** *Do we have any signal cameras in Kitsap County's jurisdiction?*

17  
18 **Rogers:** *We do not have any red light cameras.*

19  
20 **Sommerhauser:** *One area recently in the news a lot has been speed tables.*  
21 *Discussions have taken place with Commissioner Bauer on the option of taking*  
22 *out speed tables and putting in speed cameras. City of Scottsdale has*  
23 *permanent cameras and it works beautifully.*

24  
25 **10:03:08**

26  
27 **Depee:** *All of these ideas would be very useful to the committee and I have some*  
28 *suggestions as well. It looks like your timetable is fragmented and I urge you to*  
29 *stick to the schedule and push through in order to make this happen. I also*  
30 *suggest you get on an email list with the tribes and send them updated meeting*  
31 *minutes. They have a history of not showing up to meetings they are invited to*  
32 *and in the end and say they weren't notified. Keep track of your communication.*

33  
34 **Paralez:** *When is the next meeting?*

35  
36 **Rogers:** *The next one is schedule for May 20<sup>th</sup> and the full schedule is posted on our*  
37 *website. Also, we did have a scheduled timeline, but it has been extended to include*  
38 *more issues and items that the committee felt were important.*

39  
40 **10:05:40**

41  
42 **Rogers:** *Last page committee questions and the non-motorized plan update*

43  
44 **Depee:** *Bike incidents and fatalities are a major issue I'd really like to see*  
45 *addressed in this.*

46  
47 **Rogers:** *The schedule for the non-motorized plan is about 1.5 years out.*

48  
49 **Depee:** *Maybe an impact threshold funding mechanism could be put into place?*  
50

Kitsap County Planning Commission – May 13, 2008

1 10:08:30

2  
3 **Taylor:** *Were the sidewalk safety issues in Suquamish ever addressed?*

4  
5 **Greg Cioc:** *In August they received \$500,000 from the Safe Streets program grant.*

6  
7 10:12:35

8  
9 **H. For the Good of the Order: Chair Depee**

10  
11 **A motion is made by Commissioner Sommerhauser and is seconded by**  
12 **Commissioner Taylor to reconsider the Lane Open Space Application**

13  
14 **Sommerhauser:** *The Finding of Fact does not incorporate the motion passed in*  
15 *the last meeting to allow road maintenance access.*

16  
17 **The VOTE:**

18 **For: 5**

19 **No: (Paralez, Coppola, Hough)**

20  
21 **The Motion Carries**

22  
23 **A motion is made by Commissioner Sommerhauser and is seconded by**  
24 **Commissioner Gustavson to request that the Lane Opens Space Application be**  
25 **revised to include added stipulations for road maintenance access.**

26  
27 **The VOTE:**

28 **Unanimous**

29  
30 **The Motion Carries**

31  
32 **Sommerhauser:** *I'd like to note that there are no current by-laws, please*  
33 *reiterate to Larry Keeton that we are operating with none.*

34  
35 **Depee:** *Please ask Larry to update us on this issue.*

36  
37 **Discussion regarding speed bumps and different blogs, articles and videos that**  
38 **are circulating about it.**

39  
40 **Questions about the scheduling for the next two meetings planned around Code**  
41 **Development are asked.**

42  
43 **Planning Commission secretary confirms that the May 27<sup>th</sup> meeting will be a Work**  
44 **Study session that can be extended if needed and the following meeting, on June**  
45 **10<sup>th</sup> will be a night meeting to allow for the Public Hearing, to be held at 6:30 pm.**

46  
47 10:18:00

48  
49 **Depee suggests that the Planning Commission really get involved and delve into**  
50 **this code revision.**

51

Kitsap County Planning Commission – May 13, 2008

1 ***The Planning Commission secretary confirms that any documents over 10 pages***  
2 ***in length, including the public release draft from Special Projects, will be sent***  
3 ***hard copy.***

4  
5 **A motion is made by Commissioner Taylor and seconded by Commissioner**  
6 **Gustavson to adjourn the meeting.**

7  
8 **The VOTE:**  
9 **Yes: Unanimous**

10  
11 **Time of Adjournment: 12:22:52**

12  
13 **EXHIBITS**

- 14 A. Keith – Application for Current Use Assessment – Open Space Land
- 15 B. James J. and Susanna M. Lane – Application for Current Use Assessment –
- 16 Open Space Land
- 17 C. Permit Advisory Group Member List
- 18 D. Downtown Silverdale Current Design Districts Zoning Map
- 19 E. Downtown Silverdale Proposed Design Districts Zoning Map
- 20 F. Reasonable Measures Update Memo from Katrina Knutson (dated April 22,
- 21 2008)
- 22 G. Reasonable Measures Excerpt
- 23 H. Phase II Code Development Schedule
- 24 I. Sample Attendance Policies Memo from Scott Diener (dated April 17, 2008)
- 25 J. Kitsap County Planning Commission Night Meeting Availability Matrix

26  
27 **MINUTES approved this \_\_\_\_\_ day of \_\_\_\_\_ 2008.**

28  
29 \_\_\_\_\_  
30 **Fred Depee, Planning Commission Chair**

31  
32 \_\_\_\_\_  
33 **Amanda Walston, Planning Commission Secretary**