MINUTES

KITSAP COUNTY PLANNING COMMISSION
October 7, 2003

The Kitsap County Planning Commission met on the above-stated date at the Silverdale Community Center, 9729 Silverdale Way NW Silverdale, Washington.

9:00 A.M.

Meeting Called to Order – Introductions.

9:05 A.M.

Approval of Minutes

September 2, 2003

William Matchett asked that the spelling of the name Manke be corrected on page 398, line 38. A motion was made by William Matchett and seconded by Tom Nevins that the minutes of September 2, 2003 be approved as amended. The vote: Aye-6, Opposed-0. Motion carried unanimously.

September 16, 2003

A motion was made by William Matchett and seconded by John Ahl that the minutes of September 16, 2003 be approved as amended. The vote: Aye-5, Opposed-0, Abstained-1. Motion carried.

August 5, 2003 Minutes, Approved September 16, 2003, Revisited

William Matchett

Referenced page 368, line 44, showing the vote as Aye-1, Opposed 6, yet the minutes state motion carried. The motion was actually defeated. He requested this be changed along with several other corrections. Following the September 16, 2003 meeting, when he abstained because he had not had opportunity to review the minutes. He sent Holly Anderson his list of corrections that have now been made. Amended copies were distributed to the Commission members for review. Following this discussion, a motion was made by Tom Nevins and seconded by John Ahl that
the minutes of August 5, 2003, be approved as amended. **The vote: Aye-6, Opposed-0. Motion carried unanimously.**

Commissioner Matchett asked that when his term expires in December and he is no longer on the Commission, that another member take on the responsibility of carefully reading the minutes.

**2004 Work Plan**

Rick Kimball, DCD Environmental Review Staff

Explained the need for a Best Available Science (BAS), Technical Review Committee and asked the Planning Commission members if they would like representation on this committee. He noted GMA update requires inclusion of BAS. The committee will review and give input on issues such as wetlands, flood zones, etc. Kimball said he already has commitments from several groups including the DOE, DFWL, the Suquamish and Port Gamble S’Klallam Tribes, West Sound Council and Homebuilders. He has also contacted KAPO and the Association of Realtors. The League of Women Voters was also invited to participate. The committee meetings will run from November through mid-February. The purpose of this committee is to provide a review of BAS and provide their input, without the need or expectation of a consensus. Michael Gustavson volunteered to be the Planning Commission representative on the committee. Kimball said a letter is being sent to all parties that were already contacted with the tentative schedule.

John Taylor

Asked that the Planning Commission members receive a copy of Kimball’s letter.*

Laura Ditmer, DCD Community Planning Staff

During 2003 Supplemental Budget process, The Department of Community Development showed the Board of Commissioners its 2004 work plan for GMA compliance. She had previously provided this information to the Planning Commission members. Still waiting for a response from the Board. The Board should make its decision by mid-November as to how much resources will be dedicated to the work plan. Laura will keep Planning Commission updated.*

John Ahl

Asked if affordable housing is on the work plan and Laura Ditmer responded that the work plan consists of what is needed for GMA compliance but that on the GMA task list, there is a housing component. She will bring this information to the next Planning Commission at the next meeting.* She also said that there is a housing component we need to address for GMA and for the County it is helpful to take this to a higher level, which is exactly what the Planning Commission has recommended. Affordable housing is not included in the 13 objectives but assurance is needed that certain housing requirements are met in accordance with amendments to the GMA and that policies are up to date based on the amendments.
Michael Gustavson
Discussed population allocation and asked if there was any design criteria providing anticipated income by population and was advised that was not a GMA requirement.

Lary Coppola
Sent an MLS report to the Planning Commission this morning that provided pricing, etc. He then responded to Michael Gustavson's question by stating that it did not include income data.

John Taylor
Referenced a letter he asked Holly Anderson to write and send to the Northwest MLS office in Kirkland, formally requesting the same statistical data furnished to the news media each month. No response yet.

Lary Coppola
Responded to a question from Mike Gustavson about comparisons with other counties relative to income and population, noting it was not included on the MLS report.

John Ahl
Wants the Kitsap County Housing Authority (KCCHA) to address the Planning Commission on affordable housing. Also, a key player in affordable housing for the Kitsap community is the Navy. The Navy’s local population and income is factored into statistics yet these numbers are not part of local housing statistics. Because of this, all components of housing issue need to be addressed, including Navy housing. John Ahl or Pam Younce will provide staff with a contact name for the Navy.*

Art Castle
Term "Affordable Housing" has been over-used. A clear definition needs to be made and a broad discussion is needed on all aspects of affordable housing.

Lary Coppola
Need to hold an affordable housing summit. Listed specific criteria for who should participate and why such a Summit is needed.

Ron Ross
There is a publication called Trends that has data on Kitsap County going back 15-20 years. (Copy of Trends is included in packet distributed at meeting to the Planning Commission members). It also breaks statistics out by many factors such as cities, age and income groups. This material is now on the Housing Authority’s Web site.

Richard Brown
Already taking first steps toward a housing summit and has attended first meeting. Key players are groups such as the Homebuilders and Realtors. Alan Trunnel with KCCHA was asked to participate in the meetings as an expert. Kamuron Gurol has been asked to request statistical data from Snohomish County. Issues needing discussed include building not taking place for certain percentage of population yet population numbers are increasing. As a member of the Buildable Lands Committee, he believes there are
not enough UGAs in which to build. Key problem, cannot find enough land on which to build affordable housing, this includes KCCHA housing. He also noted restrictions on sewers to be another problem area.

Lary Coppola
The meeting referenced by Dick Brown does not represent all stakeholders. Need to have all stakeholders come together for a broader discussion.

Laura Ditmer
At next Planning Commission meeting discussion can be held on what a summit of this nature will produce. Also at next meeting on October 21, the County will provide meeting-to-meeting binders with dividers for the Planning Commission members to separate subject matters.

Michael Gustavson
Issues needing to be addressed include: What affordable housing should cost and that a mathematical formula should be developed to determine this; definition of affordable housing; and categories of homebuyers. Also mortgage bankers need to be a stakeholder at the summit.

Laura Ditmer
Need three things: 1) Date; 2) Sponsor; and 3) Desired outcome. The Summit will most likely take place around spring of 2004.

Lary Coppola
Would be willing to co-sponsor the Summit.

Richard Brown
Sponsorship might possibly be a public/private partnership.

Lary Coppola
Costs involved as well as identifying stakeholders needs to be addressed.

Laura Ditmer
Cost of this Summit will be on the same level as the County Economic Development Summit.

Michael Gustavson
Buildable Lands document needs to be completed prior to proceeding further.

Lary Coppola
Need to know types of housing currently on the market.

Michael Gustavson
Questioned if 200 additional lots can be found for building sites.

John Taylor
Showed example of a typical new construction single-family dwelling, stating size and design and a listing price of $292,000. The average citizen cannot afford a home in this price range. A purchaser would need an annual income of approximately $70,000 as well as the ability to provide 10% down in order to qualify.

Art Castle
In response to Michael Gustavson’s question about average price of a custom home, Castle responded that one half of new homes being constructed are custom and that the average price range is $275,000. He said that media statistics are skewed and only reflect custom homes thus omitting half of the market.

Alan Trunnell
Representing the KCCHA said the Authority’s statistics indicate the average cost of housing to be in the $165-$175,000 range.

Richard Brown
For a housing summit to succeed, representatives from the homebuilders and real estate industries need to participate. Also State government regulations and changes to the regulations need to be considered, in particular if the regulations adversely affect the cost of housing.

Lary Coppola
Directed staff to place Housing Summit on the next Planning Commission agenda to determine a date.*

Michael Gustavson
Sees three issues driving the cost of housing. 1) Income level of buyer, 2) Inventory of land and 3) Regulations. Need to determine value of certain regulations. If not necessary, then they should be eliminated.

Deborah Flynn
Although not that knowledgeable on issue of affordable housing, her initial thoughts include: better to purchase existing housing than to construct new ones since it appears to be more expensive to build than to buy. Creating more capacity in rural areas is not a good solution. This will require people to need access to one or more automobiles in order to get to their jobs and will create the need for increased infrastructure that will cost taxpayers more money. Has read how more buildable lots are needed in the rural lands, i.e., ADU's. Does not think the resulting impacts are being considered.

John Ahl
To date, the focus has been on new housing in rural areas. Multi-Dwelling Units (apartments) also need to be considered in affordable housing discussions. Additionally, Navy housing is needed. Discouraged people from becoming galvanized on new, single-family residences, but to also address the low-income category for their needs. Many citizens in this income bracket live in apartments, which is what they can afford. Better to focus on what is affordable rather than how many lots are needed.
Tom Nevins
Any statistical data quoted needs to reference a source. Encouraged Commission members not to be swayed by numbers from unknown source or possibly special interest groups. Not convinced that County government has much affect on housing in Kitsap County. Called attention to influences outside the County’s purview. Specifically, easy credit and multiple automobile ownerships with associated payments. Although the GMA is attempting to solve housing problems, does not see the need to attack government regulations. Must abide by the law until or unless it is changed.

Ron Ross
Asked that the Planning Commission consider inviting city planners and the Bremerton Housing Authority to the housing summit. The BHA is substantially involved in getting through the construction process. He said that Shelters should be part of the discussion, making reference to people getting out of their cars and off the streets. Ross explained that he had attended the City of Port Orchard’s council meeting where he learned that a plat before the Council had been held up for over a year, originally with 14 conditions attached. The City Planning Commission first added two more conditions then ultimately denied the plat because the habitat area was not large enough. He referenced this as an example of government regulatory problems. Getting through the process is extremely difficult. Stakeholders from all factions need to be involved and working together because a standstill forces prices up.

Art Castle
Need for buildable lots in rural areas is large component of a broad based discussion.

Lary Coppola
A good approach is to fix the problem without assigning blame.

William Matchett
Along with Tom Nevins, attended meetings on how to make Urban Growth Areas work. He noted they are not doing so as official Planning Commission representatives. John Taylor indicated a willingness to attend, if necessary. The next meeting date should be included on an upcoming Planning Commission agenda.*

Richard Brown
There is pressure on low-income families, forcing them out of the rental housing market and, in response to Tom Nevins questioning reliable statistical sources, he said there is statistical data available to substantiate this fact.

Michael Gustavson
Need to target particular factions of the market. 1) Young singles that rent, and 2) Young singles that are first-time homeowners. Getting to the first phase of home ownership is the most problematic. Need to work towards achieving success by getting first-time owners into homes. He suggested that modular homes be considered as an option for affordable housing.
Lary Coppola
Does not think young people can find houses for sale under $150,000. He emphasized the need to establish a date for the Summit at the next meeting.

Richard Brown
Kitsap County has an 18% housing inflation rating. This is higher than most other jurisdictions.

Laura Ditmer
It will take time to ensure all stakeholders critical to success of the summit are involved in order to achieve the desired outcome. Will also take time to determine sponsorship. Thinks March and April of 2004 is reasonable timeframe to look at. (This is consistent with what Chair Coppola was considering). Suggested considering a series of dates as opposed to one or two days to allow sufficient time for presentations, discussions and results of the summit and to provide enough time for everyone's needs to be met in some way. Also, issues staff needs to address for GMA compliance may be easily accomplished in 3-4 months. After that, staff can commit to this larger process.

At next Planning Commission meeting, staff will provide a task list for 2004 GMA process. Specifically, Comprehensive Plan policies already in place and a layout for summit issues.* The Planning Commission was asked if they wanted anything else brought to the next meeting.

Lary Coppola
In response to Richard Brown's request to hold the Summit in January, Lary indicated the middle of March would better.

Deborah Flynn
Stressed the earlier the better, given the current lull that would end in May when the Comprehensive Plan amendment process begins again.

Michael Gustavson
Voiced concern about Base Realignment Closure Committee and emphasized need to show Kitsap County as a Navy-friendly community. Need to keep PSNS open.

John Ahl
Believes Keyport to be the most vulnerable base. PSNS is in a much better position than San Diego.

John Taylor
New construction is a driving factor affecting all types of housing. It is a valid measuring tool as to what is going on in other housing categories.

John Taylor
Summit needs to be comprehensive and to address how to maintain growth in urban communities per the GMA. The example he gave earlier in the meeting of the house in Tracyton shows that this is not working.
Richard Brown
Recommended that the summit take place in January and that Kitsap County
government and the KCCHA to need coordinate activities to make it happen.

John Taylor
This would not allow enough time for stakeholder meetings to take place prior to the
Summit.

Lary Coppola
Complimented addition of upcoming meetings listed on the agenda. He reviewed the
upcoming meetings for the record with part of this review including clarification of the
Board of Commissioners meeting on October 15, 2003. This meeting will be held at 2:00 PM in the Commissioners’ Chambers at the Courthouse. This was not included with the other meeting information.

New Business
Michael Gustavson
Addressed the signed Findings of Fact for Interim Rural Forests, stating that several paragraphs were added and does not know where the language came from. The final paragraph is slanted in favor of doing nothing but the balance of what happens if nothing is done is not in the document.

Other Planning Commissioners
The Findings of Fact wording had already been voted on and noted the results of that vote. The purpose was to include the recommendation, not necessarily separate, dissenting comments.

Tom Nevins
Planning Commission documentation should reflect minority points of view. Is there a formal way to provide this?

Mike Gustavson
The Planning Commission is merely a recommending body and the Board of Commissioners needs to have heard various sides of the issue.

Laura Ditmer
It is difficult for staff to reflect one person’s opinion. As a body, the Planning Commission’s findings need to show more than one person’s opinion. A minority point of view could be documented and the minutes also spell out a minority point of view.

Deborah Flynn
The minutes serve as record of discussion. It might be a good idea to have something more compact.

William Matchett
Minority views are reflected in the minutes. The Board of County Commissioners has clearly stated that they read the minutes. Therefore, the Findings of Fact, motions, votes and recommendations are not the only input they receive on each matter.

Laura Ditmer
This goes back to the discussion two months ago regarding more formal, compact minutes rather than a longer, verbatim version. The Planning Commission can expect materials in November relating to condensed minutes. She agreed that a bulleted version of a discussion on a particular topic would work and that this condensed process would allow time for more administrative support, rather than transcribing minutes. Minority points of view can be included as part of the findings but not as part of a motion or recommendation.

John Taylor
Suggested minority views are included in the options.

Laura Ditmer
Advised John Taylor that the minority view would be included as its own finding.

Deborah Flynn
Cautioned the need to be careful about having findings that are just opinions and not facts.

Laura Ditmer
Minutes should not reflect three or four different views, but rather show groups expressing majority and dissenting opinions in the motion on a particular subject.

John Ahl
Thinks minority or opposing views should be bracketed with the motion summarizing the dissenting opinion.

Hearing no further business, a motion was made by John Taylor and seconded by John Ahl that the meeting be adjourned. The vote: Aye-7, Opposed-0. Motion carried unanimously.

For the November 18, 2003 Planning Commission retreat, agenda needs to include suggestions for required reading. Is a facilitator needed for the retreat? It was later decided that a facilitator would not be necessary. Staff will put together options of times and facilities available. Planning Commission also needs to know who on staff, including legal counsel, is available to attend the retreat.

Exhibit No.    Description
B.    Housing Affordability in the Puget Sound Metropolitan Area, a report to The Housing Partnership by the Washington Research Council dated September 25, 2003.
C. Metropolitan King County Countywide Planning Policies
   Benchmark Program - Affordable Housing Indicators (2000 through 2002)


MINUTES approved this _____________ day of ____________________, 2003.

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Lary Coppola, Chair

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Planning Commission Secretary