The Kitsap County Planning Commission met on the above-stated date at the Silverdale Community Center, Silverdale, Washington.
Members Present: Tom Nevins, John Ahl, Monty Mahan, John Taylor, Michael Gustavson, Dean Jenniges, Not Present: Lary Coppola, Mark Flynn and Deborah Flynn. Staff Present: Kamuron Gurol, Eric Baker and Holly Anderson, Secretary.

1. Chair Tom Nevins Called the Meeting to Order and introductions were made.

2. Approval of Minutes

February 10, 2004

A motion was made by Michael Gustavson and seconded by John Taylor that the minutes of February 10, 2004 be approved. The vote: Aye-5; Against-0; Abstain-1. Motion carried.

3. Committee Reports

Michael Gustavson said the next Best Available Science (BAS) meeting is March 10, 2004.

Monty Mahan mentioned discussions he heard at the last BAS meeting.

4. Old Business

A. Rules and Procedures

Chair Nevins called each Planning Commissioner following the last meeting on February 10, 2004, asking for constructive
Remarks regarding the Planning Commission’s Rules and Procedures. He is looking for ways to improve the existing document. He distributed a draft titled, “Planning Commission Meeting Norms”, asking that each Commissioner review this document prior to the next meeting.

**Discussion:**

- Current rules vs. previous iteration.
- Changes addressed at the December 16, 2003 retreat.
- Upcoming meeting with Kamuron and legal staff, no date set, to begin drafting extended rules and procedures.
- One example: Port Townsend’s rules and regulations for Planning Commission activities.
- Robert’s Rules of Order not normally used.
- Need, or not, for formal proceedings.
- Suggestion of a citizen’s committee to review the number of regulations in the Zoning Code.
- Planning Commission functions to make recommendations based on analysis of issues, not to initiate changes to codes.

5. **New Business**

A. **SKIA Update – Eric Baker**

Eric Baker referenced the first draft dated February 3, 2004, distributed at the February 10, 2004 Planning Commission meeting. The latest version available at today’s meeting, is titled, Draft SKIA Criteria for Determination of Land Use Process. He said staff is still working with the Port on refinements to the criteria. In response to a question from the Planning Commission, Baker said the area around the Bremerton airport is currently zoned Industrial Park in the planning process. He said coordination of infrastructure is important and that master planning will be done on a sub-basin basis because there are different needs for different areas. Baker then addressed some highlights of the draft criteria, noting that staff is charged with developing criteria to designate SKIA properties where other land use processes besides master planning may be appropriate. This
must be developed within six months of the SKIA Subarea Plan adoption on December 18, 2003. He discussed the Ready-for-Development (RFD) designation for which the property owners may apply. Approval is at the discretion of the Director and if approved, no further land use permits are needed. Size and configuration of each site proposed would be subject to Director’s approval. However, each site must meet four out of six criteria to be designated RFD. The six criteria are specific to issues of: clearing; utilities stubbed-out within 200 feet of each site; availability of storm water capacity; installation of storm water, water quality and conveyance systems; and approved and built road systems. He pointed out the SKIA boundaries on the map and explained the rationale for determining the boundaries. He noted that the former Norseland dumpsite was not within the SKIA boundaries.

Ken Attebery from the Port of Bremerton further explained the DOE cleanup process on the Norseland site with the condition that no full-time residential uses could be located on the site. Commercial or industrial uses are allowed.

Discussion:

- Difference between Ready for Development and Industrial Park Development (IPD). RFD for smaller proposal and IPD for larger scale development allowing for more certainty of what type of development will be located around a site. Intent is to improve sustainability in the future. Choices are between Industrial Park, Master Planning and RFD.
- Expectation that the Port and other developers will have the opportunity to select the development best suited to their needs.
- Whether Port is only entity or developer that can meet all 6 criterions listed in the Draft SKIA Criteria for Determination of Land Use Process.
- Port comprising 80% of the SKIA area
- How much land is ready for immediate development
- Whether number of acres with ability to meet criteria will be addressed at the upcoming public hearing
- Port does not divide land into parcels, it leases the land
- Availability of utilities and how criteria applies
- Site Activity Development Permit needs to meet infrastructure requirements
- Six criterion will be reviewed during this process
• Clearing means must be logged
• Industrial needs to be clearly identified
• Possibility of a new sewer plant instead of using either of the existing Bremerton or Port Orchard facilities
• On site existing plant can now handle several thousand employers.
• Average time from request for occupancy to occupancy - 5-10 months
• Using Bremerton for sewer service and Port Orchard for wastewater processing

Ken Attebery said County staff has been proactive at working out land use process criteria to this point. Sees this as the avenue for economic development to proceed forward with reasonable certainty that industrial development can be accomplished on a faster track. The Port has been looking closely at the ground layout and for the best definition of Ready for Development. Attebery things some type of external utility provision is needed. Finally, the Port is hopeful for a successful outcome.

Discussion:

• What about privately owned property
• Working with prospective tenants regarding lease vs. purchase
• Majority of prospective tenants want 2,000 to 8,000 square feet
• Need for construction to begin as soon as possible
• Need to make jobs available
• Need compressed time frame
• Time frame for public hearing
• Goal of economic development, zoning and utilities being in place vs. master planning
• Livable wages definition
• Reasons for building permit delays – not necessarily the County’s fault

Kamuraon Gurol mentioned that this effort is a partnership even though the Port is the majority property owner. The County still needs to provide for all property owners inside the SKIA boundaries. He explained the County’s approval process and said money is the final deciding issue in that without funds to provide infrastructure, construction cannot happen. He explained the original boundaries for master plan and how these were determined.
B. Kingston Town Hall Meeting

Kamuron Gurol said the Kingston Town Hall Meeting would be held Thursday night, 7 PM, at the Kingston Junior High, in the Commons area. The Kingston Citizens Advisory Committee hosts an annual town hall meeting and DCD will be there with informational material on: George’s Corner LAMIRD, Kingston UGA Subarea Phase II-Arborwood, two specific permits; 1) North Kitsap High School and 2) Habitat restoration on Carpenter Creek funding questions. Funding issue is problematic due to the Corp of Engineers’ withdrawing funding option. Also attending the meeting will be a State representative on an oil spill in Indianola and a Public Works representative on transportation issues.

Discussion:
• Whether there is a building permit yet for the SE corner of George’s Corner
• Type of zoning currently in place

C. Update on 2004 Resolution and Timelines (Site Specific Rezones)

The Board of County Commissioners did not adopt the 2004 Comp Plan Amendment Resolution and timelines at its February 18, 2004 public hearing. Board members asked for revisions that will be presented at the March 3, 2004 Work/Study session and then the revised resolution will be back on the March 8, 2004 public hearing agenda for consideration and possible adoption. Major concern is to what extent site specifics will be considered.

Discussion:
• What is main problem for CPA site specifics
• Time, staff, attention
• Subarea best process to address site specifics
• Outside of subarea process is costly to applicant with a longer wait time
• Contracting with consultants
• Use of part time employees
• Filling vacant Planner positions
• RFQ in process for Port Orchard UGA Subarea Planning Process
• Might find list of good consultants from this
• Cost and direct supervision is downside of hiring consultants

D. Status of LAMIRDs

No plans for any other than George’s Corner

Discussion:

• Other possible sites to consider: Keyport, Indianola, Seabeck and other villages
• Need for prioritizing into a sequential review
• LAMRID may not be best tool in all cases
• Need to tailor tool to fit circumstance
• At this time, Legislature is deciding on changes to State law relative to LAMIRDs
• Staff is attempting to compile all options before putting this issue on the DCD work plan
• How logical is George’s corner as a LAMIRD
• Staff has been working on DCD’s work plan since last August
• Work Plan still not approved by the Board of County Commissioners
• When Work Plan is approved, that will be the time to suggest additions

E. Update on Port Orchard UGA Subarea Planning Process

Kamuron Gurol - RFQ has been advertised. Working on forming a Citizens’ Advisory Group (CAG) beginning in March. Did not have good attendance at meeting held last fall. The original MOA stipulated role of the CAG. Staff has met with City of Port Orchard and Kitsap County elected officials to present new work program. Now waiting to hear from City regarding its funding obligation to finalize an achievable and realistic work plan. The study area needs to be defined before planning work can begin. After that, the public needs to be involved to generate alternatives.

F. Update Population Allocation – Jason Rice
Kamuron Gurol - Staff has been meeting with PSRC about growth forecasting. Now looking at Transportation Analysis Zones (TAZ) based on their geography, then staff will do Kitsap Transportation Analysis Zone (KTAZ). Already have compiled some criteria used to determine population allocation. Good idea to do a transportation analysis in the beginning. Currently working with other Planning Directors from the four Kitsap County cities. A demographer would do this type of work as well as a Land Capacity Analysis (LCA) program. Both of these need true and accurate numbers.

Discussion:

• Use of demographics and who else uses them. County pays for a part time demographer housed in the Health District offices.

• School districts also use them

• Two to three years ago, the Kitsap County EDC asked realtors to do a study of “Ready for Development” lands

• Study might be helpful to Kitsap County

• Joe Mickelson is contact person at the Kitsap Association of Commercial Brokers to ask about this study**

• DCD staff conducted two countywide tours to look at “Ready for Development” properties

• Need simple numbers and how city and county numbers are derived**

• Need to know amount allocated, spent and remainder**

• Staff will develop a flow chart**

Kamuron Gurol – Board of County Commissioners asked for specific facts: how many permits issues; how many new lots have been created; and how much land has been zoned? Permits issuance is fairly high and steady, indicating there are lots available in the County for building sites. A few statistics: there are over 2700 acres in ULID #6 and SKIA alone, with a potential for 3300 to 5100 new sites within the ULID #6 boundaries. The Poulsbo Subarea Plan in 2002 added 1500 plus an additional capacity of lots when the city provides the utilities. Manchester Rural Villages added 600 more building sites and Port Blakely, 900.

Discussion:

• Comp Plan Amendment process appeals filed
Lots are being used up faster than they are being created
County zones but does not develop
County needs to maintain good permit processes
Restrictions placed by County
Single Family Dwellings in rural areas
Steady increase in short plats
Setbacks
Rural vs. urban lands
Process quality in urban areas
Costs associated with lot development in urban areas
Cost of land
Development of land
Market values of homes
Buildable lands
Possible need for more flexibility in regulations
NPEDS permit process through the Federal Clean Air Act
Stormwater regulations
Staff will share State’s findings with the Planning Commission
Will review findings with flexibility

6. Other Business

A. Meeting Procedures draft to be returned with comments to Chair Nevins by next meeting

7. No further business being heard, a motion was made by John Taylor and seconded by Dean Jenniges that the meeting be adjourned. The vote: Aye 6; Opposed-0. Motion carried.

8. Upcoming Meeting Items:

A. February 26, 7 PM, Kingston Town Hall Meeting, – Kingston Jr. High

B. March 9, 2004 – 9:00 AM, Planning Commission Public Hearing on the following Open Space applications:

1. Doreen and Pedro Valverde have applied for Current Use Assessment - Open Space, on approximately 8.1-acres in Section
1. 14, Township 26, Range 1E, in North Kitsap County. This 8.1 acre parcel is zoned Poulsbo Urban Transition Area/ Residential Low; 5-acres will be exempt for two existing home sites. Approximately 3-acres are eligible for Open Space classification. The property is located approximately 300 feet south of the NE Brent Road and Little Valley intersection on the west side of Little Valley Road at 20489 Little Valley Road NE.

2. Janet Anderson has applied for Current Use Assessment - Open Space, on approximately 3-acres in Section 32, Township 25, Range 1E, in Central Kitsap County. This 3-acre parcel is zoned Rural Residential, one dwelling unit per 5-acres.; 2-acres will be exempt for two home sites. Approximately 1-acre is eligible for Open Space classification. The property is located approximately ¼ mile south of the Johnson Way and Chico Way NW intersection on the east side of Chico Way NW at 4798 Chico Way NW.

Followed by a work/study session to discuss:

- Continue discussion on a draft ordinance and potential amendments to the County Code addressing regulations for Agriculture and Equestrian activities – Eric Baker
- Continued discussion on Countywide Planning Policies
- Port Orchard UGA Subarea Planning Process

Exhibit No. Description
A. Revised Draft Agenda for February 24, 2004 Planning Commission meeting
B. Draft Minutes of February 10, 2004 Planning Commission meeting
C. Memo to Kitsap County Planning Commission from Eric Baker dated February 3, 2004 regarding Development of SKIA Criteria for Available Land Use Process
D. Draft SKIA Criteria For Determination of Land Use Process with map
E. Draft Planning Commission Meeting Norms provided by Tom Nevins
F. Port-A-Hut, Inc. website submitted by Jerry Darnall
G. Small Farm Talk submitted by Jerry Darnall
MINUTES approved this __________ day of ____________________, 2004.

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Tom Nevins, Chair

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Planning Commission Secretary