The Kitsap County Planning Commission met on the above-stated date at the Eagle’s Nest Conference center, 1195 Fairgrounds Road, Bremerton, WA 98311. Members present: Dean Jenniges, Mark Flynn, Lary Coppola, John Taylor, John Ahl, Debra Flynn and Tom Nevins, Chair. Not present: Michael Gustavson, Monty Mahan. Staff present: Jason Rice.

9:06 A.M.

Meeting Called to Order – Introductions and Agenda Review.

➢ Approval of minutes for February 24, 2004.

These minutes had been turned down at the last meeting due to incomplete and inaccurate information. Staff has since determined the recording from that meeting is not discernible enough to recreate the minutes. The Planning Commission is, therefore, asked to approve the minutes as-is with the understanding that the quality of future minutes will be improved.

A motion was made by Dean Jenniges and seconded by John Taylor that the Minutes for February 24, 2004, be approved with the understanding that some of the Planning Commission members believe the minutes to be incomplete and inaccurate.

DISCUSSION:

- Excluding the minutes entirely from the record was discussed with a general consensus that they should be included for continuity.
- Approval could lead to problems at a later date, although the wording of the motion attempts to address this.
- No significant actions were taken; however, substantive issues were addressed:
  - Discussions and concerns expressed by the Port of Bremerton.
  - Updates on the Kingston Town Hall meeting.
  - Resolutions and timelines for site-specific rezones.
  - The status of LAMIRDs.
  - Updates to the UGA planning process.
  - Discussion of the Comp Plan amendment process.
  - Appropriate areas for development of industrial parks.
The incomplete and inaccurate information will result in confusion by all parties as to what transpired at the meeting.

It was confirmed that Staff had assured Tom Nevins that this problem would be corrected and not have to be addressed again.

Dean Jenniges noted the minutes were provided before the meeting and the problems should have been addressed at that time. He suggested that materials received in the future be reviewed on receipt so Staff has time to make any corrections or changes, if necessary, prior to the meeting.

With no further discussion on the motion the vote was: Aye: 4, Abstained: 3. Motion carried.

Approval of minutes for March 9, 2004.

These minutes had not been received and therefore could not be considered for approval.

Old Business – Continued Discussion on Countywide Planning Policies

Kamuron Gurol has been working with the cities on how population allocations will play into the overall countywide allocation process. The KRCC has also been discussing this matter for the past few months.

There is no timeline established at this point although some form of resolution is necessary for the upcoming subarea planning processes.

Old Business – Update on 2004 Resolution and Timelines (Site Specific Rezones)

The Board of County Commissioners had some concerns regarding the timeline for the Comp Planning process, primarily that there was inadequate time for submittal of preapplications and the subsequent time needed to meet all the necessary requirements.

During the Administrative Briefing on March 22, 2004, the Board of County Commissioners proposed the application period be extended, requiring amendments to resolutions and revisions that had been adopted when establishing the existing Comp Plan amendment process.

Staff has prepared a Press Release, with copies distributed, advising the public that the County is extending the application process from April 2 to April 16, 2004. This provides an additional two weeks for submitting the preapplication, Staff’s review, and generation of a Summary Letter and submittal of the application.
The extended process moves the anticipated completion from September 2004 to October 2004.

The Board of County Commissioners is expected to make the appropriate amendment to the Resolution at their March 24, 2004 meeting.

**Old Business – Port Orchard UGA Subarea Planning Process**

A meeting is scheduled for March 24, 2004, regarding the Port Orchard UGA and subarea planning process. There will be representatives from the City of Port Orchard, Jason Rice, Kamuron Gurol and another senior staff member.

Potential Consultants for the RFP (Request for Proposal) on the subarea plan and integrated EIS for Port Orchard and UGA expansion have been narrowed down to four candidates and they will be interviewed at that time. The Consultants being considered are:
- AHBL Consulting of Seattle
- Jones & Stokes of Belleview
- Huckle/Weinman of Belleview
- Edawa of Seattle/Tacoma.

Each group will utilize subcontractors, such as Cascadia and Parametrix, who are familiar with the subarea planning process. It is anticipated that the final selection will be made by the end of March.

Staff is attempting to get a Letter of Support from the City of Port Orchard to the Board of County Commissioners. This would bring the City more onboard and show support for established timelines and conditions established, as well as commitments and goals established by the County. This Letter of Support would become an attachment to the original MOA.

The timeline for the Port Orchard UGA and subarea planning is fairly on schedule. The process began in March with selection of a Contractor by the end of March. The Contractor will initiate the process by the end of April and the timeline is open from there.

**2004 Comp Plan Amendment Pre-Application Meeting Requests (as of March 22, 2004)**

A list of Preapplications for 2004 was distributed. There are ten new preapplications and six deferred from last year. Two additional applications had just been received but details were not available prior to the meeting.

Staff will advise all applicants by telephone of the extension in the application process.

Deferred applications were originally going to be part of the Port Orchard subarea planning process that had been scheduled for 2004. That process has since been
delayed to 2005. Since the applicants meet the criteria for submitting an
application they are doing so to avoid further delays in the process.

- Based on input from Legal, the applications are part of the same Docket and must
go through the same application planning and review process.

- It is at the Planning Commission’s discretion how much time is spent receiving
testimony and reviewing each application, since some have been previously
addressed. They are, however, required to have all applications come forward as
part of the normal process.

- Debra Flynn stressed that, when considering a rezone, all potential uses should be
considered, not just what is being proposed. The owner could change their mind or
sell the property and it could be left open to numerous, less desirable uses. Staff
reports provide information on possible uses within the requested zone in addition
to what the applicant is proposing.

- The application for Al White was noted to be outside the Kingston UGA and Staff
will provide the details on that application at a future meeting.

- **Population Allocation**

  - Public Works and PSRC are working to establish a baseline number for population
allocations. To avoid conflicting numbers, Staff is attempting to ensure their
information matches with the 2000 census before starting discussions with the
PSRC.

  - Kamuron Gurol has been working with involved parties regarding developing or
expanding ranges. As subarea plans are developed and adopted, populations would
be allocated accordingly.

  - Kamuron Gurol will be providing a presentation on how OFM releases the
population numbers; how PSRC uses them; how KRCC will consider the numbers;
and how the County integrates the numbers with the City’s objectives.

  - A population allocation will be recommended for Port Orchard going into 2025 and
the County will propose a range for Silverdale. The Cities and County will work
together in a manner that will develop the urban allocation to 2025.

- **Kingston Subarea Plan – Phase II Updates**

  - Arborwood is located outside the current UGA for Kingston and is zoned Urban
Reserve. This was done in anticipation of future population allocations support this
zoning.

  - It was noted that this might be premature, basing zoning on information that is not
available yet. However, Staff feels that by zoning it Urban Reserve it ensures it will
be looked at first if there is room for additional allocations.
Comp Plan Amendment Processes - Staffing

John Ahl asked if there was a foreseeable increase in Staff to support the Comp Plan amendment process. It was noted that Kamuron Gurol was interviewing for two positions with some highly qualified individuals. Additionally, JoAnn Vidinhar had joined their department, increasing total planners to four plus the two anticipated new hires.

Silverdale Subarea Plan Updates

- There will be a Central Kitsap Open House on April 21, 2004, with information provided at that point on where the planning process stands and where it is going.

Debra Flynn noted that the Planning Commission specifically requested that the public hearing to consider a draft ordinance and potential amendments to the County Code, addressing regulations for Agriculture and Equestrian activities, be scheduled in the evening. Staff will attempt to reschedule the time accordingly.

- It was clarified that individuals who testified at the last meeting are on record and do not have to testify again unless they choose to do so.

- John Taylor recommended that, due to the amount of interest, it be made a joint meeting with the Board of County Commissioners. Tom Nevins noted that joint meetings were solely for the purpose of Comp Plan amendments. Debra Flynn had understood that any public hearing could constitute a joint meeting and it was requested that they be provided with clarification on this matter.

- The original detail presented to the Planning Commission regarding agricultural and equestrian uses was considered to be too confining, such as how many chickens were allowed on one acre. Tom Nevins noted that, based on testimony received, there could be changes made in this area prior to the April 27 meeting.

Open Space and Accessory Dwelling Unit Applications

John Taylor expressed concern that the Hearings Examiner’s schedule had a significant increase in applications for Open Space and ADUs, noting that the year-to-date numbers had already exceeded those for all of 2003.

Staff indicated they would refer this matter to Karanne Gonzalez and would have specific information available at a later date.

Debra Flynn noted that Open Space requests do not go before the Hearings Examiner.

Both Lary Coppola and Debra Flynn felt there was no increase in ADU applications.

It was verified that an ADU in place prior to regulatory changes is automatically grandfathered.
Planning Commission Roles, Responsibilities and Procedures

- John Ahl, Tom Nevins and Kamuron Gurol had been meeting with Staff to follow up with the process begun in December 2003 at the Retreat. Areas relating to the Planning Commission included:
  - What are the Planning Commission’s legal responsibilities?
  - What kind of role are they to provide?
  - What are their responsibilities?
  - What are the procedures for taking action?
  - What is the Planning Commission’s relationship with DCD?
  - What is the Planning Commission’s relationship with the Board of County Commissioners.
  - Who, specifically, does the Planning Commission report to?
  - Rules of Procedure were also addressed with regard to how to conduct business and what is acceptable.

- Tom Nevins distributed a “Strawman” draft reflecting their efforts to better define the Planning Commission’s role. Additionally, copies would be emailed to the Planning Commission so that they could make their comments and changes directly on the document. It was stressed that this was an attempt to gather information from a variety of existing documents into one document.

- Dean Jenniges noted he was provided with a list of duties and responsibilities when he applied for the job. It was noted that some members had received this document while others had not. Staff was asked to provide a copy to all Commissioners for their review.

- Creation of this document did not raise any legal issues as it was not changing any regulations, only clarifying existing information.

- Once the document was finalized it would be adjusted to provide information to a variety of interested parties such as the Planning Commission, Department of Community Development, Board of County Commissioners and, potentially, a shorter version in the form of a brochure that would provide basic information while directing the public to the appropriate area for additional details.

Land Capacity Analysis Committee

Mark Flynn has been serving on this Committee and noted the following:

- Some initial mapping had been done that located existing standard structures and public utility lines.

- The Committee had begun to reach a consensus regarding water and sewer levels necessary to consider land buildable for purposes of the study.
• With the referenced information, the Committee would be able to move forward and determine how this group will proceed over the next five months.

• The overall process is slower than anticipated partly due to the broad-based group involved. The Committee consists of developers, public agencies, planning departments, County Staff, Mike Gustavson, environmental interests, planning departments, Mark Flynn, multiple individuals representing the real estate industry. By and large, there appears to be a continuity of purpose and definition.

• It was noted that those parties who often are represented at public hearings here and before the Board of County Commissioners are well represented in this group.

The motion was submitted Lary Coppola and seconded by Mark Flynn that the meeting be adjourned.

10:15 A.M.

No further discussion being heard, the meeting was adjourned.

DOCUMENTS ADDRESSED AT MEETING

<table>
<thead>
<tr>
<th>Exhibit No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>A.</td>
<td>News Release – County Extends Comp Plan Application Period</td>
</tr>
<tr>
<td>B.</td>
<td>2004 CPA Pre-Application Meeting Requests (as of March 22, 2004)</td>
</tr>
<tr>
<td>C.</td>
<td>Straw man Draft 3/13/2004 Kitsap County Planning Commission Roles, Responsibilities and Procedures (what it is, what it does and how it does it)</td>
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</tbody>
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Next meetings 4/13/04 and 4/27/04

MINUTES approved this _____________ day of ________________, 2004.

________________________________________
Tom Nevins, Chair

________________________________________
Planning Commission Secretary