MINUTES
KITSAP COUNTY PLANNING COMMISSION
Administration Building – Commissioners Chambers
June 7, 2011 6:00 pm

These minutes are intended to provide a summary of meeting decisions and, except for motions made, should not be relied upon for specific statements from individuals at the meeting. If the reader would like to hear specific discussion, they should visit Kitsap County’s Website at http://www.kitsapgov.com/dcd/pc/default.htm and listen to the audio file (to assist in locating information, time-stamps are provided below)

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

Members present: Robert Baglio, Karanne Gonzalez-Harless, Tom Nevins, Lou Foritano, Linda Paralez, Carol Smiley. Jim Sommerhauser and Linda Rowe

Members absent: Mike Brown

Staff present: Larry Keeton, Scott Diener, Heather Adams, Jeff Smith, Jim Barnard, Candy Mursell and Planning Commission Secretary Karen Ashcraft

5:57:12

A. Call Meeting to Order, Introductions

B. Adoption of Agenda

Agenda Items (E, F, G, H I & J) for Manchester Village Commercial Minor Code Revision and Rural Historic Minor Code Revision – Work Study, Public Hearing and Deliberations/Recommendations will be continued to Tuesday, June 21, 2011 Planning Commission Agenda

Motion made by Jim Sommerhauser and seconded by Carol Smiley for the amended Agenda.

Agenda is adopted as amended.

5:59:16

C. Public Comments

Noel Higa, Director of Economic Development Port Gamble S’Klallam Tribe, is concerned about the Rural Historic Minor Code Revision. He is concerned that no one at the tribe received notice.

6:04:18

D. Approval of the May 17, 2011 minutes

A motion is made by Commissioner Sommerhauser and seconded by Commissioner Foritano to approve the May 17, 2011 minutes.

The Vote:

Unanimous

The motion carried

6:05:15
E. Work Study: Kitsap County Code Title 16 (Phase 1) – Scott Diener, Planning & Policy Manager, DCD

Diener presents Title 16 Phase 1 - Land Division & Development Ordinance

- Goals are to create a more streamline and user friendly code that recognizes other local law, state law, best practices for development and process improvements.
- First revision to this code in 25 years (exception of Short Subdivision)
- Review of major ordering & restructuring, matrix of issues related to code, state code, processes, review our public participation which has occurred and proposed and scheduling
- General provision, Definitions, Long/Short & Large Lot Subdivision, Binding Site Plan, Legal Lot Determination, and Boundary Line Adjustment (BLA) Title has been restructured so that all of the review and administrative processes are currently in Title 21. Definitions are at the front of each chapter. Community Groups Will review the information on the following dates:
  - June 14th meeting with Citizen Advisory Group
  - June 21 Open House Board Chambers
  - June 21 Work Study Planning Commission
  - June 28 DCD Advisory Group
  - July 7 Home Builders Association
  - July 12 & 13 Planning Commission Public Hearing
  - July 19 Planning Commission Findings of Fact
  - July 20 Board of Commissioners Work Study
  - August 8 Board of Commissioners Public Hearing & Deliberation

Discuss is held on the use of plain English for better understanding of this code.

Discuss is held on the rationale of Open Houses and other outreach vehicles.

- Explanation of Code 16 regarding land segregation is refering to all kinds of subdivisions that we have, such as long subdivision, short subdivision. Plat is a mapping effort not a subdivision.
- Exemption to Code 16 – division of land for cemeteries and other burial plots are used for this purpose. Testamentary provision or laws of descent. Condominium is exempt. Boundary Line Adjustment (BLA) is exempt. Also wireless service and utility services are exempt.

Discussion is held on the division of land in a will that may be any size, but may not be able to get a building permit.

Sommerhauser requesting clarification of “monumenting” meaning marker. Diener states that they will add a definition clarification.

Discussion is held on the guideline of mobile homes. Staff will review.

Discussion is held on sidewalks for access, protection of infrastructure, direction of storm water, traffic control, safety and cost.
Discussion is held on 16.04.100 expiration of preliminary approval and segregation of 5 years and extension will be discussed in Title 21 of 7 years. This is in State Law with a sunset ending the end of 2014.

6:47:23
Discussion is held on the recording process of a final short plat, binding site plan, plat and large lot subdivision.

6:50:31
Discussion is held on the Innocent Purchaser is allowed just once in regard to a parcel of land.

7:04:46
Discussion is held on various definitions with a request for a definition of connectivity between developments.

7:36:28
Diener states Binding Site Plans for commercial, industrial development including condominium development. Re-write of this chapter puts us in compliance with state law.

Diener states Legal Lot determination including Alternatives and Vacations.

Discussion is held on legal lot of record regarding 20 acre lot.

Discussion is held on zoning maps availability.

• Boundary Line Adjustment Kitsap County

Discussion is held on Boundary Review Board process. District line would be what this board would review.

Discussion is held on Boundary Line Adjustment.

• Addressing – there may be some changes

• Poulsbo Urban Transition Area – in review with Poulsbo and Kitsap County currently

Commissioners’ stated the new Title 16 Phase 1 is “well done” document.

Diener states that the plan is to come back in two weeks with answer to your questions and do our Work Study.

8:20:23

F. For the Good of the Order: Chair Paralez

Commissioner Nevins – Kitsap Regional Coordinating Council is sponsoring “A Complete Streets Forum” Thursday, June 9, 1:00PM - 6:00 PM Poulsbo
Commissioner Sommerhauser – Reminder Joint Meeting with KC Board June 29, 8:30 AM will discuss
Agenda Items on June 21, meeting

Scott will have Katrina Knutson get the requested background information on Rural Historic Town
Waterfront Zone Code Revision for the Commissioners.

A motion is made by Commissioner Sommerhauser and seconded by Commissioner Smiley to
adjourn.

Time of Adjournment: 8:22:21

EXHIBITS

A. Title 16 Public Participation Work Plan/Schedule Current as of 5/17/11
B. Kitsap County Planning Commission Title Land Division and Development Review Phase 1
C. Manchester Village Commercial (MVC) Code Revision with Type 1 LAMIRDS Density & Dimensions
   Table
D. Rural Historic Town Waterfront (RHTW) Zone Code Revision with Type1 LAMIRDS Limited Areas of
   More Intensive Rural Development (LAMIRD)

MINUTES approved this ______ day of _______ 2011.

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Linda Paralez, Planning Commission Chair

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Karen Ashcraft, Planning Commission Secretary