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, Tom Nevins, Lou Foritano, Linda Paralez, Carol Smiley, Jim Sommerhauser, Linda Rowe and Mike Brown

Members absent: Karanne Gonzalez-Harless

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

A. Call Meeting to Order, Introductions

B. Adoption of Agenda

Motion made by Commissioner Foritano and seconded by Commissioner Baglio for the amended Agenda, moving the order of agenda items.

Agenda is adopted as amended.

C. Public Comments

None

D. Approval of the June 7, 2011 minutes

A motion is made by Commissioner Sommerhauser and seconded by Commissioner Rowe to approve the June 7, 2011 minutes.

The Vote:

Unanimous

The motion carried
E. Project Status: Shoreline Master Plan – David Greetham, Senior Planner, DCD

- Currently working with Citizens’ Task Force regarding all of the Shoreline Designations
- Thursday, June 23, 2011 Task Force meeting – Review High Intensity Designation – Ferry Terminals, water oriented Commercial/Industrial Uses and high intensity residential on the waterfront, including: Gorst, Downtown Silverdale, Port Gamble, Kingston Ferry Terminal and Southworth Ferry Terminal and a couple areas around City of Port Orchard.
- Complete Draft Map - Revising the Draft Map and completing a report with Task Force Recommendations
- End of July we will return to the Planning Commission
- Staff will start work on regulations during summer
- Inventory & Characterization Report approved by BOC with Planning Commission Recommendations
- Reviewed Kitsap Shoreline Master Program Process Outline (Flow Chart presented)
- Draft Map & General Goals and Policies are next draft products.

Discussion is held regarding Port Gamble designation. The High Intensity Designation allows for a balance of high intensity uses (industrial, commercial use and multi-family residential use) and restoration along the shoreline edge.

F. Resolution of Appeal of 2010 Comprehensive Plan Amendments – Katrina Knutson, Senior Planner, DCD (Est. 10 min)

- Explanation of the Settlement Agreement of Appeal between Overton/McCormick Land Companies versus Kitsap County stating that we are blurring the lines between Rural and Resource Lands with the Growth Management Act (GMA). Changes wanted are relatively minor and will be going before the Board of County Commissioners for public hearing on July 11th. This is just information for the Planning Commission, no action is required.

Discussion is held regarding who was part of the negotiations this included the Board of Commissioners, Kitsap County Prosecutors, Department of Community and Appellants.

G. Work Study: Kitsap County Code Title 16 (Phase 2) – Katrina Knutson, Senior Planner (Est. 2 hours)

- Introduction of Panel: Heather Adams, Jeff Smith, Candy Mursell & Jim Barnard
- The Matrix of public comments is distributed to the Commissioners. Public comments included definition questions, legal lot determinations, zoning and requirements for legacy lots to be combined (we had expected to break-out the effect of these in rural and interurban). We will be proposing those after the public hearing. There was a comment regarding the phasing of a proposed (Preliminary Plat) and connectivity.
Discussion is held regarding 85% of completion of a Preliminary Plat submittal prior to going to hearing before the Hearing Examiner. The concern is by doing 85% of the work for the preliminary plat application prior to the final plat, a preliminary submittal cost too much money. This will be one of the topics of concern at the public hearing. We are on par with Snohomish County, King County, Pierce County and Clark County.

- SEPA has been issued as Determination of Non-Significance with comment period opened for 14 days.
- Reviewed your comments from Phase 1. The testamentary provisions in will language will be added that these lots are legal, but may not be a buildable lot. Comments about safe walking conditions as being too open ended will be addressed at the public hearing.
- We are going to leave the sunset clause at 5 years. Although the state will allow 7 years until 2014, if we changed the sunset clause, we would have to do a code amendment to change it back.
- Non-motorize trail plan – we don’t have one yet, but we will add language when it is adopted. In reviewing the trail plan, we are having discussion on who will own it, maintain it and have the liability insurance. The county will need to review these items.
- A brochure in Addressing will be written to explain, what is an alley, lane, drive, street, etc. but not in this title.

Discussion is held regarding two parcels of land, where the back parcel is land locked, and has always been land locked. Does the developer have to unlock the second parcel at his own expense? It’s up to the developer to provide access to the second parcel.

Discussion is held regarding the trigger for connectivity for the future development of roads adjacent to the parcel being developed.

- Notification expansion: The Department will be discussing in more detail during Title 21 the notification expansion in the rural areas.

Discussion is held regarding who can determine a legal lot; survey done by a land surveyor was 95% correct in comparison to those done by a title company, attorney, land owner or realtor. The Land Surveyor will be the author of the new legal description and he will be required to draw the sketch and stamp both of them.

7:15:34

Title 16 Phase 2

- Land Segregation Standards were put together to consolidate standards for orderly development of land divisions. We established separate standards for urban versus rural development. There are also vehicular, landscaping and fire protection standards.

7:18:52
Discussion is held regarding Kitsap County road standards which don’t mention arterial, connectors, local sub-connectors, local minor road and cul-de-sac. These names need to have definitions. The county road standards were adopted in 2005 and updated in 2007.

Commissioner Nevins comments about connectivity with utilities, i.e. water, waste water, power lines conditions as applicable to transporting people with vehicular passage. This could be used for connectivity language in the future.

Discussion is held regarding street trees. The homeowner will be responsible for maintaining the street trees on their property. This is written on the face of the plat that the homeowner is responsible for maintaining the street tree on their property, unless there is a parkway strip along the sidewalk and road. Subdivisions have street trees every 25 to 30’ and if anything happens to said tree, it’s the homeowner’s responsibility to take care of said tree. Commissioners Brown and Sommerhauser felt it’s a burden to the property owner. This condition is one of the conditions that need to be met before the new owner can receive their occupancy permit to move into their new home.

Discussion is held regarding amount of sidewalk to accommodate ADA requirements and reviews needed.

Discussion is held regarding what it means to have broad band fiber optic lines. There should be a franchise agreement with the county before this is spelled out in the code. Another example is the addition of reclaimed water infrastructure. This should just be for the developer to decide, whether he wants to go to the expense to add this purple pipe. This purple pipe is going into new plats and roadways. The language was taken from the Short Subdivision Code that was updated in 2005.

Discussion is held regarding the 390 square feet per unit in a Performance Based Development to be combined to form “tot lots”, or pockets parks. There is an organization that sets safety standards for Outdoor Recreation playground equipment, guiding the safety standards for these Performance Based Developments.

Commissioner Sommerhauser suggested on Page 7, 16.24.060 to add language to Low Impact Development (LID) aquifer recharge and/or stream flow that gives justification for LID in Stormwater management. Also, in looking at LID to make sure we are not causing a problem, when a direct pipe

• Rural Standards – No Comments

Commissioner Sommerhauser suggested on Page 7, 16.24.060 to add language to Low Impact Development (LID) aquifer recharge and/or stream flow that gives justification for LID in Stormwater management. Also, in looking at LID to make sure we are not causing a problem, when a direct pipe
into the bay would solve the issue. Title 12 has more details about LID. DCD is working with Chris May of Public Works on the Water Resource Policy.

8:06:14

- 16.24.070 Land Segregation within the Shoreline jurisdiction that is updated with the Shoreline Master Program to be consistent with state law and Title 22.

Discussion is held regarding the requirement of public access if you are developing within 200 feet of the shoreline. Concern when short platting a piece of property that you have to provide public access.

8:09:43

- Condominium – Jim Barnard notes staff basically followed King County’s (guidelines) because it was a simpler and cleaner code, and Binding Site Plans will determine the land use for Condos. Condos segregate the air space and a subdivision segregates the land.

Commissioner Sommerhauser suggested changing the title. We are discussing land use; the current title will be confusing to the public.

8:17:00

- Alterations & Vacations
- Vacation of the Right-of-Way is a division of Public Works. When vacating a plat there would be two vacations one to vacate the lot and one to vacate the Right-of-Way.

8:22:36

Phase 1 comments will be sent to Planning Commissioners by the end of the week (June 30, 2011). Phase 2 comments may be sent to Planning Commissioners by the end of the week also. Planning Commissioners may be receiving public comment right up to the public hearing. The document is currently on line.

8:28:40

Scott Diener, Manager of Policy and Planning DCD
- The joint meeting between the Board and Planning Commission is on June 29, 2011. See attached Agenda
- Larry Keeton will be bringing forward the Espresso Ordinance to the Planning Commission.
- Scott Diener will give an update to Title 21 at the July 12, 2011 meeting.

8:33:55

H. For the Good of the Order: Chair Paralez
- Code Compliance Ordinance will be re-written and will be brought before the Planning Commission prior to going to the Board.
• In the future the Board of Commissioner may request the Planning Commission for their input on Ordinances/Codes
• Non-conforming - Inform the Public frequently.
• Planning Commission would like update on the recent number of Land Use Submittals.

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

Time of Adjournment: 8:50:18

EXHIBITS
A. Kitsap Shoreline Master Program Process Outline 
B. Chapter 16.24 Subdivision Land Segregation Standards
C. Chapter 16.58 Condominiums 
D. Chapter 16.60 Alterations & Vacations
E. Memorandum & Ordinance for Resolution of Appeal of 2010 Comprehensive Plan Amendments
F. Agenda for Joint Meeting with KC Board of Commissioners

MINUTES approved this _______ day of _______ 2011.

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Linda Paralez, Planning Commission Chair

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Karen Ashcraft, Planning Commission Secretary