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

Members absent: Karanne Gonzalez-Harless

Staff present: Scott Diener, Katrina Knutson, David Greetham and Planning Commission Secretary Karen Ashcraft

5:58:30

A. Call Meeting to Order, Introductions

B. Adoption of Agenda

The Agenda is adopted by consensual.

5:59:10

C. Public Comments

5:59:30


- Proposed Work Plan for 2012 – This may include a Comprehensive Plan Amendment by the Port Gamble S’Klallam Tribe to be considered with several KC Code changes.
- Consider a Site Specific application in South Kitsap.

Discussion is held regarding Port Orchard Airport LAMRID.

Discussion is held regarding Boundary Line Adjustment.

6:05:24

A motion is made by Commissioner Paralez and seconded by Commissioner Baglio to accept the 2012 Work Plan for the Planning Commission.

The Vote:

Unanimous

The motion carries

6:05:58
2011 Year End Report, Scott Diener, Manager Policy & Planning, DCD

- Annual Report overview.

Discussion is held regarding the posting of larger signs for Site Specifics, and Land Use zoning changes.

Discussion is held regarding the extension of notification for proposed land use projects to an 800 foot radius.

Commissioner Sommerhauser requested time to review the Year End Report. The Planning Commissioners will send their comments to Scott for further discussion at the March 6th Planning Commission meeting.

**6:11:00**

- Discussion Changing the Planning Commission Meeting Time: Scott Diener, Manager Policy & Planning, DCD
  - Planning Commission Meetings were previously held during the day with Public Hearings held at night meetings.

Discussion is held regarding changing the Planning Commission meetings to day time hours with Public Hearings held in the evenings.

**6:21:17**

A motion is made by Commissioner Paralez and seconded by Commissioner Foritano to have day time meetings with public hearings at night at a place that is appropriately pegged upon the issue.

Discussion is held regarding Committee of the Whole.

An amendment to the motion is made by Commissioner Sommerhauser that any work study where we anticipate “Committee of the Whole” would also be done in an evening meeting. Not just Hearings, but any Work Study.

No second. Motion fails.

The Vote:
Yes: 7
No: 1
The motion carried.

**6:26:31**

_E. Work Study: KCC Title 21.08 Katrina Knutson, Senior Planner, DCD_

- Title 21.04 is the Land Use and Development procedure for permits. This includes the submittal requirements, public notices, timelines and appeals’ process.
- Title 21.06 is the fee and fee policy code.
- Annual Comprehensive Plan Amendment Procedures Title 21.08.
- Both Title 16 and Title 21 will go into effect on May 1st, since both codes interconnect.
- Title 21.02 will be Definitions. This will include Title 16 and Title 17 definitions.
• Review of Schedule & Timeline.
• Explanation of Preliminary Draft of Title 21.08.

7:14:27

Work Study: KCC Title 21.04, Scott Diener, Manager, Policy and Planning, DCD
• Title 21.04 Land Use and Development Procedures; Permit Procedures.
• Review of Hearing Examiner Definitions will occur with Title 21.02.
• May 1st is effective date for Title 21.
• Explanation of Title 21.04 is the Administrative code. Staff would like input from Planning Commission.
• Appeals with Mediation will continue.
• Opportunity for Neighborhood meetings for Type III proposals.

Discussion is held regarding Director’s Interpretations.
Discussion is held regarding Public Hearings beginning at 5:00 P.M.
Discussion is held regarding Site Specifics.

7:34:45

F. Work Study: Shoreline Master Plan, David Greetham, Senior Planner, DCD
• Replacement of Table of Contents
• Chapter 7 (A&B) – Shoreline Use and Modification Development Matrix - Revised February 21, 2012
• Explanation and discussion of:
  • Agriculture (C)
  • Aquaculture (D) – Introduction of Mike Ellis
  • Barrier Structures (E)
  • Boating Facilities (F)
  • Commercial Development (G)
  • Dredging (H)
  • Fill (I)
  • Forest Practices (J)
  • Industrial Development (K)
  • Mining (L)
  • Mooring Structures (M)
  • Recreation and Public Access (N)
  • Residential Development (O)
  • Shoreline Stabilization (P)
  • Transportation (Q)
  • Utilities (R)
• Chapters 3-6 will discussed at March 6, 2012 Planning Commission meeting.

Discussion is held regarding the Shoreline Use and Modification Matrix layout.

9:07:58
G. For the Good of the Order: Chair Brown

9:08:07

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

Time of Adjournment: 9:08:12

EXHIBITS

A. Memorandum 2011 Year-end Report
B. Advisory Group 2011 accomplishments and 2012 Work Plan
C. Title 21.08 Schedule and Timeline
D. Memorandum KCC Title 21.08 – Annual Comprehensive Plan Amendment Procedures
E. KCC Title 21.08 Annual Comprehensive Plan Amendment Procedures Preliminary Draft with Attachment 2 Direction from the Board, December 2010
F. Memorandum KCC Title 21.04
G. KC Shoreline Master Plan Update – Table of Contents – Revised 2/21/12
H. KC Shoreline Master Plan Update – Shoreline Use and Modification Matrix
I. Resolution No. 052-2010 Establishing and Appointing Members To The Shoreline Master Program Update Task Force

MINUTES approved this _______ day of _______2012.

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Michael Brown, Planning Commission Chair

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Karen Ashcraft, Planning Commission Secretary