MINUTES
KITSAP COUNTY PLANNING COMMISSION
Administration Building – Commissioners Chambers
April 3, 2012 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: Karanne Gonzalez-Harless, Tom Nevins, Lou Foritano, Linda Paralez, Carol Smiley, Jim Sommerhauser, Mike Brown, Robert Baglio and Linda Rowe

Members absent:

Staff present: Larry Keeton, Scott Diener, Katrina Knutson, Heather Adams and Planning Commission Secretary Karen Ashcraft

A. Call Meeting to Order, Introductions

B. Adoption of Agenda

A motion is made by Commissioner Baglio and seconded by Commissioner Sommerhauser to adopt the agenda as posted.

The Vote:

Unanimous

The motion carries

C. Public Comments

D. Director’s Update – Larry Keeton, Director, DCD

- On March 26, 2012, the US Supreme Court notified the Kitsap Alliance Property Owners and Pacific Legal Foundation (Appellants) that the court will deny the request to review the Kitsap County Critical Areas Ordinance.

- In March, DCD instituted “Over the Counter Permitting.”
Sweet Gov (new Land Information System) will start the end of April. DCD will be closed half days for two weeks for staff to assimilate the new system. Updated applications with checklist and brochures will become available the end of this month. On-line permitting will be the next step at the end of 2012 or beginning of 2013.

- In May a presentation to the Puget Sound Regional Council of Growth Management Committee regarding Silverdale as a center will be held.
- Annual Report will be presented to the Board of County Commissioners on April 4, 2012.

6:24:34

E. Findings of Fact: KCC Chapter 21.08 – Katrina Knutson, Senior Planner, DCD

- Under Recommendation: Discussion is held regarding the three modifications to KCC Chapter 21.08

Commissioner Baglio stated when he made the motion regarding KCC Chapter 21.08.070 D.1.7 his intention was to remove just the word “compelling” not the whole sentence.

Discussion is held regarding the correction to the Findings of Fact.

6:34:19

A motion is made by Commissioner Baglio and seconded by Commissioner Foritano to approve the Findings of Fact with the correction to remove the word “compelling” and leave the remainder of the sentence there.

The Vote:
Yes: 5
No: 3
Abstain: 1
The motion carries

Commissioner Nevins submitted a Minority Findings and Recommendations to be submitted with the Findings of Fact to the Board of County Commissioners.

6:36:35

F. Work Study Continued from March 20, 2012: KCC Chapter 21.02 – Heather Adams, Associate Planner, DCD

- DCD is proposing to consolidate the definitions in KCC Title 16, Title 21 and Hearing Examiner’s Rules of Procedure into KCC Chapter 21.02 as each one is regarding development code. KCC Title 17 will be added at a later date.
- Matrix review.

Discussion is held regarding the definition of “abutting.”

6:47:12

A motion is made by Commissioner Nevins and seconded by Commission Sommerhauser to remove the last sentence in Definition #2.
The Vote:
Yes: 5
No: 4
The motion carries

6:59:56

G. Public Hearing, Deliberation & Recommendations Continued from March 20, 2012: KCC Chapter 21.02 – Heather Adams, Associate Planner, DCD
Chair Brown opens the Public Hearing – no one is present to speak
Chair Brown closes the Public Hearing
A motion is made by Commissioner Sommerhauser and seconded by Commissioner Nevins to accept KCC Chapter 21.02 as presented and modified during the course of the Work Study.
The Vote:
Yes: 8
No: 1
The motion carries

7:04:57
Katrina Knutson distributed the Findings of Fact for KCC Chapter 21.08 for signature with Planning Commission requested changes.

7:06:31

H. Comments: KCC Chapter 21.04 – Scott Diener, Manager Policy & Planning, DCD
- KCC Chapter 21.04 is called the Project Permit Application Procedures chapter.
- Legislative Actions are regulated by Chapter 21.08 and Legislative Projects are regulated by Chapter 21.04.
- Chapter 21.04 has been reviewed by DCD managers and two legal staff members.
- Reviewed by stakeholders last year, DCD Advisory Group last week. Meeting with the Home Builders’ Association this week. Invitation has been sent to a large stakeholders’ group to attend a meeting on Thursday, April 12 from 10:30-12:30 in the Port Blakely conference room to submit their comments. Comments from the Planning Commission would be appreciated by April 12th.
- Work Study before the KC Board of Commissioners is April 18, 2012 with a Public Hearing in May or early June and an effective date of July 1, 2012 for KCC 16 and 21.

Discussion is held regarding number of days, “work days, business days or calendar days.”
Discussion is held regarding re-zones.
Discussion is held regarding the notification of property owners within the radius of a proposed land use project (400 feet urban and 800 feet rural).
For the Good of the Order: Chair Brown

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

Time of Adjournment: 7:42:41

EXHIBITS:
A. Corrected Findings of Fact KCC Chapter 21.08
B. Minority Findings and Recommendations
C. Draft KCC Chapter 21.08
D. Memo from Heather Adams – Addendum to 3/20/12 Staff Report KCC Chapter 21.02
E. Definition Matrix KCC Chapter 21.02
F. Memo from Scott Diener – KCC Chapter 21.04
G. Draft Version KCC Chapter 21.04

MINUTES approved this 17th day of April 2012.

Michael Brown, Planning Commission Chair

Karen Ashcraft, Planning Commission Secretary