MINUTES
KITSAP COUNTY PLANNING COMMISSION
Administration Building – Commissioners Chambers
April 1, 2014 9:00am

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: Lou Foritano, Tom Nevins, Jim Svensson, Linda Paralez, Jim Sommerhauser, Linda Rowe, Erin Leadham and Joe Phillips

Members absent: Karanne Gonzalez-Harless

Staff present: Larry Keeton, Patty Charnas, Elizabeth Court, David Lynam, Constance Blackburn and Planning Commission Secretary, Karen Ashcraft

9:01:52

A. Call Meeting to Order, Introductions

9:02:46

B. Adoption of Agenda
A motion is made by Commissioner Paralez and seconded by Commissioner Rowe to adopt the agenda.

9:03:37

The Vote:
Unanimous
The motion carries.

C. Approval of the March 4, 2014 minutes

A motion is made by Commissioner Svensson and seconded by Commissioner Phillips to approve the March 4, 2014 minutes.

9:03:48

The Vote:
Unanimous
The motion carries.

D. Introduction of Newest Planning Commissioner, Erin Leadham

9:05:55

E. Briefing: “Kitsap Today” – Elizabeth Court, PhD., Senior Planner/Demographer, Planning and Environmental Programs, DCD

• Overview:
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- Kitsap County has a rural feel but a higher population density than most Washington Counties.
- Kitsap County will likely note an aging population in common with national trends.
- Kitsap County has one of the highest Veteran populations in the state.
- Kitsap County has a relatively well-educated population.
- Kitsap County continues to benefit from US Navy expenditures.
- Kitsap County’s monthly unemployment rates are generally below state averages.
- Kitsap County offers some of the fastest internet connections in the US.

Discussion is held regarding the aging population of Kitsap County.
Discussion is held regarding the Veteran needs for services.
Discussion is held regarding Employment Numbers.
Discussion is held regarding Food Stamps and whether qualifying military are included in this data.
Discussion is held regarding other forms of income stream such as pensions and social securities.
Discussion is held regarding Kitsap as a bedroom community and/or tourist destination.
Discussion is held regarding the need for transportation data.
Discussion is held regarding taxes as they relate to the military community for county revenue and the need for the County to supplement Veteran needs as the VA will not be able to accommodate everyone.

Action Item: Forward copy of “Kitsap Today” presentation to all Planning Commissioners.
ftp://kcwppub3.co.kitsap.wa.us/dcd/audio/cy2014/Planning-4-1-2014AM-Pt1.wma

Recess: 9:52:34
Reconvene: 9:59:37

F. Director’s Update: Larry Keeton, Director of DCD

10:00:39
- Introduce David Lynam, Kitsap County Fire Marshal, DCD

Mr. Lynam spoke at the Vision 2020 Symposium of Best Practices last week to present Kitsap County DCD’s work in process improvement though Lean Six Sigma. Specifics were cited about the residential permitting process and the reduction in processing time.

Discussion is held regarding integration of agencies as it relates to permitting.
Discussion is held regarding Department of Ecology, Department of Health, Department of Fish & Wildlife and the hope to work more closely with these agencies in the future regarding permitting.
Discussion is held regarding proxy reviews as a possibility.
Discussion is held regarding local developers as partners through DCD process improvement projects.

10:11:03
- Larry Keeton: Lean Process Improvement Slideshow
  - Key Points:
    - New approach in 2012 started major progress making for DCD
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- Overview of Lean concepts
- Customer involvement during Process Improvement events, including the Home Builder's Association
- Review of Single Family Residence Kaizen and improvement results

Discussion is held regarding Kitsap County's appeal to builders due to the reformation of the permitting process.
Discussion is held regarding application intake and the improvement of First Pass Yield due to complete applications.
Discussion is held regarding DCD's next steps and assessing staffing resources.
Discussion is held regarding the appeal of Kitsap County due to the value for cost.

10:45:06

Chair Foritano: For Good of the Order
- Commissioner Sommerhauser mentions the Planners Forum in Bremerton on April 17th for those interested in attending.
- Chair Foritano recommends giving email information to the Planning Commission Secretary if interested in receiving information about conferences for the APA.
- Planning Commission Secretary reports that county hosted emails addresses for the Planning Commissioners have been requested and are being worked on by County IS Department.
- Commissioner Sommerhauser –discussion held about the future of the Planning Commission including Sign Code, Comp. Plan, etc.
- Larry Keeton mentions the Volunteer Reception held by the Board of County Commissioners on April 8, 2014 for the Planning Commission to attend.
- Joint Meeting with Planning Commissioner and Board of County Commissioners will be held in May.

Next meeting is April 15, 2014
ftp://kcwppub3.co.kitsap.wa.us/dcd/audio/cy2014/Planning-4-1-2014AM-Pt2.wma

31 Time of Adjournment: 10:57:35

Exhibits:
A. "Kitsap Today" Presentation by Elizabeth Court
B. Continual Process Improvement Presentation by Larry Keeton
C. Articles from Lou Foritano

MINUTES approved this 15th day of April 2014.

Lou Foritano, Planning Commission Chair
Karen Ashcraft, Planning Commission Secretary