

Kingston Citizens' Advisory Committee  
2.7.18  
Meeting Minutes

Present:

Mary Gleysteen, Chris Gilbreath, Thaddeus Smith, Beth Worthington, Glenn Malin, Jim Pivarnik, Rebecca Pirtle, Linda Fyfe, Susan Golden, Beth Berglund, Annie Perry, Gail Kirsopp, Bobbie Moore, Chris Gilbreath, Chris Placentia, Steve Heacock

Excused absence: Mark Libby & Dennis Hedlund

Chairwoman Berglund called the meeting to order

The Council Introduced themselves.

Announcements:

- Kingston Second Annual Denim & Diamonds March 3<sup>rd</sup> from 4 -9 pm.
- Ballots due for levy propositions Next Tuesday
- Meeting regarding Seaside townhouse development off Lindvog at the Village Green was Jan. 23

Chairwoman Berglund asked for public comment: None

Presentation:

Kitsap County Department of Community Development on "Permitting 101" presented by Scott Deiner

- Implementing an on-line paperless permitting process.
- Review of permit types:

Type 1 – Amending an Existing Permit.

Type 2 – Notices are sent to people within a range of a proposed project.

Type 3 – Involve a hearing in front of a hearing examiner (typically an attorney) to ensure that all projects comply with local and state codes: Plats, Re-zones, Conditional use permit. Seaside is an example of a type 3 permit.

- Look at Code 21.04.400
- Google search 'Kitsap County Code' – this will take you to a legal site.
- <http://www.codepublishing.com/WA/KitsapCounty/html/Kitsap21/Kitsap2104.html>
- Kitsapgov.com\DCD

Property Hearings

- Staff will work toward recommendation of approval with conditions.
- Neighbors can help mitigate the process.

Make sure application is complete with site plan and has necessary reports (a project can have 8 different reports) SEPA application.

- Legally vest the projects to code at that time.
- Send out postcards with information on the project & anticipated hearing date
- Publics' right to appeal
- Name of applicant & contact information.
- When staff receive comments, they are cataloged and show how the concerns were addressed.

#### Environmental Checklist

- Requires review and approval by SEPA officials.
- Determination of non-significance
- Determination of mitigated significance
- Determination of significance.

Not unusual to have 2 or 3 letters going out to the applicant.

- Notice of hearing is sent out.
- Staff will present
- The applicant can present and time for public input as well.
- The hearing examiner will render a decision within 10 days.
- After decision is rendered there is an appeal period of 21 days.
- Decisions have a duration of approval.
- Plat has a duration of 10 years.
- There is a requirement for the next application to come in within that period of time.
- There is a one time, one-year extension.
- Have to give reasons to substantiate the extension.
- Financial reasons are not enough for an extension.

#### Building permits

- Team reviews daily.
- Once building starts there are site inspections to ensure all the conditions have been met.

#### Questions & Answers:

What types of things would push a type 2 to a type 3 for a large lot subdivision?

- There is no trigger that makes it a type 3.
- There are occasional circumstances where a type 2 has a hearing.

How does this council stay informed of permits in process to be able to keep the public informed?

- Postcard notices for type 3 applications are sent to the Chair of the KCAC.
- The plan is to send it to the Land Use Committee.

#### Annual Comprehensive Amendment Process for 2018

Presented by Liz Williams – Planning & Environmental Programs

Annual comprehensive plan amendment process.

- Peter Best is the lead
- State Growth Management Act – manage future growth
- Multi-county planning policies, Kitsap countywide planning policies.

Kitsap Comprehensive Plan – looks out 20 years.

- Implementations
- Development
- Regulations & programs

Mandated by State Growth Management Act

- 8-year review
- Revisions made as needed
- Completed in 2016

Annual Review

- Annual Amendment Process
- Nov – Dec – Scoping initial docket
- Jan – March – Development (projects)
- March - June – Analysis (SEPA review & evaluating impact of projects)
- July – Dec – Consideration (all projects undertaken for amendment process are considered as a group)
- Notification of public comments & hearings to provide written & verbal testimony

Rural Areas – add mineral resource overlay designation or adding a forest resource lands designation.

- County Sponsored Amendments
- Public facility designations & park classification
- Parks, Recreation & Open Space Plan
- Affordable Housing Policy Review
- Non-motorized facilities plan – minor updates
- George’s Corner LAMIRD – limited area of more intense rule development
- Kingston Urban Village Center (UVC) –
  - Review of policies and development regulations.
  - Concerns about some barrier in that area.
  - Barriers – staff is in the early phases of this project.
  - Picked out themes like storm water, parcel size, regulatory, market driven.
  - Barrier to reaching the 20-year goal.

Work Group:

- Research & assessment – Jan – Feb
- Assessment & ID barriers – Feb – March
- Develops Alternatives – March – May/June

Project helps implement the work that was identified in 2016 process.

- The design standards are part of the regulatory piece.

Motion was made to approve December meeting minutes, seconded and approved unanimously.

Committee Reports:

Communications – next month there will be a presentation from the Kingston High School Group.

Environment & Land Use – Had a phone conference and mapped out the history of the committee & previous accomplishments. Goals for 2018 – included the umbrella of environment and land use.

Kingston was platted in 1890 and we didn't even have cars then. We have infrastructure that needs help. What would need to happen to bring things up to code or a standard. This is one of the difficulties in the Comprehensive Plan project as well. Membership – more regular meetings with the group. Steve Heacock will gather documents from 2005 effort for useful background information.

Human Services – Events that are in line with our work plan. A number of events centered around affordable housing. Meeting next Wednesday at 3:30.

Open House – None. Have a date – Thursday 9/20

Parks, Trails & Open Space – A list of work parties available.

Transportation – Kitsap Transit Ferry is on its way here. A lot of infrastructure needs to be done and Kitsap Transit is still working on the bus schedules. KCAC has time set aside for the Transit issues to be discussed. Please let the committee know of any ideas you have for this discussion.

Parking – everyone is concerned. Looks like Jefferson Transit will have a bus for Port Townsend commuters.

Approval of 2018 KCAC Work Plan

- Motion made to approve and seconded. Motion approved unanimously.

Community Conversations –

- Asking KCAC to be co-sponsors in this group.
- Based on the participation and the topics decided will determine what happens next.
- This is a conversation, not a planning effort.
- Facilitator - Kirsten Jewel – director of affordable housing in Kitsap.
- Motion was made to approve co-sponsorship of this presentation on Feb. 24<sup>th</sup>.
- Motion was seconded and passed unanimously.

Commissioner Gelder

- Noted that a Meeting is schedule for tomorrow night (Feb 8) at 6:30 pm at the Village Green coordinated by a member of the community to talk about the connector trail between Lindvog & Barber Cut Off Rd.

Liz Williams will send the Power Point presentation on the Comprehensive Plan to Rebecca.

Chairwoman Berglund adjourned the meeting at 8:16 pm



## Kingston Citizens Advisory Council (KCAC)

### Committee Report

(2/5/18 - 3/7/18)

#### Communications

Date: March 7, 2018 at 6pm

In Attendance: TBD

Notes: Planned to be shared (verbally, not in writing) at March KCAC meeting

#### Environment and Land Use

Date: Online Actions/Assignments

Online Participation: Steve Heacock, Annie Perry, Beth Berglund

Notes:

1. Steve distributed the 2003 and 2005 Kingston Sub-Area Plan docs (almost 200 pages) which were the last substantive plans submitted to Kitsap County DCD.
2. Beth will be reviewing those documents in preparation for UVC and Comp Plan comment-related efforts in summer 2018.

#### Human Services

The members of this committee were directly involved in organizing and sponsoring the Kingston Community Conversation event on Saturday, February 24th and will also be involved in rolling up and digesting the outputs from those conversations, some of which relate to this committee's focus.

#### Open House Coordination

The committee has not met since the last Council meeting.

#### Kingston Parks, Trails & Open Space (KPTOS)

Date: Feb. 5, 2018

Summary Meeting Notes:

- Kingston Trail Plan Incorporation into KC Non-Motorized Facility Plan
- Kingston Community Conversation: Trails topics from 23 Feb discussion
- Upcoming Work Parties at Carpenter Lake (3 Mar) and GPC/PUD Whisper Creek Trail (24 Mar)
- Attached are the notes from our 5 Feb KPTOS meeting
- Attached is the Agenda for the upcoming 5 Mar KPTOS meeting



## Kingston Citizens Advisory Council (KCAC)

### Committee Report

(2/5/18 - 3/7/18)

#### Transportation Committee

Date: Feb. 19, 2018

In Attendance: Tecla Legge, Mark Libby, Susan Golden, Mary Gleysteen, Gary Mager (guest)

Agenda / Notes:

- Tecla will apply to join the Kitsap Transit Advisory Committee
- Mark and Susan will meet with Jim Pivarnik and ask him to join the committee
- Susan and Mark will attend PSRC vision 2050 Meeting in Bremerton on 2/27
- Mark will meet with Walt Elliott regarding his meeting with Amy Scarton
- Ideas shared for May 2 transportation KCAC meeting
- Mark suggests reading the Kingston Complete Street Study which is available in the library.

Upcoming Transportation Committee meetings will be held on the 3rd Friday of the month at 8 a.m. at Borrowed Kitchen.