

# Kingston Citizens Advisory Council 2021 Work Plan

**Meeting Days, Time and Location: 2nd Wednesday of the month, 6:30-8:00 p.m., Village Green Community Center**

**Advisory Group 2021 Co-Chairs: Beth Berglund & Annie Perry**

**Advisory Group Staff: Jennifer Haro**

Advisory Group Purpose/Mission Statement: The Kingston Citizens Advisory Council provides a discussion forum for community interests and issues. The Council enhances communication between Kingston-area residents and Kitsap County government, and coordinates efforts of the many council and community residents working to improve the Kingston community. KCAC members represent Kingston's broad interests, and work together to proactively address community interests and concerns.

Team	2021 Goal (Topic)	Status or Timing	Goal Details
County Liaison to KCAC	Publicize KCAC Meetings & Presentation Announcements	On-going	Announce meeting & presentations through KCAC page, social media and working through other key community networks. Create flyers if needed. Submit to newspaper online calendars. Create social media post to share.
KCAC (All)	Prepare the proposed KCAC meeting guest presentation schedule and confirm with presenters throughout the year	Jan - Feb	Present proposed guest presentation schedule to KCAC for discussion as soon as possible.
		On-going	Confirm two months in advance, begin publicity three weeks in advance.
County Commissioner & Staff (via recruitment) KCAC (at large members)	Continuously improve to better address all elements of KCAC charter.	On-going	Strive to continuously improve on how KCAC... - Enhances communication between Kingston-area residents and Kitsap County government. - Coordinates efforts of the many council and community residents working to improve the Kingston community. - Represents Kingston's broad interests.
Chair & County Liaison	Publicize KCAC and Committee events	DK Open House in Fall	Work with Open House Committee and other committees to publicize their public activities (parks and trail work parties, etc).
		As requested	Help publicize call for participants and events, create flyers and advertising campaign.
Chair & County Liaison	Share community news of note with KCAC members	On-going	Distribute through KCAC Co-Chair e-mail (kcacchair@gmail.com)
Community Services	Publish Sally's Resource Guide	2x/yr	Committee members will continue to print, laminate and distribute Sally's Resource Guide.
Community Services	Address the need for affordable housing in Kingston	On-going	- Research actions that may be taken including a housing levy. - Meet with Housing Kitsap to learn about what is already underway. - Collaborate with Homes of Compassion
Community Services	Support improved community Emergency Services in Kingston	On-going	Continue to work with groups and individuals to encourage and facilitate efforts to be better prepared for area disasters or emergencies.
Community Services	Ensure perpetuation of monthly Community Meals in Kingston	On-going	- Support the Community Meal Coordinator and plan for succession. - Volunteer for and recruit volunteers for community meals
Community Services	Continue annual Community Conversations event	??	Assist local organizations (Kingston Cares, Kitsap County) with planning and implementation of the annual event.
Community Services	Social Justice Study	On-going	Through readings, media and group study try to understand the status of social and racial justice from the national to the local level.
Transportation	Meet monthly	On-going	Transportation Committee meets on the 4th Friday of every month from 9-10:30AM.
Transportation	Administrative Updates	On-going	Share the monthly meeting reports with KCAC
Transportation	Traffic management funding	January	Once the legislature reconvenes, KCAC and the Transportation Committee will support Commissioner Gelder in drafting a letter formally requesting Senator Rolfe to secure legislative funding for summer 2021 ferry traffic management

Transportation	TIPs	Spring	Submit proposed list to council for review and approval. Submit proposed projects to county through TIP process. Review and track progress of implementation of Kingston transportation improvement projects
Transportation	Summer traffic counts	Late spring-Fall	Trained committee members use the images taken by remote cameras along the highway 104 corridor in downtown Kingston to measure the traffic impacting Kingston on busy weekend days, typically Sundays
Transportation	104 Realignment and Lindvog holding lot	on-going	Continue to attend the Commissioner's 104 Working Group and other related meetings to provide input on behalf of the KCAC and the Transportation committee relating to the progress of each of these phased construction projects
Transportation	Track and prepare draft KCAC response to transportation agency planning and infrastructure projects in Kingston area.	on-going	Draft letters of support/against local transportation projects for KCAC consideration
Transportation	Liaising with related committees/groups	on-going	Transportation committee members join various committee/group meetings to learn about activities of interest to KCAC and the Transportation Committee. Such meetings include those of the Ferry Advisory Committee, Kitsap Transit Quarterly Community meetings and Kitsap Transit Citizens Advisory committee meetings, Kingston Stakeholders, and the 104 Working Group. Share relevant information with the KCAC. Sign-up for notifications from WSDOT, Kitsap Transit, Public Works Roadreport and share any announcements with council of significance. Arrange for Public Works staff to notify council of project planning. Review and track progress of Washington Blvd, Complete Streets, and adjacent Port improvements.
KPTOS	Administrative Updates	Jan - Feb	Maintain and distribute a schedule of volunteer meetings and work to maintain and improve Kingston parks and trails. Update member and associate contact info. Report volunteer activities to KCAC and appropriate KC personnel.
KPTOS	Community Trail Designation	Jan - May	Document connector trails and pedestrian routes in a Kingston Trails Plan. Update and distribute the community trail maps.
KPTOS	Parks & Trail Improvement & Maintenance	Mar - Nov	Develop, distribute, and execute Volunteer work for Kingston Parks & Trails. Provide input to Kitsap Parks Department to plan and monitor Volunteer Time spent in support of PROS.
KPTOS	County Trail & Bike Network	Feb	Review and suggest updates to the Kingston & North Kitsap plans as needed. Include review of Kingston Complete Streets and KC Comprehensive plans. Co-ordinate with KCAC Transpo and Non-Motorized Facility CAC as needed for regional trail and bicycle route development.
KPTOS	Planning and Design	Sep - Oct	Develop & maintain list of "Shovel Ready" projects for Eagle Scout candidates and volunteer groups. Incorporate bike and pedestrian facility design standards into the Kingston Trail plan document.
KPTOS	Fitness and ADA Trail Development	May - Jun	Work with KC Parks and MPD / Village Green on ways to develop or expand parks and trails as related to physical activity.
KPTOS	Funding	Feb Oct - Nov	Explore options for funding both development and maintenance of PTOS facilities. Review county budgets for coordination and to maximize funding.
KPTOS	Park and Athletic Field	Apr - May	Coordinate with local youth and adult sports groups on needs and monitoring of use: (existing facilities data, count data, maintenance related costs).
KPTOS	Regional Coordination and Outreach	Feb, Jun, Nov	Increase committee liaison and representation with other groups and report to KPTOS on the work of other committees. Seek opportunities for education and outreach to Community. Participate in KCAC Open House.

Env. & Land Use	Track policy and regulatory decisions impacting greater Kingston community environment and land use	On-going	<ul style="list-style-type: none"> <li>- Monitor Clean Water Kitsap, Dept. of Community Development, Public Works, Solid Waste, WSU Stream Stewards</li> <li>- Follow up as necessary on community opportunities for public comment with KCAC</li> <li>- Track regulatory and policy changes that could be detrimental to Kingston area water resources.</li> <li>- Monitor changes related to GMA, Comp Plan, and critical area ordinances.</li> </ul>
Env. & Land Use	Track Kitsap County DCD permit activity involving the greater Kingston region	On-going	<p>Track proposed stormwater management projects and root causes in Kingston with county and port, and Clean Water Kitsap.</p> <p>Report to council any permit requests of significance.</p>
Env. & Land Use	Heritage Tree Program	Jan - June	Evaluate the feasibility of creating a Heritage Tree program and make a recommendation to KCAC by mid-2021.
Env. & Land Use	Trash Containers in the UVC	May - Oct	Evaluate options for installing and maintaining trash/recycling bins in downtown Kingston.
Open House	Coordinate Annual Discover Kingston Open House (3rd Thurs. in Sept.)	May - Sept	<ul style="list-style-type: none"> <li>- Avoid scheduling conflicts with NKSD</li> <li>- Continue to improve the participation by exhibitors and neighbors</li> </ul> <p>Note: Files from prior year events are available at <a href="https://drive.google.com/open?id=0B6xyS57cosXEM05kaDNqN0FXd2s">https://drive.google.com/open?id=0B6xyS57cosXEM05kaDNqN0FXd2s</a></p>