

Kitsap County Planning Commission Minutes – December 15, 2020

KITSAP COUNTY PLANNING COMMISSION

Zoom Webinar –

<https://us02web.zoom.us/j/86746453762>

OR Dial In: (253) 215-8782 Webinar ID: 867 4645 3762 Password: 826291

December 15, 2020 @ 5:30 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).

---

Members present: Mike Eliason (Chair), Joe Phillips (Vice Chair), Alan Beam, Amy Maule, Kim Allen, Aaron Murphy,

Members absent: Jim Svensson

Staff present: Jeff Rimack, Angie Silva, Dave Ward, Liz Williams, Kirvie Mesebeluu-Yobech, Amanda Walston (Clerk)

5:30 pm

**A. Introductions**

**B. Virtual Meeting Protocol**

**C. Adoption of Agenda**

- **MOTION:** Aaron Murphy moves to adopt the agenda as presented.
- **SECOND:** Kim Allen
- **VOTE: 8 in Favor; 0 Opposed – Motion Carries**

**D. Adoption of Minutes**

- **Minutes of 11/17/20**
- **CHANGES -** Page 1, line 33 ‘too’; page 4 line 20 ‘process’ line 38 delete semi-colon, page 5 line 4 COVID 9 s/b 19; page 6, line 14, add ‘years ago’ BoCC allocated; page 7 line 1 ‘planned’ in advance.
- **MOTION:** Joe Phillips moves to adopt the minutes as corrected.
- **SECOND:** Richard Shattuck
- **VOTE: 8 in Favor; 0 Opposed – Motion Carries**
- **Minutes of 12/01/20**
- **CHANGES:** page 1 line 23 X to 0 opposed; page 6 line 1, ‘to’ date; line 32 as ‘opposed.’

## Kitsap County Planning Commission Minutes – December 15, 2020

- 1 • **MOTION:** Kim Allen moves to adopt the agenda as presented.
- 2 • **SECOND:** Alan Beam
- 3 • **VOTE: 7 in Favor; 0 Opposed; 1 abstained – Motion Carries**

4 **5:37 pm**

### 5 **E. General Public Comment**

- 6 • **Chair Eliason opens the floor** to speakers wishing to provide testimony to the  
7 Planning Commission (PC).
- 8 • **SPEAKER: Bill Palmer, President of Kitsap Alliance of Property Owners (KAPO)**
- 9 • Mr. Palmer asks to submit a 12/8/20 letter from KAPO regarding public  
10 participation to the Planning Commission (PC); notes he did not see an  
11 opportunity for citizens to comment on the Buildable Lands Program (BLP)  
12 other than reviewing the consultant’s findings.
- 13 • **Chair Eliason confirms the letter was received and distributed to the PC;**  
14 **defers to staff regarding the BLP.**
- 15 • Dave Ward, Department of Community Development (DCD) Planning &  
16 Environmental Programs (PEP) Manager, notes public participation will be  
17 addressed during the presentation for that agenda item.

18 **5:42 pm**

- 19 • **SPEAKER: Dick Brown, Kitsap Resident**
- 20 • Mr. Brown was on the original committee related to market factor; notes it  
21 started at 100% of what was owned, and the percentage was reduced in  
22 negotiation with environmental groups, homeowners, builders, etc.; then  
23 dropped further down to the current 20% buffer needed beyond the build-out  
24 threshold; sees nothing being done to ensure there are buildable lands; notes  
25 is 3 years the housing market may be doubled up to the point where a Navy  
26 yard guy might not be able to buy a house; believes the PC should be  
27 discussing housing.
- 28 • **Hearing no other speakers, Chair Eliason closes the floor.**

29 **5:45 pm**

### 30 **F. Briefing: Shoreline Master Program (SMP) Update – Kirvie Mesebeluu-Yobech, DCD** 31 **PEP Planner (est. 15 min)**

- 32 • Ms. Mesebeluu-Yobech presents an overview of the project to date,  
33 referencing visual presentation; noting we are at the tail end of Phase 1.
- 34 • Public Participation Plan (PPP) has been developed; Consistency Analysis  
35 drafted and reviewed by the Board of County Commissioners (BoCC); checklist,  
36 scope of code amendments submitted to the Department of Ecology (DOE).

## Kitsap County Planning Commission Minutes – December 15, 2020

- 1 • 1<sup>st</sup> monthly project update, scheduled for 12/17/21, will provide an overview  
2 of process, allow for public engagement and kick off the online open house for  
3 public participation; the project website is the main repository for all  
4 information, materials, comments, key engagement opportunities, etc. for the  
5 SMP Periodic Review process.
- 6 • Key Partner outreach community events planned, including: 12/21/20 BoCC  
7 project update status; 1/5/21 briefings to Department Advisory Group (DAG),  
8 Manchester Citizens Advisory Council (MCAC) and back to the PC; 1/7/21  
9 briefings to Kitsap Builders Association (KPBA) Developers Council &  
10 Suquamish Citizens Advisory Council (SCAC) briefings; 1/11 Work Study with  
11 BoCC to review draft code amendments with anticipation of a draft for internal  
12 review in early February; 1/19/21 PC Study Session with PC on 1/19 to review  
13 internal draft amendments; early February is slated for release of public draft  
14 for comments, etc.
- 15 • Phase 2 begins early February with study sessions, code amendments,  
16 continued Key Partner engagement and an online open house update to  
17 include draft code amendments.
- 18 • Phase 3 Review & Analysis phase will include the joint PC & DOE public hearing,  
19 SEPA Review, continued Key Partner engagement and other requested  
20 additional consultations, DCD review of comments.
- 21 • Phase 4 Adoption Phase will include submission of draft amendments and  
22 checklist to DOE for review, revisions as needed; BoCC public hearing and  
23 comment period; DCD response to public comments; BoCC Review/adoption;  
24 submission of final draft and checklist.

25 **5:54 pm**

- 26 • **QUESTION:** Mr. Shattuck asks how citizens will be able to interact with Staff in  
27 a virtual open house, as they would have in an in-person meeting such as  
28 sitting down with a staff member individually to ask questions on the project.
- 29 • **ANSWER: Ms. Mesebeluu-Yobech** notes much thought has gone into  
30 how to achieve this while following COVID-19 measures, which  
31 dictate the virtual nature of the open house. Information and  
32 amendments will be clearly categorized and organized; open houses  
33 will be virtual and interactive; staff will help advise citizens on each  
34 focus area; staff is also offering consultations for any groups,  
35 associations or individuals regarding their concerns or questions, and  
36 in case more time is needed.
- 37 • Mr. Shattuck asks if the consultation opportunity has been made  
38 public; Ms. Mesebeluu-Yobech notes this information is provided on  
39 the online open house, under Public Engagement Opportunities, and  
40 in a letter sent to Key Partners highlighting the consultation offer.

## Kitsap County Planning Commission Minutes – December 15, 2020

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

### 5:59 pm

- Mr. Beam suggests, and Ms. Allen agrees, using the Zoom Breakout room capability is a good option if enough staff is available; also, a set time when staff/planner is available; direct contact is not always easy to coordinate.
- Ms. Mesebeluu-Yobech notes there is a dedicated project email that is sent directly to and monitored.
- Amy Maule notes she subscribes to the County email list as a member of the public, and did receive the email update about the SMP, which does include the email and phone number, so it is reaching the public through that format.
- Mr. Beam notes the number listed goes to the Kitsap 1 (K1) call center.
- Jeff Rimack, DCD Director, notes staff is not working in the office due to COVID, so there is no ability for K1 to transfer, each call has to be documents and sent to staff and then staff has to call back;
- Mr. Rimack also notes, K1 staff is also working from home due to COVID; an upgrade to their system is coming but for now, they have to retrieve the calls/messages and forward them; callers often hang up before they hear the full message explaining this process.
- **QUESTION/ANSWER:** Chair Eliason asks, and Ms. Mesebeluu-Yobech confirms that of the community partner groups sent letters about the consultation, no response has been received to date from environmental groups.

### 6:05 pm

#### G. Briefing: Buildable Lands Program Overview – Liz Williams, PEP Planning Supervisor (est. 30 min)

- Ms. Williams presents a brief overview, referencing presentation, on the Buildable Lands Program (BLP) to date; reviewing the phases, timeline, outreach, residential Land Capacity Analysis & issues to consider during the 2020 update, local city coordination and next steps; also notes the main deliverable is the Buildable Lands Report (BLR) with 2 main focal points: the development trend review which looks back and the land supply analysis which looks forward; public comment period opens during Phase 2 and again during Phase 3.
- **OUTREACH**
- Ms. Williams notes 16,620 notifications were sent to GovDelivery recipients, which had 3,932 unique opens and a 28% open rate; 18,000 notifications were also sent using Next Door; notification letters sent to Tribes, agencies, community groups; presentations made at regular project status updates to

## Kitsap County Planning Commission Minutes – December 15, 2020

1  
2 Kitsap Regional Coordinating Council (KRCC), KBA, DAG, PC, BoCC;  
3 presentations planned for January 2021 for the Tribal Coordination meeting,  
4 CACs, Developers’ Council, Kitsap Economic Development Alliance (KEDA) and  
5 others on request.

6 • **RESIDENTIAL LAND CAPACITY ANALYSIS (LCA)**

7 • Ms. Williams notes overview follows Attachment 1 of the Executive Summary  
8 Packet, which has the summary matrix of the RLCA in more detail.

9 • **QUESTION:** Mr. Beam asks when/how the lookback analysis will be published.

- 10 • **ANSWER:** After staff completes the summary of collected data and  
11 submits to BERK Consultant for 3<sup>rd</sup> Party review of the process, then it  
12 will be published and posted wide; still need time to resolve any  
13 issues or gaps; likely release in early 2021; will bring a presentation of  
14 data back to the PC.

15 • **QUESTION/ANSWER:** Chair Eliason asks, and Ms. William confirms, the open  
16 rate of 28% from the GovDelivery notice is considered very good.

17 • **QUESTION/ANSWER:** Chair Eliason asks, and Ms. William confirms, in addition  
18 to the usual government agencies and advocacy groups, any group or even  
19 individual members of the public can request a presentation or consultation.  
20 This is the intent, to foster public participation.

21 • Ms. Williams notes there are 9 steps in methodology to accommodate future  
22 growth anticipated over the remaining planning horizon; tonight’s focus is on  
23 residential, though the summary matrix also reflects some industrial.

24 • To define vacant underutilized parcels by residential zone, the County  
25 approach uses Assessor and Geographical Information Systems (GIS) data to  
26 categorize all parcels; new commerce guideline recommends breaking the  
27 current underutilized category in two: underutilized and partially utilized land.

- 28 • Vacant land is defined as no development or buildings, except of  
29 limited value, i.e. garage or shed.

- 30 • Underutilized land has some current development but is zoned for  
31 more intensive use than what is currently there, i.e. Single-Family  
32 Residence (SFR) on a multi-family zoned parcel.

- 33 • Partially utilized land is currently occupied by a use but contains  
34 enough land to be further subdivided without rezoning, i.e. SFR on  
35 10-acre parcel where urban densities are allowed.

36 • Projects already in the development pipeline should count toward capacity for  
37 growth over the 20 year period; an example could be a submitted permit

## Kitsap County Planning Commission Minutes – December 15, 2020

1 approved after the lookback period and before the look forward analysis, since  
2 land utilization has already been reviewed.

- 3 • **QUESTION:** Mr. Shattuck notes many lots will likely meet the criteria for  
4 partially utilized land; concerned for areas developed years ago, but under  
5 current Urban Growth Area (UGA) zones, they would now be cut in half; would  
6 those properties be included as well as the SFR example?

- 7 • **ANSWER:** Ms. Williams notes this is still being evaluated. In the past  
8 there was a formula for identifying those; looking at max lot size or  
9 threshold in urban low or cluster residential and classifying those that  
10 might fall into that category; later steps would affect categorization.

- 11 • Mr. Ward notes market factor is intended to address this by taking  
12 the assumptions of what could happen differently years in advance;  
13 just because a parcel is designated as oversized currently doesn't  
14 mean it will develop, so we have to adjust for that.

- 15 • **QUESTION:** Mr. Murphy asks if creating this category is a state level  
16 requirement or is in an end goal to say these owners of these parcels may be  
17 incentivized to bring them into the new zone? Maybe a streamlined process  
18 versus a site-specific rezone?

- 19 • **ANSWER:** Ms. Williams notes the Department of Commerce  
20 (Commerce) guideline drives breaking up our current categorization  
21 of underutilized into these 2 new categories. This allows jurisdictions  
22 to make different assumptions on what different options may apply  
23 to each category.
- 24 • Angie Silva, DCD Assistant Director, notes the County has historically  
25 only bucketed to vacant and underutilized, by incorporating the  
26 updated BLP statutes we now have 3 buckets to account for and need  
27 to evaluate and breakdown parcels further.
- 28 • This look back and look forward will lead to reasonable measures and  
29 what direction we want to take on implementation, streamlining and  
30 how to increase consistency moving forward; third leg of this  
31 overarching problem is looking for future updates; site-specific  
32 rezones are limited by statute to once per year, so while we may not  
33 be able to change that, we might look to make other code  
34 amendments to help improve the process.
- 35 • Mr. Murphy asks and Ms. Williams confirms, some of this section is  
36 state mandate, but there is an opportunity at the jurisdictional level  
37 to try and look at opportunities to incentivize or ways to make it  
38 easier, less expensive, etc.

## Kitsap County Planning Commission Minutes – December 15, 2020

- 1 • **QUESTION:** Ms. Maule asks for additional information about page 2 of  
2 Attachment 1, which notes excluding lots with home values significantly above  
3 the median as a consideration for categorizing partially utilized land.
- 4 • **ANSWER:** Ms. Williams notes Step 2 involves Identifying  
5 Underutilized Lands likely to redevelop over the next 20 years;  
6 previous set of formulas included ratios to median home value and  
7 density; 2021 takes different approach; important point, just because  
8 it is categorized as such, doesn't mean it automatically will be  
9 redeveloped, but this identifies some that may be more likely.
- 10 • Essentially Step 1 categorizes parcels Under/Partially utilized across  
11 the County; then we identify, of those, which are likely to redevelop,  
12 and we can then plan for potential to accommodate future growth.
- 13 • Ms. Maule notes it seems to say wealthier neighborhood would stay  
14 more spacious and less wealthy should redevelop; acknowledging  
15 sometimes that is what the market says.
- 16 • Ms. Williams notes that sometimes that is a reality that we must  
17 account for in the assumptions.
- 18 • Mr. Phillips reference a recent article about changes to a previously  
19 planned, 4-lot development that will now turn it into 33 lots, which is  
20 driven by the market.

21 **6:38 pm**

- 22 • **INFRASTRUCTURE GAPS** (new requirement for jurisdiction to consider)
- 23 • Ms. Williams notes this a new requirement for jurisdictional consideration;  
24 includes transportation, water, sewer, stormwater on land suitable for  
25 development or redevelopment
- 26 • Kitsap has a litigious history related to the last LCA; will look closely at BERK's  
27 3<sup>rd</sup> Party Review; Commerce has provided guidance encouraging consideration  
28 factors including long term lack of urban development in the area and how the  
29 recent Comprehensive Plan (Comp Plan) addresses needed infrastructure.
- 30 • **IDENTIFICATION OF CRITICAL AREAS** (GIS based)
- 31 • 2014 County approach assumed a 75% reduction for critical areas and 50%  
32 reduction for moderate geological hazard areas, meaning depending on the  
33 buffer, that percentage of the parcel is not likely developable; this review will  
34 look at the Critical Areas Ordinance (CAO) buffer requirements, 2017 CAO  
35 buffer update and any change other jurisdictions address in their CAOs.
- 36 • **QUESTION:** Ms. Allen understands analysis related to CAO ad buffers; would  
37 like more information on how the numbers are derived from constraints and

## Kitsap County Planning Commission Minutes – December 15, 2020

1 also constraints on the large amount of County land within Shoreline  
2 Jurisdiction; does Shoreline jurisdiction or market value play part in this.

- 3 • **ANSWER:** Ms. Silva notes the current 9-step LCA methodology is  
4 under review and consideration for process; Step 1 includes  
5 calculating parcels and shoreline of certain size; prior to Assessor's  
6 data one category is anything less than 1- acre; older BLP data  
7 showed individual steps where Shoreline Master Program (SMP)  
8 jurisdiction intersects; we should indicate that in this review as well.

- 9 • Some cities, like Poulsbo, took a flat reduction percentage for all CAO  
10 factors, whether slopes, streams, wetlands, etc.; Kitsap County uses  
11 GIS data to take all factors and a number of additional features, to  
12 make it as parcel specific as possible; old CAO reduction factor  
13 assumed some level of development based on Administrative Code or  
14 other factors from 2017 update.

- 15 • **QUESTION:** Mr. Beam asks, and Ms. Silva confirms, the Endangered Species  
16 Act, including certain eagle nesting areas and the CAO is addressed and  
17 factored in as part of the overall mosaic of the Critical Areas mapping layer.

18 **6:49 pm**

- 19 • **FUTURE ROADS & RIGHT-OF-WAY NEEDS**

- 20 • Ms. Williams notes Step 4 looks at Under/Partially utilized lands in terms of  
21 how to approach roadways, access and related dependencies, consolidation,  
22 and other changes to reduction factors.

- 23 • **FUTURE PUBLIC FACILITIES NEEDS**

- 24 • Ms. Williams notes Step 5 considers new Stormwater requirements adopted by  
25 County and local jurisdictions; applying different or lower assumptions to  
26 Under/Partially utilized areas.

- 27 • **UNAVAILABLE LANDS – MARKET FACTOR**

- 28 • Ms. Williams notes in Step 6, the County will work with a consultant,  
29 Heartland, to approach and analyze development patterns over the last 20  
30 years by jurisdiction and product type, including what was developed,  
31 historical rate of development aligned with future capacity for a planned area,  
32 and leveraging data to inform market factor recommendations.

- 33 • Jurisdictions will be provided with a number of options on how to determine  
34 market factors based on product type, jurisdictions type, market conditions,  
35 other constraints; will likely need to revisit more information and conversation;  
36 the County's past approach for vacant land was to reduce remaining supply by  
37 5%, and underutilized land was reduced by 50%.



## Kitsap County Planning Commission Minutes – December 15, 2020

- 1           • Ms. Silva notes for historical context, the County’s factor was much lower  
2           because sewer reduction factors were included in all steps of the previous LCA,  
3           including distance from sewer pipe reduced the likelihood of development the  
4           further it was from that pipe; however, the sewer reduction factor was thrown  
5           out through series of court challenges and never revisited, this review looks at  
6           how to do so in a reasonable and defensible way.
- 7           • **QUESTION:** Chair Eliason asks if there any new studies or data is available since  
8           the last report?
- 9                 • **ANSWER:** Ms. Williams confirm the most recent affordable housing  
10              study was used; Heartland will use data available to them, and their  
11              expertise as a firm focused on real estate data analysis.
- 12              • Mr. Ward notes that variation in market factors used in other  
13              jurisdictions, may not be apples to apples comparison; there are still  
14              different approaches to incorporating this, although efforts have  
15              been made over the years to try to align more closely.
- 16           • **AVAILABLE NET ACRES BY ZONE**
- 17           • 2014 County approach to determining this reviewed, by zone, past  
18           Underutilized platted lots and add back 25% and for vacant platted lots 100%  
19           previously removed were added back in; 2021 considers not adding plats or  
20           any pipeline projects; instead, add those back in under Step 8 when calculating  
21           housing capacity based on actual permitted lots or units for that plat.
- 22           • **APPLIED DENSITY IN EACH ZONE TO YIELD HOUSING UNIT CAPACITY**
- 23           • 2020 update will review achieved densities through lookback; may need to  
24           consider gap analysis and density assumptions that are tagged or targeted,  
25           viewed as infrastructure gap areas for lower assumed density of that area.
- 26           • **APPLY AVERAGE HOUSEHOLD SIZE TO HOUSING UNIT CAPACITY TO YIELD**  
27           **NET POPULATION CAPACITY**
- 28           • This applies for both Single Family and Multi-Family residences, to find how  
29           many people can be housed based on each zone and capacity.
- 30           • **QUESTION:** Mr. Beam asks if 5 – 9 units is specified, which is used, 5 or 9?
- 31                 • **ANSWER:** Ms. Williams notes the lookback approach applied a default  
32              assumption for each zone.
- 33                 • Ms. Silva notes Kitsap has specific legal reasons attached to its  
34              approach; the original LCA, similar to the 2004 referenced in  
35              materials, included 0 reduction, which was challenged through the  
36              Kingston Subarea Plan expansion and 10-year update; created de  
37              facto expanded UGAs and inflated land supply, and a long legal battle;  
38              Kitsap County also considered, for a time, dropping urban low from 5

## Kitsap County Planning Commission Minutes – December 15, 2020

1 to 4 minimum, which was also litigated; also had a Growth  
2 Management Hearings Board appeal that Kitsap should have been  
3 targeting what we desired, not just what we had achieved; we do see  
4 the value of minimum density, and argue that we can ensure that as a  
5 part of review, but we have lost the same legal battle too many times.

- 6 • Mr. Shattuck notes that during Land Use Bar Association meetings  
7 some years earlier, Kitsap was routinely referenced as how not to do  
8 things; appreciates staff's desire and determination not to let that  
9 happen again.
- 10 • Mr. Ward notes the bottom or top of range does not really work, but  
11 somewhere in the middle is where it lands.

12 **7:06 pm**

- 13 • **QUESTION:** Mr. Beam asks if this review includes looking at where we should  
14 develop next or optimal places for expansion.

- 15 • **ANSWER:** Ms. Silva notes we are reviewing how to accommodate  
16 growth, looking at land supply; there is a demand side that comes  
17 with growth targets, set in Countywide Planning Policies (CPP) in  
18 Kitsap County which are now being reviewed by KRCC); this report  
19 looks at current planning horizon through 2036; what reasonable  
20 measures to take in terms of what we plan versus what is possible,  
21 until 2024 when law changes and we will have a new round of growth  
22 targets that will go to 2044, instead of 2036; all Counties and Cities  
23 will be working on this in the same time frame; will look at all UGA  
24 opportunities and associated expansion and how to validate it  
25 through many elements such as GMA, Capital Facility plans.

26 **7:09 pm**

- 27 • **NEXT STEPS**
- 28 • Ms. Williams notes the second Local Jurisdiction Meeting on 12/8 to continue  
29 work toward agreement on LCA steps, as required in Kitsap CPPs.
- 30 • BERK will review the data and work on Steps 1 – 3 and see how the approach is  
31 taking shape and identify gaps; next we will review affordable housing memo  
32 timeline and the residential and commercial/industrial LCA matrix, draft  
33 technical guidance for the LCA and look at preliminary analysis of growth  
34 trends; BoCC briefing scheduled for 12/16; finish up lookback permit review.
- 35 • Ms. Williams notes 2021 will see planned 1:1 check-ins with jurisdictions,  
36 outreach to interested parties and Key Partners, additional PC and BoCC status  
37 updates; calls for questions and comments.
- 38 • **COMMENT:** Mr. Beam commends staff for wonderful job on a difficult subject.

## Kitsap County Planning Commission Minutes – December 15, 2020

- 1 • **COMMENT:** Chair Eliason appreciates the slides showing the steps in order  
2 from left to right.
- 3 • **QUESTION:** Mr. Beam asks, if not too difficult in GIS terms, if the PC could see a  
4 County map overlaid with all restrictions.
- 5 • **ANSWER:** Ms. Silva confirms the map is posted publicly on the site  
6 under “Building Limitations.” Also notes, just because a property has  
7 restrictions does not mean it is entirely unbuildable, either in part or  
8 with mitigation.
- 9 • Chair Eliason notes all the restriction mapping can be viewed, pulled  
10 up through the Department webpage.
- 11 • PC expresses appreciation for Ms. Williams’ presentation and Mr. Ward & Ms.  
12 Silva for additional comment and input.

13 **7:18 pm**

### 14 **H. Public Participation Work Group**

- 15 • Mr. Beam presents the Public Participation Group Report Out and notes from  
16 the meeting, noting an argumentative comment is the County has a Public  
17 Notification Plan, not a Public Participation Plan; also the PC has few members  
18 of the public providing comment or attending public meetings.
- 19 • Mr. Beam reads recommendations, some of which include: opening discussion  
20 should always include why change is necessary, why current regulation isn’t  
21 working; for updates like SMP, the reason for the update should be explained;  
22 PC and public materials and drafts should be out to the public to review earlier  
23 and updated often; consider holding PC meetings in other districts for major  
24 updates; PC members encourage to attend other citizen and stakeholder group  
25 meetings to talk about topics and work of PC; inform or involve the PC earlier  
26 when DCD briefs the BoCC; improving the DCD website and Kitsap 1 Call  
27 response.
- 28 • Mr. Beam requests comment from the PC on how to continue.
- 29 • **COMMENT:** Mr. Shattuck appreciates Mr. Beam’s efforts; notes this doesn’t  
30 recognize some of the progress made over years; good example is BLA last  
31 round, we had very little public participation, concept was it was an internal  
32 DCD document to be used in the Comp Plan; part of this change came out of  
33 that message that we wanted it opened up to public participation.
- 34 • Mr. Beam has good suggestions; encourages focus on things the PC can do;  
35 good example is the Comp Plan Amendment and holding the meetings where  
36 the people are affected; also encourages PC members to go to their individual  
37 community councils and groups to explain what’s going on, not just put it on  
38 staff to do that.

## Kitsap County Planning Commission Minutes – December 15, 2020

- 1
- 2
- **QUESTION:** Chair Eliason asks is each of the bulleted items listed were a group consensus, or that the item was mentioned to the group?
- 3
- **ANSWER:** Mr. Phillips notes the items were mentioned, with the aim of getting conversation rolling; the group understood we need more time to formulate.
- 4
- Agrees with Mr. Shattuck that a lot of these items can be done by the PC, to help shed light on what the PC is, what it can do and why the public should pay attention; an example is that tonight’s meeting we had two comments, believes there would be more if people understood the long term effect of these changes.
- 5
- 6
- **COMMENT:** Ms. Maule agrees getting people information on how they can participate is an important idea; if they don’t care they won’t bother to come; wants to understand more about the PC’s role and what is appropriate in terms of members and community outreach, going to regional meetings, etc.; are there boundaries to how we can reach out to the local community?
- 7
- Mr. Phillips, this was brought up with the work group, looked at what are the boundaries; opened up, and we are not limited to talking only among ourselves, but the biggest disclaimer you have to do is that you are an individual on the PC, not speaking on behalf of the whole PC; you are there to solicit and gather input for the PC; that’s why people need to understand what and how the PC can have an impact.
- 8
- Mr. Shattuck notes a good example is the Central Kitsap Comm Council (CKCC), a previous PC member, Mr. Sommerhauser would stand up at each meeting and announce what was happening at the PC next month, and why members as citizens might be interested; they would then be able to broadcast it out to the rest of the area through word of mouth; this was absolutely appropriate, and lets people know it’s important to you, and you want to help them be involved, etc.
- 9
- Chair Eliason notes Mr. Beam mentioned some possible factors like COVID, but another is there hasn’t been a big blockbuster topic; not many people show up for Stormwater, but for agricultural restrictions, they come in droves; all depends on subject matter; shoreline usually generates interest.
- 10
- Ms. Allen thanks committee for putting ideas together, noting public participation is always an ongoing challenge that COVID made especially acute; people unfamiliar with technology, going to where people are, there are also challenges that government has in making sure to abide by the Open Public Meetings Act; these items are well-trodden and we will always face them; agrees with Chair Eliason that subject matter often drives attendance; likes the idea of a staff directory, noting Kitsap is one of few jurisdictions where no staff direct email or phone contact is published; could set up a booth for the PC with
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40

## Kitsap County Planning Commission Minutes – December 15, 2020

1 maps where people can come and talk is an interesting community experience;  
2 appreciates staff's efforts to get out to where people are other than standing  
3 at the podium for 5 minutes.

- 4 • Mr. Beam will distribute the written report; will wait until next year for  
5 discussion among members.
- 6 • Mr. Phillips notes he can see continuing work on this, but it is incumbent on PC  
7 members whether to do so in the coming year; also notes each individual can  
8 bring ideas to the Commissioner comments.
- 9 • Chair Eliason thanks the committee and notes the PC will take the  
10 recommendations under consideration.

### 11 I. For the Good of the Order/Commissioner Comments

- 12 • Ms. Silva notes staff is working with the Volunteer Coordinator to ask the BoCC  
13 to take action on reappointment resolutions for Ms. Maule and Mr. Phillips  
14 during a session prior to the next sched PC meeting – instead of standard  
15 process of adoption at a regular meeting; when combined with current  
16 vacancies we will not have a quorum until the BoCC reappointment  
17 confirmation and signatures are complete.
- 18 • Mr. Phillips and Ms. Allen ask, and Ms. Silva confirms, interviews are taking  
19 place this week for vacancies but have not been finalized; newly filled  
20 vacancies will also need to be confirmed.
- 21 • Chair Eliason recommends cancelling the 1<sup>st</sup> January meeting.
- 22 • Ms. Silva notes the SMP update will add considerable time to the 1/19/21  
23 meeting; Mr. Beam asks to publish materials sooner; Ms. Silva notes staff is  
24 working on and will provide material as soon as possible; Chair Eliason notes  
25 time would be extended but may allow for new members to participate fully;  
26 Mr. Phillips supports the recommendation.
- 27 • **MOTION: Joe Phillips moves to cancel the 1/5/21 PC Meeting.**
- 28 • **SECOND: Kim Allen**

- 29 • **VOTE: 5 in Favor; 0 Opposed; 1 Abstention – Motion Carries**

30 **7:53 pm**

- 31 • Chair Eliason notes 2021 Chair and Vice Chair Elections are scheduled for the  
32 1<sup>st</sup> meeting in January; calls for any announcements
  - 33 • Mr. Phillips expresses interest as Chair; Ms. Maule expresses interest  
34 as Vice Chair as counterpart to an experienced Chair.
- 35 • Mr. Ward notes many legislative bills will likely be filed in late December that  
36 could impact DCD, the Planning Commission and Kitsap on topics such as Land  
37 Use GMA Reform, climate resiliency planning and emissions reductions

**Kitsap County Planning Commission Minutes – December 15, 2020**

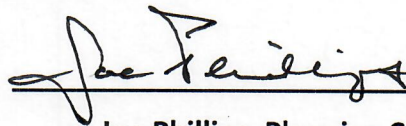
1 planning in the Comp Plan, changing critical areas from no-net-loss to net-gain,  
2 including salmon recovery as separate element into the Comp Plan and others;  
3 Mr. Beam asks if Mr. Ward can send links to the PC on these bills.

- 4 • Ms. Silva notes the Ruckelshaus Report was sent to various agencies; Kitsap  
5 has commented with concern; when legislative session starts, bills will be filed  
6 and we can send those on; there are many unknowns right now, strongly  
7 encourages community groups to get out and testify and advocate.
- 8 • Ms. Allen asks, and Ms. Silva confirms, when the BoCC Legislative Agenda is  
9 developed, it will be provided to the PC. While Ms. Silva has not seen the  
10 current version but anticipates this upcoming session to be more defensive,  
11 likely responding to bills as opposed to proposing legislation.
- 12 • Mr. Ward notes in early January there is a good idea of what is coming; noting  
13 the proposals may not necessarily be bad but might be operationally  
14 challenging or cost prohibitive in terms of implementation and other factors.
- 15 • Ms. Silva notes another opportunity to engage at a local level are weekly  
16 Monday morning BoCC briefings with lobbyists, on summary of proposed bills  
17 with impact to not only land use, but could be Sherriff, Human Services, etc.
- 18 • Chair Eliason asks, and Ms. Silva confirms, the Department has plans for  
19 recognition of the departing PC members.
- 20 • Chair Eliason expresses appreciation for PC and staff during his year as Chair.
- 21 • **MOTION: Kim Allen moves to adjourn the meeting.**
- 22 • **SECOND: Richard Shattuck**

23 • **VOTE: 6 in Favor; 0 Opposed – Motion Carries**

24  
25 **Time of Adjournment: 8:08 pm**

26  
27 **Minutes approved this 19th day of January 2020.**

28  
29 

30 **Joe Phillips, Planning Commission Chair**

31  
32 

33 **Amanda Walston, Planning Commission Clerk**