

**Kitsap County Planning Commission Minutes – June 15, 2021**

**KITSAP COUNTY PLANNING COMMISSION**

**Zoom Webinar**

<https://us02web.zoom.us/j/85812492286>

**OR Dial In: (253) 215-8782 Webinar ID: 858 1249 2286 Password: 058227**

**June 15, 2021 @ 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).

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**Members present:** Joe Phillips (Chair), Amy Maule (Vice Chair), Alan Beam, Kari Kaltenborn-Corey, Mike Eliason, Stacey Smith

**Members absent:** Aaron Murphy, Steven Boe

**Staff present:** Angie Silva, Darren Gurnee, Dave Ward, Liz Williams, Amanda Walston (Clerk)

**5:30 pm**

**A. Introductions**

**B. Virtual Meeting Protocol**

**C. Adoption of Agenda**

- **MOTION:** Mike Eliason moves to adopt the agenda as presented
- **SECOND:** Alan Beam
- **VOTE: 6 in Favor; 0 Opposed – Motion Carries**

**D. Adoption of Minutes**

- **MOTION:** Stacey Smith moves to adopt the minutes of 05/18/2021 as presented.
- **SECOND:** Kari Kaltenborn-Corey
- **DISCUSSION:** Mr. Beam notes formal comment letters have been submitted to the planning commission in each of the past meetings as part of the public comments but are only referenced in the minutes as 'a letter was read' but contain no description about the content; asks that they be read into the record or the content included.
- Clerk provides clarification that the purpose and intent of minutes is provide summary of actions taking place at a meeting, not a verbatim or transcript of what was said during the meeting; noting that Roberts

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1 Rules of Order, as well as multiple recent trainings on the subject  
2 specifically advise against including specific content of general and  
3 public comment in meeting minutes, unless it is during a matter of  
4 public hearing, when specific items and topics have been publicly  
5 noticed according to legal or other code requirements.

- 6 • **MOTION TO AMEND:** Mike Eliason move to amend the minutes to  
7 correct the spelling of the word Chair on page 3
- 8 • **SECOND:** Amy Maule
- 9 • **VOTE: 5 in Favor; 1 Opposed – Motion Carries**
- 10 • **MOTION:** Mike Eliason moves to adopt the Minutes of 06/01/2021 with the  
11 following corrections: page 1, line 33, delete the word ‘realtor’; page 3, line 20,  
12 delete the last two words of the final sentence, ‘to the.’
- 13 • **SECOND:** Amy Maule
- 14 • **VOTE: 5 in Favor; 1 Opposed – Motion Carries**

15 **5:54 pm**

### 16 E. General Public Comment

- 17 • **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- 18 • **SPEAKER:** Bill Palmer, South Kitsap resident, President of Kitsap Alliance of  
19 Property Owners (KAPO)
  - 20 • Comments regarding what the Planning Commission (PC) includes  
21 when issuing its Findings of Fact.
- 22 • **Chair Phillips** calls for other speakers; seeing and hearing no other, **closes the**  
23 **floor** to general speakers.

24 **5:57 pm**

### 25 F. 2020 Annual Planning Commission Report – Dave Ward, Planning and Environmental 26 Programs (PEP) Manager (est. 5 min)

- 27 • Mr. Ward notes the PC’s proposed edits have been incorporated into the final  
28 draft presented tonight.
- 29 • **MOTION:** Mike Eliason moves to adopt the 2020 Annual PC Report as  
30 presented.
- 31 • **SECOND:** Stacey Smith
- 32 • **VOTE: 6 in Favor; 0 Opposed – Motion Carries**

33 **6:00 pm**

### 34 G. Briefing: Buildable Lands Program – Liz Williams, Planning Supervisor (est. 5 min)



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- 1 • **QUESTION/ANSWER:** Mr. Beam asks, and Mr. Gurnee confirms, the  
2 PowerPoint presentation/slide deck will be posted on the PC site as well as the  
3 Project website.
- 4 • Chair Phillips asks, and Mr. Gurnee confirms, the ‘tiny url’ goes to the  
5 same website listed on the agenda, it is just abbreviated for ease of  
6 use, to save space.

7 **6:30 pm**

### 8 **I. General Public Comment**

- 9 • **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- 10 • **Chair Phillips** calls for other speakers; seeing and hearing no other, **closes the**  
11 **floor to general speakers.**

### 12 **J. For the Good of the Order/Commissioner Comments**

- 13 • Ms. Kaltenborn-Corey asks if there is any update on meeting in person, notes  
14 topics such as the Zoning Use Table may be helpful to have a session in person.
- 15 • Angie Silva, DCD Assistant Director, notes DCD has reopened in-  
16 person with a soft launch in June, with lobby hours of 9am – Noon,  
17 largely appointment based; noting BoCC has tentatively targeting  
18 7/12/21 as the target for a larger re-opening of the Administrative  
19 Building campus.
- 20 • All public meetings are still held in virtual format; working with  
21 revised governor’s orders; also working on technology changes.
- 22 • Ms. Smith asks, and Ms. Silva confirms, there has not been any further update  
23 from the BoCC regarding the request from the Property Owners Association for  
24 a meeting with PC, BoCC, Legislators.
- 25 • Mr. Ward announces he has accepted a position with King County and tonight  
26 will be his last attended meeting; thanks the PC for their time, thoughtful  
27 deliberation, and service
- 28 • Mr. Beam references a Kitsap Sun article regarding a proposed increase in  
29 Public Works (PW) transit fees and effects on affordable housing, requests a  
30 briefing.
- 31 • Ms. Silva notes impact fees are not a direct result of BoCC action; a  
32 public hearing is set for end of July; PW is holding presentations for a  
33 number of group including the Kitsap Builders Association (KBA) and  
34 Department Advisory Group (DAG); notes other Interested Parties can  
35 reach out to Joe Rutan, Assistant Director at PW Roads/Maintenance,  
36 and the impact fee study is also up on their website;

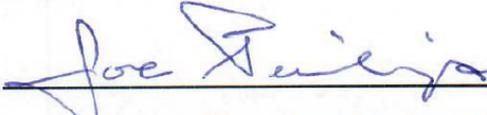
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- 1                                   • Mr. Beam asks if the PW can be brought in to present for the PC; Ms.
- 2                                   Silva notes impact fees is not within the regulatory purview of the PC
- 3                                   and DCD is not able to set PW agenda or workplan.
  
- 4                                   • Mr. Eliason notes regarding public comments coming in, it is unfortunate there
- 5                                   is not a way to attach it since it is not part of any official public hearing record.
  
- 6                                   • Mr. Eliason requests there will be at least one more PC meeting before the
- 7                                   Annual joint meeting with the BoCC to allow some thought on potential topics
- 8                                   for discussion.
  
- 9                                   • Mr. Eliason also requests Assistant Director Silva or Chair Phillip send a letter of
- 10                                  thanks to recently resigned Kim Allen for her service as a Planning
- 11                                  Commissioner.
  
- 12                                  • Chair Phillips notes the second page of the Planning Commission Meeting
- 13                                  Guidelines have been reviewed and edits proposed to update a code reference
- 14                                  and language regarding comment; asks Clerk to circulate copies to the PC for
- 15                                  discussion and consideration at next meeting.
  
- 16                                  • **MOTION:** Mike Eliason moves to adjourn the meeting.
- 17                                  • **SECOND:** Kari Kaltenborn-Corey
  
- 18                                  • **VOTE: 6 in Favor; 0 Opposed – Motion Carries**

19 **Time of Adjournment: 6:58 pm**

20 **Minutes approved this**   20th   **day of**   July   **2021.**

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**Joe Phillips, Planning Commission Chair**

  
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**Amanda Walston, Planning Commission Clerk**