

Kitsap County Planning Commission Minutes – July 20, 2021

KITSAP COUNTY PLANNING COMMISSION

Zoom Webinar

<https://us02web.zoom.us/j/88483404870>

OR Dial In: (253) 215-8782 Webinar ID: 884 8340 4870 Password: 613866

July 20, 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).

Planning Commission (PC) Members present: Joe Phillips (Chair), Amy Maule (Vice Chair), Alan Beam, Kari Kaltenborn-Corey, Mike Eliason, Stacey Smith, Steven Boe, Aaron Murphy
Department of Community Development (DCD) Staff present: Angie Silva, Darren Gurnee, Melissa Shumake, Liz Williams, Amanda Walston (Clerk)

5:30 pm

A. Introductions

B. Virtual Meeting Protocol

C. Adoption of Agenda

- **MOTION:** Alan Beam moves to adopt the agenda as presented.
- **SECOND:** Aaron Murphy
- **VOTE: Unanimous in Favor – Motion Carries**

D. Adoption of Minutes

- **MOTION:** Alan Beam moves to adopt the minutes of the 6/15/21 meeting as presented.
- **SECOND:** Kari Kaltenborn-Corey
- **VOTE: 7 in Favor, 1 abstain, Motion Carries**
- Minutes of 7/6/21
- **MOTION:** Alan Beam moves to amend minutes on page 1, line 5 to update July '6'; page 3, line 36 correct to '...goal is to provide a complete picture'; page 5, line 17, correct to 'PC, BoCC and other housing committee members'
- **SECOND:** Steven Boe

Kitsap County Planning Commission Minutes – July 20, 2021

- 1 • **VOTE: Unanimous in favor – Motion Carries**

2 **5:38 pm**

3 **E. General Public Comment**

- 4 • **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- 5 • **SPEAKER:** Bill Palmer, South Kitsap resident, President of Kitsap Alliance of
6 Property Owners (KAPO)
 - 7 • Comments regarding tonight’s presentation on Code Update; in-
8 person public hearings.
- 9 • Chair Phillips notes PC is relying on direction of the Board of County
10 Commissioners on when the Administration Building will be available for use.
- 11 • **Chair Phillips** calls for other speakers; seeing and hearing no other, **closes the**
12 **floor to general speakers.**

13 **5:40 pm**

14 **F. Briefing: Zoning Use Table Update – Darren Gurnee, DCD Planning and**
15 **Environmental Programs (PEP) Planner (approx. 60 min)**

- 16 • Mr. Gurnee notes the draft proposal will be released to the public on July 30,
17 as it has not been released to any group yet; providing a preview of what will
18 be released in future;
- 19 • Mr. Gurnee provides a brief review of the project status, including timeline,
20 public process and comment period as well as the public to be released;
21 noting that tonight’s presentation to the PC is essentially a preview of
22 documents such as the Scoping Matrix and Amendment Guide which address
23 primary project goals to:
 - 24 • Reduce barriers to investment in: Urban Growth Areas (UGAs),
25 Limited Areas of More Intensive Rural Development (LAMIRDs) and
26 Rural Commercial and Rural Industrial zones.
- 27 • Project will also address:
 - 28 • Housing Equity and Diversity; Economic Development, through scaling
29 Land Uses to streamline level of permit review and adding new uses
30 based on projects submitted to DCD and comparison of other
31 jurisdictions; Making the Code Easier to Use.
- 32 • Mr. Gurnee clarifies the format of documents tonight are not in same as the
33 traditional public comment matrix; as planned, this captured feedback
34 gathered throughout the initial phases of project; when public comment
35 period opens, the traditional comment matrix format will be used to track and
36 respond to comments received.
- 37 • Mr. Gurnee highlights some changes including Public Facilities, allowing for

Kitsap County Planning Commission Minutes – July 20, 2021

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

streamlined permit review for smaller facilities.

- **QUESTION:** Mr. Beam asks about Urban Fringe, referenced on Line 115.
 - **ANSWER:** Mr. Gurnee notes a general significance of transitional growth from urban areas to the rural areas; in some jurisdictions, a greenbelt around a city; Kitsap is primarily the UGA boundary.
- **QUESTION:** Mr. Eliason asks why some items of concern from the earlier draft were removed.
 - **ANSWER:** Mr. Gurnee notes based on responses from the discussion and focus groups, enforcement of some items was of some concern.
 - Angie Silva, DCD Assistant Director, notes keeping with the objective, scope and timeline of this project, of the use table update, staff took some items such as garage sales and asked the question how does align with the purpose or achieve the goal to remove housing barriers in our UGA and improve economic development, etc. or firework sales, which are permitted through separate use code.
- Mr. Gurnee reviews the Scoping Matrix, referencing visual presentation, noting main proposed actions.
- **QUESTION:** Mr. Murphy asks about the proposed action, ‘Reduce Permit Review Required’ and where the primary impact is intended to be.
 - **ANSWER:** Mr. Gurnee notes it intends to address the compatibility issues to make the level of permit, and the associated review required, appropriate and less burdensome where possible;
 - Such as, instead of a Conditional Use Permit (CUP) it would be an Administrative CUP or (ACUP), or instead of ACUP it would be Permitted, if possible.
 - It would not necessarily be procedural or to reduce the number of documents required during the applicant’s submittal, that is driven by the project itself.
- **QUESTION/ANSWER:** Ms. Smith asks, and Ms. Silva confirms, there are some privately owned park lands in Kitsap County, however, any proposed changes referenced in the Use Table would apply to public-owned parks.
- Mr. Gurnee notes proposed changes to use table DEFINITIONS will add 88 new, repeal 7 and revise 48;
- Proposed RELOCATION OF FOOTNOTES, would shift 117 allowed use table footnotes into a new chapter called ‘Allowed Use Standards’ to help reduce redirection; also
- Mr. Gurnee notes proposed TRANSFER of uses from other locations in code

Kitsap County Planning Commission Minutes – July 20, 2021

1 would add 7 categorical uses from other locations in code.

- 2 • Proposed changes to Use Table Format would add hyperlinks to zone chapters,
3 categorical use definitions, and special provisions; and add a Port Gamble
4 Chapter Appendix to capture Code as it is today.
- 5 • Mr. Gurnee calls for Questions; will try to answer tonight, but mainly will flag
6 for discussion to prepare for discussion at work study.

7 **6:24 pm**

- 8 • **QUESTION:** Mr. Murphy asks for three main topics of concern or comment
9 from stakeholders or discussion groups.

- 10 • **ANSWER:** Mr. Gurnee notes a good mix of comments; with concern
11 about compatibility of use being high with worry about scale of
12 development next to their home; others wanted more opportunity to
13 develop commercial uses closer to residential areas; large
14 appreciation for allowing multiple housing types and an apprehension
15 for allowing temporary uses; biggest commonality seemed to be
16 desire for least amount of permit review and requirements needed
17 but still allowing the public to provide comment on a project if it
18 seem it would be controversial.
- 19 • Liz Williams, DCD Interim PEP Manager, notes a countywide survey
20 went out, reaching a large number; for initial response, key themes
21 were encouraging walkable neighborhoods; allowing opportunities
22 for small scale commercial uses, like getting a carton of milk or daily
23 essentials; looking for opportunities to allow, encourage, ensuring
24 that neighborhood compatibility and diversity stays at the forefront;
- 25 • Mr. Gurnee also notes that it was voiced, and heard, that forcing a
26 mixed use did not really work; we went through a very good process
27 that addressed the forced mixed-use piece and removed that
28 requirement.
- 29 • Mr. Beam thanks Mr. Gurnee for an excellent summary; noting that
30 he had a difficult time finding it on the website; suggests making it
31 easier to use and work with features on the project page.
- 32 • Mr. Gurnee notes the department will meet this week with a web
33 designed to work on making the page and website more user-friendly,
34 easier to navigate, find project documents; right now not many
35 current documents available, but they will be soon and easier to find.
- 36 • **QUESTION:** Ms. Kaltenborn-Corey asks if revisions to standards for Accessory
37 Dwelling Units (ADUs) will apply to LAMIRDS or rural zones as well as in UGAs?
 - 38 • **ANSWER:** Mr. Gurnee notes for LAMIRDS, in a few zones allowing
39 residential it would apply, but in terms of rural residential or rural

Kitsap County Planning Commission Minutes – July 20, 2021

- 1 protection, those zones are outside the project scope.
- 2 • Ms. Williams confirms that in terms of urban standards, those do not
- 3 apply to LAMIRDs or Rural Zones.
- 4 • **QUESTION:** Ms. Kaltenborn-Corey notes a change to commercial zoning,
- 5 regarding indoor storage was mentioned, asks where that can be found in the
- 6 update?
- 7 • **ANSWER:** Mr. Gurnee confirms the change to allowing indoor storage
- 8 is in commercial zones, intended to provide that access to residents
- 9 closer; but it does not extend to outdoor storage; noting self-storage
- 10 is its own use now, which has been rolled up into ‘indoor storage’
- 11 • Ms. Williams notes as part of the preliminary discussion draft was
- 12 prepared, it was proposed that moving forward to not allow that use
- 13 in those areas; that is the change from that draft, you will see
- 14 ‘hazardous’ has been removed from that Indoor Storage use.
- 15 • Ms. Kaltenborn-Corey asks if a CUP would be needed; Ms. Williams
- 16 will look at the draft to confirm.

17 **6:39 pm**

18 **G. Status Update: Buildable Lands Program (BLP) – Liz Williams, DCD Interim PEP**

19 **Manager (approx. 45 min)**

- 20 • Ms. Williams introduces Melissa Shumake, new Long-Range planner in PEP,
- 21 formerly from City of Walla Walla.
- 22 • Ms. Williams briefly presents a brief project overview and update, referencing
- 23 a visual presentation; noting working toward a release of the draft Buildable
- 24 Lands Report (BLR) in early August; tonight’s presentation will focus on the
- 25 main points of the BLR, such as population and employment growth.
- 26 • **COMMENT:** Mr. Eliason notes it appears Kitsap is over target in rural and under
- 27 in urban areas, and overall, slightly below; Ms. Williams confirms we are
- 28 overall slightly below.
- 29 • **QUESTION:** Ms. Smith appreciates the point made that the Office of Financial
- 30 Management (OFM) data provide projections and estimates, is curious to see
- 31 what the actual census numbers will tell us; asks about DCD thoughts.
- 32 • **ANSWER:** Ms. Williams notes timing of the census data won’t allow
- 33 for that in the project; also notes census doesn’t always align on the
- 34 aggregate level and OFM is actually preferable in this particular
- 35 setting as it ties specifically to our planning areas.

Kitsap County Planning Commission Minutes – July 20, 2021

- 1 • **QUESTION/ANSWER:** Mr. Eliason asks, and Ms. Williams confirms, the Poulsbo
2 UGA, is very small, with an annual growth of very close to 1; also noting local
3 agreements in place to administer our zoning code.
- 4 • Ms. Silva notes a nuance with interlocal agreements and applicability
5 is the City is the primary provider of water and sewer and does
6 require a no protest agreement for annexation; very few subdivisions
7 are submitted without proposing annexation into the City.

8 **6:55 PM**

9 **BREAK**

10 **7:00 pm**

- 11 • Ms. Williams resumes presentation, noting the Urban/Rural Growth split for
12 2013 – 2019 was 71 Urban, 29 rural; while the CPP had set the goal for that
13 time frame at 76 Urban, 24 Rural; in addition to being close, Ms. Williams also
14 notes it has grown from the starting point of 43 Urban to 57 Rural which does
15 show consistent progress since the start of those CPP goals.
- 16 • Reviews Employment growth actual and target data; overall percentage
17 tracked closely to CPP goals, and close in the Urban/Rural split with 92% Urban
18 as the CPP and our actual was 86% Urban.
- 19 • Reviews Covered Employment growth, county, actual and target by jurisdiction
20 – noting that Bainbridge Island, Poulsbo, Port Orchard and Port Orchard UGA
21 all grew beyond their targets; also notes estimates are expected to shift with
22 relocation and completion of the multi-county medical facilities in Silverdale
23 that was recently completed.
- 24 • **QUESTION/ANSWER:** Chair Phillips notes that military is not included, asks if
25 jobs in military complexes are counted; Ms. Williams confirms they are not.
- 26 • **QUESTION:** Ms. Smith asks about any effect on jobs or employment numbers
27 from impacts of work going remote in 2020 due to COVID.
- 28 • **ANSWER:** Ms. Williams confirms it is on the radar, but still unsure
29 how the effect would impact the actual 2020 numbers or if it would
30 slide more into the following years.
- 31 • **QUESTION/ANSWER:** Mr. Beam asks, and Ms. Williams confirms, a LAMIRD
32 would be considered rural, noting anything counted outside urban is
33 considered rural.
- 34 • Ms. Williams reviews project timeline; noting the preliminary draft report has
35 been shared with the Department of Commerce; DCD continues to work with
36 the cities to finalize the draft report, preparing for release of the public draft in
37 august; public comment period will follow with wrap up of final report by
38 September.

Kitsap County Planning Commission Minutes – July 20, 2021

7:13 PM

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

H. General Public Comment

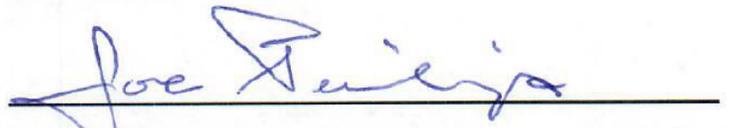
- Chair Phillips opens the floor to speakers wishing to provide testimony.
- Chair Phillips calls for other speakers; seeing and hearing no other, closes the floor to general speakers.

I. For the Good of the Order/Commissioner Comments

- Chair Phillips notes the Joint BoCC & PC annual meeting poll was sent out to PC with 2 dates, both at least 3 weeks out; results to be confirmed,
- MS. Smith asks about the typical agenda; Chair Phillips notes the annual report is typically reviewed, if there are any current topics of interest to the Commissioners those can be addressed; if there are topics, they can be sent in
- Clerk clarifies there is a specific formal agenda submitted to, and managed by the Commissioners' Office; the meeting is conversational in tone to allow the BoCC and PC a chance to have an open discussion about the work they are doing for the citizens, but it is a formal set agenda during one of the Commissioners AM or PM briefing sessions.
- **MOTION:** Amy Maule moves to adjourn the meeting.
- **SECOND:** Steven Boe
- **VOTE: 8 in Favor; 0 Opposed – Motion Carries**

Time of Adjournment: 7:20 pm

Minutes approved this 17th day of August 2021.


Joe Phillips, Planning Commission Chair


Amanda Walston, Planning Commission Clerk