



Executive Summary

Issue Title: Buildable Lands Program
Meeting Date: October 28, 2020
Time Required: 30 minutes
Department: Department of Community Development (DCD)
Attendees: Jeff Rimack, Angie Silva, Dave Ward, Liz Williams

Action Requested At This Meeting: Review and discuss approved scope of work and draft public participation plan for completion of the Buildable Lands Report.

Background

The Department of Community Development, in coordination with local cities, is undertaking a review and evaluation of Kitsap County's Buildable Lands Program. Kitsap County is one of seven counties required by the State's Growth Management Act (RCW 36.70A.215 and WAC 365-196-315) to complete a review and evaluation of development trends and urban land supply every 8-years. Specifically, the purpose of the program is to:

- "Look back" over the last six-years (2013-2019) to evaluate whether achieved densities (development trends) are consistent with relevant development assumptions and policies in Kitsap's Countywide Planning Polices (CPPs) and local comprehensive plans.
- "Look forward" to determine if there is sufficient buildable land capacity (land supply) in urban areas to accommodate the county's 20-year targets for:
 - Commercial employment;
 - Industrial employment; and
 - Housing units to accommodate population.
- If necessary, local jurisdictions must identify reasonable measures to address inconsistencies between:
 - achieved and planned densities; or
 - land supply and growth targets.

Local policies related to the Buildable Lands Program are found in Element B of Kitsap's CPPs. The policies require the County and local cities to:

- use consistent, agreed-upon methodology to estimate the land supply available to accommodate future residential, commercial, and industrial growth (Element B (1)(a));
- participate in a program to monitor and evaluate the effectiveness of their respective Comprehensive Plans (Element B (1)(b));
- establish procedures for resolving disputes in collection and analysis of data (Element B (1)(c)); and
- If necessary, implement appropriate reasonable measures within its jurisdictional boundary if inconsistencies are identified between development trends, land supply, and planned growth in their community (Element B (2)).

Recent Project Highlights

- On September 28, 2020, the Board of County Commissioners approved a contract with BERK Consulting, Inc. to support DCD with compiling the main deliverable of the Buildable Lands Program, the Buildable Lands Report. The scope of work and timeline for completing the Buildable Lands Report are in Attachment 1.
- DCD, in coordination with city staff, collected permit data to “look back” and evaluate development trends. In early-October, DCD met one on one with city staff to discuss remaining data collection needs.
- BERK will conduct a 3rd party review of the data collection effort for cities and unincorporated areas of the county to identify gaps and provide recommendations to streamline the annual data collection process.
- A draft Public Participation Plan (plan) for the Board’s consideration is in Attachment 2. The PPP highlights opportunities that will be used to engage with interested parties and key partners early and often throughout the process. The plan is subject to change as new participation opportunities are identified.
- On October 27, 2020, DCD and BERK facilitated the first of four (4) coordination meetings with local jurisdictions. The objectives of the first meeting included:
 - Review the goals and legal requirements, including the roles/responsibilities of the county and cities.
 - Present an overview of the process and timeline.
 - Share examples of how findings can be presented in the final Buildable Lands Report.
 - Discuss any questions or concerns and clarify next steps.

Attachments:

Attachment 1 – Scope of Work & Project Timeline

Attachment 2 – Draft Public Participation Plan for Buildable Lands Program

Attachment 3 – Program & Process Overview Slides

Kitsap County Buildable Lands Program Update

Consultant Scope of Work

September 17, 2020

Task 1. Project Management and Commission Meetings

Objective: Coordinate an initial meeting between County staff and the consultant team, ongoing meetings for regular project management, and attend check-in meetings with County Commission and stakeholders.

Approach: The Consultant will coordinate an initial meeting between the County and the consultant team to review and finalize the scope of work, discuss the project schedule and major deadlines, evaluate project data needs, and review project communications protocols. After this meeting, the Consultant will provide a revised scope for approval to the County project manager for final approval.

This task will also include regular check-in meetings between the County and key consultant staff throughout the project. The Consultant will determine the schedule and scope for these meetings as part of the initial kick-off.

Finally, this task includes up to four check-in meetings with the County Commission and/or project stakeholders to share progress and solicit feedback. We expect at least two of these meetings will be remote.

Deliverable:

- A finalized Project Charter, which will include an updated scope and schedule for the project.

Task 2. Support Permit Data Collection Process

Objective: Support the development of a streamlined process for annual permit data collection and analysis. This includes a peer-review of the County's permit analysis and associated PowerBi Dashboards for internal and external audiences.

Approach: The Consultant will begin by coordinating with the Kitsap County Department of Community Development (DCD) staff to review the current process for collecting permit data for cities and unincorporated areas of the county. Next, based on this review of the process and data as well as requirements for analyzing growth trends in support of the Buildable Lands Program, the Consultant will develop recommendations for identifying gaps and streamlining annual permit data collection. These recommendations will take into consideration the technical capacity of DCD staff as well as city permitting staff as appropriate to support the development of a sustainable and coordinated process that may automate as many steps as possible.

The recommendations could include changes in the schemata of existing permit databases; scripts, spreadsheets, and GIS tools for automated data analysis and reporting; and samples of automated reports for tracking annual progress towards growth targets, including Key Performance Indicators (KPIs).

Deliverable:

- Written recommendations for data collection and processing, including SmartGov data and supplementary data transfers.

Task 3. Review Growth Trends

Objective: Evaluate the alignment between historic growth trends and planned growth targets.

Approach: Drawing on data from OFM and the Census, the Consultant will analyze County and city historic population and employment growth trends. Next, the Consultant will evaluate how these trends have aligned with 2036 targets adopted in the Kitsap Countywide Planning Policies and comprehensive plan assumptions for cities and the County. The objective of this work will be to identify those areas where previous growth targets and actual growth did not align, review the potential reasons for this misalignment, and determine adjustments to be incorporated into future targets.

Deliverable:

- A spreadsheet with this data and analysis
- A graphical presentation of growth trends, targets, and alignment
- A section of the final report devoted to an evaluation of previous growth targets and comparisons with growth trends.

Task 4. Prepare Housing Availability & Affordability Memo

Objective: Identify issues, constraints, and regulatory barriers affecting housing availability and affordability across the market spectrum in Kitsap County

Approach: The Consultant will begin with a review of Commerce report: Housing Memorandum: Issues Affecting Housing Availability and Affordability, recent statutes applying to housing affordability, City of Bremerton & Kitsap County Affordable Housing Recommendations Report in 2020 (including appendices), and findings from the Consultant’s support of the Kitsap County Comprehensive Plan (2016 Update). Then it will conduct a high-level analysis to identify issues most likely to be impacting housing availability and affordability in Kitsap County, referencing themes in the Commerce memo. This analysis will be informed by a review of findings from other tasks including development trends, market factors, land capacity, incentives, and infrastructure availability. Additionally, the Consultant will coordinate with County staff to solicit staff insights as well as stakeholder input. A key goal will be to evaluate early indicators of land use and regulatory barriers impacting housing development and affordability per RCW. Note that barriers to non-residential development will be addressed in Task 7.

Deliverable:

- Written report of review of the Commerce Housing Memorandum and summary of relevant findings to development in Kitsap County
- Documentation of early indicators of land use and regulatory barriers impacting development per RCW
- Report on current regulations and infrastructure gaps with staff recommendations. (Cross reference with Task 5 efforts)

Task 5. Develop Guidance for Land Capacity Analysis

Objective: Develop recommended methodologies and assumptions for jurisdictions in Kitsap County to use when selecting a defensible, data driven LCA methodology.

Approach: This process will consist of three steps:

5.1 Review Guidance and Prior Studies. The Consultant will review BLP guidance from Commerce, as well as relevant regulations, legislation, and case law to determine the necessary requirements for an LCA in Kitsap County. The Consultant will also review current and previous assessments in Kitsap County and other jurisdictions (including buildable lands counties) that include assumptions for buildable lands reporting and employment density.

5.2 Develop Assumptions for Kitsap County LCAs. Based on data compiled from Kitsap County and individual cities as well as interviews with DCD staff, the Consultant will conduct analysis and develop guidance to support defensible, data driven assumptions for LCA. These would include, but may not be limited to:

- **Infrastructure gaps.** This includes methods and assumptions for evaluating the impacts of current and planned future infrastructure capacity on the density or timing of growth. The Consultant will provide guidance on identifying gaps in major linear infrastructure and associated facilities, with a focus on water, sewer, stormwater, and transportation systems. This guidance will highlight how to consider planned future projects into these calculations, including the anticipated timing of project completion and potential impacts on expected growth within the 20-year planning horizon.
- **Public and capital facilities requirements.** This will include general assumptions about land requirements for facilities needed to support additional residential and commercial growth, such as schools, major roadway ROWs, utility easements, parks/recreation facilities, and community uses.
- **Land market supply factors.** The Market Factor assumption serves as a proxy for market conditions in the future that would limit development on vacant and redevelopable lands. Our guidance framework and methodology will consider the diverse conditions that exist across Kitsap County. In addition, guidance will need to allow for flexibility and the ability for cities to account for unique conditions they are uniquely aware of. Our guidance can be organized as a menu of options for cities to utilize, organized into a framework reflecting geographical, product and market typologies to the extent possible.

These assumptions, and potentially others, will be developed using data from recent infrastructure projects, Capital Facilities Plans, and other infrastructure systems planning from the cities and Kitsap County, as well as statistics and case studies about recent development and expected development yields within sample areas in the county. Additionally, the Consultant will interview county and city planners as well as members of the development community to gain a better understanding of public and private sector perspectives on the on issues affecting land capacity across Kitsap County.

For each of these assumptions, the Consultant will define comparable assumptions from other BLPs, highlight the data used in calculating Kitsap-specific values, and define recommended methodologies to be used by jurisdictions in developing any adjustments to these measures. The Consultant will also highlight how to consider the PSRC Centers Framework when selecting appropriate assumptions that may differ for regional and countywide centers.

5.3 Develop Defensible LCA Methodology. Based on Commerce guidance, the previous Kitsap County BLR, Buildable Lands work in other counties, new legislation and regulations, court challenges, and feedback from city and County staff, the Consultant will also propose recommended adjustments to the overall LCA methodology used to determine buildable lands. These recommended changes will also

highlight alternatives that cities and County could use to reflect context-specific elements of land markets while keeping these calculations consistent with the rest of the county. The Consultant will also review city and County LCA results for consistency with guidance.

Deliverables:

- A data-driven Technical Memo that can be incorporated into the final Buildable Lands Report. This memo will document the methodology used to develop recommended assumptions as well as guidance for its application by jurisdictions in Kitsap County.
- Proposed revisions to the Countywide Planning Policies if needed.

Task 6. Facilitation of LCA Methodology Technical Meetings

Objective: Facilitation of LCA Methodology Technical Meetings with cities and the County, including preparation and presentation of draft materials and findings to the group.

Approach: As part of the development of the Land Capacity Analysis methodology in Task 5, the Consultant will hold review meetings with key representatives from County staff and cities within the county. The purpose of these meetings will be to review the initial Technical Memo and make necessary revisions to consider potential differences between cities, as well as on-the-ground data available to these different jurisdictions.

Specific details about the coordination of these meetings (e.g., in-person versus phone/video chat, length, timing, invitees, etc.) will be finalized with County staff during the kick-off meeting. The Consultant would expect that for these sessions the Consultant will coordinate a series of four meetings amongst all invitees, which is anticipated to include the following meeting arc, or another topic progression mutually agreed:

- **Meeting 1:** Provide an overview of the process, approach, and roles and responsibilities of the County, Cities, and Consultant team. Discuss needs and opportunities for permit data collection and annual monitoring.
- **Meeting 2:** Review LCA methodology and review preliminary supporting analysis. Discuss format and approach for city guidance.
- **Meeting 3:** Review and discuss LCA methodology (follow up) and land use and regulatory barriers to both residential and non-residential development. Receive feedback from cities.
- **Meeting 4:** Review and discuss preliminary draft Buildable Lands Report. Receive feedback from cities.

The Consultant expects that these meetings would be about 90 minutes long, with materials provided at least one week in advance for review by participants. The Consultant will also coordinate with invitees to allow them to provide comments separate from these meetings where necessary. After these meetings, the Consultant will summarize the feedback received in a memo and revise the technical memo and corresponding report section to reflect the feedback received. If additional meetings are required, they will be facilitated by County staff.

Deliverables:

- A memo summarizing the feedback received at these meetings and recommended changes to the approach and final materials; revisions to the Technical Memo and Report to consider the comments

received (upon approval from the County project manager)

Task 7. Review & Analyze Reasonable Measures

Objective: Evaluate the effectiveness of existing reasonable measures and identify locations where additional measures may be necessary to accommodate projected growth consistent with growth policies.

Approach: This work will include three sub-tasks:

7.1 Review Guidelines. The Consultant will review Commerce Guidelines and relevant Growth Management Hearings Board cases to clarify the latest available criteria for determining when reasonable measures are needed, as well as “show-your-work” expectations and required and recommended monitoring of outcomes.

7.2 Analyze and Evaluate the Existing Reasonable Measures Framework. The Consultant will evaluate the existing reasonable measures framework from the previous Kitsap County BLR and Comprehensive Plan in two ways. First, the Consultant will assess the framework according to the guidelines and requirements, from the previous step in order to identify potential changes that would be necessary to align the reasonable measures framework to these considerations. The Consultant will also evaluate permit data and parcel assessor data to determine where planned density has not been achieved in the County, and where development patterns have been inconsistent with previous growth policies. These areas would be examined to determine whether existing reasonable measures were effective or not effective in accommodating new growth.

7.3 Develop Recommendations for Changes to the Reasonable Measures Framework. The Consultant will begin by reviewing our analysis of development trends with County staff to explore potential explanations for any inconsistencies and issues in need of further study, considering land use and regulatory barriers identified in Task 4. Next, in collaboration with County staff as appropriate, the Consultant will develop a series of recommendations for changes to the reasonable measures framework in Kitsap County that have good potential to achieve planned densities and result in the kinds of new residential and employment growth that address current needs in the County. These changes are anticipated to include consolidation of measures and clarification of connection to GMA goals.

Deliverables:

- A technical memo and section in the final Report providing the analysis of the existing reasonable measures framework in Kitsap County, as well as recommendations for changes to this framework. This will include clear documentation of the approaches used to evaluate the framework, as well as potential adaptations of the County Comprehensive Plan and zoning in the future.

Task 8. Prepare Buildable Lands Program Report

Objective. Collaborate with County staff to develop an informative and reader-friendly report that conveys findings and information consistently across jurisdictions and provides summaries of results.

Approach: The Buildable Lands Report will summarize density, development, land supply and capacity data by each community as well as cumulatively across geographies and community types (e.g. VISION 2050 typologies or sub-regions of the county). The report will also provide a development and growth trends analysis, a compilation of data tables and assumptions used, and a summary of overall findings., Note that although this Report will include the materials the Consultant is developing as part of previous Tasks, other materials will be provided by the County and cities during the project timeline.

Our process to develop the report will include:

- Early development of a report framework and table of contents for review.
- Preparation of report templates in Word and InDesign defining the headers, footers, color palette, and graphical style for review.
- Coordination with the County and other participants to manage timelines and receive materials for review, editing, and inclusion into the Report.
- Creation of preliminary draft, draft, and final reports to be reviewed by the County, cities, and stakeholders through participant workshops and the review process.

Because this document will include materials from the consulting team, County staff, and cities, the Consultant will manage this project to ensure that all the elements of the report are consistent, concise, and clear. The Consultant also recognizes that easy-to-use materials are essential, especially given the wide audience that will be using this Report into the future. To that end, the Consultant will provide:

- A clear, well-organized structure, with wayfinding features such as coding, headers, and symbols to allow for easy reference and quick reading.
- Charts, tables, maps, and infographics that present necessary information in an accessible and easy-to-understand format, reinforcing key points to generate understanding quickly.
- Concise and simple text in the main body of the document to express ideas with accessible language, with more technical details included in Appendices as required.
- Accessibility features for users that are visually impaired.

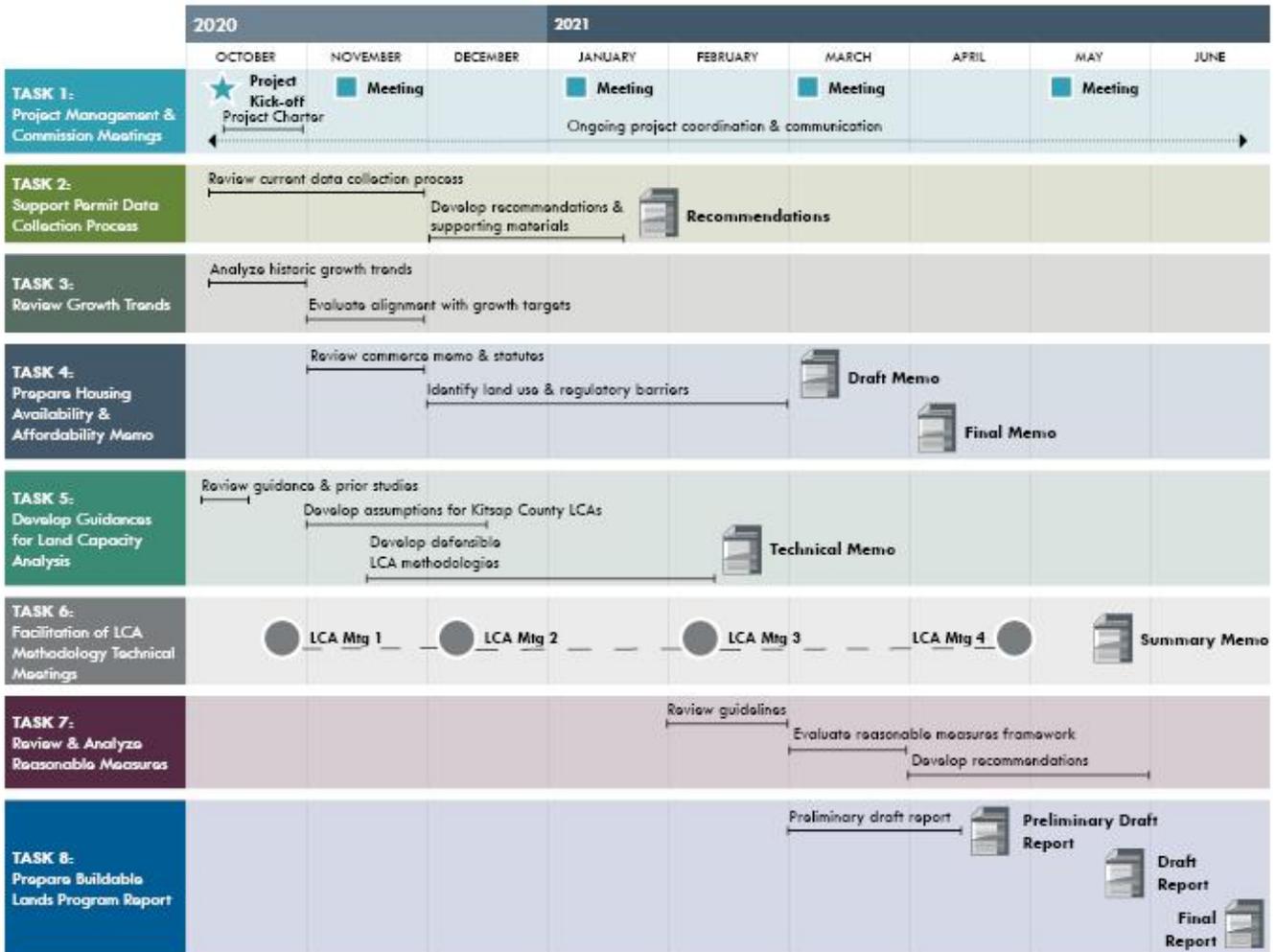
The Consultant will also help to craft other communications and messaging materials to make the findings in the report approachable, which may include fact sheets, report briefs, interactive web-based versions, and other products. These elements will be discussed as part of the project startup meeting.

Deliverables:

- Preliminary draft, draft, and final versions of the Kitsap County Buildable Lands Report
- Report graphics and other communications and messaging materials as required.
- Spreadsheet for summarizing LCA results
- A memo including recommendations for changes to be included in the 2024 Kitsap County Comprehensive Plan Update.

SCHEDULE

A preliminary schedule identifying the individual tasks and approximate initiation and completion times appears on the chart below. A more detailed schedule will be prepared in Task 1. Regular progress reports will be prepared, and the schedule updated as appropriate, with the overall need to complete by June 30, 2021 retained.



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Kitsap County

Buildable Lands Public Participation Plan

Introduction

The Department of Community Development (DCD), in coordination with local cities, is undertaking a review and evaluation of Kitsap County’s Buildable Lands Program. Kitsap County is one of seven counties required by the State’s Growth Management Act (RCW 36.70A.215 and WAC 365-196-315) to complete a review and evaluation of development trends and urban land supply every 8-years. Specifically, the purpose of the program review is to:

- “Look back” over the last six-years (2013-2019) to evaluate whether achieved densities (development trends) are consistent with relevant development assumptions and objectives in Kitsap’s Countywide Planning Polices (CPPs) and local comprehensive plans.
- “Look forward” to determine if there is sufficient buildable land capacity (land supply) in urban areas to accommodate the county’s 20-year targets for:
 - Commercial employment;
 - Industrial employment; and
 - Housing units to accommodate population.
- If necessary, identify reasonable measures to address inconsistencies between:
 - achieved and planned densities; or
 - land capacity and growth targets.

Local policies related to the Buildable Lands Program are found in Element B of Kitsap’s CPPs. The policies require the County and local cities to:

- use consistent, agreed-upon methodology to estimate the land supply available to accommodate future residential, commercial, and industrial growth (Element B (1)(a));
- participate in a program to monitor and evaluate the effectiveness of their respective Comprehensive Plans (Element B (1)(b));
- establish procedures for resolving disputes in collection and analysis of data (Element B (1)(c)); and
- if necessary, implement appropriate reasonable measures within its jurisdictional boundary if inconsistencies are identified between development trends, land supply, and planned growth in their community (Element B (2)).

This Public Participation Plan outlines the approach Kitsap County will take to provide opportunities for public participation early and often throughout the Buildable Lands Program review process. The plan also provides key contact information and web addresses to ask questions or access information. This plan is a working document and will be adjusted, as needed.

Public and Agency Goals

- Provide interested parties with timely information and an understanding of the statutory requirements, guiding case law, as well as the process, so everyone can participate without significant barriers.

- Ensure predictability and transparency throughout the process so anyone can access information and know what to expect.
- Encourage interested parties and key partners to provide feedback early and often throughout the Buildable Lands Program review process.

Key Contacts

Name	Role	Organization
Jeff Rimack	DCD Director	Kitsap County
Angie Silva	DCD Assistant Director	Kitsap County
Dave Ward	DCD Planning & Environmental Programs Manager	Kitsap County
Liz Williams	DCD Planning Supervisor	Kitsap County
Cindy Read	GIS Lead & DCD Technology Analyst	Kitsap County
Kevin Ramsey	Consultant Project Manager	BERK Consulting, Inc.
Lisa Grueter	Consultant Principal in Charge	BERK Consulting, Inc.

Public Participation Opportunities

Kitsap County is committed to providing multiple opportunities for public participation throughout the process. Kitsap County will use a variety of communication tools, incorporating Washington State and federal COVID guidelines, to inform the public and encourage their participation, including the following:

1. Website https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Update.aspx

Kitsap County's website will include a Buildable Lands Program webpage where interested parties can access status updates, draft documents, and project information. The webpage will be the primary repository of all information related to the Buildable Lands Program review process. The page will include who to contact for more information and an email link for questions and comments.

2. Consultations

DCD will offer regular consultations with interested parties and key partners throughout the process. The consultations provide an opportunity to connect, exchange ideas, and provide status and information updates throughout the process. In a formal government to government approach, the County will also consult with local Tribes, cities and relevant agency staff.

3. Coordination with Local Jurisdictions

Consistent with Kitsap CPPs, DCD, with the support of BERK Consulting, Inc., will facilitate four (4) meetings with the City of Bainbridge Island, City of Bremerton, City of Port Orchard, and City of Poulsbo. The purpose of the meetings includes:

- **Meeting 1:** Provide an overview of the process, approach, and roles and responsibilities of the County, Cities, and Consultant team. Discuss needs and opportunities for permit data collection and annual monitoring.
- **Meeting 2:** Review Land Capacity Analysis methodology and review preliminary supporting analysis. Discuss format and approach for city guidance.

- **Meeting 3:** Review and discuss Land Capacity Analysis methodology (follow up) and land use and regulatory barriers to both residential and non-residential development.
- **Meeting 4:** Review and discuss preliminary draft Buildable Lands Report.

4. Email Distribution List

An email list of interested parties will be created and maintained by DCD. The list will be used to notify interested parties regarding Buildable Lands Program review progress and participation opportunities. To join the Buildable Lands Program review email list, visit:

<https://public.govdelivery.com/accounts/WAKITSAP/subscriber/new>

5. Project Announcements

DCD will the County will utilize GovDelivery to send regular project announcements to interested parties and organization throughout the process. Notices will provide general information about the project and contact information for submitting comments.

6. Media

The local news media will be kept up-to-date on the Buildable Lands Program review process and receive copies of all project announcements.

7. Kitsap County Planning Commission

The Kitsap County Planning Commission is an advisory body that assist DCD in carrying out its duties, including assistance in the preparation and execution of the comprehensive plan and recommendations to the Department of Community Development prior to consideration by the Board of County Commissioners and adoption of official controls and/or amendments. DCD will provide regular briefings at Planning Commission meetings throughout the process to keep them informed. Meeting dates and materials will be available on the project [website](#) and Planning Commission [webpage](#). The meetings are open to the public and interested parties are encouraged to participate throughout the review process in alignment with Washington State health and safety guidelines.

8. Board of County Commissioners

The Board of Commissioners is the governing body of Kitsap County. There are three members of the Board and each represents one of three geographical districts. Commissioners work to ensure the delivery of services and programs essential to the continued prosperity of Kitsap County and its citizens. The Board of County Commissioners will receive regular check-ins to keep them informed and involved throughout the process. Interested parties are encouraged to participate in Commissioner public meetings in alignment with Washington State health and safety guidelines.

9. Public Comment

Public comment opportunities will be held throughout the process at key intervals and further outlined below in the project schedule. Interested parties will be encouraged to provide comments to Kitsap County by letter, email, or web-based forms throughout the public process. All comments received will be forwarded to the Kitsap County Board of County Commissioners for their consideration.

List of Community Partners and Interested Parties

The County will engage the following community partners and interested parties:

Members of the Public

- Interested citizens
- Interested property owners

Tribal Governments/Commissions

- Suquamish Tribe*
- Port Gamble S'Klallam Tribe*
- Skokomish Tribe
- Puyallup Tribe
- Squaxin Island Tribe
- Point No Point Treaty Council
- Northwest Indian Fisheries Commission

**Reservation land in Kitsap Co.*

County Officials

- Kitsap County Planning Commission
- Board of County Commissioners

Appointed and Separately Elected County

Departments and Services

- Public Works
- Parks
- Auditor
- Assessor
- Emergency Management
- Prosecutors Office

Other Local Government

- Cities
 - o Bainbridge Island
 - o Poulsbo
 - o Bremerton
 - o Port Orchard
- Ports
 - o Bremerton
 - o Brownsville
 - o Keyport
 - o Manchester
 - o Poulsbo
 - o Illahee
 - o Silverdale
 - o Tracyton
 - o Waterman

- o Indianola
- o Kingston
- o Eglon
- Conservation district
- Public Utility district
- Sewer districts
- School districts
- Kitsap Public Health District

State Government

- Department of Commerce

Federal Government

- Naval Base Kitsap
 - o Keyport
 - o Bremerton
 - o Bangor
 - o Jackson Park
 - o Manchester

Associations and Community Groups

- Kitsap Alliance of Property Owners
- Kitsap Environmental Council
- Kitsap Building Association
- Kitsap Realtors Association
- Kitsap County Department of Community Development Advisory Group
- Central Kitsap Community Council
- Suquamish Citizen Advisory Council
- Manchester Citizen Advisory Council
- Kingston Citizen Advisory Council
- Keyport Neighborhood Group
- Illahee Community Group
- Driftwood Keys
- Edgewater Estates
- Holly Community Club
- Stavis Bay Homeowners Association
- Indianola Beach Improvement Club
- Friends of Miller Bay
- Hansville Greenway Association

Non-profit organizations

- Economic development

Inclusive outreach

Based on demographic data pulled from the 2010 U.S. Census, Kitsap County is 83% White, 6% Hispanic, 5% Asian, 3% Black, 2% American Indian, 1% Pacific Islander. Census data also shows that 8% of households make less than \$15,000 a year.

To tailor outreach to minority and low-income groups, the County will offer consultations to community organizations. Some examples of relevant organizations include [Kitsap Community Resources](#), League of Women Voters, and Kitsap Immigrant Assistance Network.

The County is also committed to providing accommodations to people with disabilities per the Americans with Disabilities Act (ADA). To request ADA accommodation for disabilities and/or materials in a format for the visually impaired, please reach out to the County using the contact information below.

Organization	Contact information
Kitsap County Department of Community Development	Amanda Walston 360-337-5777 awalston@co.kitsap.wa.us
Kitsap County Commissioners Office	Dana Daniels 360-337-5777 ddainels@co.kitsap.wa.us

Timeline

The following is a general timeline to outline when outreach activities are anticipated throughout the process.

Date	Project milestones	Outreach activities
October - December 2020	<ul style="list-style-type: none"> Public Participation Plan reviewed by Board of Commissioners Review city data & growth targets Develop assumptions for LCA 	<ul style="list-style-type: none"> Launch webpage on the County’s website Coordination with local cities Outreach to engage community partners and interested parties to join email distribution list Send project announcement

Date	Project milestones	Outreach activities
January – March 2021	<ul style="list-style-type: none"> • Recommendation for future data collection released • Identify land use & regulatory barriers • Draft Housing memo released 	<ul style="list-style-type: none"> • Refresh project website • Project check-ins continue • Coordination with local cities continues • E-notice mailing list updates continue • Project announcement regarding public comment opportunities
April – June 2021	<ul style="list-style-type: none"> • LCA meeting 4 • Summary of LCA meetings released • Final Housing memo released • Draft Buildable Lands Report released 	<ul style="list-style-type: none"> • Refresh project website • Mailing list updates continue • Project announcement regarding public comment opportunities

DRAFT

Kitsap County Buildable Lands Program



Department of Community Development

October 21, 2020

Overview

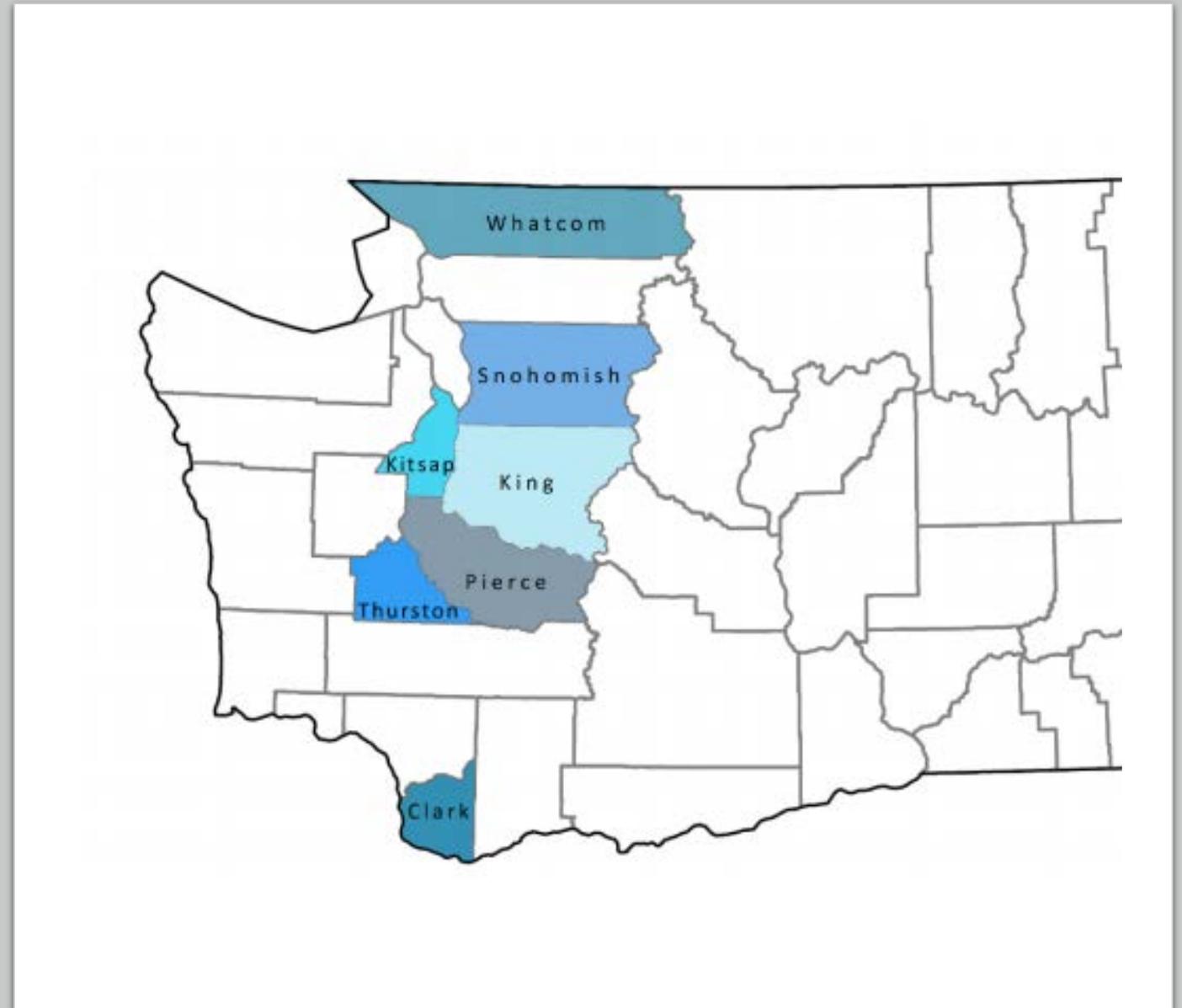
- Buildable Lands Program Overview
- Buildable Lands Report (2013-2019)
- Process to Complete the Buildable Lands Report
- Participation Opportunities
- Next Steps
- More Information

What is the Buildable Lands Program?

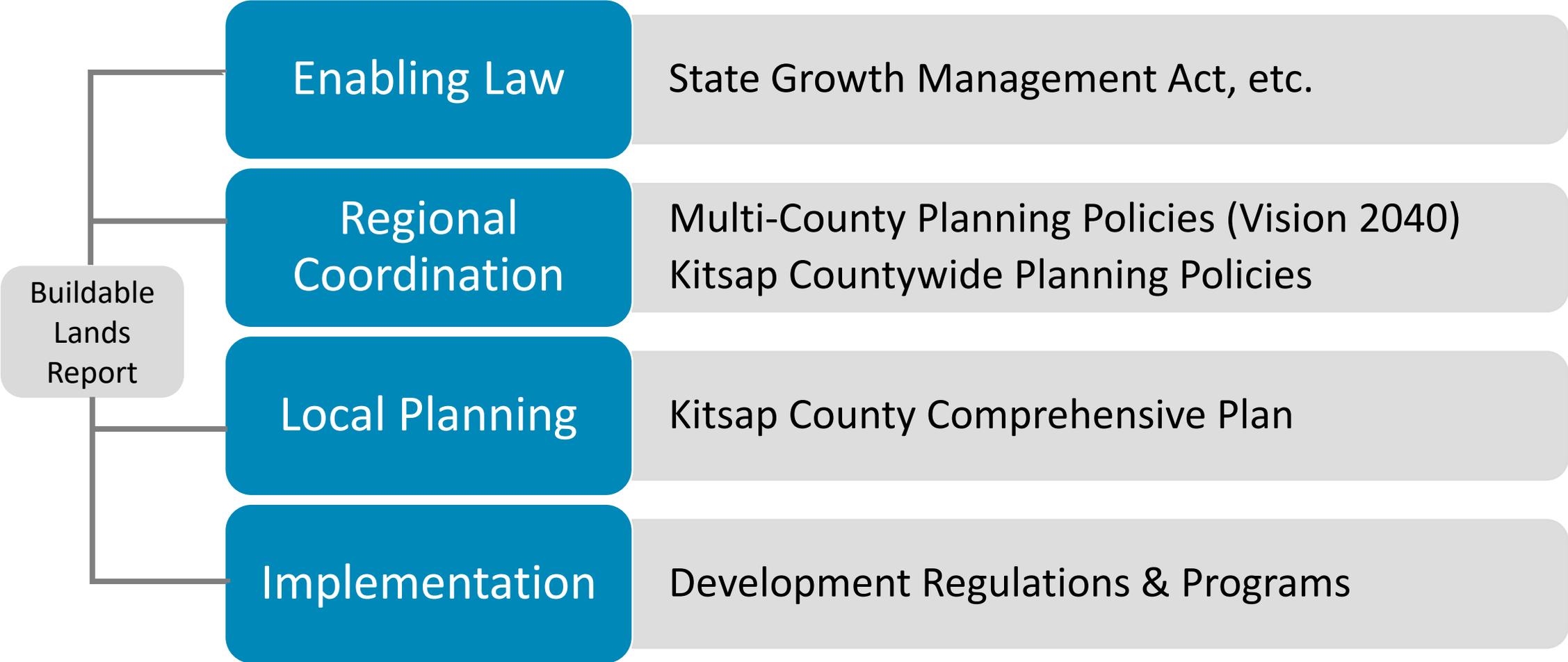
- Buildable Lands Program was added to the State's Growth Management Act (GMA) in 1997.
- Kitsap County is one of seven counties required to have a review and evaluation program.
- Counties and cities must complete a Buildable Lands Report (BLR).
- In 2017, the Washington State Legislature passed the first major revision to the program (SB 5254).
- Washington State Department of Commerce provides guidance & support to local jurisdictions.

RCW 36.70A.215 - Review and evaluation program.

WAC 365-196-315 – Buildable lands review and evaluation.



What Is The Buildable Lands Program?



Purpose 1: Review and Evaluation

- Evaluate whether **achieved densities** are consistent with relevant development assumptions and objectives in CPPs and comprehensive plans.
- Determine if there is sufficient **buildable land capacity** to accommodate the county's 20-year targets:
 - **Commercial** employment
 - **Industrial** employment
 - **Housing** units to accommodate population

Purpose 2: Reasonable Measures

If evaluation finds **inconsistencies**:

- Planned urban densities not being achieved
- Insufficient capacity
- Growth targets not being met

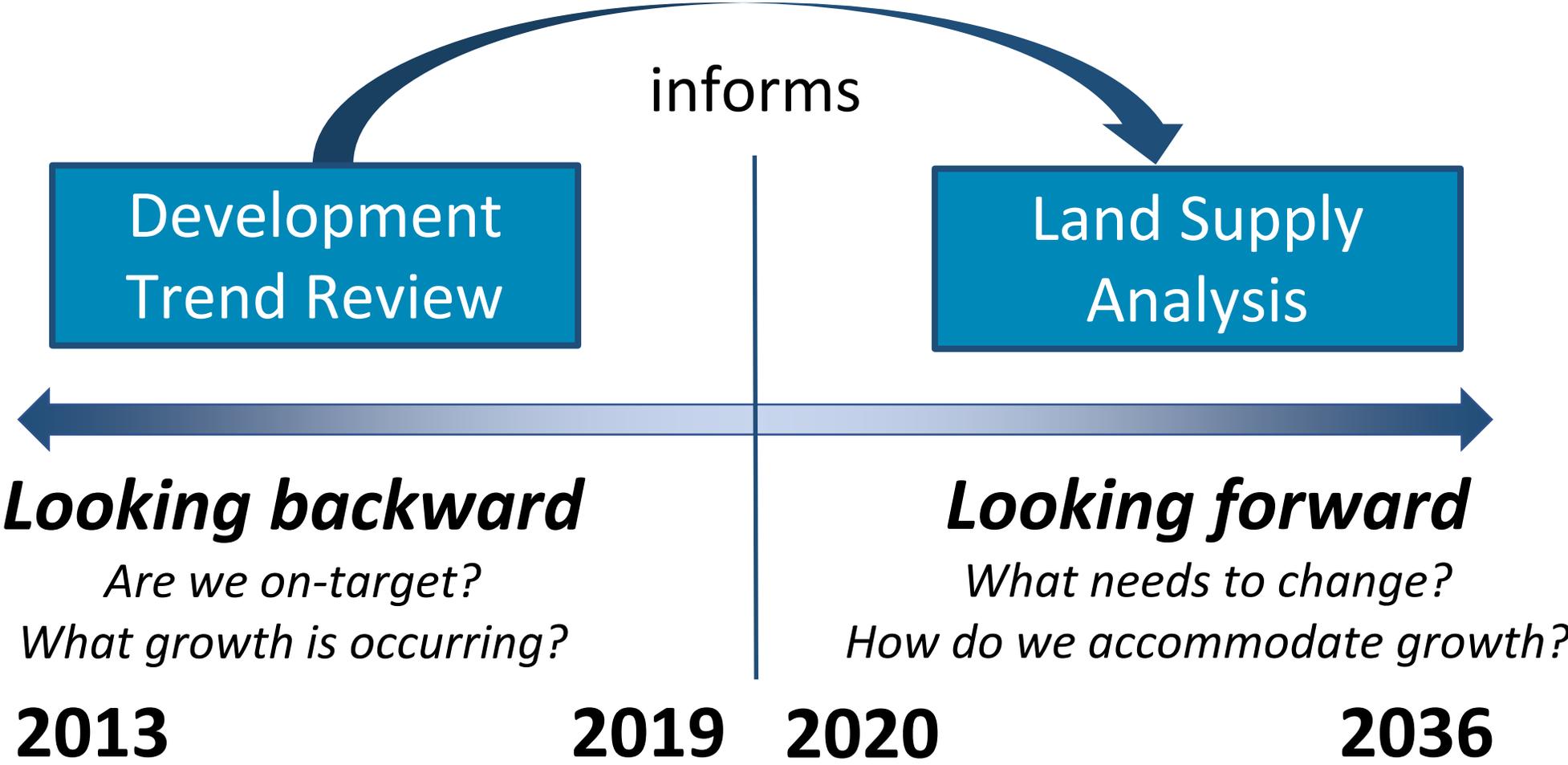


Then identify **reasonable measures** necessary to address those inconsistencies



Include these reasonable measures in the next **comprehensive plan update**

Buildable Lands Report



What is the Process?



Phase 1 – “Look Back” Review

- Review city data & growth targets
- Develop assumptions for LCA
- Develop Housing memo
- LCA meetings 1 & 2

Phase 2 – Land Capacity Analysis (LCA)

- Recommendation for future data collection
- Identify land use & regulatory barriers
- Draft Housing memo released
- Public comment period
- Technical memo for LCA released
- LCA meeting 3
- Review of reasonable measures

Phase 3 – Buildable Lands Report

- LCA meeting 4
- Summary of LCA meetings released
- Final Housing memo released
- Draft Buildable Lands Report released
- Public comment period
- Final Buildable Lands Report due June 30, 2021

Planning Commission Participation

- Regular check-in with the Planning Commission throughout the process.
 - Land capacity analysis methodology & assumptions.
 - Barriers to planned growth & development.
 - Housing availability and affordability memo.
 - Draft Buildable Lands Report.
 - Final Buildable Lands Report.

Public Participation

- Project website to describe the process, house important documents, and collect public comment.
- Regular project check-ins with interested parties and key partners throughout process.
- Public comment periods at key project milestones -
 - Draft Housing Availability and Affordability Memo
 - Draft Buildable Lands Report
- Project announcements throughout process to keep interested parties informed

Next steps

- October 27, 2020 – 1st meeting with cities
- October 28, 2020 – Board of County Commissioners
- November, 2020 – Outreach to interested parties & key partners
- December, 2020 – Planning Commission status update

For More Information

- Project website
 - https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Update.aspx
- Department of Community Development
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