

Kingston Community Advisory Council 2023 Work Plan

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

2023 Co-Chairs: Kate Joncas & Noah Williams

Advisory Group Staff: TBD

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

Team	2023 Goal (Topic)	Status or Timing	Goal Details
County Liaison to KCAC	Publicize KCAC Meetings & Presentation Announcements	On-going	Announce meeting & presentations through KCAC page, social media and working through other key community networks. Create flyers if needed. Submit to newspaper online calendars. Create social media post to share.
KCAC (All)	Prepare the proposed KCAC meeting guest presentation schedule and confirm with presenters throughout the year	Jan - Feb On-going	Present proposed guest presentation schedule to KCAC for discussion as soon as possible. Confirm two months in advance, begin publicity three weeks in advance.
County Commissioner & Staff (via recruitment) KCAC (at large members)	Continuously improve to better address all elements of KCAC charter.	On-going	Strive to continuously improve on how KCAC... - Enhances communication between Kingston-area residents and Kitsap County government. - Coordinates efforts of the many council and community residents working to improve the Kingston community. - Represents Kingston's broad interests.
Chair & County Liaison	Publicize KCAC and Committee events	DK Open House in Fall As requested	Work with Open House Committee and other committees to publicize their public activities (parks and trail work parties, etc). Help publicize call for participants and events, create flyers and advertising campaign.
Chair & County Liaison	Share community news of note with KCAC members	On-going	Distribute through KCAC Co-Chair e-mail (kcacchair@gmail.com)
Community Services	Publish Sally's Resource Guide	2x/yr	Committee members will continue to print, laminate and distribute Sally's Resource Guide.
Community Services	Continue annual Community Conversations event	On-going	Assist local organizations (Kingston Cares, Kitsap County) with planning and implementation of the annual event.
Community Services	DEI Work	On-going	Identify and discuss opportunities to improve social justice outcomes for the Kingston Community; identify specific goals, work with stakeholders, and implement plans.
Community Services	Severe Weather Shelter	On-going	Help ensure adequate volunteer staffing of severe weather shelter; determine strategies to help improve awareness of shelter resource for shelter guests.
Community Services	Meet monthly	On-going	Community Services Committee meets on the 4th Friday of every month from 4:00pm to 5:00pm
Community Services	Support Affordable Housing	On-going	Stay informed and help raise awareness about affordable housing needs and opportunities in the Kingston community. Support affordable housing initiatives in the Kingston area.
Transportation	Meet monthly	On-going	Transportation Committee meets on the 4th Friday of every month from 9-10:30AM.
Transportation	Administrative Updates	On-going	Share the monthly meeting reports with KCAC.
Transportation	Traffic management funding	January	Once the legislature reconvenes, KCAC and the Transportation Committee will support Commissioner Gelder in drafting a letter formally requesting Senator Rolfe to secure legislative funding for traffic management important to Kingston.

Transportation	TIPs	Spring	Submit proposed list to council for review and approval. Submit proposed projects to county through TIP process. Review and track progress of implementation of Kingston transportation improvement projects.
Transportation	Summer traffic counts	Late spring-Fall	Trained committee members use the images taken by remote cameras along the highway 104 corridor in downtown Kingston to measure the traffic impacting Kingston on busy weekend days, typically Sundays. Review data to affect county traffic change.
Transportation	104 Realignment and Lindvog holding lot	on-going	Continue to attend the Commissioner's 104 Working Group and other related meetings to provide input on behalf of the KCAC and the Transportation committee relating to the progress of each of these phased construction projects
Transportation	Track and prepare draft KCAC response to transportation agency planning and infrastructure projects in Kingston area.	on-going	Review and track progress of implementation of Kingston transportation improvement projects, particularly, ATMS. Draft letters of support/against local transportation projects for KCAC consideration.
Transportation	Liaising with related committees/groups	on-going	Transportation committee members follow various committee/group meetings to learn about activities of interest to KCAC and the Transportation Committee. Such meetings include those of the Ferry Advisory Committee, Kitsap Transit Quarterly Community and Kitsap Transit Communities Advisory committee, Kingston Stakeholders, and the 104 Working Group. Share relevant information with the KCAC. Sign-up for notifications from WSDOT, Kitsap Transit, Public Works Road report and share any announcements with council of significance. Arrange for Public Works staff to notify council of project planning.
KPTOS	Administrative Updates	Jan - Feb	Maintain and distribute a schedule of volunteer meetings and work to maintain and improve Kingston parks and trails. Update member and associate contact info. Report volunteer activities to KCAC and appropriate KC personnel.
KPTOS	Community Trail Designation	Jan - May	Document connector trails and pedestrian routes in a Kingston Trails Plan. Update and distribute the community trail maps.
KPTOS	Parks & Trail Improvement & Maintenance	Mar - Nov	Prepare, distribute, and execute Volunteer work for maintenance of Kingston Parks & Trails. Provide input to Kitsap Parks Department to plan and monitor Volunteer Time spent in support of PROS.
KPTOS	County Trail & Bike Network	Feb	Provide updates to the Kingston Sub-Area & NK Sub-Area 2024/2044 Comp plans. Include review of Kingston Complete Streets. Review and comment on STO study and planning. Coordinate with KCAC Transpo and Non-Motorized Facility CAC as needed for regional trail and bicycle route development.
KPTOS	Planning and Design	Sep - Oct	Develop & maintain list of "Shovel Ready" projects for Eagle Scout candidates and volunteer groups. Incorporate bike and pedestrian facility design standards into the Kingston Trail plan document.
KPTOS	Fitness and ADA Trail Development	May - Jun	Work with KC Parks and MPD / Village Green on ways to develop or expand park facilities and trails as related to accessibility.
KPTOS	Funding	Feb Oct - Nov	Explore options for funding both development and maintenance of PTOS facilities. Review county budgets for coordination and to maximize funding.
KPTOS	Park and Athletic Field	Apr - May	Monitor & Coordinate with local youth and adult sports groups on needs and use of existing and proposed facilities (use count data and maintenance related costs).
KPTOS	Regional Coordination and Outreach	Feb, Jun, Nov	Increase committee liaison and representation with other groups and report to KPTOS on the work of other committees. Seek opportunities for education and outreach to Community. Participate in KCAC Open House.
Env. & Land Use	Lead the effort to support the 2024 Comp Plan Amendment	Jan-Dec	Coordinate with other committees (Transportation, Community Services, KPTOS, etc.) to ensure comprehensive input.

	Env. & Land Use	Track policy and regulatory decisions impacting greater Kingston community environment and land use	On-going	Follow up as necessary on community opportunities for public comment with KCAC. Track regulatory and policy changes that could be detrimental to Kingston area water resources. Monitor changes related to GMA, Comp Plan, and critical area ordinances.
	Env. & Land Use	Track Kitsap County DCD permit activity involving the greater Kingston region	On-going	Track proposed stormwater management projects and root causes in Kingston with county and port, and Clean Water Kitsap. Report to council any permit requests of significance.
	Open House	Coordinate Annual Discover Kingston Open House	May - Sept	Avoid scheduling conflicts with NKSD & GKCoC events. Continue to improve the participation by exhibitors and neighbors. Note: Files from prior year events are available at https://drive.google.com/open?id=0B6xyS57cosXEM05kaDNqN0FXd2s