



Executive Summary – Planning Commission

Issue Title: Department of Community Development: Planning Commission Survey and Recommendations

Meeting Date: January 20, 2026

Time Required: 30 Minutes

Attendees: Cecilia Olsen, Assistant Director, Community Development Department
Heather Cleveland, Long Range Planner, Community Development Department

Action Requested at this Meeting: Information only.

Background:

The Kitsap County Planning Commission plays a central advisory role in shaping long-range planning policy, land use decisions, and community development outcomes. Its effectiveness depends not only on policy expertise, but also on clear roles, consistent procedures, strong coordination with staff and leadership, and accessible public-facing processes. Over time, evolving workloads, informal practices, staff turnover, and planning commissioner transitions have introduced variability in how meetings are prepared, facilitated, and supported.

To address these challenges, the Department of Community Development initiated a structured research and improvement effort in late 2025. This work combines surveys, peer jurisdiction research, and internal analysis to assess current practices, identify strengths and gaps, and develop evidence-based recommendations. The goal is to strengthen organizational clarity, improve communication and training, standardize procedures, and enhance overall meeting effectiveness to support a more predictable, transparent, and well-functioning Planning Commission.

Kitsap County Community Development Department staff will present their research process, findings, recommendations, and next steps.

Attachments:

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