



Executive Summary

Issue Title:	PROS Plan Work Study
Meeting Date:	May 6 th , 2025
Time Required:	60 minutes
Attendees:	Alex Wisniewski, Carmen Smith

Action Requested at This Meeting:

1. None, information only

Purpose:

The purpose of this work study is to review and discuss the development of the PROS Plan, comments received during the public comment period, and edits made following the public comment period.

Background:

The Parks, Recreation, and Open Space (PROS) plan is a 6-year strategic plan that is premised on an analysis of department operations and existing parks and recreation facilities, conducting a needs analysis through robust community engagement, and from this, developing goals and objectives to guide policy and management and a list of capital improvement projects. The PROS plan is intended to help align the future direction of the Parks department with information gathered from the community. The Growth Management Act requires municipalities to develop comprehensive parks and open space plans and the PROS plan functions as this effort; upon approval, the PROS plan will be adopted into the Comprehensive Plan at the end of the year. It is also a requirement to be eligible for grants through the State's Recreation and Conservation Office (RCO).

The Parks department contracted with SCJ Alliance on March 27, 2023 to manage the project following an RFQ process for these services. Visits and tours of parks and facilities occurred in early and mid-2023 and a robust community engagement process followed. The public outreach included stakeholder interviews, public open house meetings, engagement with Parks staff, the Board of County Commissioners, the Parks Advisory Board, and three surveys that shed light on park usage, current and future community park needs, and led to a long list of desired capital projects. This public engagement process lasted through early 2024 and the plan was drafted afterwards. A draft plan was shared with the public on February 10, 2025, opening a 5-week comment period. During the comment period, staff presented the draft plan publicly at three community presentations and promoted the public comment period.

Presentation dates and locations

- February 11, 2025 – Village Green Community Center (North Kitsap)
- February 19, 2025 – Parks Advisory Board meeting
- February 20, 2025 – Commissioners Chambers (South Kitsap)
- March 5, 2025 – Central Kitsap Community Council meeting (Central Kitsap)

During the comment period, the draft PROS plan and draft PROS appendices were available on the PROS project webpage, hard copies were available by request, language translation services was available by request, and handouts of the Goals and Objectives and Capital Projects chapters were shared at the PROS presentation meetings. Comments were received by means of an electronic comment form on the PROS project webpage, email, and comment cards at the presentation meetings. Additionally, questions that were asked during presentations were also captured. After 5 weeks, the comment period closed at 8am on March 17, 2025. Total submissions included:

Electronic Comment Form (PROS project webpage)	144
Comment Cards (PROS presentation meetings)	24
Emails (to Commissioners, Parks general inbox, Parks staff)	9
Verbal Comments (PROS presentation meetings and PAB meeting)	15

The Department received a total of 447 comments, with many of these comments discussing multiple topics. During the comment period, the incoming comments were tracked in a spreadsheet that was updated and posted weekly to the PROS webpage. Following the closure of the public comment period, staff made edits to the draft plan based on community comments, as well as other needed edits staff was aware of (such as typos, formatting, photo changes, clarifying text, etc.). The updated draft is posted on the project website, along with the original draft and a list of edits made to the plan, so the plans can be reviewed side by side, if desired.

The Parks Department applied for a programmatic SEPA Determination through the Department of Community Development (DCD), and the Determination is expected to be published on April 29, 2025. The Parks Department also completed a consistency review of the PROS Plan and the 2024 Comprehensive Plan, which DCD has reviewed and found that the two plans are consistent.

The Parks Advisory Board (PAB) voted to recommend the Draft PROS Plan at their April 16, 2025 meeting.

Next Steps:

The Planning Commission schedule has been updated to break out the Public Hearing and Deliberations into two separate meetings. A revised, detailed schedule of next steps, including the upcoming Planning Commission meetings, is provided as Attachment A. Dates subject to change.

Attachments:

- A. PROS Plan Schedule – Revised
- B. Staff Presentation



Parks, Recreation, and Open Space Plan – Timeline to Approval (dates subject to change)

Who	What	When
Board of County Commissioners (BoCC)	Distribute PROS to BoCC	January 27
Parks Advisory Board (PAB)	Distribute PROS to PAB	February 10
Public	Draft PROS Public Comment Period	February 10 – March 15 (5 weeks)
Suquamish, Port Gamble S'Klallam Tribes	Draft PROS to Tribes for Review and Comments	February 10 – March 15
Public (North Kitsap Public Meeting)	Present PROS to public for comment period kick-off	February 11
Parks Advisory Board (PAB)	Present PROS to PAB	February 19
Public (South Kitsap Public Meeting)	Present PROS to public for comment period kick-off	February 20
Public (Central Kitsap Community Council)	Present PROS to public for comment period kick-off	March 5
SCJ Alliance & Parks Department	Update PROS based on PAB and public comments	March 17 – March 28
Board of County Commissioners (BoCC)	PROS to BoCC for Review of Public Comments	March 24
Department of Community Development (DCD)	PROS to DCD for Non-Project SEPA Determination	March 31
Department of Community Development (DCD)	PROS Plan / Comprehensive Plan Consistency Review to DCD	April 7 – April 20 (2 weeks)
Public	SEPA Determination 14-day public comment period	April 29 – May 13 (2 weeks)
Planning Commission	PROS Briefing (15 minutes)	April 15
Parks Advisory Board (PAB)	PAB provides comments and a recommendation	April 16
Public	Planning Commission Public Hearing public comment period	May 5 – May 20 (15 days)
Planning Commission	Planning Commission Work Study	May 6
Planning Commission	Planning Commission Public Hearing	May 20
Planning Commission	Deliberations	June 3
Planning Commission	Finding of Fact & Approval	June 17
Board of County Commissioners (BoCC)	PROS to BoCC for Review of Planning Commission Findings	TBD
Board of County Commissioners (BoCC)	PROS to BoCC for Presentation and Open Public Hearing	TBD
Public	Public Comment Period for Public Hearing	TBD
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD
Board of County Commissioners (BoCC)	PROS to BoCC for Approval	TBD
Recreation and Conservation Office (RCO)	PROS to RCO for Approval	TBD (August 18 – August 22)
Board of County Commissioners	Adoption of Comprehensive Plan Amendment	TBD (December 2025)