

KitsapCounty

PLANNING COMMISSION

Executive Summary

Issue Title: Department of Community Development: Administrative Code Edits

Meeting Date: 06/02/2026

Time Required: 45 minutes

Attendees: April Gassman, Long Range Planner

Action Requested at this Meeting:

No action required, work study.

Background:

The Department of Community Development is engaging in its annual code update project. These code edits are labeled as “administrative”, because they are not intended to be significant changes and require less process and outreach than other code update projects.

These edits also relate to various aspects of code, and not just one topic, and may include edits to Title 16 (Land Division and Development), Title 17 (Zoning), Title 21 (Land Use & Development Procedures), and Title 22 (Shoreline Master Program).

A similar “administrative” code edits project was completed in 2025.

Objectives of these code edits include:

- Eliminate or reduce conflicting provisions of code.
- Add clarity to existing sections of code without changing meaning or intent of language.
- Create more predictability and certainty in development standards and the permit review process.
- Create an efficient system to catalog and organize previous and new code edits initiated by County Staff or the public.

This work study will discuss the project objectives and then will go into review and analysis of the proposed edits.



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Staff has planned for a public hearing to occur on June 16th.

Attachments:

- Presentation
- Draft 2026 Code Edits Change Matrix
- SEPA DNS
- SEPA Check List

