1		KITSAP COUNTY PLANNING COMMISSION
2		Zoom Webinar
3		https://us02web.zoom.us/j/85812492286
4	C	OR Dial In: (253) 215-8782 Webinar ID: 858 1249 2286 Password: 058227
5		June 15, 2021 @ 5:30 pm
6 7 8 9 10	moti mee Cour	re minutes are intended to provide a summary of meeting decisions and, except for ons made, should not be relied upon for specific statements from individuals at the ting. If the reader would like to hear specific discussion, they should visit Kitsap at http://www.kitsapgov.com/dcd/pc/default.htm and listen to the ofile (to assist in locating information, time-stamps are provided below).
12 13		bers present: Joe Phillips (Chair), Amy Maule (Vice Chair), Alan Beam, Kari Kaltenborn-y, Mike Eliason, Stacey Smith
L4	Mem	bers absent: Aaron Murphy, Steven Boe
L 5	<u>Staff</u>	present: Angie Silva, Darren Gurnee, Dave Ward, Liz Williams, Amanda Walston (Clerk)
L6		5:30 pm
L7	A.	Introductions
L8	В.	Virtual Meeting Protocol
L9	C.	Adoption of Agenda
20		 MOTION: Mike Eliason moves to adopt the agenda as presented
21		SECOND: Alan Beam
22		 VOTE: 6 in Favor; 0 Opposed – Motion Carries
23	D.	Adoption of Minutes
24 25		 MOTION: Stacey Smith moves to adopt the minutes of 05/18/2021 as presented.
26		SECOND: Kari Kaltenborn-Corey
27		DISCUSSION: Mr. Beam notes formal comment letters have been
28 29 30 31		submitted to the planning commission in each of the past meetings as part of the public comments but are only referenced in the minutes as 'a letter was read' but contain no description about the content; asks that they be read into the record or the content included.
32 33 34		 Clerk provides clarification that the purpose and intent of minutes is provide summary of actions taking place at a meeting, not a verbatim or transcript of what was said during the meeting; noting that Roberts

1 2 3 4 5		Rules of Order, as well as multiple recent trainings on the subject specifically advise against including specific content of general and public comment in meeting minutes, unless it is during a matter of public hearing, when specific items and topics have been publicly noticed according to legal or other code requirements.
6 7		 MOTION TO AMEND: Mike Eliason move to amend the minutes to correct the spelling of the word Chair on page 3
8		SECOND: Amy Maule
9		 VOTE: 5 in Favor; 1 Opposed – Motion Carries
10 11 12		 MOTION: Mike Eliason moves to adopt the Minutes of 06/01/2021 with the following corrections: page 1, line 33, delete the word 'realtor'; page 3, line 20 delete the last two words of the final sentence, 'to the.'
13		SECOND: Amy Maule
14		 VOTE: 5 in Favor; 1 Opposed – Motion Carries
15		5:54 pm
16	E.	General Public Comment
17		• Chair Phillips opens the floor to speakers wishing to provide testimony.
18 19		 SPEAKER: Bill Palmer, South Kitsap resident, President of Kitsap Alliance of Property Owners (KAPO)
20 21		 Comments regarding what the Planning Commission (PC) includes when issuing its Findings of Fact.
22 23		• Chair Phillips calls for other speakers; seeing and hearing no other, closes the floor to general speakers.
24		5:57 pm
25 26	F.	2020 Annual Planning Commission Report – Dave Ward, Planning and Environmental Programs (PEP) Manager (est. 5 min)
27 28		 Mr. Ward notes the PC's proposed edits have been incorporated into the final draft presented tonight.
29 30		 MOTION: Mike Eliason moves to adopt the 2020 Annual PC Report as presented.
31		SECOND: Stacey Smith
32		 VOTE: 6 in Favor; 0 Opposed – Motion Carries
33		6:00 pm
34	G.	Briefing: Buildable Lands Program – Liz Williams, Planning Supervisor (est. 5 min)

1 2 3 4		 Ms. Williams briefly presents a brief project overview and status update, acknowledging the County continues to work closely with its Consultants, local cities and the State Department of Commerce (WA Commerce) as it works toward completion of the preliminary Buildable Lands Report (BLR)
5		• QUESTION: Mr. Beam asks when the lookback report will be available.
6 7 8 9		 ANSWER: Ms. Williams notes with some cities lookback data still incomplete, they are trying to finalize the data they have available, although there are still gaps; a final draft for public review and consideration is expected in August.
10 11 12		 Mr. Beam asks, and Ms. Williams notes there is no current plan to release a copy to the PC in advance of the public release; Mr. Beam would like more time to review.
13		6:10 pm
14	н.	Briefing: Zoning Use Table Update – Darren Gurnee, PEP Planner (est. 20 min)
15 16 17		 Mr. Gurnee provides a brief review, referencing a visual presentation, of the project status, including timeline, draft and update on the interested party list and suggested edits from the previous Briefing and Work Study presentations.
18 19 20		 QUESTION: Mr. Eliason asks if changes or input from the PC, stakeholders, public are visible between the review of the first draft and now that this project has and re-started; maybe like a comment matrix.
21 22 23 24 25 26 27		 ANSWER: Mr. Gurnee notes staff is working toward something like that; an internal directive is not just what the proposal will be, but where and how changes can be made; one example is providing more flexibility with Accessory Dwelling Units (ADUs); per Board of County Commissioner (BoCC) direction, and PC suggestion, staff held workshops and rotating stations based on each use table, brought some of that information back here.
28		• QUESTION: Mr. Eliason asks about meeting or engagement with the tribes.
29 30 31 32		 ANSWER: Mr. Gurnee notes an upcoming meeting scheduled to discuss the proposal this week, as well as another meeting planned for early July to discuss this proposal as well as Port Gamble and Public Facilities pieces;
33 34 35 36 37		 Dave Ward, DCD PEP Manager also notes a formal department draft has never been issued for this project yet, so there was no actual avenue for public comment in the sense we are used to seeing; we never reached the public hearing phase, but a great deal of initial, early public outreach and revision was done over a year and a half of discussion.

1 2 3		 QUESTION/ANSWER: Mr. Beam asks, and Mr. Gurnee confirms, the PowerPoint presentation/slide deck will be posted on the PC site as well as the Project website.
4 5 6		 Chair Phillips asks, and Mr. Gurnee confirms, the 'tiny url' goes to the same website listed on the agenda, it is just abbreviated for ease of use, to save space.
7		6:30 pm
8	I.	General Public Comment
9		 Chair Phillips opens the floor to speakers wishing to provide testimony.
10 11		 Chair Phillips calls for other speakers; seeing and hearing no other, closes the floor to general speakers.
12	J.	For the Good of the Order/Commissioner Comments
13 14		 Ms. Kaltenborn-Corey asks if there is any update on meeting in person, notes topics such as the Zoning Use Table may be helpful to have a session in person.
15 16 17 18 19		 Angie Silva, DCD Assistant Director, notes DCD has reopened in- person with a soft launch in June, with lobby hours of 9am – Noon, largely appointment based; noting BoCC has tentatively targeting 7/12/21 as the target for a larger re-opening of the Administrative Building campus.
20 21		 All public meetings are still held in virtual format; working with revised governor's orders; also working on technology changes.
22 23 24		 Ms. Smith asks, and Ms. Silva confirms, there has not been any further update from the BoCC regarding the request from the Property Owners Association for a meeting with PC, BoCC, Legislators.
25 26 27		 Mr. Ward announces he has accepted a position with King County and tonight will be his last attended meeting; thanks the PC for their time, thoughtful deliberation, and service
28 29 30		 Mr. Beam references a Kitsap Sun article regarding a proposed increase in Public Works (PW) transit fees and effects on affordable housing, requests a briefing.
31 32 33 34 35 36		 Ms. Silva notes impact fees are not a direct result of BoCC action; a public hearing is set for end of July; PW is holding presentations for a number of group including the Kitsap Builders Association (KBA) and Department Advisory Group (DAG); notes other Interested Parties can reach out to Joe Rutan, Assistant Director at PW Roads/Maintenance, and the impact fee study is also up on their website;

1 2 3	 Mr. Beam asks if the PW can be brought in to present for the PC; Ms. Silva notes impact fees is not within the regulatory purview of the PC and DCD is not able to set PW agenda or workplan.
4 5	 Mr. Eliason notes regarding public comments coming in, it is unfortunate there is not a way to attach it since it is not part of any official public hearing record.
6 7 8	 Mr. Eliason requests there will be at least one more PC meeting before the Annual joint meeting with the BoCC to allow some thought on potential topics for discussion.
9 10 11	 Mr. Eliason also requests Assistant Director Silva or Chair Phillip send a letter of thanks to recently resigned Kim Allen for her service as a Planning Commissioner.
12 13 14 15	 Chair Phillips notes the second page of the Planning Commission Meeting Guidelines have been reviewed and edits proposed to update a code reference and language regarding comment; asks Clerk to circulate copies to the PC for discussion and consideration at next meeting.
16	MOTION: Mike Eliason moves to adjourn the meeting.
17	SECOND: Kari Kaltenborn-Corey
18	 VOTE: 6 in Favor; 0 Opposed – Motion Carries
19	Time of Adjournment: 6:58 pm
20	Minutes approved this 20th day of July 2021.
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23	
24	for Xella
25	Joe Phillips, Planning Commission Chair
26	Smandal
	Amanda Walston, Planning Commission Clerk