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**KITSAP COUNTY PLANNING COMMISSION**

Dial In: 253-215-8782      Webinar ID: 899 9207 7706      Passcode: 139423

**July 2, 2024 @ 5:30 pm**

These minutes are intended to provide a summary of meeting decisions and, except for motions made, should not be relied upon for specific statements from individuals at the meeting. If the reader would like to hear specific discussion, they should visit Kitsap County’s Website at <http://www.kitsapgov.com/dcd/pc/default.htm> and listen to the audio file (to assist in locating information, timestamps are provided below).

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Planning Commission (PC) Members present: Joe Phillips (Chair), Alan Beam, Jonathan Tudan, Stacey Smith, Richard Shattuck, Kari Kaltenborn.

Planning Commission Members absent: Aaron Murphy, Joey Soller, Steven Boe.

Department of Community Development (DCD) Staff present: Kathlene Barnhart, Colin Poff

**5:30 pm**

**A. Introductions**

**B. Virtual Meeting Protocol**

**C. Adoption of Agenda**

- Minutes of 3/26/24, 4/2/24, 4/16/24 & 5/21/24 – deferred to next meeting
- **Agenda adopted by unanimous consent.**

**D. Adoption of Minutes**

- Minutes of 3/26/24, 4/2/24, 4/16/24 & 5/21/24 – deferred to next meeting.
- **MOTION: Richard Shattuck moves to approve 6/4/24 minutes as presented**
- **SECOND Alan Beam**
  - **VOTE: 5 in Favor; 0 Opposed; 1 Abstain OR Unanimous in Favor – Motion Carries**
  - **Kari Kaltenborn Abstained vote.**
- **MOTION: Kari Kaltenborn moves to approve 6/18/24 minutes as presented**
- **SECOND Alan Beam**
  - **VOTE: 6 in Favor; 0 Opposed; 0 Abstain OR Unanimous in Favor – Motion Carries**

**E. General Public Comment**

- **Chair Phillips opens the floor to speakers wishing to provide testimony.**

- 1           • **SPEAKER: SPEAKER: Bill Palmer, SK Resident, President KAPO**
- 2                     • Mr. Plamer comments about Findings of Fact from previous meeting.
- 3           • **Chair Phillips calls again for speakers; as there are no other speakers; closes**
- 4                     **the floor to general speakers.**
- 5 **F. Findings of Fact: 2024 Critical Areas Ordinance (CAO) Update – Kathlene Barnhart**
- 6 **DCD Senior Planner (approx. 30 min) Project Website: [www.kcowa.us/cao](http://www.kcowa.us/cao)**
- 7           • Ms. Barnhart presents a brief overview and review of the Findings of Fact,
- 8                     which represent the Deliberations & Recommendations of the Planning
- 9                     Commission at the 6/4/24 & 6/18/24 Planning Commission meetings.
- 10          • Ms. Barnhart gives a brief overview of the Critical Areas Ordinance Update that
- 11                     started in 2023.
- 12          • **QUESTIONS/COMMENTS**
- 13                     • Richard Shattuck asks if this recommendation has gone to the Board
- 14                     of County Commissioners yet.
- 15                     • Ms. Barnhart confirms the Planning Commission makes
- 16                     recommendations to DCD, then DCD takes recommendations to the
- 17                     Board of County Commissioners.
- 18                     • Alan Beam questions whether the Comment Matrix and attachments
- 19                     are complete.
- 20                     • Ms. Barnhart confirms that the Findings of Fact will include changes
- 21                     and recommendations from the Planning Commission including
- 22                     comment matrix and attachments.
- 23                     • Stacey Smith notes that the red font indicates changes in the
- 24                     recommendation documents.
- 25          • **MOTION: Richard Shattuck moves to recommend approval of the Findings of**
- 26                     **Fact for the 2024 Critical Areas Ordinance Update, as presented by staff**
- 27                     **including Appendix A that outlines the changes in language proposed by the**
- 28                     **Planning Commission.**
- 29          • **SECOND – Stacey Smith.**
- 30          • **DISCUSSION:**
- 31                     • **VOTE: 6 in Favor; 0 Opposed; 0 Abstain.**
- 32 **G. General Public Comment**
- 33           • **Chair Phillips opens the floor to speakers wishing to provide testimony.**
- 34           • **SPEAKER: Bill Palmer, SK Resident, President KAPO**
- 35                     • Mr. Plamer comments about Findings of Fact from previous meeting.

- 1           • **SPEAKER: Ian Harkins, Government Affairs KBA**
- 2                     • Mr. Harkins offers his understanding regarding the Findings of Fact
- 3                     from previous meeting.
- 4           • **Chair Phillips** calls again for speakers; as there are no other speakers; **closes**
- 5           **the floor to general speakers.**

6   **H. For the Good of the Order/Commissioner Comments**

- 7           • Chair Phillips appreciates understanding for unexpected absence from last
- 8           Planning Commission meeting.
- 9           • **Department of Community Development (DCD) Update – Kurt Latimore, The**
- 10           **Latimore Company (approx. 30 min)**
- 11           • Kurt Latimore provides a brief presentation and description of the Permit
- 12           Efficiency Process Review project to the Planning Commission.
- 13           • **QUESTIONS/COMMENTS**
- 14           • Mr. Beam asks and Mr. Latimore confirms that the Parcel Report should be
- 15           available to customers at the beginning of the year.
- 16           • Mr. Shattuck asks about implementation time frames.
- 17           • Mr. Latimore confirms the goal is to have Parcel Report in place the first of the
- 18           year. Additional estimates will follow.
- 19           • Ms. Smith appreciates overview and asks about working groups and who will
- 20           be participating.
- 21           • Mr. Latimore has met with staff and internal/external stakeholders.
- 22           • Chair Phillips asks when GIS data will be implemented into the parcel search.
- 23           • Mr. Latimore estimates end of year/early next year implementation.

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25 **Meeting adjourned by unanimous consent.**

26 **Time of Adjournment: 6:26 pm**

27 **Minutes approved this 17<sup>th</sup> day of September 2024.**

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**Alan Beam, Acting Planning Commission Chair**

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**Amanda Walston, Planning Commission Clerk**

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