



# Executive Summary

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<b>Issue Title:</b>	PROS Plan Public Hearing
<b>Meeting Date:</b>	May 20 <sup>th</sup> , 2025
<b>Time Required:</b>	60 minutes
<b>Attendees:</b>	Alex Wisniewski, Carmen Smith

## Action Requested at This Meeting:

1. None, information only – Public Hearing

## Purpose:

The purpose of this meeting is to hold a Planning Commission Public Hearing on the 2025 PROS Plan Update.

## 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 Greens 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 also completed a consistency review of the PROS Plan and the 2024 Comprehensive Plan, which Department of Community Development (DCD) has reviewed and found that the two plans are consistent. A SEPA Determination of Non-Significance (DNS) was issued by the Department of Community Development on April 29, 2025 with a 14-day comment period running until May 13, 2025.

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

**Next Steps:**

Upcoming Planning Commission meetings are:

- Deliberations – scheduled to occur on June 3, 2025
- Findings of Fact – scheduled to occur on June 17, 2025

**Attachments:**

- A. DRAFT PROS Plan
- B. DRAFT PROS Plan Appendices
- C. DRAFT Staff Report
- D. SEPA DNS
- E. Staff Presentation