Rural Lands Analysis (RLA)

Subcommittee Charter

1. Subcommittee Overview

Subcommittee Name: Rural Lands Analysis (RLA) Sub-Committee

Established: September 24, 2026

Duration: September 2026 through June 2027

Completion Date: June 2027, upon submission of final Rural Lands Analysis recommendations and report to the Agricultural Advisory Council.

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2. Mission

The mission of the Rural Lands Analysis Subcommittee is to identify and understand how growth and change in rural areas affect agriculture and working farms, and to develop recommendations that support farm viability, strengthen agricultural infrastructure, and protect working lands in Kitsap County.

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3. Authority and Responsibilities

The Rural Lands Analysis Subcommittee is authorized under Article VIII, Section 9 of the Agricultural Advisory Council bylaws. Additional guidance regarding Subcommittee operations is provided in Section 5 of the Operating Guidelines.

The Subcommittee will:

- Review Rural Lands Analysis materials and reports provided by Kitsap County DCD staff.
- Evaluate agricultural impacts of rural growth and development.
- Develop recommendations related to working lands preservation and agricultural viability.
- Gather input from farmers, agricultural stakeholders, and subject matter experts.
- Report findings and recommendations to the Agricultural Advisory Council.
- Gather a better understanding of the history of Agriculture Zoning (Agriculture Resource Lands of Commercial Significance) in Kitsap County. Note GMA requirements.

- Request a legal opinion on the feasibility of adoption of agriculture resource land designation.

Documents to review:

- Thurston County Working Land Report
- Whatcom County Agriculture Land Analysis
- 2023 In Our Hands Report
- 1992 Kitsap County Strategies for Resource Land Designation
- Glacial Lakes Conservancy Conservation Lands Rep
- Puget Sounds Partner – Working Lands
- Others as identified by the subcommittee

4. Membership

Role	Member	Responsibilities
Chairperson	Karissa Holcombe	Leads Subcommittee activities, develops agendas, facilitates meetings, reports to Agricultural Advisory Council
Vice Chair	Hannah Orando Baldus	Assists Chairperson and assumes duties when Chairperson is unavailable
Note Taker	Angie Cordiano	Records meeting minutes and maintains Subcommittee documentation
Member	Scott Hall	Participates in discussions, analysis, and recommendation development
Member	Miles Paden	Participates in discussions, analysis, and recommendation development

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5. Meeting Frequency

The Subcommittee will meet on the **second Thursday of each month from 6:30 p.m. to 8:00 p.m.**

Meetings may be conducted:

- In person
- Virtually
- Hybrid format

Additional meetings may be scheduled as necessary to meet project deadlines.

6. Agendas, Minutes, and Reports

Administrative Support

- DCD will provide staff support and participate in meetings as subject matter support related to the Rural Lands Analysis project.
- The Chairperson will coordinate with DCD in developing meeting agendas.

Meeting Agendas

- Distributed one week prior to meetings, whenever possible.
- Supporting reports and materials should be provided before the first Thursday of each month to allow adequate review.

Meeting Minutes The Note Taker shall record:

- Attendance
- Agenda topics
- Key discussion points
- Decisions reached
- Activities
- Assigned responsibilities
- Future agenda items

The Chairperson is responsible for distributing minutes and maintaining records in the designated shared folder.

7. Scope of Work

a. Objectives

The Subcommittee will:

Working Lands Overlay

- Develop criteria for identifying active agricultural operations.
- Establish eligibility parameters for a Working Lands Overlay designation.
- Explore voluntary participation models.
- Evaluate potential benefits of designation, including:
    - Agricultural building exemptions
    - Streamlined permit review processes
    - Additional county support mechanisms

Agricultural Viability

- Gather information from farmers and agricultural stakeholders.
- Identify challenges affecting farm viability.
- Evaluate how rural growth impacts working farms.
- Explore policy tools that support agricultural sustainability.

Long-Term Protection of Agricultural Lands

- Develop criteria for prioritizing farms for protection.
- Consider factors such as:
    - Historic significance
    - Prime agricultural soils (e.g. NRCS)
    - Current agricultural production
    - Economic contribution
    - Agricultural lands of local significance

Preservation Tools

Evaluate opportunities including:

- Conservation easements (e.g. Kitsap County, restrictions to title)
- Transfer of Development Rights (TDR)
- Purchase of Development Rights (PDR)
- Conservation Futures funding
- Real Estate Excise Tax (REET) funding
- Partnerships with organizations such as Great Peninsula Conservancy and American Farmland Trust

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b. Decision Making

The Subcommittee will strive for consensus whenever possible.

Where consensus cannot be reached, majority input may be used to shape recommendations and guide Subcommittee activities.

Any internal votes are advisory and do not constitute official Agricultural Advisory Council action.

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c. Deliverables

The Subcommittee will provide:

1. Recommendations to the Agricultural Advisory Council regarding the Rural Lands Analysis.
2. Regular progress updates.
3. A final report summarizing:
    - Findings
    - Recommendations
    - Lessons learned
    - Suggested future actions