



Kitsap County

Buildable Lands Public Participation Plan

Introduction

The Department of Community Development (DCD), in coordination with local cities, is undertaking a review and evaluation of Kitsap County's Buildable Lands Program. Kitsap County is one of seven counties required by the State's Growth Management Act (RCW 36.70A.215 and WAC 365-196-315) to complete a review and evaluation of development trends and urban land supply every 8-years.

Specifically, the purpose of the program review is to:

- "Look back" over the last six-years (2013-2019) to evaluate whether achieved densities (development trends) are consistent with relevant development assumptions and objectives in Kitsap's Countywide Planning Polices (CPPs) and local comprehensive plans.
- "Look forward" to determine if there is sufficient buildable land capacity (land supply) in urban areas to accommodate the county's 20-year targets for:
 - Commercial employment;
 - Industrial employment; and
 - Housing units to accommodate population.
- If necessary, identify reasonable measures to address inconsistencies between:
 - achieved and planned densities; or
 - land capacity and growth targets.

Local policies related to the Buildable Lands Program are found in Element B of Kitsap's CPPs. The policies require the County and local cities to:

- use consistent, agreed-upon methodology to estimate the land supply available to accommodate future residential, commercial, and industrial growth (Element B (1)(a));
- participate in a program to monitor and evaluate the effectiveness of their respective Comprehensive Plans (Element B (1)(b));
- establish procedures for resolving disputes in collection and analysis of data (Element B (1)(c)); and
- if necessary, implement appropriate reasonable measures within its jurisdictional boundary if inconsistencies are identified between development trends, land supply, and planned growth in their community (Element B (2)).

This Public Participation Plan outlines the approach Kitsap County will take to provide opportunities for public participation early and often throughout the Buildable Lands Program review process. The plan also provides key contact information and web addresses to ask questions or access information. This plan is a working document and will be adjusted, as needed.

Public and Agency Goals

- Provide interested parties with timely information and an understanding of the statutory requirements, guiding case law, as well as the process, so everyone can participate without significant barriers.

- Ensure predictability and transparency throughout the process so anyone can access information and know what to expect.
- Encourage interested parties and key partners to provide feedback early and often throughout the Buildable Lands Program review process.

Key Contacts

Name	Role	Organization
Jeff Rimack	DCD Director	Kitsap County
Angie Silva	DCD Assistant Director	Kitsap County
Dave Ward	DCD Planning & Environmental Programs Manager	Kitsap County
Liz Williams	DCD Planning Supervisor	Kitsap County
Cindy Read	GIS Lead & DCD Technology Analyst	Kitsap County
Kevin Ramsey	Consultant Project Manager	BERK Consulting, Inc.
Lisa Grueter	Consultant Principal in Charge	BERK Consulting, Inc.

Public Participation Opportunities

Kitsap County is committed to providing multiple opportunities for public participation throughout the process. Kitsap County will use a variety of communication tools, incorporating Washington State and federal COVID guidelines, to inform the public and encourage their participation, including the following:

1. Website https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Update.aspx

Kitsap County’s website will include a Buildable Lands Program webpage where interested parties can access status updates, draft documents, and project information. The webpage will be the primary repository of all information related to the Buildable Lands Program review process. The page will include who to contact for more information and an email link for questions and comments.

2. Consultations

DCD will offer regular consultations with interested parties and key partners throughout the process. The consultations provide an opportunity to connect, exchange ideas, and provide status and information updates throughout the process. In a formal government to government approach, the County will also consult with local Tribes, cities and relevant agency staff.

3. Coordination with Local Jurisdictions

Consistent with Kitsap CPPs, DCD, with the support of BERK Consulting, Inc., will facilitate four (4) meetings with the City of Bainbridge Island, City of Bremerton, City of Port Orchard, and City of Poulsbo. The purpose of the meetings includes:

- **Meeting 1:** Provide an overview of the process, approach, and roles and responsibilities of the County, Cities, and Consultant team. Discuss needs and opportunities for permit data collection and annual monitoring.
- **Meeting 2:** Review Land Capacity Analysis methodology and review preliminary supporting analysis. Discuss format and approach for city guidance.

- **Meeting 3:** Review and discuss Land Capacity Analysis methodology (follow up) and land use and regulatory barriers to both residential and non-residential development.
- **Meeting 4:** Review and discuss preliminary draft Buildable Lands Report.

4. Email Distribution List

An email list of interested parties will be created and maintained by DCD. The list will be used to notify interested parties regarding Buildable Lands Program review progress and participation opportunities. To join the Buildable Lands Program review email list, visit:

<https://public.govdelivery.com/accounts/WAKITSAP/subscriber/new>

5. Project Announcements

DCD will the County will utilize GovDelivery to send regular project announcements to interested parties and organization throughout the process. Notices will provide general information about the project and contact information for submitting comments.

6. Media

The local news media will be kept up-to-date on the Buildable Lands Program review process and receive copies of all project announcements.

7. Kitsap County Planning Commission

The Kitsap County Planning Commission is an advisory body that assist DCD in carrying out its duties, including assistance in the preparation and execution of the comprehensive plan and recommendations to the Department of Community Development prior to consideration by the Board of County Commissioners and adoption of official controls and/or amendments. DCD will provide regular briefings at Planning Commission meetings throughout the process to keep them informed. Meeting dates and materials will be available on the project [website](#) and Planning Commission [webpage](#). The meetings are open to the public and interested parties are encouraged to participate throughout the review process in alignment with Washington State health and safety guidelines.

8. Board of County Commissioners

The Board of Commissioners is the governing body of Kitsap County. There are three members of the Board and each represents one of three geographical districts. The Board of County Commissioners will receive regular check-ins to keep them informed and involved throughout the process. Interested parties are encouraged to participate in Commissioner public meetings in alignment with Washington State health and safety guidelines.

9. Public Comment

Public comment opportunities will be held throughout the process at key intervals and further outlined below in the project schedule. Interested parties will be encouraged to provide comments to Kitsap County by letter, email, or web-based forms throughout the public process. All comments received will be forwarded to the Kitsap County Board of County Commissioners for their consideration.

List of Community Partners and Interested Parties

The County will engage the following community partners and interested parties:

Members of the Public

- Interested citizens
- Interested property owners

Tribal Governments/Commissions

- Suquamish Tribe*
- Port Gamble S'Klallam Tribe*
- Skokomish Tribe
- Puyallup Tribe
- Squaxin Island Tribe
- Point No Point Treaty Council
- Northwest Indian Fisheries Commission

**Reservation land in Kitsap Co.*

County Officials

- Kitsap County Planning Commission
- Board of County Commissioners

Appointed and Separately Elected County

Departments and Services

- Public Works
- Parks
- Auditor
- Assessor
- Emergency Management
- Prosecutors Office

Other Local Government

- Cities
 - Bainbridge Island
 - Poulsbo
 - Bremerton
 - Port Orchard
- Ports
 - Bremerton
 - Brownsville
 - Keyport
 - Manchester
 - Poulsbo
 - Illahee
 - Silverdale
 - Tracyton

- Waterman
- Indianola
- Kingston
- Eglon

- Conservation district
- Public Utility district
- Sewer districts
- School districts
- Kitsap Public Health District

State Government

- Department of Commerce

Federal Government

- Naval Base Kitsap
 - Keyport
 - Bremerton
 - Bangor
 - Jackson Park
 - Manchester

Associations and Community Groups

- Kitsap Alliance of Property Owners
- Kitsap Environmental Coalition
- Kitsap Building Association
- Kitsap Realtors Association
- Kitsap County Department of Community Development Advisory Group
- Central Kitsap Community Council
- Suquamish Citizen Advisory Council
- Manchester Citizen Advisory Council
- Kingston Citizen Advisory Council
- Keyport Neighborhood Group
- Illahee Community Group
- Holly Community Club
- Wicks Lake Community Group
- Hansville Greenway Association
- Parks Stewardship Groups

Non-profit organizations

- Economic development

Inclusive outreach

Based on demographic data pulled from the 2010 U.S. Census, Kitsap County is 83% White, 6% Hispanic, 5% Asian, 3% Black, 2% American Indian, 1% Pacific Islander. Census data also shows that 8% of households make less than \$15,000 a year.

To tailor outreach to minority and low-income groups, the County will offer consultations to community organizations. Some examples of relevant organizations include [Kitsap Community Resources](#), League of Women Voters, and Kitsap Immigrant Assistance Network.

The County is also committed to providing accommodations to people with disabilities per the Americans with Disabilities Act (ADA). To request ADA accommodation for disabilities and/or materials in a format for the visually impaired, please reach out to the County using the contact information below.

Organization	Contact information
Kitsap County Department of Community Development	Amanda Walston 360-337-5777 awalston@co.kitsap.wa.us
Kitsap County Commissioners Office	Dana Daniels 360-337-5777 ddainels@co.kitsap.wa.us

Timeline

The following is a general timeline to outline when outreach activities are anticipated throughout the process.

Date	Project milestones	Outreach activities
October - December 2020	<ul style="list-style-type: none"> Public Participation Plan reviewed by Board of Commissioners Review city data & growth targets Develop assumptions for LCA 	<ul style="list-style-type: none"> Launch webpage on the County's website Coordination with local cities Outreach to engage community partners and interested parties to join email distribution list Send project announcement

Date	Project milestones	Outreach activities
January – March 2021	<ul style="list-style-type: none"> • Recommendation for future data collection released • Identify land use & regulatory barriers • Draft Housing memo released 	<ul style="list-style-type: none"> • Refresh project website • Project check-ins continue • Coordination with local cities continues • E-notice mailing list updates continue • Project announcement regarding public comment opportunities
April – June 2021	<ul style="list-style-type: none"> • LCA meeting 4 • Summary of LCA meetings released • Final Housing memo released • Draft Buildable Lands Report released 	<ul style="list-style-type: none"> • Refresh project website • Mailing list updates continue • Project announcement regarding public comment opportunities