

KITSAP COUNTY PLANNING COMMISSION

Zoom Webinar

<https://us02web.zoom.us/j/89837636691>

Dial In: (253) 215-8782 Webinar ID: 898 3763 6691 Passcode: 512645

July 19, 2022 @ 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).

Planning Commission (PC) Members present: Joe Phillips (Chair), Amy Maule (Vice Chair), Alan Beam, Steven Boe, Kari Kaltenborn-Corey, Richard Shattuck, Stacey Smith

Planning Commission (PC) Members absent: Aaron Murphy

Department of Community Development (DCD) Staff present: Liliana Jones, Colin Poff, Jim Rogers, Jeff Rimack, Caitlin Schlatter, Melissa Shumake, Amanda Walston (Clerk)

Kitsap County: Eric Baker

5:30 pm

A. Introductions

B. Virtual Meeting Protocol

C. Adoption of Agenda

- **MOTION:** Richard Shattuck moves to adopt the agenda as presented.
- **SECOND**
- **VOTE: Unanimous in Favor – Motion Carries**

D. Adoption of Minutes

- **MOTION:** Kari Kaltenborn-Corey moves to adopt minutes of 07/05/2022 as presented.
- **SECOND**
- **VOTE: Unanimous in Favor – Motion Carries**

E. General Public Comment

- **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- **Chair Phillips** calls again for speakers; as there are no other speakers; **closes the floor to general speakers.**

5:35 pm

1 **F. Status Update: 2024 Comprehensive Plan (Comp Plan) – Eric Baker, Kitsap County**
2 **Policy & Management Analyst Policy Analyst (approx. 10 minutes)**

- 3 • Mr. Baker provides a brief overview of the project, referencing a visual
4 presentation; today’s update reviews progress, noting the requirement to
5 adopt by end of 2024, with a target of mid-2024 and that many key decisions
6 coming in 2023 that will affect this project; reviews critical topics including
7 Housing Affordability and Affordable Housing, Climate Change and
8 Reclassification Requests.
- 9 • Mr. Baker notes COVID added to the homeless concerns, pushing a significant
10 number of people out of their homes into temporary shelter/housing; focus is
11 not necessarily removal of all regulations, but how to find or create an
12 affordable housing stock; of four regional counties, Kitsap is most dependent
13 on Single Family Residence (SFR) and house size is higher than household size,
14 with more 3-bedroom homes than there are 3 member families
- 15 • Mr. Baker notes Climate concerns include greenhouse emission reduction; also
16 bringing people closer together, drawing them into the centers, in which
17 infrastructure has a significant role
- 18 • Reclassification requests may include property or text changes to zoning goals
19 and policies or zoning code; examples include Urban Growth Area (UGA)
20 expansion, commercial to residential uses or vice versa, code changes to
21 increase housing opportunities or reduce cost.
- 22 • The submission period for these requests is 6/6/22 – 8/18/22; they will be
23 considered with Plan Alternatives and Drafts, with a Board of County
24 Commissioners’ (BoCC) decision and implementation by December 2024; this
25 process is less costly/free and substantially smaller than Site Specific process.
- 26 • **COMMENT:** Mr. Shattuck commends the County on this process, as he has
27 heard recognition of outreach from the public; lots of positive feedback; Mr.
28 Baker acknowledges the DCD PEP staff’s time and efforts.
- 29 • **Md. Baker notes Next Steps include a** formal countywide kickoff meeting,
30 reclassification request window in August 2022; Community Council
31 Discussions in Fall 2022 where many have Community Plans requiring updates
32 in the Comp Plan update; much of the outreach has been virtual, hoping to
33 bring some traditional

34 **5:47 pm**

35 **G. Briefing: Countywide Planning Policies (CPPs) Update – Eric Baker, Kitsap County**
36 **Deputy County Administrator (approx. 30 minutes)**

- 37 • Mr. Baker provides a brief overview of the project, referencing a visual
38 presentation, noting that Kitsap Regional Coordinating Council (KRCC)

1 maintains the guiding document for County and city planning and local
2 transportation funding.

- 3 • Growth Management Act (GMA) requires consistency with CPPs with interest
4 in focusing density in cities; Kitsap focuses on cities of Bremerton, Poulsbo,
5 Port Orchard and an emphasis on Kingston & Silverdale areas, these are often
6 called centers; transportation, as well as funding for it, is largely focused on
7 getting people to and from centers.
- 8 • Multi-County Planning Policies (MPPs) are required to receive regional
9 transportation funding; Vision 2050, from Puget Sound Regional Council (PSRC)
10 guides Kitsap, Snohomish, King and Pierce Counties.
- 11 • Mr. Baker reviews Growth Allocations, noting a 20-year planning horizon; KRCC
12 uses Vision 2050 to establish population and employment projections, with
13 Silverdale, Kingston, Bremerton and smaller cities targeted; old idea of keeping
14 growth out of our area by not planning for it is not feasible; Focused Growth
15 includes High-Capacity Transit, increased density in Urban areas, walkability,
16 inter-urban transit, regular transit service, diversity of housing types.
- 17 • Mr. Baker reviews population table approved by KRCC for 2020 – 2044,
18 showing growth and target numbers for all areas, cities, etc. in Kitsap; noting
19 70,747 new residents and 46,023 new jobs; Bremerton is projected to take
20 highest growth, as intended by GMA, but infrastructure improvements,
21 specifically roadways, will be costly; PSRC is the conduit for federal
22 transportation dollars, needed to help fund infrastructure required; a common
23 theme is the cities do not take their share of GMA growth which creates a push
24 in the target numbers.
- 25 • Mr. Baker notes next steps are to bring the item through the PC first and then
26 on to BoCC; calls for questions and provides contact information.

27 **6:01 pm**

28 **H. Briefing: 2022 Administrative Code Edits – Colin Poff**, Department of Community
29 Development (DCD) Planning Supervisor (approx. 20 minutes)

- 30 • Mr. Poff provides a brief overview of the project, referencing a visual
31 presentation; noting this is an introduction to the topic and related work to be
32 done, but there is no code language to review today; scope very limited to
33 minor changes, edits to Title 16 related to Land Division included.
- 34 • Mr. Poff reviews Project Objectives including eliminate and reduce conflicting
35 provisions; add clarity to existing sections of code without changing meaning;
36 remove redundancies or items no longer applicable; create more predictability
37 and certainty in development standards; notes Project Goals include DCD
38 tracking and adopting Administrative edits on an annual basis; last similar
39 update was in 2017.

- 1 • Mr. Poff reviews Public Participation Plan, noting a kick-off presentation,
2 consultations with Department staff, two GovDelivery announcements, posting
3 on the County website and in the Kitsap Sun; SEPA Review and Public
4 Comment period and Public Hearings; DCD will also keep list of any additional
5 Interested Parties or who request additional communications.
- 6 • Mr. Poff reviews a few examples of proposed edits, including reference State
7 statutes (16.04.100) regarding expiration of Preliminary Plats; reword
8 confusing definitions (17.110.405) for consistency in staff interpretations; fix
9 review procedure in the Review Authorization Table (21.04.100) which
10 incorrectly lists Rezone as a Type III process.
- 11 • Mr. Poff reviews the Project Timeline: Kickoff in June; Code Development July –
12 August; PC & BoCC Review process August – November and Implementation by
13 year-end; noting if during review.
- 14 • Mr. Poff notes in order to keep this purely Administrative, if any proposed edit
15 will change the meaning, that edit will be pulled and added to another code
16 change project; reviews next steps and shared contact info, notes PEP Planner
17 Jim Rogers also working on this project.
- 18 • **QUESTION:** Alan Beam asks about plan to engage builders, developers.
19 • **ANSWER:** Mr. Poff confirms information will go out to the groups; this
20 is the initial project kick-off; content is still in process.

21 **6:14 pm**

- 22 **I. Work Study: Bike/Electric Vehicle Code – Melissa Shumake, DCD PEP Sr. Planner**
23 (approx. 1 hour)
- 24 • Ms. Shumake provides a brief overview of the project, referencing a visual
25 presentation; noting it is a quick review of the previous meeting presentation;
26 noting scope is for guidance on bike parking & electric vehicle (EV) charging
27 facility requirements for new construction or redevelopment when the project
28 cost is greater than 50% of assessed building value; there is a cross reference
29 to proposed state requirements, which go further and are more broadly
30 applicable than previous rules; some main points of the International Building
31 Code Council (BCC) revisions include requirements for number or percentage
32 of EV spaces, EV Ready spaces and EV Capable spaces
- 33 • Ms. Shumake notes Project Goals, Community Survey Results, Workshop
34 Group and Project Timeline with goal of January 2023 for completion all
35 remain unchanged from the previous presentations
- 36 • **QUESTION/ANSWER:** Mr. Beam asks, and Ms. Shumake confirms, if a duplex,
37 wanted to provide this, they would need at least two spaces and voltage would
38 depend on the number of stations being charged.

- 1 • **QUESTION:** Mr. Shattuck asks if any proposed Kitsap standards differ from the
2 State?

- 3 • **ANSWER:** Ms. Shumake notes the State left out 1 or occupancy type,
4 for ease Kitsap has applied to all development instead of breakouts.

5 **6:28 pm**

- 6 • Ms. Shumake shares proposed draft code; highlights that one paragraph in
7 17.490.020.H is the only section that calls out bike parking; propose to strike it
8 and move to new section 17.490.070 Bicycle Parking Standards.

- 9 • **QUESTION:** Mr. Beam asks if a visual graphic is available.

- 10 • **ANSWER:** Ms. Shumake will try to locate one, as the section is largely
11 taken from the Non-Motor vehicles Committee draft.

- 12 • **QUESTION/ANSWER:** Chair Phillips asks, and Ms. Shumake will include, if an
13 indoor incentive is used, the other requirements do not apply.

- 14 • **QUESTION/ANSWER:** Chair Phillips asks, and Ms. Shumake confirms, if an EV is
15 parked in the charging area but is not being charged, it needs to be moved to
16 other parking.

- 17 • Mr. Shattuck notes that as defined, EV spaces are solely reserved for
18 charging, suggests change to EV charging stations, not spaces.

- 19 • Ms. Shumake continues review, referencing Bike Incentives, EV Standards,
20 noting the requirement to post contact info for charging station operator to be
21 posted on was drafted very specifically, as charging networks that run, operate
22 these charging stations are very common and can be contracted by property
23 owners or developers to manage and maintain these stations; the provision for
24 shared charging infrastructure be allowed/outlined for shared parking in
25 17.490.020.I

- 26 • **QUESTION/ANSWER:** Mr. Beam asks, and Ms. Shumake confirms, if building a
27 shopping center, requirements are same as residential and based on the
28 amount of parking onsite as required for Land Use.

- 29 • **QUESTION/ANSWER:** Mr. Beam asks, and Ms. Shumake confirms, an existing
30 business, such as Walmart, is not required to add these spaces if they do not
31 remodel; only applies to new or redevelopment with costs greater than 50%

- 32 • **QUESTION:** Ms. Kaltenborn-Corey asks if there is a 5% reduction overall, does
33 it affect all parking, or just EV; whether the overall reduced number of spaces
34 would include the EV spaces, or would those spaces be added to the total.

- 35 • **ANSWER:** Ms. Shumake will clarify and include, but believes the
36 intent is to calculate on the overall number.

- 1 • **QUESTION/ANSWER:** Ms. Kaltenborn-Corey asks, and Ms. Shumake will look
2 into data on the number of residents who currently own or drive EVs.
- 3 • **QUESTION/ANSWER:** Ms. Kaltenborn-Corey asks, and Ms. Shumake will look
4 into data that estimates on the number of planned new builds or
5 redevelopments and the associated number of EV.
- 6 • **QUESTION/ANSWER:** Chair Phillips asks, and Ms. Shumake confirms, the
7 general state of EV sales is rising.

8 **6:58 pm**

9 **J. General Public Comment**

- 10 • **Chair Phillips opens the floor** to speakers wishing to provide testimony.
- 11 • **SPEAKER: Bill Palmer, South Kitsap Resident, Kitsap Alliance of Property**
12 **Owners (KAPO)**
- 13 • Mr. Palmer asks about analysis related to EV projected numbers, power
14 demand, SEPA impact, state requirements and housing affordability.
- 15 • **Chair Phillips** calls again for speakers; as there are no other speakers, **closes**
16 **the floor to general speakers.**

17 **K. For the Good of the Order/Commissioner Comments**

- 18 • The 8/2/22 PC meeting is cancelled due to elections; an additional special
19 meeting could be added in August if needed

20
21 **Meeting adjourned by unanimous consent.**

22 **Time of Adjournment: 7:05 pm**

23 **Minutes approved this 4th day of October 2022.**

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27 
28 **Joe Phillips, Planning Commission Chair**
29 
Amanda Walston, Planning Commission Clerk