 # Executive Summary

**Issue Title:**      **2022 Administrative Code Edits**

**Meeting Date:**      **August 16, 2022**

**Time Required:**      **50 Minutes**

**Department:**      **Department of Community Development (DCD)**

**Attendees:**      **Colin Poff, Jim Rogers**

**Action Requested at This Meeting**: Work Study. Review Summary of Changes and provide feedback.

**Background:**
The Kitsap County Community Development Department proposes to do Administrative, or "housekeeping" edits to the Kitsap County Code (KCC). Edits may be related to KCC Titles 16, 17, 18 and 21.

The purpose of this project is to make minor, administrative edits, and will not address substantive changes to the code.

Staff already provided a briefing to the Planning Commission on July 19, 202 and to the the Board of Commissioners on July 20, 2022 of this project. Staff recently provided a summary of potential code changes which are now available for review on the project website: Administrative Code Edits (kitsapgov.com). An announcement of the project, with a link to these changes, was provided to the public.

**Scope:**
The scope of this project is limited to minor edits that will not materially change the intent or substance of any existing code. The objectives of this project include:
- Eliminate or reduce conflicting provisions of code.
- Add clarity to existing sections of code without changing meaning or intent of language.
- Create more predictability and certainty in development standards and the permit review process.
- Create an efficient system to catalog and organize previous and new code edits initiated by County Staff or the public.

DCD will develop revisions based on suggestions that were previously received from internal staff and external stakeholders. DCD intends to review administrative edits on an annual basis.

**Next Steps:**
- August 16 - Planning Commission Work Study
- September 6 - Planning Commission Public Hearing
- October 24 -  Board of County Commissioners Work Study
- November 14 - Board of County Commissioners  Public Hearing
- Adoption by Board in December 2022