

**Kitsap County Planning Commission Minutes – March 13<sup>th</sup> 2018**

**KITSAP COUNTY PLANNING COMMISSION**

**Administration Building – Commissioner’s Chambers**

**March 13<sup>th</sup> 2018 @ 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, time-stamps are provided below).

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Members present: Gina Buskirk (Chair), Karanne Gonzalez-Harless, Aaron Murphy, Tom Nevins, Richard Shattuck, Spencer Stegmann, and Jim Svensson

Members absent: Joe Phillips, Robert Baglio (Vice Chair)

Staff present: Eric Baker, Jim Bolger, Dave Ward, Amanda Walston

**05:30:20**

**A. Call meeting to Order, Introductions**

**B. Adoption of Agenda**

- **Motion:** Tom Nevins moves to adopt Agenda as presented.
- **Second:** Spencer Stegmann seconds.
- **Vote:** 8 in favor; 0 opposed – motion carries.

**C. Approval of Minutes**

- **Motion:** Aaron Murphy moves to approve the minutes from the 02/20/18 Planning Commission meeting as presented.
- **Second:** Jim Svensson seconds.
- **Vote:** 6 in favor; 0 opposed; 1 abstain RS – motion carries.

**05:32:50**

**D. Public Hearing: Transitory Accommodations – Eric Baker, Kitsap County Policy Manager**

- Eric Baker briefly describes the proposed changes, as presented to the Planning Commission at the last regular meeting on 02/20/18.
  - Presents Comments received from the KC Health District
  - Membrane (tent) structure materials are specified, this will allow metal and wood material.
  - Change from currently allowed urban areas only to all areas of unincorporated Kitsap County
- **Question/Answer:** Karanne Gonzales-Harless asks and Mr. Baker confirms that heat sources will be allowed in shelters made of non-membrane material

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### Public Hearing Open: 5:39:35

- **SPEAKER: Noah Israel, Kingston, WA resident**
  - Believes limiting allowed material allowed to those listed in International Building Code (IBC) is restrictive and could eliminate potentially viable alternatives.
  - Natural and composite-based materials are widely used and accepted nationally. They are durable, some fire-proof, cost effective and can provide many benefits.
  - A provision in code restricts structures from being site built, which is understandable in urban environments, but in rural areas it may prohibit self-help or donated labor that could help reduce cost. It is very costly to move these structures from one site to another.
- **SPEAKER: Nancy Olsten, Port Orchard, WA resident**
  - Works for Kitsap Rescue Mission and is pleased to see this moving forward as they hope to approach some local churches to see if small shelters could be built on property.
  - Concerned with language requiring a Type II decision to include more than one structure per site. The cost difference is big and could be prohibitive.
  - **Clarification:** Mr. Baker notes that a Type II would only be required for an extension of time the structures remain in place, as that would make them permanent, and then require the separate Type II process
- **Question:** Mr. Svensson asks about the County's thoughts about the materials mentioned in Mr. Israel's testimony.
  - Mr. Baker states composites hadn't been considered much, as the main focus was to allow for wood and metal structures built-offsite.
  - Staff sees no issue with including composites, as long as language to state: 'built to manufacturer's specifications, either on-site or off-site' is included.
- **Question:** Mr. Murphy asks if someone wanted to build it on their own without a kit, using donated materials, time, expertise; paragraph 2 requires building to '...meet minimum health and safety standards' would that cover it?
  - Staff could include language after reference to 'manufactured specifications' to allow for those kinds of structures as long as they meet public health and safety standards
- **Question/Answer:** Ms. Gonzales-Harless asks and Mr. Baker confirms that DCD still has a Basic Plan that lists standard requirements for different structures, like basic houses or sheds?

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- 1 • **Discussion:** Would a list of basic components be helpful? Would it be cost prohibitive?
- 2 At least basic guidelines for continuity?
- 3 • Basic schematic that if not following IBC specifically, at least spell out minimum
- 4 requirements for the builder
- 5 • Someone who is inexperienced with design, but can build and follow a plan could use
- 6 these and be successful

7 **Recess: 5:52:12**

8 **Resume: 6:03:13**

9 **Public Hearing Closed: 6:03:22**

10 **E. Deliberations: Transitory Accommodations – Eric Baker, Kitsap County Policy Manager**

- 11 • **Mr. Baker briefly summarizes comments received during the public hearing, and**
- 12 notes any edits that may apply to the proposed amendment changes
- 13 • **Motion: Aaron Murphy moves to adopt the highlighted version of the proposed**
- 14 **Transitory Accommodations in full, with amended, individual changes.**
  - 15 • **Second: Karanne Gonzales-Harless seconds.**
  - 16 • **Open for Discussion:**
    - 17 • In addition to including composites in allowed materials, would ‘Or other
    - 18 materials as approved by the director’ be considered?
    - 19 • Gina Buskirk states Department/Director approval is a large, vague area. If
    - 20 trying to plan ahead, some specified details or clarity would be helpful up
    - 21 front so it wouldn’t be subjective what will or won’t be approved.
      - 22 • We are trying to maximize opportunities and balance predictability
      - 23 and flexibility in allowing the Director to determine that sweet spot.
      - 24 • All jurisdictions are working through this process right now, we don’t
      - 25 want to be behind in our action.
  - 26 • **Richard Shattuck moves to amend paragraph 17.505.020, the last full**
  - 27 sentence would read: *‘Allowable shelters or membrane shelters composites*
  - 28 *metal or other appropriate materials as follows:’*
    - 29 • Additional amendment to this paragraph would read: *“a wood,*
    - 30 *composite metal or other appropriate materials structure must be*
    - 31 *manufactured to manufactured specs or approved by director for*
    - 32 *temporary housing”*
    - 33 • **Second: Tom Nevins seconds.**
      - 34 • **Vote: 7 in favor; 0 opposed; motion carries**
  - 35 • Mr. Murphy asks and Mr. Baker clarifies that Health District comments
  - 36 come from their existing code, which has been tested in a court of law.

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- 1 • **Motion: Aaron Murphy moves to recommend approval of the proposed**  
2 **amendments to the KCC Section 17.410.070 Footnotes to Zoning Use Tables; and**  
3 **Chapter 17.505, as presented by Staff and subsequent amendments as approved by**  
4 **the Planning Commission**

- 5 • **Second: Richard Shattuck seconds.**

- 6 • **Vote: 7 in favor; 0 opposed – motion carries.**

7 **06:15:35**

### 8 **F. Draft Planning Commission Annual Report: Dave Ward, DCD Planning & Environmental** 9 **Programs Manager**

- 10 • Dave Ward briefly presents information regarding the draft 2017 Planning  
11 Commission Annual Report and asks for comments or suggestions.
- 12 • Ms. Gonzales-Harless wishes to recognize the work done by the Planning Commission  
13 Clerk, other members agree.

- 14 • **Motion: Jim Svensson moves to the 2017 Planning Commission Annual Report as**  
15 **presented by Staff with amendment to recognize the Planning Commission Clerk**

- 16 • **Second: Richard Shattuck seconds.**

- 17 • **Vote: 7 in favor; 0 opposed – motion carries.**

- 18 • Next step, a meeting will be scheduled with the Board of County Commissioners to  
19 allow them a chance to discuss the report and work for the coming year.

20 **6:24:05**

### 21 **G. Administrative Update: Jim Bolger, DCD Assistant Director**

- 22 • Jim Bolger provides an informational update, including the announcement of the new  
23 Assistant Director and Certified Building Official, Jeff Rimack, a long-time DCD staff  
24 member who was promoted from his role as Building and Inspection Supervisor.

- 25 • Thanks and recognition go to David Lynam for serving as Interim Assistant  
26 Director. He now returns to his role as Fire Safety Division Manager.

- 27 • Mr. Bolger notes that the issue of maximum lot size, which the Planning Commission  
28 recommended approval of, came to the Board of County Commissioners for public  
29 hearing in Poulsbo on February 12.

- 30 • Postcards went out to the 122 affected property owners who would be  
31 subject to the changes, which brought lots of speakers.

- 32 • A large majority didn't even realize that there was a subdivision required –  
33 much less the details/nuances of the changes proposes. DCD arranged for  
34 additional discussion with interested individuals.

- 35 • The Commissioners extended the hearing for public testimony, but did not set  
36 a date to bring this back – although a month is a likely length, and then they  
37 will provide additional direction

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- The Commissioners may ask for more information from DCD or they may decide they are ready to reconsider once concerns are addressed, such as the accessibility to sewer and availability at which stages; also, the creation of irregular lot sizes, and others
- Questions on providing relief by taking in site specific applications, but there are also issues with that – some examples of problematic areas would be Rocky Point in Bremerton and some in Tracyton.

**6:31:10**

**H. Findings of Fact: Transitory Accommodations – Eric Baker, Kitsap County Policy Manager**

- Mr. Baker presents the Findings of Fact, based on Planning Commission recommendations and public testimony heard, including a revised draft of the language proposed in the amendments
- **Motion: Richard Shattuck moves to approve the Findings of Fact as presented by staff.**
  - **Second: Tom Nevins seconds.**
  - **Vote: 7 in favor; 0 opposed; 0 abstain – motion carries.**

**I. For the Good of the Order:**

- No Meeting on 3/20/18

**Time of Adjournment: 6:53:54**

Minutes approved this 17 day of April 2018.



Gina Buskirk, Planning Commission Chair



Amanda Walston, Planning Commission Clerk

