



**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, SEPTEMBER 28, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:  
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)  
OR TELEPHONE: US: +1 253 215 8782  
WEBINAR ID: 929 4733 8351

**AGENDA**

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT - 6:10 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below.

  - 3.A **[Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk](#)**, 15 Minutes  
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)
4. **CONSENT AGENDA - 6:25 PM**

All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.

  - 4.A **[Agenda Bill for Consent Agenda](#)**, 5 Minutes
  - 4.B **[Approve Accounts Payable and Payroll](#)**,  
[Council Report.pdf](#)  
[AP Report to Council of Cash Disbursements 09-29-21\\_krs.pdf](#)
  - 4.C **[Approve City Council Meeting Minutes](#)**,  
[City Council Study Session Minutes, September 7, 2021.pdf](#)

- 4.D Extend the Term and Date to Receive Recommendations from the Plastic and Waste Reduction Task Force**  
Plastic and Waste Reduction Task Force\_Amended.pdf
- 4.E Consider Resolution No. 2021-12 to Set Public Hearing Date for Unnamed Path, 1912 Chautauqua Replat (Mountain View Road NE) Road Vacation - Public Works, 5 Minutes**  
Resolution No. 2021-12 Setting Public Hearing for Unnamed Path Road Vacation.docx  
Resolution No. 2021-12\_Exhibit A.pdf  
STAFF\_REPORT (2).docx  
Application, ETC.pdf  
Comments.pdf  
Appraisal.pdf
- 4.F Continue Current Funding Level for Awards Made to Local Organizations through a One-Year Renewal of Human Services Award Cycle (\$330,000 for 2022) - Executive, 5 Minutes**  
Human Services Funding Cycle Award Recipient Summary.pdf
- 4.G Consider Increase to Human Resources Staffing by 0.5 FTE, 5 Minutes**
- 4.H Cancel the October 5, 2021 City Council Study Session, November 2, 2021 City Council Study Session, and the November 23 City Council Business Meeting**

**5. COUNCIL ANNOUNCEMENTS - 6:30 PM**

**6. CITY MANAGER'S REPORT - 6:40 PM**

**7. PRESENTATION(S)**

- 7.A (6:45 PM) Proclamation Declaring October 2021 as Filipino American History Month - Mayor Nassar, 5 Minutes**  
Filipino American History Month Proclamation 2021.docx

**8. UNFINISHED BUSINESS**

- 8.A (6:50 PM) Identify Projects for Funding by the American Rescue Plan Act (ARPA), 45 Minutes**  
ARPA\_Presentation\_for\_CC\_09282021  
Climate Change Advisory Committee Minutes ARPA Feedback  
ETAC priorities for ARPA funds  
REAC ARPA Resolution to City Council  
UAC ARPA money ranking
- 8.B (7:35 PM) Consider Revised Response to Puget Sound Energy's Proposed Transmission Line Project - Public Works, 10 Minutes**  
PSE\_Response\_Letter\_092421.docx  
PSE Map Route Options Map.pdf

[2021\\_0602\\_PSERouteOptionsFactsheet-1.pdf](#)

- 8.C (7:45 PM) Consider Formal Response to Draft 2013-2019 Buildable Lands Report - Planning, 20 Minutes**  
[Sept 17 Staff Memo Buildable Lands Report.pdf](#)  
[20210921 Pollock Comment on Draft BLR.pdf](#)  
[Bainbridge Island 2020 Census Tracts.pdf](#)  
[DRAFT Buildable Lands Report - August 2021 Only Bainbridge Relevant Pages.pdf](#)

## 9. NEW BUSINESS

- 9.A (8:05 PM) Consider Resolution 2021-17 Declaring an Emergency for a Critical Slope Failure Repair on NE Yeomalt Point Drive, and Authorize a Related Budget Amendment (\$250,000) - Public Works, 10 Minutes**  
[Resolution No. 2021-17 Proclaiming an Emergency at NE Yeomalt Drive.docx](#)  
[Yeomalt Point Drive Slide Memo 9-23-2021.docx](#)
- 9.B (8:15 PM) Consider Recommended Appointments to the Lodging Tax Advisory Committee - Council, 5 Minutes**  
[Corbin - LTAC \(Redacted\).pdf](#)  
[Dumouchel - LTAC \(Redacted\).pdf](#)  
[Fitzgerald - LTAC \(Redacted\).pdf](#)  
[Raffa - LTAC \(Redacted\).pdf](#)

## 10. COMMITTEE REPORTS - 8:20 PM

## 11. ADJOURNMENT 8:25 PM

### GUIDING PRINCIPLES

**Guiding Principle #1** - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

**Guiding Principle #2** - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

**Guiding Principle #3** - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

**Guiding Principle #4** - Consider the costs and benefits to Island residents and property owners in making land use decisions.

**Guiding Principle #5** - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

**Guiding Principle #6** - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Guiding Principle #7** - Reduce greenhouse gas emissions and increase the Island's climate resilience.

**Guiding Principle #8** - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



**City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,

**SUMMARY:** The attached instructions and guidelines explain how to provide public comment in a remote Zoom meeting.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



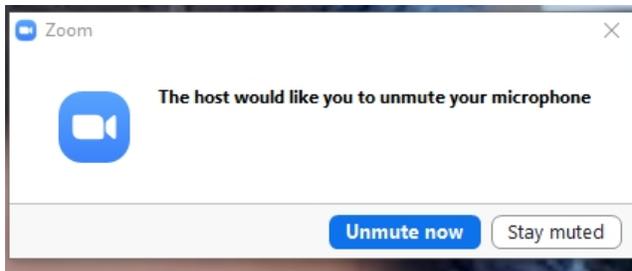
CITY OF  
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at [council@bainbridgewa.gov](mailto:council@bainbridgewa.gov) or the City Clerk at [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov). Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

1. Attendees who wish to provide public comment sign in to Zoom with their name.
2. Meeting Chair will indicate when it is time for public comment.
3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



5. Attendee will appear on screen with other panelists, but without video, just name.

**IMPORTANT NOTE:** If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

6. Attendee provides their comment.
7. A timer on the screen will track your time.
8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, public comment is simply received by the Council, with no response.

## Excerpt from the Governance Manual regarding public comment:

### **5.6 Respect and Decorum**

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below.

Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

#### **5.6.1 Orderly Behavior and Civility in Remarks**

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.

- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

**5.6.2 Permission Required to Address the Council**

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Agenda Bill for Consent Agenda,

**SUMMARY:** Consider approval of the following Consent Agenda items:

- B. Approve Accounts Payable and Payroll
- C. Approve City Council Meeting Minutes
- D. Extend the Term and Date to Receive Recommendations from the Plastic and Waste Reduction Task Force
- E. Consider Resolution No. 2021-12 to Set Public Hearing Date for Unnamed Path, 1912 Chautauqua Replat (Mountain View Road NE) Road Vacation
- F. Continue Current Funding Level for Awards Made to Local Organizations through a One-Year Renewal of Human Services Award Cycle (\$330,000 for 2022)
- G. Consider Increase to Human Resources Staffing by 0.5 FTE
- H. Cancel the October 5, 2021 City Council Study Session, November 2, 2021 City Council Study Session, and the November 23 City Council Business Meeting

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to approve the Consent Agenda as presented.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve Accounts Payable and Payroll,

**SUMMARY:** Consider approval of payroll and accounts payable.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve with accounts payable and payroll.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Council Report.pdf](#)

[AP Report to Council of Cash Disbursements 09-29-21 krs.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

PAYROLL

PAYROLL CHECK RUN: 9 - 20 - 2021

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	9/20/2021	52034 - 52162	Regular check run (Direct Dep)	348,143.21
Normal	9/20/2021	109687	Regular check run (Paper Checks)	2,684.03
Vendor	9/20/2021	109688 -109695	Vendor check run (Paper Checks)	136,249.87
EFTPS	9/20/2021	N/A	Federal Tax Electronic Transfer	134,761.68
			<b>TOTAL:</b>	<b>621,838.79</b>

Prepared and Reviewed by:  Date 9-17-21  
Brenda Landolt, Payroll Specialist

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

 Date 9/17/2021  
Kim Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: September 13, 2021 - September 27, 2021

CITY COUNCIL: September 14, 2021 - September 28, 2021

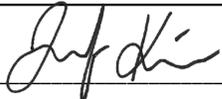
Last check from previous run: 357279 dated 09/15/2021 issued to Zee Medical Service for \$247.92

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH - VOID				N/A
EFT				N/A
ACH				N/A
VOID	04/15/2020	353381	Jason & Lauren Terp/Check was lost and needed to be reissued	169.53
VOID	10/28/2020	354747	Alexander & Rebecca Endzell/Check wasn't received and needed to be reissued	10.27
Manual	09/14/2021	357280	US Bank/Credit card purchases - August 2021	34,604.77
Manual	09/17/2021	357281	AT&T Onenet Service/Fax long distance	28.01
Manual	09/17/2021	357282	Bainbridge Disposal/Citywide disposal services	3,190.98
Manual	09/17/2021	357283	CenturyLink/Citywide telemetry - September 2021	1,625.69
Manual	09/17/2021	357284	Puget Sound Energy/Citywide electricity - August 2021	32,858.14
Manual	09/17/2021	357285	Verizon/Citywide wireless charges - September 2021	5,537.52

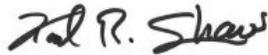
<b>Total Manual Checks and Electronic Disbursements</b>	<b>76,399.22</b>
---	------------------

Regular Run	09/29/21	357286-357377	<b>Total Regular Check Run</b>	<b>247,525.36</b>
			<b>Total Disbursements</b>	<b>323,924.58</b>

Retainage Release	N/A	N/A		N/A
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by  Jacob Kines, Senior Accounting Technician

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.



9/22/2021

Karl Shaw, Accounting Manager

Date

*Paul R. Shaw*

*JK*

09/16/2021 15:06  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

9/17/2021

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apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
353381	04/15/2020	VOID	9437 JASON & LAUREN TERP	239276	PLN13058 SVAR	03/06/2020		-169.53
						CHECK	353381 TOTAL:	-169.53
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		-169.53
						COUNT	AMOUNT	
				TOTAL VOIDED CHECKS		1	169.53	
						*** GRAND TOTAL ***		-169.53

Spoke with Jason Terp, 215-431-4004 2:02pm  
 9/16/2021, about the attached Unclaimed Property  
 letter. Due to Covid the check was not cashed  
 and has been lost. Check 353381 needed to be voided  
 and a new check reissued.

09/16/2021 15:06  
 jkines

CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

P 2  
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9	99									
APP 650-213000			09/16/2021	353381	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			169.53
APP 635-111100			09/16/2021	353381	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		169.53	
GENERAL LEDGER TOTAL										169.53	169.53
APP 631-130000			09/16/2021	04/12/20	VOID			DUE TO/FROM CLEARING			169.53
APP 650-130000			09/16/2021	04/12/20	VOID			DUE TO/FROM CLEARING		169.53	
SYSTEM GENERATED ENTRIES TOTAL										169.53	169.53
JOURNAL 2021/09/99 TOTAL										339.06	339.06

09/16/2021 15:06  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2021 9	99	09/16/2021	DUE TO/FROM CLEARING CASH	169.53	169.53
				FUND TOTAL	169.53	169.53
650 AGENCY FUND 650-130000 650-213000	2021 9	99	09/16/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	169.53	169.53
				FUND TOTAL	169.53	169.53

09/16/2021 15:06  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	169.53	
650 AGENCY FUND		169.53
TOTAL	169.53	169.53

\*\* END OF REPORT - Generated by Jacob Kines \*\*

September 13, 2021

Jason & Lauren Terp

PO BOX 10577

Bainbridge Island, WA 98110

**We have unclaimed property that belongs to you**

Dear Jason & Lauren Terp

We have issued check #353381, 4/15/2020 \$169.53, that belongs to you and has not yet been deposited. Please write to us at the address below or call us at 206-842-7633.

City Of Bainbridge Island

280 Madison Ave N

Bainbridge Island, WA 98110

**Respond by October 10, 2021**

If we do not hear from you by the above date, we are required by law to send your funds to the Washington State Department of Revenue.

Sincerely,

Jacob Kines

Senior Accounting Technician

*Paul R. Shaw*

*JK*

09/17/2021 15:35  
 jkines

CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

9/17/2021

P 1  
 apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
354747	10/28/2020	VOID	9573 ENDZELL, ALEXANDER &	243352	89254	10/14/2020		-10.27
						CHECK	354747 TOTAL:	-10.27
			NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***		-10.27
						COUNT	AMOUNT	
			TOTAL VOIDED CHECKS			1	10.27	
						*** GRAND TOTAL ***		-10.27

Rebecca Endzell called, 9/17/21 3:29pm 206-919-3357.  
 The check was never received so it needs to be voided  
 and reissued.

09/17/2021 15:35  
 jkines

CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

P 2  
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9	111									
APP	401-213000		09/17/2021	354747	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			10.27
APP	635-111100		09/17/2021	354747	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		10.27	
GENERAL LEDGER TOTAL										10.27	10.27
APP	631-130000		09/17/2021	10/25/20	VOID			DUE TO/FROM CLEARING			10.27
APP	401-130000		09/17/2021	10/25/20	VOID			DUE TO/FROM CLEARING		10.27	
SYSTEM GENERATED ENTRIES TOTAL										10.27	10.27
JOURNAL 2021/09/111 TOTAL										20.54	20.54

09/17/2021 15:35  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	WATER OPERATING FUND	2021	9	111	09/17/2021			
	401-130000					DUE TO/FROM CLEARING	10.27	
	401-213000					ACCOUNTS PAYABLE		10.27
						FUND TOTAL	10.27	10.27
631	CLEARING FUND	2021	9	111	09/17/2021			
	631-130000					DUE TO/FROM CLEARING		10.27
	635-111100					CASH	10.27	
						FUND TOTAL	10.27	10.27

09/17/2021 15:35  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		10.27
631	CLEARING FUND	10.27	
	TOTAL	10.27	10.27

\*\* END OF REPORT - Generated by Jacob Kines \*\*

September 13, 2021

Alexander & Rebecca Endzell

124 Anchor Lane

Port Ludlow, WA 98365

**We have unclaimed property that belongs to you**

Dear Alexander & Rebecca Endzell

We have issued check #354747, 10/28/2020 \$10.27, that belongs to you and has not yet been deposited. Please write to us at the address below or call us at 206-842-7633.

City Of Bainbridge Island

280 Madison Ave N

Bainbridge Island, WA 98110

**Respond by October 10, 2021**

If we do not hear from you by the above date, we are required by law to send your funds to the Washington State Department of Revenue.

Sincerely,

Jacob Kines

Senior Accounting Technician

JK

09/14/2021 14:11  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357280	09/14/2021	PRTD	7314 US BANK	250423	080621CB	08/25/2021		USB0821	80.00
				250424	073021KB	08/25/2021		USB0821	90.00
				250425	080321KB	08/25/2021		USB0821	130.00
				250426	080321KB-A	08/25/2021		USB0821	130.00
				250427	080321KB-B	08/25/2021		USB0821	502.88
				250428	081121KB	08/25/2021		USB0821	130.00
				250429	081621KB	08/25/2021		USB0821	335.49
				250430	080821KD	08/25/2021		USB0821	76.30
				250431	080921KD	08/25/2021		USB0821	820.63
				250432	081121KD	08/25/2021		USB0821	5.00
				250433	080521KG	08/25/2021		USB0821	37.06
				250434	080621KG	08/25/2021		USB0821	34.88
				250435	080921KG	08/25/2021		USB0821	303.06
				250436	081021KG	08/25/2021		USB0821	190.00
				250437	081521KG	08/25/2021		USB0821	377.00
				250438	080221CK	08/25/2021		USB0821	300.00
				250439	080421CK	08/25/2021		USB0821	210.00
				250440	080421CK-A	08/25/2021		USB0821	220.00
				250441	080421CK-B	08/25/2021		USB0821	100.00
				250442	080921CK	08/25/2021		USB0821	16.34
				250443	081621CK	08/25/2021		USB0821	16.34
				250444	082421CK	08/25/2021		USB0821	100.00
				250445	073121RL	08/25/2021		USB0821	22.25
				250446	080221RL	08/25/2021		USB0821	66.24
				250447	080821RL	08/25/2021		USB0821	83.40
				250448	081221RL	08/25/2021		USB0821	66.75

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
250449	081221RL-A	08/25/2021		USB0821	40.00
250450	081321RL	08/25/2021		USB0821	1.00
250451	080621AL	08/25/2021		USB0821	74.00
250452	081121AL	08/25/2021		USB0821	2,124.83
250453	081121AL-A	08/25/2021		USB0821	1,405.95
250454	081321AL	08/25/2021		USB0821	11.48
250455	081321AL-A	08/25/2021		USB0821	265.89
250456	081321AL-B	08/25/2021		USB0821	7.62
250457	081321AL-C	08/25/2021		USB0821	25.36
250458	081321AL-D	08/25/2021		USB0821	19.57
250459	081921AL	08/25/2021		USB0821	148.20
250460	082021AL	08/25/2021		USB0821	163.49
250461	082021AL-A	08/25/2021		USB0821	38.37
250463	081021MS	08/25/2021		USB0821	52.35
250464	081621MS	08/25/2021		USB0821	-4.00
250465	0181721MS	08/25/2021		USB0821	72.31
250466	082321KS	08/25/2021		USB0821	135.00
250467	081321JS	08/25/2021		USB0821	533.00
250576	073021KD	08/25/2021		USB0821	35.00
250577	080121KD	08/25/2021		USB0821	151.91
250578	072621ZB	08/25/2021		USB0821	65.34
250579	072721ZB	08/25/2021		USB0821	26.89
250580	072821ZB	08/25/2021		USB0821	33.17
250581	072921ZB	08/25/2021		USB0821	70.00
250582	073021ZB	08/25/2021		USB0821	61.24
250583	072921ZB-A	08/25/2021		USB0821	11.65

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A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
250584	073121ZB	08/25/2021		USB0821	667.11
250585	073021ZB-A	08/25/2021		USB0821	196.18
250586	080321ZB	08/25/2021		USB0821	227.00
250587	080821ZB	08/25/2021		USB0821	6.73
250588	080321ZB-A	08/25/2021		USB0821	64.36
250589	081721ZB	08/25/2021		USB0821	43.59
250590	081721ZB-A	08/25/2021		USB0821	188.07
250591	081721ZB-B	08/25/2021		USB0821	13.07
250592	082121ZB	08/25/2021		USB0821	85.00
250593	082021ZB	08/25/2021		USB0821	30.21
250594	082421EH	08/25/2021		USB0821	43.55
250595	082421JC	08/25/2021		USB0821	7.00
250596	081621CKAZER	08/25/2021		USB0821	52.44
250597	081521CKAZER	08/25/2021		USB0821	27.80
250598	081521CKAZER-A	08/25/2021		USB0821	33.66
250599	081821CKAZER	08/25/2021		USB0821	44.55
250600	081821CKAZER-A	08/25/2021		USB0821	29.98
250601	081521CKAZER-B	08/25/2021		USB0821	536.97
250602	082321CKAZER	08/25/2021		USB0821	66.17
250603	081521KL	08/25/2021		USB0821	42.09
250604	081721KL	08/25/2021		USB0821	10.60
250605	081521KL-A	08/25/2021		USB0821	10.76
250606	081521KL-B	08/25/2021		USB0821	23.54
250607	081821KL	08/25/2021		USB0821	10.80
250608	081821KL-A	08/25/2021		USB0821	20.93
250609	081621KL	08/25/2021		USB0821	62.12

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
250610	081821KL-B	08/25/2021		USB0821	20.20
250611	081921KL	08/25/2021		USB0821	36.96
250612	081821KL-C	08/25/2021		USB0821	24.54
250613	081821KL-D	08/25/2021		USB0821	40.66
250614	081521KL-C	08/25/2021		USB0821	715.96
250616	081921KL-A	08/25/2021		USB0821	14.72
250617	081921KL-B	08/25/2021		USB0821	59.25
250618	080421WS	08/25/2021		USB0821	27.36
250619	080321BS	08/25/2021		USB0821	320.19
250620	081621BS	08/25/2021		USB0821	625.46
250621	081621BS-A	08/25/2021		USB0821	28.31
250622	081021TZ	08/25/2021		USB0821	38.02
250623	081121TZ	08/25/2021		USB0821	15.89
250624	081121TZ-A	08/25/2021		USB0821	19.57
250625	081221TZ	08/25/2021		USB0821	19.57
250634	072821BB	08/25/2021		USB0821	27.06
250635	072921BB	08/25/2021		USB0821	121.18
250636	073021BB	08/25/2021		USB0821	269.98
250637	080321BB	08/25/2021		USB0821	610.40
250638	080321BB-A	08/25/2021		USB0821	376.00
250639	080421BB	08/25/2021		USB0821	166.85
250640	081021BB	08/25/2021		USB0821	399.00
250641	081121BB	08/25/2021		USB0821	16.00
250642	081121BB-A	08/25/2021		USB0821	99.11
250643	081221BB	08/25/2021		USB0821	33.35
250644	081221BB-A	08/25/2021		USB0821	226.55

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
250645	081721BB	08/25/2021		USB0821	40.46
250646	081821BB	08/25/2021		USB0821	146.98
250647	081821BB-A	08/25/2021		USB0821	146.98
250648	081921BB	08/25/2021		USB0821	58.83
250649	082021BB	08/25/2021		USB0821	32.64
250650	082021BB-A	08/25/2021		USB0821	34.79
250651	082421BB	08/25/2021		USB0821	175.02
250652	072721MD	08/25/2021		USB0821	46.52
250653	072721MD-A	08/25/2021		USB0821	57.76
250654	072921MD	08/25/2021		USB0821	155.10
250655	073021MD	08/25/2021		USB0821	2.11
250656	073021MD-A	08/25/2021		USB0821	16.34
250657	080221MD	08/25/2021		USB0821	1,917.97
250658	080221MD-A	08/25/2021		USB0821	182.99
250659	080221MD-B	08/25/2021		USB0821	1,030.70
250660	080421MD	08/25/2021		USB0821	20.38
250661	080521MD	08/25/2021		USB0821	424.01
250663	081021MD	08/25/2021		USB0821	191.41
250664	081121MD	08/25/2021		USB0821	1,547.76
250665	081221MD	08/25/2021		USB0821	1,220.76
250666	081221MD-A	08/25/2021		USB0821	25.00
250667	082321MD	08/25/2021		USB0821	299.76
250668	082321MD-A	08/25/2021		USB0821	104.18
250669	080121JR	08/25/2021		USB0821	900.00
250670	080321JR	08/25/2021		USB0821	100.00
250671	080321JR-A	08/25/2021		USB0821	575.00

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

250672	080421JR	08/25/2021		USB0821	425.00
250673	080521JR	08/25/2021		USB0821	55.00
250674	080521JR-A	08/25/2021		USB0821	275.00
250675	080721JR	08/25/2021		USB0821	531.15
250676	072721DM	08/25/2021		USB0821	64.00
250677	080521DM	08/25/2021		USB0821	69.69
250678	080521DM-A	08/25/2021		USB0821	196.14
250679	080621DM	08/25/2021		USB0821	63.50
250680	081221DM	08/25/2021		USB0821	390.00
250681	081821DM	08/25/2021		USB0821	59.00
250682	081821DM-A	08/25/2021		USB0821	59.00
250683	081921DM	08/25/2021		USB0821	392.25
250684	082121DM	08/25/2021		USB0821	34.86
250685	082421DM	08/25/2021		USB0821	4,900.79
250686	082421DM-A	08/25/2021		USB0821	400.37
250687	080921MD	09/14/2021		USB0821	325.91

CHECK 357280 TOTAL: 34,604.77

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 34,604.77

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	34,604.77

\*\*\* GRAND TOTAL \*\*\* 34,604.77

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9	76									
APP	001-213000		09/14/2021	USB0821	091421			GENERAL - ACCOUNTS PAYABLE		25,162.49	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		09/14/2021	USB0821	091421			CASH			34,604.77
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		09/14/2021	USB0821	091421			STREETS - ACCOUNTS PAYABLE		525.44	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		09/14/2021	USB0821	091421			ACCOUNTS PAYABLE		568.68	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		09/14/2021	USB0821	091421			ACCOUNTS PAYABLE		589.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		09/14/2021	USB0821	091421			ACCOUNTS PAYABLE		2,163.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	501-213000		09/14/2021	USB0821	091421			ER&R-ACCOUNTS PAYABLE		64.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		09/14/2021	USB0821	091421			ACCOUNTS PAYABLE		5,497.30	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		09/14/2021	USB0821	091421			ACCOUNTS PAYABLE		34.86	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										34,604.77	34,604.77
APP	631-130000		09/14/2021	USB0821	091421			DUE TO/FROM CLEARING		34,569.91	
APP	001-130000		09/14/2021	USB0821	091421			GENERAL - DUE TO/FROM CLEARING			25,162.49
APP	101-130000		09/14/2021	USB0821	091421			STREETS - DUE TO/FROM CLEARING			525.44
APP	401-130000		09/14/2021	USB0821	091421			DUE TO/FROM CLEARING			568.68
APP	402-130000		09/14/2021	USB0821	091421			DUE TO/FROM CLEARING			589.00
APP	407-130000		09/14/2021	USB0821	091421			DUE TO/FROM CLEARING			2,163.00
APP	501-130000		09/14/2021	USB0821	091421			ER&R-DUE TO/FROM CLEARING			64.00
APP	403-130000		09/14/2021	USB0821	091421			DUE TO/FROM CLEARING			5,497.30
SYSTEM GENERATED ENTRIES TOTAL										34,569.91	34,569.91
JOURNAL 2021/09/76 TOTAL										69,174.68	69,174.68

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 9	76	09/14/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	25,162.49	25,162.49
				FUND TOTAL	25,162.49	25,162.49
101 STREET FUND 101-130000 101-213000	2021 9	76	09/14/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	525.44	525.44
				FUND TOTAL	525.44	525.44
401 WATER OPERATING FUND 401-130000 401-213000	2021 9	76	09/14/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	568.68	568.68
				FUND TOTAL	568.68	568.68
402 SEWER OPERATING FUND 402-130000 402-213000	2021 9	76	09/14/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	589.00	589.00
				FUND TOTAL	589.00	589.00
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 9	76	09/14/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,497.30	5,497.30
				FUND TOTAL	5,497.30	5,497.30
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 9	76	09/14/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,163.00	2,163.00
				FUND TOTAL	2,163.00	2,163.00
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2021 9	76	09/14/2021	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	64.00	64.00
				FUND TOTAL	64.00	64.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 9	76	09/14/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	34,569.91 34.86	34,604.77
				FUND TOTAL	34,604.77	34,604.77

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		25,162.49
101	STREET FUND		525.44
401	WATER OPERATING FUND		568.68
402	SEWER OPERATING FUND		589.00
403	STORM & SURFACE WATER FUND		5,497.30
407	BUILDING & DEVELOPMENT FUND		2,163.00
501	EQUIPMENT RENTAL & REVOLVING		64.00
631	CLEARING FUND		
		34,569.91	
	TOTAL	34,569.91	34,569.91

\*\* END OF REPORT - Generated by Jacob Kines \*\*

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357281	09/17/2021	PRTD	1235 AT&T ONENET SERVICE	250688	1274255242	09/01/2021		M091721	27.31
				250689	127463313	09/01/2021		M091721	.70
								CHECK 357281 TOTAL:	28.01
357282	09/17/2021	PRTD	47 BAINBRIDGE DISPOSAL	250690	0001121105	08/31/2021		M091721	2,757.29
				250691	0001121294	08/31/2021		M091721	346.96
				250692	0001121352	08/31/2021		M091721	86.73
								CHECK 357282 TOTAL:	3,190.98
357283	09/17/2021	PRTD	551 CENTURYLINK	250693	0225SEP21	09/02/2021		M091721	129.22
				250694	0456SEP21	09/02/2021		M091721	84.99
				250695	0754SEP21	09/02/2021		M091721	65.94
				250696	1745SEP21	09/02/2021		M091721	60.91
				250697	3736SEP21	09/02/2021		M091721	129.22
				250698	4953SEP21	09/07/2021		M091721	74.99
				250699	5127SEP21	09/07/2021		M091721	200.96
				250700	5211SEP21	09/02/2021		M091721	220.03
				250701	5996SEP21	09/07/2021		M091721	96.68
				250702	8731SEP21	09/07/2021		M091721	66.34
				250703	8834SEP21	09/02/2021		M091721	74.99
				250704	9136SEP21	09/02/2021		M091721	167.33
				250705	9791SEP21	09/02/2021		M091721	137.80
				250706	9840SEP21	09/02/2021		M091721	65.94
				250707	9858SEP21	09/02/2021		M091721	50.35
								CHECK 357283 TOTAL:	1,625.69
357284	09/17/2021	PRTD	1205 PUGET SOUND ENERGY	250708	0727AUG21	08/30/2021		M091721	11.05
				250709	1716AUG21	09/09/2021		M091721	17.36

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

250710 9047AUG21 09/02/2021 M091721 32,829.73  
CHECK 357284 TOTAL: 32,858.14

357285 09/17/2021 PRD 1485 VERIZON WIRELESS 250711 9887532102 09/01/2021 M091721 5,458.61  
250712 9887532103 09/01/2021 M091721 78.91  
CHECK 357285 TOTAL: 5,537.52

NUMBER OF CHECKS 5 \*\*\* CASH ACCOUNT TOTAL \*\*\* 43,240.34

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	5	43,240.34

\*\*\* GRAND TOTAL \*\*\* 43,240.34

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JOURNAL ENTRIES TO BE CREATED

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CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9	100									
APP	001-213000		09/17/2021	M091721	091721			GENERAL - ACCOUNTS PAYABLE		14,590.21	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		09/17/2021	M091721	091721			CASH			43,240.34
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		09/17/2021	M091721	091721			ACCOUNTS PAYABLE		9,528.75	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		09/17/2021	M091721	091721			STREETS - ACCOUNTS PAYABLE		5,068.02	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		09/17/2021	M091721	091721			ACCOUNTS PAYABLE		13,866.54	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		09/17/2021	M091721	091721			ACCOUNTS PAYABLE		13.31	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		09/17/2021	M091721	091721			ACCOUNTS PAYABLE		173.51	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										43,240.34	43,240.34
APP	631-130000		09/17/2021	M091721	091721			DUE TO/FROM CLEARING		43,066.83	
APP	001-130000		09/17/2021	M091721	091721			GENERAL - DUE TO/FROM CLEARING			14,590.21
APP	402-130000		09/17/2021	M091721	091721			DUE TO/FROM CLEARING			9,528.75
APP	101-130000		09/17/2021	M091721	091721			STREETS - DUE TO/FROM CLEARING			5,068.02
APP	401-130000		09/17/2021	M091721	091721			DUE TO/FROM CLEARING			13,866.54
APP	403-130000		09/17/2021	M091721	091721			DUE TO/FROM CLEARING			13.31
SYSTEM GENERATED ENTRIES TOTAL										43,066.83	43,066.83
JOURNAL 2021/09/100 TOTAL										86,307.17	86,307.17

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 9	100	09/17/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	14,590.21	14,590.21
				FUND TOTAL	14,590.21	14,590.21
101 STREET FUND 101-130000 101-213000	2021 9	100	09/17/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,068.02	5,068.02
				FUND TOTAL	5,068.02	5,068.02
401 WATER OPERATING FUND 401-130000 401-213000	2021 9	100	09/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13,866.54	13,866.54
				FUND TOTAL	13,866.54	13,866.54
402 SEWER OPERATING FUND 402-130000 402-213000	2021 9	100	09/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,528.75	9,528.75
				FUND TOTAL	9,528.75	9,528.75
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 9	100	09/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13.31	13.31
				FUND TOTAL	13.31	13.31
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 9	100	09/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	43,066.83 173.51	43,240.34
				FUND TOTAL	43,240.34	43,240.34

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		14,590.21
101	STREET FUND		5,068.02
401	WATER OPERATING FUND		13,866.54
402	SEWER OPERATING FUND		9,528.75
403	STORM & SURFACE WATER FUND		13.31
631	CLEARING FUND		
		43,066.83	
	TOTAL	43,066.83	43,066.83

\*\* END OF REPORT - Generated by Jacob Kines \*\*

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357286	09/29/2021	PRTD	5 ACE HARDWARE	250749	493211	08/25/2021		09/26/21	54.49
				250750	493301	08/27/2021		09/26/21	331.39
				250751	493981	09/08/2021		09/26/21	77.35
				250752	493971	09/08/2021		09/26/21	35.95
				250753	494091	09/09/2021		09/26/21	17.43
				250754	493601	09/02/2021		09/26/21	53.37
				250755	494361	09/14/2021		09/26/21	21.79
				250756	493321	08/28/2021		09/26/21	7.62
				250757	494341	09/14/2021		09/26/21	34.86
				250758	493671	09/02/2021		09/26/21	19.61
				250759	494061	09/09/2021		09/26/21	100.84
				250760	493401	08/31/2021		09/26/21	48.45
				250761	494291	09/13/2021		09/26/21	26.12
				250762	494321	09/13/2021		09/26/21	36.99
				250763	494221	09/10/2021		09/26/21	54.46
				250764	494231	09/10/2021		09/26/21	53.62
				250765	494351	09/14/2021		09/26/21	46.62
				250766	494401	09/14/2021		09/26/21	16.52
				250858	494431	09/15/2021		09/26/21	70.80
							CHECK	357286 TOTAL:	1,108.28
357287	09/29/2021	PRTD	7726 AIR MANAGEMENT SOLUT	250780	0001135689	06/15/2021		09/26/21	1,035.50
							CHECK	357287 TOTAL:	1,035.50
357288	09/29/2021	PRTD	7994 PENINSULA SERVICES	250713	96229B	08/31/2021		09/26/21	64.00
				250815	96228B	08/31/2021		09/26/21	32.00

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357288 TOTAL:	96.00
357289	09/29/2021	PRTD	7166 AMERICAN MESSAGING	250769	W4104492VI	09/01/2021		09/26/21	189.36
								CHECK 357289 TOTAL:	189.36
357290	09/29/2021	PRTD	4710 ASSOCIATED PETROLEU	250767	0379436-IN	09/07/2021		09/26/21	1,783.40
				250773	0377930-IN	09/02/2021		09/26/21	953.33
				250834	0379984-IN	09/09/2021		09/26/21	1,143.59
								CHECK 357290 TOTAL:	3,880.32
357291	09/29/2021	PRTD	7821 ARAMARK	250772	512000136003	09/02/2021		09/26/21	60.36
				250776	512000130610	08/26/2021		09/26/21	60.36
				250833	512000141343	09/09/2021		09/26/21	60.36
								CHECK 357291 TOTAL:	181.08
357292	09/29/2021	PRTD	2138 ASPECT CONSULTING LL	250816	42628	09/07/2021		09/26/21	3,674.25
								CHECK 357292 TOTAL:	3,674.25
357293	09/29/2021	PRTD	6420 AT&T MOBILITY	250867	287287004732X091921	09/11/2021		09/26/21	2,943.84
								CHECK 357293 TOTAL:	2,943.84
357294	09/29/2021	PRTD	1159 AUTOGLASS PLUS INC	250770	B0045041	08/19/2021		09/26/21	59.90
								CHECK 357294 TOTAL:	59.90
357295	09/29/2021	PRTD	4365 AUTOMATIC FUNDS TRAN	250714	121869	09/02/2021		09/26/21	1,187.95
								CHECK 357295 TOTAL:	1,187.95
357296	09/29/2021	PRTD	47 BAINBRIDGE DISPOSAL	250781	0001121069	08/31/2021		09/26/21	340.78
								CHECK 357296 TOTAL:	340.78

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357297	09/29/2021	PRTD	55 SOUND PUBLISHING, IN	250768	BIR937569	09/10/2021		09/26/21	60.92
				250852	BIR938316	09/17/2021		09/26/21	45.33
						CHECK	357297	TOTAL:	106.25
357298	09/29/2021	PRTD	1341 BLUE SKY PRINTING	250861	5635	09/21/2021		09/26/21	43.76
						CHECK	357298	TOTAL:	43.76
357299	09/29/2021	PRTD	9859 BRONWYNTODD INC	250865	704261	09/21/2021		09/26/21	13.34
						CHECK	357299	TOTAL:	13.34
357300	09/29/2021	PRTD	78 BROWNE WHEELER ENGIN	250716	10306	09/07/2021		09/26/21	5,220.00
						CHECK	357300	TOTAL:	5,220.00
357301	09/29/2021	PRTD	9303 BOBBIE LEE BURKHOLDE	250717	LIC FEE REBATE 2021	09/10/2021		09/26/21	10.00
						CHECK	357301	TOTAL:	10.00
357302	09/29/2021	PRTD	1052 CANON FINANCIAL SERV	250835	27354425	09/12/2021		09/26/21	482.62
						CHECK	357302	TOTAL:	482.62
357303	09/29/2021	PRTD	9449 CASCADE COLUMBIA DIS	250774	817323	09/03/2021		09/26/21	854.98
						CHECK	357303	TOTAL:	854.98
357304	09/29/2021	PRTD	9846 CASSADAY, CHERYL	250627	96384	09/09/2021		09/26/21	53.74
						CHECK	357304	TOTAL:	53.74
357305	09/29/2021	PRTD	8253 CHS NORTHWEST	250779	43087/H	09/10/2021		09/26/21	912.24
						CHECK	357305	TOTAL:	912.24
357306	09/29/2021	PRTD	8491 ROSSMAN ENTERPRISESE	250806	1062099-0	09/13/2021		09/26/21	146.78

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357306 TOTAL:	146.78
357307	09/29/2021	PRTD	104 CITY OF BREMERTON	250775	BKAT000625	09/01/2021		09/26/21	2,932.24
								CHECK 357307 TOTAL:	2,932.24
357308	09/29/2021	PRTD	8435 COATES DESIGN INC	250855	124838	09/17/2021		09/26/21	7,456.00
								CHECK 357308 TOTAL:	7,456.00
357309	09/29/2021	PRTD	4950 CORRECT EQUIPMENT IN	250778	44961	09/15/2021		09/26/21	3,791.02
								CHECK 357309 TOTAL:	3,791.02
357310	09/29/2021	PRTD	9274 DOUGLAS CRIST	250718	21-009	09/11/2021		09/26/21	100.00
								CHECK 357310 TOTAL:	100.00
357311	09/29/2021	PRTD	6363 LN CURTIS & SONS	250719	INV521480	08/30/2021		09/26/21	447.54
				250720	INV522230	08/31/2021		09/26/21	70.29
				250722	INV523596	09/03/2021		09/26/21	102.34
				250723	INV524291	09/08/2021		09/26/21	333.59
				250783	INV522612	08/31/2021		09/26/21	995.05
				250857	INV525443	09/13/2021		09/26/21	36.66
								CHECK 357311 TOTAL:	1,985.47
357312	09/29/2021	PRTD	7016 CUSTOM PRINTING	250724	9746	09/13/2021		09/26/21	77.39
								CHECK 357312 TOTAL:	77.39
357313	09/29/2021	PRTD	9858 DEVLIN, JOHN S III &	250836	BLD25819 R-ALT STFI	09/20/2021		09/26/21	287.14
								CHECK 357313 TOTAL:	287.14
357314	09/29/2021	PRTD	7357 THE DOCTORS CLINIC	250826	OMF6 AUG21	09/15/2021		09/26/21	89.00

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357314 TOTAL:	89.00
357315	09/29/2021	PRTD	672 DSC INC	250784	101577	08/31/2021		09/26/21	205.28
								CHECK 357315 TOTAL:	205.28
357316	09/29/2021	PRTD	9573 ENDZELL, ALEXANDER &	243352	89254	10/14/2020		09/26/21	10.27
								CHECK 357316 TOTAL:	10.27
357317	09/29/2021	PRTD	1953 FERGUSON ENTERPRISES	250791	1028970	09/10/2021		09/26/21	444.49
				250792	1026151	09/01/2021		09/26/21	229.49
				250796	1026954	09/03/2021		09/26/21	102.03
				250837	9686015	09/07/2021		09/26/21	2,244.24
								CHECK 357317 TOTAL:	3,020.25
357318	09/29/2021	PRTD	6946 GODWIN, GLEN	250628	96385	09/09/2021		09/26/21	363.59
								CHECK 357318 TOTAL:	363.59
357319	09/29/2021	PRTD	513 GRAINGER	250793	9044776400	09/03/2021		09/26/21	299.53
								CHECK 357319 TOTAL:	299.53
357320	09/29/2021	PRTD	9848 GURNEY, NELSON	250630	96387	09/09/2021		09/26/21	204.68
								CHECK 357320 TOTAL:	204.68
357321	09/29/2021	PRTD	9855 HC HEATING & COOLING	250789	BLD25740 R-MEC	09/15/2021		09/26/21	99.07
								CHECK 357321 TOTAL:	99.07
357322	09/29/2021	PRTD	4161 HERRERA ENVIRONMENTA	250726	49430	09/09/2021		09/26/21	3,089.91
								CHECK 357322 TOTAL:	3,089.91
357323	09/29/2021	PRTD	9567 SARAH LANE	250727	091021	09/10/2021		09/26/21	1,505.00

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357323 TOTAL:	1,505.00
357324	09/29/2021	PRTD	5275 KAISER PERMANENTE	250798	70874678	09/01/2021		09/26/21	125.00
								CHECK 357324 TOTAL:	125.00
357325	09/29/2021	PRTD	333 KITSAP COUNTY AUDITO	250728	579188	08/31/2021		09/26/21	1,048.50
								CHECK 357325 TOTAL:	1,048.50
357326	09/29/2021	PRTD	2306 KITSAP COUNTY PROSEC	250729	SEP21	09/08/2021		09/26/21	9,346.77
								CHECK 357326 TOTAL:	9,346.77
357327	09/29/2021	PRTD	1505 KITSAP COUNTY TREASU	250790	AUG21	09/15/2021		09/26/21	24.00
								CHECK 357327 TOTAL:	24.00
357328	09/29/2021	PRTD	199 KITSAP ECONOMIC DEVE	250730	BI-1Q-21	03/31/2021		09/26/21	2,500.00
				250731	BI-2Q-21	06/28/2021		09/26/21	2,500.00
								CHECK 357328 TOTAL:	5,000.00
357329	09/29/2021	PRTD	1971 KELLEY CONNECT	250859	30072509	09/10/2021		09/26/21	318.28
								CHECK 357329 TOTAL:	318.28
357330	09/29/2021	PRTD	1010 KING'S MOBILE LOCK,	250838	57456	09/08/2021		09/26/21	681.25
								CHECK 357330 TOTAL:	681.25
357331	09/29/2021	PRTD	9565 KATHERINE L KIRKLAND	250785	018	09/15/2021		09/26/21	160.00
				250786	017	09/13/2021		09/26/21	1,600.00
								CHECK 357331 TOTAL:	1,760.00
357332	09/29/2021	PRTD	8546 KITSAP 911 PUBLIC AU	250863	BIPD2021-10	09/15/2021		09/26/21	11,656.17
								CHECK 357332 TOTAL:	11,656.17

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357333	09/29/2021	PRTD	1884 KITSAP SUN	250732	KS2181883-2021	09/15/2021		09/26/21	747.14
						CHECK		357333 TOTAL:	747.14
357334	09/29/2021	PRTD	1851 KRAZAN & ASSOCIATES	250812	J602714-5873	08/31/2021		09/26/21	3,177.75
						CHECK		357334 TOTAL:	3,177.75
357335	09/29/2021	PRTD	8248 KRH MATERIAL PLACEME	250733	13375	08/23/2021		09/26/21	6,072.98
						CHECK		357335 TOTAL:	6,072.98
357336	09/29/2021	PRTD	9807 LANE, WILLIAM & DORO	250626	96383	09/09/2021		09/26/21	42.27
						CHECK		357336 TOTAL:	42.27
357337	09/29/2021	PRTD	5011 LEXISNEXIS RISK SOLU	250862	1272084-20210831	08/31/2021		09/26/21	163.50
						CHECK		357337 TOTAL:	163.50
357338	09/29/2021	PRTD	9851 MARLENE CHUMBLEY	250633	96390	09/09/2021		09/26/21	111.05
						CHECK		357338 TOTAL:	111.05
357339	09/29/2021	PRTD	6279 MENG ANALYSIS	250801	19902-116	08/31/2021		09/26/21	675.00
				250814	19902-114	05/31/2021		09/26/21	1,800.00
						CHECK		357339 TOTAL:	2,475.00
357340	09/29/2021	PRTD	9845 GREAT CATCH MANAGEME	250788	COBI090821	09/08/2021		09/26/21	121.00
						CHECK		357340 TOTAL:	121.00
357341	09/29/2021	PRTD	9847 MOSELLE, GREG & DAGM	250629	96386	09/09/2021		09/26/21	164.39
						CHECK		357341 TOTAL:	164.39
357342	09/29/2021	PRTD	8642 MULTICARE CENTERS OF	250794	148531	09/01/2021		09/26/21	110.00

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357342 TOTAL:	110.00
357343	09/29/2021	PRTD	5403 CHAD CROKER	250840	PAYREQ1-FINAL-01157	08/15/2021		09/26/21	7,085.00
								CHECK 357343 TOTAL:	7,085.00
357344	09/29/2021	PRTD	8286 SUPERINTENDENT OF P	250734	16815	09/07/2021		09/26/21	497.75
								CHECK 357344 TOTAL:	497.75
357345	09/29/2021	PRTD	4129 OWEN EQUIPMENT COMPA	250797	00103216	09/03/2021		09/26/21	308.37
								CHECK 357345 TOTAL:	308.37
357346	09/29/2021	PRTD	9650 THE PAPE GROUP INC.	250787	12773977	06/02/2021		09/26/21	2,397.50
				250795	13002981	08/28/2021		09/26/21	316.74
								CHECK 357346 TOTAL:	2,714.24
357347	09/29/2021	PRTD	9833 PARDY, CLIVE	250735	BLD25807 R-MEC	09/14/2021		09/26/21	48.16
								CHECK 357347 TOTAL:	48.16
357348	09/29/2021	PRTD	9854 PIPPINGER, DAN	250799	BLD25790 R-ALT STFI	09/15/2021		09/26/21	385.61
								CHECK 357348 TOTAL:	385.61
357349	09/29/2021	PRTD	5726 FERGUSON ENTERPRISES	250808	0198375	08/27/2021		09/26/21	60.77
								CHECK 357349 TOTAL:	60.77
357350	09/29/2021	PRTD	1205 PUGET SOUND ENERGY	250866	220001281	09/20/2021		09/26/21	812.00
								CHECK 357350 TOTAL:	812.00
357351	09/29/2021	PRTD	9440 QBSI-XEROX	250810	IN2670230	08/27/2021		09/26/21	56.00
								CHECK 357351 TOTAL:	56.00

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357352	09/29/2021	PRTD	7435 RANDY KAN PORTABLE R	250802	1932995	09/09/2021		09/26/21	90.00
				250803	1932996	09/09/2021		09/26/21	90.00
				250804	1932994	09/09/2021		09/26/21	180.00
				250805	1932997	09/09/2021		09/26/21	90.00
						CHECK	357352	TOTAL:	450.00
357353	09/29/2021	PRTD	8317 REID MIDDLETON, INC.	250737	2108099	09/02/2021		09/26/21	19,584.64
						CHECK	357353	TOTAL:	19,584.64
357354	09/29/2021	PRTD	9850 REID, ROBBIE	250632	96389	09/09/2021		09/26/21	176.59
						CHECK	357354	TOTAL:	176.59
357355	09/29/2021	PRTD	5612 RH2 ENGINEERING INC	250817	83296	09/14/2021		09/26/21	419.48
						CHECK	357355	TOTAL:	419.48
357356	09/29/2021	PRTD	8058 RWC INTERNATIONAL LL	250807	XA103021761:01	08/11/2021		09/26/21	1,859.57
						CHECK	357356	TOTAL:	1,859.57
357357	09/29/2021	PRTD	9849 SCHAUER, GAYNETTE	250631	96388	09/09/2021		09/26/21	72.06
						CHECK	357357	TOTAL:	72.06
357358	09/29/2021	PRTD	1488 SETON CONSTRUCTION I	250860	PAYREQ12-708	09/17/2021		09/26/21	95,067.10
						CHECK	357358	TOTAL:	95,067.10
357359	09/29/2021	PRTD	9584 SILKE COMMUNICATIONS	250818	00112515	08/11/2021		09/26/21	572.80
						CHECK	357359	TOTAL:	572.80
357360	09/29/2021	PRTD	2035 SIX ROBBLEES INC	250819	2-763576	08/27/2021		09/26/21	668.75
						CHECK	357360	TOTAL:	668.75

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357361	09/29/2021	PRTD	8132 SPECTRA LABORATORIES	250820	21-06622	09/03/2021		09/26/21	114.00
				250821	21-06788	09/10/2021		09/26/21	63.48
				250841	21-06922	09/14/2021		09/26/21	63.48
				250842	21-06964	09/16/2021		09/26/21	165.60
				250844	21-07011	09/16/2021		09/26/21	21.16
				250845	21-07012	09/16/2021		09/26/21	21.16
				250846	21-07013	09/16/2021		09/26/21	211.60
						CHECK	357361	TOTAL:	660.48
357362	09/29/2021	PRTD	2467 STAPLES	250739	8063397431	08/28/2021		09/26/21	78.13
				250740	8063397441	08/28/2021		09/26/21	115.41
				250741	8063397469	08/28/2021		09/26/21	47.74
				250822	8063397457	08/28/2021		09/26/21	420.73
						CHECK	357362	TOTAL:	662.01
357363	09/29/2021	PRTD	5882 STAR RENTALS	250823	549148C-36	09/02/2021		09/26/21	2,281.01
				250824	572035-36	09/02/2021		09/26/21	143.61
						CHECK	357363	TOTAL:	2,424.62
357364	09/29/2021	PRTD	9358 STRUCTURED COMMUNICA	250825	0216346-IN	09/08/2021		09/26/21	5,589.02
						CHECK	357364	TOTAL:	5,589.02
357365	09/29/2021	PRTD	9437 JASON & LAUREN TERP	239276	PLN13058 SVAR	03/06/2020		09/26/21	169.53
						CHECK	357365	TOTAL:	169.53
357366	09/29/2021	PRTD	1934 TIFCO INDUSTRIES	250827	71686731	08/24/2021		09/26/21	201.89
						CHECK	357366	TOTAL:	201.89

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357367	09/29/2021	PRTD	9295 TOOLE DESIGN GROUP,	250743	2	09/08/2021		09/26/21	3,058.68
						CHECK	357367	TOTAL:	3,058.68
357368	09/29/2021	PRTD	2190 UNITED PARCEL SERVIC	250853	000028Y3Y1371	09/11/2021		09/26/21	10.49
						CHECK	357368	TOTAL:	10.49
357369	09/29/2021	PRTD	8330 US BANK	250745	6235076	08/20/2021		09/26/21	37.81
				250828	6208220	07/23/2021		09/26/21	300.00
				250829	6208221	07/23/2021		09/26/21	300.00
				250830	6208222	07/23/2021		09/26/21	300.00
						CHECK	357369	TOTAL:	937.81
357370	09/29/2021	PRTD	553 UTILITIES UNDERGROUN	250831	1080121	08/31/2021		09/26/21	248.97
						CHECK	357370	TOTAL:	248.97
357371	09/29/2021	PRTD	605 WA ST AUDITOR'S OFFI	250747	L144028	09/13/2021		09/26/21	4,976.40
						CHECK	357371	TOTAL:	4,976.40
357372	09/29/2021	PRTD	2251 WA ST TREASURER	250847	AUG21	09/15/2021		09/26/21	1,478.64
				250848	AUG21 SBCC	09/15/2021		09/26/21	240.50
						CHECK	357372	TOTAL:	1,719.14
357373	09/29/2021	PRTD	512 WABO - WASHINGTON AS	250746	41617	09/14/2021		09/26/21	50.00
						CHECK	357373	TOTAL:	50.00
357374	09/29/2021	PRTD	4513 WM CORPORATE SERVICE	250849	0039101-1048-9	09/01/2021		09/26/21	4,144.72
						CHECK	357374	TOTAL:	4,144.72
357375	09/29/2021	PRTD	8390 WEST HILLS FORD MAZD	250850	75003581	08/19/2021		09/26/21	105.19

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357375 TOTAL:	105.19
357376	09/29/2021	PRTD	522 WA ST DEPT OF TRANSP	250832	RE-313-ATB10816137	08/16/2021	20210030	09/26/21	71.66
								CHECK 357376 TOTAL:	71.66
357377	09/29/2021	PRTD	2607 ZEE MEDICAL SERVICE	250851	68418019	09/07/2021		09/26/21	329.17
				250864	68418022	09/07/2021		09/26/21	124.83
								CHECK 357377 TOTAL:	454.00
								NUMBER OF CHECKS 92	
								*** CASH ACCOUNT TOTAL ***	247,525.36
								COUNT	AMOUNT
								TOTAL PRINTED CHECKS	92
									247,525.36
								*** GRAND TOTAL ***	247,525.36

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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CLERK: jkines

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9	146									
APP	403-213000		09/29/2021	09/26/21	092921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		31,224.80	
APP	635-111100		09/29/2021	09/26/21	092921			CASH AP CASH DISBURSEMENTS JOURNAL			247,525.36
APP	101-213000		09/29/2021	09/26/21	092921			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,904.35	
APP	001-213000		09/29/2021	09/26/21	092921			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		74,446.25	
APP	631-213000		09/29/2021	09/26/21	092921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,186.69	
APP	402-213000		09/29/2021	09/26/21	092921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		10,750.84	
APP	401-213000		09/29/2021	09/26/21	092921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,243.45	
APP	171-213000		09/29/2021	09/26/21	092921			TBF-A/P AP CASH DISBURSEMENTS JOURNAL		10.00	
APP	301-213000		09/29/2021	09/26/21	092921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		108,106.75	
APP	407-213000		09/29/2021	09/26/21	092921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,241.81	
APP	650-213000		09/29/2021	09/26/21	092921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,410.42	
GENERAL LEDGER TOTAL										247,525.36	247,525.36
APP	631-130000		09/29/2021	09/26/21	092921			DUE TO/FROM CLEARING		241,338.67	
APP	403-130000		09/29/2021	09/26/21	092921			DUE TO/FROM CLEARING			31,224.80
APP	101-130000		09/29/2021	09/26/21	092921			STREETS - DUE TO/FROM CLEARING			6,904.35
APP	001-130000		09/29/2021	09/26/21	092921			GENERAL - DUE TO/FROM CLEARING			74,446.25
APP	402-130000		09/29/2021	09/26/21	092921			DUE TO/FROM CLEARING			10,750.84
APP	401-130000		09/29/2021	09/26/21	092921			DUE TO/FROM CLEARING			6,243.45
APP	171-130000		09/29/2021	09/26/21	092921			TBF-DUE TO/FROM CLEARING			10.00
APP	301-130000		09/29/2021	09/26/21	092921			DUE TO/FROM CLEARING			108,106.75
APP	407-130000		09/29/2021	09/26/21	092921			DUE TO/FROM CLEARING			1,241.81
APP	650-130000		09/29/2021	09/26/21	092921			DUE TO/FROM CLEARING			2,410.42

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	EFF DATE						LINE DESC			
							SYSTEM GENERATED ENTRIES TOTAL		241,338.67	241,338.67
							JOURNAL 2021/09/146 TOTAL		488,864.03	488,864.03

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 9	146	09/29/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	74,446.25	74,446.25
				FUND TOTAL	74,446.25	74,446.25
101 STREET FUND 101-130000 101-213000	2021 9	146	09/29/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,904.35	6,904.35
				FUND TOTAL	6,904.35	6,904.35
171 TRANSP BEN FUND 171-130000 171-213000	2021 9	146	09/29/2021	TBF-DUE TO/FROM CLEARING TBF-A/P	10.00	10.00
				FUND TOTAL	10.00	10.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021 9	146	09/29/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	108,106.75	108,106.75
				FUND TOTAL	108,106.75	108,106.75
401 WATER OPERATING FUND 401-130000 401-213000	2021 9	146	09/29/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,243.45	6,243.45
				FUND TOTAL	6,243.45	6,243.45
402 SEWER OPERATING FUND 402-130000 402-213000	2021 9	146	09/29/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,750.84	10,750.84
				FUND TOTAL	10,750.84	10,750.84
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 9	146	09/29/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	31,224.80	31,224.80
				FUND TOTAL	31,224.80	31,224.80
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 9	146	09/29/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,241.81	1,241.81
				FUND TOTAL	1,241.81	1,241.81
631 CLEARING FUND	2021 9	146	09/29/2021			

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	631-130000					DUE TO/FROM CLEARING	241,338.67	
	631-213000					ACCOUNTS PAYABLE	6,186.69	
	635-111100					CASH		247,525.36
						FUND TOTAL	247,525.36	247,525.36
650	AGENCY FUND	2021	9	146	09/29/2021			
	650-130000					DUE TO/FROM CLEARING		2,410.42
	650-213000					ACCOUNTS PAYABLE	2,410.42	
						FUND TOTAL	2,410.42	2,410.42

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		74,446.25
101	STREET FUND		6,904.35
171	TRANSP BEN FUND		10.00
301	CAPITAL CONSTRUCTION FUND		108,106.75
401	WATER OPERATING FUND		6,243.45
402	SEWER OPERATING FUND		10,750.84
403	STORM & SURFACE WATER FUND		31,224.80
407	BUILDING & DEVELOPMENT FUND		1,241.81
631	CLEARING FUND	241,338.67	
650	AGENCY FUND		2,410.42
	TOTAL	241,338.67	241,338.67

\*\* END OF REPORT - Generated by Jacob Kines \*\*



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve City Council Meeting Minutes,

**SUMMARY:** Council will consider approval of meeting minutes.

**AGENDA CATEGORY:** Minutes

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve meeting minutes.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[City Council Study Session Minutes, September 7, 2021.pdf](#)

[City Council Regular Business Meeting Minutes, September 14, 2021.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION  
TUESDAY, SEPTEMBER 7, 2021

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Deputy Mayor Pollock called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Pollock, and Councilmembers Carr, Deets, Fantroy-Johnson, Hytopoulos and Schneider were present.

2) [APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE](#)

Mayor Nassar moved and Councilmember Carr seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) PRESENTATIONS

**3.A [Proclamation Declaring September 11, 2021 as “A Day of Service and Remembrance” - Mayor Nassar](#)**

[Cover Page](#)

[A Day of Service and Remembrance 2021.docx](#)

Councilmember Deets read the proclamation.

Gary Sakuma, Commander of the American Legion Colin Hyde Post #172, thanked Council for the proclamation.

Council paused for a moment of silence in remembrance of those lost on September 11.

4) NEW BUSINESS

**4.A [Consider Response to Puget Sound Energy's Proposed Transmission Line Project - Public Works](#)**

[Cover Page](#)

[PSE\\_Response\\_Letter REVISED.docx](#)

[2021\\_0720\\_Council Presentation Slides.pptx](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information. Council discussed the comment letter and the proposed project.

City Manager King will bring back a revised letter to a future business meeting for public comment.

**4.B Discuss 2021 Mid-Year Report - Finance**

Cover Page

Presentation - 2021 MidYear Report for CC.pptx

2021 Midyear Financial Report.pdf

Schedule A - Revenues by Fund through June.pdf

Schedule B - Expenditures by Fund through June.pdf

Schedule C - Expenditures by Department through June.pdf

Schedule D - Spending Forecast Spreadsheets.pdf

Schedule E - Capital Project Monitoring Report.pdf

Schedule F - 2021 Annual Report on Surplus Real Property.pdf

Schedule G - June 2021 Monthly Report.pdf

City Manager King introduced the agenda item. Finance Director Pitts provided a presentation on the topic and addressed Council's questions.

5) COMMUNICATIONS

**5.A Request from Councilmember Deets to Place a Discussion of Washington State Legislation (RCW 35.63.280) which Allows an Increased Density Bonus for Affordable Housing Development on Property Owned by Religious Organizations on a Future Council Agenda**

Cover Page

Agenda Item Request from Councilmember Deets.pdf

Councilmember Deets introduced the agenda item. Council discussed the request.

**MOTION:** Councilmember Pollock moved to direct the City Manager to prepare a staff report to bring to Council for consideration.

**Pollock/Deets:** The motion carried unanimously, 7-0.

**5.B Request from Councilmember Deets to Place a Discussion on Creating a "Fact or Fiction: Answers to Rumors and Questions" Page on the City Website on a Future Council Agenda**

Cover Page

Agenda Item Request from Councilmember Deets.pdf

Councilmember Deets introduced the agenda item. Council's consensus was for the City Manager to develop the page at his discretion.

6) ADJOURNMENT

Deputy Mayor Pollock adjourned the meeting at 7:30 p.m.

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Rasham Nassar, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, SEPTEMBER 14, 2021

MEETING MINUTES

1) [CALL TO ORDER/ROLL CALL](#)

Mayor Nassar called the meeting to order at 6:02 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Pollock, and Councilmembers Carr, Deets, Fantroy-Johnson, Hytopoulos, and Schneider were present.

2) [EXECUTIVE SESSION](#)

**2.A Pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, and pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.**

[Cover Page](#)

Mayor Nassar adjourned the meeting to an executive session at 6:03 p.m. in accordance with RCW 42.30.110(1)(b) and RCW 42.30.110(1)(i). Council returned from executive session at 6:18 p.m., and Mayor Nassar reconvened the meeting.

3) [APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Carr asked to remove item 5.L from the Consent Agenda. Councilmember Schneider moved and Councilmember Deets seconded to approve the agenda as modified. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

4) [PUBLIC COMMENT](#)

**4.A Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk**

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

Sal DeRosalia commented on the need for increased COVID-19 testing on Bainbridge Island and communications with the Race Equity Advisory Committee.

Cindy Anderson commented on the removal of Future Council Agendas from the agenda.

Barb Trafton spoke in favor of the noxious weed memorandum of understanding.

Abby Chazanow spoke against Route E of Puget Sound Energy's missing link transmission project.

## 5) CONSENT AGENDA

### 5.A Agenda Bill for Consent Agenda

[Cover Page](#)

Councilmember Schneider moved and Councilmember Deets seconded to approve the Consent Agenda as modified. The motion carried unanimously, 7-0.

### 5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[Council Report Payroll 9-07-21.pdf](#)

[AP Report to Council of Cash Disbursements 09-15-21.pdf](#)

### 5.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, August 17, 2021.pdf](#)

[Regular City Council Business Meeting Minutes, August 24, 2021.pdf](#)

### 5.D Consider Rejecting Bids for the Sportsman Club New Brooklyn Intersection Improvements Project - Public Works

[Cover Page](#)

[Bid Form.docx](#)

[Sportsman\\_NB Rendering.pdf](#)

### 5.E Authorize the City Manager to Execute a Memorandum of Understanding, Authorizing Participation in the Bainbridge Island Cooperative Weed Management Board - Executive

[Cover Page](#)

[CWMA\\_MOU.docx](#)

### 5.F Consider Authorization to Apply for State of Washington Department of Ecology SFY 2021-23 Municipal Stormwater Capacity-Building Grant Agreement and Consider an Associated Budget Amendment (\$50,000.00) - Public Works

[Cover Page](#)

[SFY21\\_23 Stormwater Capacity Grant Guidelines.pdf](#)

### 5.G Consider Approval of Ordinance No. 2021-25, Sales and Use Tax Increase of One-Tenth of One Percent for Affordable Housing and Related Services - Finance

[Cover Page](#)

[Ordinance No. 2021-25\\_Relating to Affordable Housing Sales Tax Increase.docx](#)

[Affordable Housing Sales Tax Memo - for packet\\_08.19.21.docx](#)

- 5.H Consider Appointments to the Historic Preservation Commission - City Council**  
[Cover Page](#)  
[Chandler - HPC \(Redacted\).pdf](#)  
[Cliver - HPC \(Redacted\).pdf](#)  
[Romann - HPC \(Redacted\).pdf](#)
  
- 5.I Approve Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary - Planning**  
[Cover Page](#)  
[2020\\_Summary\\_of\\_Activities.pdf](#)  
[2021 Work Plan Revised at August 24 CC Meeting.docx](#)
  
- 5.J Authorize Issuance of Request for Proposals for the Cultural Funding Award Cycle with a Total Award Amount of \$300,000 for 2022 - 2023 - Executive**  
[Cover Page](#)  
[2022-2023 Cultural Funding RFP for CC 08242021.docx](#)
  
- 5.K Approve Suquamish Tribe Impact Mitigation Grant Memorandum of Understanding in the amount of \$15,000 - Police**  
[Cover Page](#)  
[2021 Memorandum of Understanding.pdf](#)
  
- 5.L [Pulled from the Consent Agenda] Consider Applying for the Washington State Department of Ecology's 2021 -23 Shoreline Management Program Competitive Grant Pilot Program in the amount of \$100,000 for Sea Level Rise Mapping**  
[Cover Page](#)
  
- 5.M Authorize a Grant Application up to \$100,000 from the Washington State Department of Commerce to fund a City Housing Action Plan**  
[Cover Page](#)  
[HAPI-Grant-Instructions](#)

ITEM REMOVED FROM THE CONSENT AGENDA

- 5.L Consider Applying for the Washington State Department of Ecology's 2021 -23 Shoreline Management Program Competitive Grant Pilot Program in the amount of \$100,000 for Sea Level Rise Mapping**  
[Cover Page](#)

City Manager King introduced the agenda item, and Council discussed the grant application. City Manager King proposed that Council authorize two grant applications up to the maximum amount of \$100,000; one for technical information related to aquaculture needed for the Shoreline Management Program and the second for technical information needed for mapping sea level rise.

**MOTION:** I make a motion as stated by the City Manager to apply for both of the grants in the amounts stated.

**Fantroy-Johnson/Schneider:** The motion carried unanimously, 7-0.

6) PRESENTATIONS

**6.A Proclamation Declaring September 2021 as "Community Preparedness Month" - Executive**

Cover Page

Preparedness Month Proclamation 2021.docx

Emergency Management Coordinator LeSage introduced the agenda item. Councilmember Deets read the proclamation.

7) COUNCIL ANNOUNCEMENTS

Councilmember Deets mentioned the 9/11 American Legion ceremony and Port Madison dialogues with the Suquamish Tribe.

Councilmember Hytopoulos said that the Waste Reduction Task Force will return with a waste reduction ordinance soon.

8) CITY MANAGER'S REPORT

City Manager King provided information in response to public comment about a series of workshops with a race equity advisor and the distribution of future Council agendas.

9) UNFINISHED BUSINESS

**9.A Consider Authorization of Madison Avenue Sidewalk Project Scope Expansion - Public Works**

Cover Page

Presentation - Madison Ave Project 091421.pdf

2021-08-06 Bainbridge Madison Roll Plot with sections.pdf

2021-08-06 Bainbridge Madison Cross Sections.pdf

2021-08-06 Bainbridge Madison Plan View Concepts.pdf

Public Works Director Wierzbicki introduced the agenda item. Council discussed the proposed project.

Councilmember Fantroy-Johnson moved and Councilmember Deets seconded to authorize the City Manager to request an extension of the federal grant that would support an expanded scope for the Madison Avenue Sidewalk Project and bring forward a budget amendment to support the anticipated \$5.2 million project cost, without the use of American Rescue Act (ARPA) funds.

**MOTION:** I move to amend the motion to remove the words "anticipated \$5.2 million."

**Carr/Pollock:** The motion carried unanimously, 7-0.

**AMENDED MOTION:** I move to authorize the City Manager to request an extension of the federal grant that would support an expanded scope for the Madison Avenue Sidewalk Project and bring forward a budget amendment to support the project cost, without the use of American Rescue Act (ARPA) funds.

**Fantroy-Johnson/Deets:** The motion carried unanimously, 7 – 0.

**9.B Consider Responses to City Council Questions on the SR305 Roundabout Project, and Exchange of Equal Value to WSDOT Regarding Related City Property - Public Works**

[Cover Page](#)

[WSDOT\\_SR305\\_Roundabout\\_Q\\_A\\_Memo 090821.docx](#)

[SR305 WPM-AdasWill Increase Plant Sizes 09-07-2021.pdf](#)

[SR 305 Roundabout Noise Memo.pdf](#)

Public Works Director Wierzbicki introduced the agenda item, and Council discussed the topic.

**MOTION:** I move to direct the City Manager to proceed with negotiating with WSDOT regarding an exchange for equal value related to the subject City property that relates to the SR305 Roundabout Projects.

**Deets/Fantroy-Johnson:** The motion carried unanimously, 7 – 0.

10) NEW BUSINESS

**10.A Consider Whether to Request Extension of Comment Period on the Draft 2013-2019 Buildable Lands Report - Planning**

[Cover Page](#)

Planning Director Wright introduced the agenda item, and Council discussed the Buildable Lands Report.

**MOTION:** I move to direct the City Manager to request from Kitsap County an extension of the comment period on the draft 2013-2019 Buildable Lands Report from September 21, 2021, to September 30, 2021.

**Carr/Pollock** The motion carried unanimously, 7-0.

Council scheduled additional discussion of the draft report on the September 21, 2021 study session.

11) COMMUNICATIONS

**11.A Request from Councilmember Carr to add a Discussion on Transfer of Development Rights (TDR) Program Policy Questions to a Future Council Agenda**

[Cover Page](#)

[Agenda Request from Councilmember Carr.pdf](#)

Councilmember Carr introduced the agenda item. Council unanimously approved a motion to schedule the item on a future Council agenda.

12) COMMITTEE REPORTS

Councilmember Deets reported on the Kitsap Regional Coordinating Council ("KRCC") meeting on September 7, 2021, relating to planning policies.

13) ADJOURNMENT

Mayor Nassar adjourned the meeting at 8:27 p.m.

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Rasham Nassar, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Extend the Term and Date to Receive Recommendations from the Plastic and Waste Reduction Task Force

**SUMMARY:** The Plastic and Waste Reduction Task Force has been meeting regularly and intends to return to the City Council with recommendations in early October. The attached amended committee formation form will extend the term of the task force and the date for the recommendations to the end of the year. The extension will allow for further discussion, review, and public outreach, and will allow staff to manage its workload.

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Extend the term and the date to receive recommendations from the Plastic Waste Reduction Task Force to December 31, 2021 as shown in the attached Committee Formation Form.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Plastic and Waste Reduction Task Force Amended.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



# Task Force Formation Request Form

REQUEST DATE:  REQUESTED BY:

PROCEDURAL AUTHORITY/GOVERNANCE MANUAL REFERENCE(S):

NAME OF PROPOSED COMMITTEE:

PURPOSE/SCOPE OF WORK:

COMPOSITION:

LINK TO CITY COUNCIL/DEPT. WORK PLAN:

REPORTS TO: CITY COUNCIL  CITY MANAGER  ANTICIPATED SUNSET DATE:

PUBLIC PARTICIPATION/EDUCATION REQUIRED: YES  NO  STAFF SUPPORT REQUIRED: YES  NO

FORM OF STAFF SUPPORT NEEDED:

CITY MANAGER'S COMMENTS:

MEMBERS:

PROPOSED MOTION:

DATE ACTION TAKEN:



CITY OF  
BAINBRIDGE ISLAND

PLASTIC AND WASTE REDUCTION TASK FORCE  
SCOPE OF WORK

The scope of the task force is to deliver recommendations to the full Council no later than December 31, 2021 on measures to reduce plastic and waste in retail food establishments on Bainbridge Island.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Consider Resolution No. 2021-12 to Set Public Hearing Date for Unnamed Path, 1912 Chautauqua Replat (Mountain View Road NE) Road Vacation - Public Works,

**SUMMARY:** On May 28, 2021, and then re-submitted on September 7, 2021, the City received a petition to vacate Unnamed Path, 1912 Chautauqua Replat (AKA Mountain View Road NE) from property owner of record, JOMOJO HAWAII LLC. Resolution No. 2021-12 sets a public hearing date of November 9, 2021, related to the proposed road vacation.

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Approve Resolution No. 2021-12 setting a public hearing date of November 9, 2021 for a road vacation on a portion of Unnamed Path, 1912 Chautauqua Replat (Mountain View Road NE).

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

<b>Amount:</b>	N/A
<b>Ongoing Cost:</b>	N/A
<b>One-Time Cost:</b>	N/A
<b>Included in Current Budget?</b>	No

**BACKGROUND:** A petition to vacate Unnamed Path, 1912 Chautauqua Replat, was received by the City on May 28, 2021, and then re-submitted on September 7, 2021. As required by state law, the Public Works Department processed the petition and certifies it to be sufficient. The path in question is a "legacy" right-of-way that bisects an existing, developed parcel and does not serve the public.

The Director of Public Works has accepted the appraisal prepared by George A. Brooks on August 11, 2021, in the fair market value of \$11,550.00. The Applicant will need to pay the appraised value amount prior to the adoption of the final reading of the proposed road vacation ordinance.

The next required step is to schedule a public hearing. Pursuant to BIMC 12.34.060, the City Council, within 30 days of receipt of the petition, shall by resolution, fix the time and place for a public hearing which time shall not

be more than 60 days nor less than 20 days of the adoption of the resolution; therefore, the public hearing date will be November 9, 2021.

Public notices will be mailed and/or posted at least twenty (20) days prior to the public hearing date. Public Works has prepared a staff report which includes comments received to date from outside agencies, utilities, and City departments.

**ATTACHMENTS:**

[Resolution No. 2021-12 Setting Public Hearing for Unnamed Path Road Vacation.docx](#)

[Resolution No. 2021-12 Exhibit A.pdf](#)

[STAFF REPORT \(2\).docx](#)

[Application, ETC.pdf](#)

[Comments.pdf](#)

[Appraisal.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**RESOLUTION NO. 2021-12**

**A RESOLUTION** of the City of Bainbridge Island, Washington, fixing a date for a public hearing to consider vacating Unnamed Path, 1912 Chautauqua Replat.

**WHEREAS**, the City has received a petition to vacate Unnamed Path, 1912 Chautauqua Replat from JOMOJO HAWAII LLC, owners of Property Tax Lot Nos. 4140-009-004-0109 and 4140-010-004-0305, adjacent to the subject Unnamed Path, 1912 Chautauqua Replat, pursuant to Chapter 12.34 of the Bainbridge Island Municipal Code (“BIMC”); and

**WHEREAS**, in accordance with BIMC 12.34.060, the Director of Public Works has found that the petition has been signed by more than two-thirds of the owners of the parcels abutting the portion of the street proposed to be vacated and brings the petition to the City Council to set a date for a public hearing on the proposed vacation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The petition meets the sufficiency requirements of RCW 35A.01.040.

**Section 2.** Pursuant to BIMC 12.34.060, the date and time of November 9, 2021, at 6:00 PM, or as soon thereafter as the matter may be heard, is hereby established as the date on which the Bainbridge Island City Council will hold a public hearing to consider the proposed vacation of Unnamed Path, 1912 Chautauqua Replat, depicted on the attached drawing (Exhibit A). The hearing will be held as part of the regular City Council meeting at Bainbridge Island City Hall, in the Council Chambers, located at 280 Madison Avenue North, Bainbridge Island, Washington.

**Section 3.** Pursuant to RCW 35.79.020 and BIMC 12.34.080, the City Clerk, or the Director of Public Works acting under the direction and supervision of the City Clerk, is hereby directed to give at least 20 days’ notice of the date, time, location, and purpose of the public hearing by: (a) publishing written notice once in the City’s official newspaper; (b) posting a placard in a conspicuous place at each end of the street sought to be vacated; (c) mailing written notice to all petitioners at the addresses on the petition and all owners of property abutting the street proposed to be vacated, as shown on the records of the Kitsap County Assessor; and (d) posting written notice in three prominent public places throughout the City.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

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Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:                      September 24, 2021  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.                                      2021-12

Exhibit A: Map

# EXHIBIT A

## Right of Way Vacation

a portion of  
Government Lot 1

SEC. 14, T. 25N., R. 2E., W.M.

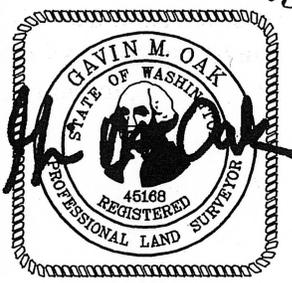
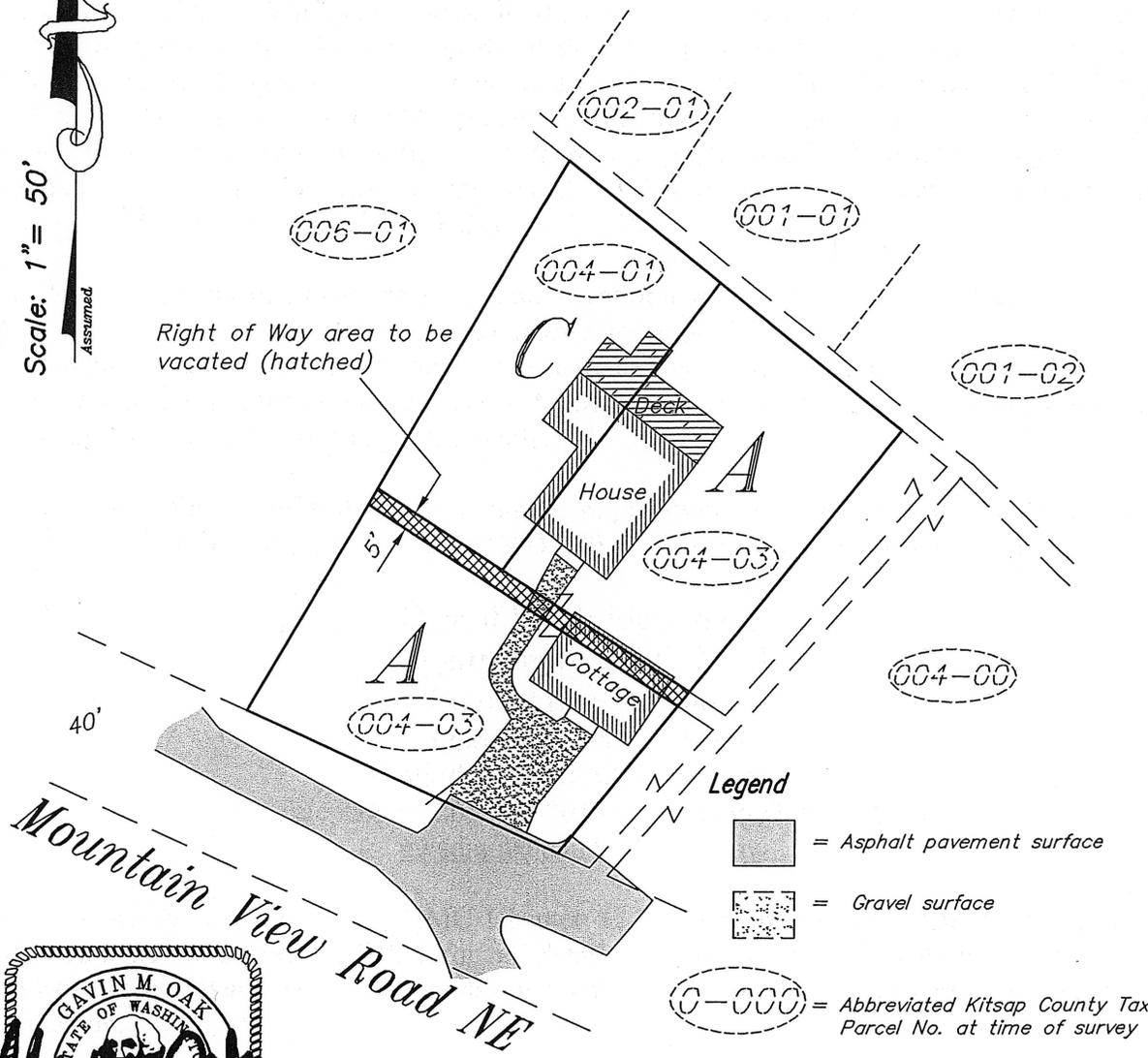
City of Bainbridge Island, Kitsap County, Washington

Prepared for: Jomojo Hawaii LLC

Scale: 1" = 50'

Assumed

Right of Way area to be vacated (hatched)



6/15/21

**ADAM • GOLDSWORTHY • OAK**

A G O LAND SURVEYING, LLC

DRAWING 7246VAC DATE 6/15/21



CITY OF  
BAINBRIDGE ISLAND

Public Works Department Memorandum

Date: September 17, 2021  
To: City Council  
From: Chris Wierzbicki, Public Works Director  
Subject: Unnamed Path, 1912 Chautauqua Replat (AKA Mountain View Road NE)  
Staff Report

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Background

The City of Bainbridge Island received a petition to vacate a portion of Mountain View Road NE on May 28, 2021, and then resubmitted on September 7, 2021. City staff has verified the petition to be sufficient and to move forward with a resolution to set a public hearing date.

Proposed Resolution No. 2021-12 is pending approval at the September 28, 2021 Business Meeting, setting a public hearing date of November 9, 2021.

The following tax parcels abut the proposed vacation area: 4140-010-004-0305 and 4140-009-004-0109. See attached map depicting the proposed right-of-way vacation area.

BIMC 12.34.080

Upon passage of Resolution No. 2021-12 setting a public hearing date, City staff shall publish a written notice in the city's official newspaper of record, place signage at each end of the area to be vacated, and mail written notices to all petitioners and all owners of property abutting the street or alley to be vacated 20 days prior to the public hearing date.

Easements

The proposed road vacation ordinance contains a provision retaining or requiring conveyance of easements for construction, repair, and maintenance of existing and future utilizes and services. Currently, there is one existing utility easement for Kitsap Public Utility (KPUD) water services.

Appraisal:

The Director of Public Works has accepted the appraisal prepared by George A. Brooks on August 11, 2021, in the fair market value of \$11,550.00. The Applicant will need to pay the

appraised value amount prior to the adoption of the final reading of the proposed road vacation ordinance.

Flagging:

The Applicant's surveyor has flagged the proposed road vacation area.

BIMC 12.34.110 – City Council decision - Criteria:

Following the public hearing and receipt of the staff report, the City Council shall determine whether to vacate the street or alley and forward the proposed road vacation ordinance for a second and final reading to a future business meeting. The determination shall include, but not be limited to, consideration of the following criteria:

- A. Whether a change of use or vacation of the street or alley will better serve the public  
The vacation will better serve the public by allowing compensation in lieu of the path that no member of the public is known to have ever used. The path is partially covered by a residential structure and the path to the northwest was vacated in 2009 and the path to the Southeast is partially covered by the neighboring property owner's home (Lot B). A better use to serve the public would be compensation.
- B. Whether the street or alley is no longer required for public use or public access  
The path dedicated has had no known use by the public and is not anticipated to have a use in the future given its location dividing the applicant's parcels and the vacated status of the adjacent former path of the northwesterly parcel (Parcel 4140-009-006-0107).
- C. Whether the substitution of a new and different public way would be more useful to the public  
A new and different public way, not located the applicant's parcels, would be more useful because it would allow for use, whereas this path has a house that has stood in the path for over 60 years, and it does not provide access anywhere.
- D. Whether conditions may so change in the future as to provide a greater use or need than presently exists  
There are no conditions that may change in the future to provide any use or need, the path has never been used as such and a home is built in the path.
- E. Whether objections to the proposed vacation are made by owners of private property (exclusive of petitioners) abutting the street or alley or other governmental agencies or members of the public  
The adjacent owners are supportive of the path vacation. The owners to the northwest, Cichowski/Rejzek, completed a vacation of the path that connected to the current path on their property in 2009, (Ordinance No. 2009-08). The owner to the southeast, Bockus, has no objection. No objections to the vacation are known.

If the city council determines to grant the vacation, the action shall be made by ordinance with such conditions or limitations as the city council deems necessary and proper to

preserve any desired public use or benefit. The ordinance may contain a provision retaining or requiring conveyance of easements for construction, repair and maintenance of existing and future utilities and services.

Public, Utility, Agency & Departmental Comments:

Comments regarding the proposed right-of-way vacation were solicited and received from other agencies, utility companies and city departments. The Public Works Department received the following comments to date. See attachments.

Planning and Community Development Department (Heather Wright):

Due to the steepness of the property, the likelihood of there ever being opened (and safely) is nil, plus our reg's (SMP & CAO) would make that challenging. I have no objections.

Police Department (Joseph Clark):

No comments

Bainbridge Island Fire Department (Jackie Purviance):

I don't see any issue with vacating this.

Bainbridge Island Metropolitan Park & Recreation District (BIMPRD) (Perry Barrett):

The highlighted area as shown in yellow (proposed road vacation area) is not a concern to Parks nor to the Park Foundation.

Kitsap Public Utility District (KPUD) (Mike Flaherty):

KPUD has existing infrastructure that runs within this easement. Kitsap PUD has three (3) water meters that are served from the 1 ¼ inch water main. Kitsap PUD is open to relocation of this infrastructure to within the Mountain View Road NE and individual service lines being installed to serve each property. To be clear, Kitsap PUD is open to relocation of this infrastructure, but it would be at the Property Owner/Developer's expense.

Kitsap Public Utility District (KPUD) (Bill Whitely):

I spoke with Mike Flaherty about this and agree with his earlier response. We have no objections to the vacation of the Path R/W, as long as a Utility Easement remains for our active water services. Can you provide us a copy of the Utility Easement?

Puget Sound Energy (PSE) (Kitty Ogg):

This strip appears to have been established when this plat was originally established from my research. I have also researched, through our facility maps, and see that the service to the property is an overhead service. I did not find any reference to any electrical facilities within this area – but would always caution anyone doing any digging in this area to call for locates to verify the location of any underground services. This vacate is recommend by PSE. At any time in the future, the property owner is requiring some electrical service, PSE can obtain an easement if required at that time.

Comcast:

Comcast has no plans in the area and does not require an easement.

Century Link (Don Twiggs):

Century Link via Letter: Qwest Corporation d/b/a CENTURY LINK QC (Century Link) has reviewed the request for the subject vacation and has determined that it has no objections with respect to the areas proposed for vacation as shown and/or described on Exhibit A attached hereto and incorporation by this reference. It is the intent and understanding of Century Link that this vacation shall not reduce our rights to any other existing easement or rights we have on the site or in the area. This vacation response is submitted with the stipulation that if Century Link facilities are found and/or damaged within the vacated area as described, the applicant will bear the cost of relocation and repair of said facilities.

Century Link via Email: Century Link does not have any facilities lying within the proposed vacation area. Our "No Objection to Vacate" mentions that an easement will need to be reserved if any facilities are found within the proposed vacation area. This is to protect anything that may not be mapped in our system. However, our infrastructure map identifies all of our facilities are located within the Mountain View Road NE. Our response is not requiring an easement at this time.

Public Works Staff Recommendation:

Public Works has no objections to this proposed road vacation.

- Application
- Petition
- Legal Description
- Replat
- Survey
- Flagging Confirmed



## RIGHTS-OF-WAY VACATION

### GENERAL

City rights-of-way are established to provide public access to private property and to provide a corridor for utilities. When a portion of the rights-of-way is undeveloped, or is otherwise surplus to the City's needs, the adjacent property owners may petition the City to vacate the rights-of-way. Vacation of rights-of-way is governed by Bainbridge Island Municipal Code (BIMC), Chapter 12.34 and requires a public process that includes an application, a petition, survey & survey data, review by City staff, and ultimately a public hearing and approval by the City Council. At the City Council Hearing, the determination on the vacation will consider, at a minimum, the following criteria per BIMC 12.34.110:

- A. How will change of use or vacation of the street or alley better serve the public?
- B. Is street or alley no longer required for public use or public access?
- C. Whether future conditions would provide a greater use or need than presently exists.
- D. Any objections to the proposed vacation by owners of private property, other governmental agencies or members of the general public.

Compensation for the right-of-way is required. Applications are available at the Public Works Engineering Division, or you may call 206/842-2016 with any questions you may have.

City of Bainbridge Island  
 Department of Public Works  
 Engineering Division  
 280 Madison Avenue North  
 Bainbridge Island, WA 98110-1812  
 Telephone: 206/842-2016 — Fax: 206/780-3710  
[pwadmin@bainbridgewa.gov](mailto:pwadmin@bainbridgewa.gov)

This handout is a summary of BIMC Chapter 12.34 to assist in understanding the process. Applicants are directed to the BIMC for full detail of the rights-of-way vacation process. Public Works staff are available to meet with applicants to discuss this process prior to making an application.

## **APPLICATION**

The attached Rights-of-Way Vacation Application shall be submitted to the Engineering Division. A complete application shall include the following information:

- **Petition** – The petition for the vacation, signed by more than two-thirds of the property owners abutting the street or alley to be vacated (the two-thirds is determined on a front footage basis). Note: All of the owners of a property signing the petition must be listed as the property owners with the Kitsap County Treasurer's office.
- **Legal description** – A legal description of the proposed vacation area prepared by a registered land surveyor.
- **Plat Map** – A plat map indicating the proposed vacation area and the specific parcels (showing each parcel's front footage) abutting the proposed vacation area prepared by a registered land surveyor along with a vicinity map.
- **Comment Letter** – A comment letter from each utility company serving the area describing their facilities in the proposed vacation area, and whether an easement must be retained as part of the vacation.
- **Fee** – A non-refundable application fee of \$250.00.
- **Flagging** – The boundaries of the proposed vacation area must be flagged and/or staked by a registered land surveyor. The applicant may be required to maintain or replace the stakes and flagging if it deteriorates or is damaged.
- **Survey** – Per BIMC 12.34.050
- **Vicinity Map** – Per BIMC 12.34.050

## **PROCESSING**

Upon receipt of the application, the City shall review it for completeness, verify the petition signatures, check the legal description, and inspect the proposed vacation area. The applicant will be notified of any errors or additional information that may be required to complete the application. The required information must be provided within 60 days of the request or the application will be terminated and the fee shall be forfeited by the applicant.

## **ESTABLISHING THE HEARING DATE**

Upon verification of the completeness of the petition, and within 30 days of the City's receipt of the completed petition, the Engineering Division shall prepare a Council Agenda Bill and Resolution that establishes the City Council or Public Works Committee hearing date for the proposed vacation. The hearing will occur between 20 to 60 days after the City Council approves the Resolution establishing the hearing date.

### **PRE-HEARING ACTIVITIES**

Once the hearing date is established a number of things will occur at least 20 days prior to the hearing date. The City Clerk and/or the Engineering Division will post a Notice of Hearing in three public places and in a conspicuous place on the area to be vacated. The City shall mail a Notice of Hearing to all of the property owners that abut the right-of-way and all of the utility companies providing service to the area. Notice shall also be published once in the City's official newspaper. The Engineering Division shall prepare a staff report, Council Agenda Bill, and Ordinance for the hearing.

### **VACATION HEARING**

At the Street Vacation Hearing, the staff report shall be presented to the City Council. The staff report shall include discussion of the criteria for city council decision as outlined in BIMC 12.34.110. The City Council shall hear public testimony at the hearing. The City Council may accept, reject, adjust or conditionally approve the street vacation request. The conditional approval may require resolution of conditions that the City Council established to address any issues that the public or the property owners presented at the hearing.

If the hearing is heard before the City Council Public Works Committee, the same procedures for a vacation hearing before the City Council shall be used. Following the conclusion of the hearing, the Public Works Committee shall report its recommendation on the petition to the City Council, which may adopt or reject the recommendation or modify the conditions of the vacation. If a hearing is held before the Public Works Committee, it shall not be necessary to hold a hearing before the City Council.

If the City Council decides to approve the vacation or accept a recommendation for vacation by the Public Works Committee, the City Council shall, by motion, approve such vacation subject to the owners' Determination of Compensation (discussed below), timely payment of the compensation and satisfaction of all other imposed conditions, if any.

### **DETERMINATION OF COMPENSATION**

The value of the vacated property shall be determined prior to the final reading of the vacation ordinance by an appraisal of the property. The appraisal shall be performed by a State certified real estate appraiser who has an MAI or SRA designation from the Appraisal Institute. The appraiser shall be selected from a City list of approved appraisers. The applicant shall pay for the appraisal.

If the Public Works Director is not satisfied with the appraisal, the Director may order a second appraisal from a state-certified appraiser who has an MAI or SRA designation from the Appraisal Institute. The City shall pay for this second appraisal. The Public Works Director shall use the appraisal having the highest value for the area vacated.

The compensation for the vacated area shall be as follows:

- Compensation for the vacated area shall be 50% of the appraised value if the vacated area was not acquired by the City at public expense.
- Compensation for the vacated area shall be 100% of the appraised value if the vacated area was acquired by the City at public expense.
- Compensation for any area abutting a body of water shall be at 100% of the appraised value of the vacated area.

After making the Determination of Compensation, the Public Works Director shall notify the applicant of the compensation amount. Payment of the compensation amount shall be delivered to the Public Works Department, which shall deposit the payment with the City treasurer upon receipt. The Public Works Director shall notify the City Council of payment of the compensation amount.

### **VACATION ABUTTING A BODY OF WATER**

The City is limited in its authority to vacate a street or alley if any portion of the street or alley abuts a body of fresh or salt water. Such a vacation may be approved only if:

- 1) The vacation is sought to enable the City to acquire the property for port purposes, beach or water access purposes, boat moorage or launching sites, park, public view, recreation or educational purposes, or other public uses;
- 2) The City Council declares by resolution that the street or alley sought to be vacated is not presently being used as a street or alley and that the street or alley is not suitable for port, beach or water access, boat moorage, launching sites, park, public view, recreation or education; or
- 3) The vacation is sought to enable the city to implement a plan, adopted by resolution or ordinance, that provides comparable or improved public access to the same shoreline area to which the street or alley sought to be vacated abut, had the property included in the plan not been vacated.

All applications and petitions for the vacation of a street or alley which abuts, in any part, a body of fresh or salt water shall be subject to the additional research, hearing and compensation requirements set forth in RCW 35.79.035 and Chapter 12.34 BIMC.

### **PASSAGE OF THE VACATION ORDINANCE**

Upon verification from the Public Works Department that such compensation has been fully paid, (per BIMC 12.34130A), and that all other imposed conditions to the vacation, if any, have been satisfied, an ordinance vacating the proposed vacation area shall be placed on the City Council's next consent agenda. The vacation ordinance shall be approved by the City Council without further consideration.

**RECORDING OF THE VACATION ORDINANCE**

The City Clerk will record the Vacation Ordinance and easements after all conditions of the approval are met. No further City Council action is required.



## City of Bainbridge Island Application for Rights-of-Way Vacation

To: City Clerk, City of Bainbridge Island

APPLICANT: JOMOJO Hawaii LLC

ADDRESS: 11000 Mountain View Road NE, Bainbridge Island, WA 98110

Phone: 425-822-5518 Fax: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell Phone: 206-972-7040 E-Mail: Jbenolie67@gmail.com

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Survey  | <input checked="" type="checkbox"/> Flagging                               |
| <input checked="" type="checkbox"/> Vicinity Map  | <input checked="" type="checkbox"/> Petition to vacate the rights-of-way   |
| <input checked="" type="checkbox"/> Plat Map showing area to be vacated & front footages per tax parcel | <input checked="" type="checkbox"/> Application Fee (Non-Refundable)       |
| <input checked="" type="checkbox"/> Legal description of area to be vacated                             | <input checked="" type="checkbox"/> Utility & Other Agency Comment Letters |

PARCEL LOCATION: (Give brief description of geographic location) The parcel is located in the Rolling Bay area, mid-island.

The parcel is the second to the last along Mountain View Road before the end of the street. Access is by way of Manitou Beach Dr. NE.

Fronting Street: Mountain View Road NE

Adjacent or Nearest Street Intersection: Manitou Beach Drive NE

Comprehensive Plan Map Designations: Residential

Current Zoning: R-2

Explain basis for request to vacate the City rights-of-way: In 1912 the Chatauqua replat was recorded.

On the face of the plat is a path that bi-sects the lots, this path was dedicated to the use of the public. The 5' wide path is not used by the public. A residential structure was built in the 1960's in the path. The primary residence is going to be remodeled and the expansion of the footprint may be in the path.

List any easement and/or existing utilities either public or private that abut or cross the proposed vacation: There is an easement benefitting PSE for Electric and/or gas transmission lines, AFN 200902180312, the exact location is not sufficient for title to determine the scope, but the power poles that supply power to the residents are on the neighboring parcel (Lot B) to the Southeast. This service does not utilize the proposed vacation area. See Puget Sound Energy comment letter. There is a new easement recorded benefitting KPUD to allow for water lines that are presently serving the subject property located in the proposed vacation area. The easement is attached with the application and included with the KPUD comment letter. It is recorded under AFN 202109010102.

EXPLANATIONS RELATING TO BIMC 12.34.110:

Explain whether a change of use or vacation of the street or alley will better serve the public: The vacation will better serve the public by allowing compensation in lieu of the path that no member of the public is known to have ever used. The path is partially covered by a residential structure and the path to the northwest was vacated in 2009 and the path to the Southeast is partially covered by the neighboring property owner's home (Lot B). A better use to serve the public would be compensation.

Explain whether the street or alley is no longer required for public use or public access: The path dedicated has had no known use by the public and is not anticipated to have a use in the future given its location dividing the applicant's parcels and the vacated status of the adjacent former path of the northwesterly parcel (Parcel 4140-009-006-0107).

Explain whether the substitution of a new and different public way would be more useful to the Public: A new and different public way, not located the applicant's parcels, would be more useful because it would allow for use, whereas this path has a house that has stood in the path for over 60 years and it does not provide access anywhere.

Describe whether conditions may so change in the future as to provide a greater use or need than presently exists: There are no conditions that may change in the future to provide any use or need, the path has never been used as such and a home is built in the path.

Discuss whether objections to the proposed vacation are made by owners of private property (exclusive of petitioners) abutting the street or alley or other governmental agencies or members of the general public: The adjacent owners are supportive of the path vacation. The owners to the northwest, Cichowski/Rejzek, completed a vacation of the path that connected to the current path on their property in 2009. The owner to the southeast, Bockus, has no objection. No objections to the vacation are known.

PROPERTY OWNERS: List names, mailing addresses of all owners of the abutting property(s) that will receive vacated area property:

n/a - only the applicant will receive vacated area property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

**CONTACT PERSON:** (to receive all correspondence, advisory reports, hearing notice, etc. via mail and to be primary phone and correspondence contact):

Name: Piper Thornburgh

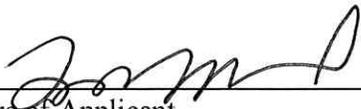
Mailing Address: 180 Ericksen Avenue NE

City: Bainbridge Island State: WA Zip: 98110

Phone: 206-866-6138 Fax: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell Phone: 206-910-5943 E-Mail: piper@piperthornburghlaw.com

I hereby state that I am the Applicant, or an Agent for the Applicant, listed above and that the foregoing statements and answers herein made, and all information and evidence herein made, and all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is non-refundable and is only for the purpose of partially defraying the normal administrative expenses of processing the application, and that the payment of said fee does not result in automatic approval of the vacation requested in this application.

  
Signature of Applicant

9/7/21  
Date

Joe Benolie Managing Member, JOMOJO Hawaii LLC  
Printed Name of Applicant

**CITY OF BAINBRIDGE ISLAND  
A PETITION FOR RIGHTS-OF-WAY VACATION**

Honorable Mayor and City Council:

We, the undersigned, being legal and registered owners of the property abutting upon the street or alley described below, do hereby petition your honorable body to vacate said street or alley: Street Name: 5' Path located on property at 11000 Mountain View Road, NE. The legal description is attached.

#	DATE	OWNER'S NAME	OWNER'S SIGNATURE	ADDRESS	TELEPHONE	TAX ASSESSOR'S PARCEL NUMBER
1	5/20/2021	JOMOJO Hawaii LLC by its Member, Joe Benoliel		11000 Mountain View Rd NE Bainbridge Island, WA 98110	206-972-7040 206-409-9479	4140-010-004-0305
2	5/20/2021	JOMOJO Hawaii LLC by its Member, Joe Benoliel		Same as above	Same as above	4140-009-004-0109

Attach additional petition sheets if necessary.

This petition was filed on Sept. 7, 2021. The application fee receipt number is #693413.

— W A R N I N G —

Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or signs a petition seeking election when he is not a legal voter, or signs a petition when he is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor. (RCW 35A.01.040)

As set forth in Bainbridge Island Municipal Chamber 12.34, the owners of abutting property who receive the vacated portion of right-of-way may be required to compensate the City for the vacated property.



CITY OF  
BAINBRIDGE ISLAND

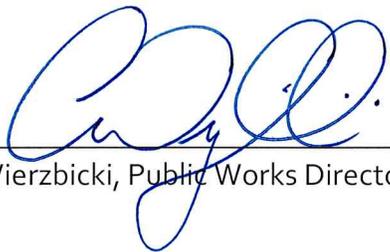
CERTIFICATION OF SUFFICIENCY

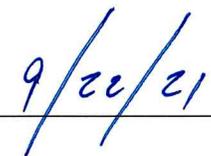
Road Vacation for Unnamed Path, 1912 Chautququa Replat (AKA Mountain View Road NE)

<u>Tax Lot #</u>	<u>Ownership of Record</u>	<u>Front Footage</u>	<u>Petition Signed ?</u>	<u>% Signing</u>
4140-009-004-0109	JOMOJO HAWAII LLC	40.46	Yes	19.97%
4140-010-004-0305	JOMOJO HAWAII LLC	60.85	Yes	30.03%
4140-010-004-0305	JOMOJO HAWAII LLC	<u>101.31</u>	Yes	<u>50.00%</u>
	Totals:	202.62		100.00%

Pursuant to RCW 35A.01.040, total required for sufficiency is signed by more than two-thirds of the property owners abutting the street or alley to be vacated.

I certify to the best of my knowledge that this petition is sufficient.

  
\_\_\_\_\_  
Chris Wierzbicki, Public Works Director

  
\_\_\_\_\_  
Date



DATE: May 12, 2021  
CLIENT: Jomojo Hawaii LLC  
JOB NO: 20-7246

## LEGAL DESCRIPTION OF RIGHT OF WAY VACATION AREA

That portion of Resultant Parcel A (Jomojo Hawaii LLC) of the Agreement to Settle Boundary Line recorded under Kitsap County Auditor's File No. 202105050344, and situate in Government Lot 1, Section 14, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington, described as follows:

Commencing at the North quarter corner of said Section 14, a Standard County Reference Monument, from which the Northwest corner of said Section 14, a Standard County Reference Monument bears North 88°40'52" West 2647.77 feet;  
Thence South 88°42'01" East 1319.72 feet to the Northwest corner of said Government Lot 1;  
Thence along the West line of said Government Lot 1, South 00°55'50" West 392.30 feet;  
Thence along the Northeasterly right of way of Mountain View Road and the Westerly extension thereof, South 65°33'10" East 674.80 feet to the Southwesterly corner of said Resultant Parcel A;  
Thence leaving said right of way along the West line of said Resultant Parcel A, North 30°19'20" East 64.59 feet to the True Point of Beginning;  
Thence leaving said West line, South 57°04'47" East 100.54 feet;  
Thence North 39°07'36" East 5.03 feet;  
Thence North 57°04'47" West 101.31 feet to the said West line;  
Thence along said West line, South 30°19'20" West 5.00 feet to the True Point of Beginning.

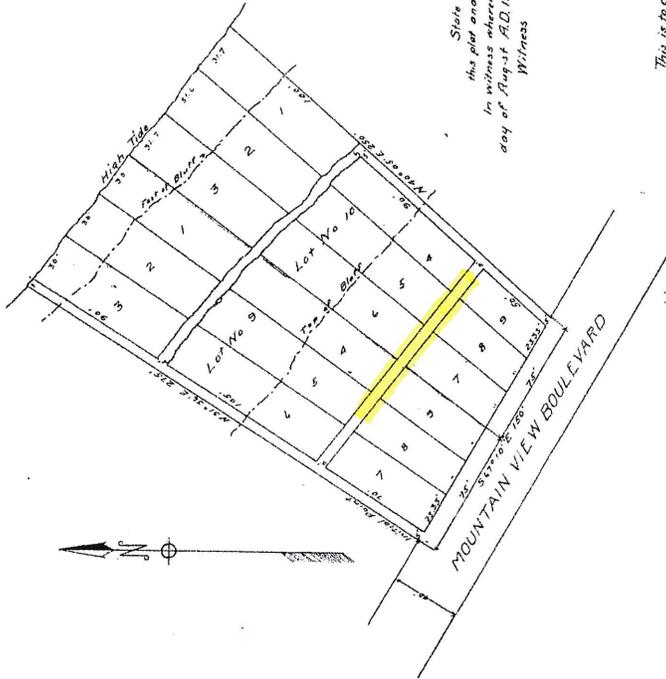


5/12/21

# CHAUTAQUA REPLAT

of  
Lots 9 and 10, Block 1 of Manitou Park

Scale 1:500'-0"



## DESCRIPTION

This tract embraces all of lots 9 and 10 Block 1 of Manitou Park. The dimensions of all lots and the widths of all streets and paths are as shown upon the plat. The Initial Point is the SW corner of Lot 9.

## DEDICATION

Know all Men by these Presents - that the H.B. Adams Co a corporation, duly organized and existing under and by virtue of the laws of the State of Washington and having its principal place of business in the City of Seattle, Washington, owner in fee simple of the above described tract, does hereby dedicate this plat and hereby dedicate to the use of the public forever all paths shown hereon. In witness whereof the said corporation has caused its name to be subscribed hereunto and its Corporate seal to be affixed by its President on this 29th day of August A.D. 1912.

H.B. Adams Co

per H.B. Adams  
PRESIDENT

## ACKNOWLEDGMENT

This is to certify that on this 29th day of August A.D. 1912 before me a Notary Public in and for the State of Washington, residing at Seattle, personally appeared H.B. Adams in me known to be the President of the corporation that executed the within and foregoing instrument and acknowledged said instrument to be his free and voluntary act and deed of said corporation for the use and purposes therein mentioned and on oath stated that he was authorized to execute said instrument and that the seal affixed is the corporate seal of said Corporation.

In witness whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

Chas. B. West

NOTARY PUBLIC

## DEDICATION

Know all men by these presents: That the Title Trust Co a corporation duly organized and existing under and by virtue of the laws of the State of Washington and having its principal place of business in the City of Seattle, Washington, owner of the above described tract, does hereby dedicate this plat and hereby dedicate to the use of the public forever all paths shown hereon.

In witness whereof the said Corporation has caused its name to be subscribed hereunto and its corporate seal to be affixed by its - Secretary on this 29th day of August A.D. 1912.

Witness

J. W. Maxwell

PRESIDENT

W.S. Howard

ASST. SECRETARY

## ACKNOWLEDGEMENT

This is to certify that on this 29th day of August A.D. 1912 before me a Notary Public and for the State of Washington, residing at Seattle, personally appeared J.W. Maxwell & W.S. Howard to me known to be the President & Assistant Secretary of the corporation that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said Corporation for the use and purposes therein mentioned, and both stated that they were authorized to execute said instrument and that the seal affixed is the corporate seal of said Corporation.

In witness whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

Chas. B. West

NOTARY PUBLIC

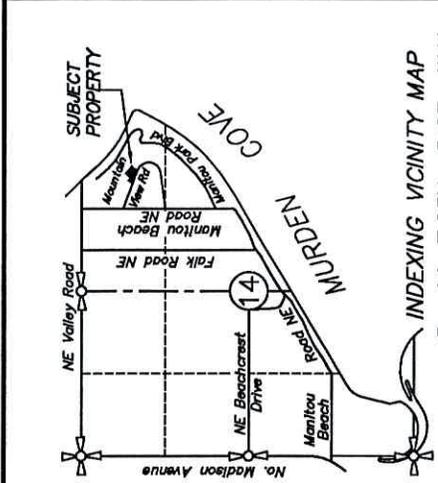
Examined and approved this 31st day of Sept. A.D. 1912  
R. Strait  
COUNTY ENGINEER

Examined and approved by the Board of County Commissioners on this 30th day of September A.D. 1912.  
A.J. Schold Chairman

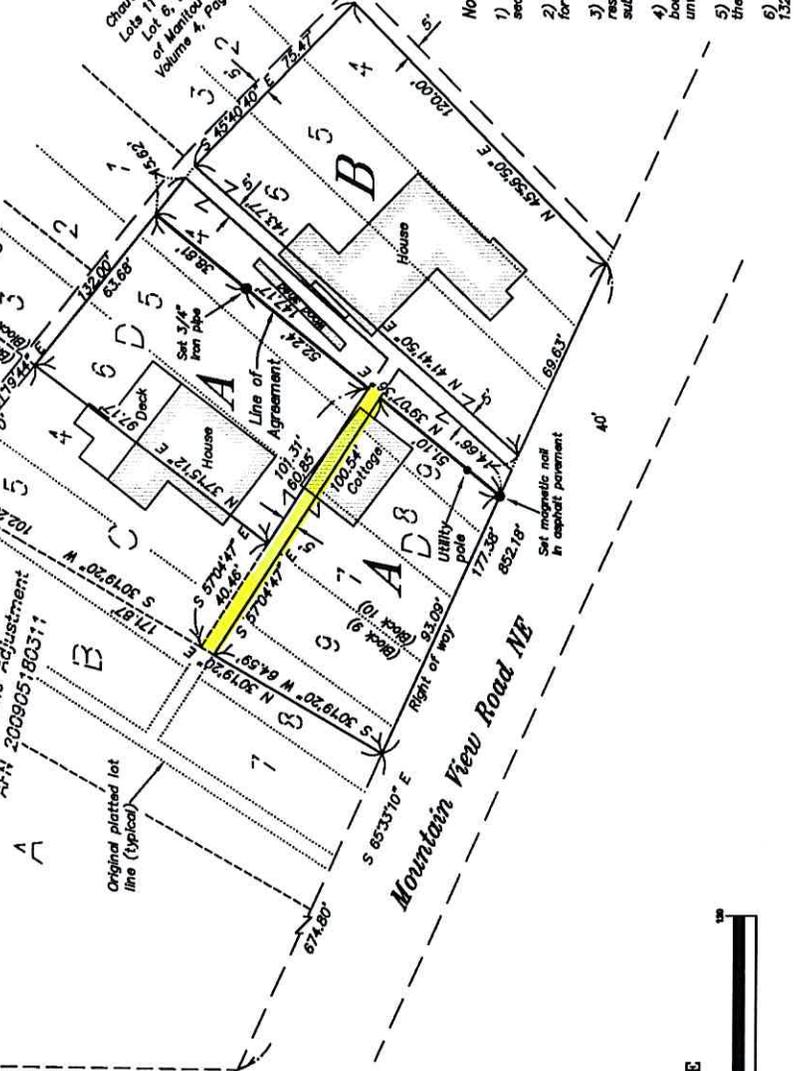
Filed for record at request of H.B. Adams Co Sept. 3, 1912 at 3:40 P.M.  
By J.M. Peterson Deputy  
J.M. Peterson County Auditor

F.F. Wild  
Hoge Bldg  
Civil Engineer  
Seattle





**Legal Description**  
 Resultant Parcels A and B of the Boundary Line Agreement recorded under Kitsap County Auditor's File No. 200905180371 situate in Government Lot 1, Section 14, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington.



**ADAM • GOLDSWORTHY • OAK**  
 A G O LAND SURVEYING, LLC  
 1015 NE HOSTMARK STREET  
 POULSBRO, WA 98370  
 (360)779-4299  
 (206)842-9598

a survey of a portion of  
 Government Lot 1 (NE 1/4 NE 1/4)  
**SEC. 14, T. 25N., R. 2E., W.M.**  
 City of Bainbridge Island  
 Kitsap County, Washington



**AUDITOR'S CERTIFICATE**  
 Filed for record this \_\_\_ day of \_\_\_\_\_, 2021, at \_\_\_\_\_ in Volume \_\_\_\_\_ of surveys, Page \_\_\_\_\_ and under Auditor's File No. \_\_\_\_\_ at the request of A G O Land Surveying LLC

**SURVEYOR'S CERTIFICATE**  
 This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of Adam Goldsworthy LLC in Feb., 2021

County Auditor \_\_\_\_\_ Deputy \_\_\_\_\_  
 Gavin M. Oak, P.L.S. 45168 Date 4/23/21

## FW: Flagging needed for 11000 Mountain View Road/ Joel Benoliel



Piper Thornburgh <[piper@piperthornburghlaw.com](mailto:piper@piperthornburghlaw.com)>

To  Joan Haase

 You forwarded this message on 9/16/2021 3:18 PM.

---

**From:** "Gavin Oak, A G O Land Surveying, LLC" <[gavin@agols.com](mailto:gavin@agols.com)>  
**Date:** Friday, July 16, 2021 at 2:52 PM  
**To:** Piper Thornburgh <[piper@piperthornburghlaw.com](mailto:piper@piperthornburghlaw.com)>  
**Cc:** Joel Benoliel <[jbenoliel67@gmail.com](mailto:jbenoliel67@gmail.com)>  
**Subject:** RE: Flagging needed for 11000 Mountain View Road/ Joel Benoliel

Hi Piper,

The right of way vacation area has been flagged up. Please let me now if you have any questions.

Thanks  
Gavin

---

**From:** Piper Thornburgh <[piper@piperthornburghlaw.com](mailto:piper@piperthornburghlaw.com)>  
**Sent:** Tuesday, July 6, 2021 1:30 PM  
**To:** Gavin Oak, A G O Land Surveying, LLC <[gavin@agols.com](mailto:gavin@agols.com)>  
**Cc:** Joel Benoliel <[jbenoliel67@gmail.com](mailto:jbenoliel67@gmail.com)>  
**Subject:** Re: Flagging needed for 11000 Mountain View Road/ Joel Benoliel

Thank you!

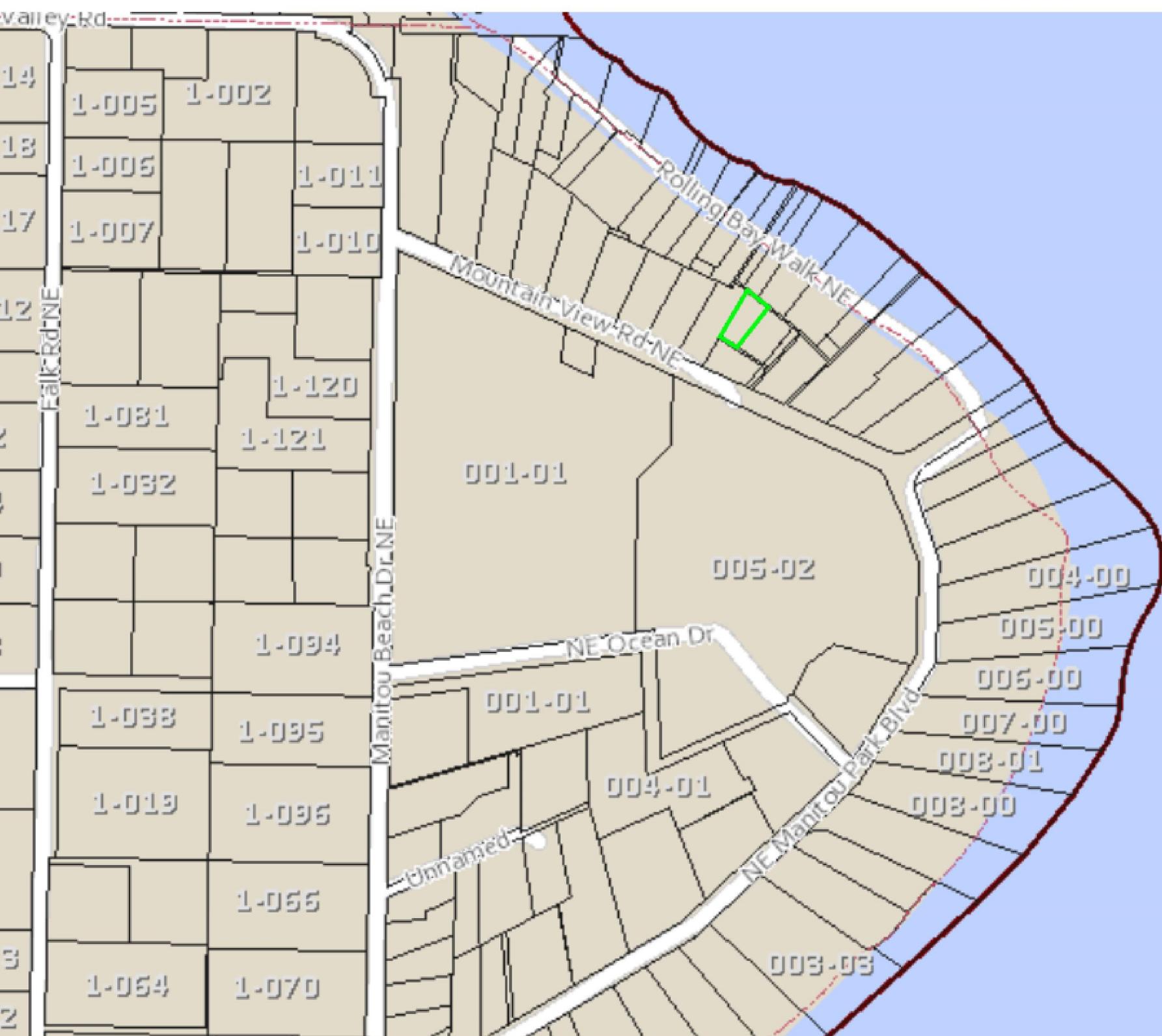
---

**From:** "Gavin Oak, A G O Land Surveying, LLC" <[gavin@agols.com](mailto:gavin@agols.com)>  
**Date:** Tuesday, July 6, 2021 at 12:56 PM  
**To:** Piper Thornburgh <[piper@piperthornburghlaw.com](mailto:piper@piperthornburghlaw.com)>  
**Cc:** Joel Benoliel <[jbenoliel67@gmail.com](mailto:jbenoliel67@gmail.com)>  
**Subject:** RE: Flagging needed for 11000 Mountain View Road/ Joel Benoliel

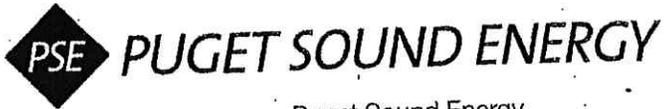
Hi Piper,

I have it on the schedule for next week.

Thanks  
Gavin



# Comment Excerpts



Puget Sound Energy  
6522 Kitsap Way  
Bremerton, WA 98312  
PSE.com

May 6, 2021

RE: Vacate Southerly Strip (Road) Adjacent to 11000 Mountain View Rd NE

To Whom It May Concern,

Puget Sound Energy received a request to review and report any concerns that we might have regarding the vacation of this road and was given a copy of Boundary Line Adjustment 200905180311 with the area highlighted.

This strip appears to have been established when this plat was originally established from my research. I have also research through our facility maps and see that the service to the above mentioned property is an overhead service. I did not find any reference to any electrical facilities within this area – but would always caution anyone doing any digging in this area to call for locates to verify the location of any underground services (as they may not appear on our maps).

**This vacate is recommended by Puget Sound Energy.** At any time in the future the property owner is requiring some electrical service, PSE can obtain an easement if required at that time.

Sincerely,

Kitty Ogg  
Sr. Real Estate Representative  
Puget Sound Energy  
Kitsap Service Center  
Kitty.ogg@pse.com



CenturyLink

6/7/2021

Piper Thornburgh Law LLC  
ATTN: Piper Thornburgh  
182 Ericksen Avenue NE  
Bainbridge Island, WA. 98110

Property Owner:  
Jomojo Hawaii, LLC,  
A Washington Limited Liability Company

No Reservations/No Objection

**SUBJECT:** Proposed partial road vacation affecting PTN Lots 4, 5, 8 & 9, and Lots 4-9, Blk 10, all in Chautauqua Replat of Lots 9 & 10, Block 1 of Manitou Park, a part of Section 14, Township 25 North, Range 02 East located in Kitsap County, State of Washington.

**APN:** 4140-010-004-0305 and 4140-009-004-0109

To Whom It May Concern:

Qwest Corporation d/b/a CENTURYLINK QC ("CenturyLink") has reviewed the request for the subject vacation and has determined that it has no objections with respect to the areas proposed for vacation as shown and/or described on Exhibit "A", said Exhibit "A" attached hereto and incorporated by this reference.

It is the intent and understanding of CenturyLink that this Vacation shall not reduce our rights to any other existing easement or rights we have on this site or in the area.

This vacation response is submitted WITH THE STIPULATION that if CenturyLink facilities are found and/or damaged within the vacated area as described, the Applicant will bear the cost of relocation and repair of said facilities.

Sincerely yours,

Don Twiggs  
Network Infrastructure Services  
CenturyLink  
P836736

Exhibit A



**Subject:** RE: P836736 / Comment sought road vacation  
**Date:** Wednesday, July 21, 2021 at 11:04:16 AM Pacific Daylight Time  
**From:** Twiggs, Don <Don.Twiggs@lumen.com>  
**To:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Attachments:** image004.jpg, image006.jpg, image008.png, image009.png, image001.jpg, image002.jpg

Mrs. Thornburgh,

CenturyLink does not have any facilities lying within the proposed vacation area. Our No Objection to Vacate mentions that an easement will need to be reserved, IF any facilities are found within the proposed vacation area. This is to protect anything that may not be mapped in our system. However, our infrastructure map identifies all of our facilities are located within the Mountain View Rd. Right of Way. Our response is not requiring an easement at this time.

Please call if you need more clarification.



**Don Twiggs**  
Contractor - ROW Agent – Network Infrastructure  
Services  
8021 SW Capitol Hill Rd, Portland, OR. 97219  
Cell: 425-480-1204  
[Don.Twiggs@lumen.com](mailto:Don.Twiggs@lumen.com)

---

**From:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Sent:** Thursday, July 8, 2021 10:25 AM  
**To:** Twiggs, Don <Don.Twiggs@lumen.com>  
**Subject:** Re: P836736 / Comment sought road vacation

Dear Mr. Twiggs,

Can you please see attached correspondence and provide a response. Further information is required.

Thank you,

Piper

Piper M. Thornburgh  
PIPER THORNBURGH LAW PLLC  
180 Ericksen Avenue NE  
Bainbridge Island, WA 98110  
(206) 866-6138

**Subject:** RE: Comment sought road vacation  
**Date:** Friday, July 9, 2021 at 7:37:18 AM Pacific Daylight Time  
**From:** LeCompte, Jim <Jim\_Lecompte@comcast.com>  
**To:** Piper Thornburgh <piper@piperthornburghlaw.com>

Comcast have no plant in the area and does not require an easement

Thank you

**Jim LeCompte**

**Comcast Cable**

**Construction Specialist 2**

**Cell (360)340-1288**

**Jim\_lecompte@cable.comcast.com**

---

**From:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Sent:** Thursday, July 8, 2021 10:27 AM  
**To:** LeCompte, Jim <Jim\_Lecompte@cable.comcast.com>  
**Subject:** [EXTERNAL] Re: Comment sought road vacation

Dear Mr. LeCompte,

Can you please see attached correspondence and provide a response. Further information is required.

Thank you,

Piper

Piper M. Thornburgh  
PIPER THORNBURGH LAW PLLC  
180 Ericksen Avenue NE  
Bainbridge Island, WA 98110  
(206) 866-6138  
[www.piperthornburghlaw.com](http://www.piperthornburghlaw.com)

---

**From:** "LeCompte, Jim" <Jim\_Lecompte@comcast.com>  
**Date:** Thursday, May 13, 2021 at 11:28 AM  
**To:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Subject:** RE: Comment sought road vacation

Thank you

**Jim LeCompte**

**Comcast Cable**

**Construction Specialist 2**

**Cell (360)340-1288**

**Jim\_lecompte@cable.comcast.com**

**Subject:** RE: comment sought road vacation  
**Date:** Thursday, May 13, 2021 at 12:10:08 PM Pacific Daylight Time  
**From:** Perry Barrett <perry@biparks.org>  
**To:** Piper Thornburgh <piper@piperthornburghlaw.com>

The highlighted area as shown in yellow is not a concern to Parks nor to the Park Foundation, according to Barb Trafton.

Perry

---

**From:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Sent:** Thursday, May 13, 2021 11:09 AM  
**To:** Perry Barrett <perry@biparks.org>  
**Subject:** FW: comment sought road vacation

Hello,  
Just sending this email again in follow up as I did not receive a response.

Could you please review and supply comment.

Thank you,

Piper M. Thornburgh  
PIPER THORNBURGH LAW PLLC  
182 Ericksen Avenue NE  
Bainbridge Island, WA 98110  
(206) 866-6138  
[www.piperthornburghlaw.com](http://www.piperthornburghlaw.com)

\*\*\* CONFIDENTIALITY NOTICE \*\*\*

PRIVILEGED AND CONFIDENTIAL

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SPECIAL NOTICE TO CLIENTS: If you are my client and this email is directed to you, DO NOT FORWARD to any other party, or you could be waiving the attorney-client privilege.

---

**From:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Date:** Thursday, May 6, 2021 at 10:53 AM  
**To:** "perry@biparks.org" <perry@biparks.org>  
**Subject:** comment sought road vacation

RE: Proposed Road Vacation for a portion of Property Located at 11000 Mountain View Road (see attached)

**Subject:** FW: Comment sought road vacation  
**Date:** Monday, May 10, 2021 at 7:20:38 AM Pacific Daylight Time  
**From:** Jackie Purviance <jpurviance@bifd.org>  
**To:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Attachments:** image001.png, Survey showing area of vacation, Plat Map .pdf

Good morning Piper,

Jared sent this over to me. I don't see any issue with vacating this. Please let me know if you have any questions.

Jackie Purviance  
Deputy Fire Marshal

### **Bainbridge Island Fire Department**

8895 Madison Ave NE  
Bainbridge Island, WA 98110  
Phone 206-451-2033  
Fax 206-842-7695  
[www.bifd.org](http://www.bifd.org)



---

**From:** Jared Moravec <jmoravec@bifd.org>  
**Sent:** Thursday, May 6, 2021 11:03 AM  
**To:** Jackie Purviance <jpurviance@bifd.org>  
**Subject:** Fwd: Comment sought road vacation

For you...

Sent from my iPhone

Begin forwarded message:

**From:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Date:** May 6, 2021 at 10:55:20 MST  
**To:** Jared Moravec <jmoravec@bifd.org>  
**Subject:** Comment sought road vacation

RE: Proposed Road Vacation for a portion of Property Located at 11000 Mountain View Road (see attached)

To Whom It May Concern:

Thank you,  
Piper

Piper M. Thornburgh  
PIPER THORNBURGH LAW PLLC  
180 Ericksen Avenue NE  
Bainbridge Island, WA 98110  
(206) 866-6138  
[www.piperthornburghlaw.com](http://www.piperthornburghlaw.com)

---

**From:** Mike Flaherty <[mflaherty@kpud.org](mailto:mflaherty@kpud.org)>  
**Date:** Thursday, May 27, 2021 at 9:55 AM  
**To:** Piper Thornburgh <[piper@piperthornburghlaw.com](mailto:piper@piperthornburghlaw.com)>  
**Cc:** Jeff Holt <[jholt@kpud.org](mailto:jholt@kpud.org)>, Bill Whiteley <[bwhiteley@kpud.org](mailto:bwhiteley@kpud.org)>  
**Subject:** FW: comment sought on road vacation

Piper,

To be clear. Kitsap PUD is open to the relocation of this infrastructure, but it would be at the Property Owner/Developer expense.

Thank you,  
*Mike Flaherty*  
360 626-7725  
[mflaherty@kpud.org](mailto:mflaherty@kpud.org)  
[www.kpud.org](http://www.kpud.org)



---

**From:** Mike Flaherty  
**Sent:** Thursday, May 27, 2021 9:12 AM  
**To:** Piper Thornburgh <[piper@piperthornburghlaw.com](mailto:piper@piperthornburghlaw.com)>  
**Cc:** Jeff Holt <[jholt@kpud.org](mailto:jholt@kpud.org)>; Bill Whiteley <[bwhiteley@kpud.org](mailto:bwhiteley@kpud.org)>  
**Subject:** RE: comment sought on road vacation

Hi Piper,

KPUD has existing infrastructure that runs within this easement. Kitsap PUD has 3 water meters that are served from the 1 1/4" water main. Kitsap PUD is open the relocation of this infrastructure to within the Mountain View ROW and individual service lines being installed to serve each property. If you have questions please let me know.

Thank you,

**Subject:** RE: comment sought on road vacation  
**Date:** Tuesday, July 6, 2021 at 12:52:52 PM Pacific Daylight Time  
**From:** Bill Whiteley <bwhiteley@kpud.org>  
**To:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**CC:** Jeff Holt <jholt@kpud.org>, Mike Flaherty <mflaherty@kpud.org>, Bill Broughton  
(bill@kitsaplawgroup.com) <bill@kitsaplawgroup.com>  
**Attachments:** image003.jpg, image004.jpg, image005.jpg

Dear Piper,

I spoke with Mike about this, and agree with his earlier response. We have no objection to the vacation of the path R/W, as long as a Utility Easement remains for our active water services.

Can you provide us a copy of the Utility Easement you are referring to?

Best wishes,

Bill Whiteley, PE

District Engineer  
Kitsap PUD  
1431 Finn Hill Rd.  
Poulsbo, WA 98370  
Office (360)626-7747



*Kitsap PUD #1 is subject to the Washington Public Records Act, RCW 42.56. Therefore, this email, and its attachments if any, may be disclosed as a public record.*

---

**From:** Piper Thornburgh <piper@piperthornburghlaw.com>  
**Sent:** Tuesday, July 6, 2021 11:16 AM  
**To:** Mike Flaherty <mflaherty@kpud.org>  
**Cc:** Jeff Holt <jholt@kpud.org>; Bill Whiteley <bwhiteley@kpud.org>  
**Subject:** Re: comment sought on road vacation

Dear Mike,

I am writing in follow up to a request for Utility comment on a ROW vacation petition at the request of the City for clarification. You previously advised that there is existing infrastructure in the location (see below emails and attached KPUD map), what I need clarification on is whether KPUD has any objection to the requested 5' path being vacated (see attached drawing of area to be vacated).

As I understand it, the main water lines are within the five foot utility easement under the power lines; the easement is not being affected. The vacation requested does not impact existing lines as far as I can see. However, I have been advised by my client that some of the meters may not be in the easement. It appears some of the meters may relate to beach homes below on Rolling Bay Walk.

Please send a comment on whether KPUD objects to the vacation request.

After recording, return to:  
Piper Thornburgh Law, PLLC  
182 Ericksen Avenue NE  
Bainbridge Island, WA 98110

EASEMENT FOR WATER FACILITIES

**GRANTOR(S):** JOMOJO Hawaii, LLC  
**GRANTEE(S):** Public Utility District No. 1 of Kitsap County

**Legal Descriptions (abbreviated):** PTN Lots 4, 5, 8 & 9, Blk 9, and Lots 4-9, Blk 10, all in Chatauqua Replat of Lots 9 & 10 Block 1 of Manitou Park

**Tax Parcel Number(s):** 4140-010-004-0305, 4140-009-004-0109

EASEMENT FOR WATER FACILITIES

THIS EASEMENT AGREEMENT is made this 25<sup>th</sup> day of August, 2021, between **JOMOJO Hawaii, LLC**, a limited liability company of the State of Washington, herein referred to as "GRANTOR", and **Public Utility District No. 1 of Kitsap County**, a municipal corporation, herein referred to as "GRANTEE," for the purpose of addressing existing infrastructure located in a dedicated Right of Way that is being petitioned to the City of Bainbridge Island to be vacated. This easement allows the existing infrastructure (underground water lines and any above ground meters) and its appurtenant structures to remain in place as presently constructed.

RECITALS

WHEREAS, GRANTOR is the legal owner in fee of the certain real property and improvements commonly known as and located at 11000 Mountain View Road, NE, Bainbridge Island, Washington ("JOMOJO Parcel") and legally described in **Exhibit A** attached hereto and by reference made a part of this Easement.

WHEREAS, the Kitsap PUD has a portion of its water lines and meters located on, over, above, across and below the JOMOJO Parcel; and

Excise Tax Exempt  
2021-08-31  
HBEYL

WHEREAS an approximate location of the infrastructure is depicted on the attached drawing, attached hereto as **Exhibit B**; and

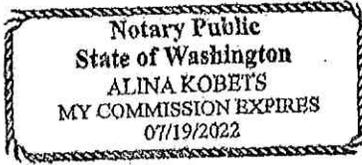
WHEREAS, for valuable consideration, the GRANTOR agrees for purposes stated herein to grant an easement to allow that portion of said lines and meters and its appurtenant structures to remain as constructed subject to the conditions contained within the grant of Easement herein, for the benefit of the GRANTEE.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

EASEMENT

1. Grantors' Real Property. JOMOJO Hawaii, LLC ("Grantors"), are fee owners of the real property which is legally described **Exhibit A**.
2. Grant of Easement. In consideration of one and no 100<sup>th</sup> Dollars (\$1.00), and other good and valuable consideration in hand paid, the receipt of which is hereby acknowledged, and the terms and conditions of this Agreement, JOMOJO Hawaii, LLC, GRANTOR, hereby grants to Public Utility District No. 1 of Kitsap County, GRANTEE, a non-exclusive, perpetual easement ("Easement") within a portion of the real property in Kitsap County, Washington, legally described in Exhibit A (the "Property" herein) where it is located within an area of five feet (5') in width. The approximate location is depicted in the attached drawing as **Exhibit B** ("Easement Area").
3. Binding Effect. This Easement and the rights and obligations under this grant of Easement are intended to and shall run with the land and shall benefit and bind the parties and their respective successors and assigns.
4. Purpose, Access, Duration. The Easement described herein is for the use of GRANTEE to allow the lines and meters and its appurtenant structures to remain in place as presently constructed and to allow for pedestrian access in and around the Easement Area for the purpose of inspection and maintenance of the lines and meters and its appurtenant structures. GRANTEE shall have the right of access to the Easement Area over and across the Property to enable Grantee to exercise its rights hereunder, provided that GRANTEE shall compensate GRANTORS for any damage to the Property caused by the exercise of said right of access. No expansion or further encroachment of the lines and meters or its appurtenant structures is allowed beyond the Easement Area. This Easement shall terminate if the lines and meters are relocated and the GRANTOR assumes ownership of the lines.
5. Obstructions, Landscaping. GRANTEE may from time to time remove trees, bushes, or other obstructions within the Easement Area and may level and grade the Easement Area to the extent reasonably necessary to carry out the purposes set forth in paragraph 4 hereof, provided, that following any such work, GRANTEE shall, to the extent reasonably practicable, restore the Easement Area to the condition it was immediately prior to such work.





*[Handwritten Signature]*

~~Piper M. Thornburg~~ Alina Kobets  
NOTARY PUBLIC in and for the State of  
Washington Belleve  
Residing at Bainbridge Island, WA.  
My commission expires ~~April 20, 2023.~~ 07/19/2022

GRANTEE(S):  
Kitsap PUD

By: *[Handwritten Signature]*, (Date) 8/25/2021

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF KITSAP )

On this 25 day of August, 2021, before me personally appeared Ruben  
Bremner, to me known to be the manager of Kitsap PUD that executed the within and  
foregoing instrument, and acknowledged said instrument to be the free and voluntary act and  
deed of said entity, for the uses and purposes therein mentioned, and on oath stated that he or she  
was authorized to execute said instrument and that the seal affixed is the corporate seal of said  
corporation.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and  
year first above written.

*[Handwritten Signature]*

William Broughton [Signature]  
[Print Name]

NOTARY PUBLIC in and for the State of  
Washington  
Residing at Bremerton  
WA.  
My commission expires 8/16  
2024



**Exhibit A**

Parcel I:

Resultant Parcel C of Boundary Line Adjustment recorded under Auditor's File Nos. 200905180311 and 200905180312, being a portion of Lots 4 and 5, Block 9, Plat of Chautauqua Replat of Lots 9 and 10, Block 1 of Manitou Park, according to the plat recorded in Volume 4 of Plats, page 15, records of Kitsap County, Washington.

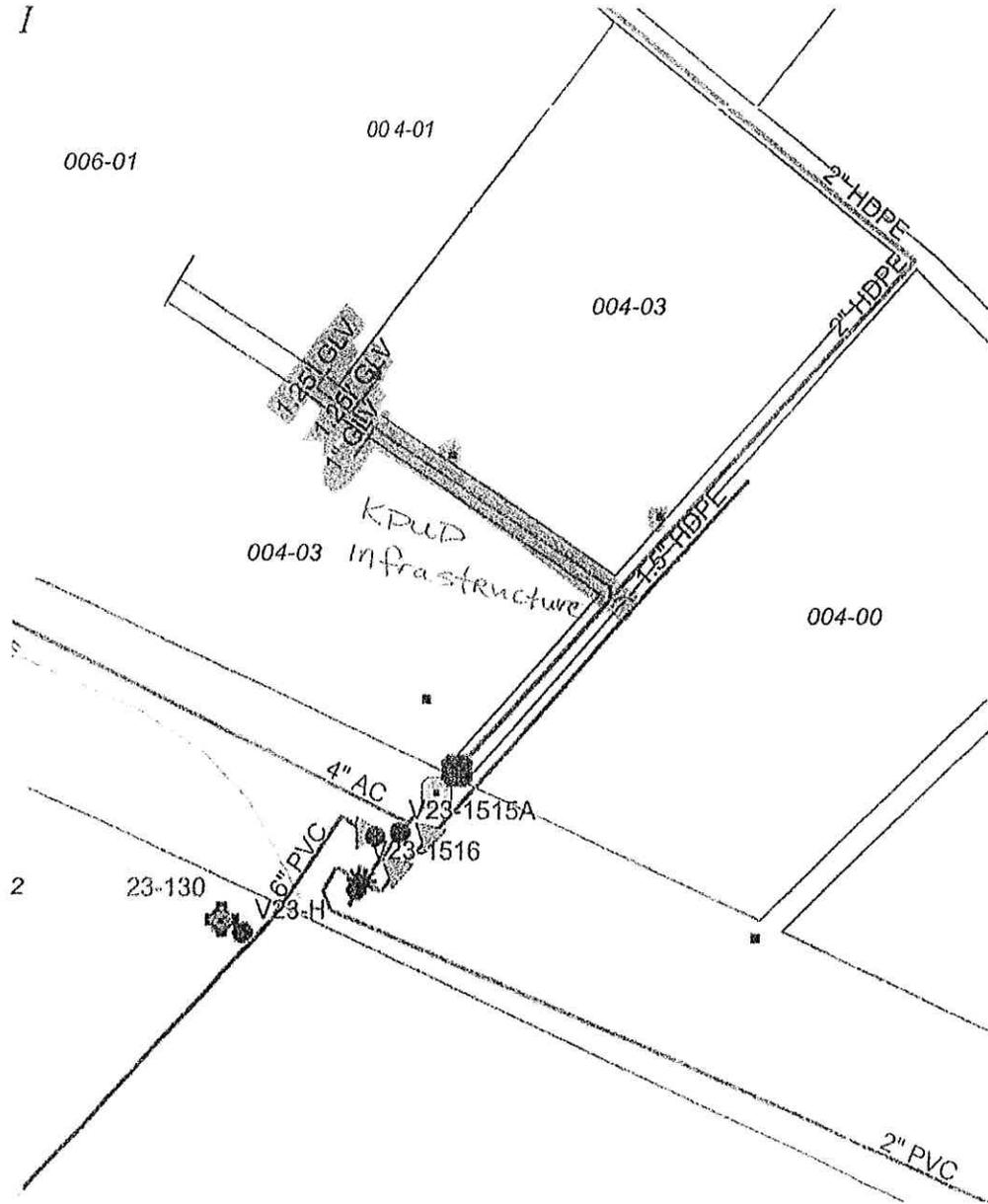
Parcel II:

Resultant Parcel D of the Boundary Line Adjustment recorded under Auditor's File No. 200905180311, and as depicted on survey recorded under Auditor's File No. 200905180312 in Volume 72 of surveys, Pages 131-132, records of Kitsap County, and situate in Government Lot 1, Section 14, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington.

EXCEPT that portion lying Southeasterly of the following described line:

Commencing at the North quarter corner of said Section 14, a Standard County Reference Monument, from which the Northwest corner of said Section 14, a Standard County Reference Monument bears North 88°40'52" West 2647.77 feet;  
Thence South 88°42'01" East 1319.72 feet to the Northwest corner of said Government Lot 1;  
Thence along the West line of said Government Lot 1, South 00°55'50" West 392.30 feet;  
Thence along the Northeasterly right of way of Mountain View Road and the Westerly extension thereof, South 65°33'10" East 767.89 feet to a magnetic nail set in asphalt pavement by A G O Land Survey, LLC in February, 2021 and the True Point of Beginning;  
Thence leaving said right of way, North 39°07'36" East 108.37 feet to a ¼" iron pipe set by A G O Land Surveying, LLC in February, 2021;  
Thence continuing North 39°07'36" East 38.81 feet to the Northeasterly line of said Resultant Parcel D and the terminus.

Exhibit B



## Joan Haase

---

**From:** Joe Clark  
**Sent:** Tuesday, May 11, 2021 7:44 AM  
**To:** Joan Haase  
**Subject:** RE: Comment sought for proposed road vacation

We have no comments.

### JOSEPH N CLARK JR, CHIEF OF POLICE

Bainbridge Island Police Department  
625 Winslow Way East  
Bainbridge Island, WA 98110  
[www.bainbridgewa.gov](http://www.bainbridgewa.gov)  
206.842.5211 (Office)  
206.780.4686 (Desk)  
206.887.8097 (Mobile)

---

**From:** Joan Haase <jhaase@bainbridgewa.gov>  
**Sent:** Tuesday, May 11, 2021 7:36 AM  
**To:** Joe Clark <jclark@bainbridgewa.gov>  
**Subject:** FW: Comment sought for proposed road vacation

---

**From:** PWAdmin  
**Sent:** Thursday, May 6, 2021 12:13 PM  
**To:** Engineering Distribution Group <[EngineeringDistributionGroup@bainbridgewa.gov](mailto:EngineeringDistributionGroup@bainbridgewa.gov)>; Charles Krumheuer <[ckrumheuer@bainbridgewa.gov](mailto:ckrumheuer@bainbridgewa.gov)>; Dave Marquis <[dmarquis@bainbridgewa.gov](mailto:dmarquis@bainbridgewa.gov)>; Aaron Claiborne <[aclaiborne@bainbridgewa.gov](mailto:aclaiborne@bainbridgewa.gov)>; Joel Goodwin <[jgoodwin@bainbridgewa.gov](mailto:jgoodwin@bainbridgewa.gov)>  
**Cc:** Administrative Team Distribution Group <[AdministrativeTeamDistributionGroup@bainbridgewa.gov](mailto:AdministrativeTeamDistributionGroup@bainbridgewa.gov)>  
**Subject:** FW: Comment sought for proposed road vacation

Please let me know if you have any comments regarding this proposed 5' Pathway (see map showing highlighted proposed road vacation area)  
By Friday, May 14<sup>th</sup>.

Thanks,  
--Joan

---

**From:** Piper Thornburgh <[piper@piperthornburghlaw.com](mailto:piper@piperthornburghlaw.com)>  
**Sent:** Thursday, May 6, 2021 10:57 AM  
**To:** PWAdmin <[PWAdmin@bainbridgewa.gov](mailto:PWAdmin@bainbridgewa.gov)>  
**Subject:** Comment sought for proposed road vacation

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Joan Haase

---

**From:** Heather Wright  
**Sent:** Thursday, July 22, 2021 5:52 PM  
**To:** Joan Haase; Joe Clark  
**Cc:** Rob Grant  
**Subject:** RE: Comments sought for proposed road vacation (Photo Attached)

Thanks for the opportunity to comment. Due to the steepness of the property, the likelihood of this ever being opened (and safely) is nill, plus our reg's (SMP & CAO) would make that challenging. I have no objections.

Thanks,  
Heather

HEATHER WRIGHT, AICP

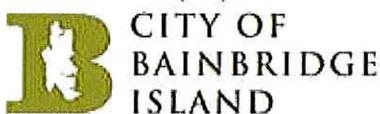
**Director of Planning and Community Development**

[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

[facebook.com/citybainbridgeisland/](https://facebook.com/citybainbridgeisland/)

206.780.3754 (office)

206.471-2721 (cell)



The Planning and Community Development Department (PCD) counter is now open for general questions Monday – Friday, 8 am to Noon. All permits require an [appointment](#) for submittal. If you have questions you want answered virtually, schedule an afternoon [appointment](#).

---

**From:** Joan Haase <jhaase@bainbridgewa.gov>  
**Sent:** Tuesday, July 20, 2021 11:58 AM  
**To:** Heather Wright <hwright@bainbridgewa.gov>; Joe Clark <jclark@bainbridgewa.gov>  
**Cc:** Rob Grant <rgrant@bainbridgewa.gov>  
**Subject:** RE: Comments sought for proposed road vacation (Photo Attached)

Hi Heather,

I stopped by but you look busy so I'm sending a photo that better shows the situation.

The proposed road vacation is abutting two lots owned by same property owner.

4140-009-004-0109 JOMOJO HAWAII LLC  
4140-010-004-0305 JOMOJO HAWAII LLC

The photo shows lot # 004-03 (L-shaped); then 004-01. There're two existing houses that both share a driveway to access Mountainview.

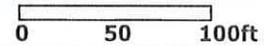
The 5' strip has never been used as ROW; and as you can see by the pic goes through the lower house.

Map Scale: 1 : 1,200

Printed: Tuesday, Jul 20, 2021



\*\* This map is not a substitute for field survey \*\*



Comments



RECEIVED  
SEP 07 2021  
EXECUTIVE DEPT

**RESTRICTED APPRAISAL REPORT**

of

**JOMOJO RIGHT OF WAY VACATION  
11000 MOUNTAIN VIEW ROAD NE  
BAINBRIDGE ISLAND, WA 98110**

as of

August 11, 2021

Prepared for

Piper M. Thornburgh  
Piper Thornburgh Law PLLC  
180 Ericksen Avenue NE  
Bainbridge Island, WA 98110

Prepared by

George A. Brooks, Appraiser

**ComPraise**  
*425 Ericksen Avenue NE, Suite 215  
Bainbridge Island, Washington 98110*

Ref. 2117

# ComPraise

---

425 Ericksen Avenue NE, Suite 215  
Bainbridge Island, WA 98110

George A. Brooks  
(206) 201-3557  
Email: george@compraise.com

August 17, 2021

Piper M. Thornburgh  
Piper Thornburgh Law PLLC  
180 Ericksen Avenue NE  
Bainbridge Island, WA 98110

RE: **Kitsap County Tax ID Nos. 4140-010-004-0305 & 4140-009-004-0109**  
**Bainbridge Island, WA**

Dear Ms. Thornburgh:

At your request, I have prepared an appraisal of the above-referenced property that is described in the attached report. As requested, I have estimated the increase in market value to the subject real estate resulting from the prospective vacation of a portion of a Right Of Way (ROW) for a path which bisects the subject property. The proposed vacation of the path ROW is the result of the fact that the ROW was granted in the 1900's, currently bisects a structure on the subject property and has not been used for decades. The owner of the subject desires to purchase this portion of the path ROW since it is not currently utilized as a walking path and there are no plans to reuse the path. It has been researched and written in conformity with the current requirements of the Uniform Standards of Professional Appraisal Practice (USPAP), as formulated by the Appraisal Foundation. This appraisal is presented as a restricted report, which is the least expansive report permitted under USPAP, and recognizes the client's familiarity with the subject. Such a report is not intended to be used nor would it be readily understood by anyone not familiar with the subject. The date of value of this appraisal is August 11, 2021 which is the date of the most recent inspection of the subject.

## **Identity of Subject Property**

The subject of this appraisal includes two tax parcels in eastern Bainbridge Island that is identified by the Kitsap County Assessor's tax identification numbers 4140-010-004-0305 and 4140-009-004-0109. The subject totals about 16,118 square feet of land which is improved with a 1,312 square foot house and a 740 square foot cottage. It should be noted that although the subject has existing residential improvements it is being valued under a hypothetical condition as if it is in a vacant condition at the direction of the client. In my opinion, this results in a credible opinion regarding the value impact of the prospective partial acquisition because the effective utility and value contribution of the improvements is not altered from the vacation of the ROW.

## **Purpose of Appraisal**

The purpose of this appraisal is to establish the increase in the market value of the subject property resulting from the proposed partial acquisition of a portion of the adjacent Right of Way to be acquired by the subject owner.

The term "market value" is defined as follows:

*"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date, and the passing of title from seller to the buyer under conditions whereby:*

- a. the buyer and seller are typically motivated;*
- b. both parties are well informed or well advised, and acting in what they consider their own best interests;*
- c. a reasonable time is allowed for exposure in the open market;*
- d. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and*
- e. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."*

Source: Office of the Comptroller of the Currency under 12 CFR, Part 34, Subpart C-Appraisals, 34.42 Definitions [f].

## **Property Rights Appraised**

This is an appraisal of the fee simple interest in the subject property in the before condition, and the fee simple interest in the subject property in the after condition recognizing the proposed vacation of a portion of the path ROW by the subject owner.

## **Intended Use/User of Appraisal**

The intended user of this report is the client, Piper Thornburgh, attorney for JOMOJO Hawaii LLC, owner of the subject, and her authorized associates, employees, representatives or agents. This appraisal will be used to determine the increase in market value to the subject real estate resulting from the prospective vacation of a portion of the path ROW. This appraisal is not intended or authorized for any other use or users.

## **Scope of Appraisal**

The scope of work performed in this appraisal is in compliance with the specific guidelines of the Uniform Standards of Professional Appraisal Practice (USPAP) to produce a credible value opinion that meets the expectations of parties who are regularly intended users of similar appraisal assignments and is also in accord with the analysis that the appraiser's peers would perform in a similar appraisal assignment.

The direct sales comparison approach is used to value the subject in both the before and after conditions. The cost approach is not appropriate because the subject is being valued as if in an unimproved condition. The income capitalization approach is not appropriate because the subject is not income producing property.

A subdivision analysis is not performed in this analysis since the subject property has no subdivision potential.

### **Report Type**

This analysis is presented in a report format that meets the requirements for a *restricted* report under USPAP guidelines. This concise report format is not intended for and would not be readily understood by anyone unfamiliar with the subject. Discussions and analysis are abbreviated in this document, with supporting data retained in my files for reference.

### **Inspection of Property/Notice of Contact with Property Owner**

I performed an unaccompanied inspection of the subject property on August 11, 2021. One of the owners of JOMOJO Hawaii LLC, Joe Benoliel, was contacted prior to the inspection and declined to attend.

### **Location and Description of Subject Property**

The subject consists of about 16,118 square feet of land that is located in a residential neighborhood in the eastern portion of Bainbridge Island, which is located in the northeast portion of Kitsap County in western Puget Sound. The subject lot is adjacent to Mountain View Road NE along its south boundary. Electrical power is provided by Puget Sound Energy and public water is provided by KPUD. Waste would be accommodated by on-site septic systems which is typically used in this area.

The survey drawing on the following page shows the location of the path ROW on the subject property and the area proposed for vacation by the owner of the subject. This drawing was provided by the A G O Land Surveying, LLC. I have modified the drawing to illustrate the subject property. There is no change to the subject land area in the after condition. Rather, the subject owner will remove the unused path ROW to remove this encumbrance on the property. This partial vacation includes a strip of land bisecting the property totaling about 550 square feet. While this will result in the addition of unencumbered land to the subject, it will not alter the property rights associated with the subject.

The subject is located at the crest of a steep hillside along the northeast boundary. The southeast portion of the subject is identified by Kitsap County as having a high hazard for landslides soil and erosion. These hazard areas could impact development of the property.

### **Zoning**

The subject falls within the City of Bainbridge Island's R-2 zoning designation. This is a residential zoning designation permitting a maximum density of two unit per acre. The Bainbridge Island Municipal Code states that the purpose of this zoning designation is:

*“to provide residential neighborhoods in an environment with special Island character consistent with other land uses such as agriculture and forestry, and the preservation of natural systems and open space, at a somewhat higher density than the R-1 district.”*

# EXHIBIT A

## Right of Way Vacation

a portion of  
Government Lot 1

SEC. 14, T. 25N., R. 2E., W.M.

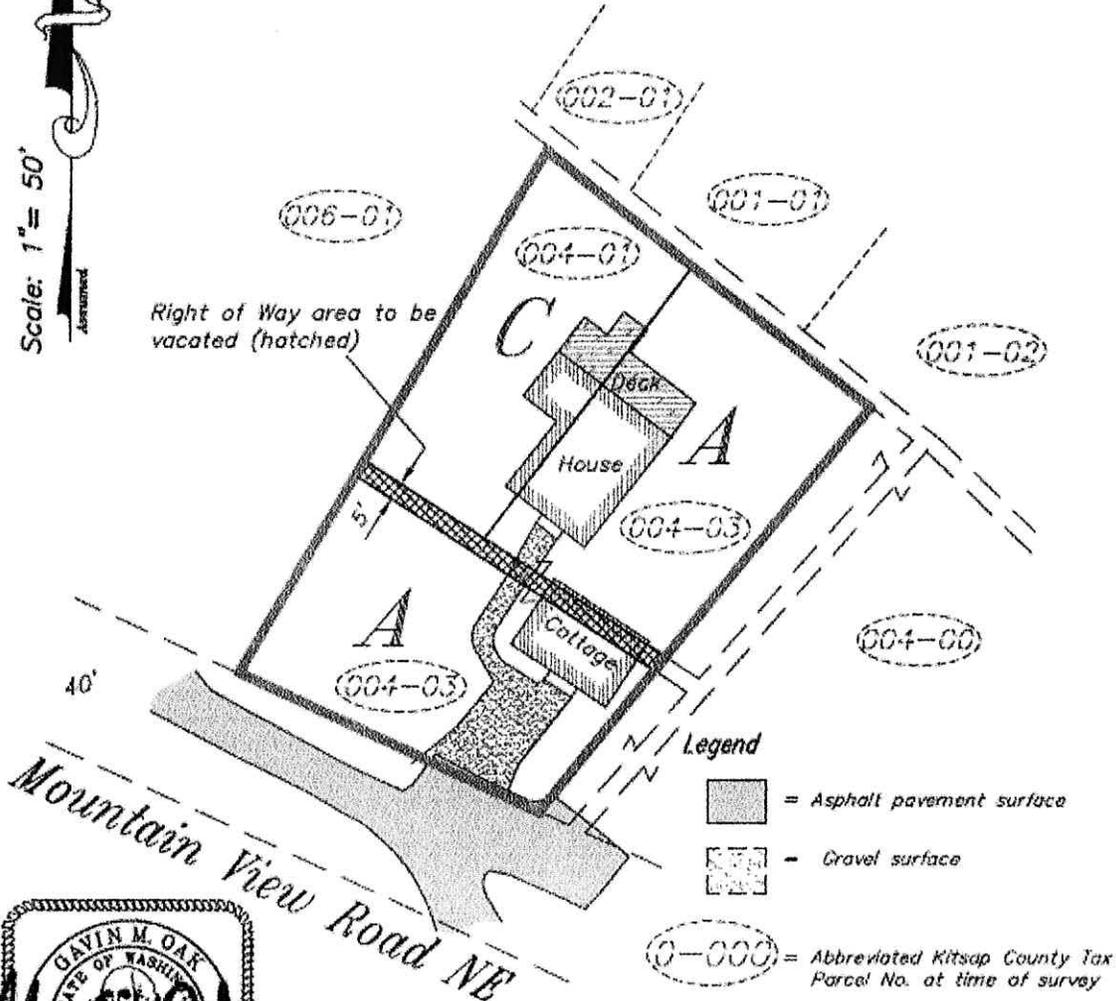
City of Bainbridge Island, Kitsap County, Washington

Prepared for: Jomojo Hawaii LLC

Scale: 1" = 50'

As shown

Right of Way area to be vacated (hatched)



**ADAM • GOLDSWORTHY • OAK**

A G O LAND SURVEYING, LLC

DRAWING 7246VAC DATE 6/15/21

**SURVEY DRAWING**

## **Covenants, Conditions, Restrictions and Easements**

I have not been provided a title report for the subject. I have obtained a copy of a Statutory Warranty Deed, dated August 28, 2020, when the current owner obtained title to the subject. This deed included one encumbrance which would impact the highest and best use of the property and is addressed in the valuation of the subject. Namely, a "Notice To Title" was required by the Kitsap County Health District to limit the total bedrooms in all structures on the property to a total of three. This document was dated December 25, 2008.

## **Extraordinary Assumptions & Hypothetical Conditions**

The conclusions drawn by this appraisal have been arrived at with the following extraordinary assumption in place:

- It is an extraordinary assumption of this appraisal that there are no additional covenants, conditions, restrictions or easements on the subject property other than those previously identified in the Statutory Warranty Deed dated August 28, 2020 that would affect the highest and best use of the subject.
- It is an extraordinary assumption of this appraisal that, in the after condition, the parcel acquisition has occurred to remove the path ROW on the subject property. This assumption is considered appropriate since the purpose of this appraisal is to determine the increase in market value of the subject after the proposed ROW vacation.

The conclusions drawn by this appraisal have been arrived at with the following hypothetical condition in place.

- While the subject has existing residential improvements it is being valued under a hypothetical condition as if it is in a vacant condition at the direction of the client. In my opinion, this results in a credible opinion regarding the value impact of the prospective partial acquisition because the effective utility and value contribution of the improvements is not altered from the increase in the amount of land included in the subject.

## **Highest and Best Use**

"Highest & Best Use" is defined by The Appraisal Institute as:

*"The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible and that results in the highest value. The four criteria the highest and best use must meet are: legal permissibility, physical possibility, financial feasibility and maximum profitability."*

Source: The Dictionary of Real Estate Appraisal, Third Edition, Copyright 1993, published by the Appraisal Institute.

The highest and best use analysis provides the foundation for a value conclusion by identifying the specific market position of a subject and thereby specifying appropriate market comparisons for it, as well as the relevant approaches to value. It is governed by consideration of the property's legal, physical and economic potential. If the property is improved the process requires separate analysis of the land as though vacant

and the land as improved. This provides the basis for a conclusion as to whether the improvements adequately contribute to overall value as to continue to be the preferred use, or whether an alternate use would better support the land value. In this case, the subject is considered to have no improvements.

#### **Highest and Best Use – Before Condition**

The aerial photograph and maps included at the end of this report illustrate that the subject is located in a residential neighborhood in the eastern portion of Bainbridge Island. In the before condition, the subject is encumbered with a path ROW which limits the use of the area covered by the ROW. Given the positive attributes of the subject's location in an established residential community, the highest and best use is for residential development.

#### **Highest and Best Use – After Condition**

In the after condition, a proposed partial acquisition will remove an encumbrance on about 550 square feet in the existing path ROW area. Consequently, there is no increase in the number of allowable development rights that can be obtained under the R-2 zone. The aerial photograph and maps included at the end of this report illustrate that the subject is located in a residential neighborhood in the south portion of Bainbridge Island. Given the positive attributes of the subject's location in an established residential community, the highest and best use is for residential development.

#### **Property Valuation Analysis**

##### *Introduction*

The established methodology for determining the loss of value and damages to remainder property resulting from a partial acquisition is the before/after approach. This requires a valuation of the entire subject property in the as is "before" condition and then again in the "after" condition recognizing the impact of removal of the path ROW. The difference in the before and after values represents any compensation that may be due from the vacation of the path ROW including loss of property or property rights and damage to the remainder property.

The most typical valuation methodology applicable to the subject is the direct land sales comparison approach. The income capitalization approach and the cost approach were not used because the property is assumed to be vacant.

### **BEFORE CONDITION ANALYSIS**

Identifying differences in the relevant elements of comparison between a given subject and the sale comparison properties is essential in the valuation process and any significant differences must be adjusted either quantitatively or qualitatively in the analysis. Therefore, it is important to have a good understanding of the comparable properties' attributes. On page 15 of this report, I have provided a map showing the location of three comparables relative to the subject. Following that is an adjustment grid for that describes each comparable's physical and location attributes relative to the subject and maps of the comparables.

Analysis of the comparable sales is based upon the elements of comparison noted on the adjustment summary grids. These are the various property characteristics as well as the variables inherent in property transactions that determine the difference in prices paid for comparable properties relative to a given

subject. In this analysis the price per square foot ( $\$/sf$ ) is the most relevant unit of comparison. In arriving at this conclusion I am aware that there are some instances in which other units of value such as  $\$/unit$  or *total sale price* may be more appropriate. However, in this instance  $\$/unit$  is not relevant since the lots cannot be subdivided. The adjustment grid provides specific data and descriptions of each comparable as well as the subject and then makes appropriate adjustments. The information and adjustments are based upon the appraiser's personal inspection of each property, as well as data provided by the Kitsap County Assessor, Northwest Multiple Listing Service and discussion with a party involved in the various transactions when possible. It should be noted that the comparables are adjusted to correspond to the subject. Thus if the comparable has a superior attribute to the subject the adjustment is negative, and vice versa.

The Uniform Appraisal Standards of Professional Appraisal Practice allows that an elements of comparison analysis may be based upon either quantitative or qualitative adjustments (or a combination of both). With regard to costs that may be associated with existing improvements on a property or expenditures after a sale such as the removal of obsolete improvements, these may be relatively easy to quantify. Alternately, the various differences in physical and locational characteristics between the subject and the comparables may be difficult to quantify and are therefore dealt with through a qualitative analysis.

The first element of comparison, expenditures after the sale, refers to costs incurred by the buyer immediately after the transaction. Typically, this pertains to costs to correct issues of deferred maintenance that were known to need attention at the time of sale and therefore would be considered a cost of acquiring the property. Since the subject and all of the comparables had no expenditures after the sale, no adjustments are warranted.

The next element of comparison addresses on-site improvements. Since the subject is assumed to be vacant and all of the comparables were vacant land parcels, no adjustments are warranted.

All of the comparable transactions were of the fee simple interest, as would be the case for the subject. Therefore, no adjustments are warranted for property rights. Similarly, all of the comparables transacted on a cash equivalent basis, which would be the expectation for the subject, so no adjustments are needed for financing.

Conditions of sale pertains to the motivation of the buyer and seller. Typical market transactions are at arm's length in which both parties are inclined to maximize their economic gain and have no unusual influences or motivations. The market definition used in this report assumes any transaction of the subject would be under these circumstances and this was the case for all comparables.

With regard to market conditions, one of the comparables transacted in 2020, one in 2019 and one in 2018. A market adjustment is not actually based upon the passage of time, but rather upon appreciation or depreciation that may have occurred. Appreciation is the result of positive changes with respect to a property that results in increased demand for it (by means other than a change in the utilization of the property), whereas depreciation is the opposite. Given the recessionary market and difficult environment for financing real estate over the past few years, it is very reasonable to consider a factor for depreciation.

The best way to document changes in market conditions for land is through matched pair analysis of the sale and resale of the same property or the sale of two very similar properties at different times. In my examination of land sales similar to the subject, I did not find any reliable matched pairs from which to derive an appropriate market conditions adjustment. However, based on my independent research, it

appears that after significant depreciation in the local housing market through 2012, this has since stabilized in 2013 and has steadily appreciated until 2019 when it has stabilized. The local housing market has shown a steady increase since the beginning of 2020. Based on this information, I consider the comparable which sold less than 12 months prior to the date of value to be similar, comparables which sold between 12 and 24 months to be somewhat inferior and more than 24 months to be inferior to the subject.

The location of all comparables are considered similar to the subject and no adjustments are warranted.

The subject and all comparables are accessed from a paved roads and no adjustments are warranted.

The topography of property can affect the locations of house sites as well as negatively impact development costs. The subject is mostly level in the west portion and has steep slopes along the northeast boundary. All of the comparables are slightly sloping and are considered somewhat superior to the subject in this regard.

Ground cover is a relevant element of comparison in that the presence of trees on a residential lot provides an aesthetic amenity and a privacy buffer, whereas open pasture requires expensive landscaping and time for vegetation to grow in order to create privacy. The subject and all of the comparables were either mostly or partially cleared and no adjustments are warranted.

The category for extraordinary site conditions considers unusual physical conditions, both positive and negative, that are not accounted for in the other elements of comparison that would impact the highest and best use of a property and therefore its value. The subject is limited to a total of three bedrooms in all structures located on the property. All comparables have no such conditions and all are considered somewhat superior to the subject in this respect.

The impact from environmentally critical areas such as wetlands or being within a shoreline management zone may result in a reduction in useable area. The subject is identified by Kitsap County as having a high landslide and erosion hazard potential along the northeast portion of the property. All comparables have no critical area impacts and are considered somewhat superior to the subject in this regard.

View quality is another factor that typically has a significant impact upon property value. The subject and comparables 2 and 3 have unobstructed views of Puget Sound as well as a major Cascade mountain and no adjustments are warranted. Comparable a has a partial view of Puget Sound as well as Mt. Rainier and is considered somewhat inferior to the subject in this respect.

The next element of comparison addresses the accessibility of water and sewer infrastructure. The subject and all comparables have power and PUD water available and are therefore considered similar to the subject in this regard.

The next element of comparison addresses the shapes of the lots which could affect the usability of the entire property. The subject and all comparables have rectangular or mostly rectangular shapes and no adjustments are warranted.

The final element of comparison pertains to total land area. Generally speaking, smaller properties tend to trade for higher unit values than larger properties on a \$/sf pricing basis. There are a number of reasons for this trend including the fact that smaller properties tend to be more affordable to prospective bidders in the market place which drives up the unit price (i.e. \$/sf basis). Further, the concept of diminishing margin benefit suggests that a buyer will tend to pay less on a \$/unit basis for additional units of land area and therefore a larger property is considered to be inferior to a smaller one in this respect. While there are

exceptions to this real estate axiom, based on our experience, smaller properties in the subject's market area do tend to sell for higher dollar per square foot prices than larger properties. Appropriate adjustments for total land area are applied in the adjustment grid.

The various quantitative and qualitative adjustments for each comparable are shown on the adjustment grid on page 16. At the bottom of the grid the "Quantitative Adjusted Sale Price" is shown for each comparable. The final step in the analysis is to apply the qualitative adjustments summarized at the bottom of the grid to these values. The resulting "Overall Value Indication" column shows how each comparable's unit value fares as a relative indication for the subject. Comparable 1 is considered a somewhat high value indicator at \$22.62/sf. Comparable 2 is considered a balanced value indicator at \$20.75/sf. Comparable 3 is considered to be a high value indicator at \$28.79/sf. Based upon the foregoing analysis I have concluded with a value for the subject of \$21/sf. I placed the most weight on comparables 1 and 2 because close proximity to the subject

**Fee Simple Market Value of Subject – Before Condition**

**\$21/sf**

## **AFTER CONDITION ANALYSIS**

### **Introduction**

The after condition analysis is intended to fully account for the addition of value to the subject from the impacts of the vacation of the path ROW which covers about 550 square feet. The typical appraisal methodology would be to measure the resulting loss in value through a sales comparison analysis based upon comparable properties that sold in a similar condition to the subject. While it is possible to perform a sales comparison valuation analysis to determine the value of the property in the after condition, in some circumstances it is appropriate to perform an alternate "strip take" analysis.

Utilization of a strip take analysis is permissible under the standards of both the Washington State Department of Transportation and the Uniform Appraisal Standard for Federal Land Acquisitions. It is typically used instead of the before/after methodology for property with a minimal take area in which there is no consideration of damages to the remainder property (or where there is consideration of damages that can be easily addressed through a cost to cure or similar analysis), and no consideration of special benefits. In such circumstances the appropriate methodology is to appraise the subject only in the before condition and to apply a pro rata value to the area taken.

With the foregoing analysis in mind, the value of the subject in the after condition as if about 550sf of land has been added to the area of the subject property by a partial vacation of the path ROW located on the subject property. The value of the subject land after addition of the vacated path ROW is determined by applying the previously derived value of \$21/sf to the 550sf of land. This amounts to \$11,550.

### **Damage to Remainder Area Analysis**

The foregoing analysis has derived a market value estimate for the vacation of the path ROW on 550sf at \$11,550. However, the damages to the remainder area must also be accounted for in the analysis. The remainder area after vacation of the path ROW is not considered to have any other damages.

## **FINAL VALUE ESTIMATE**

The value impact of the partial vacation of the Right of Way adjacent to the subject has been analyzed by considering the increase in the subject's value resulting from vacation of the path ROW on 550sf of land to the subject property.

**Total Compensation Due From Partial Right of Way Vacation** **\$11,550**

### **Reasonable Exposure Time**

The Uniform Standards of Professional Appraisal Practice requires an estimate of reasonable exposure time. USPAP defines this as *"the estimated length of time the property interest being appraised would have been offered on the market prior to a hypothetical consummation of a sale at market value on the effective date of appraisal. This is a retrospective opinion based upon an analysis of past events assuming a competitive and open market."*

Based upon the market conditions discussed in this report I have estimated the reasonable exposure time of the subject at 6 months.

### **Effective Date of Value**

The effective date of value is August 11, 2021.

### **Date of Appraisal**

This appraisal was performed in August of 2021.

### **Closing**

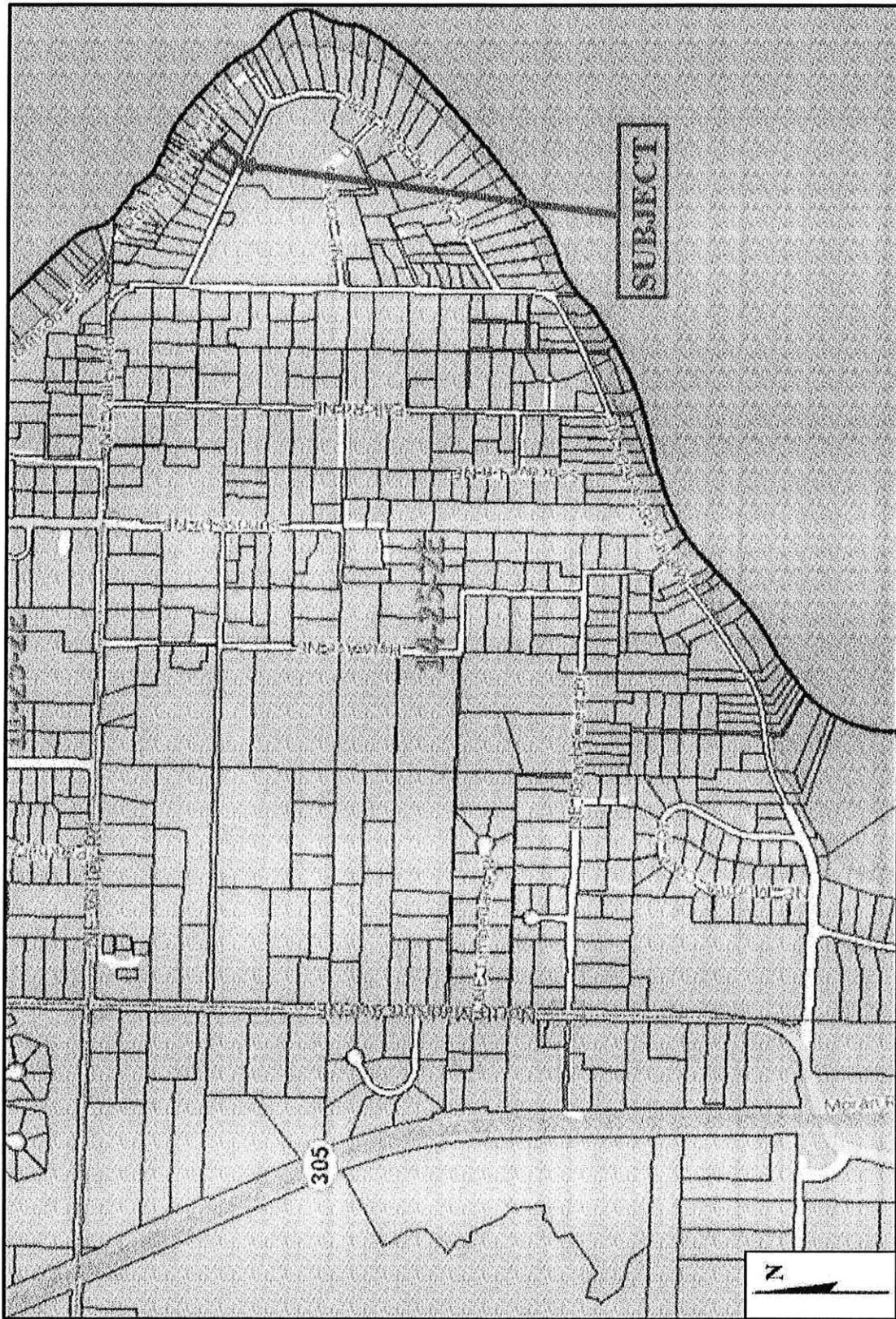
If you have any further questions or concerns, please do not hesitate to call.

Respectfully submitted,



George A. Brooks, Appraiser

Ref: 2117



AREA MAP



AERIAL MAP



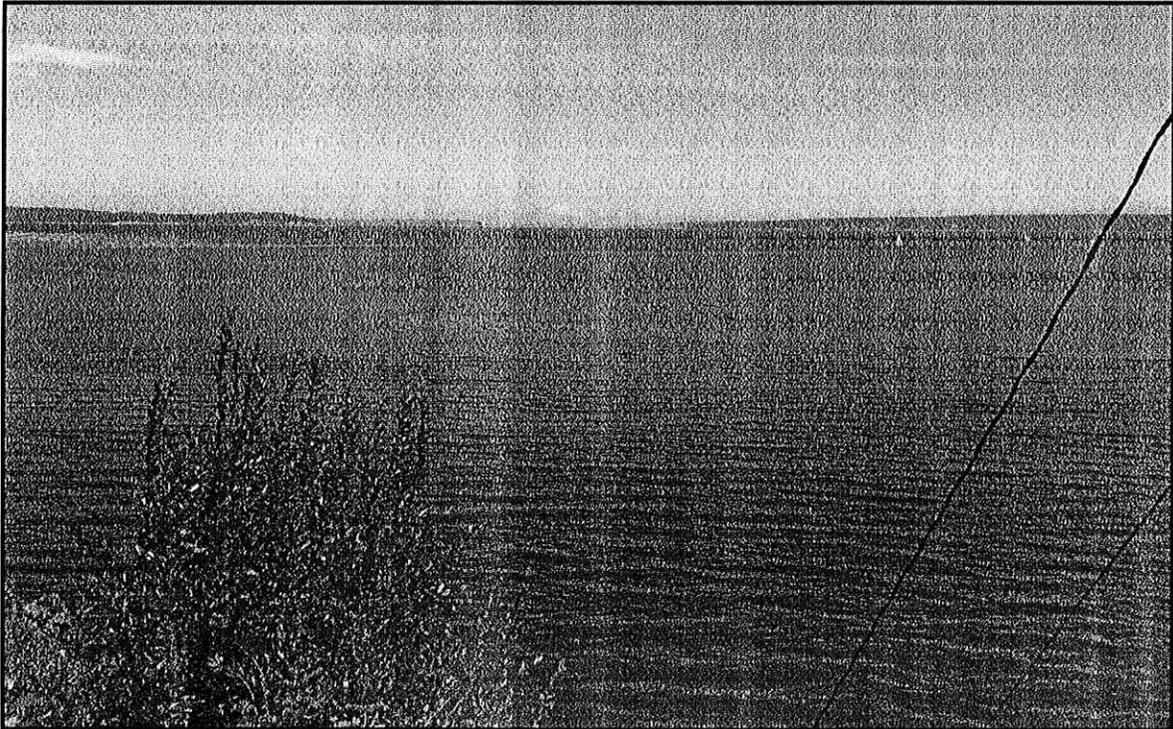
A view of the Mountain View Road NE facing northwest with the subject on the right.



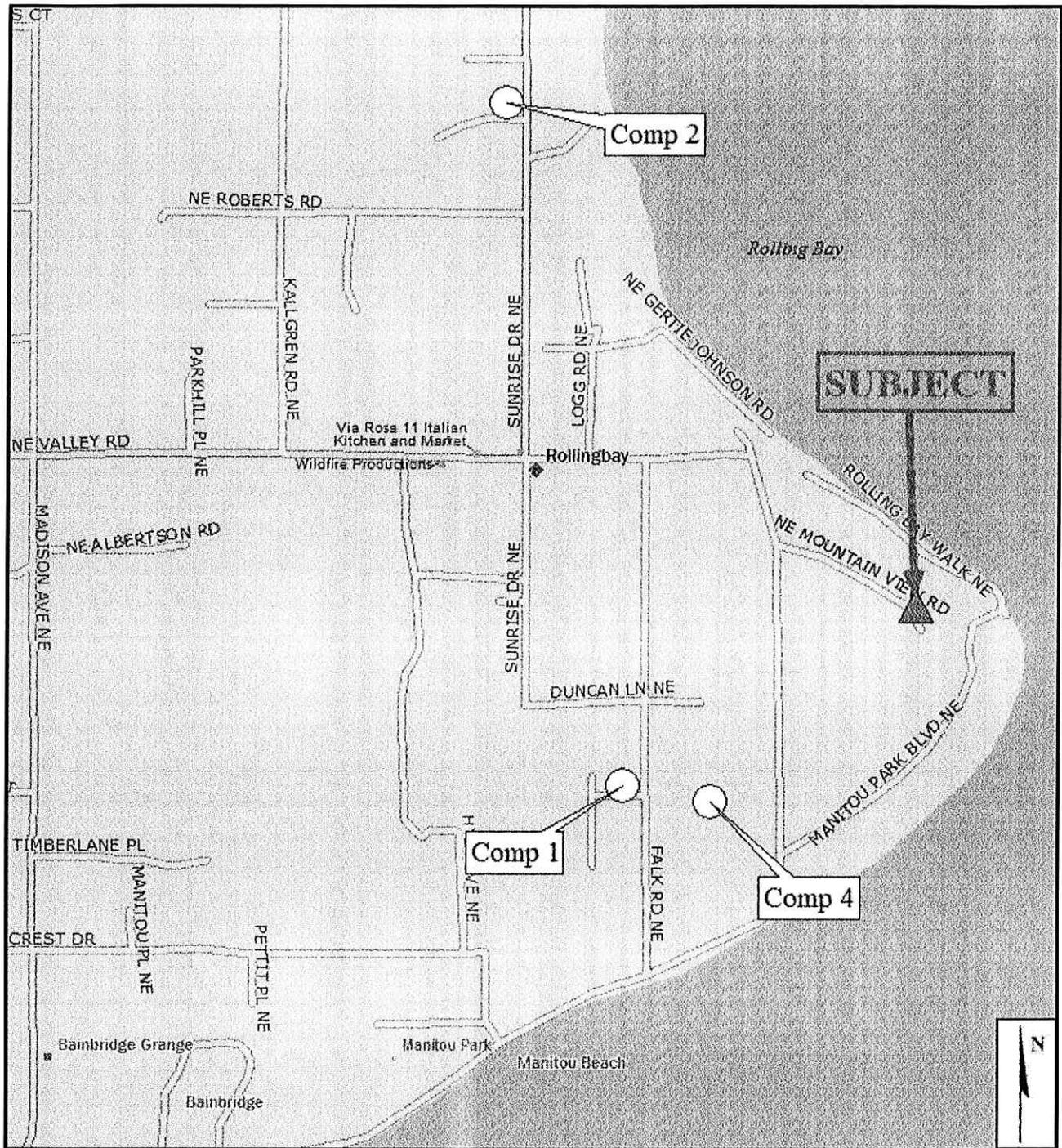
A view of the improvements on the subject facing north.



A view of the front yard of the subject facing northwest.



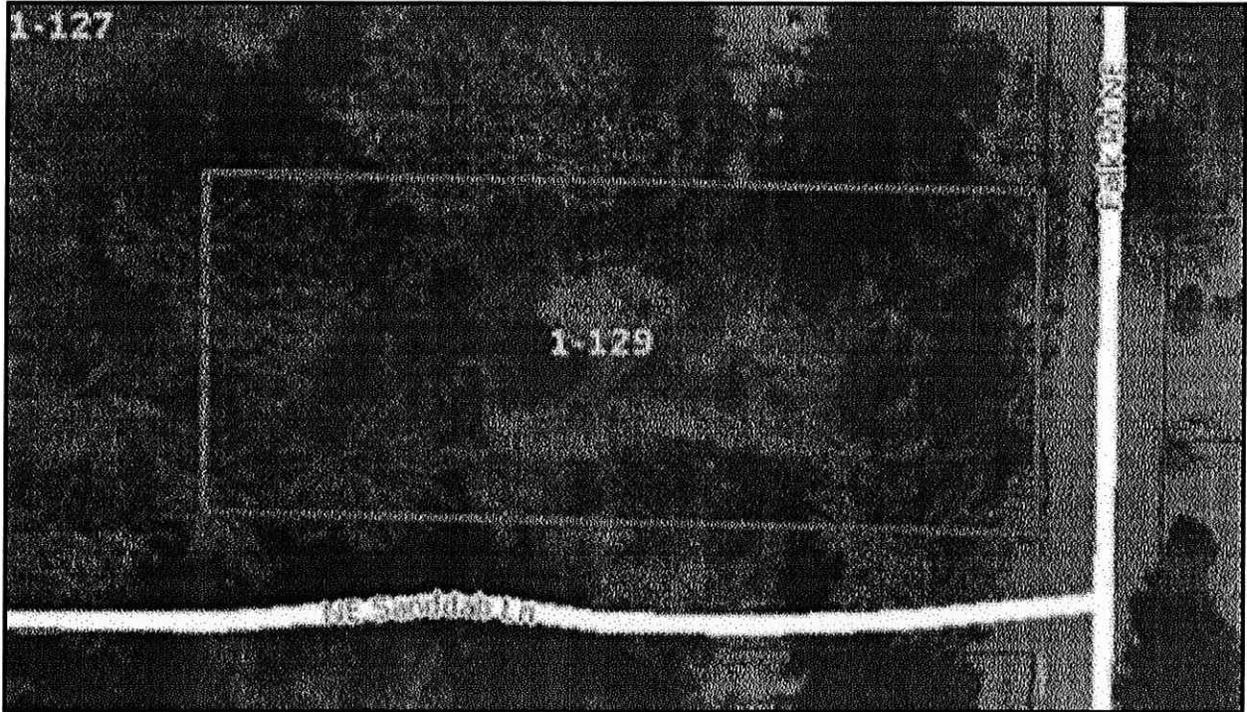
The view of Puget Sound and Mt. Baker from the subject facing northeast.



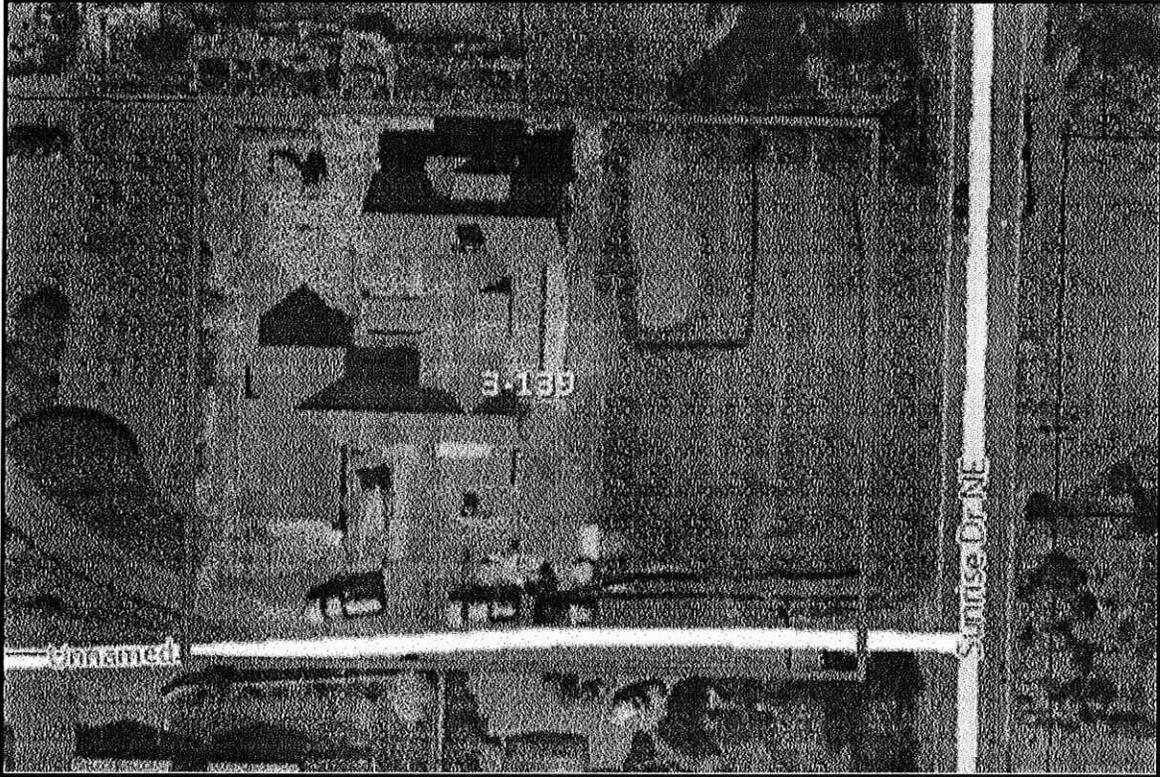
**SALES COMPARISONS MAP**

**BEFORE CONDITION SALES ADJUSTMENT GRID**

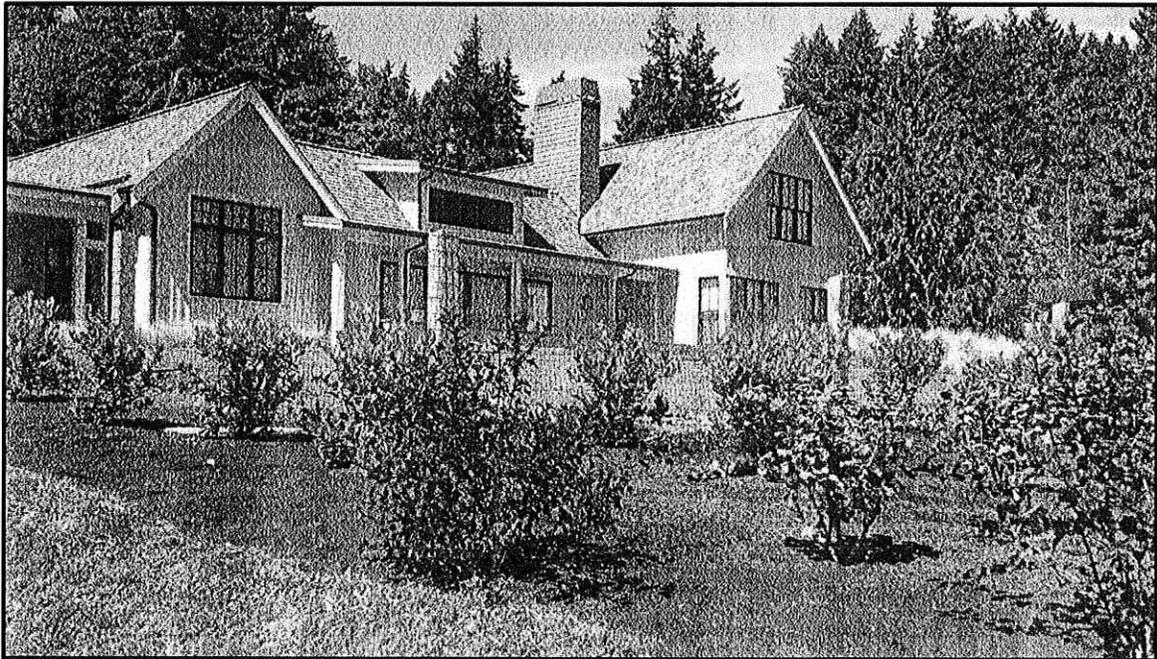
	<b>Subject</b>	<b>Comparable 1</b>	<b>Comparable 2</b>	<b>Comparable 3</b>
Tax No.	4140-009-004-0109 & 4140-010-004-0305	142502-1-129-2003	12502-3-139-2004	142502-1-124-2008
Location	Bainbridge Island	Bainbridge Island	Bainbridge Island	Bainbridge Island
Sale Price	Appraisal	\$383,000	\$550,000	\$489,000
Date	Aug-21	Oct-19	Sep-18	Dec-20
<i>Expenditure After Sale</i>	None	None	None	None
Adjustment		\$0	\$0	\$0
Adj \$		\$383,000	\$550,000	\$489,000
<i>Site Improvements</i>	None	None	None	None
Adjustment		\$0	\$0	\$0
Adj \$		\$383,000	\$550,000	\$489,000
<i>Property Rights</i>	Fee Simple	Fee Simple	Fee Simple	Fee Simple
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Financing</i>	Cash Equiv	Cash Equiv	Cash Equiv	Cash Equiv
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Condition of Sale</i>	Arm's Length	Arm's Length	Arm's Length	Arm's Length
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Market Conditions</i>	Aug-21	22 mo	35 mos	8 mos
Comparison		<u>Somewhat Inferior</u>	<u>Inferior</u>	<u>Similar</u>
Adjustment		Somewhat Upward	Upward Adj	No Adj
<i>Location</i>	Rolling Bay Area Bainbridge Island	Rolling Bay Area Bainbridge Island	Rolling Bay Area Bainbridge Island	Rolling Bay Area Bainbridge Island
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Access</i>	Paved Public Road	Paved Public Road	Paved Public Road	Paved Private Road
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Topography</i>	Level in West Portion, Steep Slopes Along NE Boundary	Slightly Sloping	Slightly Sloping	Slightly Sloping
Comparison		<u>Somewhat Superior</u>	<u>Somewhat Superior</u>	<u>Somewhat Superior</u>
Adjustment		Somewhat Downward	Somewhat Downward	Somewhat Downward
<i>Ground Cover</i>	Mostly Cleared	Partially Cleared	Mostly Cleared	Mostly Cleared
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Extraordinary Conditions</i>	Limited to Total of 3 Bedrooms	None	None	None
Comparison		<u>Somewhat Superior</u>	<u>Somewhat Superior</u>	<u>Somewhat Superior</u>
Adjustment		Somewhat Downward	Somewhat Downward	Somewhat Downward
<i>Critical Areas</i>	Landslide & Erosion Hazards Along NE Boundary	None	None	None
Comparison		<u>Somewhat Superior</u>	<u>Somewhat Superior</u>	<u>Somewhat Superior</u>
Adjustment		Somewhat Downward	Somewhat Downward	Somewhat Downward
<i>View</i>	Unobstructed Puget Sound & Mt. Baker	Partial Puget Sound & Mt. Ranier	Unobstructed Puget Sound & Mt. Baker	Unobstructed Puget Sound & Mt. Ranier
Comparison		<u>Somewhat Inferior</u>	Similar	Similar
Adjustment		Somewhat Upward	No Adj	No Adj
<i>Available Utilities</i>	Power & Water	Power & Water	Power & Water	Power & Water
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Lot Shape</i>	Mostly Rectangular	Rectangular	Rectangular	Mostly Rectangular
Comparison		Similar	Similar	Similar
Adjustment		No Adj	No Adj	No Adj
<i>Total Land Area</i>	16,188sf	16,930sf	26,500sf	16,988sf
Comparison		Similar	<u>Somewhat Inferior</u>	Similar
Adjustment		No Adj	Somewhat Upward	No Adj
Quantitative Adjusted Price		\$383,000	\$550,000	\$489,000
Quantitative Adjusted Price \$/sf		\$22.62/sf	\$20.75/sf	\$28.79/sf
	Property Rights	No Adj	No Adj	No Adj
	Financing	No Adj	No Adj	No Adj
	Condition of Sale	No Adj	No Adj	No Adj
	Market Conditions	Somewhat Upward	Upward Adj	No Adj
	Location	No Adj	No Adj	No Adj
	Access	No Adj	No Adj	No Adj
	Topography	Somewhat Downward	Somewhat Downward	Somewhat Downward
	Ground Cover	No Adj	No Adj	No Adj
	Extraordinary Conditions	Somewhat Downward	Somewhat Downward	Somewhat Downward
	Critical Areas	Somewhat Downward	Somewhat Downward	Somewhat Downward
	View	Somewhat Upward	No Adj	No Adj
	Available Utilities	No Adj	No Adj	No Adj
	Lot Shape	No Adj	No Adj	No Adj
	Total Land Area	No Adj	Somewhat Upward	No Adj
Overall Value Indication	\$21.00/sf	<b>Somewhat High Indicator</b>	<b>Balanced Indicator</b>	<b>High Indicator</b>



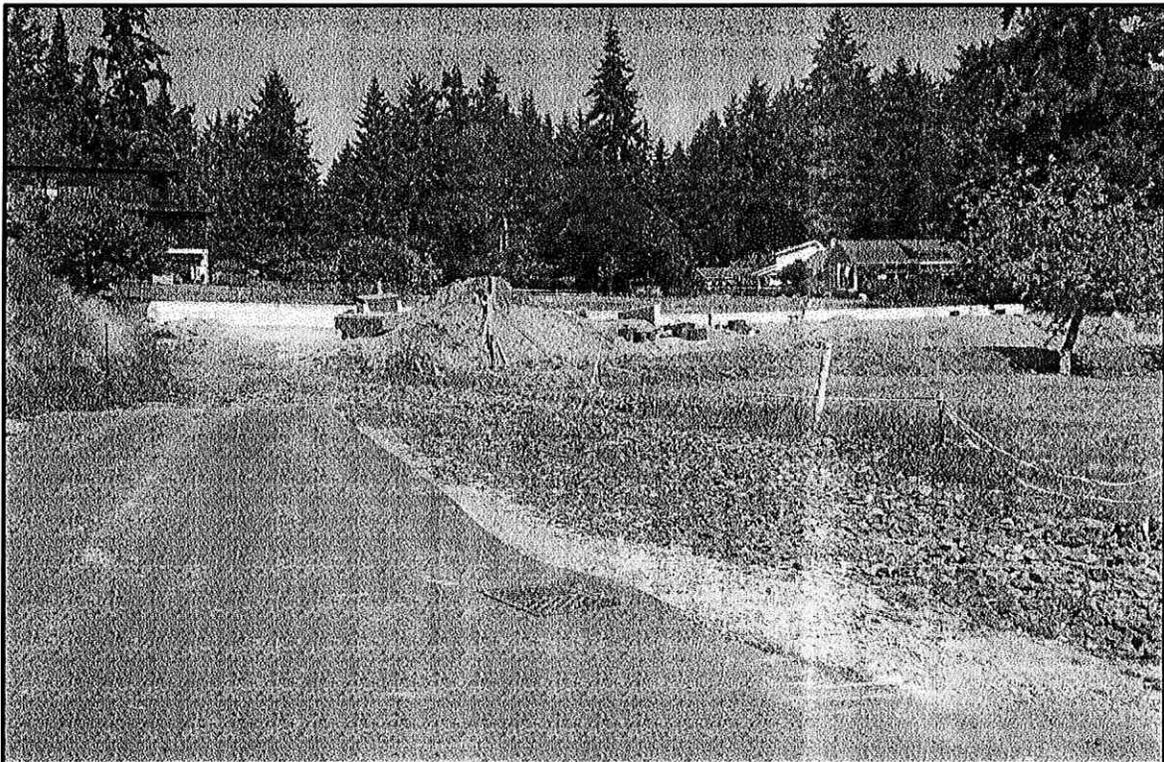
**COMPARABLE 1 MAP & PHOTO**



Note: New residence was built after land purchase.



## COMPARABLE 2 MAP & PHOTO



**COMPARABLE 3 MAP & PHOTO**

## General Assumptions and Limiting Conditions

*This appraisal report has been made with the following general assumptions:*

1. No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
5. All engineering studies are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property.
6. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
7. It is assumed that the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless the lack of compliance is stated, described, and considered in the appraisal report.
8. It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless a non-conformity has been identified, described, and considered in this appraisal report.
9. It is assumed that all required licenses, certificates of occupancy, consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the opinion of value contained in this report is based.
10. It is assumed that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
11. Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation and other potentially hazardous materials may affect the value of the property. The value estimated is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them. The intended user is urged to retain an expert in this field, if desired.

*This appraisal report has been made with the following general limiting conditions:*

1. If the subject is improved: Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.

2. Possession of this report, or a copy thereof, does not carry with it the right of publication.
3. The appraiser, by reason of this appraisal, is not required to give further consultation or testimony or to be in attendance in court with reference to the property in question unless arrangements have been previously made.
4. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent of the appraiser

*The following assumptions and limiting conditions may apply to this assignment:*

1. Any opinions of value provided in the report apply to the entire property, and any proration or division of the total into fractional interests will invalidate the opinion of value, unless such proration or division of interests has been set forth in the report.
2. In the case of proposed developments: If only preliminary plans and specifications were available for use in the preparation of this appraisal; the analysis, therefore, is subject to a review of the final plans and specifications when available.
3. In the case of proposed developments, and the assignment of values to a property at the completion of construction, all proposed improvements are assumed to have been completed unless otherwise stipulated, so any construction is assumed to conform with the building plans referenced in the reports.
4. In the case of improved property: The appraiser assumes that the reader or user of this report has been provided with copies of available building plans and all leases and amendments, if any, that encumber the property.
5. If no legal description or survey was furnished, the appraiser used the county tax plat to ascertain the physical dimensions and acreage of the property. Should a survey prove this information to be inaccurate, it may be necessary for this appraisal to be adjusted. If a legal description has been provided, the appraiser is not responsible for the accuracy of the description. The property appraised is assumed to be as delineated on county maps, as noted in this appraisal.
6. The forecasts, projections, or operating estimates contained herein are based on current market conditions, anticipated short-term supply and demand factors, and a continued stable economy. These forecasts are, therefore, subject to changes with future conditions.
7. If the subject is improved: The Americans with Disabilities Act (ADA) became effective January 26, 1992. The appraiser has not made a specific compliance survey or analysis of any improvements on the property to determine whether or not it is in conformity with the various detailed requirements of ADA. It is possible that a compliance survey of the property and a detailed analysis of the requirements of the ADA would reveal that the property is not in compliance with one or more of the requirements of the act. If so, this fact could have a negative impact upon the value of the property. Since the appraiser has not direct evidence relating to this issue, possible noncompliance with the requirements of ADA was not considered in estimating the value of the property.

## APPRAISER'S CERTIFICATION

I certify that, to the best of my knowledge and belief:

- ◆ The statements of fact contained in this appraisal are true and correct;
- ◆ The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conclusions, and are the personal, unbiased professional analyses, opinions, and conclusions of the appraiser;
- ◆ The appraiser has no present or prospective interest in the property appraised, and no personal interest or bias with respect to the parties involved;
- ◆ The compensation received by the appraiser for the appraisal is not contingent on the analyses, opinions or conclusions reached or reported;
- ◆ The appraisal report was prepared in conformity with the Appraisal Foundation's Uniform Standards for Professional Appraisal Practice (USPAP);
- ◆ The appraiser made a personal inspection of the property appraised and the property owner or his/her designated representative was given the opportunity to accompany the appraiser on the property inspection;
- ◆ Persons providing significant professional assistance to the appraiser in preparing this report are identified herein;
- ◆ This appraisal has been made in conformity with the appropriate State and Federal laws and requirements, and complies with the contract between the agency and the appraisers;
- ◆ I have not performed appraisal services regarding the property that is the subject of this report within the past three years.
- ◆ I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by authorized representatives.
- ◆ I have the requisite education and experience to competently value the type of property in this appraisal.
- ◆ I understand that an intentionally false overstatement of property value may subject me to a civil penalty for aiding and abetting understatement of tax liability;
- ◆ I am not an excluded individual, as that term is defined by Treasury Regulation Section 1.170A-13;
- ◆ As of the date of this report, I have completed the requirements under the continuing education program of the Appraisal Institute.

Name: George A. Brooks  
Washington State Certification # 1102323

Signature: George A. Brooks

Date Signed: August 17, 2021

# ComPraise

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425 Ericksen Avenue NE, Suite 215  
Bainbridge Island, WA 98110

George A. Brooks  
(206) 201-3557  
Email: [george@compraise.com](mailto:george@compraise.com)

In September of 2015, George A. Brooks established the firm **ComPraise**. Prior to that he worked with Stephen Shapiro Commercial Appraisal, LLC from 2011-2015

Mr. Brooks has held a variety of professional positions throughout his career, including environmental engineer, hazardous waste engineer, environmental consultant, environmental manager and general contractor. Prior to becoming a certified general appraiser he managed his own contracting company, Sound Earth Services.

Mr. Brooks has a broad range of appraisal experience over a variety of property types including office and industrial buildings, commercial land, residential subdivision property, natural resource and habitat land, timberland and high-end estate homes. He has appraised numerous properties for conservation easements as well as right of way acquisitions under eminent domain.

Mr. Brooks is licensed as a certified general real estate appraiser by the State of Washington (License no. 1102323). He has successfully completed the following courses approved by the State of Washington:

- Basic Appraisal Principles
- Basic Appraisal Procedures
- Standards of Professional Appraisal Practice, Parts A and B
- General Appraisal Market Analysis Highest and Best Use
- General Appraisal Sales Comparison Approach
- General Appraisal Site Valuation and Cost Approach
- General Report Writing and Case Studies
- Commercial Appraisal Review - Subject Matter Elective
- General Appraisal Income Approach
- Expert Witness for Commercial Appraisal - Subject Matter Electives
- Statistics, Modeling and Finance
- Uniform Appraisal Standards for Federal Land Acquisitions
- Appraisal of Assisted Living Facilities

#### Education:

West Virginia University, M.S., Chemical Engineering, 1974; Virginia Military Institute, B.S. Civil Engineering, 1973.

Mr. Brooks has performed appraisal services for a wide variety of clients, and a partial client list follows:

### Municipal and Public

- City of Bainbridge Island
- WA State Department of Natural Resources
- WA State Department of Fish & Wildlife
- Kitsap County Dept. Parks and Recreation
- Kitsap County Department of Public Works
- Edmonds Park, Recreation & Cultural Services
- King Count Dept. Natural Resources & Parks
- City of Poulsbo
- Colville Confederated Tribes
- Jefferson County Environmental Health Department
- City of Gig Harbor
- Clallam County Public Works Department
- Jamestown S'Klallam Tribe

### Private Companies

- Pope Resources, Inc.
- Green Diamond Resources Company
- Voyager Montessori Elementary School
- Fowler Creek LP
- The Pazooki Group
- Gary Merlino Construction Company
- Gray & Osborne, Inc.
- Northwest Investment Company
- Whidbey Institute
- Port Gardiner Processing, LLC
- Dock Street Bldg LLC

### Banks

- Kitsap Bank
- Union Bank
- Parkside Financial Bank & Trust
- Financial Funding LLC

### Conservation Organizations

- Trust For Public Land
- The Nature Conservancy
- Bainbridge Island Land Trust
- Forterra
- Great Peninsula Conservancy
- Whidbey Camano Land Trust
- Methow Conservancy
- Northwest Watershed Institute
- Capitol Land Trust
- Jefferson Land Trust
- Nisqually Land Trust
- North Olympic Land Trust
- Center for Natural Lands Management
- Heernet Environmental Foundation
- Northwest Rangeland Trust
- Chehalis River Basin Land Trust
- Coastal Watershed Institute

### Law Firms

- Rodgers Deutsch & Turner
- Lee Smart, P.S., Inc.
- Williams & Williams PSC
- Law Office of Richard B. Shattuck
- Miller Nash LLP
- Skadden, Arps, Slate, Meagher & Flom LLC



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Continue Current Funding Level for Awards Made to Local Organizations through a One-Year Renewal of Human Services Award Cycle (\$330,000 for 2022) - Executive,

**SUMMARY:** Consider continuation of "expedited" approach to the human services funding award cycle for 2022. There are three options explained in background section: (1) Expedited Process, (2) Delayed Process, and (3) Original Process.

Recommendation is to continue funding at the current amount of \$330,000 per year, using the Expedited Process.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Proceed with the Human Services Funding Award Cycle for 2022 using the "expedited" process, to affirm the funding at \$330,000 for the coming year, and to execute all necessary professional services agreements with recipient organizations.

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

<b>Amount:</b>	\$330,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$330,000
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The City is a key partner and funding resource for our local human service providers, providing roughly \$1.0 million each biennium through different funding mechanisms, or \$660,000 through the two-year human service funding cycle. Additional information is available on the City's website:

<https://www.bainbridgewa.gov/600/City-Funded-Human-Services>.

In 2020, the City decided to continue the prior biennium's funding decisions for one additional year, an "expedited" process, continuing the same awards for 2021.

In 2021, the Council could decide to take the same approach providing a further extension for 2022. This would provide stable and predictable funding to the human services organizations, fit within the budgeted amount, and

preserve capacity for other community award cycles including the lodging tax awards and cultural funding cycles.

Additional information for context:

In 2015, the City developed its current approach to awarding human services funding after extensive community and Council process. The next year, the City funded a Needs Assessment to learn more about the unmet human services needs of our community. In 2016 and 2018, the City issued a Request for Proposals (RFP) to solicit funding requests from eligible organizations that provide human services to Bainbridge Island residents.

Proposals in the past three cycles have been reviewed by a city advisory committee appointed by the City Council (Human Services Funding Advisory Committee, or HSFAC). The HSFAC, or now the Human Services Funding Task Force (HSFTF), develops a funding recommendation that is provided to the City Council for their consideration and approval. This is a relatively time-intensive process, with extensive involvement from the Council liaisons, City staff, community organizations and the community task force. Given the ongoing constraints posed by the COVID pandemic and other community, Council and staff priorities, staff is suggesting that the Council consider continue the funding decision made for 2019-2020 at an annual level.

The options considered were as follows:

1. Expedited process – the City Council could continue the current awards through the next one or two-year award cycle. This approach would offer predictability to the organizations and provide continuity of funding and services to the community. It would not allow for renewed community participation in this particular set of decisions, and would also not allow for new organizations to apply for funding at this time.
2. Delayed process – the City Council could defer the award process until Q1 2022. This approach would allow us to continue to use a well-developed and successful process, but to acknowledge the need for additional time to complete this process successfully, in particular to seek applicants for the community task forces. A delay could also help both applicants and the funding task force understand the new environment and priorities for community services, due to emerging public health and economic impacts. A delayed approach would also allow additional time for applicant organizations – returning and new – to consider and develop an application. The result would be to delay the funding decision until the first half of 2022, which potentially complicates budget development and planning for community organizations.
3. Original process – the City Council could direct staff to attempt to complete the next funding cycle process as planned during Q3-Q4 of 2021. To be successful, this approach will require significant staff and Council liaison time to complete the usual process within the next 12 weeks. The ability to do so is also complicated by the fact that there were not enough applicants to fill the seven-member Human Services Task Force, which would necessitate additional recruitment before appointing the Task Force.

The recommendation is to continue to use the Expedited Process, option one.

#### **ATTACHMENTS:**

[Human Services Funding Cycle Award Recipient Summary.pdf](#)

**FISCAL DETAILS:** Since 2016, the City has provided roughly \$330,000 per year to community organizations which provide health and human services through the human services funding award cycle. The distribution of funding is recommended to the Council by a committee especially convened for that purpose.

The 2022 budget includes funding for this purpose.

**Fund Name(s):** General Fund

**Coding:**



## Human Services Funding Cycle Award Recipient Summary

2016-2021 (Actual); 2022 (Recommended)

Organization	Type of Funding	2022 1-year funding	2021 1-year funding	2019-2020 2-year funding	2017-2018 2-year funding	2016 1-year funding
Bainbridge Youth Services	General Operating	\$ 51,250	\$ 51,250	\$ 102,500	\$ 105,000	\$ 54,150
BI Boys and Girls Club	General Operating	\$ 35,000	\$ 35,000	\$ 70,000	\$ 73,000	\$ 46,650
BI Child Care Centers	General Operating	\$ 10,000	\$ 10,000	\$ 20,000	\$ 44,000	\$ 32,650
BI Senior Community Center	General Operating	\$ 45,000	\$ 45,000	\$ 90,000	\$ 39,000	\$ -
BI Senior Community Center	Project	\$ -	\$ -	\$ 10,500	\$ -	\$ -
BI Special Needs Foundation	General Operating	\$ 15,000	\$ 15,000	\$ 30,000	\$ 28,000	\$ 13,150
Helpline House	General Operating	\$ 25,500	\$ 25,500	\$ 51,000	\$ 44,000	\$ -
Hope House	General Operating	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Housing Resources Bainbridge - Home Finding	Project	\$ 13,000	\$ 13,000	\$ 26,000	\$ 30,000	\$ 20,000
Housing Resources Bainbridge - Independent Living	Project	\$ 40,000	\$ 40,000	\$ 80,000	\$ 103,000	\$ 50,000
Island Time Activities	General Operating	\$ 10,000	\$ 10,000	\$ 20,000	\$ -	\$ -
Island Volunteer Caregivers	General Operating	\$ 25,000	\$ 25,000	\$ 50,000	\$ 51,000	\$ 29,500
Kitsap Community Resources	General Operating	\$ 22,500	\$ 22,500	\$ 45,000	\$ 64,000	\$ 36,500
Kitsap Sexual Assault Center	General Operating	\$ -	\$ -	\$ -	\$ -	\$ 27,000
Peacock Family Services	General Operating	\$ 12,500	\$ 12,500	\$ 25,000	\$ -	\$ -
Smile Partners - Smiles for Life	General Operating	\$ -	\$ -	\$ -	\$ 22,000	\$ -
Washington Smile Partners	General Operating	\$ -	\$ -	\$ -	\$ -	\$ 14,400
YWCA Kitsap County	General Operating	\$ 20,000	\$ 20,000	\$ 40,000	\$ 57,000	\$ -
	<b>Total</b>	<b>\$ 324,750</b>	<b>\$ 324,750</b>	<b>\$ 660,000</b>	<b>\$ 660,000</b>	<b>\$ 330,000</b>



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Consider Increase to Human Resources Staffing by 0.5 FTE,

**SUMMARY:** In order to prioritize efficient recruitment citywide, the City Manager proposes a staffing change which increases the half-time Human Resources Analyst position to full-time, with a net increase to the total staffing level of 0.5 FTE. There is no budget increase proposed for 2021 due to the timing; future year budgets will be increased to recognize the higher staffing level.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve the change of a half-time Human Resources Analyst position to a full-time position.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** The 2019-2020 adopted budget included the addition of a 0.5 FTE (20 hours/week) regular part time employee within the Executive Department to assist with Human Resources duties. This change brought the total staffing for Human Resources to two positions (1.5 FTE) for the entire organization. This level of staffing has improved efficiency in some areas, but due to lack of available hours, has not provided the intended overarching benefit to the entire organization. Recruitment across the City has been challenging in the past year, as experienced throughout the nation. The City has hired 24 regular and 12 temporary employees in 2021 to date, and there are 15 vacancies at present. Forecasts indicate recruiting and retaining top talent will continue to prove to be demanding; it is imperative that we are able to conduct thorough search processes and move quickly when in receipt of employment applications. Staffing at this higher level will allow:

- More efficient and timely recruitment; each vacant position represents funded work that cannot be completed. The City has had between 12-17 vacant positions across the organization in all of 2021.
- Research and implementation of recruitment and retention best practices, with the goal to attract and retain a diverse workforce.

- More resources to respond to changing regulations related to COVID-19. City HR staff must stay up to date with changing federal and state guidance and must also provide policy and operational support for in-person services and telework.

**ATTACHMENTS:**

**FISCAL DETAILS:** Additional budget needed for 2022 will be approximately \$65,000. Additional 2021 costs would be about \$5,416 per month which will be absorbed with existing budgeted savings from existing vacancies.

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Cancel the October 5, 2021 City Council Study Session, November 2, 2021 City Council Study Session, and the November 23 City Council Business Meeting

**SUMMARY:** Council will consider canceling the City Council Study Session on October 5, 2021, the City Council Study Session on November 2, 2021 (Election Day), and the November 23, 2021 City Council Business Meeting (Thanksgiving week).

**AGENDA CATEGORY:** Review and Recommendation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Cancel the October 5, 2021 City Council Study Session, November 2, 2021 City Council Study Session, and the November 23 City Council Business Meeting.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:45 PM) Proclamation Declaring October 2021 as Filipino American History Month - Mayor Nassar,

**SUMMARY:**

The attached proclamation declares October, 2021, as Filipino American History Month. It is one of the annual proclamations that may be signed by the Mayor without further Council action.

**AGENDA CATEGORY:** Proclamation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Presentation only.

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Filipino American History Month Proclamation 2021.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## **PROCLAMATION**

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring the month of October as Filipino American History Month.

WHEREAS, the earliest documented proof of Filipino presence in the continental United States was in October 18, 1587, when the first "Luzones Indios" set foot in Morro Bay, California; and

WHEREAS, Washington State is home to the third largest Filipino population in the United States; and

WHEREAS, Bainbridge Island is the home of an historic Filipino community, with the earliest record showing a Filipino employed at the Port Blakely Mill in 1883, who was the first known employee from the Philippines in the Pacific Northwest; and

WHEREAS, the Filipino American National Historical Society recognizes the year of 1883 as the date of the first permanent Filipino settlement in the United States in St. Malo Parrish, Louisiana; and

WHEREAS, the Filipino community has played an important role in Bainbridge Island's rich agricultural and cultural history; and

WHEREAS, the State of Washington has recognized the month of October as Filipino American History Month since the year 2010; and

WHEREAS, Filipino American History Month provides an opportunity to promote the study of Filipino American history and culture, recognize the richness of Filipino American ethnicity, and honors the contributions of Filipino Americans both to our local community and to the Nation as a whole.

NOW, THEREFORE, I, Rasham Nassar, Mayor of the City of Bainbridge Island, on behalf of the City Council, proclaim October 2021 as

### **FILIPINO AMERICAN HISTORY MONTH**

in the City of Bainbridge Island, and urge all Islanders to observe this month by visiting the Bainbridge Island Historical Museum and adding to their understanding of this important part of our heritage.

DATED this 28<sup>th</sup> day of September, 2021

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Rasham Nassar, Mayor



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 45 Minutes

**AGENDA ITEM:** (6:50 PM) Identify Projects for Funding by the American Rescue Plan Act (ARPA),

**SUMMARY:** On June 15, 2021, the City Council received news that the City of Bainbridge Island would receive \$7.061 million from the \$1.9 trillion American Rescue Plan Act (ARPA). As a result of the presentation to the City Council, the Council adopted principles to guide the expenditure of ARPA funds and directed the City Manager to present specific project, programs, or opportunities consistent with the principles adopted by the Council. A list of projects was presented to the Council on August 24. The Council reviewed the list, and requested community and committee feedback on a selected set of projects.

The Council is requested to further narrow the projects, select those projects which should receive funding, and direct the City Manager to commence execution of the selected projects.

**AGENDA CATEGORY:** Review and Recommendation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move that the following projects be funded via the ARPA program in accordance with the due dates of December 31, 2024 to obligate all applicable funds, and December 31, 2026 to spend all applicable funds: \_\_\_\_\_; \_\_\_\_\_; and \_\_\_\_\_; and direct the City Manager to commence implementation steps and return to City Council for further approvals as required.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	\$7.061 million of funds available
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	This is one-time revenue
<b>Included in Current Budget?</b>	No

**BACKGROUND:** The American Rescue Plan Act (ARPA), a \$1.9 trillion national economic stimulus bill passed by Congress in March, aims to help communities recover from the COVID-19 pandemic. These funds are restricted to certain types of programs or expenditures and are subject to time limits. Specifically, funds must be allocated by the end of 2024 and spent by the end of 2026.

The ARPA program has four categories of eligible expenses:

- \* Support Public Health response efforts and economic impacts to households and businesses
- \* Provide premium pay for essential workers
- \* Replace lost public sector revenue
- \* Support investments in water or sewer

The Council on June 15 approved its own guidelines for how the money should be spent: to achieve long-lasting benefits; to support projects that would not be accomplished without a large one-time sum; to promote fiscal and environmental sustainability; and to avoid cost reoccurrence.

Staff presented a list of proposed projects to the Council on August 24 related to water and sewer infrastructure upgrades, nonmotorized transportation improvements, climate mitigation projects, affordable housing, and emergency response infrastructure upgrades. In total, the list of projects the Council considered in August represented approximately \$35 million in costs. The Council was asked to reduce the list to a "short-list" for further consideration. The Council received a staff report, considered a matrix analysis of the projects, and deliberated. Upon the conclusion of deliberations, the Council selected a short-list of projects for further consideration.

The projects include:

1. Winslow water tank replacement
2. Water system climate resiliency upgrades
3. Wastewater treatment plant near-term capacity upgrades
4. Wastewater beneficial reuse
5. McDonald Creek culvert/Springbrook Creek mitigation at High School Road & Fletcher Bay Road
6. Springbrook fish passage on Fletcher Bay Road
7. Stormwater/nonmotorized transportation demonstration project
8. Sustainable Transportation Plan implementation set-aside
9. Affordable housing
10. Biodigester
11. Premium pay for child care workers
12. Solar panels on emergency hubs/shelters

Two proposed projects initially on the list above have been removed:

- Buy or lease space to medical group to improve health care access: This proposal is not eligible for ARPA funds.

- Madison Avenue sidewalk/bike lanes project: The City Council this week discussed this proposed project on Madison Avenue, and the Council directed staff to return with additional design options. Due to the timing of this future project discussion, the Council has removed this project from consideration for use of the ARPA funds.

Previously, staff provided inaccurate information with regard to the eligibility of ARPA funds for affordable housing. In August, staff communicated that ARPA funds could be used for affordable housing in qualified census tracts. Bainbridge Island does not have any qualified census tracts. But, ARPA funds could be spent for affordable housing from the General Fund replacement revenue category. However, based upon further research, ARPA funds may be spent on housing programs or services for which the eligibility criteria will benefit beneficiaries who earn less than 60 percent of the median income for the County, and not be restricted to those funds available in the replacement revenue category.

In September, certain City Advisory Groups reviewed the list of proposed projects and provided feedback. In addition, information was presented to the community and input sought via a survey. The committee feedback is attached to this agenda bill. The survey results are also summarized and attached.

**ATTACHMENTS:**

[ARPA Presentation for CC 09282021](#)

[Climate Change Advisory Committee Minutes ARPA Feedback](#)

[ETAC priorities for ARPA funds](#)

[REAC ARPA Resolution to City Council](#)

[UAC ARPA money ranking](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

# American Rescue Plan Project Identification Discussion #3

September 28, 2021

# Council-Approved Criteria (Bainbridge Island decision)

- A. ARPA funds are one-time monies; avoid using for reoccurring costs
- B. Spending should achieve long-lasting results/benefits (+50-years)
- C. Prioritize fiscal and environmental sustainability
- D. Must be able to meet ARPA expenditure deadlines
- E. Prioritize efforts that can only be achieved with one-time funds

## Additional Considerations

- F. Leverage other funds

# American Rescue Plan Project Categories (Federal guidelines)

1. Support public health response/economic support
2. Premium pay for essential workers
3. Revenue replacement (capped at roughly \$2 million per year)
4. Investments in water, sewer and stormwater infrastructure (broadband also, in limited circumstances, but not eligible on Bainbridge Island)

# American Rescue Act Project Timeline

2021/2022 – Receive funding (\$3.5 million each year)

Year-end 2024: obligate all funds (have projects under contract)

Year-end 2026: complete all spending

# Discussion Timeline

June 15, 2021: Council and staff review of American Rescue Plan Act and selection of City criteria

August 24, 2021: Council and staff review of potential projects; referral of short-listed projects for review to City Advisory Groups.

September 2021: City Advisory Group review; launch of Engage Bainbridge community information outreach and questionnaire.

September 28, 2021: Additional review; project selection (tentative)

# Project List - Current

1. Winslow water tank replacement
2. Water system climate resiliency upgrades
3. Wastewater treatment plant near-term capacity upgrades
4. Wastewater beneficial reuse
5. McDonald Creek culvert/Springbrook Creek mitigation at High School Road & Fletcher Bay Road
6. Springbrook fish passage on Fletcher Bay Road
7. Stormwater/nonmotorized transportation demonstration project
8. Sustainable Transportation Plan implementation set-aside
9. Affordable housing
10. Biodigester
11. Premium pay for child care workers
12. Solar panels on emergency hubs/shelters



# Project List - Removed

- Buy or lease space to medical group to improve health care access
  - Not eligible
- Madison Avenue sidewalk/bike lanes project
  - City Council moved to not use ARPA for this project



# Community Review

## City Advisory Groups:

- Climate Change Advisory Committee (CCAC)
- Environmental Technical Advisory Committee (ETAC)
- Race Equity Advisory Committee (REAC)
- Sustainable Transportation Task Force (STP)
- Utility Advisory Committee (UAC)

## Community Outreach:

- Engage Bainbridge

# CCAC Input

- Provided comment on 11 projects
- Focus of review on:
  - Greenhouse gas emissions (projects that reduce emissions)
  - Climate resiliency
- More details in minutes provided in the packet

# ETAC Input

Project ranking recommendation:

1. Culvert projects – McDonald Creek and Springbrook Creek
2. Water system climate resiliency upgrades – (with expansion to consider expansion of groundwater monitoring)
3. Wastewater beneficial reuse
4. Wastewater treatment plant near-term capacity upgrades
5. Stormwater Demonstration Project – (focus on runoff reduction)
6. Biodigester



# REAC Input

Resolution passed by the REAC stated, in part:

1. Support populations most affected by the pandemic (essential workers and low-income)
2. Postpone the decision and allow more time for community input
3. Consult REAC early for all large decisions
4. Provide more information on why the 5 ARPA provisions were selected, and not others



# Sustainable Transportation Task Force

(member input)

- August meeting discussion – no specific recommendation
- June letter signed by many task force members supported \$6 million for the following:
  - Feasibility studies of bike/ped infrastructure
  - Funds for bike/ped infrastructure that are unlikely to qualify for grants
  - Support for projects that make transportation affordable and lower the cost of living (car ownership)



# UAC Input

Rank	Project	Relative Priority for that Utility	Approx. ARPA
1	Water System Climate Resiliency Upgrades	High	\$1M
2	Winslow Water Tank Replacement	High	\$1.5-2
3	WWTP near term upgrades	High	\$1
4	MacDonald Creek / Springbrook Creek Mitigation	High	\$1.5
5	Springbrook Fish Passage	High	\$1.5



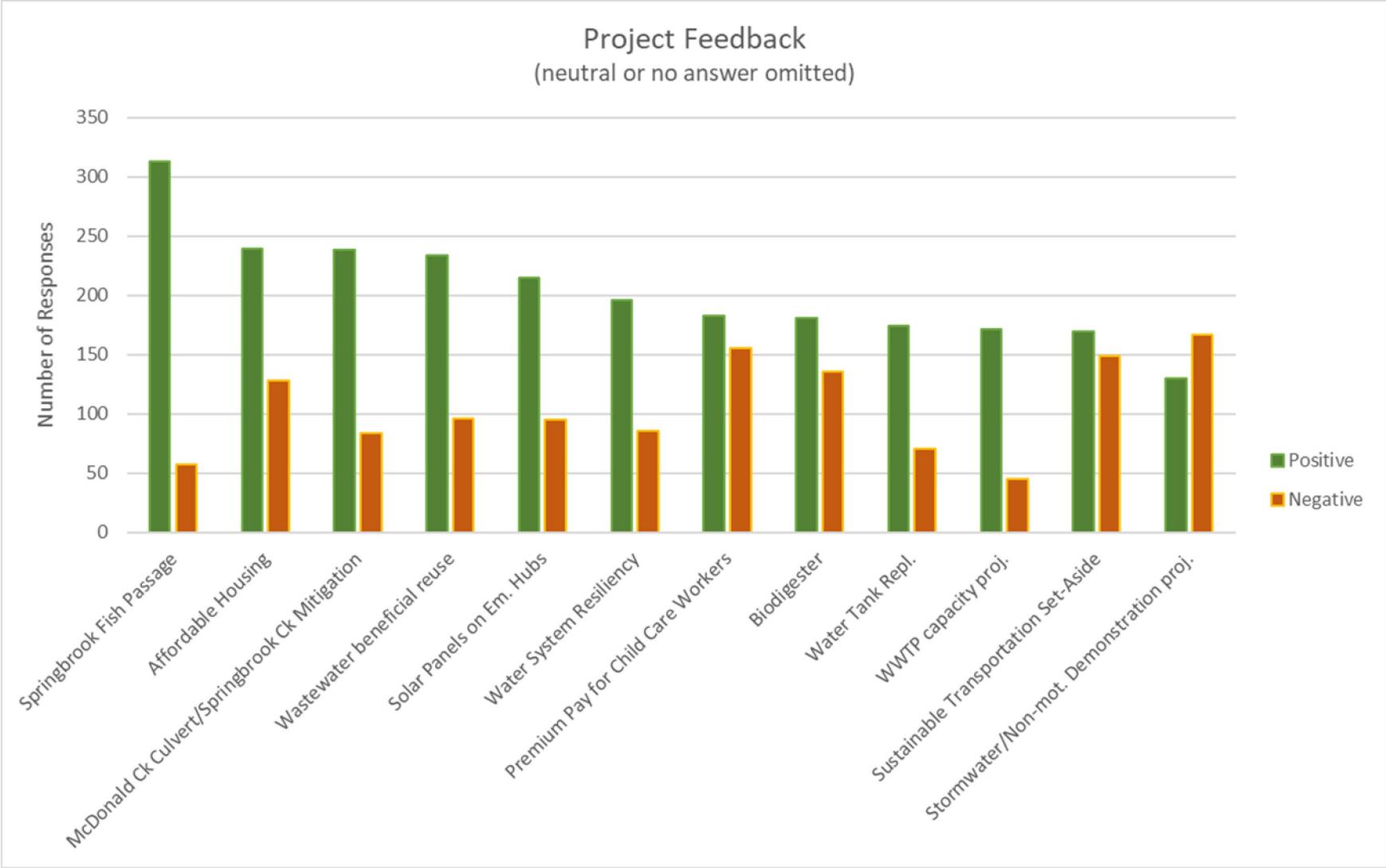
# Engage Bainbridge Input

Public input via online survey:

- 698 people started the survey
- 428 completed and provided input
- Data is not statistically significant, but provides good indication of public sentiment
- Survey open during September
- Some changes made during survey period to correct errors and omissions



# Engage Bainbridge Input



# Engage Bainbridge Input

Responses for funding similar to project feedback. Top five projects receiving funding allocations:

1. Springbrook Fish Passage
2. Water Tank Replacement
3. McDonald Creek Culvert/Springbrook Creek Mitigation
4. Affordable Housing
5. Wastewater Treatment Plant Capacity Upgrades

\*No data available for Solar Panel project, which was inadvertently omitted from the project option list in funding section



# Next Steps/Decisions

- Finalize list of projects to fund with ARPA funding
- Determine amount of funding per project
- Direct the City Manager to commence implementation steps, returning to City Council as needed
- Ongoing reporting to Department of Treasury
- Ongoing reporting to Council and community



## Climate Change Advisory Committee Minutes Excerpt

September 15, 2021

### Comments related to Projects to be Considered for American Rescue Plan Funding

#### **Water System Resiliency**

There is no significant reduction of GHG's from this. It does enhance climate resiliency by reducing vulnerability. This seeks to create backups and redundancies to better respond to greater demand. It does enhance climate resiliency. Plans are not yet made and funding could be from the Water Utility.

#### **Winslow Water Tank Replacement**

No GHG impact of significance. It does address enhancing climate resiliency and would enhance seismic protection, enhance capacity, and arguably enhance equity to the area served which includes diverse socioeconomic groups in Winslow area. A PWTF loan was secured for part of this. Housefires could create a large demand on water system so enhanced storage capacity has enhanced value.

#### **Wastewater Beneficial Re-use**

This would slightly increase GHG emissions but would enhance resiliency and reduce our vulnerability to climate change effects. It would be a durable investment in terms of climate effects. Tertiary treatment reduces the multiple costs of runoff and septic failure, help with groundwater recharge and allow for re use in irrigation. Future funding sources not identified

#### **Wastewater Treatment Capacity Upgrades**

No GHG impact of significance. It does enhance climate resiliency but not as much as Waste water re-use. These upgrades are partly regulatory and needed for capacity to handle greater intensity of precipitation events. Upgrades would reduce the likelihood of polluting runoff into the Sound. No funding noted but leveraged funding from Sewer Utility is likely

#### **McDonald Springbrook Culverts**

No GHG impact of significance. It does enhance resiliency of species protection. This replacement of the deep culvert at the Head of the Bay (under Eagle Harbor Drive). Leveraged funding from Storm and Surface Water Utility noted in City Capital Improvement plan. No other funding source noted. Project appears to be shovel ready. Use of lower carbon concrete should be considered.

#### **SpringBrook Fish Passage on New Brooklyn**

No GHG impact of significance. It does enhance resiliency of species protection. Design is funded but not implementation. However, funding by Land Trust (with State funds) seems possible and should be noted. Use of lower carbon concrete should be considered.

#### **Stormwater Non Motorized Demonstration**

Not enough data to comment reasonably

**Sustainable Transportation Plan Set Aside**

Scope of project is undetermined and subject to council review in November of 2021. The chief possible benefit is reduction of fossil fuel-based transportation. Potential GHG reduction and resiliency enhancement possible but not determinable

**Madison Avenue Sidewalk and Bike lanes to SR 305**

Small reduction of GHG due to bicycle use. Enhances safety and thus a source of indirect resiliency increase. The project scope includes multiple necessary and desired improvements along the Madison Avenue corridor between Winslow Way and SR305, including sidewalk replacement, pavement replacement, separated bicycle lanes, sidewalk infill and sewer replacements. Leveraged funding from City Capital Improvement plan, General Fund, Sewer fund and possible federal grant funds noted

**Biodigester**

This would reduce GHG emissions. It does enhance climate resiliency. CCAC estimates the cost at \$8.6-10.9 M. Note presentation from 3/17/21 for more details. Project scope is undetermined but the benefits include reduced GHG from reduced hauling, renewable power from digester, fertilizer from end product for gardening and diversion of waste stream from disposal.

**Solar Panels on E Hubs**

Positive GHG impact in the sense of enhanced capacity using renewable power but no direct GHG reduction. Enhanced resiliency due to peak heating and cooling demands from climate change. Addresses multiple problems. Project scope and location not determined, and design seems a work in progress but other sources of funding within locality may be possible. Equity benefits of possible cooling center for those without home cooling systems.

To: City Manager and City Council  
From: Environmental Technical Advisory Committee (ETAC)  
Subject: ETAC recommendations for ARPA funding priorities

September 19, 2021

In our meeting on September 16<sup>th</sup>, ETAC members discussed the 12 projects considered by the City Council for further consideration for American Rescue Plan Act (ARPA) funding and we tried to focus on our top 5-6 projects from the list. Here are the results of our discussion, in order of priority.

- (1) Culvert projects – McDonald Creek and Springbrook Creek; ETAC supports the replacement of island culverts that are impediments to salmon migration on important island streams.
- (2) Water system climate resiliency upgrades – with caveat; ETAC would prefer that the primary focus of this project be expanded to include funding for the development of an optimal groundwater monitoring network for the island. This network will be necessary for the successful completion of the Groundwater Management Plan (GWMP). Our recommendation includes expanded spatial coverage (and aquifer coverage) of the network, especially adding more nearshore wells. This would include standardizing monitoring frequency to quarterly or semi-annual to cover the critical Spring and Fall periods, as well as adding private wellowners to the network. In addition to funding the development of the network, the ARPA funds could also be used to fund the first year of monitoring the new optimized network.
- (3) Wastewater beneficial reuse – along with keeping stormwater on the island for recharging aquifers, reusing wastewater is the second biggest potential source of additional aquifer recharge to help offset future growth and climate change impacts on island groundwater.
- (4) Wastewater treatment plant near-term capacity upgrades – with the realization that the COBI treatment plant is having a difficult time meeting all the conditions of it's NPDES permit, ETAC recommends that whatever upgrades are necessary to meet permit terms be completed. However, in the long-term, ETAC would like to see more effort put into improvements that would allow the beneficial reuse of the wastewater effluent.
- (5) Stormwater – although the stormwater/non-motorized demonstration project is without a project scope, ETAC strongly supports any projects that would reduce stormwater runoff from the island in favor of projects that would both cleanse the stormwater and allow it to recharge the island aquifers instead of discharging into Puget Sound.
- (6) Biodigester – ETAC is interested in this idea, but would like to see more details before fully supporting the use of ARPA funds.

A RESOLUTION of the City of Bainbridge Island,  
Washington, Race Equity Advisory Committee regarding  
American Rescue Plan (ARPA) funding priorities for the  
City of Bainbridge Island

WHEREAS, the Race Equity Advisory Committee (REAC) is committed to and reflects the City of Bainbridge Island's stated commitment to promoting equity and inclusion in local governance; and

WHEREAS, REAC recognizes that the City of Bainbridge Island will receive \$7.061 million from the American Rescue Plan Act (ARPA) and that the City Council and staff adopted principles and criteria to guide the evaluation and selection of spending priorities; and

WHEREAS, REAC, in addition to the Climate Change Advisory Committee, Environmental Technology Advisory Committee, Sustainable Transportation Task Force, and Utility Advisory Committee received a list of 12 projects for review and feedback from the City Manager and City Council;

ACCORDINGLY, THE RACE EQUITY ADVISORY COMMITTEE HEREBY RESOLVES AND URGES THE CITY COUNCIL TO RECOGNIZE, THAT

1. The American Rescue Plan Act (ARPA) funds that are available to the city should be dedicated, to the greatest extent legally possible, to the populations most affected by the pandemic. This includes providing support to essential workers and those in need of affordable housing and human and health services;
2. The city council should postpone any final decision on the allocation of these funds and project priorities, and allow sufficient time for full community input and assessment of priorities;
3. Going forward, REAC should be consulted at the earliest possible date and with full information regarding funding decisions such as ARPA;
4. REAC requests that the City provide information regarding why other provisions in ARPA were not included in the five that were selected by staff, and why other projects and priorities were passed over.

RESOLVED, this 21<sup>st</sup> day of September 2021.

City of Bainbridge Island  
Race Equity Advisory Committee

# UAC Feedback on American Rescue Plan Funding Priorities

9/13/2021

Rank	Project	UAC area of Expertise?	Which Utility	Relative Priority for that Utility	Current Funding	Other Notes	Approx. ARPA (\$M)
1	Water System Climate Resiliency Upgrades	Yes	Water	High	Rate Payers	Well developed project	1
2	Winslow Water Tank Replacement	Yes	Water	High	Rate Payers	Well developed project, bigger than estimated for rates	1.5-2
3	WWTP near term upgrades	Yes	Waste Water	High	Rate Payers	well developed project based on this hot summer	1
4	MacDonald Creek / Springbrook Creek Mitigation	Yes	Storm Water	High	SWMM Rate Payers (all island)	In CIP now. Big structural problems. No permit yet	1.5
5	Springbrook Fish Passage	Yes	Storm Water	High	General Fund	Stream is a fish passage at Island Center	1.5



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:35 PM) Consider Revised Response to Puget Sound Energy's Proposed Transmission Line Project - Public Works,

**SUMMARY:** Following up from the July 20, 2021 presentation given by Puget Sound Energy regarding upcoming reliability projects, the City Manager will present a draft response letter for the City Council's consideration.

**AGENDA CATEGORY:** Review and Recommendation

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** I move to authorize the City Manager to submit a response letter pertaining to Puget Sound Energy's Reliability Project in substantially the form as included with this agenda item.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

<b>Amount:</b>	N/A
<b>Ongoing Cost:</b>	N/A
<b>One-Time Cost:</b>	N/A
<b>Included in Current Budget?</b>	No

**BACKGROUND:** On July 20, 2021, representatives from Puget Sound Energy (PSE) provided information to the City Council on upcoming reliability projects, specifically the “missing link” transmission line between the Winslow and Murden Cove Substation.

The “missing link” new transmission line is a critical component of PSE’s plan to improve electric service reliability, reducing the frequency and duration of power outages for customers on Bainbridge Island. Two-thirds of the island is served by two substations that don’t have backup transmission. PSE is planning to build the new “missing link” transmission line between the Winslow and Murden Cove substations to create a transmission loop. This means each substation will be connected to two transmission lines. If one line goes out, the other line can still feed the substation and provide power to customers. PSE's fact sheet on the project is attached to this agenda bill.

The City Manager is proposing to submit a response letter to PSE summarizing concerns expressed by the City Council and the community regarding the project alternatives. A draft letter, based on the Council's concerns expressed at the September 7, 2021 City Council meeting, is attached to this agenda item for consideration and suggested revisions/edits/additions. The draft letter has been posted on the Engage Bainbridge section of the City's website. A map of the route alternatives generated by the City based on information provided by PSE is also attached.

**ATTACHMENTS:**

[PSE Response Letter 092421.docx](#)

[PSE Map Route Options Map.pdf](#)

[2021\\_0602\\_PSERouteOptionsFactsheet-1.pdf](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:**



September 24, 2021

Puget Sound Energy (PSE)  
Via email: Kierra.Phifer@pse.com

**RE: City of Bainbridge Island Response to Puget Sound Energy “Missing Link” Project**

Dear Ms. Phifer:

Thank you for the opportunity to submit written comments to Puget Sound Energy (PSE) on the presentation that was provided to the City Council at their regular meeting of July 20, 2021. That presentation included an overview of the “Missing Link” transmission line route options, which we understand to be the construction of a new electric transmission line between the Murden Cove and Winslow substations. This new line is expected to improve electric service reliability, reducing the frequency and duration of power outages for customers on Bainbridge Island. The City Council acknowledges that the selection of the specific transmission line route is PSE’s, nevertheless, the City feels compelled to ensure the option selected meets the needs of our residents.

Overall, the City of Bainbridge Island supports PSE’s efforts to improve the reliability and redundancy of the City’s electric distribution system. Clean and dependable energy is a keystone in the City’s Climate Action plan and is critical for supporting the transition to electric vehicles, transit systems, and other technologies that will contribute to the reduction of greenhouse gas emissions.

We welcome the opportunity to offer our support for an approach to the transmission line project alternative that balances needed service improvements with impacts on equity, the environment and community health. Therefore, we look forward to learning more about how PSE is approaching the following aspects of the alternatives analysis:

- The transmission line route options include areas that are located in proximity to vulnerable populations, public schools and day care centers. Please provide the City with the information and analysis on how equity was considered and mitigated for the chosen alternative, particularly as it relates to vulnerable populations and youth, including accessible public outreach opportunities for these communities.
- There are several transmission line route options that would impact environmentally critical areas such as wetlands, and heritage trees. Please provide the City with the information and analysis on how environmental impacts were considered and mitigated

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206.842.7633

for the chosen alternative, including potential impacts on the natural environment, consistency with the City's current environmental regulations, and impacts on residents who live in developed areas where vegetation is limited and is critical for quality of life.

- Please provide the City with the information and analysis on how the cost-benefit analysis of undergrounding transmission lines was considered, particularly in light of comments from the Bainbridge Island Fire District regarding consideration of how fallen transmission lines can obstruct roadways and evacuation routes in the event of a major emergency. At a minimum, undergrounding should be considered in proximity to Fire Station 21's emergency helipad, which will greatly improve safety for air ambulance operations providing services for our community.
- Lastly, please provide the City with clarification and information regarding the need for this project, including: system reliability data in the different areas of the Island; comparisons with other similar communities in the region; and, the cost-benefit analysis of this project as compared with other potential solutions.

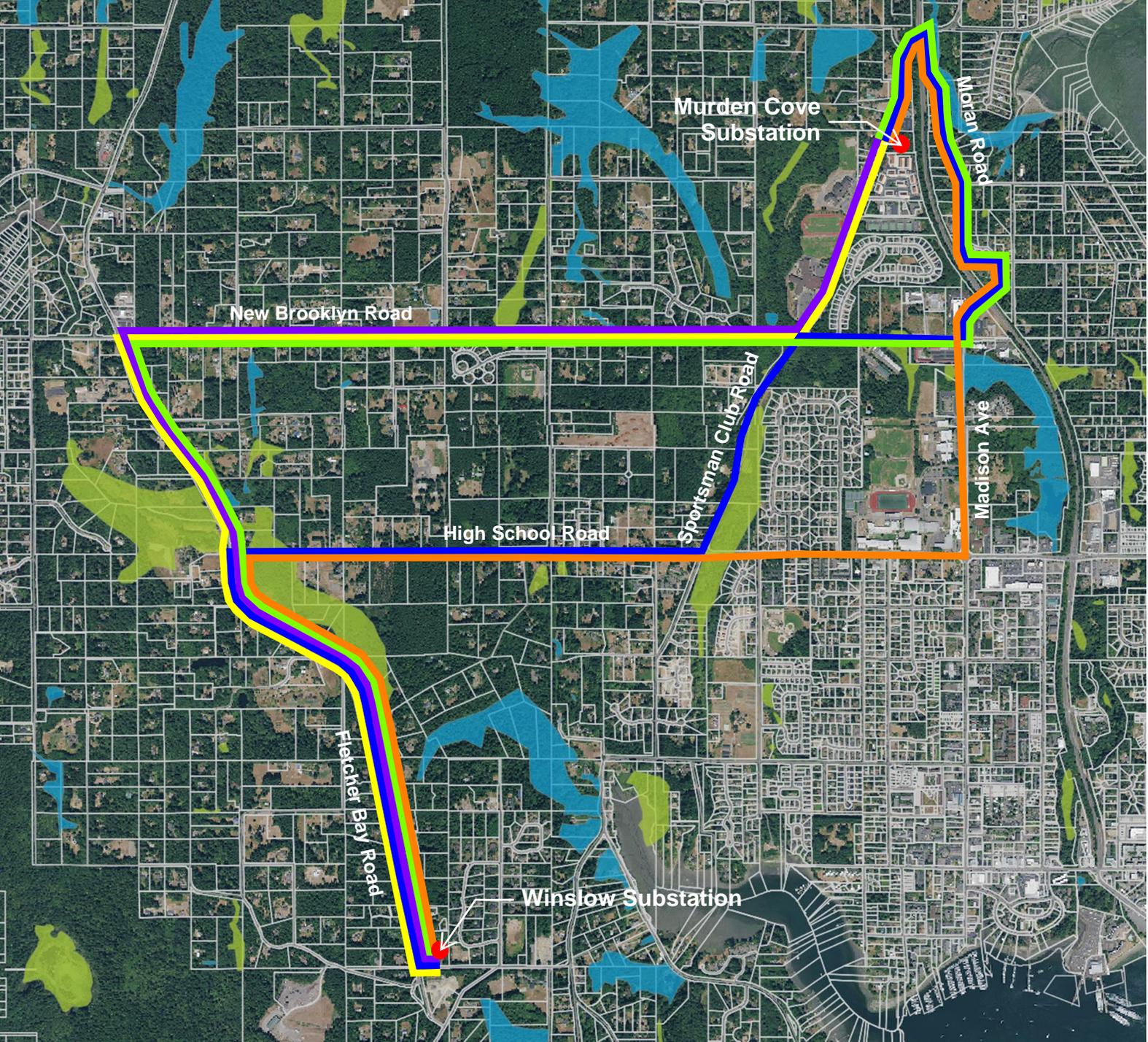
Thank you again for the opportunity to submit our comments on your proposals for reliability projects. We look forward to continuing our work with you on this endeavor.

Sincerely,

Blair King  
City Manager

# PSE "Missing Link" Transmission Line Route Options

- Route A
- Route B
- Route C
- Route D
- Route E
- Delineated Wetland
- Undelineated Wetland





## About Category II wetlands

Route Options A, B, and E have mapped Category II wetlands on both sides of the road in portions of their routes. Currently, City of Bainbridge Island code prohibits Primary Utilities in Category II wetlands, including transmission lines. Mapped Category II wetlands are located on both sides of NE High School Road in two locations near the intersections with Sportsman Club Road NE and Fletcher Bay Road NE. PSE is exploring a possible code amendment.

## Route option A

Route Option A is the shortest route at 3.4 miles total, starting from Murden Cove substation and heading south along Sportsman Club Road NE until it turns west onto NE High School Road. It continues to Fletcher Bay Road NE and then travels south to Bucklin Hill Road NE, turning east to connect to the Winslow Substation. There are existing overhead distribution lines along the entire route.

## Route option B

Route Option B travels for 3.8 miles total, starting from Murden Cove substation and heading east, crossing State Route 305. It then travels south down Moran Road NE, crossing State Route 305 again to follow Madison Avenue NE before heading west on NE New Brooklyn Road. It follows NE New Brooklyn Road until it turns south onto Sportsman Club Road NE, then turning west onto NE High School Road. Upon reaching Fletcher Bay Road NE the route heads south until turning east onto Bucklin Hill Road NE to connect to the Winslow Substation. There are existing overhead distribution lines along this route expect for a 1,000-foot section along NE New Brooklyn Road.

## Route option C

Route Option C travels for 3.9 miles total, starting from Murden Cove substation and heading south along Sportsman Club Road NE until it turns west onto NE New Brooklyn Road. It follows NE New Brooklyn Road west until turning south at the intersection with Fletcher Bay Road NE. The route then travels east along Bucklin Hill Road NE to connect to the Winslow substation. There are existing overhead distribution lines along this entire route.

## Route option D

Route Option D is the longest route at 4.4 miles total, from Murden Cove substation, crossing State Route 305 and then turning south down Moran Road NE. Crossing State Route 305 again the route follows Madison Avenue NE south, turning west onto NE New Brooklyn Road where it continues until it turns and follows Fletcher Bay Road NE south. It continues until turning east onto Bucklin Hill Road NE to connect to the Winslow Substation. There are existing overhead distribution lines along this route expect for a 1,000-foot section along NE New Brooklyn Road.

## Route option E

Route Option E travels for 4 miles total, travelling east from Murden Cove substation, crossing State Route 305 and travelling south down Moran Road NE. It then crosses State Route 305 again to follow Madison Avenue NE until it reaches NE High School Road, where it turns west. The route follows NE High School Road until it meets Fletcher Bay Road NE. It then travels south until the intersection with Bucklin Hill Road NE where it turns east to connect to the Winslow Substation. There are existing overhead distribution lines along the entire route.

## Share your feedback

- Learn more at [pse.com/bainbridge](https://pse.com/bainbridge)
- Subscribe to email updates at [psebainbridge.com/connect-with-us](https://psebainbridge.com/connect-with-us)
- Email us at [info@psebainbridge.com](mailto:info@psebainbridge.com)
- Leave a message at **1-888-878-8632**
- Find us on [facebook.com/pseonbainbridgeisland](https://facebook.com/pseonbainbridgeisland)



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:45 PM) Consider Formal Response to Draft 2013-2019 Buildable Lands Report - Planning,

**SUMMARY:** The purpose of tonight's City Council discussion is to:

- Review City Council comments about the draft Buildable Lands Report that were submitted prior to the September 28 meeting.
- Confirm which City Council comments or suggested changes will be submitted as a consolidated City Council comment on the draft Buildable Lands Report to the Kitsap County.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to direct the City Manager to send a comment letter to Kitsap County on the draft 2013-2019 Buildable Lands Report, and that the letter will be consistent with the City Council comments or suggested changes that have been provided to the City Manager.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The Buildable Lands Report serves as an important first milestone as Kitsap County and local cities begin work to update their Comprehensive Plans by June 2024. The report offers government agencies across Kitsap County an opportunity to collect and evaluate data using a common framework. The Buildable Lands Report looks at the City of Bainbridge Island, City of Bremerton, City of Poulsbo, City of Port Orchard, and unincorporated areas of Kitsap County to review if they are growing as planned. In addition to the reviewing growth trends, the report also evaluates urban areas to determine if there is sufficient land remaining to accommodate growth targets in local policies and plans.

The draft 2013-2019 Buildable Lands Report and additional information about the project and how to comment can be found on the project website: [https://www.kitsapgov.com/dcd/Pages/Buildable\\_Lands\\_Update.aspx](https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Update.aspx)

Comments are being accepted using one of the following methods:

- Entered online via computer or mobile device
- Emailed to Buildable Lands Program
- Mailed to: 614 Division St - MS36, Port Orchard, WA 98366

On September 14, the City Council addressed the draft Buildable Lands Report, asking for some clarification on certain parts of the report and commenting on the report. Staff responses to the City Council comments and questions during the September 14 meeting are included in the attached staff memo. On September 21, 2021, Councilmember Pollock submitted a comment directly to the County on the draft Buildable Lands Report (see attached). Councilmember Hytopoulos provided the following verbal comments to the city manager:

- \* Delete in its entirety the narrative dealing with the City of Bainbridge Island;
- \* Delete the adverbs and adjectives describing the growth conditions of Bainbridge Island; and
- \* Clarify the City wishes to comply with the Growth Management Act, but growth is not a goal.

It is the City's understanding that in October 2021 the Kitsap County Board of County Commissioners will pass a resolution adopting the final Buildable Lands Report once the report incorporates any changes based on public comment.

**ATTACHMENTS:**

[Sept 17 Staff Memo Buildable Lands Report.pdf](#)

[20210921 Pollock Comment on Draft BLR.pdf](#)

[Bainbridge Island 2020 Census Tracts.pdf](#)

[DRAFT Buildable Lands Report - August 2021 Only Bainbridge Relevant Pages.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

**Date:** September 17, 2021  
**To:** City Council  
Blair King, City Manager  
**From:** Jennifer Sutton, AICP Senior Planner  
Heather Wright, AICP Director  
**Subject:** Draft Kitsap County Buildable Lands Report

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I. MEETING PURPOSE

The purpose of tonight’s City Council discussion is to:

- Discuss the [draft Buildable Lands Report](#) and answer any City Council questions about the report.
- Confirm whether the City Council will submit any consolidated comment on the [draft Buildable Lands Report](#) to Kitsap County.

II. COUNCIL SEPTEMBER 14 DISCUSSION ON DRAFT BUILDABLE LANDS REPORT

The [draft Buildable Lands Report](#) offers government agencies across Kitsap County an opportunity to collect and evaluate building development data using a common framework. The [report](#) looks at the City of Bainbridge Island, City of Bremerton, City of Poulsbo, City of Port Orchard, and unincorporated areas of Kitsap County to review if they are growing as planned. In addition to reviewing residential and commercial growth trends between 2013-2019, the report also evaluates urban areas to determine if there is sufficient land remaining to accommodate growth targets in local [comprehensive plans](#). The [full report is available online](#). Since it is a lengthy document, City staff has created a shortened copy of the report that limits the sections to Bainbridge Island (see report attached with this agenda item).

[Kitsap County is accepting comments](#) on the [draft Buildable Lands Report](#) through [September 21, 2021](#). The City Council addressed the [draft Buildable Lands Report](#) at the September 14, 2021 meeting, asking for some clarification on certain parts of the report and directing the City Manager to request a comment period extension from Kitsap County. City staff has heard back that the County will not be extending the comment period but will allow the City to submit changes we would like incorporated.

The [draft Buildable Lands Report](#) has chapters and appendices that provide background, context, state requirements and the methodology for doing the periodic buildable lands review (Chapters 1-2, Appendices A, B, C and E). City Council comments and questions during the September 14 meeting were related to the following sections:

- Chapter 3 *Growth and Development Trends*
- Chapter 4 *Growth Capacity*
- Chapter 5 *Reasonable Measures*
- Appendix C *Land Capacity Analysis Assumptions*.

### **Chapter 3 *Growth and Development Trends***

This chapter summarizes residential and commercial growth between 2013-2019. This data is organized by zone and is derived from City building and land use permits. Exhibit 14 (see page 36 of attached report PDF) shows residential unit growth by zone. A total of 994 new residential units were permitted during this period. During the Council’s discussion at the September 14, 2021 Council meeting, a concern was raised that the [draft Buildable Lands Report](#) showed a high level of growth in the City’s lower density zones (R-0.4, R-1 and R-2, which are known as *conservation areas* in the [City’s Comprehensive Plan](#)), which would be at odds with the recent 2020 Census tract population data (see next section). However, as seen in Exhibit 14, 469 units out of 994 total units (47%) were permitted in the *conservation areas* and 496 units, 49.8% of total units, were permitted in the greater Winslow area (R-2.9, 3.5, 4.3, 8 and R-14, and Mixed Use Town Center zones), during the 2013-2019 time period. Therefore, growth has occurred somewhat equally in the conservation areas and the higher density zones.

Furthermore, past growth is described in **Chapter 3** with the future growth capacity described in **Chapter 4**. The City’s residential land capacity for future growth is overwhelmingly in the *conservation area* zones, see Exhibit 41 (page 44 of attached report PDF).

### **Chapter 5 *Reasonable Measures***

As part of the Council’s consideration at the September 14 Council meeting, there was also discussion about the level of detail in the description related to Bainbridge Island in the Buildable Lands Report compared to the descriptions for the cities of Bremerton, Port Orchard and Poulsbo in the same section ([see PDF pages 90-102 of online draft Buildable Lands Report](#)). The sections for the unincorporated Urban Growth Areas (UGAs) of Kitsap County are more descriptive, similar to the Bainbridge Island section.

The County provided a draft for the City to consider and provide preliminary and final comments. The shorter drafts as found in Bremerton, Port Orchard and Poulsbo are very similar to that which was originally provided by the County. The City chose to model their description after the County and to describe how the future residential and commercial capacity relates to the City’s existing growth strategy to promote growth in *designated centers* and encourage conservation in the *conservation areas*, as described in the [Introduction and Land Use Element of the Comprehensive Plan](#).

In the last 20 years, many housing units have been constructed in the greater Winslow area. Since zoning development standards are unchanged during that time, the greater Winslow area has less capacity for future growth, assuming development standards remain the same. As explained above, that results in the City’s residential land capacity for future growth being overwhelmingly in the *conservation areas* zones. See Exhibit 41 (page 44 of attached report PDF). This analysis relates to the existing [Comprehensive Plan](#), not a future Comprehensive Plan.

This section can be reduced to remove the detailed description and provide a summary of numbers if preferred by the Council.

### Appendix C Documentation of Assumptions

The methodology for the [draft Buildable Lands Report](#) is summarized in Chapter 2 and fully described in Appendices A and B. Appendix C documents the variety of County and City assumptions, including when and why an assumption deviated from the standard assumptions described in the methodology guidance. The City used the 2013-2019 accessory dwelling unit (ADUs) data to inform the assumption for adding ADUs into the City’s future residential capacity for residential zones. See pages 85 (general methodology) and 161 (City use of assumptions to calculate ADU capacity) of attached report PDF. Using the method described on page 161, 152 potential ADUs were added to the City’s capacity in the residential zones. This number is an estimate for the number of ADUs *likely* to be built between 2020-2036 (the balance of the current planning period). This number is not the *maximum* number of ADUs that could be built under existing City regulations. City regulations allow ADUs as an accessory use to single-family residences, although they must comply with all zoning standards and be able to connect to utilities such as water, sewer or on-site septic. Calculation of *maximum* ADU potential for determining the City’s future residential capacity would not be consistent with the [state regulations and guidance for buildable lands reports](#), which indicate that capacity should include what development *could reasonably be expected* during the planning period. See Step 8.4 of the Land Capacity Analysis methodology on page 85 of the attached report PDF for the description of how the County’s methodology implements [state guidance](#) as applied to ADUs.

### III. INFORMATION AVAILABLE FROM THE 2020 CENSUS

The first results from the 2020 Census were released in mid-August, and included information related to redistricting - population, population numbers for different race categories, and group quarters. More detailed demographic information such as 5-year age cohorts, income information, rental/ownership, education level, etc. won’t be released until late 2022. The Washington State Office of Financial Management is compiling census information and that information can be found here: <https://ofm.wa.gov/washington-data-research/population-demographics/decennial-census/2020-census-everyone-counts/2020-census-what-you-need-know/2020-census-data-releases>.

In the 2010 Census, Bainbridge Island had 4 census tracts (identified as tracts 907-910). For the 2020 Census, tracts 909 and 910 were each split into 2 tracts. See attached Bainbridge Island 2020 Census Tract map, and see population growth between the 2010-2020 Census by tract in the table below. Although one could assume that the [draft Buildable Lands Report](#) is providing the same population information that the census does, it does not. Although they are similar, they are not identical and are not interchangeable. The past growth and future development capacity information found in the [draft Buildable Lands Report](#) is derived from permit data and estimating capacity using existing zoning standards. The 2020 Census tells us how many people lived on Bainbridge Island on April 1, 2020.

2020 Census Tract	Population
907 Northeast (East of SR 305)	5,211
908 Northwest (West of SR 305)	4,380
909.01 Winslow West of SR 305/South of HS Road	3,997
909.02 Winslow East of SR 305 & North of HS Road	3,970
910.01 Central/Southwest	3,568
910.02 Southeast	3,699
<b>Total</b>	<b>24,825</b>

2010 Tract Name	2010 Population	2020 Population	2010-2020 Growth	% 2010-2020 Growth
<b>907 Northeast BI (E of SR 305)</b>	5,183	5,211	28	0.54%
<b>908 Northwest BI (W of SR 305)</b>	4,169	4,380	211	5.06%
<b>*909 Greater Winslow</b>	7,032	7,967	935	13.30%
<b>*910 West-central &amp; South</b>	6,641	7,267	626	9.43%
<b>Total</b>	<b>23,025</b>	<b>24,825</b>	<b>1800</b>	<b>7.82%</b>

\*Tracts 909 and 910 were each split into two tracts for the 2020 Census. 2020 Population numbers for tracts 909 and 910 in this table are the sum of the two resulting tracts (e.g., 909.01 & 909.02 table above).

#### IV. NEXT STEPS:

Based on City staff’s communications with Kitsap County related to the timing of the comment period and the opportunity for City input, staff recommends that if the City Council would like to comment on any suggested changes to the [draft Buildable Lands Report](#), that the Council work with the City Manager to complete its comments no later than the September 28, 2021 City Council meeting. It is City staff’s understanding that the Kitsap County Board of Commissioners will pass a resolution in October 2021 to adopt the final BLR once the report incorporates any changes based on public comment.

## Jennifer Sutton

---

**From:** Heather Wright  
**Sent:** Tuesday, September 21, 2021 4:54 PM  
**To:** Jennifer Sutton  
**Subject:** FW: Comments on 2013-2019 DRAFT Report

FYI – sent by Michael Pollock

**HEATHER WRIGHT, AICP**  
Director of Planning and Community Development

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**The Planning and Community Development Department (PCD) counter is now open for general questions Monday – Friday, 8 am to Noon. All permits require an [appointment](#) for submittal. If you have questions you want answered virtually, schedule an afternoon [appointment](#).**

---

**From:** Michael Pollock <mpollock@bainbridgewa.gov>  
**Sent:** Tuesday, September 21, 2021 4:51 PM  
**To:** BuildableLands@co.kitsap.wa.us  
**Cc:** Christy Carr <ccarr@bainbridgewa.gov>; Blair King <bking@bainbridgewa.gov>; Heather Wright <hwright@bainbridgewa.gov>  
**Subject:** Comments on 2013-2019 DRAFT Report

Below I provide comments concerning the characterization of and methodology used to calculate the population capacity of Bainbridge Island.

Key points are:

- It is incorrect to refer to our growth strategy as one of “promoting” growth and development in Winslow or the neighborhood service centers, or really anywhere on the island (see p. 80 of BLR). Our growth strategy is to manage population growth at a sustainable level except and to accommodate growth mandated by the Growth Management Act. We seek to minimize future GMA-mandated population allocations, consistent with our goals of sustainability as described in our Comprehensive Plan’s guiding principles and policies.
- The Bainbridge Island population capacity estimate of 5,301 provided in the draft Buildable Lands Report (p. 80) is unrealistically low because it does not take into account our land use code. For example, clustering of homes, particularly near critical areas, the HDDP program, ADUs, and FAR bonus density codes substantially increase population capacity potential in the aggregate. The required BLR methodology indicates that the unique circumstances of a particular jurisdiction’s land use regulations

should be taken into account when estimating population capacity and this draft BLR does not meaningfully do that for Bainbridge Island.

- As an example, the BLR methodology would appear to assign a value of one single family residence to a 5-acre parcel in R-0.4 zone, containing 80% wetlands, whereas based on the BI municipal code, two SFRs and two ADUs would be allowed, with the concomitant increase in population capacity.
- The BLR methodology envisions robust public outreach and engagement, yet there appears to be a limited time period for public engagement and limited public outreach and engagement.
- The BLR methodology appears to calculate population capacity/buildable lands on a lot-by-lot basis. These data should be made available to the public via an online interactive map, and the public allowed to comment and to correct mistakes. This would create both a meaningful public participation opportunity and increase the accuracy of the analysis. This also has implications for assessed property values.

## Additional comments and notes

p. 10-11 Exhibits 2 and 3 have an end product of “population capacity” the stated goals on p. 1. include pop capacity.

Identify, if necessary, reasonable measures to address the following questions:

- | Are achieved densities consistent with planned densities?
- | Is the rate of employment and population growth consistent with adopted 2036 targets?
- | Is there capacity for employment and population growth compared to 2036 targets?

What needs to change?

Transparency of methodology needed.

See also bottom of p. 2

Infrastructure definitions are problematic. Don't include onsite composting or incinerating toilets, grey water system. Focused on taxpayer funded and GHG emitting-intensive.

See flow chart infrastructure on p 110/379.

Some page numbers missing. Pages are renumbered depending on the section.

p. 113 setting shoreline parcels < 1 ac development potential to zero in step 1.1 is a source of error when calculating vacant lands in the next step 1.2

p. 116 next step why base on 2.5x instead of 2? Regardless, the step should take into account ADUs. Also, why not publish the map or include in the assessor's database and then include an update based on applications received? That is, verify the model assumptions over time. Can a retrospective be done to see if the previous model assumptions were correct?

Where is the calculation of error in estimates?

In general, focused on subtractions not additions. Is bonus far, HDDP, religious exemption for AH included? These are our LU regulations and should be included. (quiet upzones)

p. 118 deviations are necessary to account for unique circumstances. Our unique circumstance is the high price of real estate and affordability issues.

Need to look at definition of infrastructure gap.

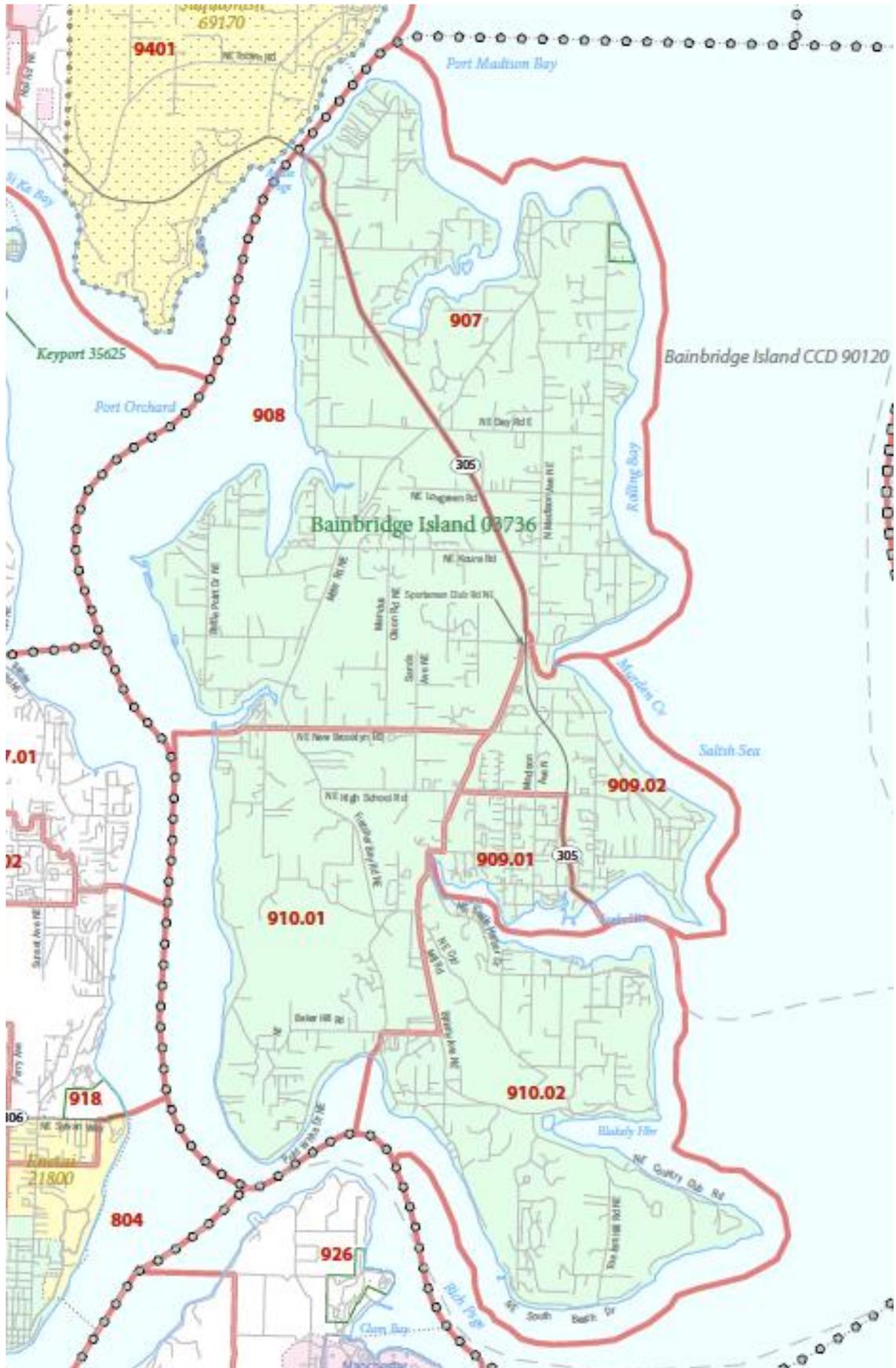
Step 2 Exclude high value home 2.5x property value. What about ADUs? Did we adjust this figure for local circumstances?

Step 3. Removing vacant land with critical areas from capacity estimate ignores our RUE regulations.

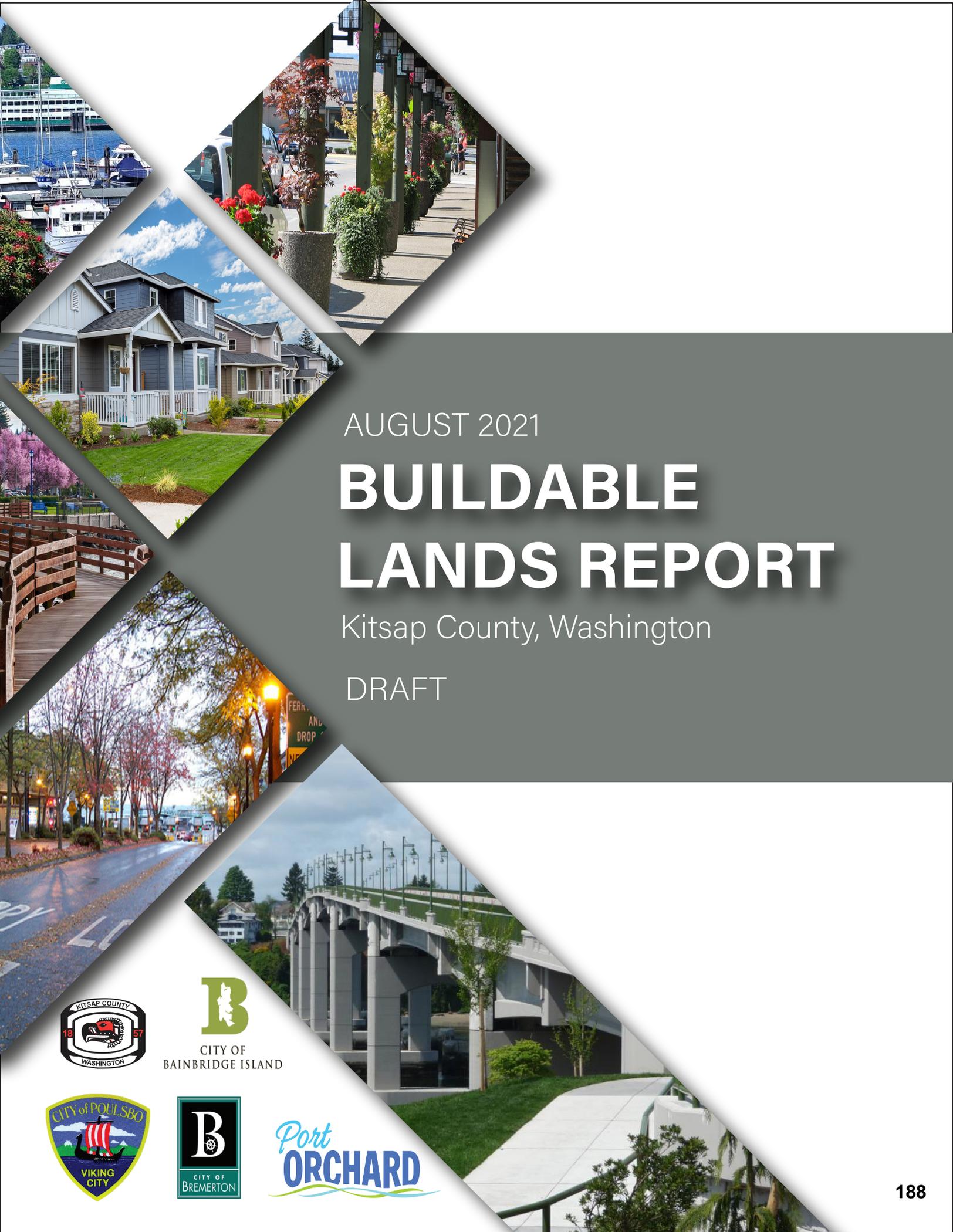
Step 3.3 ignores potential for clustering. (p.122).

Also after CAO application if developable acres = < 1 bu, does it go to zero or one unit or does it remain a fraction? E.g. a 5 acre parcel in R.04 with an acre outside of CA. In many cases this would allow for two homesites and four homes, i.e. two SFRs and two ADUs, but according to the BLR, the number of homes would be  $5 \text{ acres} * .25 = 1.25$ , which = half a home, and this may get rounded down to zero or up to 1, depending on the algorithm. It makes sense to round up to 1, but this needs verifying.

Also, does “overall polygon acreage” refer to the area of the critical area polygon within the parcel polygon or the overall area of the parcel polygon?



**Bainbridge Island 2020 Census Tracts**



AUGUST 2021

# BUILDABLE LANDS REPORT

Kitsap County, Washington

DRAFT



# Executive Summary

The Washington State Growth Management Act (GMA) requires the state's fastest growing counties to periodically review and evaluate development trends to ensure consistency with GMA, countywide planning policies, and comprehensive plans (RCW 36.70A.215). This review and evaluation is commonly known as the "Buildable Lands Program" and applies to seven counties, including Kitsap County, the cities of Bainbridge Island, Poulsbo, Bremerton and Port Orchard. The main deliverable of the program is the Buildable Lands Report. This is the fourth Buildable Lands Report compiled by Kitsap County and the cities within. This Buildable Lands Report evaluates growth trends between 2013-2019 timeframe. Previous reports were published in 2002, 2007, and 2014.

The purpose and scope of the 2013-2019 Buildable Lands Report, as shown in the graphic below, is to:

- "Look back" to evaluate whether development trends between 2013-2019 are consistent with development assumptions and policies noted in Kitsap's Countywide Planning Policies (CPPs) and local comprehensive plans.
- "Look forward" to determine if there is sufficient land supply in urban areas to accommodate the remainder of the 20-year targets for:
  - commercial employment
  - industrial employment
  - housing units to accommodate population
- Identify, if necessary, reasonable measures to address the following questions:
  - Are achieved densities consistent with planned densities?
  - Is the rate of employment and population growth consistent with adopted 2036 targets?
  - Is there capacity for employment and population growth compared to 2036 targets?

The findings herein will also help inform the development of new growth targets by jurisdiction, as specifically outlined in the Kitsap Countywide Planning Policies (CPPs). The findings will also be used by jurisdictions to inform the next round of comprehensive plan and development code updates as well as subsequent implementation work by jurisdictions. This report is organized into the following components.

- **Chapter 1: Introduction:** This chapter summarizes the regulatory and policy framework for this update to the Buildable Lands Program.
- **Chapter 2: Methodology Overview:** This chapter gives an overview of the methodologies used by jurisdictions to evaluate historic development trends as well as future growth capacity.
- **Chapter 3: Growth and Development Trends:** This chapter reports on the findings of development trends during the evaluation period of 2013 to 2019.
- **Chapter 4: Growth Capacity:** This chapter summarizes and discusses urban growth land capacity within each city and the unincorporated UGAs.
- **Chapter 5: Reasonable Measures:** This chapter identifies required consistency checks, observations and reasonable measures to be considered in jurisdictions next comprehensive plan and development code update other than adjusting urban growth areas.

## Acknowledgments

Consistent with the review and evaluation requirements noted in the Washington State Growth Management Act and the Kitsap Countywide Planning Policies, this draft report was prepared by Kitsap County and the cities within, and with the support of Berk Consulting Inc. and Heartland LLC. This report could not be completed without the coordination, countless hours and technical guidance from county and city partners, which occurred during a global, nationwide and statewide COVID-19 pandemic. Special thanks to the following participants:

### City of Bainbridge Island

- Heather Wright, Director of Planning and Community Development
- Jennifer Sutton, Senior Planner
- Gretchen Brown, Mapping/CAD Specialist

### City of Poulsbo

- Karla Boughton, Director of Planning and Economic Development
- Nikole Coleman, Senior Planner

### City of Bremerton

- Andrea Spencer, Director of Community Development
- Garrett Jackson, Planning Manager
- Alison Satter, Planning Manager (former)

### City of Port Orchard

- Nick Bond, Director of Community Development
- Keri Sallee, Long Range Planner

### Kitsap County

- Jeff Rimack, Director of Community Development
- Angie Silva, Assistant Director
- Liz Williams, Planning and Environmental Programs Manager
- Cindy Read, GIS Technology Analyst
- Lisa Nickel, Senior Deputy Prosecutor
- Eric Baker, Policy Manager

This Buildable Lands Program update also was not possible without the grant funding provided by the Washington State Department of Commerce.

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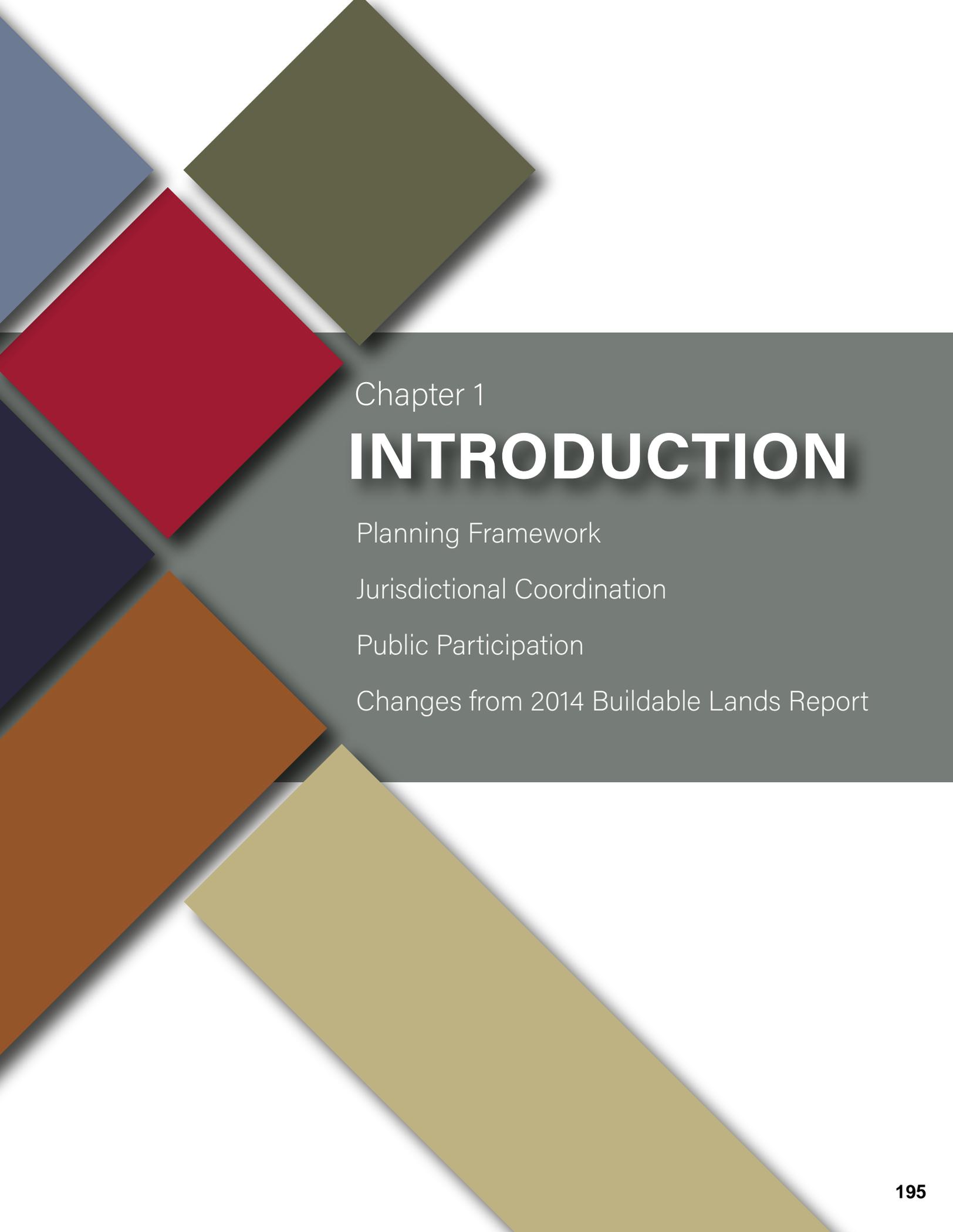
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Chapter 1

# INTRODUCTION

Planning Framework

Jurisdictional Coordination

Public Participation

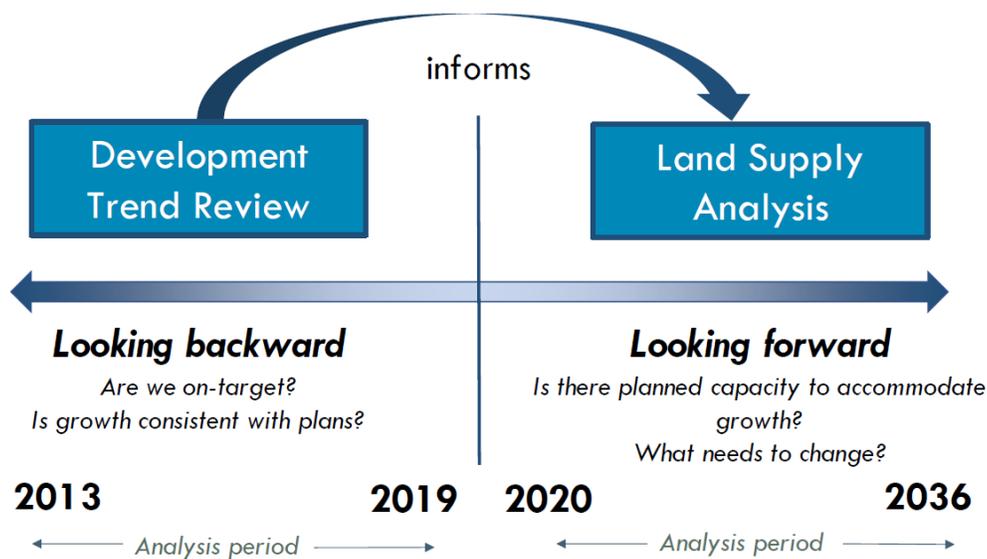
Changes from 2014 Buildable Lands Report

## Chapter 1: Introduction

The 2021 Buildable Lands Report (BLR) responds to the review and evaluation requirements of the Washington State Growth Management Act (GMA) in the Revised Code of Washington (RCW) 36.70A.215. This is the fourth BLR completed by Kitsap County and the cities. Previous reports were published in 2002, 2007, and 2014.

Kitsap County and the cities within it are one of seven counties required by GMA to conduct a review and evaluation program. This report includes findings from three key components of Kitsap County’s Buildable Lands Program which are required under RCW 36.70A.215 and Washington Administrative Code (WAC) 365-196-315. As summarized in the image below, this includes:

- "Look back" to evaluate whether development trends between 2013-2019 are consistent with development assumptions and policies noted in Kitsap’s Countywide Planning Polices (CPPs) and local comprehensive plans.
- "Look forward" to determine if there is sufficient land supply in urban areas to accommodate the remainder of the 20-year targets for:
  - commercial employment
  - industrial employment
  - housing units to accommodate population
- Identify, if necessary, reasonable measures to address the following questions:
  - Are achieved densities consistent with planned densities?
  - Is the rate of employment and population growth consistent with adopted 2036 targets?
  - Is there capacity for employment and population growth compared to 2036 targets?



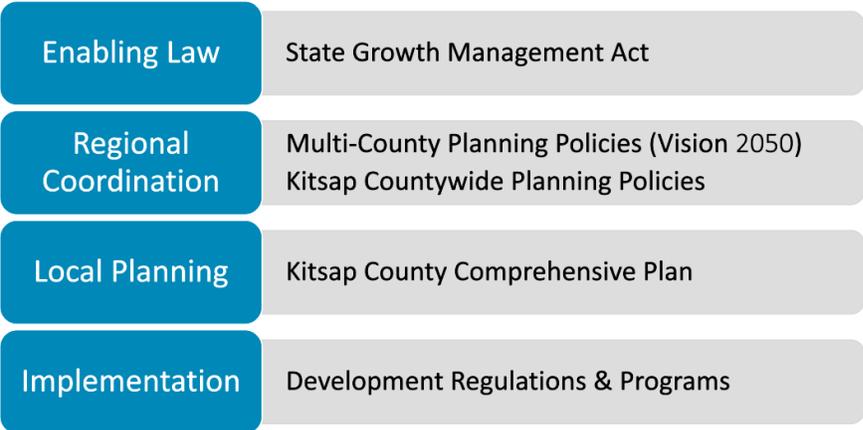
Additionally, this report was developed by Kitsap County in coordination with the cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo and with support from BERK Consulting and Heartland LLC. The findings herein will also help inform the development of new growth targets by jurisdiction, as specifically outlined in the CPPs. The findings will also be used by jurisdictions to inform the next round of comprehensive plan and development code updates as well as subsequent implementation work.

## Regulatory Planning Framework

### Growth Management Act

GMA was enacted in 1990s to address “uncoordinated and unplanned growth, together with a lack of common goals expressing the public’s interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state. It is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning. Further, the legislature finds that it is in the public interest that economic development programs be shared with communities experiencing insufficient economic growth.”<sup>1</sup> In summation, the GMA created a state mandated planning framework for jurisdictions to locally address growth in urban areas while protecting natural resource lands and environmentally sensitive areas.

Kitsap County is one of 18 counties and the cities within that are required to fully plan under GMA, while other Washington communities have opted fully in or are partially planning under the state mandate. As a fully planning jurisdiction, RCW 36.70A.040 requires the designation of Urban Growth Areas (UGAs), which are areas where urban growth must be encouraged and outside of which growth can occur only if it is not urban in nature.



A key component of the GMA is the Review and Evaluation Program under RCW 36.70A.215. This is also commonly known as the Buildable Lands Program, which applies to seven counties, including Kitsap County and all of the cities within it. Overall, this program mandates a look back at actual development trends that has occurred during an evaluation period and a comparison of growth and development assumptions to determine whether each jurisdiction has sufficient residential and employment land in urban areas to meet adopted growth targets. The program also mandates an evaluation of whether urban and rural growth is actually being achieved at densities that are consistent with those allowed in comprehensive plans and development regulations.

In 2017, the Washington State Legislature passed the first major revision to the Review and Evaluation program (E2SSB 5254). This update includes new requirements related to infrastructure gap analysis,

<sup>1</sup> RCW 36.70A.010

market factor assumptions, and reasonable measures. These updates are summarized as follows:<sup>2</sup>

- **Buildable Lands Report Timing:** Under E2SSB 5254, the buildable lands report must be completed prior to a jurisdiction's next periodic comprehensive plan update. Under RCW 36.70A.130, Kitsap and the cities within must review and if needed revise their comprehensive plans and associated development regulations on or before June 30, 2024.
- **Land Suitable for Development:** Under E2SSB 5254, the evaluation component of the program to determine suitable land must include consideration of land use or zoning regulations, environmental regulations impacting development, other regulations that might inhibit the achievement of assumed densities, and infrastructure gaps. The evaluation of suitable land must also include development of a reasonable market supply factor that identifies reductions in land suitable for development and redevelopment.
- **Reasonable Measures:** Under E2SSB 5254, the requirement to annually monitor and adjust measures that are adopted to address inconsistency between forecasted and experienced growth was temporarily suspended (until January 1, 2030). However, reasonable measures are to be evaluated if observed inconsistencies are identified.

## Regional and Local Planning Framework

### Countywide Planning Policies and 20-Year Growth Targets

Under RCW 36.70A.210, GMA requires that counties (along with cities) to adopt countywide planning policies (CPPs) to establish a regional, countywide policy framework under which county and city comprehensive plans are consistent with. The Kitsap Regional Coordinating Council (KRCC) is the regional body in Kitsap County in charge of developing, updating and maintaining the CPPs for Kitsap County and its cities. KRCC is comprised of elected officials from Kitsap County, the Cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo, and the Suquamish and Port Gamble S'Klallam Tribes. KRCC also includes representation from the United States Navy, Kitsap Transit, and the Ports of Bremerton and Kingston.

Local policies related to the Buildable Lands Program are found in Element B: Urban Growth Areas (UGAs) of the CPPs.<sup>3</sup> The policies require the County and local cities to do the following:

- Maintain a Land Capacity Analysis Program and use a consistent, agreed-upon methodology to estimate the land supply (Element B (1)(a));
- Participate in an agreed-upon Buildable Lands Analysis Program to monitor & evaluate the effectiveness of their respective comprehensive plans (Element B (1)(b));
- Establish procedures for resolving disputes in the collection and analysis of data (Element B (1)(c));
- Be responsible for implementing appropriate reasonable measures within their jurisdictional boundaries if inconsistencies are identified (Element B (2)).

Additionally, and consistent with RCW 36.70A.215, in 2021 KRCC developed updates to the CPPs and

<sup>2</sup> Source: House Bill Report 5254, Page 2. Link: [5254 HBR 2ND 17.pdf \(wa.gov\)](#)

<sup>3</sup> Kitsap Countywide Planning Policies Adopted 5/11/15, Ordinance 522-2015; Element B: Urban Growth Areas.

to the sections referenced above related to the Buildable Lands Program. Following a July 6, 2021 public hearing, the KRCC Board recommended revisions to the CPPs to address changes to state law and the adoption of multi-county policies, specifically Puget Sound's Regional Councils (PSRC) October 2020 adoption of Vision 2050. Vision 2050 also incorporated PSRCs adopted March 2018 Regional Growth Strategy.<sup>4</sup>

Further and located in CPP Appendices B1 and B2, the CPPs identify future 20-year growth targets for both population and employment with a planning horizon to 2036. The 2036 growth targets were adopted May 11, 2015 and have been used by jurisdictions to develop their own comprehensive plans, including their last major comprehensive plan update completed in 2016.

Per CPP Policy UGA-5 of Element B: Urban Growth Areas, population targets are to be reviewed every five years by KRCC.<sup>5</sup> Further noted in this policy and reflected in Appendix B of the CPPs, the future growth allocations are based on a "target" of accommodating 76 percent of new population growth within Urban Growth Areas (UGAs) and 24 percent of new growth in rural areas. The CPPs further note once the 76 percent is met or exceeded, the UGA target for accommodating new population growth share shall increase to 83 percent in urban areas. It also notes that if the 76 percent is not met, "the target may be reaffirmed or otherwise modified" prior to the next update to population growth targets.

In 2021, it is expected KRCC will be updating growth targets to 2044 consistent with Washington Office of Financial Management, PSRCs Vision 2050 and the March 2018 PSRC Regional Growth Strategy. The updates to the CPPs will lay the foundation for update to local comprehensive plans and associated development regulations required of Kitsap County and the cities within on or by June 30, 2024.

### **Local Comprehensive Plans**

Pursuant to RCW 36.70A.070, local comprehensive plans are required to have mandatory elements such as land use, housing, capital facilities plan and utilities, and rural development. These comprehensive plans further incorporate other GMA directives, multi-county planning policies such as PSRCs Vision 2050, and Countywide Planning Policies. The Buildable Lands Program provides an opportunity for periodic review and evaluation of development trends compared to policy targets outlined in the CPPs and local comprehensive plans.

Under RCW 36.70A.110, jurisdictions must plan and provide for both household and job growth to meet their targets through designation of sufficient urban land suitable for development in their comprehensive plans and regulations. This Buildable Lands Report, guided by RCW 36.70A.215, presents estimated capacity for population and employment growth by jurisdictions based on a methodology informed by actual achieved densities from recent development activity. The results enable the evaluation of whether counties and cities can meet the adopted targets at the end of the planning cycle. Any observed inconsistencies in this study must be addressed by the jurisdiction through reasonable measures identified herein and adopted in their next comprehensive plan and development code update.

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<sup>4</sup> RCW 36.70A.210 (7)

<sup>5</sup> In the draft recommended CPP revisions transmitted to Kitsap County on July 19, 2021 following the KRCCs Board July 6, 2021 public hearing and deliberation, propose this policy to be removed. For the proposed CPPs to become effective, Kitsap County and cities within will follow the process outlined in Appendix A of the CPPs.

## Department of Commerce Guidelines

Following revisions to the buildable lands program by the state in 2017 through E2SSB 5254, the Washington State Department of Commerce (Commerce) published revised Buildable Lands Guidelines in 2018 for use by counties and cities responsible for carrying out a Review and Evaluation Program under GMA. These updated Guidelines summarize requirements, including new requirements of RCW 36.70A.215 and WAC 365-196-315, and provide best practices and methodologies for carrying out those requirements. Kitsap County and its cities used these Guidelines when developing its Buildable Lands Program update. As a supplement document to these 2018 updated Guidelines, Commerce also issued their Housing Memo: Issues Affecting Housing Availability and Affordability. This memo was also required with the passage of E2SSB 5254.

## County and Jurisdiction Coordination

Participation in the Buildable Lands Program is a joint responsibility among all jurisdictions in Kitsap County. County staff in the Department of Community Development facilitated the Buildable Lands Program update, with participation from representatives from the Cities of Bainbridge Island, Poulsbo, Bremerton and Port Orchard. **Exhibit 1** summarizes the roles and responsibilities of the County and individual jurisdictions.

**Exhibit 1. Jurisdiction Roles and Responsibilities**

	<b>Kitsap County</b>	<b>Individual Jurisdictions</b>
Methodology for data collection and analysis	Develop standardized methodology for data collection and analysis, with guidance on key assumptions to be made by individual jurisdictions.	Review and offer feedback on draft methodology and guidance.
Analysis of achieved densities	Review data shared by jurisdictions for consistency with methodology and guidance.	Gather and analyze data in accordance with methodology and guidance. Share results with County for review.
Land capacity analysis	Review data shared by jurisdictions for consistency with methodology and guidance.	Identify developable land supply, select local development assumptions to calculate capacity in accordance with methodology and guidance.
Reasonable Measures	Identify observed inconsistencies between growth, capacity, and planning goals using standard criteria.	Review observed inconsistencies and determine whether reasonable measures are necessary. Implement reasonable measures in next comprehensive plan or development regulation update.
Buildable lands report	Lead preparation of draft and final Buildable Lands Report (BLR).	Review draft BLR and provide comments.

**Public Participation**

Kitsap County provided opportunities for public outreach and participation early and often throughout the Buildable Lands Program update process. Opportunities for public awareness, education and participation are documented in *Appendix F: Public Participation Plan*.

There were three goals of this engagement:

- To provide interested parties with timely information and an understanding of the statutory requirements, guiding case law, and the process, so everyone can participate at key project milestones.
- Ensure transparency throughout the process.
- Encourage interested parties and key partners to provide feedback early and often throughout the process.

**Changes from the 2014 Buildable Lands Report**

While the overall purpose of this report was similar from the last Buildable Lands Report issued in 2014, consistent with E2SSB 5254 and updated Commerce Guidelines, there are changes in this 2021 report to

address new requirements and other updates to local comprehensive plans and development regulations. A summary of primary changes is listed below.

- **New CAO requirements.** Jurisdictions are required to update their local Critical Areas Ordinances (CAO) every 8-years to account for best available science. The last update to local CAOs was completed in 2017, which was during this report’s evaluation period.
- **New stormwater requirements.** Based upon Washington State Department of Ecology’s 2012 National Pollutant Discharge Elimination System (NPDES) Phase II permits for Western Washington communities, modified stormwater requirements were locally adopted in 2016. This update occurred during this report’s evaluation period.
- **Infrastructure gap analysis.** E2SSB 5254 required formal evaluation of infrastructure gaps and their effects on urban growth capacity based upon existing capital facilities plans.
- **Market factor or unavailable lands assumptions.** The legislative changes in 2017 also called for a more rigorous approach to developing “market factor” assumptions. The changes were intended to account for qualitative reductions in the amount of land suitable for residential development and employment activities. Previously in other buildable lands reports, “market factor” was used to estimate the percentage of parcels that would be expected remain unavailable for development due to owner preferences or legal encumbrances. Under the new legislation and Commerce guidance, a wider range of factors that may block or severely inhibit market availability of suitable land are to be considered. As a result, market factor assumptions used in this BLR are not directly comparable to those used in previous BLRs.
- **Achieved employment density.** Previous Kitsap County BLRs reported on nonresidential development activity, but not achieved employment densities. Consistent with Commerce’s 2018 guidance, this BLR details the achieved net new jobs per acre of nonresidential development, aggregated at the jurisdiction scale.
- **Reasonable measures.** The 2017 legislative changes also added additional points of analysis for when jurisdictions would need to adopt reasonable measures. Under past buildable lands analyses, jurisdictions experiencing observed inconsistencies could be expected to adopt reasonable measures. Under the 2017 legislation, jurisdictions that are not on track to achieve their growth targets or planned densities within the planning horizon would also be required to adopt reasonable measures to overcome these circumstances in their next comprehensive plan and development code update. This 2021 Buildable Lands Report uses three different tests to help evaluate whether reasonable measures may be needed as part of local comprehensive plan updates. These tests address the following questions:
  - Are achieved residential densities consistent with allowed densities?
  - Is the rate of population and employment growth consistent with the 2036 growth target?
  - Is there capacity for accommodating the remaining 2036 population and employment growth target?



Chapter 2

# METHODOLOGY OVERVIEW

Achieved Residential Density

Achieved Employment Density

Land Capacity Analysis



## Chapter 2: Methodology Overview

Kitsap County and the cities located within worked collaboratively to fulfill the requirements of the Buildable Lands Program and the Kitsap Countywide Planning Policies (CPPs). For this BLR, Kitsap County developed the review and evaluation methodology based on statutory requirements, Commerce guidance, and input from the Cities of Port Orchard, Bremerton, Poulsbo and Bainbridge Island. The CPPs also require a consistent and agreed upon land capacity methodology to estimate land supply.<sup>6</sup> While all Kitsap jurisdictions must use the same land capacity methodology or framework per the CPPs, individual jurisdictions can develop different assumptions based upon local circumstances.

Chapter 2 outlines the land capacity methodology for urban residential, mixed-use and employment lands. This Chapter also documents assumed residential and employment densities. Further details about the land capacity analysis methodology can be found in *Appendix A: Kitsap County Land Capacity Analysis Technical Methodology Guidance*.

### Achieved Residential Density, 2013-2019

This section describes the methodology used to measure achieved residential densities by zone and jurisdiction for the evaluation period of 2013 to 2019 as shown in the first part of Chapter 3. Density for residential development is generally measured as housing units per acre of developed land. In this study, achieved density was evaluated in a few ways to be able to get a holistic view of development. As explained below, these are by urban platted density (both gross and net acres) and by the density for permits issued during the evaluation period.

Platted density refers to the lot density of new subdivisions issued during the evaluation period. These subdivisions committed to a specific lot size and whether or not development has actually occurred on each separate lot. Residential final plats issued between 2013-2019 were summarized by jurisdiction and by zone, with associated calculations for gross and net acreage. For urban zones, gross and net acreage were calculated through an analysis of each plat's constituent parcels. Gross acreage represents the full area, including critical areas, roadways, etc., in a plat, while net acreage deducts land exclusively used for common/open space, utilities, right of way, stormwater, and other land to remain undeveloped. The primary measure of achieved platted density is lots per **net** acres. However, density per gross acre is also calculated for the purpose of comparing achieved density with maximum allowed density. For rural zones, only gross acres were utilized consistent with Kitsap County Code on how to calculate density.<sup>7</sup>

Permitted density, as used herein, assesses the density of all new housing building permits issued on existing lots or parcels. This includes new units permitted on larger parcels that may include critical areas that cannot develop, as well as cases where permitted units may not yet reflect the full build-out as it is a phased development. Permitted development, both urban and rural, may also include new units on pre-GMA, non-conforming vested lots that do not conform to current zoning standards. They also can be a less reliable measure of actual achieved density because of critical areas and full build out considerations that are difficult to capture during this evaluation period.

<sup>6</sup> Kitsap Countywide Planning Policies Adopted 5/11/15, Ordinance 522-2015; Element B: Urban Growth Areas; Policy 1.

<sup>7</sup> KCC 17.420.020(A)

When available for urban zones, net platted density provides the most reliable measure of achieved density because it is not affected by the limitations are described above. Taken together, however, building permit and final platted density are good indicators of land consumption for residential purposes. The exhibits within this Chapter only include zones that had development activity during the evaluation period.

## Achieved Employment Density, 2013-2019

This section describes the methods used to evaluate achieved commercial and industrial density between the years 2013-2019 as shown in the second half of Chapter 3. Achieved density for non-residential or employment lands is measured based on the building square footage developed in commercial and industrial zones. This improved square footage can then be compared to the overall site area to determine an average Floor Area Ratio (FAR). While some Kitsap jurisdictions regulate commercial/industrial development using FAR (similar to residential densities), many do not. However, assessing achieved employment density using a standardized metric like FAR allows for comparison of development intensity between jurisdictions, regardless of their geographic size.

Achieved non-residential density is based on Kitsap County Assessor records for commercial and industrial parcels and associated building improvements. Records were filtered to include only properties with new employment construction between 2013-2019 and to isolate improvements that would contribute to on-site employment. Miscellaneous site improvements such as parking areas, fencing, landscaping, decks, loading docks, etc. were excluded, as were internal tenant improvements (elevators, sprinkler systems, etc.). The exhibits within this section of the report only include zones that had development activity during the evaluation period.

## Land Capacity Analysis

Kitsap County developed a consistent framework or methodology for evaluating land capacity, while allowing for customization of key assumptions by individual jurisdictions to reflect local circumstances. *Appendix A: Kitsap County Land Capacity Analysis Technical Methodology Guidance* details specific steps where variations to the assumptions may be appropriate due to local circumstances while still maintaining a consistent methodology. This Appendix also outlines methods to avoid “double-dipping” or double counting of factors. Where cities have developed different assumptions, supporting documentation and analysis have been provided by each jurisdiction and collected in *Appendix C. City LCA Assumption Documentation*.

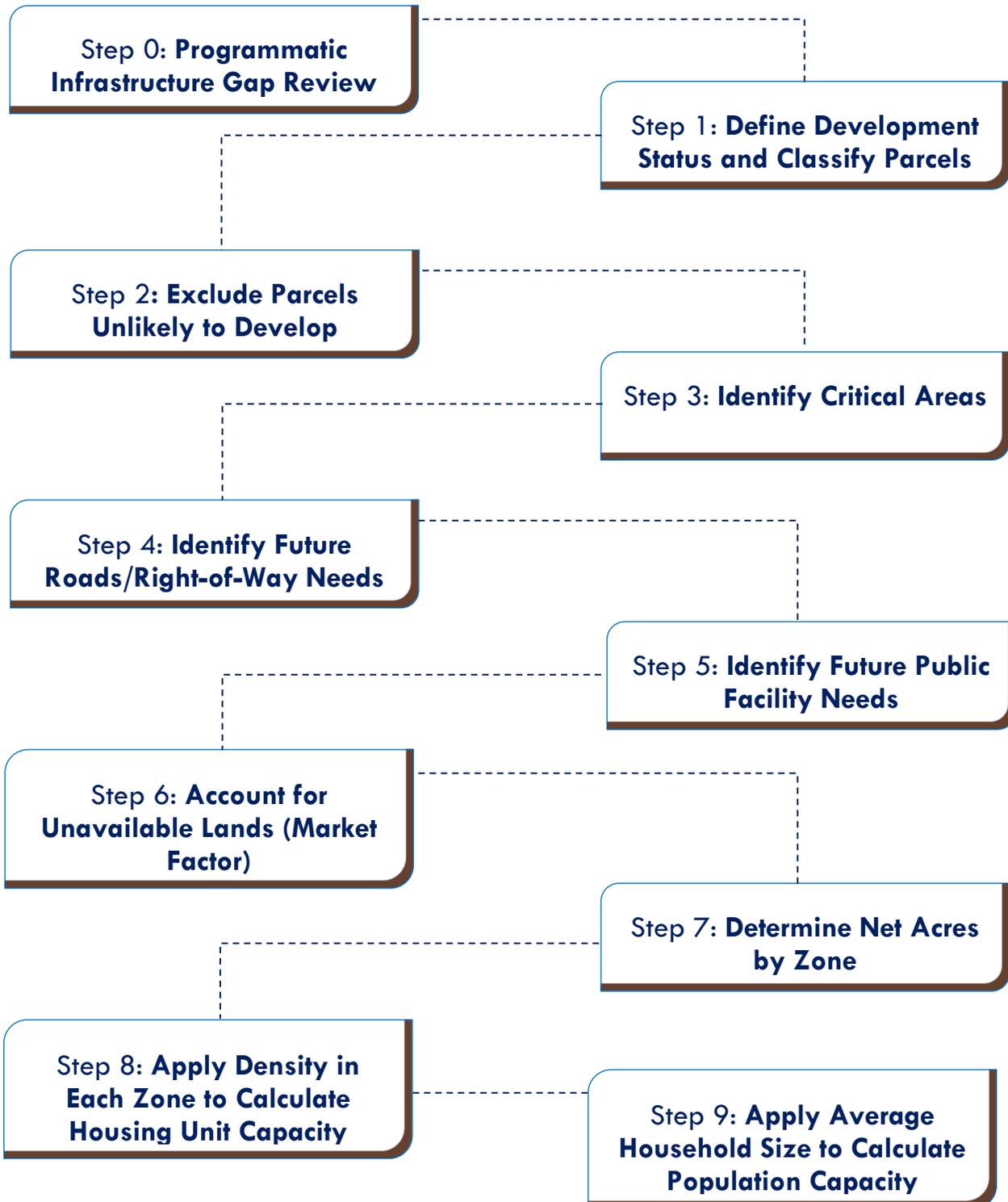
An overview of the Kitsap County residential LCA methodology is shown in **Exhibit 2 and 3**; the employment land capacity analysis follows a similar framework. The methodology includes two phases. The first phase, Step 0, is a programmatic Infrastructure Gap Review of existing capital facility plans. The second phase, Steps 1-9, consists of nine steps designed to be executed in GIS.

## Distinguishing Achieved Density from Assumed Density

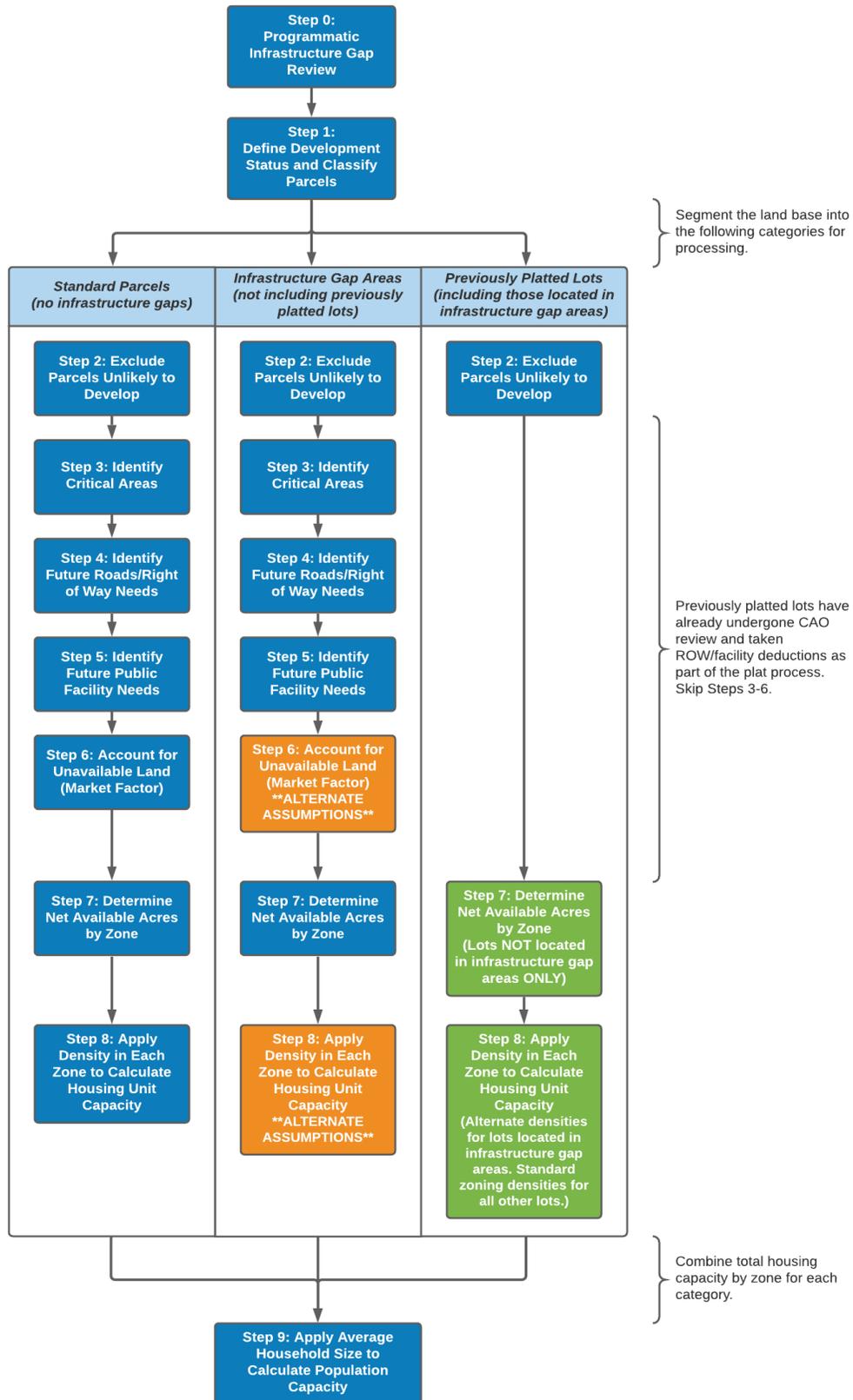
To evaluate land capacity for future population and employment growth, each jurisdiction must select assumed densities, which are those densities “at which future development is expected to occur” (WAC 365-196-210(6)). Achieved density, as outlined earlier in this Chapter, can be a starting point for

determining assumed density. However, jurisdictions must draw upon local circumstances when selecting a reasonable assumed density. Additional discussion of assumed density is included in the Land Capacity Analysis overview below.

**Exhibit 2. Kitsap County Urban Residential LCA Process Overview**



**Exhibit 3. Residential Land Supply Data Processing Diagram**



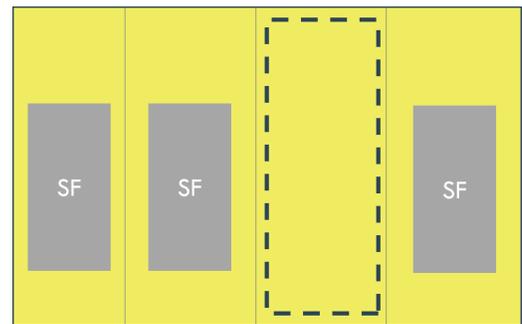
## Programmatic Infrastructure Gap Review (Step 0)

As mentioned above, in 2017 the state legislature passed E2SSB 5254 adding a requirement (RCW 36.70A.215(3)(b)(i)) that provides a review and evaluation of land use designations, development regulations and infrastructure gaps. The intent is to determine area-specific lands that could affect the amount of land and timing of future development available to accommodate projected growth assumptions. Infrastructure to be reviewed includes but is not limited to transportation, water, sewer, and stormwater. The Gap Review performed for this BLR includes a high-level review of available information noted in existing capital facilities plans to determine which infrastructure systems, if any, have the potential to prevent the achievement of assumed densities or delay development.

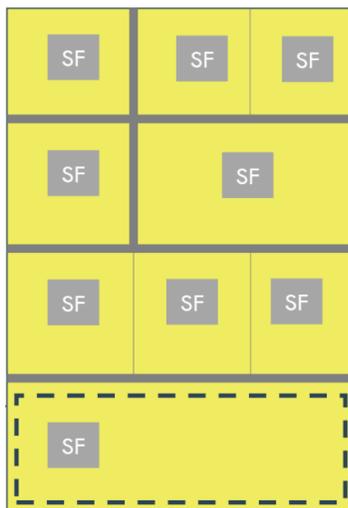
If constraints were identified, jurisdictions were able to develop alternative assumed densities or develop alternative assumed market factors for these areas.

## Land Classification and Exclusion of Parcels Unlikely to Develop (Steps 1-2)

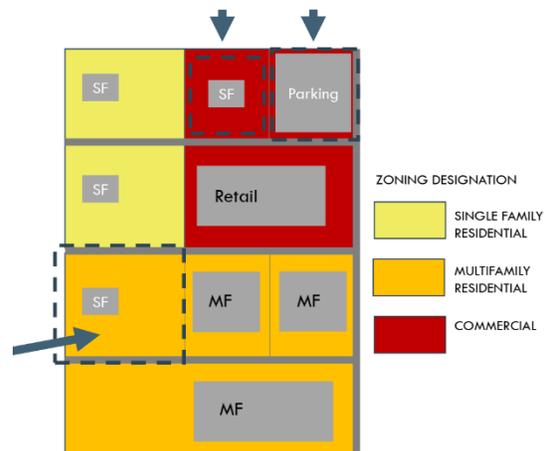
These steps establish the gross supply of vacant and underutilized, including partially underutilized lands. Parcels are classified based on their current land use, potential for further subdivision, and land and improvement values. These steps also identify pipeline properties that have been permitted or approved between January 1, 2020 to December 31, 2020. This process also identifies properties on the basis of improvement to land value ratio, and excludes lands unlikely to redevelop such as a luxury home.



Example of Vacant Parcels



Example of Partially Utilized Parcels



Example of Underutilized Parcels

### Critical Areas Deductions (Step 3)

Environmentally critical areas are protected under GMA<sup>8</sup> and Chapters 365-190 and 365-195 WAC. These areas are not available for future development. As such, the Land Capacity Analysis deducts land affected by Critical Areas from the overall land supply. Step 3 determines the location of Critical Areas, including the following:

- **Streams:** Both perennial and seasonal streams, as well as their associated buffer areas.
- **Wetlands:** Delineated wetland areas and their associated buffers, as regulated by the Critical Areas Ordinance.
- **Water Bodies:** Areas of standing water that cover a portion of a parcel, including lakes, ponds, bogs, or saltwater.
- **Hydric Soils:** Inclusion of hydric soils in the critical areas mosaic captures areas that have the potential to be classified as wetlands, even if no formal wetland delineation has been performed.
- **Areas of High Geologic Hazard:** Unstable areas with steep slopes or other geologic characteristics that make them highly unsuitable for development.

In addition to these features, the land capacity analysis allows jurisdictions the option of deducting Critical Aquifer Recharge Areas (CARAs). CARAs include areas that contain hydrogeologic conditions that facilitate aquifer recharge and/or transmit contaminants to an underlying aquifer. Development activities in these areas vary by jurisdiction, by type of use, and on the sensitivity of the individual CARA.

After identifying the locations of Critical Areas, Step 3 applies deductions based on the type of environmental resource present:

- **CARAs:** 25% deduction (optional)
- **Moderate Geologic Hazard Areas:** 50% deduction
- **Streams, Wetlands, Water Bodies, Hydric Soils, and High Geologic Hazard Areas:** 75% deduction



<sup>8</sup> RCW 36.70A.172; 36.70A.175

### Public Facility and Right-of-Way Deductions (Steps 4-5)

Roads, public right-of-way, and other public facilities are necessary for new development, particularly on undeveloped properties. The LCA applies deductions for future on-site and off-site road and public facility needs, other than sewer. While land needs for roads and public facilities can vary based project-level proposal, on site characteristics and individual jurisdictions development requirements, Kitsap County developed the following standard deductions for unincorporated areas based on a review of permit trends, approved plats, and code requirements. Incorporated cities were encouraged to modify this assumption to reflect local conditions.

- **Roads & Right-of-Way:** 20%
- **Public Facilities:** 20%



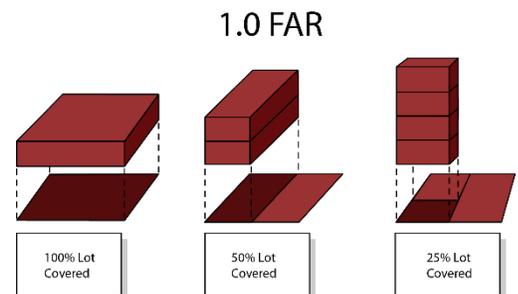
### Unavailable Lands and Market Factor (Step 6)

In addition to land needed for public infrastructure, some percentage of otherwise developable land is likely to remain unavailable due to market conditions and landowner intent. Step 6 of the LCA addresses this through application of a market factor based on predominant development product type and geography. Commerce guidance indicates larger urban jurisdictions with strong development activity should assume lower market factor deductions, while areas anticipating less substantial development activity can assume higher market factor deductions. The approach to this step assessed historic rates of deliveries of various product types and real estate trends such as information available on Redfin, CoStar and Washington Center for Real Estate Research. Appendix A: Kitsap County Land Capacity Analysis Technical Methodology Guidance contains detailed guidance for setting market factor assumptions per jurisdictional geography and product type.

### Net Developable Area and Capacity Calculations (Steps 7-9)

The final steps of the LCA apply the deductions computed in Steps 3-6 to the vacant and redevelopable land supply to determine the number of acres in each zone available for development. Residential and employment density assumptions for each zone are then applied to determine gross development capacity in the form of housing units in residential areas and square footage for employment zones. Net development capacity is then calculated by subtracting existing development on redevelopable properties:

- $\text{Net Housing Unit Capacity} = \text{Gross Housing Unit Capacity} - \text{Existing Housing Units}$
- $\text{Net Building Square Footage Capacity} = \text{Gross Building Square Footage Capacity} - \text{Existing Commercial/Industrial Space}$



Finally, residential and employment density assumptions for each zone are applied to determine the net residential and employment capacity for each zone. These results are shown in Chapter 4.



## Chapter 3

# GROWTH TRENDS

Growth Trends Compared to 2036 Targets

Residential Development Trends

Employment Development Trends



## Chapter 3. Growth and Development Trends

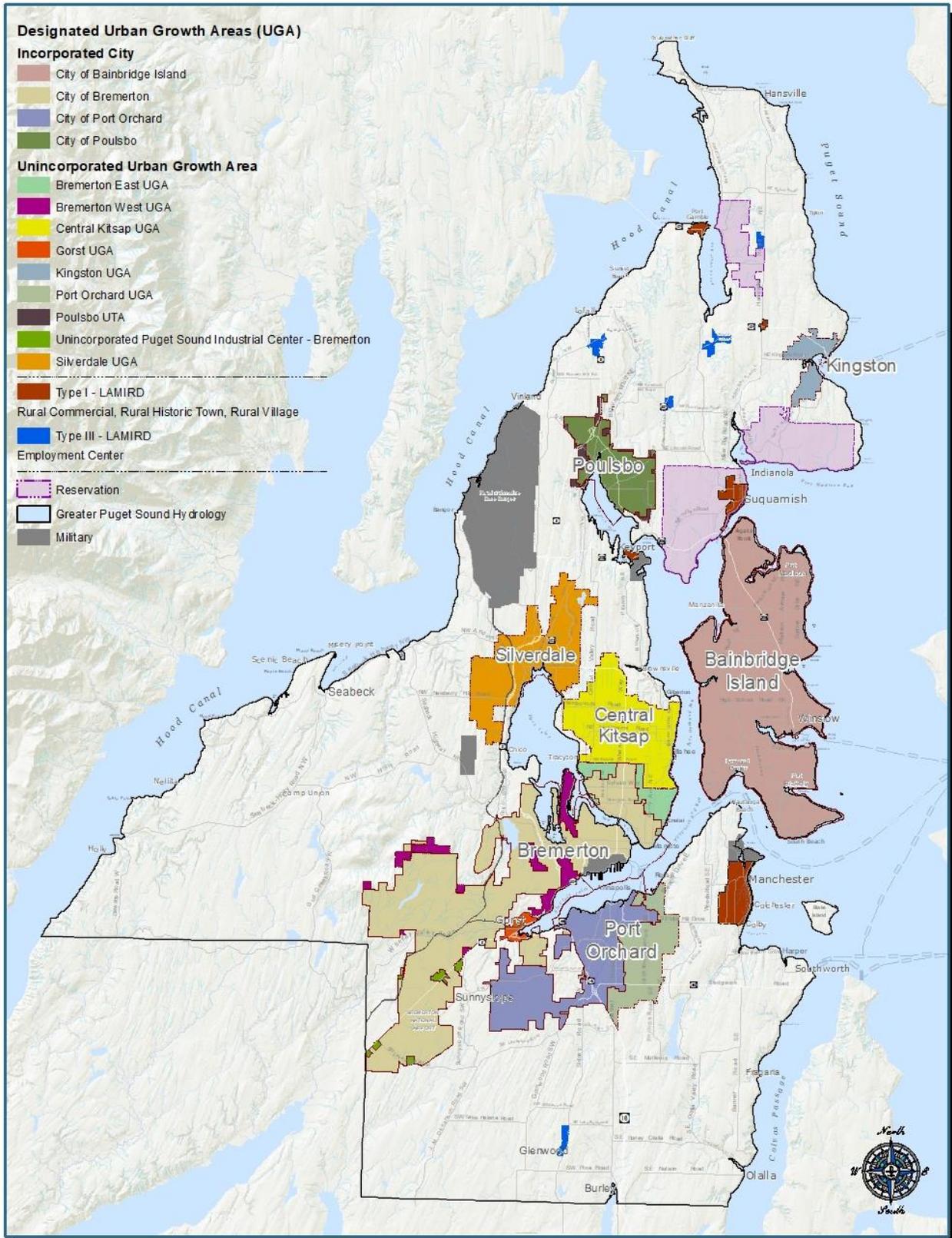
Chapter 3 reviews residential and employment growth trends in Kitsap County from January 1, 2013 to December 31, 2019. These trends are then compared to growth targets established in the [Kitsap Countywide Planning Policies](#) and the [Kitsap County Comprehensive Plan](#) (2016).<sup>9</sup> This chapter also presents an analysis of achieved density of new development and platted lots by zone within each city jurisdiction and unincorporated urban and rural. Achieved residential densities are compared to allowed density under current zoning.

The unincorporated urban results are organized based upon whether an unincorporated UGA is associated with an existing incorporated jurisdiction and as organized in the CPPs Appendices B-1 and B-2. For example, the unincorporated urban areas of the West Bremerton, East Bremerton, Puget Sound Industrial Area and Gorst UGAs are noted as Bremerton UGA. The unincorporated Port Orchard UGA is associated with the City of Port Orchard. The City of Poulsbo's associated UGA is the Poulsbo Urban Transition Area. **Exhibit 4** illustrates Kitsap city jurisdictions and unincorporated areas.

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<sup>9</sup> Targets set in the CPPs are the basis for the County's and cities' Comprehensive Plans. Each jurisdiction demonstrates consistency of its Comprehensive Plan with CPP targets. Kitsap County updated targets to address a more current base year, and for population and jobs achieved.

**Exhibit 4. Kitsap County Jurisdictions and Urban Growth Areas (UGAs)**



## Growth Trends Compared to 2036 Targets

This analysis had two objectives:

- For each city and UGA indicate whether the average annual rate of growth is on pace to achieve 2036 growth targets.
- Identify whether Kitsap County grew consistently with the CPP target share of 76% growth in urban areas (cities and unincorporated UGAs) between 2013-2019.

It is important to note that the analysis period begins in 2013, which predates the establishment of the 2016-2036 CPP growth targets adopted in 2015 and the adoption of relevant policies in both county and city comprehensive plans in 2016. Additionally, a portion of the analysis period for this report predates the implementation activities, including development regulation updates, that followed the adoption of local 2016 comprehensive plans.

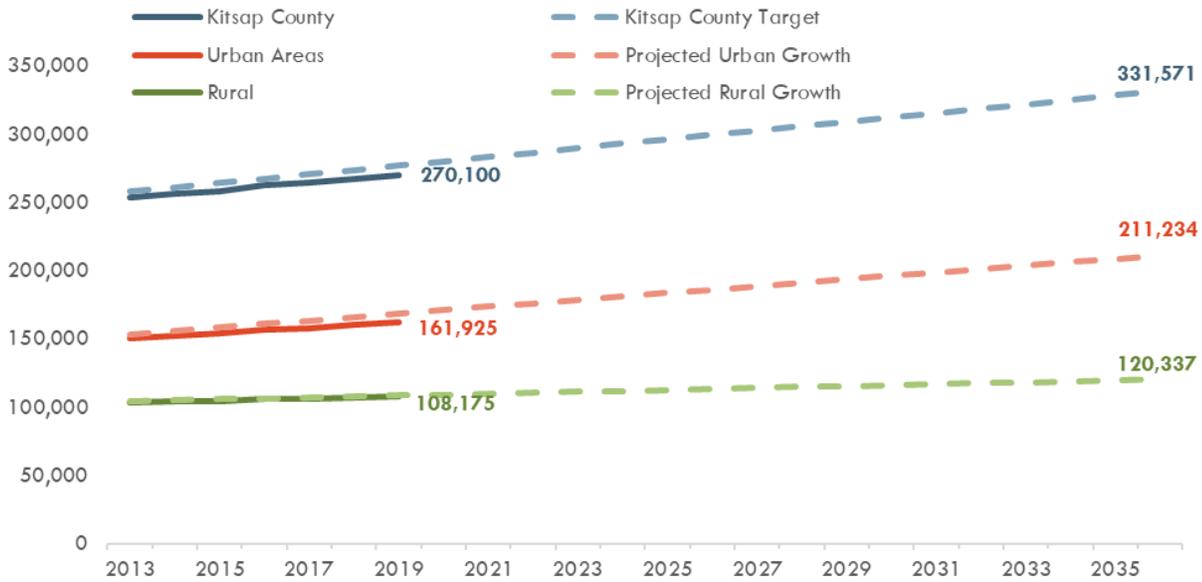
### Population Growth

Kitsap Countywide Planning Policies expect the population of the county as a whole to be approximately 331,571 people by the year 2036. The State of Washington Office of Financial Management (OFM), the state agency tasked with developing population estimates for local jurisdictions, estimates that from 2013-2019 Kitsap County's population grew by an annual average of 1.1%, or a total of 2,683 people per year. This growth rate is slightly below the 2036 projection which, assuming consistent growth over time, anticipated 1.2% annual growth, or 3,211 people.<sup>10</sup> **Exhibit 5** shows the estimates of actual growth and expected growth, broken down into rural, urban, and county-wide. Data analysis indicates the growth rate in rural areas is in line with growth expectations, while the rate of growth in urban areas, and thus in Kitsap County as a whole, has been slightly lower.

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<sup>10</sup> The population and employment distribution targets were established in 2015 in the Countywide Planning Policies (CPPs), which were adopted by the County (Ordinance 522-2015) and further ratified by the cities. In Kitsap County's 2016 Comprehensive Plan update, the base year for the growth distributions were adjusted from 2010 to 2012 to track with the County's 2014 Buildable Lands Report. See 2016 Comprehensive Plan at Appendix D. The ultimate growth between 2010 and 2036 did not change. The numbers herein refer to the 2016 Comp Plan for consistency in the review and evaluation program.

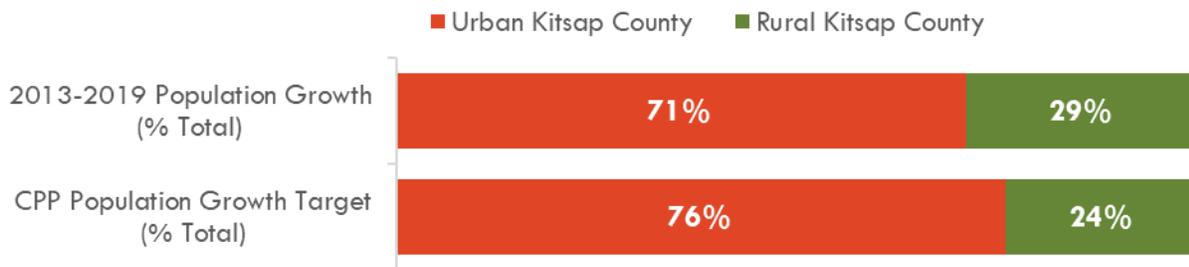
**Exhibit 5: Kitsap County Population Growth, Actual versus CPP Targets 2013-2036**



Sources: Washington OFM, 2020; Kitsap County Countywide Planning Policies (Ordinance # 522-2015); Kitsap County Comprehensive Plan, Appendix D, 2016; BERK, 2020.

**Exhibit 6** breaks down this new population growth between urban and rural areas for 2013-2019. During this period, about 71% of population growth occurred in urban areas, compared to the CPP policy of 76%.<sup>11</sup> This is an increase from 68% documented in the 2014 Buildable Lands Report (2006-2012) and illustrates consistent progress towards meeting the CPP policy target of 76% urban for new growth.

**Exhibit 6: Shares of Population Growth in Urban and Rural Kitsap County, Actual versus CPP Targets<sup>12</sup>**



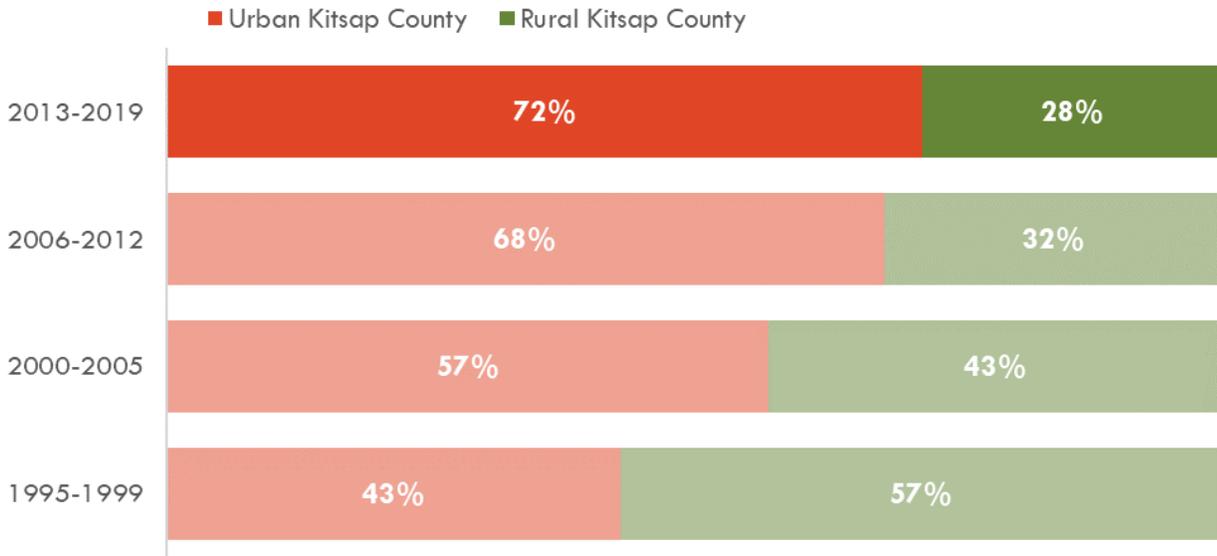
Sources: Washington OFM, 2020; Kitsap Countywide Planning Policies, (Ordinance # 522-2015); Kitsap County Comprehensive Plan, 2016; Kitsap County Buildable Lands Report, 2014; Kitsap County Buildable Lands Report, 2007; BERK, 2021.

<sup>11</sup> Analysis of housing permit data from the county and cities reveals a 74% urban /26% rural split of growth from 2013-2019, which is even closer to the target urban/rural split.

<sup>12</sup> By the numbers in Appendix B-1, [Kitsap Countywide Planning Policies](#) allocated 78% of growth to urban areas, but the new growth in the policies is set at 76% in CPP Element B Policy UGA-5 following quote: “The distribution process should consider

**Exhibit 7** displays the County’s historical trends for the urban/rural share of new housing unit development. While the CPP targets are set in terms of population, past BLRs have shown the urban/rural split in terms of housing units and Exhibit 6 shows the County’s steady increase towards greater urban growth, from 43% urban between 1995-1999 up to 72% urban between 2013-2019.<sup>13</sup>

**Exhibit 7: Comparison of Housing Unit Growth in Urban and Rural Kitsap County, 1995 – 2019**



Sources: Washington OFM, 2020; Kitsap County Buildable Lands Report, 2014; Kitsap County Buildable Lands Report, 2007; BERK, 2021.

**Exhibit 8** shows population growth by individual city and UGA as provided by OFM population estimates.

<sup>13</sup> Previous Kitsap County Buildable Lands Reports published urban and rural shares of growth for housing and not population. Therefore, Exhibit 7 displays the County’s historical trends for the urban/rural share of new housing unit development. While the CPP targets are set in terms of population, past BLRs have shown the urban/rural split in terms of housing units and Exhibit 6 shows the County’s steady increase towards greater urban growth, from 43% urban between 1995-1999 up to 72% urban between 2013-2019.

**Exhibit 8. Population Estimates in Kitsap County, 2013-2019**

	2013	2014	2015	2016	2017	2018	2019	% Change
Kitsap County	254,000	255,900	258,200	262,590	264,300	267,120	270,100	6.3%
Urban Kitsap County	150,502	151,930	153,869	156,400	157,882	159,983	161,925	7.6%
Rural Kitsap County	103,498	103,970	104,331	106,190	106,418	107,137	108,175	4.5%
City of Bainbridge Island	23,190	23,360	23,390	23,760	23,950	24,320	24,520	5.7%
City of Bremerton	37,850	38,180	39,410	40,500	40,630	41,500	42,080	11.2%
Bremerton UGA	8,991	9,051	9,054	9,095	9,294	9,367	9,435	4.9%
Bremerton Total	46,841	47,231	48,464	49,595	49,924	50,867	51,515	10.0%
City of Port Orchard	12,870	13,150	13,510	13,810	13,990	14,160	14,390	11.8%
Port Orchard UGA	14,586	14,581	14,582	14,721	14,781	14,814	14,887	2.1%
Port Orchard Total	27,456	27,731	28,092	28,531	28,771	28,974	29,277	6.6%
City of Poulsbo	9,585	9,775	9,950	10,210	10,510	10,850	11,180	16.6%
Poulsbo UGA	476	477	477	479	480	480	481	1.1%
Poulsbo Total	10,061	10,252	10,427	10,689	10,990	11,330	11,661	15.9%
Central Kitsap UGA	22,690	22,808	22,848	23,005	23,209	23,340	23,537	3.7%
Kingston UGA	2,133	2,209	2,222	2,248	2,311	2,363	2,413	13.1%
Silverdale UGA	18,131	18,339	18,426	18,572	18,727	18,789	19,002	4.8%

Sources: Washington OFM, 2020; BERK, 2020.<sup>14</sup>

**Exhibit 9** uses the OFM population estimates from Exhibit 7 to compare the annual rates of growth in particular jurisdictions to population growth targets on a UGA specific level. Data analysis revealed that, in general, most cities have grown faster than unincorporated UGAs. Two of the four cities, specifically the City of Bremerton and the City of Poulsbo, grew at a rate that met or exceeded their population growth targets. The City of Bainbridge Island's growth rate was not far behind its projection, reaching 222 people per year versus the annual target of 232. Over the evaluation period, the City of Port Orchard experienced a lower growth rate (253 people per year), which is below its annual target of 366 people per year. For unincorporated UGAs, growth from 2013-2019 was a smaller fraction of target growth (between 1% and 50%); this pattern was true whether UGAs were associated to cities or not.

Rural areas are generally consistent with the adopted rural growth allocation in Exhibit 1, though on an average annual basis growth is a little higher than anticipated per Exhibit 4. Rather than annual growth of 700 people per year, the rural areas experienced 780 per year.

<sup>14</sup> On August 13, 2021, OFM released preliminary 2020 Census information. This information is not currently broken down beyond the Census Tract and Census Block Group level and does not follow city and unincorporated UGA boundaries in many circumstances. OFM anticipates this will be completed for release in late 2022.

**Exhibit 9: Population Growth in Kitsap County, Actual versus CPP Target, 2013-2019**

	<b>Growth Target 2012-2036</b>	<b>Average annual growth needed to reach target</b>	<b>Actual average annual growth 2013-2019</b>	<b>Actual annual growth as a % of target growth</b>	<b>Difference between actual growth and growth needed (annual) 2013-2019</b>
Kitsap County	77,071	3,211	2,683	84%	(528)
Urban Kitsap County	60,266	2,511	1,904	76%	(607)
Rural Kitsap County	16,805	700	780	111%	79
City of Bainbridge Island	5,570	232	222	96%	(10)
City of Bremerton	12,432	518	705	136%	187
Bremerton UGA	3,907	163	74	45%	(89)
Bremerton Total	16,339	681	779	114%	98
City of Port Orchard	8,778	366	253	69%	(112)
Port Orchard UGA	6,110	255	50	20%	(204)
Port Orchard Total	14,888	620	304	49%	(317)
City of Poulsbo	1,192	50	266	535%	216
Poulsbo UGA	3,786	158	1	1%	(157)
Poulsbo Total	4,978	207	267	129%	59
Central Kitsap UGA	6,842	285	141	50%	(144)
Kingston UGA	2,926	122	47	38%	(75)
Silverdale UGA	8,723	363	145	40%	(218)

Sources: Washington OFM, 2020; Kitsap County Countywide Planning Policies (Ordinance # 522-2015), 2016 (Targets adjusted to incorporate 2017 [Bremerton annexation](#); A 2019 annexation by Poulsbo resulted in no increase to population.); Kitsap County Comprehensive Plan, 2016, Appendix D; BERK, 2020.

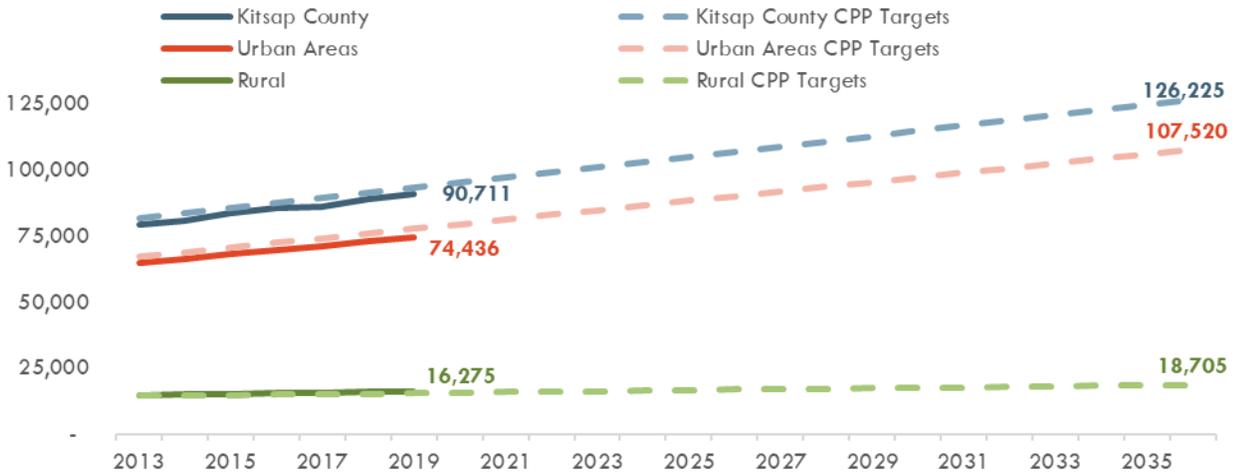
## Employment Growth

The CPPs project the number of jobs within the county as a whole to increase by 46,158 between 2010 and 2036 (to approximately 126,225 jobs). An average annual growth of 1,944 new jobs are needed to achieve these 2036 targets. From 2013-2019, PSRC estimates that employment<sup>15</sup> in Kitsap County grew from 79,315 to 90,711, an increase of 11,396 jobs, or approximately 1,899 per year. This overall employment growth in Kitsap County tracked closely with countywide targets. As split between the urban and rural areas, employment growth in urban areas, including both incorporated and unincorporated, was just shy of targets by 121 jobs per year, or 7%, with wide variety among cities, while the pace in rural areas was just above targets by 77 jobs per year.

**Exhibit 10** shows the estimates of actual employment growth and the expected growth targets of 2036, broken down into rural, urban, and countywide. The cities of Bainbridge Island, Port Orchard, and Poulsbo were all above their employment growth targets during between 2013-2019. The City of Bremerton, however, was under by 539 jobs, but it is important to note that PSRC employment estimates do not include military jobs and fleet deployment. Many of those jobs are represented at the Puget Sound Naval Shipyard and are located in Bremerton and naval facilities near other urban areas. Exhibit 12

<sup>15</sup> This analysis is based on “covered employment” data provided by PSRC, which is derived from the Quarterly Census of Employment and Wages (QCEW) and summarized by the Washington State Employment Security Department. It includes positions covered by the Washington Unemployment Insurance Act, which exempts the self-employed, proprietors and corporate officers, military personnel, and railroad workers. These exempted categories are not included in covered employment summaries, which represent approximately 85-90% of all employment.

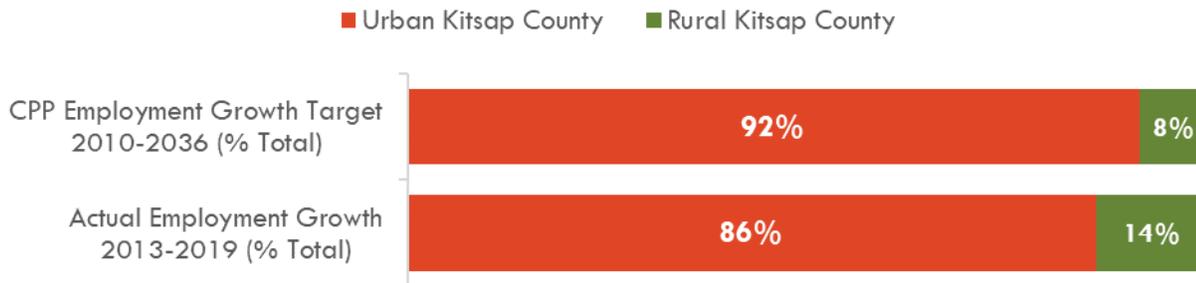
**Exhibit 10: Kitsap County Employment Growth, Actual and CPP Targets, 2013-2036**



Sources: Employment estimates provided by Puget Sound Regional Council (personal communication with Assistant Planner Grant Gibson, 2021); Kitsap County Countywide Planning Policies (Ordinance # 522-2015); Kitsap County Comprehensive Plan, Appendix D, 2016; BERK, 2021.

**Exhibit 11** summarizes the shares of overall Kitsap County employment growth attributed to urban and rural areas. CPP targets anticipate a 92% urban/8% rural split. Actual employment estimates are just shy with 86% of growth in urban areas and 14% in rural.

**Exhibit 11: Shares of Covered Employment Growth in Urban and Rural Kitsap County, Actual versus Targets.**



Sources: Puget Sound Regional Council, 2020; Kitsap County Countywide Planning Policies (Ordinance # 522-2015); BERK, 2021.

**Exhibit 12** shows employment growth by individual city and unincorporated area as provided by PSRC employment estimates. **Exhibit 13** uses these numbers to compare the average annual rates of growth in these areas to employment growth targets. The Cities of Bainbridge Island, Poulsbo, and Port Orchard, and the Port Orchard UGA all grew at an average annual rate above their targets during the evaluation period. Bainbridge Island’s employment growth was more than twice the target rate. The City of Bremerton and all remaining UGAs, however, grew at an average annual rate that was slower than their employment targets. The Silverdale UGA has a pace of growth that was 24% of the target rate, but also had the highest growth target among the UGAs. This employment trend is however expected to change with the relocation of a multi-county regional acute health care facility in Silverdale, which was opened after the evaluation period, specifically completed in 2020.

**Exhibit 12: Covered Employment Estimates in Kitsap County, 2013 to 2019**

	2013	2019	% Change
Kitsap County	79,315	90,711	14.4%
Urban Kitsap County	64,610	74,436	15.2%
Rural Kitsap County	14,705	16,275	10.7%
City of Bainbridge Island	6,232	7,809	25.3%
City of Bremerton	28,353	32,383	14.2%
Bremerton UGA	1,060	1,240	17.0%
Bremerton Total	29,413	33,623	14.3%
City of Port Orchard	6,804	7,645	12.4%
Port Orchard UGA	6,450	7,656	18.7%
Port Orchard Total	13,254	15,301	15.4%
City of Poulsbo	5,641	7,046	24.9%
Poulsbo UGA	60	59	-1.7%
Poulsbo Total	5,701	7,105	24.6%
Central Kitsap UGA	3,357	3,703	10.3%
Kingston UGA	786	762	-3.1%
Silverdale UGA	10,715	11,253	5.0%

Sources: Puget Sound Regional Council, 2020; BERK, 2020.

**Exhibit 13: Covered Employment Growth in Kitsap County, Actual and CPP Target, 2013-2019**

	Growth Target 2012-2036	Average annual growth needed to reach target	Actual average annual growth 2013-2019	Actual growth as a % of target growth	Difference between actual growth and growth needed (annual) 2013-2019
Kitsap County	46,647	1,944	1,899	98%	(44)
Urban Kitsap County	42,215	1,759	1,638	93%	(121)
Rural Kitsap County	4,432	185	262	142%	77
City of Bainbridge Island	2,720	113	263	232%	150
City of Bremerton	18,276	762	672	88%	(90)
Bremerton UGA	1,443	60	30	50%	(30)
Bremerton Total	19,719	822	702	85%	(120)
City of Port Orchard	3,074	128	140	109%	12
Port Orchard UGA	1,140	48	201	423%	154
Port Orchard Total	4,214	176	341	194%	166
City of Poulsbo	4,138	172	234	136%	62
Poulsbo UGA	14	1	(0)	-29%	(1)
Poulsbo Total	4,152	173	234	135%	61
Central Kitsap UGA	1,885	79	58	73%	(21)
Kingston UGA	597	25	(4)	-16%	(29)
Silverdale UGA	8,928	372	90	24%	(282)

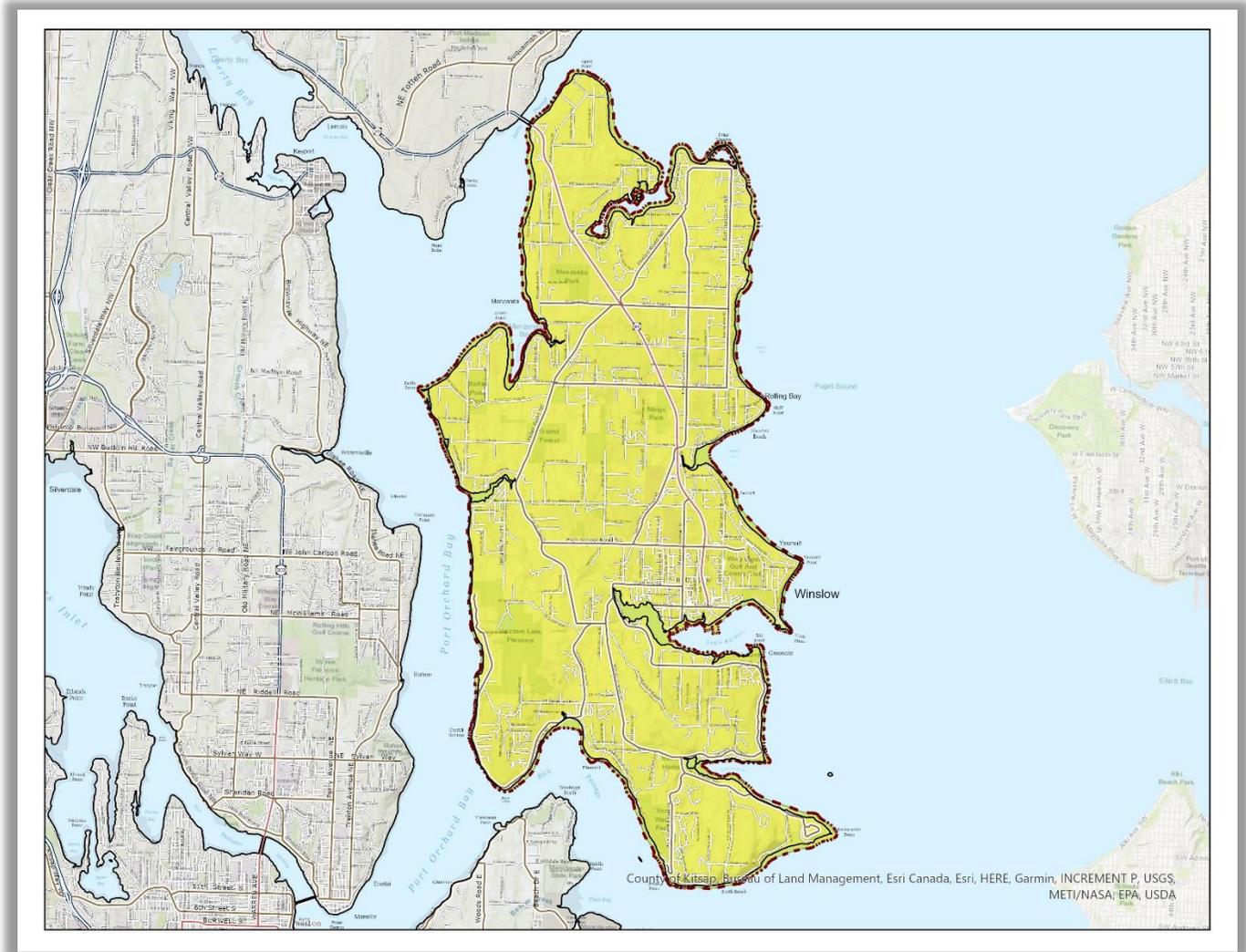
Note: Figures shown are rounded to the nearest whole number while underlying data is not rounded. This results in some slight inconsistencies between the difference shown in the far-right column and the calculation between the whole numbers.

Sources: Puget Sound Regional Council, 2020; Kitsap County Comprehensive Planning Policies, 2015; Kitsap County Comprehensive Plan, Appendix D, 2016; BERK, 2020.

## Residential Development Trends and Achieved Density

This section reviews building permit and plat activity between 2013 and 2019 for each city and unincorporated UGA, as well as rural areas. This information is used to document development trends by housing types and assess whether development is occurring at densities consistent with planning assumptions. As described in the Methodology Overview, achieved densities are measured and discussed below using both permitted density and platted density.

### City of Bainbridge Island



### Permitted Residential Development

Bainbridge Island permitted a total of 994 housing units between 2013 and 2019, as shown in **Exhibit 14**. This is a significant increase in permit activity compared to the last BLR which found a total of 502 permits between 2006 and 2012. However, it is important to note that the previous evaluation period did not consider permits issued for accessory dwelling units. The City also saw a much larger share of permitted units in multifamily buildings: 35% during this period compared to approximately 10%

between 2006 and 2012. About a third of these multifamily units were in “missing middle” types like townhomes and duplexes. The City also permitted 66 accessory dwelling units on single family parcels.

Bainbridge Island does not have a minimum zoned density, only a maximum zoned density in units per acre. Accordingly, this report estimates maximum densities based on maximum lot size per unit for residential zones. Zoned densities for mixed-use zones, with the exception of the Neighborhood Center zone which uses a units per acre measurement for density, were estimated by conversion from floor area ratio (FAR) requirements.

Achieved density exceeded estimated max allowed density in several lower-density zones (Residential 2.9, Residential 3.5, Residential 4.3, Residential 5). In two of these zones, the majority of permitted units were in multifamily buildings. Achieved permitted density also exceeded estimated max allowed density in the Ferry Terminal Overlay zone, which allows for higher-density multifamily development. This may be due to average housing unit sizes being smaller than assumed when estimating max units/acre based on max zoned FAR.

Achieved densities were less than estimated allowed minimum densities in the Core and HSRD I and II zones. However, in the Core zone net platted densities were within the estimated allowed density range. There were no plats in HSRD I and II. Achieved densities may exceed allowed densities for the following reasons:

- Development of existing lots that are nonconforming to minimum lot size.
- Development permits such as subdivisions or site plan and design review permits have often removed right-of-way, transportation, stormwater or opens space areas and set these uses into separate, common ownership tracts (or right-of-way dedication). The City’s development code, including subdivision regulations, promotes clustering and the creation of smaller lots with higher levels of common space. For instance, in the Ferry Terminal District, the BLIS development created a 0.9-acre open space/park that integrated into its original property. In the R-5 zone in the Lynwood Center area, the Pleasant Beach Village development (ongoing) had many common spaces and roads created to support its clustered development of townhomes and duplexes.
- Two projects during this time, Growth Community in the R-14 zone (middle phase), and Ferncliff Village in the R-3.5 zone (second phase) qualified as Housing Design Demonstration Projects and were granted bonus density through that program (see [BIMC 2.16.020.S](#)).

**Exhibit 14: Residential Permits and Achieved Density (units per acre) in Bainbridge Island, 2013-2019**

Zone	SF Units	MF Units*	ADU	Total Units	Total Acres**	Achieved Density	Min Allowed density***	Max Allowed density***
Residential 0.4	95	0	21	116	305.7	0.4		0.4
Residential 1	117	0	12	129	141.2	0.9		1.1
Residential 2	206	0	18	224	158.4	1.4		2.2
Residential 2.9	42	0	1	43	11.0	3.9		2.9
Residential 3.5	12	16	5	33	3.0	11.1		3.5
Residential 4.3	43	0	8	51	8.5	6.0		4.4
Residential 5	0	22	0	22	2.8	7.7		5.1
Residential 6	3	0	0	3	1.0	3.0		6.0
Residential 8	4	6	1	11	1.5	7.3		8.1
Residential 14	17	109	0	126	2.9	43.3		14.1
Central Core Overlay	1	68	0	69	1.6	43.7	17.4	43.6
Ericksen Avenue Overlay	21	3	0	24	1.3	18.2	13.1	26.1
Ferry Terminal Overlay	18	114	0	132	2.2	59.7	17.4	47.9
H.S. Road Districts I and II	0	7	0	7	1.3	5.3	13.1	26.1
Neighborhood Center	0	4	0	4	0.9	4.4		2.2
<b>Totals</b>	<b>579</b>	<b>349</b>	<b>66</b>	<b>994</b>	<b>643.4</b>			

\* Mixed use permits included in multifamily calculations

\*\* Total acres calculation includes adjustments to properly calculate achieved density inclusive of ADUs. See Methodology Overview for details.

\*\*\* Zoned densities for residential zones calculated using maximum lot size per unit. Zoned densities for other zones calculated using conversion from floor area ratio.

Source: City of Bainbridge Island, 2021; BERK, 2021.

## Plat Density

**Exhibit 15** shows a summary of plat activity in Bainbridge Island between 2013 and 2019. There were 36 plats in total, compared to 70 during the previous evaluation period. However, the total number of platted lots in each evaluation period was similar (343 vs 335).

### Exhibit 15: Plats and Achieved Plat Density (units per acre) in Bainbridge Island, 2013-2019

Zone	Total Plats	Total Platted Lots	Gross Acres	Net Acres	Gross Density	Net Density	Min Allowed density*	Max Allowed density*
Residential 0.4	2	6	5.0	4.8	1.2	1.2		0.4
Residential 1	3	13	8.6	6.7	1.5	1.9		1.1
Residential 2	5	49	20.7	13.4	2.4	3.7		2.2
Residential 2.9	2	34	10.3	4.5	3.3	7.6		2.9
Residential 3.5	2	27	3.1	1.6	8.7	16.9		3.5
Residential 4.3	3	41	5.8	4.6	7.1	8.9		4.4
Residential 5	2	27	5.8	1.0	4.7	26.7		5.1
Residential 14	5	34	5.3	0.7	6.4	45.9		14.1
Central Core Overlay	1	34	1.4	1.4	23.9	23.9	17.4	43.6
Ericksen Avenue Overlay	3	29	2.0	0.9	14.9	33.7	13.1	26.1
Ferry Terminal Overlay	1	30	3.5	2.3	8.7	12.9	17.4	47.9
Gateway Overlay	2	6	3.6	0.8	1.7	7.1	21.8	43.6
Neighborhood Center	3	5	1.5	0.7	3.3	6.9		2.2
Neighborhood Ctr/Res. 12	2	8	2.8	2.2	2.9	3.7		2.2
<b>Total</b>	<b>36</b>	<b>343</b>	<b>79.2</b>	<b>45.7</b>				

\* Allowed density calculated using maximum lot size per unit or conversion from floor area ratio. Density can be exceeded due to HDDP.

Source: City of Bainbridge Island, 2021; BERK, 2021.

## Employment Development Trends

This section documents non-residential (commercial and industrial) development activity between 2013 and 2019 for each city and unincorporated urban and rural areas. This information is used to identify employment development trends, specifically how the density of commercial and industrial development varies geographically across Kitsap County and between vacant and partially developed sites. The analysis of employment density identified properties that experienced development activity between 2013 and 2019 and classified them as follows:

- **Vacant sites:** No qualifying improvements existed on the site before 2013, and new construction occurred during the 2013-2019 period.
- **Previously developed sites:** Qualifying improvements existed before 2013, and new construction occurred during the 2013-2019 period.

Based on Kitsap County Assessor records for commercial and industrial improvements, the analysis calculated the square footage of new buildings constructed between 2013 and 2019, as well as the total area of the site. For previously developed sites, the analysis also calculated the total square footage of all improvements on the property. Achieved Floor Area Ratio was then calculated based on total improvement square footage and total site area. **Exhibit 38** summarizes achieved non-residential densities for properties in each city and UGA that experienced development between 2013 and 2019. **Exhibit 39** summarizes the achieved non-residential densities for the same period within the rural areas.

## Urban Employment Development Trends

**Exhibit 38. Urban Achieved Non-Residential Densities (2013-2019)**

Jurisdiction	Improvement Added Between 2013-2019 (in Sq Ft)	Total Site Improvement (in Sq Ft)	Total Site Area (Acres)	Achieved FAR
<b>Previously Developed Sites</b>				
City of Bainbridge Island	17,010	23,692	4.85	0.11
City of Bremerton	86,040	1,026,826	540.76	0.04
City of Port Orchard	-	6,656	1.03	0.15
City of Poulsbo	61,047	129,483	13.60	0.22
Bremerton UGA	57,746	141,420	11.74	0.28
Kingston UGA	-	2,232	0.99	0.05
Port Orchard UGA	5,544	25,013	3.30	0.17
Silverdale UGA	935,106	1,342,727	68.74	0.45
<b>All UGAs Combined</b>	<b>998,396</b>	<b>1,511,392</b>	<b>84.77</b>	<b>0.41</b>
<b>Vacant Sites</b>				
City of Bainbridge Island	180,138	180,138	19.26	0.21
City of Bremerton	35,673	35,673	5.86	0.14
City of Port Orchard	392,827	392,827	21.80	0.41
City of Poulsbo	164,388	164,388	19.85	0.19
Bremerton UGA	1,500	1,500	2.37	0.01
Central Kitsap UGA	5,892	5,892	1.15	0.12
Port Orchard UGA	7,590	7,590	2.25	0.08
Silverdale UGA	284,586	284,586	37.25	0.18
<b>All UGAs Combined</b>	<b>299,568</b>	<b>299,568</b>	<b>43.02</b>	<b>0.16</b>

Source: Kitsap County, 2021; BERK, 2021.

## Rural Employment Development Trends

**Exhibit 39: Rural Achieved Non-Residential Densities (2013-2019)**

Jurisdiction	Improvement Added Between 2013-2019 (in Sq Ft)	Total Site Improvement (in Sq Ft)	Total Site Area (Acres)	Achieved FAR
<b>Previously Developed Sites</b>				
Limited Area of More Intense Rural Development				
Streibel's Corner	1,400	8,680	0.75	0.26
Ecology Road Employment Center	6,050	6,170	2.59	0.05
<b>Developed Sites Combined</b>	<b>7,450</b>	<b>14,850</b>	<b>3.34</b>	<b>0.16</b>
<b>Vacant Sites</b>				
Unincorporated Rural				
	2,160	2,160	0.28	0.18
Limited Area of More Intense Rural Development				
George's Corner	4,200	4,200	1.31	0.07
Streibel's Corner	7,280	7,280	0.75	0.22
Ecology Road Employment Center	12,761	12,761	3.87	0.07
<b>Vacant Sites Combined</b>	<b>26,401</b>	<b>26,401</b>	<b>6.21</b>	<b>0.14</b>
<b>All Rural Sites Combined</b>	<b>33,851</b>	<b>41,251</b>	<b>9.55</b>	<b>0.15</b>

Source: Kitsap County, 2021.



## Chapter 4

# GROWTH CAPACITY

Residential Growth Capacity

Employment Growth Capacity



## Chapter 4. Growth Capacity

### Residential Growth Capacity

Consistent with Chapter 2 and Appendices A-C, having evaluated the achieved densities, the next step in the Buildable Lands Program is determine the capacity of land suitable for, in this case, residential growth within the current planning horizon to 2036. The following sections present the results of this urban residential land capacity analysis, including the land supply available for future residential development along with the associated population capacity and housing unit capacity. **Exhibit 40** presents a summary of residential capacity as of January 2020 for each jurisdiction with a comparison to the remainder of the growth target through the year 2036. The total capacity of both city and unincorporated urban areas has more residential capacity than 2036 targets. Specifically, 16,654 over the remaining 2036 population target of 64,393. However, in unincorporated urban areas, sufficient land to accommodate planned residential growth fell short by 7,662 people given the remaining target of 29,027 people to accommodate by 2036. **Exhibits 41-51** further illustrate urban residential capacity, whether single-family or multi-family per jurisdiction and by their respective zones.

**Exhibit 40. Population Capacity Summary**

Jurisdiction	Population 2012	2012-2036 Growth Target	2012-2020 Population Growth	Remaining Target 2020-2036	2020 Population Capacity	Demand Minus Capacity
City of Bainbridge Island	23,090	5,570	1,980	3,590	5,301	1,711
City of Bremerton	39,650	12,432	2,100	10,332	16,896	6,564
Bremerton UGA	8,924	3,907	209	3,698	2,422	-1,276
<b>Bremerton Total</b>	<b>48,574</b>	<b>16,339</b>	<b>2,309</b>	<b>14,030</b>	<b>19,318</b>	<b>5,288</b>
City of Port Orchard	11,780	8,778	2,990	5,788	16,250	10,462
Port Orchard UGA	14,505	6,110	465	5,645	3,552	-2,093
<b>Port Orchard Total</b>	<b>26,285</b>	<b>14,888</b>	<b>3,455</b>	<b>11,433</b>	<b>19,802</b>	<b>8,369</b>
City of Poulsbo	9,360	1,192	2,190	-998	4,581	5,579
Poulsbo UGA	473	3,786	9	3,777	965	-2,812
<b>Poulsbo Total</b>	<b>9,833</b>	<b>4,978</b>	<b>2,199</b>	<b>2,779</b>	<b>5,546</b>	<b>2,767</b>
Central Kitsap UGA	22,527	6,842	1,092	5,750	4,956	-794
Kingston UGA	2,096	2,926	384	2,542	2,791	249
Silverdale UGA	17,977	8,723	1,108	7,615	6,679	-936
<b>Total Urban Unincorporated</b>	<b>66,502</b>	<b>32,294</b>	<b>3,267</b>	<b>29,027</b>	<b>21,365</b>	<b>-7,662</b>
<b>Total Urban Kitsap County</b>	<b>150,382</b>	<b>60,266</b>	<b>12,527</b>	<b>47,739</b>	<b>64,393</b>	<b>16,654</b>

Source: Kitsap County, 2021; BERK, 2021.

## City of Bainbridge Island

Exhibit 41. Housing and Population Growth Capacity – City of Bainbridge Island

Zoning	Net Acres	Single Family Unit Capacity	Multifamily Unit Capacity	Population Capacity
<b>Residential Zones</b>				
Residential 0.4 (R-0.4)	1,284.07	399	-	1,023
Residential 1 (R-1)	627.19	473	-	1,184
Residential 2 (R-2)	705.31	791	-	1,977
Residential 2.9 (R-2.9)	16.57	19	-	49
Residential 3.5 (R-3.5)	11.38	35	-	97
Residential 4.3 (R-4.3)	15.04	44	-	125
Residential 5 (R-5)	0.63	31	-	75
Residential 8 (R-8)	11.09	66	-	164
Residential 14 (R-14)	1.27	14	-	33
<b>Subtotal</b>	<b>2,672.56</b>	<b>1,872</b>	<b>-</b>	<b>4,729</b>
<b>Mixed Use Zones</b>				
Central Core Overlay (CC)	3.22	-	31	69
Madison Avenue Overlay (MA)	2.86	-	44	98
Ericksen Avenue Overlay (EA)	2.32	-	26	58
Gateway Overlay (GATE)	1.41	-	31	68
Ferry Terminal Overlay (FERRY)	1.32	-	22	48
High School Road Districts I and II (HSR)	7.50	-	95	210
Neighborhood Center (NC)	2.20	-	7	17
NC/R-12	0.13	-	2	4
<b>Subtotal</b>	<b>20.95</b>	<b>-</b>	<b>258</b>	<b>572</b>
<b>Total</b>	<b>2,693.51</b>	<b>1,872</b>	<b>258</b>	<b>5,301</b>

Source: City of Bainbridge Island, 2021

Note: Due to rounding, totals may not sum exactly.

## Employment Growth Capacity

Similar to the residential guidance contained in the report, the following sections present the results of the employment urban land capacity analysis, including the land supply available for future commercial and industrial development and the associated employment capacity of those lands. These capacity results are consistent with the framework outlined in Chapter 3 and Appendices A-C. **Exhibit 52** presents a summary of employment capacity as of January 2020 for each jurisdiction (with individual results in **Exhibits 53-62**) with a comparison to the remainder of the growth target through the year 2036. In summation, countywide urban employment capacity is 38,098 compared to the 2036 target of 33,069 jobs. Similar to unincorporated urban residential capacity results, urban employment capacity in unincorporated UGAs is short 1,792 jobs to accommodate the remaining 12,811 target.

**Exhibit 52. Employment Capacity Summary**

Jurisdiction	Employment 2012	2012-2036 Growth Target	2012-2020 Employment Growth*	Remaining Target 2020-2036	2020 Employment Capacity	Capacity – Remaining Target
City of Bainbridge Island	6,377	2,720	1,696	1,024	1,127	103
City of Bremerton	28,165	18,276	4,937	13,339	17,794	4,455
Bremerton UGA	1,094	1,443	192	1,251	2,454	1,203
<b>Bremerton Total</b>	<b>29,259</b>	<b>19,719</b>	<b>5,129</b>	<b>14,590</b>	<b>20,248</b>	<b>5,658</b>
City of Port Orchard	6,457	3,074	1,399	1,675	5,243	3,568
Port Orchard UGA	2,395	1,140	176	964	1,172	208
<b>Port Orchard Total</b>	<b>8,852</b>	<b>4,214</b>	<b>1,574</b>	<b>2,640</b>	<b>6,415</b>	<b>3,775</b>
City of Poulsbo	5,727	4,138	1,556	2,582	2,915	333
Poulsbo UGA	64	14	-5	19	97	78
<b>Poulsbo Total</b>	<b>5,791</b>	<b>4,152</b>	<b>1,551</b>	<b>2,601</b>	<b>3,012</b>	<b>411</b>
Central Kitsap UGA	3,454	1,885	305	1,580	1,452	<b>-128</b>
Kingston UGA	626	597	132	465	818	353
Silverdale UGA	10,946	8,928	397	8,532	5,026	<b>-3,506</b>
<b>Total Urban Unincorporated</b>	<b>18,579</b>	<b>14,007</b>	<b>977</b>	<b>12,811</b>	<b>11,019</b>	<b>-1,792</b>
<b>Total Urban Kitsap County</b>	<b>65,305</b>	<b>42,215</b>	<b>9,146</b>	<b>31,432</b>	<b>38,098</b>	<b>6,666</b>

Note: Due to rounding, totals may not sum exactly.

The following sections detail capacity for employment growth by jurisdiction, including net developable acreage, capacity for non-residential square footage, and net employment capacity.

## City of Bainbridge Island

### Exhibit 53. Employment Growth Capacity – City of Bainbridge Island

Zoning	Net Acres	Net Square Foot Capacity	Net Employment Capacity
Central Core Overlay (CC)	3.22	39,207	98
Madison Avenue Overlay (MA)	0.96	11,247	28
Ericksen Avenue Overlay (EA)	2.32	7,963	20
Gateway Overlay (GATE)	1.41	9,200	23
Ferry Terminal Overlay (FERRY)	0.44	1,590	4
High School Road Districts I and II (HSR)	7.50	30,771	77
Neighborhood Center (NC)	2.21	74,813	187
NC/R-12	0.13	6,141	15
Business/Industrial	17.80	539,886	675
Water-dependent Industrial	-	-	-
<b>Total</b>	<b>35.99</b>	<b>720,817</b>	<b>1,127</b>

Source: City of Bremerton, 2021.

Note: Due to rounding, totals may not sum exactly.



Chapter 5

# REASONABLE MEASURES

Criteria for Evaluating Consistency

Evaluation of Inconsistencies



## Chapter 5. Reasonable Measures

Under the Review and Evaluation program of RCW 36.70A.215, jurisdictions must determine whether a county and its cities are achieving their assumed urban densities and have sufficient capacity remaining to accommodate the growth targets contained in the Kitsap Countywide Planning Policies (CPPs) and local comprehensive plans for the remainder of the planning horizon. If inconsistencies are observed between planned growth and actual growth, jurisdictions must analyze observations and determine whether reasonable measures are necessary. Reasonable measures are those actions necessary to reduce observed inconsistencies. A key to this analysis is understanding the potential contributing factors that may explain why inconsistencies were observed.

If reasonable measures are ultimately needed, the jurisdiction is required during this review to identify reasonable measures that could be taken to improve consistency other than adjusting UGA boundaries. Adoption of such reasonable measures are not required until the next comprehensive plan or development regulations update. Examples of reasonable measures include rezones, subarea planning, permitting process streamlining, or development incentives. The annual monitoring and adjustment of reasonable measures was suspended in 2017 as part of E2SSB 5254, but monitoring is useful to assess information that can assist in determining their effectiveness.

This chapter reviews the findings from prior chapters to determine whether reasonable measures are necessary to align growth trends with planning goals or to ensure there is sufficient capacity for accommodating growth. The process included three steps. First, the County compared actual growth and planning goals using a set of standard criteria further explained below. Second, jurisdictions reviewed the findings and considered circumstances that may have contributed to observed inconsistencies. Third, based on this review, jurisdictions determined if reasonable measures were necessary to reduce the observed inconsistencies. The following sections describe this process and document the outcomes.

In addition to the process in this chapter, *Appendix D. Kitsap County Reasonable Measures Framework Evaluation* reviewed the effectiveness of previously adopted reasonable measures for unincorporated Kitsap County, as well as how they relate to observed inconsistencies found in this BLR. *Appendix E. Housing Availability and Affordability Memo* also evaluates the findings of this BLR that note suggestions on how to overcome land use and regulatory barriers to achieving planning housing objectives.

### Criteria for Evaluating Consistency

The first step in the reasonable measures evaluation was developing criteria to determine where there are observed inconsistencies between actual growth trends compared to the CPPs and individual comprehensive plan policies. Kitsap County used the reasonable measure consistency criteria as outlined in the RCW and WAC. **Exhibit 63** outlines the consistency checks and the method used to evaluate consistency.

**Exhibit 63. Inconsistent Outcome Review Criteria for Individual Jurisdictions**

Consistency Check	Evaluation Method
Are achieved residential densities consistent with allowed densities?	Compare achieved density <sup>23</sup> to the range of allowed densities (minimum and/or maximum dwelling units per acre), by zone
Is the rate of population and employment growth consistent with the 2036 growth target?	Calculate the average annual population and employment growth rate from 2013 to 2019. Compare to the average annual population and employment growth rate assumed in the 2036 target.
Is there capacity for accommodating the remaining 2036 population and employment growth target?	Calculate the remaining population and employment growth needed to achieve the 2036 growth target. Compare capacity for population and employment growth to the remaining growth target.

## Evaluation of Inconsistencies

### Countywide Growth Trends

Chapter 3 of this BLR reviewed the consistency of population and employment growth between 2013 and 2019 with growth targets established in CPPs. On a cumulative and countywide review, the pace of total population growth inside urban areas was about 71% of the pace desired in the CPPs (see Exhibit 6). Some jurisdictions grew at a rate exceeding their individual 2036 target, while others grew lower. However, collectively both unincorporated and incorporated jurisdictions are on track to reach its 2036 population targets. It should be noted for future BLRs, the 2036 CPP growth targets will soon be updated and including a new planning horizon to 2044.

For employment growth, the pace in urban areas was 86% compared to 92% for the CPP employment targets (see **Exhibit 11**). One limitation of the employment growth trends analysis is the fact that PSRC's employment data by jurisdiction excludes military jobs. This leaves out major public employers in Kitsap County and may not reflect all job growth information.

<sup>23</sup> For urban platted densities, this analysis compares *net* achieved density to minimum density allowed by zoning, and *gross* achieved density to maximum density allowed by zoning. Rural achieved densities uses gross acreage. This is because Kitsap County Code defines minimum density as the fewest units allowed in a zone based on *net* developable acreage, and maximum density as the highest number of units allowed in a zone based on *gross* acreage. (KCC 17.420.020(A))

## City of Bainbridge Island

The City of Bainbridge Island residential growth 2013-2019 was not far off the rate of growth (96%, see **Exhibit 9**) estimated to reach the current 2036 Comprehensive Plan population forecast of 28,660. However, the bulk of the residential growth took place not in the City's designated center mixed use zones, but in the less dense residential sections of Bainbridge Island. The residential growth pattern is not supporting the City's current growth strategy of focusing growth in designated centers (see [Land Use Element of Comprehensive Plan](#))

At 232%, covered employment growth exceeded the average annual growth necessary to achieve the 2036 employment growth forecast (see Exhibit 12).

### Residential

**Growth and Capacity.** With a total residential capacity of 5,301 persons, the City of Bainbridge Island can accommodate the remaining planned 2020-2036 residential growth of 3,540 persons. Therefore, reasonable measures to modify zoning requirements are not required at this time, prior to the next population forecast for the 2044 Comprehensive Plan. However, the population capacity is overwhelmingly in the residential zones (4,729 persons). The 3 least dense zones, the R-0.4, R-1 and R-2 zones, also known as *conservation areas*, can absorb the bulk of that residential growth, with an estimated capacity of 4,184 persons. There is only an estimated population capacity of 572 persons in the City's mixed use zones, which make up areas identified as designated centers in the City's Comprehensive Plan.

The City's growth strategy seeks to promote divert development away from the very conservation areas where growth is occurring and instead promote growth in the Winslow and Neighborhood Center designated centers. Since recent residential growth and future capacity is overwhelmingly in those least dense residential areas, the City could consider changes to development standards that would promote additional growth in the mixed use zones. Development standards to consider updating include increasing density or Floor Area Ratio (FAR), reducing parking requirements near transit, biking and pedestrian facilities, and increasing building height.

### Employment

With a total employment capacity of 1,127 jobs, the City of Bainbridge Island can accommodate the remaining planned 2020-2036 employment growth of 1,024 jobs. Therefore, reasonable measures to modify zoning requirements are not required at this time.

The LCA methodology yielded results that show most of the employment capacity, 904 jobs, to be located on properties that are currently vacant, and therefore there are fewer commercial or mixed use properties that may redevelop to add many jobs. Modifying the zoning standard or uses to allow for additional uses or, such as for residential, more dense building, could facilitate redevelopment. Sixty percent of employment capacity is in the Business/Industrial zone, primarily on vacant land, so modifying the development standards is likely needed to promote additional employment in the mixed use districts. The City's Comprehensive Plan indicates that commercial development should be focused to these mixed use districts, in addition to the Business/Industrial zone. The City may begin working on an update to the Winslow Master Plan, the subarea plan that applies to most of the mixed use districts, in 2021, or 2022 at the latest.



# APPENDICES

■ Appendix A: Kitsap County Land Capacity Analysis  
Technical Methodology Guidance

■ Appendix B: Market Factor Guidance

■ Appendix C: City LCA Assumption Documentation

Appendix D: Kitsap County Reasonable Measure  
Framework Evaluation Memo

Appendix E: Housing Availability and Affordability Memo

[Appendix F: Public Participation Plan](#)

Appendix A  
Kitsap County Land Capacity Analysis Technical Methodology Guidance

# Appendix A: Kitsap County Land Capacity Analysis

## Technical Methodology Guidance

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### INTRODUCTION

Kitsap County is a Growth Management Act (GMA) jurisdiction and must plan for the accommodation of growth within its boundaries, with most growth focused into urban growth areas (UGAs) where urban services are available or can be made available. Per RCW 36.70A.110 and WAC 365-196-310, a Land Capacity Analysis (LCA) is a necessary component in this planning as it quantifies the housing units, population, and employment growth that can be accommodated within urban areas under existing development regulations. The LCA methodology is also one of the components of the Buildable Lands Program (BLP) required under RCW 36.70A.215 and WAC 365-196-315.

The BLP is required of the more populous counties and their cities (i.e., Clark, King, Kitsap, Pierce, Snohomish, Thurston, and Whatcom Counties) to determine if they are achieving their planned densities within UGAs and, if not, to identify reasonable measures other than adjusting UGAs to achieve targets and objectives of their comprehensive plans. The BLP review and evaluation efforts are led by Kitsap County, in coordination and participation with its constituent cities. For the Buildable Lands Report due June 2021, the buildable land capacity as of January 1, 2020 will be measured against the CPP growth targets for the 2036 planning horizon.

The countywide LCA methodology described in this document (Kitsap County LCA) establishes an overall framework to promote consistency in the calculation of growth capacity, as required in the Kitsap Countywide Planning Policies (CPPs); however, cities may employ variations to the assumptions used in the methodology with proper “show your work” documentation to account for local circumstances.

The Kitsap County LCA methodology incorporates an analysis of housing and population capacity on residential land and employment capacity from land zoned for commercial and industrial uses. The work relies upon the data and work of the Kitsap County Assessor’s office as their countywide parcel-level data with current uses and improvements will be merged with each municipality’s permitting records of zoning. Additionally, the LCA relies upon County-maintained spatial data on existing land use and infrastructure conditions, including environmentally critical areas and transportation access. The methodology assumes the availability of GIS data listed in each analysis section and assumes that Assessor records provide an accurate record of property value (land vs. improvement value) and current land use.

An overview of the Kitsap County residential LCA methodology is shown in Exhibit 1. The methodology includes two phases. The first phase is the stand-alone Programmatic Infrastructure Gap Review that would typically be carried out by planning staff. The second phase consists of the nine LCA steps that are designed to be executed by a GIS analyst, with direction and input from planners for key assumptions. This document provides detailed guidance for each step of the process, highlighting assumptions that can be varied by individual jurisdictions based on local conditions, with proper documentation. The non-residential LCA follows a similar structure and is described later in this document.

**Exhibit 1. Kitsap County Residential LCA Process**



Source: BERK, 2020.

## Data Inputs Required

- Kitsap County parcel polygons;
- Kitsap County Assessor parcel records;
- Public service providers and service area boundaries;
- Applicable capital facility plans and system plans;
- Recent building permit data, including a list of parcels created as part of an approved plat;
- Assumed residential density by zoning district (see text box); and
- Environmentally critical areas:
  - Streams (including stream type classification);
  - Water bodies;
  - Wetlands (including wetland type classification);
  - Hydric soils; and
  - Geologic hazard areas (moderate and high hazard risk).

## STEP 0: PROGRAMMATIC INFRASTRUCTURE GAP REVIEW

In 2017, the state legislature added a requirement for the BLP to include consideration of infrastructure gaps as the lack of transportation or utility infrastructure can affect the amount and timing of future development and thus impact the amount of land suitable for development or redevelopment. Under the BLP, counties and cities are required to evaluate and identify lands subject to infrastructure gaps including but not limited to transportation, water, sewer, and stormwater. (RCW 36.70A.215 (3)(b)(i))

The Department of Commerce Guidebook published in 2018 clarified that the infrastructure gap review should focus on those gaps that could prevent densities from being achieved or that could delay development during the remainder of the planning period. Commerce also states that adopted capital facilities plans may be relied upon for land capacity calculations but recognizes situations may arise that could result in gaps. Accordingly, the gap analysis should include:

- Identifying planned capital facility projects that would have added capacity but are no longer planned or are delayed beyond the 20-year planning period; Identifying planned transportation

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## Assumed Density

For each residential zone, jurisdictions will need to select an assumed density (units per acre) to apply in Step 8 of the LCA. Assumed densities are those densities “at which future development is expected to occur.” WAC 365-196-210(6). This assumed density will also be used in Step 1 when identifying partially utilized parcels.

Commerce recognizes that achieved density can be a starting point for determining assumed density. However, jurisdictions must draw upon local circumstances when selecting a reasonable assumed density and always consider situations, such as:

- If the zone had seen very little development activity in recent years;
- Zoning or development regulations have recently changed, and insufficient new permit data is available to evaluate the market response; or
- There have been significant new (or anticipated future) infrastructure investments or other amenities that change market conditions. An example might be new Fast Ferry service to Downtown Seattle.

In addition, jurisdictions should draw upon other sources of information to derive assumed densities, such as:

- Market studies
- Achieved densities in other jurisdictions with similar zoning and market characteristics.

Always consider the impacts of regulations such as setbacks, height limits, and parking requirements on development feasibility when selecting a reasonable assumed density.

improvements that, without being implemented, would limit additional development and redevelopment; and

- Identifying areas that are likely to remain outside of water and sewer service boundaries.

From the perspective of the LCA, properties with limited or no access to critical infrastructure during the planning period may be identified as constrained and either:

- 1) removed from the available land supply at the outset and not carried forward into the remaining Steps 1 through 9 or,
- 2) identified as subject to partially constrained growth and addressed in Step 6 (through alternative assumed densities) or Step 8 (through an alternative market factor).

This infrastructure gap review in Step 0 is meant to consider areas with system level challenges that affect whether parcels are candidates for growth. Infrastructure gaps should be identified prior to performing detailed analysis of land capacity for residential or commercial/industrial uses, as these infrastructure gaps will directly affect the amount of land available for both residential and employment purposes. In contrast, in Steps 4 and 5, a deduction will be applied to lands determined vacant, underutilized, and partially utilized for infrastructure installed as a natural course of development (e.g., rights of way, stormwater treatment, etc.).

Per the Commerce Guidebook, “Methodology steps are cumulative, so in determining how each is estimated, care should be taken to avoid double counting factors.” (Guidebook, page 37) Careful consideration of whether land is partially or fully constrained due to infrastructure should be made, as well as whether the infrastructure issues can be addressed as part of development or redevelopment. There may be other factors at play due to the market conditions or allowable densities. It should be noted that depending on the overall LCA results and the chosen targets or densities, if there are inconsistencies reasonable measures may be needed.

## Gap Analysis

The infrastructure gap review below is meant to provide a framework to review whether areawide infrastructure limitations exist to limit the supply of land that are candidates for growth. If there are no known systemwide or areawide infrastructure limitations for water, sewer, stormwater, or transportation that could prevent or delay development, you may use the worksheet in Exhibit 4. Programmatic Infrastructure Gap Review Worksheet to briefly document this finding and move on to Step 1.

The Gap Analysis process consists of two major sub-steps:

- **Step 0.1:** Identify Relevant Infrastructure Systems that Could Prevent or Delay Development; and
- **Step 0.2:** Identify and Map System Capacity Challenges Using Available Information.

Step 0.1 is a high-level review of available information to identify which infrastructure systems may require more detailed review for their potential to prevent assumed densities from being achieved or delay urban development, while Step 0.2 is a more detailed review to identify specific geographic locations with infrastructure constraints.

### *Step 0.1. Identify Relevant Infrastructure Systems that Could Prevent or Delay Development*

The County and cities have been planning under GMA and developing their Capital Facility Plan

elements and supporting system plans for decades. While the BLP newly identifies the infrastructure review and evaluation step, relevant information and capital programs already exists to support the land use plans of each jurisdiction and the LCA.

In Step 0.1, jurisdictions should review available information in the CFP to determine if any infrastructure systems have the potential to prevent assumed densities from being achieved during the 20-year planning period. These impediments could either be at a systemwide scale (for example, entire water or sewer system has supply or treatment capacity constraints) or in a specific area (e.g. neighborhood, district, subarea), and they could result in either a complete prevention of development potential (e.g., no improvement is planned to deliver necessary urban services for water, sewer, stormwater or transportation), or result in major differences in achievable densities.

This review should answer the following kinds of questions. An answer of “yes” or “maybe” would warrant closer review in the Step 0.2.

- **Water:** Are there major constraints in supply, pressure, or distribution that would prevent development, or markedly constrain expected densities?
- **Sewer:** Are there unsewered areas or areas currently operating on septic without capital plans in place to extend service? Are there areas of septic where failure has been identified by the Health District? Would the lack of areawide sewer due to physical or economic feasibility considerations alter an area’s development potential during the planning period?
- **Stormwater:** Are *regional* systems necessary for urban-scale development at a systemwide or areawide level?<sup>1</sup>
- **Transportation:** Does the jurisdiction contain areas with long-term physical service challenges?<sup>2</sup>
  - Areas are inaccessible due to geographic constraints; or
  - No infrastructure currently exists to provide physical access.

### *Step 0.2. Identify and Map Areas Using Available Information*

After identifying potentially relevant infrastructure systems in Step 0.1, this Step 0.2 is meant for the County and cities to review available information and plans and consider if there are areawide infrastructure gaps that may reduce the supply of land considered candidates for growth.

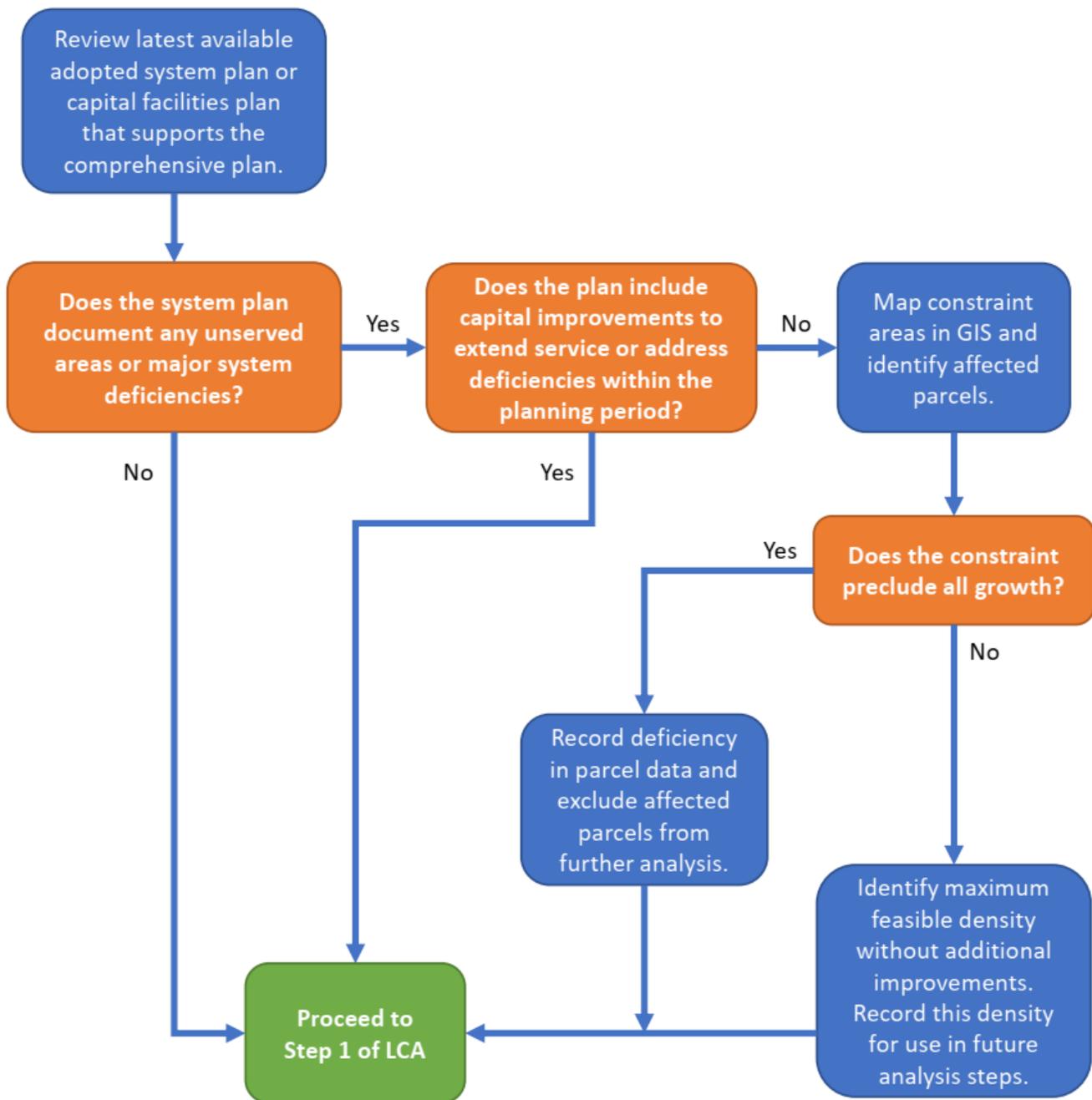
This decision tree in Exhibit 2 illustrates the evaluation process that should be followed for each of the relevant infrastructure systems identified in Step 0.1, based on local conditions and service providers. For example, cities are likely to provide more services directly and have fewer unserved or inaccessible areas than the county. The decision tree in Exhibit 2 allows these jurisdictions to conduct the gap analysis efficiently and prioritize resources for detailed analysis only in situations where infrastructure systems are found to have meaningful gaps or major deficiencies.

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<sup>1</sup> These questions address areawide/system concerns. See Step 5 Public Facilities deductions for site/parcel specific public and private facilities like stormwater needed for development of vacant, partially-utilized, or underutilized land.

<sup>2</sup> These questions are addressing areawide physical challenges or systemic issues. Parcel/site specific deductions are addressed in Step 4.

**Exhibit 2. Infrastructure gap review Jurisdiction Decision Tree**



Source: BERK, 2021.

The infrastructure gap review is meant to use readily available information. GIS analysis would only be required if mapping is called for in the decision tree.

If responses to the decision tree indicate mapping is necessary, then add the following fields to the parcel layer. The following steps below will explain how to calculate values for these fields.

**Exhibit 3. GIS Database Fields to be Added – Infrastructure gap review**

Field Name	Field Type	Comments
Infrastructure Gap	Text	Note infrastructure gap type (water, sewer, stormwater, etc.), if present.
Constant	Binary	If infrastructure gap is likely to prevent or delay development (i.e., conditions are expected to remain constant during the planning period), set value to TRUE. Otherwise, set value to FALSE.
Alt Density	Numeric	If infrastructure gap does not prevent or delay development, but limits density, note the alternative assumed density (or FAR for non-residential properties) for use in Step 8.  Used in tandem with the “Alt Market Factor” field. Do NOT provide values for both fields.
Density Units	Text	Unit of measure for density: <ul style="list-style-type: none"> <li>▪ “du/ac” for residential properties.</li> <li>▪ “FAR” for commercial/industrial properties.</li> </ul>
Alt Market Factor	Numeric	If infrastructure gap does not prevent or delay development, but limits growth capacity, note the assumed market factor for use in Step 6.  Used in tandem with the “Alt Density” field. Do NOT provide values for both fields.

Source: BERK, 2020.

## Infrastructure Gap Review Worksheet

An infrastructure gap review worksheet is included in Exhibit 4. Programmatic Infrastructure Gap Review Worksheet below. A jurisdiction would already have the information needed in existing plans, and would focus only on systems with the potential to prevent assumed densities from being achieved or delay urban development during the 20-year planning period at a systemwide or areawide scale. If there are no systemwide or areawide constraints with any system, document this in Exhibit 4 and continue to Step 1.

### Exhibit 4. Programmatic Infrastructure Gap Review Worksheet

Step	Response / Description
<p><b>Step 0.1:</b> Determine if any of the following infrastructure systems have the potential to prevent assigned densities from being achieved or delay urban development during the 20-year planning period at a systemwide or areawide scale. An answer of “yes” or “maybe” to the following questions would warrant closer review for that infrastructure type in the Step 0.2.</p>	
<ul style="list-style-type: none"> <li>▪ <b>Water:</b> Are there major constraints in supply, pressure, or distribution that would preempt development, or markedly constrain expected densities?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>Sewer:</b> Are there unsewered areas or areas currently operating on septic without capital plans in place to extend service? Are there areas of septic where failure has been identified by the Health District? Would the lack of areawide sewer due to physical or economic feasibility considerations alter an area’s development potential during the planning period?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>Stormwater:</b> Are regional systems necessary for urban-scale development at a systemwide or areawide level?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>Transportation:</b> Does the jurisdiction contain areas with long-term physical service challenges? Areas are inaccessible due to geographic constraints; or no infrastructure currently exists to provide physical access.</li> </ul>	
<p><b>Step 0.2:</b> Complete the following <u>using available information</u> only for <b>relevant systems</b> where you answered “yes” or “maybe” to the questions above. Answer the following questions separately for each relevant system identified.</p>	
<ul style="list-style-type: none"> <li>▪ Review latest available adopted system plan or capital facilities plan. Provide a list or links to plans relevant systems under review.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the system plan document any underserved or major system deficiencies? If yes, describe.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the plan include capital improvements to extend service or address deficiencies in the planning period? If yes, describe and proceed to Step 1.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the constraint prevent or delay all growth? If yes, identify affected parcels in GIS:               <ul style="list-style-type: none"> <li>○ Document the infrastructure gap type in the <b>Infrastructure Gap</b> field.</li> <li>○ Use the <b>Constant</b> field to flag any parcels where lack of infrastructure would make development unfeasible within the 20-year planning period and the current status of the property is unlikely to change.</li> <li>○ Exclude affected parcels from further analysis. Continue to Step 1.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the constraint partially constrain growth? If yes, identify the areas spatially, document the infrastructure gap type in the <b>Infrastructure Gap</b> field, and note the alternative densities for Step 8, or alternative market factor for Step 6. Only one</li> </ul>	

Step	Response / Description
<p>assumption should be varied, either density or market factor, but not both, to avoid double counting.</p> <ul style="list-style-type: none"> <li>○ <b>Density Limitation:</b> If infrastructure conditions would not preclude development, but they are likely to limit growth capacity, set the field <b>Alt Density</b> to the maximum anticipated density (dwelling units per acre or floor area ratio) and document the source of this assumption. The property would be flagged, and the appropriate density would be applied in Step 8.</li> <li>○ <b>Market Factor:</b> If infrastructure conditions would not preclude development, but they are likely to limit growth capacity, and the limitation can be addressed by market factor considerations in Step 6, set the field <b>Alt Market Factor</b> equal to the anticipated market factor reduction associated with infrastructure conditions and document the source of the assumption. The parcels would be flagged, and the appropriate market factor would be applied in Step 6.</li> </ul>	

## Residential LCA

The Residential LCA identifies vacant, partially underutilized and underutilized parcels in residential zones to calculate available capacity for development of housing units and associated population. Results will demonstrate whether existing zoning regulations allow for the growth needed to meet chosen residential growth targets for the 20-year planning period. The first step in this process is to categorize properties according to their development potential. The following steps apply only to properties located in residential zoning districts.

### Step 1. Define Development Status and Classify Parcels

The land capacity analysis is designed to measure capacity for new growth and therefore focuses primarily on vacant and redevelopable land. Assumptions regarding future development potential vary with site-specific conditions, so a detailed classification of properties must be performed as the first step in the analysis.

To prepare for this analysis add the following fields to the parcel layer. The steps below will explain how to calculate values for these fields.

#### Exhibit 5. GIS Database Fields to be Added – Residential LCA Step 1

Field Name	Field Type	Comments
Zone	Text	Zoning district
Assumed Density	Numeric	Assumed density (units per acre) for the zone. This assumption should consider factors such as the achieved density from the “look back” analysis, whether zoning or development regulations have recently changed, and insufficient new permit data is available to evaluate the market response, infrastructure investments or other amenities that change market conditions or impacts of development regulations such as setbacks, height limits, and parking requirements on development feasibility (see <a href="#">text box</a> above). Set to NULL for all non residential or mixed-use zones.

Field Name	Field Type	Comments
Potential Units	Numeric	The potential residential units on the parcel based on assumed density with no deductions considered. This field is used only for determining which parcels are partially utilized. Not in final land capacity calculations.
LCA Class	Text	Land Capacity Analysis Classification, as determined in Step 1 (Excluded, Pipeline, Vacant, Partially Utilized, or Under-Utilized).
Pipeline Density	Numeric	Approved/proposed density (in du/ac) for Pipeline properties, as determined in Step 1.1. For non-Pipeline properties, set value to Null.
Platted Lot	Text	If the parcel is a platted lot, set to TRUE. Otherwise, set to FALSE.

Source: BERK, 2020.

- **Step 1.1: Identify Pipeline Properties (OPTIONAL).** Pipeline development refers to growth that has been permitted or approved between January 1, 2020 and December 31, 2020 and not captured during the 2013-2019 evaluation period. but was not built . Unless there is a reason to believe the growth will not actually be completed, this growth can be accounted for in the capacity calculations. Jurisdictions that wish to account for pipeline development separately in their LCA can remove the parcels from the land supply at the outset of the process and add them back in later based on approved final permits or development agreements. This can result in a more accurate accounting of capacity for growth. In addition, the process for approving plats, master plans, and building permits can provide a more accurate, site-level review of critical areas than the regional approach used in this LCA. Properties can be classified as “Pipeline” if they meet any of the following criteria. Jurisdictions that complete this optional step can select to use any or all of these criteria and can refine *these criteria to best reflect local circumstances.*

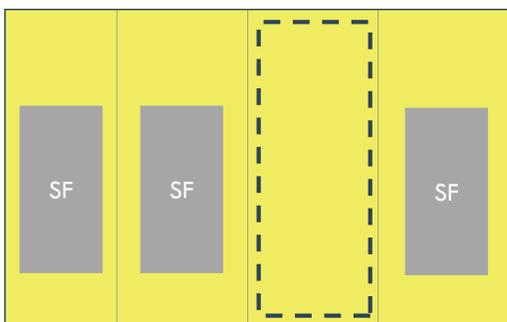
  - The property is part of an approved final single-family plat but has not yet been approved for any building permit. The primary purpose of including such properties in the pipeline is to capture large plots of land being developed for single-family home sites where individual lots have not yet been identified as lots in the County Assessor parcel data. Assign future growth for these parcels as one single-family unit per platted lot.
  - A preliminary plat has been approved and site development permits have been issued, but the final plat has not been filed or approved. The site development permits show evidence of commitment and the proposal densities appear to be best reflected in the final capacity rather than the typical LCA process. Treat lots like a final plat above – one single-family unit per plated lot.
  - A final land use permit has been approved for the property (e.g., multifamily or mixed-use site plan) but no construction occurred between January 1, 2020 and December 31, 2020. Assign future growth for these parcels consistent with type and number of units described in the approved land use permits.

- The property is part of a master plan or a phased development under a development agreement. For final master plans or development agreements, assign approved density levels and classify the properties as “Pipeline.” If the master plan or development agreement is preliminary or still pending, assign the proposed density levels, but do not classify the land as “Pipeline.”
- **Step 1.2: Identify Excluded Properties.** Parcels with the following use classifications are not likely to redevelop and should be classified as “Excluded”:
  - Utility parcels;
  - Transportation parcels or right-of-way;
  - Marinas;
  - Cemeteries;
  - Hospitals;
  - Governmental services;
  - Schools (including higher education);
  - Churches and other places of worship;
  - Cultural, entertainment, and parks/recreation properties;
  - Tidelands and water areas; and
  - Current Use Exempt parcels (RCW 84.34); note if there is a clear intent to develop in the planning period, treat as pipeline, vacant, or partially utilized as appropriate.
  - Open space
  - Shoreline parcels less than 1 acre

In addition, any properties identified as “Constant” in the Infrastructure Gap Review (Step 0) should be classified as “Excluded.”

- **Step 1.3: Identify Vacant Properties.** Vacant parcels are properties with no development or very minimal improvements, regardless of size (see Exhibit 6. Example of a Vacant Parcel). These are identified in County Assessor parcel data as having a property class code associated with vacant/undeveloped land (“910 – Undeveloped Land,” or “990 – Other Undeveloped Land”). For these parcels, set LCA\_Class to “Vacant”.

**Exhibit 6. Example of a Vacant Parcel**



Source: BERK, 2020.

**Step 1.4: Identify Partially Utilized Properties.** Partially utilized properties are parcels currently occupied by a use, but which encompass enough land to be further subdivided without rezoning. Typically, this category consists of parcels zoned for single-family residential development that are large enough to be subdivided for the creation of additional single-family lots (see Exhibit 7. Example of a Partially Utilized Parcel). For parcels not classified as Vacant or Pipeline, assign the “Partially Utilized” classification if the property meets **all** the following criteria:

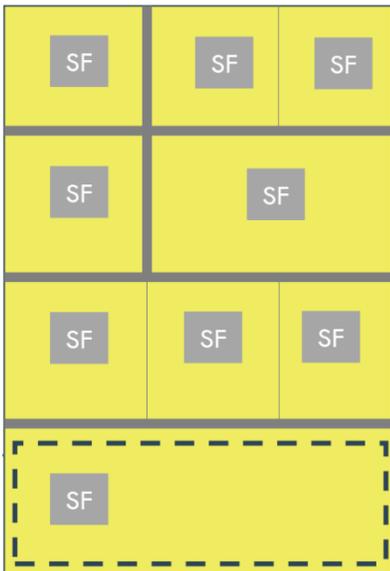
- The parcel is in a residential zone where the predominant form of new housing development is expected to be single family
- Based on assumed density for that zone, the parcel has potential to support at least 2.5 X number of existing units.

To identify Partially Utilized parcels in residential zones, do the following:

- Calculate the field Potential Units as number of units that could be built at the assumed density level for that zone (parcel acres x Assumed Density).
- Compare Potential Units to the existing units on the parcel. If Potential Units is at least 2.5x existing units, then classify the parcel as Partially Utilized. (LCA Class = “Partially Utilized”)

Note: Critical areas will be accounted for in Step 3. Then remaining acreage of Partially Utilized parcels will be aggregated and standard deductions will be applied. The Potential Units field is not used to calculate land capacity.

**Exhibit 7. Example of a Partially Utilized Parcel**



Source: BERK, 2020.

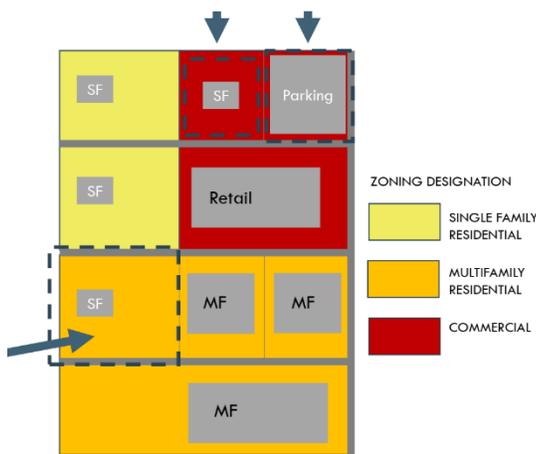
- **Step 1.5: Identify Under-Utilized Properties.** Under-utilized properties contain some amount of existing development, but there is a strong possibility that the existing use will be converted to a more intensive use during the planning period. For example, a single-family home on a property with multifamily or commercial zoning could be considered under-utilized (see Exhibit 8. Examples of

Under-Utilized Parcels).

For parcels not classified as Vacant, Pipeline, or Partially Utilized, assign the “Under-Utilized” classification if the property meets **any** of the following criteria:

- The property is in a residential or mixed-use zone where the predominant form of new housing development is expected to be multifamily, and the existing use is a detached single-family home, cottage, mobile/manufactured home, or garage/shed; or
- The property improvement to land value ratio is < 0.5 (i.e., assessed improvements value divided by assessed land value <0.5).

**Exhibit 8. Examples of Under-Utilized Parcels**



Source: BERK, 2020.

- **Step 1.6: Identify Platted Lots.** Single-family parcels that are platted lots recorded prior to the January 1, 2020 “look back” date should be identified and removed from the land supply prior to application of critical areas deductions (Step 3) if they are classified as Vacant, Partially Utilized, or Under-Utilized. As part of approved plats, these properties have already undergone critical areas review and should not have deductions applied again. Development potential for these platted lots is calculated separately in Step 8. As part of this process, any parcel-level attribute information added as part of the Infrastructure Gap Review (Step 0) should be maintained to ensure that any density limits or modifications to market factor resulting from infrastructure gaps can be properly considered when calculating development potential in Step 8.

Where platted lots are identified, set the “Platted Lot” field to TRUE. Platted lots are identified by Assessor tax account number with the following query:

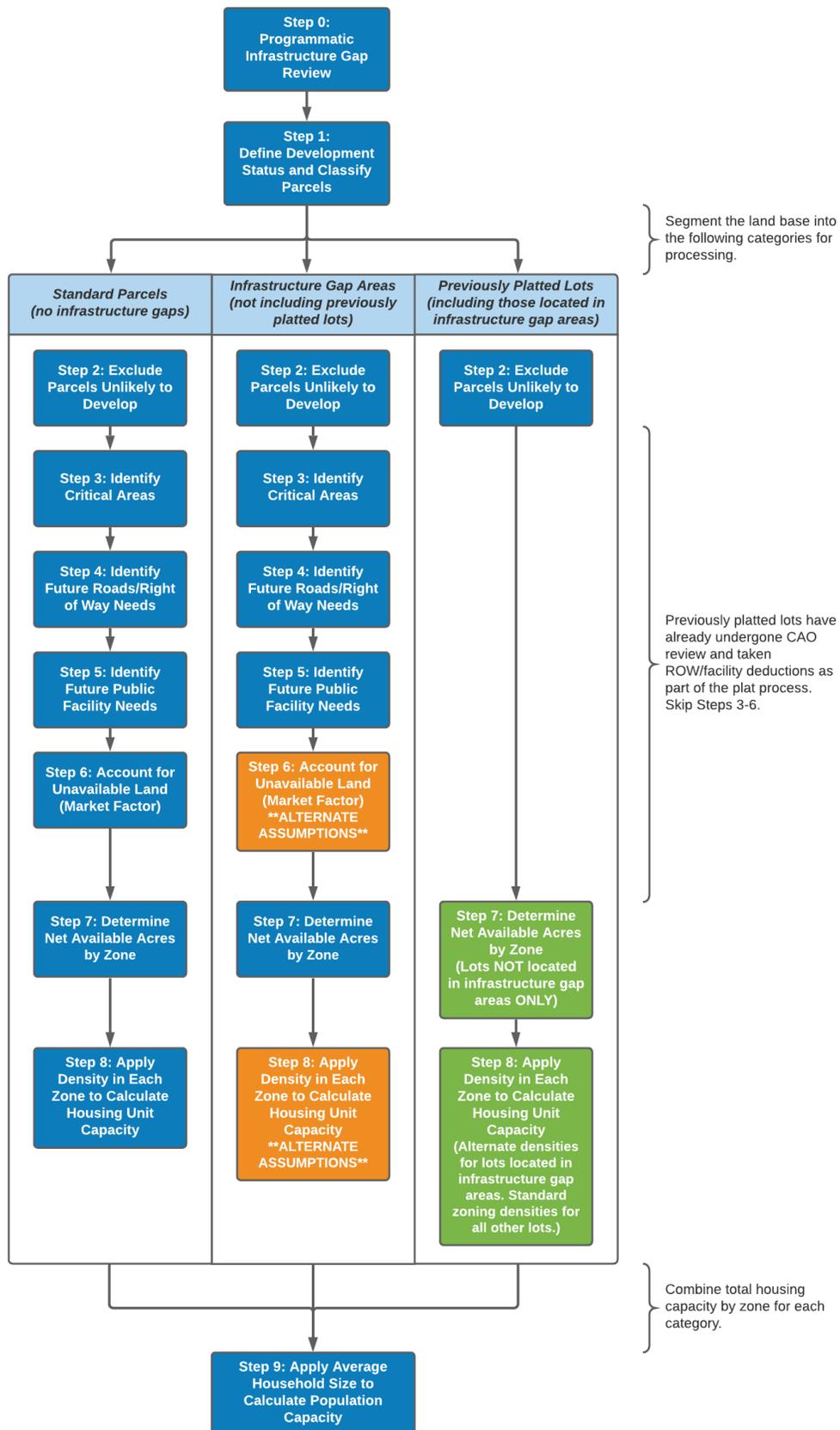
```
SELECT FROM GIS.PARCEL_POLY WHERE [ACCT_NO] >= '37**_***_***_****'
```

- **Step 1.7: Segment Land Base for Processing.** While the LCA provides a standard methodology for analyzing land capacity, deviations are necessary to account for unique circumstances. Infrastructure gap areas as identified in Step 0 are one such special consideration, and platted lots identified in Step 1.6 are another. In this sub-step, the land base should be segmented into three groups, and

each group will proceed through Steps 2-8 separately. The net housing capacity by zone for each group will be recombined in Step 9 to determine total housing and population capacity. Using GIS, segment the land base into three feature classes based on the criteria below:

- **Previously Platted Lots:** Previously platted lots have already undergone review and deductions for critical areas, roads, and public facilities. As such, these properties should not repeat those steps in this LCA process. Previously Platted Lots will complete Step 2, then proceed to Step 7.
  - Using GIS, select all properties where “Platted Lot” equals TRUE. Export these properties to a new GIS feature class, “LCA\_Platted\_Lots.”  
Any infrastructure-related attributes established in Step 0 should be maintained.
- **Infrastructure Gap Parcels:** Properties located within identified infrastructure gaps in Step 0 are not anticipated to achieve the same level or development as properties without infrastructure gaps. These properties will complete Steps 2-8, but they will use alternative growth assumptions (either an alternative assumed density or alternate market factor).
  - Using GIS, select all properties where “Infrastructure Gap” is not NULL, and “Platted Lot” equals FALSE. Export these properties to a new GIS feature class, “LCA\_InfraGap\_Parcels.”
- **Standard Parcels:** Properties not flagged as Platted Lots and not located in an infrastructure gap area are not subject to special considerations and can complete Steps 2-8 without using alternate assumptions.
  - Using GIS, select all properties where “Platted Lot” equals FALSE, and “Infrastructure Gap” is NULL. Export these properties to a new GIS feature class, “LCA\_Standard\_Parcels.”

## Exhibit 9. Residential Land Supply Data Processing Diagram



## Step 2: Exclude Parcels Unlikely to Develop

This step refines the classifications from Step 1. This refinement is intended to address additional factors that could affect development potential, such as high-value homes that may be unlikely to redevelop or subdivide, despite having adequate acreage to do so.

- **Step 2.1: Exclude High-Value Residential Parcels.** For parcels that meet the following criterion, change LCA Class to “Exclude”:
  - The assessed value of property improvements is greater than 2.5 X the parcel’s assessed land value.

## Step 3: Identify Critical Areas

Critical areas are defined by the GMA generally as wetlands, frequently flooded areas, geologically hazardous areas, fish and wildlife habitat conservation areas, and critical aquifer recharge areas. These are all environmentally sensitive areas that must be protected under GMA and are generally not available for development. This step determines the location of critical areas and applies a mosaic feature that generalizes buffers and required setbacks. Once identified, these areas are deducted from the remaining vacant, partially utilized, and underutilized land supply.

This analysis assumes a percentage of critical areas can be legally developed under the current Critical Areas Ordinance. The likelihood that an area can be developed depends upon the type of environmental sensitivity. This method differentiates “Areas of Moderate Geologic Hazard” from other “Critical Areas” and applies a different partial reduction of acreage for each category when calculating developable land supply. Further, this analysis assumes that most jurisdictions do not limit residential development in critical aquifer recharge areas or in frequently flooded areas. For example, Kitsap County Code (KCC 19.600.620) does not list residential development as an activity with a potential groundwater threat and thus does not limit residential development. Also, Kitsap County Code (chapter 15.12 KCC) does not generally prohibit residential development in frequently flooded areas, except in designated floodways, but rather imposes structural building standards. After review of designated floodways in Flood Insurance Rate Maps, most of these areas are located outside of UGAs, along shorelines, are located on public lands, or are notated along DNR typed water courses. The DNR typed watercourses are already included in this reduction factor and so no additional reduction for FEMA flood hazard along streams corridors is included. Should city regulations prohibit or limit development in critical aquifer recharge areas or frequently flooded areas, those jurisdictions should account for and include these areas in the critical area mosaic.

### DEVELOPMENT POTENTIAL OF HIGH-VALUE HOMES

Step 2.1 examines properties with special circumstances that make them unlikely to redevelop, regardless of subdivision potential or zoning. Often, these properties are high-value, luxury single-family homes with larger lot sizes and high improvement values relative to the value of the underlying land.

The methodology identifies these properties on the basis of improvement-to-land value ratio to control for variations in land values across large areas. Local jurisdictions may consider local property value conditions and set alternative thresholds, as appropriate.

### CRITICAL AREAS

The methodology for Step 3 is based on Kitsap County’s adopted framework for regulating critical areas. Local jurisdictions may include additional environmental constraints or apply different reduction factors, depending on local regulations.

The Critical Areas mosaic represents the areas most highly encumbered by the presence of environmental features. Components of the mosaic include the following critical areas categories:

- **Streams:** Both perennial and seasonal streams, as well as their associated buffer areas.
- **Wetlands:** Delineated wetland areas and their associated buffers, as regulated by the Critical Areas Ordinance.
- **Water Bodies:** Areas of standing water that cover a portion of a parcel, including lakes, ponds, bogs, or saltwater.
- **Hydric Soils:** Inclusion of hydric soils in the critical areas mosaic captures areas that have the potential to be classified as wetlands, even if no formal wetland delineation has been performed.
- **Areas of High Geologic Hazard:** Unstable areas with steep slopes or other geologic characteristics that make them highly unsuitable for development.

Areas of Moderate Geologic Hazard include lands with moderate slopes, seismic concerns, or erosion risks, but they are not as sensitive as the high geologic hazard areas included in the Critical Areas mosaic and are therefore assigned a lower reduction factor.

Exhibit 11 provides a detailed description of each critical areas mosaic component, data sources, associated buffer widths, and land supply reduction factors.

The following sub-steps are applied to the “LCA\_Standard\_Parcel” and “LCA\_InfraGap\_Parcel” land supply datasets. The “LCA\_Platted\_Lots” dataset does not complete Steps 3-6.

### *Step 3.1: Construct Critical Areas Mosaic*

For each class of critical area (streams, water bodies, wetlands, hydric soils, and geologic hazards), apply the following GIS operations:

- Buffer features according to adopted buffers and setbacks, as established in the latest Critical Areas Ordinance.
- With the exception of Moderate Geologic Hazard area, dissolve all critical area and buffer/setback areas to create a single Critical Areas polygon.
- Dissolve all Moderate Geologic Hazard features and associated buffer/setback areas to create a single polygon.

### *Step 3.2: Overlay Critical Areas Mosaic on Parcel Base*

- Select Vacant, Partially Utilized, and Under-Utilized parcels and dissolve to create an aggregated Developable Lands GIS feature class. The dissolve operation should respect LCA classification, zoning, and any infrastructure gaps identified in Step 0. Ensure that the resulting feature class maintains the following attributes:
  - LCA Classification;
  - Zoning;
  - Infrastructure gap type; and

- Alternative assumed density or alternative market factor (identified as part of Step 0.2).
- Overlay the Critical Areas polygon and the Areas of Moderate Geologic Hazard polygon with the aggregated Developable Lands feature class. Perform a union of these three datasets to generate an updated Developable Lands feature class consisting of the following:
  - Areas with no environmental constraints;
  - Critical Areas; and
  - Areas of Moderate Geologic Hazard.
- Areas of environmental constraint that do not intersect Vacant, Partially Utilized, or Under-Utilized parcels should be excluded from the updated Developable Lands feature class.
- At this point, the GIS feature class can be exported into a tabular format for additional spreadsheet-based operations in Microsoft Excel or a similar program. Subsequent steps will refer to this as the “Buildable Lands table.”

### *Step 3.3: Apply Critical Area Reductions*

- Add a “Developable Acres” column to the Buildable Lands table. This column represents the baseline aggregate acreage available for development after consideration of critical areas and is calculated in the following steps. Further deductions for roads, infrastructure, and public uses will be applied in Steps 4-7.
- For each record in the Buildable Lands table, calculate developable acres as follows:
  - For areas without environmental constraints, set equal to total acreage of the polygon.
  - For areas impacted by Critical Areas, set Developable Acres to 25% of overall polygon acreage (75% reduction).
  - For areas impacted by Areas of Moderate Geologic Hazard, set Developable acres to 50% of overall polygon acreage (50% reduction).

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## Assumptions for Mixed-Use Zones

Commerce Guidelines emphasize the importance of not duplicating residential and employment capacity in mixed use zones. Local jurisdictions may estimate future residential capacity in mixed use zone based on achieved residential densities (counting total residential units built per acre after deducting critical areas) or by dividing the land base proportionally between residential and commercial uses based on floor area ratios (page 25-27, including figure 8).

Local jurisdictions are encouraged to develop their own assumptions based on local conditions, observed trends, example developments where there is no recent history, and/or mixed-use development regulations. To ensure that development capacity is not over- or under-counted, the residential and non-residential percentage assumptions for each zone (see County examples in Exhibit 10) **must** sum to 100%.

### Considerations for Vertical Mixed-Use Development

In the example of vertical mixed-use areas, both residential and commercial densities should be calculated using total acreage.

For example, residential density would be calculated as total housing units divided by total acreage. Commercial FAR would be calculated as total developed commercial square footage divided by total acreage. These calculated densities can then each be applied to total developable acreage in the mixed-use zone to estimate residential and commercial capacity, without using an acreage split. If local jurisdictions choose to address mixed use in this way, the adjustment to developable acreage described in Step 3.4 should not be implemented.

---

### *Step 3.4: Adjust Developable Acres for Mixed-Use Zones*

In mixed-use zones where new development is assumed to be single use (residential or commercial, not vertical mixed-use), jurisdictions should consider the proportion of developable land that is anticipated to be developed for residential versus commercial uses, based on residential densities allowed, achieved, and assumed. Special considerations for calculating capacity for vertical mixed-use development are described in the sidebar.

For areas with mixed-use zoning, developable acreage (as calculated in Step 3.3) should be adjusted to account for areas assumed not to develop for residential use. Exhibit 10 shows example assumptions for

mixed-use zoning in unincorporated Kitsap County.

**Exhibit 10. Mixed-Use Zoning Residential-Commercial Proportion Assumptions**

Zoning	Percent Residential	Percent Non-Residential
Urban Village Center (UVC)	50%	50%
Regional Center (RC)	50%	50%
Low Intensity Commercial (LIC)	50%	50%

For mixed-use zones only, re-calculate Developable Acres as follows:

- Developable Acres = Developable Acres (Step 3.3) x Percent Residential Assumption

**Exhibit 11. Parameters for Identifying Critical Area Reductions**

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Streams</b>					
DNR Water-courses	<b>S:</b> All waters, within their bankfull width, as inventoried as “shoreline of the state” under chapter 90.58 RCW (Segments of Big Beef Creek, Curley Creek, Chico Creek, Burley Creek, Union River, Blackjack Creek and Tahuya River)	200 feet	15 feet beyond buffer	75%	WCHYDRO contains watercourses represented as arcs or lines created by the Washington State Department of Natural Resources. These occur alone as single arc watercourses representing streams, ditches, or pipelines, or as centerlines through water body polygons such as double-banked streams, lakes, impoundments, reservoirs, wet areas,
	<b>F:</b> Segments of natural waters other than Type S Waters, which are within the bankfull widths of defined channels and periodically inundated areas of their associated wetlands or within lakes, ponds or impoundments having a surface area of 0.5 acre or greater at seasonal low water and which in any case contain fish habitat.	150 feet	15 feet beyond buffer	75%	

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<b>NP:</b> Segments of natural waters within the bankfull width of defined channels that are perennial nonfish habitat streams. Perennial streams are flowing waters that do not go dry any time of the year of normal rainfall.	50 feet	15 feet beyond buffer	75%	or glaciers. Also included are areas where the Wild Fish Conservancy has field-surveyed streams, where accessible, for fish presence and overall condition.
	<b>NS:</b> Segments of natural waters within the bankfull width of defined channels that are not Type S, F or Np Waters. These are seasonal, nonfish habitat streams in which surface flow is not present for at least some portion of the year of normal rainfall.	50 feet	15 feet beyond buffer	75%	
<b>Wetlands</b>					
Wetlands	<p><b>Category I:</b> Category I wetlands include, but are not limited to, wetlands that represent rare or unique wetland types, those that are more sensitive to disturbance than most wetlands, those that are relatively undisturbed and contain ecological attributes that are impossible to replace within a human lifetime, or those that provide a high level of function. Category I wetlands score twenty-three points or more out of twenty-seven on the wetlands ratings system.</p> <p><i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i></p>	92.5 feet		75%	<p>All wetland delineations are done in accordance with the approved federal wetland delineation manual and applicable regional supplement. All areas within the county that meet the wetland designation criteria are designated critical areas and are subject to the provisions of Kitsap County Code Title 19 – Critical Areas Ordinance.</p> <p>Through personal communication with environmental review staff, the most common wetland categories found in urban areas are Category III and IV wetlands. The characteristics of these common wetland types were moderate level</p>
	<p><b>Category II:</b> Category II wetlands are those wetlands that are more difficult to replace and provide high levels of some functions. Category II wetlands score between twenty and twenty-two points out of twenty-seven on the wetlands ratings system.</p> <p><i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i></p>				

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<p><b>Category III:</b> Category III wetlands are those wetlands with a moderate level of function and can often be adequately replaced with mitigation. Category III wetlands score between sixteen and nineteen points on the wetlands ratings system.</p> <p><i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i></p> <hr/> <p><b>Category IV:</b> Category IV wetlands have the lowest level of function and are often heavily disturbed. Category IV wetlands score less than sixteen points out of twenty-seven on the wetlands ratings system.</p> <p><i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i></p>				<p>of function. In very rare circumstances since the adoption of the 2017 CAO, low functioning/value Category II were delineated. Discussion was also held on common modifications of buffer standards allowed in code. This includes buffer averaging, administrative buffer reductions of 25% or less (Type II decision) or if greater than a 25% buffer reduction, buffer variance approved by the Hearings Examiner (Type III decision).</p> <p>To calculate average buffer widths, the most common wetland category found in urban areas was used (Category III to IV). The range of buffer widths from moderate functioning wetlands are 75ft to 110ft, with average at 92.5 feet.</p>

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Water Bodies</b>					
Water Bodies	<ul style="list-style-type: none"> <li>▪ <b>Bay, Estuary, Ocean or Sea</b> (Water Body cartographic feature code: 116)</li> <li>▪ <b>Lake, Pond, Reservoir, Gravel pit or quarry filled with water</b> (Water Body cartographic feature code: 421, 101, 402)</li> <li>▪ <b>Marsh, wet area, swamp or bog</b> (Water Body cartographic feature code: 111)</li> </ul>			75%	WBHYDRO contains water body polygons, such as double-banked streams, lakes, impoundments, reservoirs, wet areas, or glaciers. The purpose of including these features in the mosaic is to ensure that isolated water areas (such as lakes, ponds, or bogs) not covered by other categories are properly accounted for and removed from the land supply.
<b>Hydric Soils</b>					
Department of Natural Resources Soil Survey	<p><b>Soil Description:</b></p> <ul style="list-style-type: none"> <li>▪ Bellingham silty clay loam</li> <li>▪ McKenna gravelly loam</li> <li>▪ Mukilteo peat</li> <li>▪ Norma fine sandy loam</li> <li>▪ Semiahmoo muck</li> <li>▪ Shalcar muck</li> <li>▪ Shelton-McKenna complex</li> <li>▪ 0-10 percent slope</li> <li>▪ Tacoma silt loam</li> </ul>			75%	Potential wetlands

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Geohazards</b>					
Geohazard	<p><b>Areas of High Geologic Hazard:</b></p> <p>a) Areas with slopes greater than thirty percent and mapped by the Coastal Zone Atlas or Quaternary Geology and Stratigraphy of Kitsap County as "Unstable" (U), "Unstable Old Land Slides" (UOS) or "Unstable Recent Slides" (URS).</p> <p>b) Areas deemed by a Geologist to meet the criteria.</p>			75%	The GEOHAZARDS feature class is a union of the DNR & Natural Resource Conservation Service's (SCS) 1980 Soil Survey for Kitsap County and the soil STABILITY classification from the 1979 "Quaternary Geology and Stratigraphy of

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<p><b>Areas of Moderate Geologic Hazard:</b></p> <p>a) Areas designated U, UOS, or URS in the Coastal Zone Atlas or Quaternary Geology and Stratigraphy of Kitsap County, with slopes less than thirty percent; or areas found by a qualified geologist to meet the criteria for U, URS, and UOS with slopes less than thirty percent; or</p> <p>b) Slopes identified as "Intermediate" (I) in the Coastal Zone Atlas or Quaternary Geology and Stratigraphy of Kitsap County, or areas found by a qualified geologist to meet the criteria of I; or</p> <p>c) Slopes fifteen percent or greater, not classified as I, U, UOS, or URS, with soils classified by the Natural Resources Conservation Service as "highly erodible" or "potentially highly erodible;" or</p> <p>d) Slopes of fifteen percent or greater with springs or groundwater seepage not identified in Items 1 and 2, above; or</p> <p>e) Seismic areas subject to liquefaction from earthquakes (seismic hazard areas) such as hydric soils as identified by the Natural Resources Conservation Service, and areas that have been filled to make a site more suitable. Seismic areas may include former wetlands which have been covered with fill.</p>			50%	Kitsap County" thesis work by Jerald Deeter.

Source: Kitsap County, 2014.

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### **Customizing Road, Infrastructure, and Market Factor Deductions**

The deductions described in Steps 4-7 are intended to address future infrastructure needs by new development and market conditions in unincorporated Kitsap County. Modifications to these assumptions may be necessary in more urban areas, and cities are encouraged to develop custom deductions that best fit their circumstances.

#### **Road/Right of Way Deduction**

- Right of way and private circulation needs may vary between unincorporated areas and cities. Developable lands in urban areas may already be served by established road networks, thereby reducing the need for new roads or off-site improvements compared to other jurisdictions. The County guidance establishes a single deduction factor for all unincorporated areas, but cities may consider modifying roads/right of way deductions based on local conditions. For example, cities whose redevelopable land supply is concentrated in areas already served by roads and appropriate levels of service may establish a lower deduction factor for Under-Utilized properties compared to Vacant lands.

#### **Public Facility Deduction**

Public facilities and other on-site improvements needed to serve new development may vary across jurisdictions. Consider public facility needs such as, utility easements, on-site stormwater detention facilities, tree retention, trails, common open space and other on-site facilities required by local development regulations. These facilities may already exist in urban areas, requiring relatively little additional land associated with new development. If so, Cities may consider reducing deductions for public facilities accordingly.

#### **Unavailable Land (Market Factor)**

- High demand for urban real estate may reduce the amount of land that stays unavailable for development, and market factors may also vary across a city, depending on planning/zoning frameworks in place.

Roads, right of way, and traffic mitigation are necessary for new development, particularly undeveloped properties. The LCA applies a deduction for future road needs after accounting for environmentally critical areas in Step 3. Road and right of way deductions necessary for a given development project can depend on a variety of factors, including level of serve for roadway segments and intersections, site characteristics, environmental features, and permitting requirements. The standard deduction used here is based on review of permit trends and code requirements in unincorporated Kitsap County. The following applies to the “LCA\_Standard\_Parcel” and “LCA\_InfraGap\_Parcel” land supply datasets. The “LCA\_Platted\_Lots” dataset does not complete Steps 3-6.

For each record in the Buildable Lands table, calculate deductions for future roads and right-of-way as follows:

- Add column “ROW Deduction.”
- Calculate deduction according to the following formula:
  - “ROW Deduction” = 20% of “Developable Acres”
  -

### Step 5: Identify Future Public Facility Needs

After accounting for new roads, right of way, and traffic mitigation in Step 4, the LCA further deducts land necessary for construction of public facilities and other on-site improvements needed to serve new development, such as utility easements, on-site stormwater detention facilities, tree retention, trails, common open space and other on-site facilities required by development regulations. The deduction for these facilities should be taken based on the remaining buildable area after the road/right of way deduction is applied. The standard deduction used here is based on review of permit trends and code requirements in unincorporated Kitsap County. The following applies to the “LCA\_Standard\_Parcel” and “LCA\_InfraGap\_Parcel” land supply datasets. The “LCA\_Platted\_Lots” dataset does not complete Steps 3-6.

For each record in the Buildable Lands table, calculate deductions for future public facilities as follows:

- Add column “PubFac Deduction.”
- Calculate deduction according to the following formula:
  - “PubFac Deduction” = 20% of (“Developable Acres” – “ROW Deduction”)

### Step 6: Account for Unavailable Lands (Market Factor)

In addition to land needed for public infrastructure, some percentage of otherwise developable land is likely to remain unavailable due to market conditions and landowner intent. In general, Commerce Guidance indicates larger urban jurisdictions with significant development and redevelopment activity observed or expected will likely find and assume lower market supply factors. Other jurisdictions not anticipating substantial redevelopment and/or still experiencing urbanization of unimproved areas will likely assume higher market supply factors (page 41).

The following sub-steps apply to the “LCA\_Standard\_Parcel” and “LCA\_InfraGap\_Parcel” land supply datasets. The “LCA\_Platted\_Lots” dataset does not complete Steps 3-6.

### Step 6.1. Identify Residential Product Type for Each Zone

Assign a housing product type (Single Family or Multifamily/Mixed Residential) to each zone based on anticipated predominant uses. The product type assigned should represent the predominant residential building typology and use that is likely to be developed for that zone, based either on past buildout or what is envisioned and supported by development regulations and requirements.

Note, that the alternative assumed densities selected in Step 8 should be consistent with the product type selected in Step 6.1 to ensure the appropriate market factor range is applied to determine buildable land capacity.

#### Exhibit 12. Residential Product Type Examples

Product Type	Description/Application	Illustrative Examples
Single Family	All areas where single family residential product inclusive of any of the following listed as the predominant use: detached, duplex, tri-plex four plex or townhouse plat.	Detached single family homes and subdivisions, attached townhomes and duplexes
Multifamily/Mixed Residential	All areas where multilevel stacked residential product in the form of rental housing or condominium ownership is the predominant permitted use. Inclusive of high density multifamily and mixed use developments	Stacked flat apartment buildings, garden style apartment complexes, mid rise multifamily podium projects, mid rise multifamily podium projects with ground floor commercial uses, residential high rise, residential condominium projects.

Source: Heartland, 2021.

The market factor ranges in Appendix X account for the expected rate of absorption of land supply development over the next 20 years. In other words, it accounts for the percentage of land that is unlikely to develop due to market conditions and demand. Therefore, a high assumed market factor means barriers to development may exist that could impact additional growth in that jurisdiction within the 20-year planning period.

### Step 6.2. Identify Market Factor Range by Geography

For each record in the Buildable Lands table:

- Add column “Market Factor Range.”
- Assign the applicable market factor range for each zone based on its geographic location and assigned Product Type, according to the market factor matrix contained in Appendix B – Market Factor Guidance Framework:
  - Low (5-20%);

- Medium (20-35%); or
- High (35-50%).

*Step 6.3. Establish Specific Market Factor Based on Local Conditions.*

Step 6.3 provides a framework for selecting a final market factor from within the range assigned in Step 6.2, based on specific local conditions. A detailed discussion of conditions that warrant adjustments to market factors is contained in Appendix B – Market Factor Guidance Framework; the conditions include the following:

- Vacant vs. Partially Utilized or Under-Utilized lands;
- Local market conditions;
- Single-family uses in recently up-zoned areas;
- Restrictive covenants in planned communities;
- Known parcel size and assemblage challenges;
- Transit accessibility;
- Infrastructure limitations; and
- Areas designated as Growth Centers.

Local jurisdictions should review and incorporate these criteria when setting their local market factors and document their assumptions for each zone and geographic area.

For each record in the Buildable Lands table:

- Add 2 columns: “Market Factor Final” and “Market Deduction.”
- For the “LCA\_Standard\_Parcels” dataset:
  - Apply the criteria in Appendix B – Market Factor Guidance Framework and set “Market Factor Final” equal to the finalized market factor.
  - Calculate “Market Deduction” as:  
 (“Developable Acres” – (“ROW Deduction” + “PubFac Deduction”))
- For the “LCA\_InfraGap\_Parcels” dataset:
  - If an alternate market factor was established in Step 0, set “Market Factor Final” equal to this value.
  - If no alternate market factor was established in Step 0, apply the criteria in Appendix B – Market Factor Guidance Framework and set “Market Factor Final” equal to the finalized market factor.
  - Calculate “Market Deduction” as:  
 (“Developable Acres” – (“ROW Deduction” + “PubFac Deduction”)) x “Market Factor Final”
- For the “LCA\_Platted\_Lots” dataset, skip this step and proceed to Step 7.

## Step 7: Determine Available Net Acres

This step calculates Net Available Acres by applying the deductions from Steps 4-6 to the Developable Acres calculated in Step 3. Assumptions for under-utilized and partially utilized platted lots are different because redevelopment (typically on older plats from the 1960s-1970s) is often substantially impeded if not functionally prohibited, by plat requirements or covenants. An example of these impediments includes strict plat covenants and requirements for majority approval of affected landowners within a plat if additional lots are to be created. The 25% of under-utilized and partially utilized platted lots that remain in the land supply are intended to account for some additional development capacity, including capacity for accessory dwelling units (ADUs). Add a new column to the Buildable Lands table, “Net Acres,” and calculate for each record as follows:

- “LCA\_Standard\_Parcel” and “LCA\_InfraGap\_Parcel” land supply datasets:
  - “Net Acres” = “Developable Acres” – (“ROW Deduction” + “PubFac Deduction” + “Market Deduction”)
- “LCA\_Platted\_Lots” dataset:
  - If “Infrastructure Gap” is NULL, calculate net acreage by development classification:
    - **Vacant:** “Net Acres” = 100% of platted parcel area.
    - **Under-Utilized and Partially Utilized:** “Net Acres” = 25% of platted parcel area.
  - If “Infrastructure Gap” is not NULL, do not calculate net acreage. Capacity will be assigned to these records in Step 8.

## Step 8: Apply Density in Each Zone to Calculate Housing Unit Capacity

### Step 8.1. Calculate Gross Housing Unit Capacity

Gross housing unit capacity is calculated by applying density assumptions for each zone to net available acres. Density assumptions should consider factors such as historical achieved density in the zone, whether zoning or development regulations have recently changed, infrastructure investments or other amenities that change market conditions, market trends, and the impact of development regulations such as setbacks, height limits, and parking requirements on development feasibility. Local jurisdictions should set their own density assumptions based on each community's zoning scheme, historical achieved residential densities, market trends and other local circumstances. Jurisdictions should provide a description/rationale for density assumptions (see text box on Page 4 for guidance).

Calculate Gross Housing Unit Capacity for each record in the three land supply datasets as follows:

- **“LCA\_Standard\_Parcel”:**
  - Use standard assumed densities by zone.
  - $\text{Gross Housing Unit Capacity} = \text{Net Acres} \times \text{Standard Assumed Density}$
- **“LCA\_InfraGap\_Parcel”:**
  - If alternative assumed densities were established in Step 0:
    - $\text{Gross Housing Unit Capacity} = \text{Net Acres} \times \text{Alternative Assumed Density}$
  - If alternative assumed densities were not established in Step 0:
    - $\text{Gross Housing Unit Capacity} = \text{Net Acres} \times \text{Standard Assumed Density}$
- **“LCA\_Platted\_Lots”:**
  - If “Infrastructure Gap” is NULL, calculate gross capacity using standard assumed densities by zone.
    - $\text{Gross Housing Unit Capacity} = \text{Net Acres} \times \text{Standard Assumed Density}$
  - If “Infrastructure Gap” is not NULL, calculate gross housing capacity by development classification:
    - **Vacant:** Assume 1 unit of capacity per vacant platted lot.
    - **Under-Utilized and Partially Utilized:** Assume zero housing capacity due to lack of

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### Comparing Achieved and Assumed Densities

RCW 36.70A.215(3)(d): Determine the actual density of housing that has been constructed and the actual amount of land developed for commercial and industrial uses within the urban growth area since the adoption of a comprehensive plan under this chapter or since the last periodic evaluation...

WAC 365-196-315(5)(a)(ii): Evaluation under RCW 36.70A.215 (3)(b) should compare the achieved densities, type and density range for commercial, industrial and residential land uses with the assumed densities that were envisioned in the applicable county-wide planning policies, and the comprehensive plan.

Commerce Guidance on Lack of Information: When there are insufficient data to use in projecting future urban capacity for redevelopment areas, comparable sites, even if outside of the jurisdiction or assessment area, can provide useful data... (Page 35)

infrastructure.

### *Step 8.2. Calculate Net Housing Unit Capacity*

After applying density assumptions, aggregate gross housing capacity by zone. Net housing capacity by zone is calculated by subtracting existing housing units on Partially Utilized and Under-Utilized properties in each zone:

- Net Housing Unit Capacity = Gross Housing Unit Capacity – Existing Housing Units

### *Step 8.3. Address Pipeline Development*

After Net Housing Unit Capacity is calculated for each zone, adjust for pipeline development that was set aside in Step 1. Development projects approved after the January 1, 2020 cutoff date, final platted lots without building permits, and approved master planned or phased development should be included. Calculate pipeline housing units for each zone as follows:

- **Final platted lots:** 1 single-family unit per lot;
- **Finalized land use permits or development proposals:** Total proposed housing unit count as approved by permit; and
- **Approved master planned or phased development:** If the property was set aside as “Pipeline” in Step 1 and assigned an approved density level, calculate unit yield based on property acreage and approved density.

After calculating Pipeline units by zone, add them back into Net Housing Unit Capacity by zone.

### *Step 8.4. Address Capacity for Accessory Dwelling Units (ADU’s) for Additional Urban Housing Capacity (Optional)*

Accessory Dwelling Units (ADU’s) offer the potential for additional housing capacity on **developed** single-family lots. Each jurisdiction may develop assumptions or analysis to determine the capacity for new ADUs that could reasonably be expected based on development regulations, permitting trends, and local market conditions. These assumptions should include a relatively high market factor to account for homeowners that would not choose to add an ADU. Any additional capacity factors for ADU’s should **not** be applied to the “LCA\_Platted\_Lots” dataset. The potential for additional ADU development on Partially Utilized and Under-Utilized properties is already considered as part of the net acreage calculations in Step 7.

Maintain ADU capacity as a separate line-item from Net Housing Unit Capacity for each zone.

## **Step 9: Apply Average Household Size to Calculate Population Capacity**

The final step of the Residential LCA is the calculation of population capacity based on Net Housing Unit Capacity by zone calculated in Step 8.

### *Step 9.1. Consolidate Land Supply Datasets*

Consolidate the Net Housing Capacity tables for the three separate land supply datasets (“LCA\_Platted\_Lots,” “LCA\_InfraGap\_Parcel,” and “LCA\_Standard\_Parcel”) into a single table and calculate total net housing capacity by zone.

### *Step 9.2. Calculate Population Capacity by Zone*

For each zone in the consolidated table, calculate population capacity as follows:

- Apply a 5% discount to Net Housing Unit Capacity to reflect estimated vacancy rate.
- After applying vacancy discount, multiply the housing unit capacity by the assumed household size. Exhibit 13. Average Household Assumptions by Jurisdiction and UGA provides average household size assumptions to use in each city and unincorporated UGA. Apply the single-family household size to capacity in zones assumed to be predominantly single-family homes. Apply the multifamily household size assumption to capacity in zones assumed to be predominantly multifamily homes.<sup>3</sup>

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<sup>3</sup> Average household size varies across Kitsap County. And it also varies between single family and multifamily housing. Exhibit 13. Average Household Assumptions by Jurisdiction and UGA uses the best available data from the Census to provide reasonable assumptions by jurisdiction and unincorporated UGA.

**Exhibit 13. Average Household Assumptions by Jurisdiction and UGA**

Jurisdiction/UGA	Single Family Household Size	Multifamily Household Size
City of Bainbridge Island	2.45	2.22
City of Bremerton	2.33	2.13
City of Port Orchard	2.64	2.42
City of Poulsbo	2.51	2.07
Bremerton - Unincorporated UGA	2.33	2.13
Central Kitsap - Unincorporated UGA	2.56	2.31
Kingston - Unincorporated UGA	2.36	1.8
Port Orchard - Unincorporated UGA	2.76	2.11
Poulsbo - Unincorporated UGA	2.51	2.07
Silverdale - Unincorporated UGA	2.77	2.12

*Note: The Census does not publish average household size by housing type. Therefore, average ownership household size is used as a proxy for single family and average renter household size is used as a proxy for multifamily. For unincorporated UGAs, household sizes are based on the best matching Census Defined Place, which may be the neighboring city. For Central Kitsap the county averages are used.*

Source: U.S. Census American Community Survey 5-Yr Estimates, 2015-2019; BERK, 2021.

- Calculate population capacity for ADU’s. For each zone, apply a 5% vacancy discount to ADU capacity, and then multiply by the latest renter household size reported by the ACS.
- Summarize total population capacity by zone.

## COMMERCIAL/INDUSTRIAL LCA

### Step 1. Define Development Status and Classify Parcels

The Commercial/Industrial LCA identifies vacant, partially underutilized and underutilized parcels in non-residential and mixed-use zones to calculate available capacity for development of commercial and industrial space and associated employment. The first step in this process is to categorize properties according to their development potential. The following steps apply only to properties located in non-residential and mixed-use zoning districts.

#### Exhibit 14. GIS Database Fields to be Added – Commercial/Industrial LCA Step 1

Field Name	Field Type	Comments
Zone	Text	Zoning district
LCA Class	Text	Land Capacity Analysis Classification, as determined in Step 1 (Excluded, Pipeline, Vacant, or Under-Utilized).
Pipeline FAR	Numeric	Approved/proposed floor area ratio (total building square footage/total lot square footage) for Pipeline properties, as determined in Step 1.1. For non-Pipeline properties, set value to Null.
Platted Lot	Text	If the parcel is a platted lot, set to TRUE. Otherwise, set to FALSE.

Source: BERK, 2020.

- Step 1.1: Identify Pipeline Properties (OPTIONAL).** Pipeline development refers to growth that has been permitted or approved between January 1, 2020 and December 31, 2020 and not captured during the 2013-2019 evaluation period. but was not built. Unless there is a reason to believe the growth will not actually be completed, this growth can be accounted for in the capacity calculations. Jurisdictions that wish to account for pipeline development separately in their LCA can remove the parcels from the land supply at the outset of the process and add them back in later based on approved final permits or development agreements. This can result in a more accurate accounting of capacity for growth. In addition, the process for approving plats, master plans, and building permits can provide a more accurate, site-level review of critical areas than the regional approach used in this LCA. Properties can be classified as “Pipeline” if they meet any of the following criteria. Jurisdictions that complete this optional step can select to use any or all of these criteria and can refine *these criteria to best reflect local circumstances*.
  - A final land use permit has been approved for the property (e.g., mixed-use, commercial, or industrial site plan) but no construction occurred between January 1, 2020 and December 31, 2020. Assign future growth for these parcels consistent with type and square footage described in the approved land use permits.
  - The property is part of a master plan or a phased development under a development agreement. For final master plans or development agreements, assign approved FAR and classify the properties as “Pipeline.” If the master plan or development agreement is preliminary or still

pending, assign an FAR based on building and site square footages in the proposal, but do not classify the land as “Pipeline.”

- **Step 1.2: Identify Excluded Properties.** Parcels with the following use classifications are not likely to redevelop and should be classified as “Excluded”:
  - Utility parcels;
  - Transportation parcels or right-of-way;
  - Marinas;
  - Cemeteries;
  - Hospitals;
  - Governmental services;
  - Schools (including higher education);
  - Churches and other places of worship;
  - Cultural, entertainment, and parks/recreation properties;
  - Tidelands and water areas; and
  - Current Use Exempt parcels (RCW 84.34); note if there is a clear intent to develop in the planning period, treat as pipeline, vacant, or partially utilized as appropriate.
  - Open space
  - Shoreline parcels less than 1 acre

In addition, any properties identified as “Constant” in the Infrastructure Gap Review (Step 0) should be classified as “Excluded.”

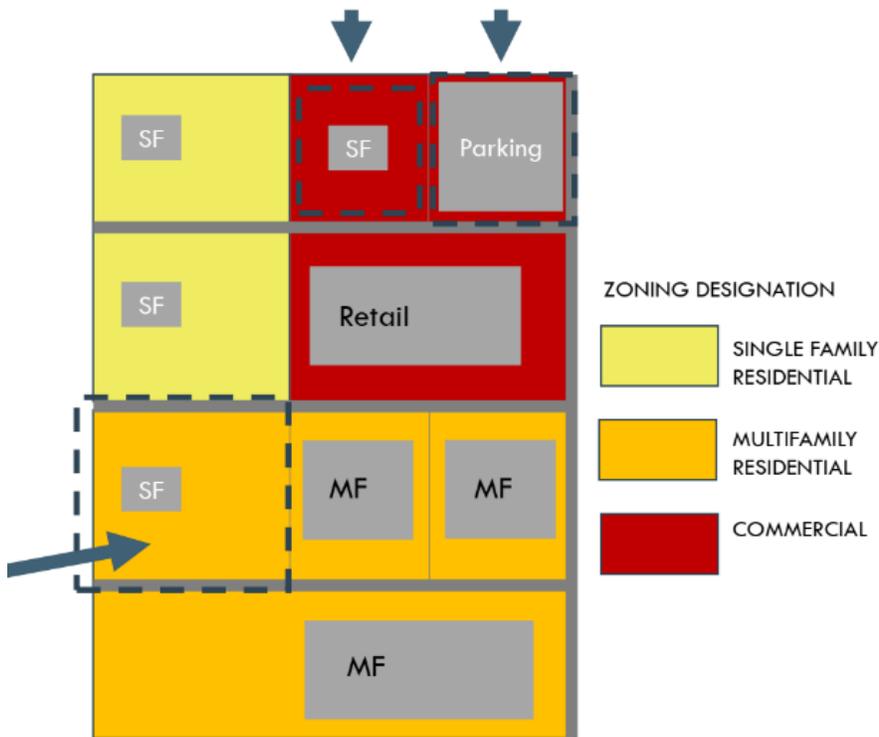
- **Step 1.3: Identify Vacant Properties.** Vacant parcels are properties with no development or very minimal improvements, regardless of size. These are identified in County Assessor parcel data as having a property class code associated with vacant/undeveloped land (“910 – Undeveloped Land,” or “990 – Other Undeveloped Land”). For these parcels, set LCA\_Class to “Vacant”.

**Step 1.4: Identify Under-Utilized Properties.** Under-utilized properties contain some amount of existing development, but there is a strong possibility that the existing use will be converted to a more intensive use during the planning period. For example, a single-family home on a property with commercial zoning could be considered under-utilized, as could a small commercial building on a property zoned for greater height or lot coverage than currently exists. (see Exhibit 15).

**For parcels not classified as Vacant or Pipeline, assign the “Under-Utilized” classification if the property meets any of the following criteria:**

- The property is located in a mixed-use, commercial, or industrial zone and is occupied by a detached single-family home, cottage, mobile/manufactured home, or garage/shed; or
- The property’s improvement to land value ratio is  $< 0.5$  (i.e., assessed improvements value divided by assessed land value  $< 0.5$ ).

### Exhibit 15. Examples of Under-Utilized Parcels



Source: BERK, 2020.

- Step 1.5: Identify Platted Lots.** Parcels that are platted lots recorded prior to the January 1, 2020 “look back” date should be identified and removed from the land supply prior to application of critical areas deductions (Step 3) if they are classified as Vacant or Under-Utilized. As part of approved plats, these properties have already undergone critical areas review and should not have deductions applied again. As part of this process, any parcel-level attribute information added as part of the Infrastructure Gap Review (Step 0) should be maintained to ensure that any density limits or modifications to market factor resulting from infrastructure gaps can be properly considered when calculating development potential in Step 8.

Where platted lots are identified, set the “Platted Lot” field to TRUE. Platted lots are identified by Assessor tax account number with the following query:

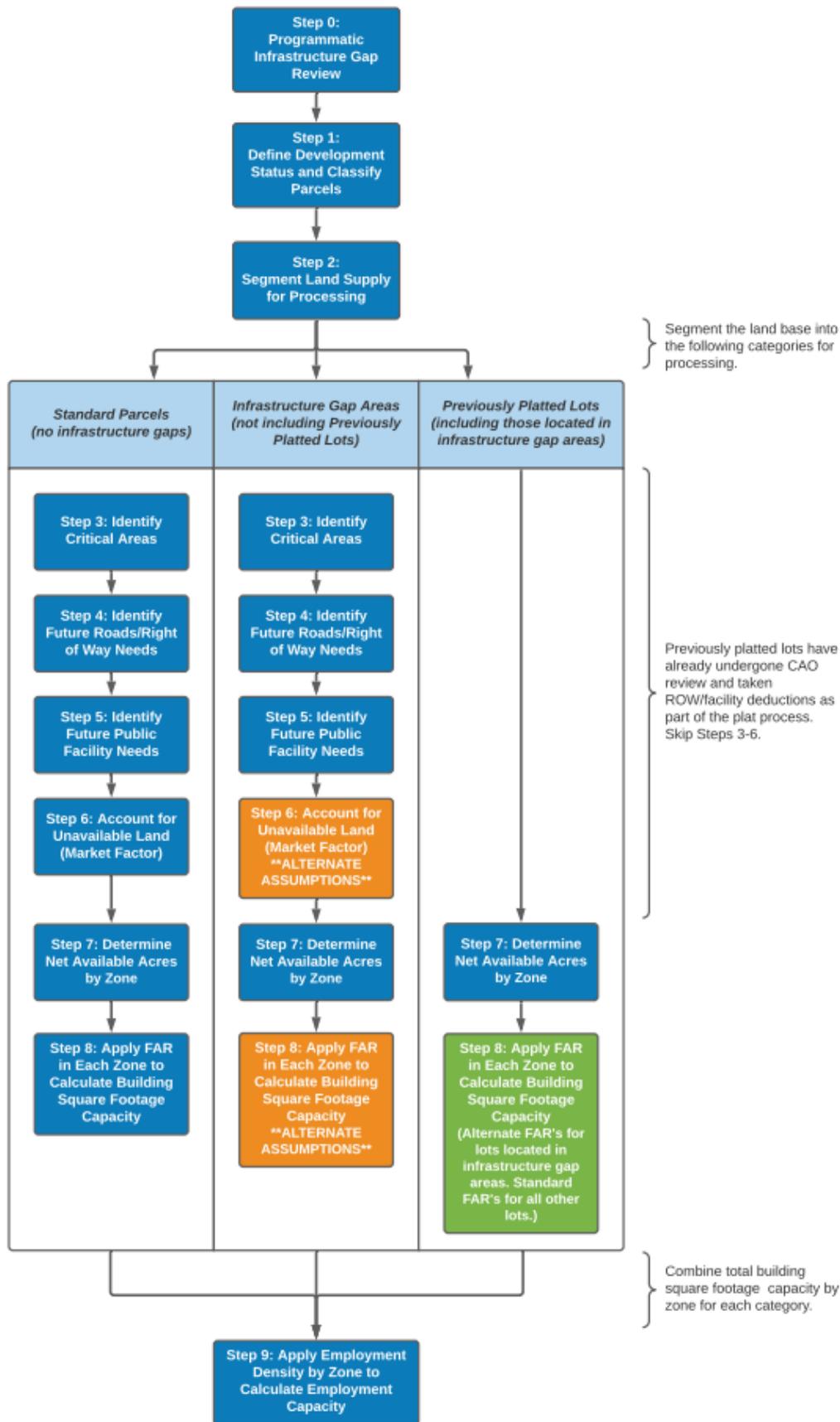
```
SELECT FROM GIS.PARCEL_POLY WHERE [ACCT_NO] >= '37**_***_***_****'
```

## Step 2. Segment Land Base for Processing

While the LCA provides a standard methodology for analyzing land capacity, deviations are necessary to account for unique circumstances, such as infrastructure gap areas as identified in Step 0. In this Step 2, the land base should be segmented into two groups, and each group will proceed through Steps 3-8 separately. The net development capacity by zone for each group will be recombined in Step 9 to determine total building square footage and employment capacity. Using GIS, segment the land base into two feature classes based on the criteria below:

- **Previously Platted Lots:** Previously platted lots have already undergone review and deductions for critical areas, roads, and public facilities. As such, these properties should not repeat those steps in this LCA process. Previously Platted Lots will complete Step 2, then proceed to Step 7.
  - Using GIS, select all properties where “Platted Lot” equals TRUE. Export these properties to a new GIS feature class, “LCA\_Comm\_Platted\_Lots.”
- **Infrastructure Gap Parcels:** Properties located within identified infrastructure gaps in Step 0 are not anticipated to achieve the same level or development as properties without infrastructure gaps. These properties will complete Steps 3-8, but they will use alternative growth assumptions (either an alternative FAR or alternative market factor).
  - Using GIS, select all properties where “Infrastructure Gap” is not NULL and “Platted Lot” equals FALSE. Export these properties to a new GIS feature class, “LCA\_Comm\_InfraGap\_Parcels.”
- **Standard Parcels:** Properties not located in an infrastructure gap area are not subject to special considerations and can complete Steps 3-8 without using alternate assumptions.
  - Using GIS, select all properties where “Infrastructure Gap” is NULL. Export these properties to a new GIS feature class, “LCA\_Comm\_Standard\_Parcels.”

**Exhibit 16. Commercial/Industrial Land Supply Data Processing Diagram**



### Step 3. Identify Critical Areas

Critical areas are defined by the GMA generally as wetlands, frequently flooded areas, geologically hazardous areas, fish and wildlife habitat conservation areas, and critical aquifer recharge areas. These are all environmentally sensitive areas that must be protected under GMA and are generally not available for development. This step determines the location of critical areas and applies a mosaic feature that generalizes buffers and required setbacks. Once identified, these areas are deducted from the remaining vacant, partially utilized, and underutilized land supply.

#### CRITICAL AREAS

The methodology for Step 3 is based on Kitsap County's adopted framework for regulating critical areas. Local jurisdictions may include additional environmental constraints or apply different reduction factors, depending on local regulations.

This analysis assumes a percentage of critical areas can be legally developed under the current Critical Areas Ordinance. The likelihood that an area can be developed depends upon the type of environmental sensitivity. This method differentiates "Areas of Moderate Geologic Hazard" and "Critical Aquifer Recharge Areas" from other "Critical Areas" and applies a different partial reduction of acreage for each category when calculating developable land supply. This is because Kitsap County Code (in chapters 19.400 and 19.600 KCC) generally allows development with the submittal of adequate geological or hydrogeological reports; therefore, this analysis includes different reductions for those areas. Additionally, Kitsap County Code (chapter 15.12 KCC) does not generally prohibit development in frequently flooded areas, except in designated floodways, but rather imposes structural building standards. After review of designated floodways in Flood Insurance Rate Maps, most of these areas are located outside of UGAs, are located on public lands, or are notated along DNR typed water courses. The DNR typed watercourses are already included in this reduction factor and so no additional reduction for FEMA flood hazard along streams corridors is included. Should city regulations prohibit or limit development in critical aquifer recharge areas or frequently flooded areas, those jurisdictions should account for and include these areas in the critical area mosaic.

The Critical Areas mosaic represents the areas most highly encumbered by the presence of environmental features. Components of the mosaic include the following critical areas categories:

- **Streams:** Both perennial and seasonal streams, as well as their associated buffer areas.
- **Wetlands:** Delineated wetland areas and their associated buffers, as regulated by the Critical Areas Ordinance.
- **Water Bodies:** Areas of standing water that cover a portion of a parcel, including lakes, ponds, bogs, or saltwater.
- **Hydric Soils:** Inclusion of hydric soils in the critical areas mosaic captures areas that have the potential to be classified as wetlands, even if no formal wetland delineation has been performed.
- **Areas of High Geologic Hazard:** Unstable areas with steep slopes or other geologic characteristics that make them highly unsuitable for development.

Areas of Moderate Geologic Hazard include lands with moderate slopes, seismic concerns, or erosion risks, but they are not as sensitive as the high geologic hazard areas included in the Critical Areas mosaic

and are therefore assigned a lower reduction factor.

Critical Aquifer Recharge Areas (CARAs) include areas that contain hydrogeologic conditions that facilitate aquifer recharge and/or transmit contaminants to an underlying aquifer. Development activities in these areas are regulated by Kitsap County Code (KCC 19.600), with development standards applied based on the sensitivity of the individual CARA.

Exhibit 11 provides a detailed description of each critical areas mosaic component, data sources, associated buffer widths, and land supply reduction factors.

The following sub-steps are applied to the “LCA\_Comm\_Standard\_Parcel” and “LCA\_Comm\_InfraGap\_Parcel” land supply datasets. The “LCA\_Comm\_Platted\_Lots” dataset does not complete Steps 3-6.

### *Step 3.1: Construct Critical Areas Mosaic*

For each class of critical area (streams, water bodies, wetlands, hydric soils, and geologic hazards), apply the following GIS operations:

- Buffer features according to adopted buffers and setbacks, as established in the latest Critical Areas Ordinance.
- With the exception of Moderate Geologic Hazard area and Critical Aquifer Recharge Areas, dissolve all critical area and buffer/setback areas to create a single Critical Areas polygon.
- Dissolve all Moderate Geologic Hazard features and associated buffer/setback areas to create a single polygon.
- Dissolve all Critical Aquifer Recharge Area features to create a single polygon.

### *Step 3.2: Overlay Critical Areas Mosaic on Parcel Base*

- Select Vacant and Under-Utilized parcels and dissolve to create an aggregated Developable Lands GIS feature class. The dissolve operation should respect LCA classification, zoning, and any infrastructure gaps identified in Step 0. Ensure that the resulting feature class maintains the following attributes:
  - LCA Classification;
  - Zoning;
  - Infrastructure gap type; and
  - Infrastructure FAR limit or alternate market factor (identified as part of Step 0.2).
- Overlay the Critical Areas polygon, the Areas of Moderate Geologic Hazard polygon, and the Critical Aquifer Recharge Areas polygon with the aggregated Developable Lands feature class. Perform a union of these four datasets to generate an updated Developable Lands feature class consisting of the following:
  - Areas with no environmental constraints;
  - Critical Areas;

- Areas of Moderate Geologic Hazard; and
- Critical Aquifer Recharge Areas.
- Areas of environmental constraint that do not intersect Vacant or Under-Utilized parcels should be excluded from the updated Developable Lands feature class.
- At this point, the GIS feature class can be exported into a tabular format for additional spreadsheet-based operations in Microsoft Excel or a similar program. Subsequent steps will refer to this as the “Buildable Lands table.”

### *Step 3.3: Apply Critical Area Reductions*

- Add a “Developable Acres” column to the Buildable Lands table. This column represents the baseline aggregate acreage available for development after consideration of critical areas and is calculated in the following steps. Further deductions for roads, infrastructure, and public uses will be applied in Steps 4-7.
- For each record in the Buildable Lands table, calculate developable acres as follows:
  - For areas without environmental constraints, set equal to total acreage of the polygon.
  - For areas impacted by Critical Areas, set Developable Acres to 25% of overall polygon acreage (75% reduction).
  - For areas impacted by Areas of Moderate Geologic Hazard, set Developable acres to 50% of overall polygon acreage (50% reduction).
  - For areas impacted by Critical Aquifer Recharge Areas, set Developable acres to 75% of overall polygon acreage (25% reduction).

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## Assumptions for Mixed-Use Zones

Commerce Guidelines emphasize the importance of not duplicating residential and employment capacity in mixed use zones. Local jurisdictions may estimate future residential capacity in mixed use zone based on achieved residential densities (counting total residential units built per acre after deducting critical areas) or by dividing the land base proportionally between residential and commercial uses based on floor area ratios (page 25-27, including figure 8).

Local jurisdictions are encouraged to develop their own assumptions based on local conditions, observed trends, example developments where there is no recent history, and/or mixed-use development regulations. To ensure that development capacity is not over- or under-counted, the residential and non-residential percentage assumptions for each zone (see County examples in Exhibit 17) **must** sum to 100%.

## Considerations for Vertical Mixed-Use Development

In the example of vertical mixed-use areas, both residential and commercial densities should be calculated using total acreage.

For example, residential density would be calculated as total housing units divided by total acreage. Commercial FAR would be calculated as total developed commercial square footage divided by total acreage. These calculated densities can then each be applied to total developable acreage in the mixed-use zone to estimate residential and commercial capacity, without using an acreage split. If local jurisdictions choose to address mixed use in this way, the adjustment to developable acreage described in Step 3.4 should not be implemented.

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### *Step 3.4: Adjust Developable Acres for Mixed-Use Zones*

In mixed-use zones where new development is assumed to be single use (residential or commercial, not vertical mixed-use), jurisdictions should consider the proportion of developable land that is anticipated to

be developed for residential versus commercial uses, based on densities allowed, achieved, and assumed. Special considerations for calculating capacity for vertical mixed-use development are described in the sidebar.

For areas with mixed-use zoning, developable acreage (as calculated in Step 3.3) should be adjusted to account for areas assumed not to develop for commercial or industrial use. Exhibit 17 shows example assumptions for mixed-use zoning in unincorporated Kitsap County.

**Exhibit 17. Mixed-Use Zoning Residential-Commercial Proportion Assumptions**

Zoning	Percent Residential	Percent Non-Residential
Urban Village Center (UVC)	50%	50%
Regional Center (RC)	50%	50%
Low Intensity Commercial (LIC)	50%	50%

For mixed-use zones only, re-calculate Developable Acres as follows:

- $\text{Developable Acres} = \text{Developable Acres (Step 3.3)} \times \text{Percent Non-Residential Assumption}$

**Exhibit 18. Parameters for Identifying Critical Area Reductions**

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Streams</b>					
DNR Watercourses	S: All waters, within their bankfull width, as inventoried as “shoreline of the state” under chapter 90.58 RCW (Segments of Big Beef Creek, Curley Creek, Chico Creek, Burley Creek, Union River, Blackjack Creek and Tahuya River)	200 feet	15 feet beyond buffer	75%	WCHYDRO contains watercourses represented as arcs or lines created by the Washington State Department of Natural Resources. These occur

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<b>F:</b> Segments of natural waters other than Type S Waters, which are within the bankfull widths of defined channels and periodically inundated areas of their associated wetlands or within lakes, ponds or impoundments having a surface area of 0.5 acre or greater at seasonal low water and which in any case contain fish habitat.	150 feet	15 feet beyond buffer	75%	alone as single arc watercourses representing streams, ditches, or pipelines, or as centerlines through water body polygons such as double-banked streams, lakes, impoundments, reservoirs, wet areas, or glaciers. Also included are areas where the Wild Fish Conservancy has field-surveyed streams, where accessible, for fish presence and overall condition.
	<b>NP:</b> Segments of natural waters within the bankfull width of defined channels that are perennial nonfish habitat streams. Perennial streams are flowing waters that do not go dry any time of the year of normal rainfall.	50 feet	15 feet beyond buffer	75%	
	<b>NS:</b> Segments of natural waters within the bankfull width of defined channels that are not Type S, F or Np Waters. These are seasonal, nonfish habitat streams in which surface flow is not present for at least some portion of the year of normal rainfall.	50 feet	15 feet beyond buffer	75%	
<b>Wetlands</b>					
Wetlands	<b>Category I:</b> Category I wetlands include, but are not limited to, wetlands that represent rare or unique wetland types, those that are more sensitive to disturbance than most wetlands, those that are relatively undisturbed and contain ecological attributes that are impossible to replace within a human lifetime, or those that provide a high level of function. Category I wetlands score twenty-three points or more out of twenty-seven on the wetlands ratings system.  <i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i>	92.5 feet		75%	All wetland delineations are done in accordance with the approved federal wetland delineation manual and applicable regional supplement. All areas within the county that meet the wetland designation criteria are designated critical areas and are subject to the provisions of Kitsap County Code

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<p><b>Category II:</b> Category II wetlands are those wetlands that are more difficult to replace and provide high levels of some functions. Category II wetlands score between twenty and twenty-two points out of twenty-seven on the wetlands ratings system.</p> <p><i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i></p> <hr/> <p><b>Category III:</b> Category III wetlands are those wetlands with a moderate level of function and can often be adequately replaced with mitigation. Category III wetlands score between sixteen and nineteen points on the wetlands ratings system.</p> <p><i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i></p> <hr/> <p><b>Category IV:</b> Category IV wetlands have the lowest level of function and are often heavily disturbed. Category IV wetlands score less than sixteen points out of twenty-seven on the wetlands ratings system.</p> <p><i>(Washington State Wetland Rating System for Western Washington, revised 2014, or as hereafter amended)</i></p>				<p>Title 19 – Critical Areas Ordinance.</p> <p>Through personal communication with environmental review staff, the most common wetland categories found in urban areas are Category III and IV wetlands. The characteristics of these common wetland types were moderate level of function. In very rare circumstances since the adoption of the 2017 CAO, low functioning/value Category II were delineated. Discussion was also held on common modifications of buffer standards allowed in code. This includes buffer averaging, administrative buffer reductions of 25% or less (Type II decision) or if greater than a 25% buffer reduction, buffer variance approved by the Hearings Examiner (Type III decision).</p> <p>To calculate average buffer widths, the most common wetland category found in urban areas was used (Category III to IV). The range of buffer widths from moderate functioning wetlands are 75ft to 110ft, with average at 92.5 feet.</p>

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Water Bodies</b>					
Water Bodies	<ul style="list-style-type: none"> <li>▪ <b>Bay, Estuary, Ocean or Sea</b> (Water Body cartographic feature code: 116)</li> <li>▪ <b>Lake, Pond, Reservoir, Gravel pit or quarry filled with water</b> (Water Body cartographic feature code: 421, 101, 402)</li> <li>▪ <b>Marsh, wet area, swamp or bog</b> (Water Body cartographic feature code: 111)</li> </ul>			75%	WBHYDRO contains water body polygons, such as double-banked streams, lakes, impoundments, reservoirs, wet areas, or glaciers. The purpose of including these features in the mosaic is to ensure that isolated water areas (such as lakes, ponds, or bogs) not covered by other categories are properly accounted for and removed from the land supply.
<b>Hydric Soils</b>					
Department of Natural Resources Soil Survey	<p><b>Soil Description:</b></p> <ul style="list-style-type: none"> <li>▪ Bellingham silty clay loam</li> <li>▪ McKenna gravelly loam</li> <li>▪ Mukilteo peat</li> <li>▪ Norma fine sandy loam</li> <li>▪ Semiahmoo muck</li> <li>▪ Shalcar muck</li> <li>▪ Shelton-McKenna complex</li> <li>▪ 0-10 percent slope</li> <li>▪ Tacoma silt loam</li> </ul>			75%	Potential wetlands

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Geohazards</b>					
Geohazard	<p><b>Areas of High Geologic Hazard:</b></p> <p>a) Areas with slopes greater than thirty percent and mapped by the Coastal Zone Atlas or Quaternary Geology and Stratigraphy of Kitsap County as "Unstable" (U), "Unstable Old Land Slides" (UOS) or "Unstable Recent Slides" (URS).</p> <p>b) Areas deemed by a Geologist to meet the criteria.</p>			75%	The GEOHAZARDS feature class is a union of the DNR & Natural Resource Conservation Service's (SCS) 1980 Soil Survey for Kitsap County and the soil STABILITY classification from the 1979 "Quaternary Geology and Stratigraphy of

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<p><b>Areas of Moderate Geologic Hazard:</b></p> <p>a) Areas designated U, UOS, or URS in the Coastal Zone Atlas or Quaternary Geology and Stratigraphy of Kitsap County, with slopes less than thirty percent; or areas found by a qualified geologist to meet the criteria for U, URS, and UOS with slopes less than thirty percent; or</p> <p>b) Slopes identified as "Intermediate" (I) in the Coastal Zone Atlas or Quaternary Geology and Stratigraphy of Kitsap County, or areas found by a qualified geologist to meet the criteria of I; or</p> <p>c) Slopes fifteen percent or greater, not classified as I, U, UOS, or URS, with soils classified by the Natural Resources Conservation Service as "highly erodible" or "potentially highly erodible;" or</p> <p>d) Slopes of fifteen percent or greater with springs or groundwater seepage not identified in Items 1 and 2, above; or</p> <p>e) Seismic areas subject to liquefaction from earthquakes (seismic hazard areas) such as hydric soils as identified by the Natural Resources Conservation Service, and areas that have been filled to make a site more suitable. Seismic areas may include former wetlands which have been covered with fill.</p>			50%	Kitsap County" thesis work by Jerald Deeter.

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Critical Aquifer Recharge Areas (CARAs) - OPTIONAL</b>					

<p>CARA</p>	<p><b>Critical Aquifer Recharge Area:</b></p> <p>a) <b>Category I Critical Aquifer Recharge Areas.</b> Category I critical aquifer recharge areas are those areas where the potential for certain land use activities to adversely affect groundwater is high. Category I critical aquifer recharge areas include:</p> <ol style="list-style-type: none"> <li>1) Areas inside the five-year time of travel zone for Group A water system wells, calculated in accordance with the Washington State Wellhead Protection Program.</li> <li>2) Areas inside the ten-year time of travel zones in wellhead protection areas when the well draws its water from an aquifer that is at or above sea level and is overlain by permeable soils without any underlying protective impermeable layer.</li> <li>3) Areas identified as significant recharge areas due to special circumstances or identified in accordance with WAC 365-190-100(4) as aquifer areas of significant potable water supply with susceptibility to groundwater contamination, including but not limited to the following: <ul style="list-style-type: none"> <li>▪ Hansville Significant Recharge Area. The Hansville aquifer is a significant potable water supply that is highly susceptible to the introduction of pollutants. Additional information regarding this aquifer is available from the Kitsap public utility district.</li> </ul> </li> </ol>		<p>25%</p>	<p>Critical Aquifer Recharge Areas” (CARAs) are those land areas that contain hydrogeologic conditions that facilitate aquifer recharge and/or have the ability to transmit contaminants to an underlying aquifer.</p> <p>Category I CARAs are areas where the potential for certain land use activities to adversely affect groundwater is high. Category II CARAs are areas that provide recharge effects to aquifers that are current or potentially will become potable water supplies and are vulnerable to contamination based on the type of land use activity.</p> <p>In unincorporated Kitsap County, a CARA designation may prohibit certain land use activities that pose a threat to groundwater quality, which can influence or prohibit certain types of development. Depending on the proposed land use, a CARA designation may also mandate a hydrogeological analysis and enhanced review, which may have cost implications for an applicant. The analysis may also identify use-specific controls, mitigation, or other conditions of approval, which also may have cost implications. Such costs</p>
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Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
					<p>are appropriately considered as part of the market factor (in addition to any other costs to address other site-specific conditions).</p> <p>Based on permit staff interviews, however, there is no evidence to suggest that the presence of a CARA of either category has categorically prohibited commercial or industrial development on any given lot in the past. Based on that experience, a critical area reduction of 0% is recommended for both Category I and II CARAs in unincorporated Kitsap County.</p>

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<ul style="list-style-type: none"> <li>▪ Seabeck Significant Recharge Area. The Seabeck aquifer is a significant potable water supply that is being developed for use in central and north Kitsap County. Additional information regarding this aquifer is available from the Kitsap public utility district.</li> <li>▪ Island Lake Significant Recharge Area. The Island Lake aquifer is a significant potable water supply for the Silverdale area. Additional information regarding this aquifer is available from the Silverdale water district.</li> <li>▪ Gorst Significant Recharge Area. Aquifers in the Gorst basin are highly susceptible to the introduction of pollutants and provide significant potable water supplies for the city of Bremerton.</li> <li>▪ Poulsbo Significant Recharge Area. The Poulsbo aquifer is highly susceptible to the introduction of pollutants and provides a significant potable water supply for the Kitsap public utility district and city of Poulsbo.</li> </ul> <p>4) The department may add, reclassify or remove Category I critical aquifer recharge areas based on additional information about areas of significant potable water supply with susceptibility to groundwater contamination or supply reduction, or based on changes to sole source aquifers or wellhead protection areas as identified in wellhead protection programs.</p>				

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<p>b) <b>Category II Critical Aquifer Recharge Areas.</b> Category II critical aquifer recharge areas are areas that provide recharge effects to aquifers that are current or potentially will become potable water supplies and are vulnerable to contamination based on the type of land use activity. The general location of these areas is available on the Kitsap County geographic information system. Category II critical aquifer recharge areas include:</p> <ol style="list-style-type: none"> <li>1) Highly permeable soils (Group A hydrologic soils). The general location and characteristics of Group A hydrologic soils in Kitsap County are given in the Soil Survey of Kitsap County by the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS). The soil survey information is available on the Kitsap County geographic information system (GIS).</li> <li>2) Areas above shallow aquifers or surface areas that are separated from the underlying aquifers by an impermeable layer that provides adequate protection from contamination to the aquifer(s) below. The general location of shallow aquifers in Kitsap County is based upon the professional judgment of licensed hydrogeologists with knowledge of the area. The location of shallow aquifers is available on the Kitsap County geographic information system (GIS).</li> </ol>			25%	See above.

Type	Type Description	Buffer Width	Minimum Building Setback	% Reduction	Comment
	<p>3) Areas above the Vashon aquifer. Surface areas above the Vashon aquifer that are not separated from the underlying aquifers by a poorly permeable layer that provides adequate protection to preclude the proposed land use from contaminating the Vashon aquifer below. Vashon aquifers in Kitsap County are typically mapped as “Qva” (Vashon advance aquifer) or “Qvr” (Vashon recessional aquifer) on geologic maps. Best available information concerning the location of Vashon aquifers is available on the Kitsap County geographic information system (GIS).</p> <p>4) Areas with high concentration of potable water supply wells.</p> <p>5) The department may add, reclassify or remove Category II critical aquifer recharge areas based on additional information about areas of potential potable water supply with susceptibility to groundwater contamination or supply reduction, or based on changes to sole source aquifers or wellhead protection areas as identified in wellhead protection programs.</p>				

Source: Kitsap County, 2021.

#### Step 4. Identify Future Roads/Right of Way Needs

Roads, right of way, and traffic mitigation are necessary for new development, particularly undeveloped properties. The LCA applies a deduction for future road needs after accounting for environmentally critical areas in Step 3. Road and right of way deductions necessary for a given development project can depend on a variety of factors, including level of serve for roadway segments and intersections, site characteristics, environmental features, and permitting requirements. The standard deduction used here is based on review of permit trends and code requirements in unincorporated Kitsap County. Modifications to these assumptions may be necessary in more urban areas, and cities are encouraged to develop custom deductions that best fit their circumstances. Local customizations made as part of Step 4 of the Residential LCA should be incorporated here.

The following applies to the “LCA\_Comm\_Standard\_Parcel” and “LCA\_Comm\_InfraGap\_Parcel” land supply datasets. The “LCA\_Comm\_Platted\_Lots” dataset does not complete Steps 3-6.

For each record in the Buildable Lands table, calculate deductions for future roads and right-of-way as follows:

- Add column “ROW Deduction.”
- Calculate deduction according to the following formula:
  - “ROW Deduction” = 20% of “Developable Acres”

### Step 5. Identify Future Public Facility Needs

After accounting for new roads, right of way, and traffic mitigation in Step 4, the LCA further deducts land necessary for construction of public facilities and other on-site improvements needed to serve new development, such as utility easements, on-site stormwater detention facilities, tree retention, trails, common open space and other on-site facilities required by development regulations. The deduction for these facilities should be taken based on the remaining buildable area after the road/right of way deduction is applied. The standard deduction used here is based on review of permit trends and code requirements in unincorporated Kitsap County. The following applies to the “LCA\_Comm\_Standard\_Parcel” and “LCA\_Comm\_InfraGap\_Parcel” land supply datasets. The “LCA\_Comm\_Platted\_Lots” dataset does not complete Steps 3-6.

For each record in the Buildable Lands table, calculate deductions for future public facilities as follows:

- Add column “PubFac Deduction.”
- Calculate deduction according to the following formula:
  - “PubFac Deduction” = 20% of (“Developable Acres” – “ROW Deduction”)

### Step 6. Account for Unavailable Lands (Market Factor)

In addition to land needed for public infrastructure, some percentage of otherwise developable land is likely to remain unavailable due to market conditions and landowner intent. In general, Commerce Guidance indicates larger urban jurisdictions with significant development and redevelopment activity observed or expected will likely find and assume lower market supply factors. Other jurisdictions not anticipating substantial redevelopment and/or still experiencing urbanization of unimproved areas will likely assume higher market supply factors (page 41).

The following sub-steps apply to the “LCA\_Comm\_Standard\_Parcel” and “LCA\_Comm\_InfraGap\_Parcel” land supply datasets. The “LCA\_Comm\_Platted\_Lots” dataset does not complete Steps 3-6.

#### Step 6.1. Identify Primary Non-Residential Product Type for Each Zone

Assign an employment product type (Commercial or Industrial) to each zone based on anticipated predominant uses. The product type assigned should represent the predominant non-residential building typology and use that is likely to be developed for that zone, based either on past buildout or what is envisioned and supported by development regulations and requirements.

## Exhibit 19. Commercial/Industrial Product Type Examples

Product Type	Description/Application	Illustrative Examples
Commercial	Inclusive of all nonindustrial commercial uses. Appropriate to apply in mixed use areas where the commercial use is the predominant use inclusive of instances where mixed residential is allowed but commercial component is primary.	Retail and office development (standalone or mixed).  Commercial components of residential mixed-use products.
Industrial	Industrial facilities inclusive of manufacturing, warehousing, distribution, and light industrial facilities.	Heavy industrial and manufacturing, warehousing, and logistics development, light industrial and flex industrial facilities.

Source: Heartland, 2021.

### Step 6.2. Identify Market Factor Range by Geography

For each record in the Buildable Lands table:

- Add column “Market Factor Range.”
- Assign the applicable non-residential market factor range for each zone based on its geographic location and assigned Product Type, according to the market factor matrix contained in Appendix B – Market Factor Guidance:
  - Low (5-20%);
  - Medium (20-35%); or
  - High (35-50%).

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The market factor ranges in the Appendix account for the expected rate of absorption of land supply development over the next 20 years. In other words, it accounts for the percentage of land that is unlikely to develop due to market conditions and demand. Therefore, a high assumed market factor means barriers to development may exist that could impact additional growth in that jurisdiction within the 20-year planning period.

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### Step 6.3. Establish Specific Market Factor Based on Local Conditions.

Step 6.3 provides a framework for selecting a final market factor from within the range assigned in Step 6.2, based on specific local conditions. A detailed discussion of conditions that warrant adjustments to market factors is contained in Appendix B – Market Factor Guidance; the conditions include the following:

- Vacant vs. Under-Utilized lands;
- Local market conditions;
- Known parcel size and assemblage challenges;
- Restrictive covenants that run with the land and limit how development may occur;
- Transit accessibility;
- Infrastructure limitations; and

- Areas designated as Growth Centers.

Local jurisdictions should review and incorporate these criteria when setting their local market factors and document their assumptions for each zone and geographic area.

For each record in the Buildable Lands table:

- Add 2 columns: “Market Factor Final” and “Market Deduction.”
- For the “LCA\_Comm\_Standard\_Parcels” dataset:
  - Apply the criteria in Appendix B – Market Factor Guidance and set “Market Factor Final” equal to the finalized market factor.
  - Calculate “Market Deduction” as:  
 $(\text{“Developable Acres”} - (\text{“ROW Deduction”} + \text{“PubFac Deduction”})) \times \text{“Market Factor Final”}$
- For the “LCA\_Comm\_InfraGap\_Parcels” dataset:
  - If an alternative market factor was established in Step 0, set “Market Factor Final” equal to this value.
  - If no alternative market factor was established in Step 0, apply the criteria in Appendix B – Market Factor Guidance and set “Market Factor Final” equal to the finalized market factor.
  - Calculate “Market Deduction” as:  
 $(\text{“Developable Acres”} - (\text{“ROW Deduction”} + \text{“PubFac Deduction”})) \times \text{“Market Factor Final”}$

## Step 7. Determine Available Net Acres

This step calculates Net Available Acres by applying the deductions from Steps 4-6 to the Developable Acres calculated in Step 3. Add a new column to the Buildable Lands table, “Net Acres,” and calculate for each record as follows:

- “LCA\_Comm\_Standard\_Parcels” and “LCA\_Comm\_InfraGap\_Parcels” land supply datasets:
  - “Net Acres” = “Developable Acres” – (“ROW Deduction” + “PubFac Deduction” + “Market Deduction”)
- “LCA\_Comm\_Platted\_Lots” dataset:
  - Calculate net acreage by development classification:  
 “Net Acres” = 100% of platted parcel area. Step 8. Apply FAR in each Zone to Calculate Building Square Footage Capacity

### Step 8.1. Calculate Gross Commercial/Industrial Square Footage Capacity

Gross building square footage capacity is calculated by applying Floor Area Ratio (FAR) assumptions for each zone to net available acres. FAR is a ratio that compares the total area of a building to the total area of the building site. For example, a 5,000 square-foot building on 10,000 square-foot lot would have a FAR of 0.5. Multi-story buildings in dense urban areas may have FARs greater than 1.0 if the total square footage of all floors is greater than the size of the development site.

FAR assumptions may be based on a combination of development regulations (for jurisdictions that have adopted FAR standards for commercial and industrial development) or a combination of historical achieved building square footage in the zone. For jurisdictions that do not use FAR standards to regulate non-residential development, FAR equivalents can be developed based on other development standards, such as setbacks, height limits, and parking and open space requirements. Jurisdictions may further adjust these assumptions based on other factors, including whether zoning or development regulations have recently changed, infrastructure investments or other amenities that change market conditions, and market trends. Also, in mixed-use zones where development is assumed to be single-use (residential or commercial, not vertical mixed-use), jurisdictions should consider the proportion of developable land that is anticipated to be developed for commercial versus residential uses.

Local jurisdictions should set their own assumptions based on each community's zoning scheme and historical trends, and each jurisdiction should provide a description/rationale for the assumptions used in their analysis.

Calculate Gross Building Square Footage Capacity for each record in the three land supply datasets as follows:

- **“LCA\_Comm\_Standard\_Parcels”:**
  - Use standard FAR assumptions by zone.
  - $\text{Gross Building Square Footage Capacity} = \text{Net Acres} \times \text{Standard Assumed FAR}$
- **“LCA\_Comm\_InfraGap\_Parcels”:**
  - If alternate FAR assumptions were established in Step 0:
    - $\text{Gross Building Square Footage Capacity} = \text{Net Acres} \times \text{Alternate FAR}$

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### Floor Area Ratio (FAR) and Alternative Assumptions

Floor Area Ratio (FAR) is a flexible way to measure the overall amount of development on a site. FAR standards for commercial and mixed-use zones allow jurisdictions to regulate overall building intensity while allowing flexibility on building height and site coverage. However, this does require collection of detailed information on building square footages. For jurisdictions that do not regulate FAR by zone, alternative assumptions may be developed for this analysis.

Maximum site coverage can serve as a proxy for FAR, with certain considerations:

- Site coverage limits should be based only on building footprints, not including parking lots or other paved outdoor areas.
- In zones predominantly characterized by single-story development, site coverage will be comparable to FAR. If multi-story development is likely, jurisdictions should consider multiplying the site coverage assumption by the number of floors expected to avoid undercounting available building area.

If jurisdictions develop alternative assumptions based on site coverage, these can be substituted for FAR in the calculations described in Step 8.1.

---

- If alternate density assumptions were not established in Step 0:
  - $\text{Gross Building Square Footage Capacity} = \text{Net Acres} \times \text{Standard Assumed FAR}$
- **“LCA\_Comm\_Platted\_Lots”:**
  - If “Infrastructure Gap” is NULL, calculate gross capacity using standard assumed densities by zone.
    - $\text{Gross Building Square Footage Capacity} = \text{Net Acres} \times \text{Standard Assumed FAR}$
  - If “Infrastructure Gap” is not NULL, calculate gross capacity similar to “LCA Comm\_InfraGap\_Parcel” above:
    - If alternative FAR assumptions were established in Step 0:
      - $\text{Gross Building Square Footage Capacity} = \text{Net Acres} \times \text{Alternate FAR}$
    - If alternative density assumptions were not established in Step 0:
      - $\text{Gross Building Square Footage Capacity} = \text{Net Acres} \times \text{Standard Assumed FAR}$

### *Step 8.2. Calculate Net Commercial/Industrial Square Footage Capacity*

After applying FAR assumptions, aggregate gross building square footage capacity by zone. Net capacity by zone is calculated by subtracting existing commercial and industrial square footage on Under-Utilized properties in each zone:

- $\text{Net Building Square Footage Capacity} = \text{Gross Building Square Footage Capacity} - \text{Existing Commercial/Industrial Space}$

### *Step 8.3. Address Pipeline Development*

After Net Commercial/Industrial Square Footage Capacity is calculated for each zone, adjust for pipeline development that was set aside in Step 1. Development projects approved after the January 1, 2020 cutoff date and approved master planned or phased development should be included. Calculate pipeline commercial/industrial square footage for each zone as follows:

- **Finalized land use permits or development proposals:** Total proposed commercial/industrial square footage as approved by permit; and
- **Approved master planned or phased development:** If the property was set aside as “Pipeline” in Step 1 and assigned an approved FAR, calculate building square footage yield based on property acreage and approved FAR.

After calculating Pipeline square footage by zone, add to Net Commercial/Industrial Square Footage Capacity by zone.

## **Step 9. Apply Employment Density by Zone to Determine Employment Capacity**

This final step is to convert net commercial and industrial building square footage to a measurable capacity for accommodating job growth. To do this, jurisdictions must select appropriate assumptions regarding the average square footage per job expected within new nonresidential development. This

metric can vary widely by building type or employment sector. For example, warehouses devote a great deal of square footage to storing inventory or other goods, and therefore they typically require considerably more square footage per job than office space. Therefore, average employment density assumptions should reflect the range and types of job growth that are expected in an area.

This guidance provides default assumptions that are appropriate for use in many areas of Kitsap County. Jurisdictions may wish to customize assumptions in some zones or areas based on local circumstances. See the text box in Step 9.2 for a discussion of considerations for customization.

### *Step 9.1 Classify each Zone as Either Commercial or Industrial*

Similar to Step 6.1, jurisdictions should determine the predominant nonresidential development type expected in each zone: either commercial or industrial. In mixed-use zones where residential is allowed, jurisdictions should typically select commercial. If the zone is expected to receive a mix of both commercial and industrial development, pick the predominant type or consider developing customized assumptions.

### *Step 9.2 Select Employment Density Assumptions for Commercial and Industrial Zones*

Typically, employment density assumptions are applied for each zone within a jurisdiction. In the 2014 BLR, Kitsap County assumed the following:

- 500 sq. ft./job in all commercial zones
- 969 sq. ft./job in all industrial zones

These values are within the range of measured employment densities found within other parts of the Central Puget Sound region and are appropriate for use in areas of Kitsap County where the mix of future nonresidential development and job growth is expected to look fairly similar to trends over the past 10 years. Alternative assumptions may be more appropriate in some locations such as the PSRC designated Regional Growth Centers of Bremerton and Silverdale, particularly in downtowns where a higher proportion of nonresidential development is expected to be in office space, food service, and other uses that require less space per job. See the textbox below for guidance for selecting customized employment density assumptions. Note below that commercial assumptions can also include considerations for other non-industrial employment, such as public education and government jobs that may be found in comparable types of space.

## Customizing Employment Density Assumptions

Current statutes and regulations (RCW 36.70A.215 and WAC 365.196.315) and the Commerce Guidelines do not provide specific requirements for employment density calculations. Jurisdictions have the discretion to develop assumptions consistent with local circumstances, provided they document the rationale. The table below provides recommended ranges for commercial and industrial employment densities, as well as considerations for selecting alternative density assumptions.

Zone Type	Recommended Range (square foot per job)	Considerations for Selecting Density Assumptions
Commercial/ Non-Industrial	300–600	<p>Select a value at the <b>lower end</b> of this range if you expect a significant portion of future growth to include the following types of uses:</p> <ul style="list-style-type: none"> <li>▪ <b>Restaurant and smaller-format retail uses.</b> This includes commercial uses in mixed-use buildings.</li> <li>▪ <b>Office space.</b> Some personal and professional services may have specialized space needs (e.g., on-site storage and warehousing).</li> <li>▪ <b>Hospital and medical office.</b> These uses will tend to be low- to mid-range, with medical offices requiring slightly more space per employee than standard office spaces.</li> </ul> <p>Select a value at the <b>higher end</b> of this range if you expect a significant portion of future growth to include the following types of uses:</p> <ul style="list-style-type: none"> <li>▪ <b>Large-format retail</b> (e.g., “big box” stores) and <b>wholesale trade.</b></li> <li>▪ <b>Accommodations</b> (e.g. hotels, motels). These uses typically have employment densities above this range and will increase estimates for overall space requirements per employee in an area.</li> </ul> <p>Space needs of other land use types can vary:</p> <ul style="list-style-type: none"> <li>▪ <b>Recreation.</b> These uses are highly variable in their space requirements, and may depend on the nature of the activities and whether outdoor recreation is involved. If relevant, these should be evaluated on a case-by-case basis.</li> <li>▪ <b>Government, educational, and institutional.</b> Employment capacity will depend on the type of expected uses. Back-end office functions may require less space, comparable to commercial office space. Classrooms, meeting/gathering rooms, auditoriums, and specialized facilities will significantly increase the expected space per employee.</li> </ul>
Industrial	700–1,200	<p>Select a value at the <b>lower end</b> of this range if you expect a significant portion of future growth to include the following types of uses:</p> <ul style="list-style-type: none"> <li>▪ <b>Manufacturing.</b> These uses are expected to be at the low end of this range but may be dependent on specific activities that require on-site storage or additional space (e.g., heavy equipment manufacturing).</li> </ul> <p>Select a value at the <b>higher end</b> of this range if you expect a significant portion of future growth to include the following types of uses:</p> <ul style="list-style-type: none"> <li>▪ <b>Warehousing and logistics.</b></li> <li>▪ <b>Mini-warehousing</b> (e.g., consumer-oriented, small-unit storage facilities) and <b>data centers.</b> These typically have the highest square footage per employee of any land use (in some cases, around 10,000 square feet per employee). Significant growth in these types of uses would increase average employment density assumptions to the highest end of this range.</li> </ul>

*Step 9.3 Divide Net Square Foot Capacity by Employment Density to Calculate Employment Capacity*

For each zone, employment capacity is derived by dividing the net square foot capacity calculated in Step 8.2 by the selected employment density assumption from Step 9.2.

- Employment Capacity = Net Building Square Footage / Assumed Employment Density

Appendix B  
Market Factor Guidance

# Kitsap County Land Capacity Analysis Market Factor Guidance

*DRAFT* August 20, 2021



HEARTLAND



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## Intro and Purpose

The Market Factor, also known as the Market Supply Factor, is a final adjustment to the buildable land supply that follows other deductions that account for critical areas, infrastructure gaps, right of way, and future public facilities. It accounts for the percentage of buildable land that is unavailable or infeasible to develop during the 20-year planning period. Historically, it has been used as a proxy to account for landowner preferences and unwillingness to sell, with various methodologies and approaches employed to develop and inform the assumption. As stated in the Department of Commerce's 2018 Buildable Lands Guidelines:

*Over a 20-year planning period, not all land will be available for development or redevelopment, no matter how suitable. One key constraint on property availability is market availability, or whether land will transact for purpose of development or redevelopment. Owners of property that could be developed or redeveloped may have no interest in selling or developing over an extended period of time for any number of reasons.*

E2SSB-5254 introduced new language regarding the overall buildable lands reporting requirements including new recommendations related to Market Factor assumptions. As part of Kitsap County's 2020/2021 updated Land Capacity Analysis the County is seeking guidance on development of Market Factor assumptions for municipalities and Urban Growth Areas (UGA) across the County.

## Definition of Market Factor

**Department of Commerce Guidelines.** Several definitions of Market Factor are discussed in the Department of Commerce's 2018 Guidance Publication (see *Buildable Lands Guidelines, 2018*). Included are several references to the Revised Code of Washington (RCW) as well as the Washington Administrator Code (WAC). Overall, the guidelines describe Market Factor as:

*Market Supply Factor is the estimated percentage of developable land contained within an urban growth area that is likely to remain unavailable over the course of a 20-year planning period and is, in practice, the final non-developable land deduction when calculating lands suitable for development and redevelopment.*

## Process Overview

The following is an overview of the process utilized to develop Market Factor guidance for Kitsap County.

- Review Commerce guidance and past studies/methodologies
- Explore and evaluate potential methodologies, data sources and implementation frameworks
- Develop a framework for each City to evaluate and select a Market Factor assumption
- Recommended Market Factors for application across Kitsap County
- Create a "menu" of options organized by geography and product typologies
- Provide additional discussion and recommendations related to specific conditions that may impact the Market Factor assumption

## Objectives

- Provide an improved framework and methodology for determining and applying a Market Factor
- Better reflect market realities present across the County
- Facilitate a clear process and resource for Cities to leverage

## Approach to market factor in Kitsap County

- Analyze development patterns over the last 20 years by market area/jurisdiction and product type
  - What was delivered over the last 20 years by product type?
  - How do historical rates of deliveries align with capacity *historically* planned in the area?
  - Leverage this data to inform market factor recommendations
- Provide recommendations for determining market factor based on:
  - Product type, jurisdiction type, market conditions
  - Historical assumptions
  - Other known market constraints

## Why use this approach?

- To inform a market factor assumption, we're using historic product delivery and projected capacity for that product to derive a more realistic market factor assumption
- Historic deliveries by product type data is the best proxy for the nexus of real estate market conditions, willingness to sell and other factors that limit the development of land
- ***Using this approach Market Factor assumptions can account for inefficiencies in the delivery of housing and commercial square footage and lack of availability of land***

## Methodology Overview

The following outlines the key steps leveraged in the approach and methodology to determining and selecting Market Factor ranges.

### 1: Establish the Market Factor Indicator through analysis of historical deliveries and the planned capacity for the coming twenty-year planning period.

Measurements: 5-year avg. deliveries  
Cities' Planned capacity

Regional

Geographies: Kitsap County Cities and UGAs, PSRC Regional Geographies classifications.

Data Sources: - County Parcel Data  
- 2014 Kitsap BLR Data  
- 2016 Comp Plan Update  
- PSRC Regional Geographies

Output: Market factor indicators informing recommended ranges for all geographies and product types

#### Process:

- Assemble and evaluate past deliveries by evaluating the 5-year and 20-year average deliveries. These are used to project trends into the future.
- Evaluate Capacity Projections (2014 BLR, 2016 Comp Plan)
- Create an indicator by extending the 5-year delivery trend over the 20-year forward planning period and express as a percent of capacity. This gives an indication of what percentage of the planned capacity will be absorbed over the coming years. This indication can also be used to calculate what percentage of capacity does NOT develop over the 20-year planning horizon, which serves in this analysis as an *indicator* for market factor. The values from this analysis informed Market Factor Range recommendations but were not used to directly calculate Market Factors.

### 2: Establish Market Factor Ranges for select Cities and UGAs

In the next step, cities were sorted into Low/Med/High Market Factor Range, based on the relationship of their Market Factor Indicators for each Product-type.

- Market price data (rents, median house prices) are used to inform how these ranges should be distributed among Market Factor Alignments

#### Range Bounds

- **Lower = 5%** To account for the unmeasurable variables.
- **Upper = 50%** Adjusting deliveries for projected growth across the County (for both Single Family and Multifamily product), the countywide market indicator aligns with a 50% upper range bound.
- **Range Segmentation:**  
This analysis separates the ranges into three segments evenly distributed within the upper and lower bounds (low/medium/high).
- The Market Factors Range bounds used in previous buildable lands analyses (referenced in **Appendix**) also helped inform the upper and lower market factor range bound.

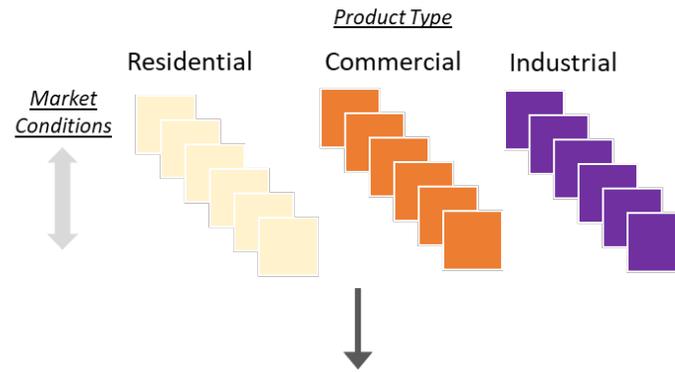
### 3: Adjustments – Cities can refine and adjust the Market Factor based on local analysis.

- Cities should adjust their Market Factor within the either the range provided OR the range that aligns most closely with their conditions.
- Further discussion of these adjustments is provided in step 6.3 of the Market Factor Guidance Framework
- Additional data are provided in the appendix to aid cities in making adjustments.

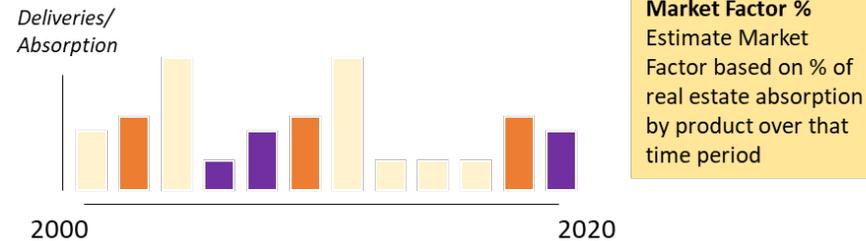
## Methodology Summary

- A: Assign product types to each zone within each geography
- B: Establish market indicators for each city and product type
- C: Establish Market Factor Ranges for each geography, and product type.
- D: Refine and Adjust

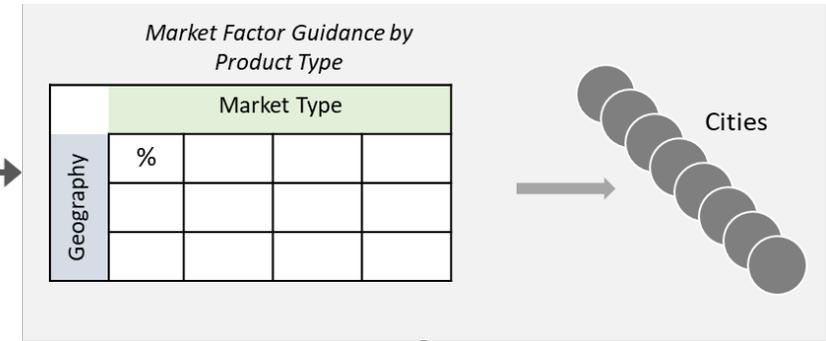
### A. Select *Geographies* to Assess Market Factor by Product Type and Market Conditions



### B. Analyze Historic Development Patterns and Historical Market Indicators



### C. Cities select from a range of market factors organized by product type



### D. Cities refine and address local conditions through adjustments

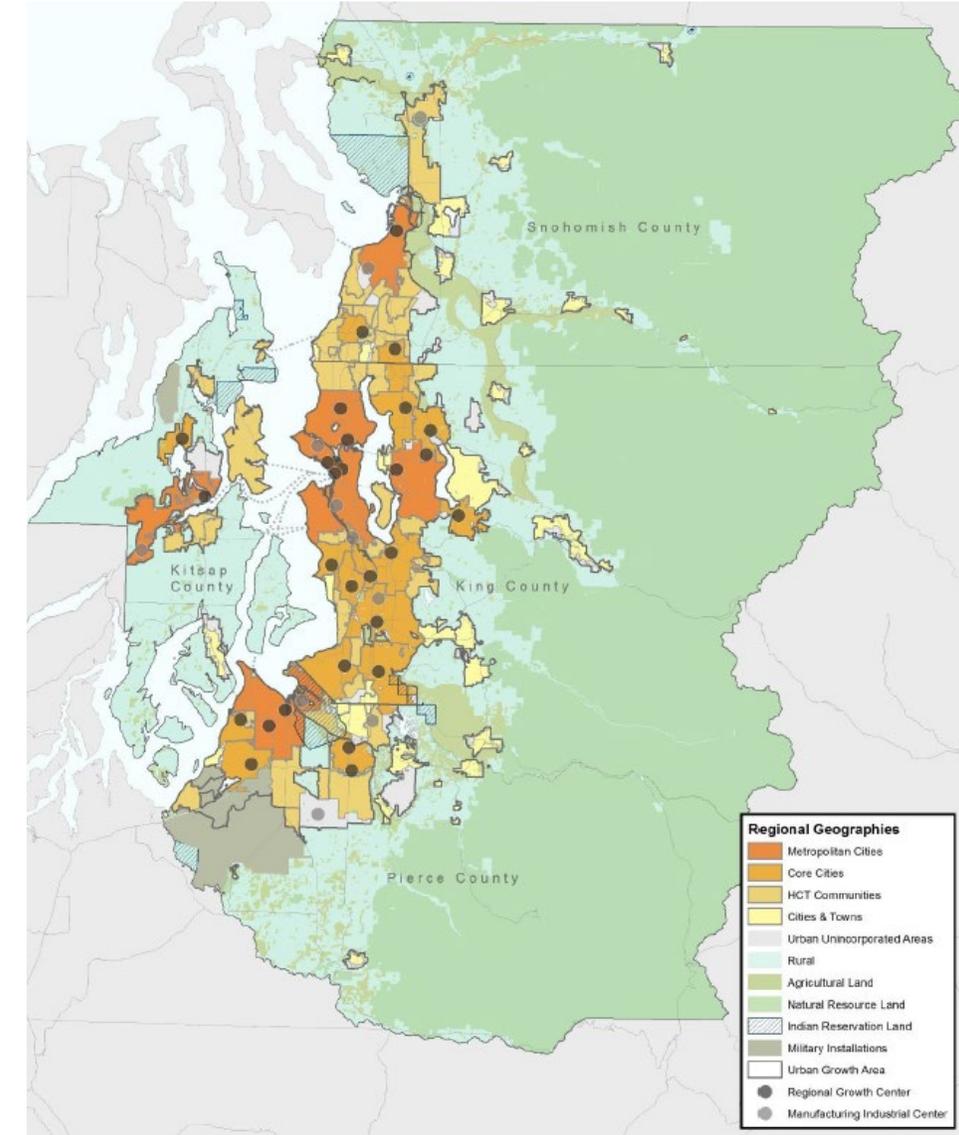
## PSRC Framework

Below is the PSRC Regional Geographies framework.

Additional geographies under consideration include the existing Regional Growth Centers within Kitsap County:

- Silverdale
- Bremerton
- Bremerton Industrial Center

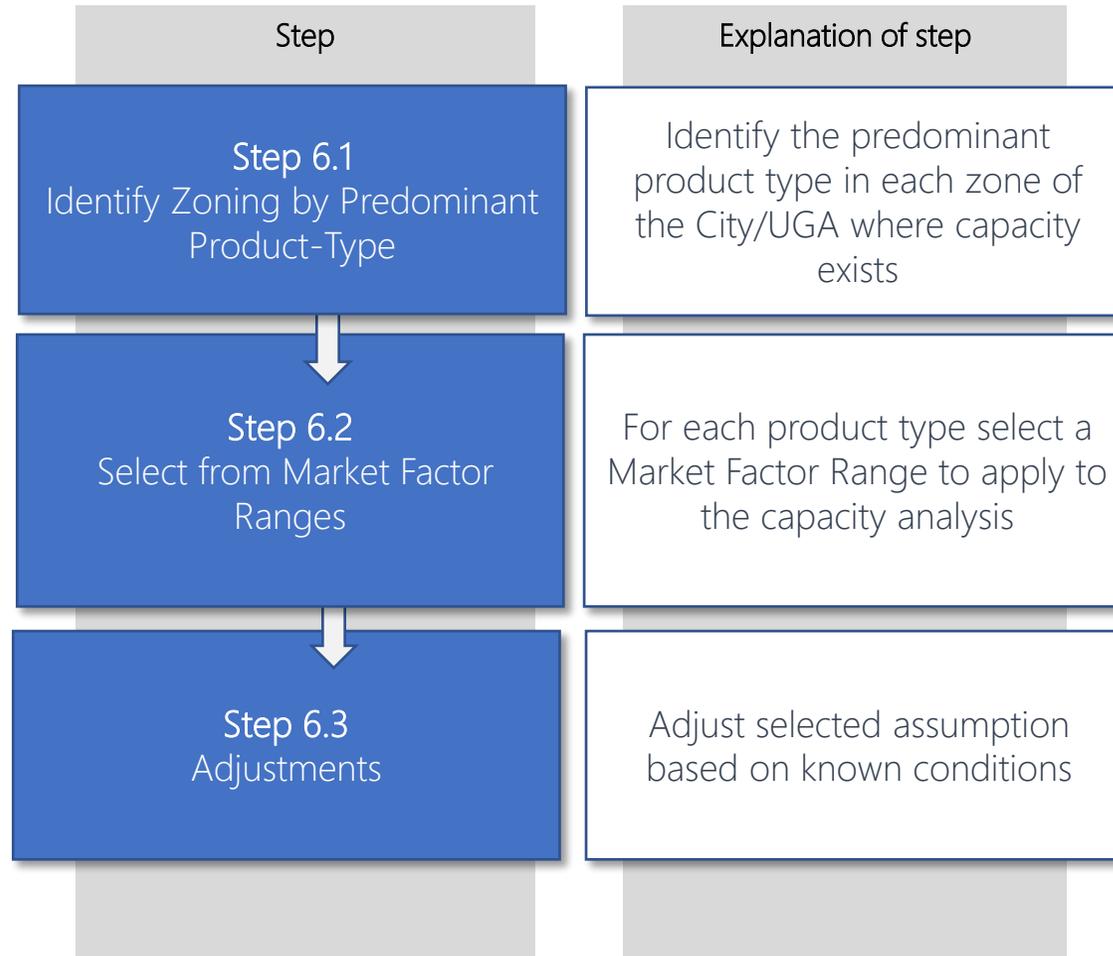
Regional Geographies (PSRC)			
Metropolitan	Core Cities	High-Capacity Transit Communities	Cities and Towns
Bremerton & Bremerton Urban Growth Area (UGA)	Silverdale	Bainbridge Island	None
		Poulsbo & Poulsbo UGA	
		Kingston	
		Port Orchard & Port Orchard UGA	



## Framework Overview

The following provides an overview of the Market Factor guidance framework developed for Kitsap County. There are four district steps defined within the framework outlined below.

Additional details and data are provided on the subsequent pages detailing each step.



## Step 6.1 –

Assign the applicable product type to each zone based upon the anticipated predominant uses in the corresponding zone.

The product-type assigned to each zone should represent the predominant building typology and use that is likely to occur. This can be based on past buildout within a given zone OR the product type envisioned and supported by the zoning regulations and requirements.

### Identify Zoning



### Identify Product Type

<b>Residential</b>
Single Family
Multifamily/Mixed Residential
<b>Non-Residential</b>
Industrial
Commercial (non industrial)

### Classify

Zoning	Mixed use (y/n)	Land Use	Product Type	Mkt Factor
R1	N	SF	Single Family	
R4	N	SF	Single Family	
R6	N	SF	Single Family	
R12	N	MF	Single Family	
R18	N	MF	Multifamily	
R24	N	MF	Multifamily	
R48	N	MF	Multifamily	
(MHC)	N		Single Family	
NB	Y	MU	Mixed Res	
CB	Y	MU	Mixed Res	
DR	Y	MU	Mixed Res	
DC	Y	MU	Mixed Res	
UC	Y	MU	Mixed Res	
WC	Y	MU	Mixed Res	
RB	Y	MU	Mixed Res	
			<b>TOTALS</b>	

## Step 6.1 –

Jurisdictions can reference the table to the right to assist in selecting product-type categories.

Table 1 –Product-Type Descriptions

Product-type	Description/Application	Illustrative Examples
<b>Residential</b>		
Single Family	All areas where single family residential product inclusive of any of the following listed as the predominant use: detached, duplex, tri-plex, four plex, or townhouse plat.	Detached single family homes and subdivisions, attached townhomes and duplexes
Multifamily/Mixed Residential	All areas where multilevel stacked residential product in the form of rental housing or condominium ownership is the predominant permitted use. Inclusive of high density multifamily and mixed use developments.	Stacked flat apartment buildings, garden style apartment complexes, mid rise multifamily projects, mid rise multifamily projects with ground floor commercial uses, residential high rise, and residential condominium projects
<b>Non-Residential</b>		
Industrial	Industrial facilities inclusive of manufacturing, warehousing, distribution, and light industrial facilities.	Heavy industrial and manufacturing, warehousing and logistics development, light industrial and flex industrial facilities
Commercial (non-industrial)	Inclusive of all nonindustrial commercial uses. Apply in mixed use areas where the commercial use is the predominant use despite instances where residential is allowed.	Retail and office development (stand alone or mixed)  Commercial components of residential mixed-use products

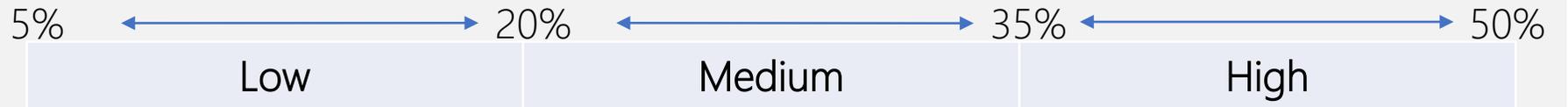
## Step 6.2 –

The following table contains Market Factor Range Recommendations by geography and product-type. Start with the middle of the suggested range, given in the table to the right. In step 6.3, a jurisdiction can provide justification to adjust within this range, or select a more appropriate range.

### Range Bounds

- **Lower: 5%**  
To account for the unmeasurable variables.
- **Upper 50%:**  
Upper bound for potential market factors.
- **Range Segmentation:**  
This analysis separates the ranges into three segments evenly distributed within the upper and lower bounds (low/medium/high).

### Market Factor Range Guidance



**Table 2 – Market Factor Suggested Ranges by Product-Type**

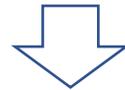
		Product Typology			
Geography		Residential		Non-Residential	
Market Factor Range		Multifamily/ Mixed-Res	Single Family	Commercial (Office/Retail/Mixed)	Industrial
Bremerton	City, UGAs	Medium (20% - 35%)	High (35% - 50%)	Medium (20% - 35%)	High (35% - 50%)
Bainbridge	City	Low (5% - 20%)	Low (5% - 20%)	Medium (20% - 35%)	Medium (20% - 35%)
Central Kitsap	UGA	High (35% - 50%)	Medium (20% - 35%)	Medium (20% - 35%)	Low (5% - 20%)
Silverdale	UGA	Medium (20% - 35%)	Medium (20% - 35%)	Medium (20% - 35%)	High (35% - 50%)
Kingston	UGA	High (35% - 50%)	Medium (20% - 35%)	Medium (20% - 35%)	Low (5% - 20%)
Port Orchard	City, UGAs	High (35% - 50%)	Medium (20% - 35%)	High (35% - 50%)	Medium (20% - 35%)
Poulsbo	City, UTA	Low (5% - 20%)	Low (5% - 20%)	Low (5% - 20%)	Low (5% - 20%)

## Step 6.3 –

The final step provides a framework for selecting a Market Factor from within the range selected in Step 6.2.

Specific conditions are discussed that would influence future development and impact the Market Factor assumption for a given City or UGA.

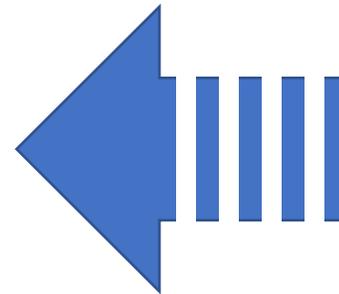
Range from  
*Step 6.2*



Adjustment  
Considerations



Adjust



- Vacant versus underutilized lands
- Market conditions
- Single family uses in recently up-zoned areas
- Restrictive Covenants in planned communities
- Parcel size and assemblage challenges
- Transit accessibility
- Infrastructure limitations
- Areas designated as Growth Centers

## Step 6.3 –

### Overview

Step 6.3 provides a framework for selecting a Market Factor from within the range selected in Step 6.2. Specific conditions are discussed that would influence future development and impact the Market Factor value assumed by a given City or UGA.

Each jurisdiction should carefully consider these conditions and how they might impact their assumptions related to Market Factor. The conditions discussed do not represent all the potential conditions and issues that a Market Factor may address. The County and Cities should adjust within the given ranges or may deviate from them altogether to account for known conditions that impact the development of and availability of land in a given geography. The tables on the following pages provide more detailed descriptions of these conditions and how adjustments should be considered.

- Vacant versus underutilized lands
- Market Trends
- Single family uses in recently up-zoned areas
- Restrictive Covenants in planned communities
- Parcel size and assemblage challenges
- Transit accessibility
- Infrastructure limitations
- Areas designated as Growth Centers

### Selecting Within The Range Based on Market Conditions:

A range for each product-type by each Regional Geography is provided in Step 6.2. In order to select within this range, each city (or UGA) must review their specific attributes, assumptions and market conditions and consider whether a higher or lower Market Factor is appropriate for that given product type (and therefore, applicable zone within the City or UGA). It is important to note that additional factors may need to be considered to account for unique circumstances influencing the market availability of land in any given jurisdiction.

### Documentation of Market Factor Assumptions

It is recommended for cities and jurisdictions to document the elements influencing the upward or downward adjustments on market factor. An example worksheet is provided on page 17.

## Step 6.3 –

### Connecting Market Factor and other LCA Assumptions

#### Key considerations

Market conditions also enter the capacity analysis through other assumptions in the Land Capacity Analysis. These assumptions should be considered when making adjustments to market factor. Below is additional commentary on other assumptions made within the capacity analysis framework and how these assumptions should be considered when using the Market Factor Guidance document. It is important to note that all of the assumptions discussed are calculated and applied outside of the application of the Market Factor deduction and represent stand alone assumptions estimated by each City.

- **Identifying Redevelopable Lands.** The approach to identifying redevelopable lands and the selected thresholds for determining what could be redeveloped in the future is of great importance to how a City's capacity relates to market conditions and future development economics and conditions. More conservative thresholds, i.e., those that anticipate that less redevelopable lands will develop over the planning period, would result in less redevelopable land being available. Less conservative thresholds would result in more land being available for redevelopment, and may warrant the selection of a market factor at the higher end of the suggested range, depending on market strength. Each City should evaluate how their redevelopment assumptions already incorporate market conditions (or not) when selecting a Market Factor to apply.

- **Assumed Densities.** The density at which property develops in the future is in part dependent on market conditions and greatly impacts overall capacity. Each City has studied historical achieved densities and planned densities to arrive at an assumed density assumption. Where appropriate, each City should evaluate whether their assumptions reflect more aspirational product types and densities versus historical development patterns and achieved densities in a given zone and consider this when selecting a Market Factor to apply.
- **Infrastructure.** Analysis and deductions have been completed to account for deficiencies in infrastructure which could limit the development of land in the future. Jurisdictions may want to consider higher Market Factors for zones or land supply included as capacity, but requiring infrastructure investments to serve the assumed density. This adjustment would be intended to reflect the cost of the infrastructure investment, which was not a component of the previous infrastructure gaps analysis. This would only be a valid consideration where Cities believe the initial applied infrastructure gap deductions do not fully represent the infrastructure challenges in a given area.

**Table 3 – Market Factor Adjustments**

Condition	Explanation	Recommendation on Market Factor Adjustment	
		<i>Select a lower value from the range if:</i>	<i>Select a higher value from the range if:</i>
<b>Assumption for Vacant versus Partially Utilized or Underutilized Lands (Residential and Non-Residential Assumptions)</b>			
Where a City has a mix of vacant and <b>Partially Utilized or Underutilized Lands</b> as part of their capacity and it is appropriate to differentiate the Market Factor assumption for vacant and Underutilized lands.	Consider the overall ratio of vacant land versus underutilized land and the condition of said lands. For example, if >50% of capacity is on vacant land, consider adjusting Market Factor downward on <b>Vacant land and Partially Utilized lands</b> and upward on <b>underutilized land</b> . The relative location of vacant and underutilized lands is also an important consideration. Where underutilized lands are located near or adjacent to important infrastructure and amenities, the need to differentiate between the two is less pronounced.	For Vacant lands and Partially Utilized Lands, select a value that is lower within the given range (or outside the low end of the range if deemed appropriate) when the supply of vacant lands represents a significant portion of overall capacity for a given product and the location and relative attributes of said supply do not represent barriers to redevelopment	For Underutilized Lands, select a higher value in the Market Factor range if conditions are known that may limit or impact the turnover and availability of land with an existing use and improvements.
<b>Market Trends (Residential and Non-Residential Assumptions)</b>			
Where recent real estate market trends for a given product type indicate more or less challenging conditions for development in the next 20 years.	If trends indicate growth in demand for a given product, consider a downward adjustment on market factor to reflect this demand. Such indicators include growth in pricing/lease rates as well as recent growth in deliveries for a given product. Alternatively, if the market data for a given product indicates more difficult market conditions in terms of ranking amongst jurisdictions, consider selection of a higher market factor within the given range.	Market indicators suggest an overall ranking within the market amongst peer cities indicates that a lower market factor would be appropriate.	Market indicators suggest a downward trend in overall demand or overall rankings amongst peer cities suggest that a higher market factor may be appropriate.
<b>Project Pipeline and Land Consumption (Residential and Non-Residential Assumptions)</b>			
Silimilar to Market Trends, where the recent development pipeline for a given product type and/or geography has resulted in above average development and land consumption.	In areas where recent development has occurred and overall land capacity has been reduced because of new development, consider selecting from the lower end of a recommended range for the applicable product type.	The recent development pipeline for a given product type has resulted in the reduction of land capacity and suggests higher demand for that product type.	Consider selecting from the higher end of a recommended range if little to no recent development has occurred and no projects are planned or in the development pipeline.

Table 3 Continued – Market Factor Adjustments

Condition	Explanation	Recommendation on Market Factor Adjustment	
		<i>Select a lower value from the range if:</i>	<i>Select a higher value from the range if:</i>
<b>Single Family Up-zoned Areas (Applicable to Residential Areas)</b>			
Where significant capacity for higher density single family or multifamily/ mixed-use housing is assumed on existing single family uses	<p>Where capacity exists on lands that currently support single family uses but greater densities are permitted, many cities have cited concern regarding how such areas will redevelop and if a specific Market Factor adjustment should be leveraged. The Cities of Shoreline and SeaTac serve as examples where single family areas were up-zoned around planned or completed transit facilities. The turnover and development of single family areas in these cities is captured in through the analysis of historical deliveries data and may be leveraged for reference or comparison on a county wide scale.</p> <p>Important indicators to consider when adjusting for such a condition include:</p> <ul style="list-style-type: none"> <li>- Whether home prices are below, on par or above median prices in the region</li> <li>- The age and quality of the housing stock</li> <li>- Recent transaction activity</li> <li>- Recent permitting activity</li> </ul>	<p>The land with single family uses reflect the following conditions:</p> <ul style="list-style-type: none"> <li>- Home prices at or below median prices for the area</li> <li>- The housing stock is aging</li> <li>- There is a higher rate of recent transactions reflecting interest from developers</li> </ul>	<p>The land with single family uses reflect the following conditions:</p> <ul style="list-style-type: none"> <li>- Home prices are above median prices for the area representing a potential market barrier to redevelopment</li> <li>- The housing stock includes recently constructed or updated structures</li> <li>- Recent transactions reflect value-in use (meaning the highest and best use of the property is still considered the single family residence)</li> </ul>
<b>Restrictive Covenants in Planned Communities (Applicable to Residential Areas)</b>			
Where restrictive home- owner association or other similar covenants may limit the redevelopment at a higher intensity/use	In some cases, areas that have been rezoned or up-zoned are still subject to restrictive covenants that run with the land and limit how development may occur. This is most likely to exist in existing single family neighborhoods but may also pose a challenge in business parks and other similar commercial districts.	If restrictive covenants are not known to exist or would have a limited impact on redevelopment in the future.	If restrictive covenants are known and would need to be removed/eliminated in order for redevelopment per new zoning allowances to occur (at a higher intensity).

Table 3 Continued – Market Factor Adjustments

Condition	Explanation	Recommendation on Market Factor Adjustment	
		<i>Select a lower value from the range if:</i>	<i>Select a higher value from the range if:</i>
<b>Fragmented Ownership and Parcel Size (Residential and Non-Residential Assumptions)</b>			
Where capacity in a given neighborhood or zone is fragmented and generally consists of smaller parcels (less than .25 acres for multifamily site for example)	Where capacity for a given product type occurs on largely fragmented or non-contiguous parcels and parcel sizes are generally smaller in size, a higher market factor may be considered. Such conditions may limit options for parcel assemblage in the future and result in less land being redeveloped in the future.	Vacant and/or underutilized lands consist of a mix of contiguous and non-contiguous properties and parcel sizes do not appear to represent a challenge to development in the future	Conditions are observed that reflect an abundance of capacity on smaller, non-contiguous properties in a given zone or neighborhood
<b>Access to Transit (Residential and Non-Residential Assumptions)</b>			
Where planned or recently completed transit facilities may impact develop feasibility in the surrounding neighborhood/zone.	Planned infrastructure like Bus Rapid Transit and other major transportation improvement that improve access and mobility can greatly improve development feasibility and owner willingness to sell/redevelop land. Market Factor assumptions should reflect where such improvements either exist or are planned in the future (within an impacted area such as a ¼ mile walk shed).	A significant transportation infrastructure investment is completed or planned that will greatly improve transit access in a given zone or neighborhood.	NA
<b>Accounting for Infrastructure and Other Assumptions (Residential and Non-Residential Assumptions)</b>			
Take into consideration other assumptions made as part of the Land Capacity Analysis, such as infrastructure deductions, assumed density and redevelopable land thresholds.	As previously discussed, several assumptions made during earlier steps of the Land Capacity Analysis should be considered when selecting within a recommended Market Factor Range. For cities that wish to account for potential infrastructure challenges that were not previously addressed, a higher Market Factor Assumption may be leveraged to address this.	Previous Land Capacity Analysis assumptions were more conservative and resulted in significant deductions to land capacity.	Where other Land Capacity Analysis assumptions in given zones or geographies did not result in significant reductions in land capacity or where assumptions were less conservative.

# RESIDENTIAL ANALYSIS

# APPENDIX: Market Factor Range Recommendations – *Multifamily*

Table A1 - Market Factor Indicator Summary – *Multifamily/Mixed-use*

City/UGA	Product Type	Projected Capacity* - Units	2015-2019 Average Annual Deliveries	Market Factor Indicator	Current Average Pricing – Average Rent Per unit	Average Price* Growth Y/Y (2013-2020)
Bainbridge	Multifamily	339	29	0%	\$2,187	3.5%
Bremerton	Multifamily	3,589	48	73%	\$1,343	4.8%
Central Kitsap	Multifamily	1,297	8	87%	\$1,422	5.5%
Kingston	Multifamily	251	0	100%	NA	2.4%
Port Orchard	Multifamily	1,562	8	90%	\$1,344	5.1%
Poulsbo	Multifamily	0	36	0%	\$1,620	6.1%
Silverdale	Multifamily	1,548	54	30%	\$1,596	5.9%
<i>SUBTOTAL</i>		<i>8,586</i>	<i>183</i>	<i>57%</i>		

\*Capacity is taken from the 2014 BLR and the 2016 Comp Plan Update

Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Costar

## Market Factor Range Recommendations – *Multifamily/Mixed-use*

	Recommendation	Supporting Observations
Bainbridge	Low	The delivery rate with low projected capacity suggests a <b>low</b> market factor range. High pricing provides further support for this suggested low range.
Bremerton	Medium	The projected capacity puts upward pressure on the market factor indicator, however a high delivery rate combined modest MF rent growth would suggest a <b>medium</b> market factor range.
Central Kitsap	High	Significant projected capacity and a low delivery rate support the recommendation for a <b>high</b> market factor range.
Kingston	High	Low projected capacity could be absorbed quickly should a couple projects develop. Low rent growth suggests market conditions would need to change to achieve a higher delivery rate, therefore recommending a <b>high</b> market factor range.
Port Orchard	High	The large amount of projected capacity and low delivery rate represent a high market factor indicator therefore recommending a <b>high</b> market factor range. However, the high rent growth could indicate a shift in market conditions.
Poulsbo	Low	No projected capacity for multifamily product types, however demonstrated deliveries, high rents, and the strongest rent growth observed would all support a <b>low</b> market factor range for any multifamily capacity projected.
Silverdale	Medium	The market factor indicator would point to a <b>medium</b> market factor range. However, market conditions, including the highest delivery rate, high face rents and rent growth may support selecting the lower range.

# APPENDIX: Market Factor Range Recommendations – *Single Family*

## Table A2 - Market Factor Indicator Summary – *Single Family*

City/UGA	Product Type	Projected Capacity* - Units	2015-2019 Average Annual Deliveries	MKF Indicator	Current Average Pricing -Average Price* Growth Median PriceY/Y (2013-2020)
Bainbridge	Single Family	2,496	106	15%	\$904,000 9.0%
Bremerton	Single Family	13,193	138	79%	\$361,000 9.4%
Central Kitsap	Single Family	1,406	34	52%	\$389,000 10.6%
Kingston	Single Family	900	19	57%	\$515,000 9.0%
Port Orchard	Single Family	6,609	119	64%	\$396,000 8.1%
Poulsbo	Single Family	2,329	105	10%	\$480,000 7.0%
Silverdale	Single Family	2,201	37	67%	\$443,000 6.3%
<i>SUBTOTAL</i>		29,134	557	62%	

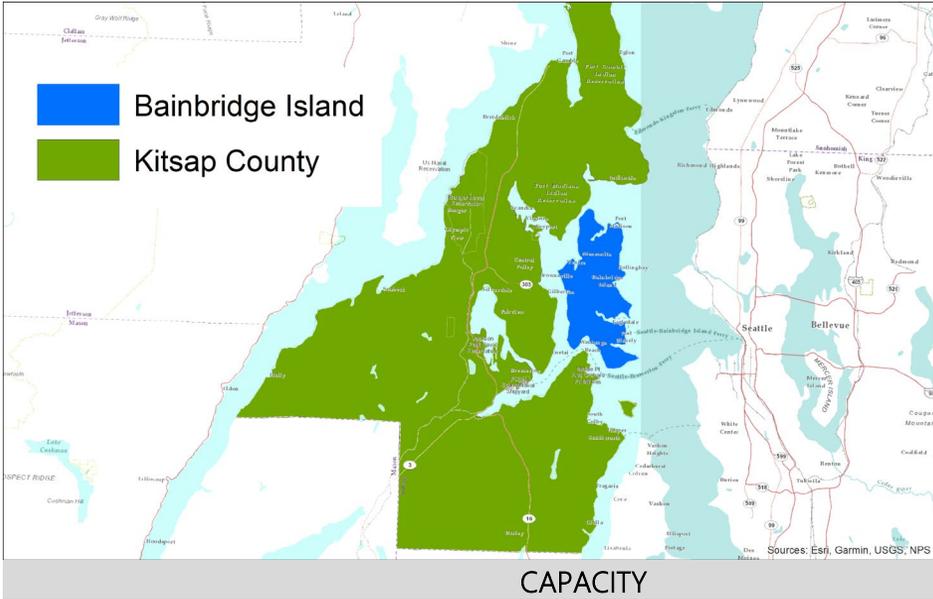
\*Capacity is taken from the 2014 BLR and the 2016 Comp Plan Update

Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS.

## Market Factor Range Recommendations – *Single Family*

	Recommendation	Supporting Observations
Bainbridge	Low	Low projected capacity and a high delivery rate suggest the <b>low</b> market factor range. Market pricing data provides additional support for this recommendation.
Bremerton	High	While having the highest delivery rate, the large amount of capacity suggests the <b>high</b> market factor range. The average Y/Y price growth could indicate a change in market conditions, potentially supporting a lower range.
Central Kitsap	Medium	Modest projected capacity with modest deliveries. The delivery rate is proportionally higher compared to neighboring jurisdictions, and the market factor indicator suggests a <b>medium</b> market factor range.
Kingston	Medium	Low projected capacity, but a proportionate delivery rate suggests a <b>medium</b> market factor range. The high median price and the strong price growth support the recommendation for the Medium market factor range.
Port Orchard	Medium	The strong delivery rate compared to neighboring jurisdictions and about half the projected capacity would suggest a <b>medium</b> market factor range. Market pricing data aligns with this recommendation.
Poulsbo	Low	Less projected capacity, but strong delivery rate when compared to neighboring jurisdictions. The median price and the price growth indicate that market conditions are favorable and support a <b>low</b> market factor range.
Silverdale	Medium	Modest projected capacity and a modest delivery rate, these combined with the median pricing and the lowest average price growth would suggest a <b>medium</b> market factor range is recommended.

# Bainbridge Island – Residential Analysis



## CAPACITY

Projected Capacity (2014)

Multi Family	339
Single Family	2,496

## DELIVERIES

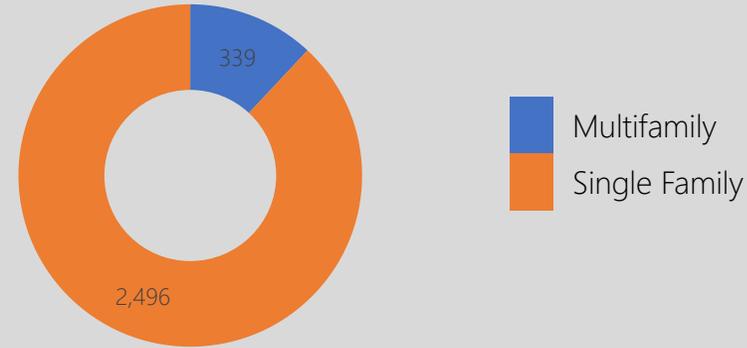
	Total deliveries 2000 - 2019	Avg. Annual Deliveries 2015-2019
Multi Family	273	29
Single Family	2,298	106

## PRICE

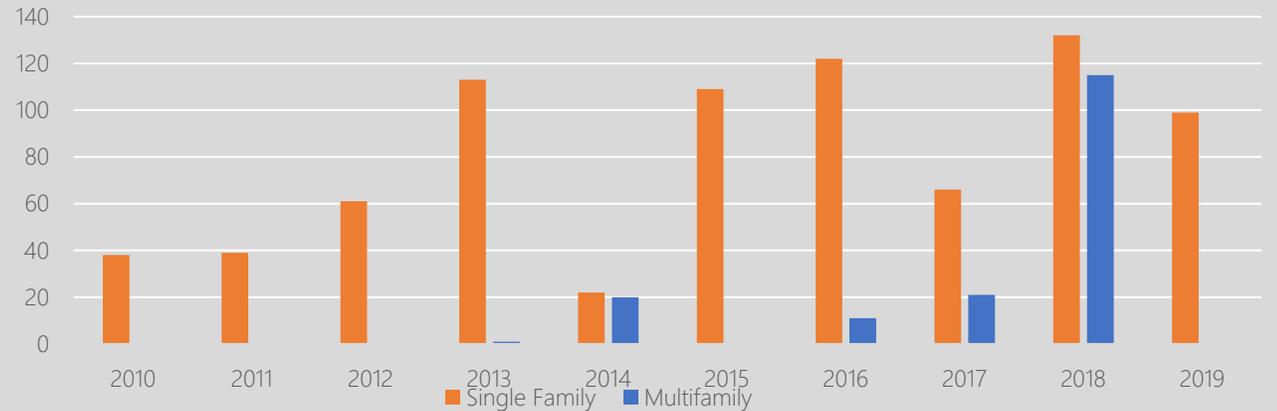
Price Growth

Multi Family	3.5% average y/y 2013-2020
Single Family	9.0% average y/y 2013-2020

## Projected Capacity (2014 BLR)

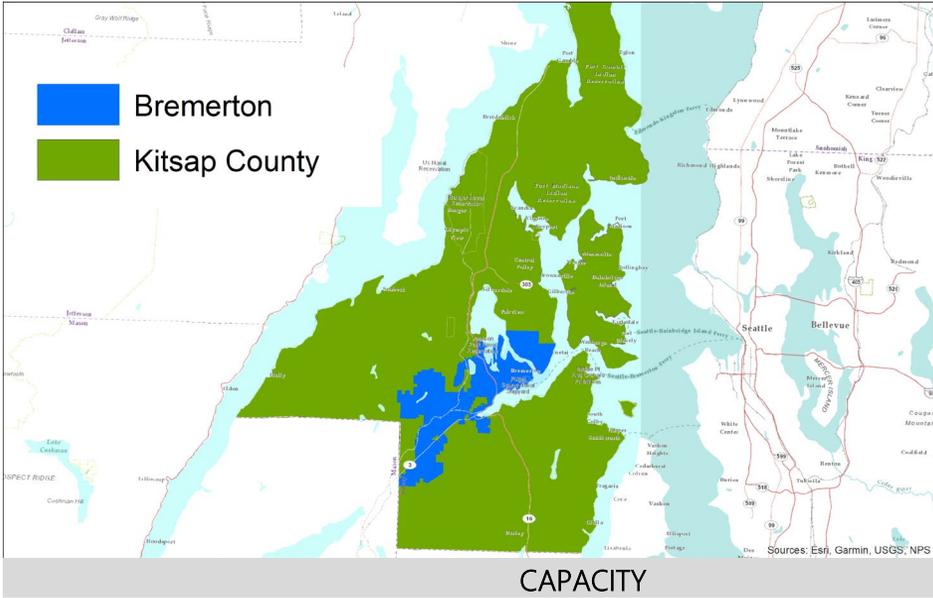


## Deliveries Data By Product Type 2010 – 2019



Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS, Costar.

# Bremerton – Residential Analysis



Multi Family	3,589
Single Family	13,193

**DELIVERIES**

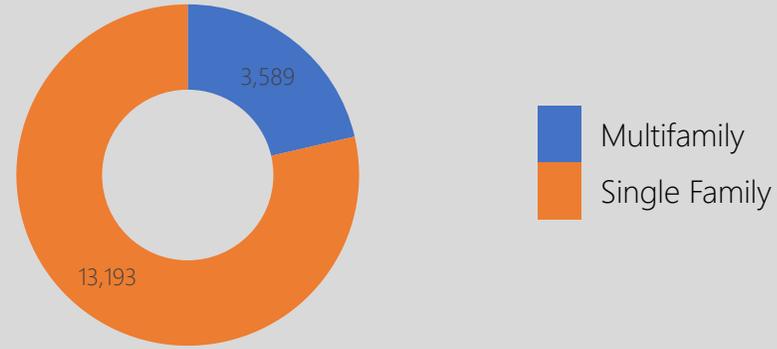
	Total deliveries 2000 - 2019	Avg. Annual Deliveries 2015-2019
Multi Family	568	48
Single Family	1,814	138

**PRICE**

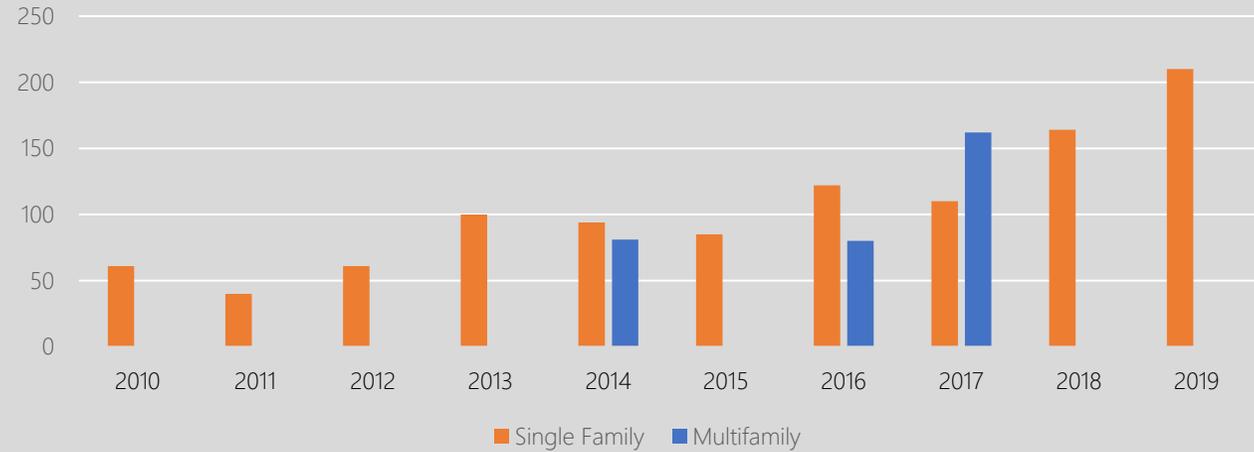
Price Growth

Multi Family	4.8% average y/y 2013-2020
Single Family	9.4% average y/y 2013-2020

## Projected Capacity (2014 BLR)



## Deliveries Data By Product Type 2010 – 2019



Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS, Costar.

# Central Kitsap UGA – Residential Analysis



### CAPACITY

Projected Capacity (2016)

Multi Family	1,297
Single Family	1,406

### DELIVERIES

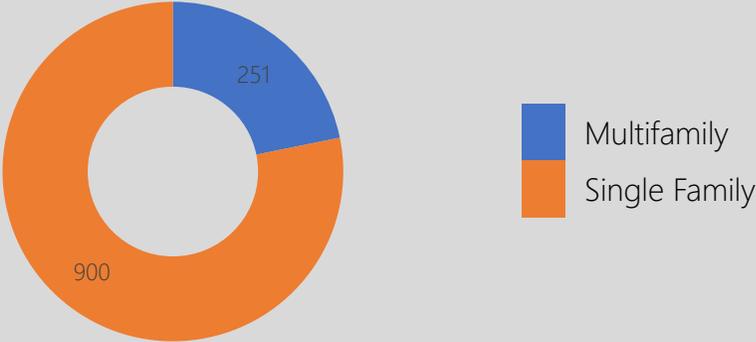
	Total deliveries 2000 - 2019	Avg. Annual Deliveries 2015-2019
Multi Family	224	8
Single Family	1,324	34

### PRICE

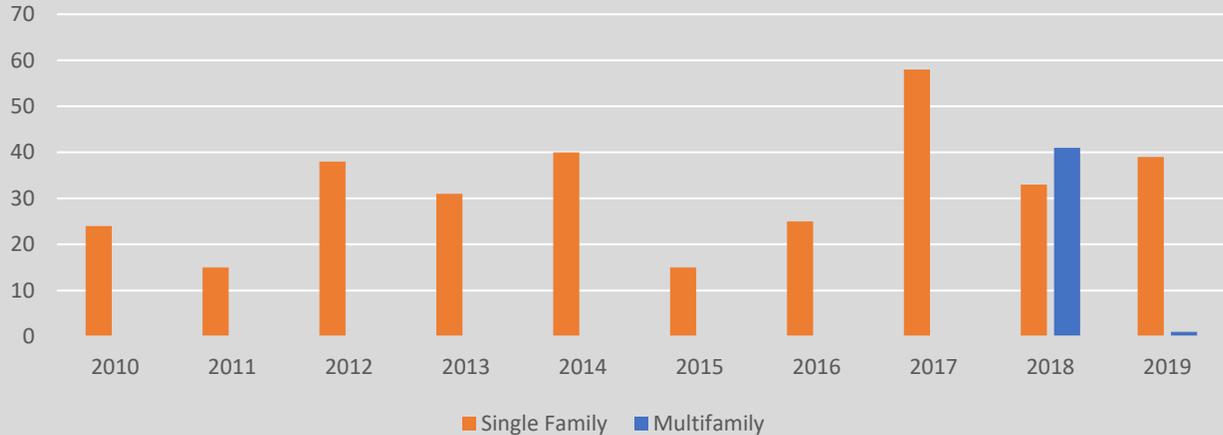
Price Growth

Multi Family	5.5% average y/y 2013-2020
Single Family	7.9% average y/y 2013-2020

## Projected Capacity (2014 BLR)

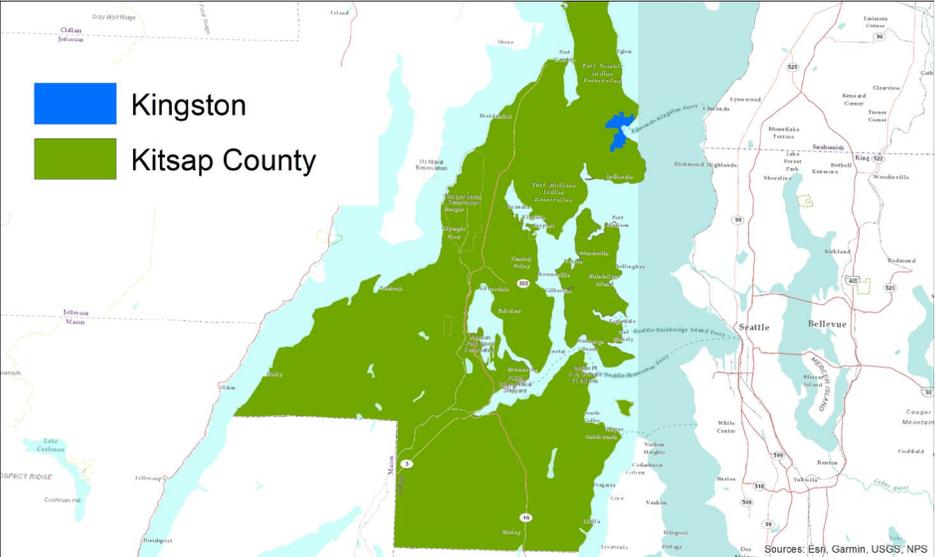


## Deliveries Data By Product Type 2010 – 2019



Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS, Costar.

# Kingston – Residential Analysis



### CAPACITY

Projected Capacity (2016)

Multi Family	251
Single Family	900

### DELIVERIES

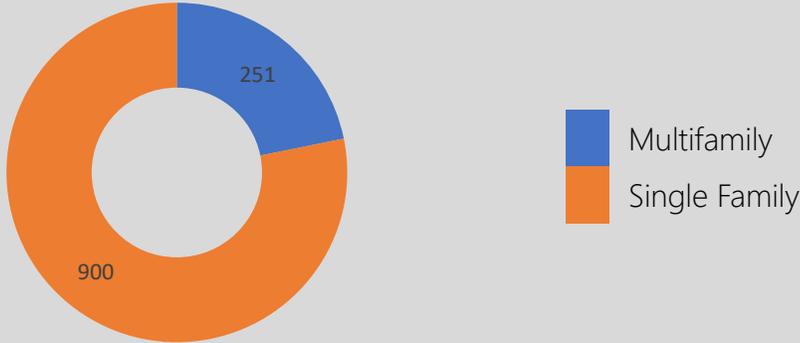
	Total deliveries 2000 - 2019	Avg. Annual Deliveries 2015-2019
Multi Family	88	0
Single Family	262	19

### PRICE

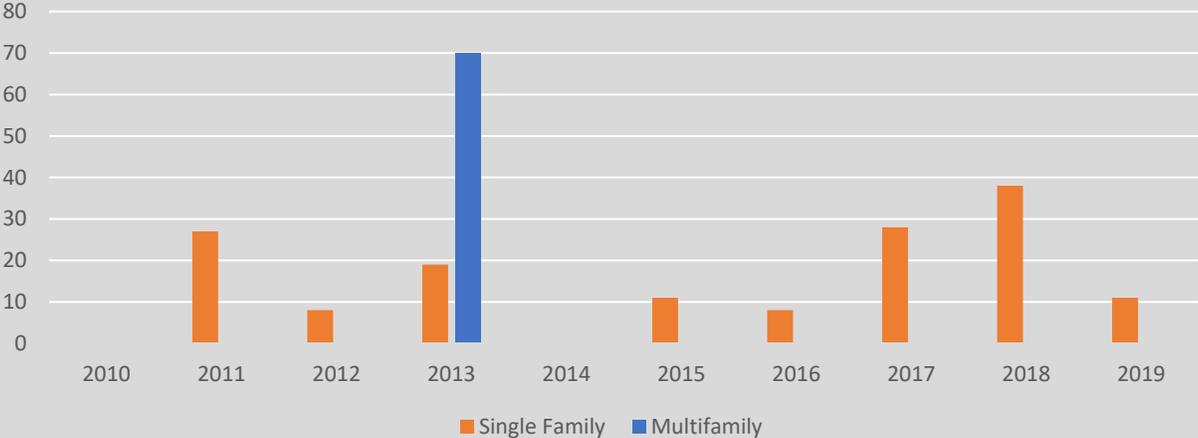
Price Growth

Multi Family	2.4% average y/y 2013-2020
Single Family	9.0% average y/y 2013-2020

## Projected Capacity (2014 BLR)

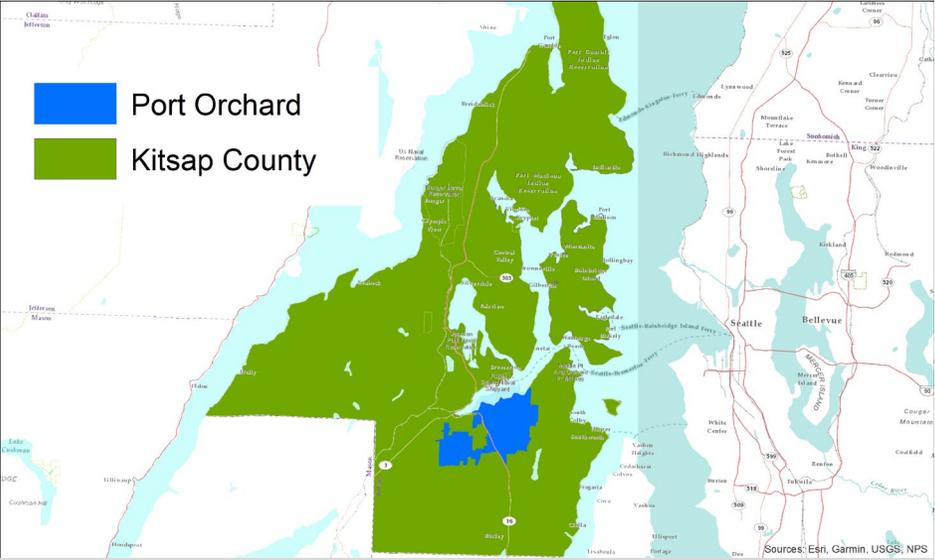


## Deliveries Data By Product Type 2010 – 2019



Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS, Costar.

# Port Orchard – Residential Analysis



### CAPACITY

Projected Capacity (2014)

Multi Family	1,562
Single Family	6,609

### DELIVERIES

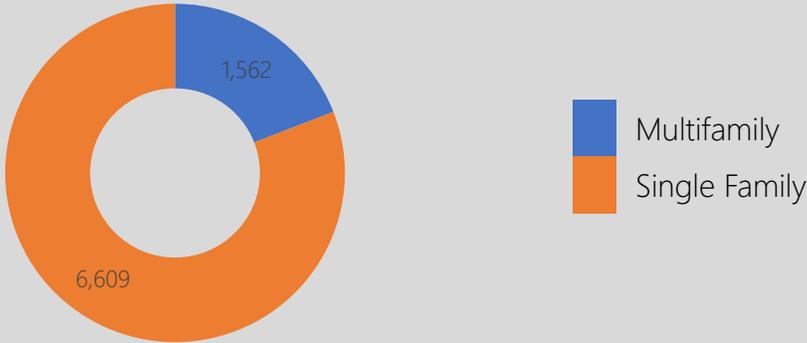
	Total deliveries 2000 - 2019	Avg. Annual Deliveries 2015-2019
Multi Family	270	8
Single Family	2,636	119

### PRICE

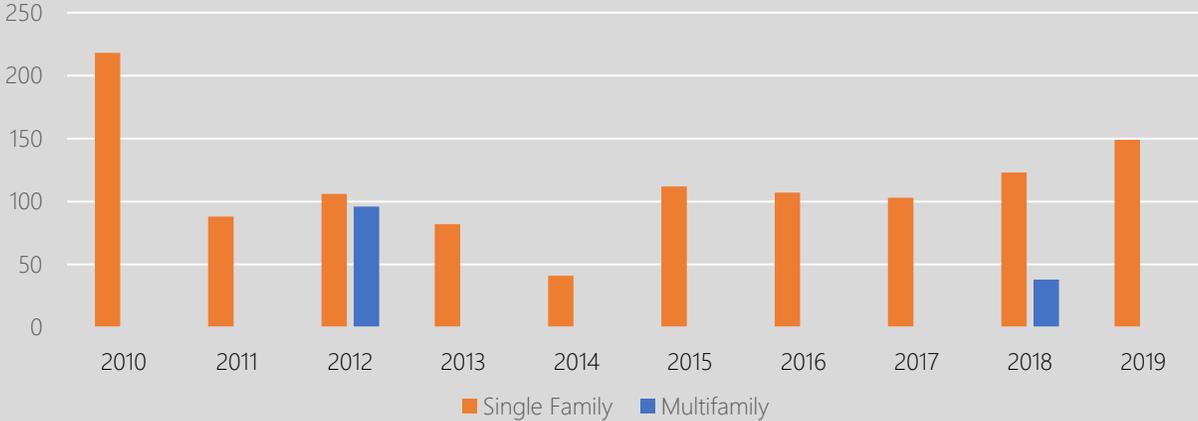
Price Growth

Multi Family	5.1% average y/y 2013-2020
Single Family	8.1% Average y/y 2013-2020

## Projected Capacity (2014 BLR)

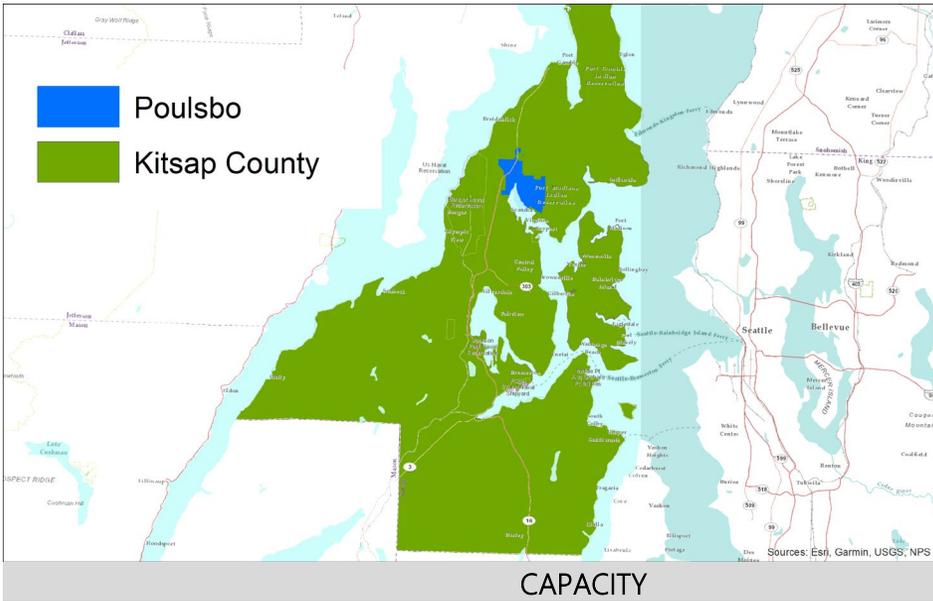


## Deliveries Data By Product Type 2010 – 2019



Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS, Costar.

# Poulsbo – Residential Analysis



## CAPACITY

Projected Capacity (2014)

Multi Family	0
Single Family	2,329

## DELIVERIES

	Total deliveries 2000 - 2019	Avg. Annual Deliveries 2015-2019
Multi Family	206	36
Single Family	1,715	105

## PRICE

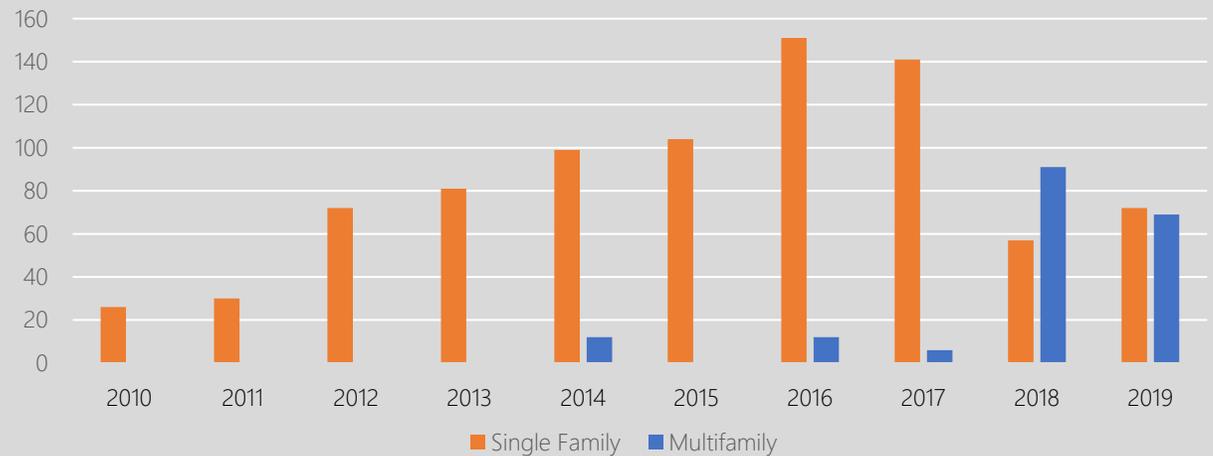
Price Growth

Multi Family	6.1% average y/y 2013-2020
Single Family	7.0% average y/y 2013-2020

## Projected Capacity (2014 BLR)

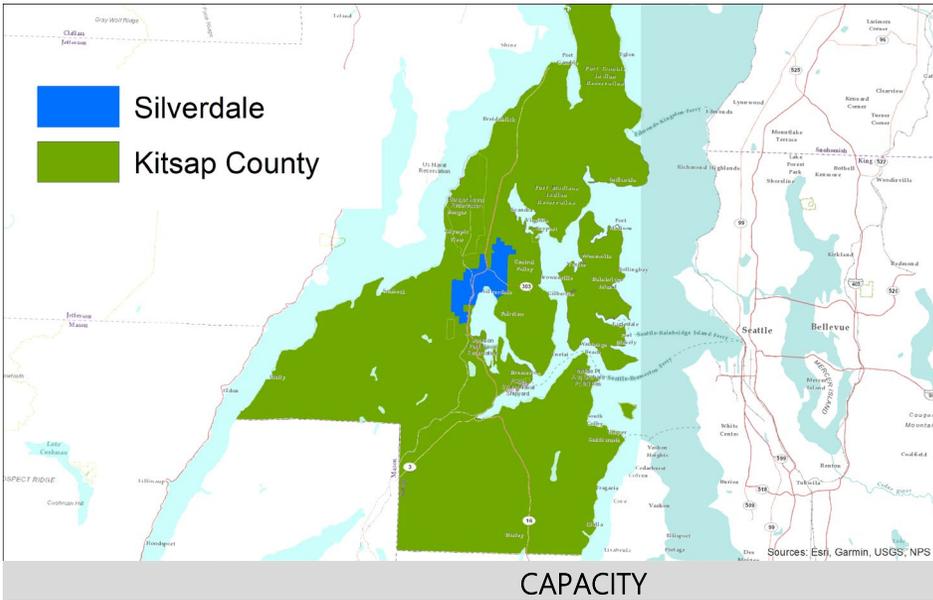


## Deliveries Data By Product Type 2010 – 2019



Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS, Costar.

# Silverdale – Residential Analysis



Projected Capacity (2014)

Multi Family	1,548
Single Family	2,201

## DELIVERIES

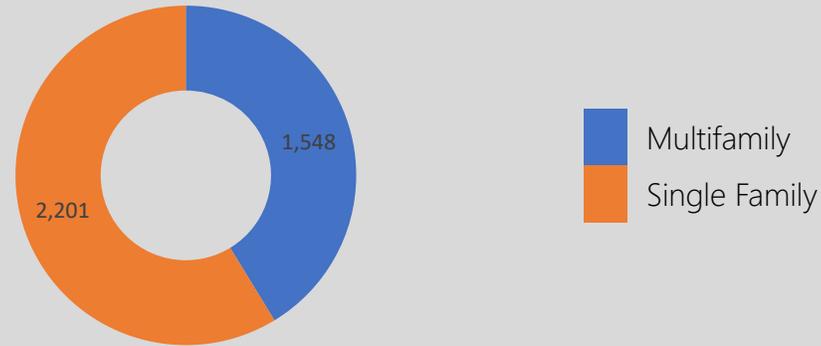
	Total deliveries 2000 - 2019	Avg. Annual Deliveries 2015-2019
Multi Family	671	54
Single Family	650	37

## PRICE

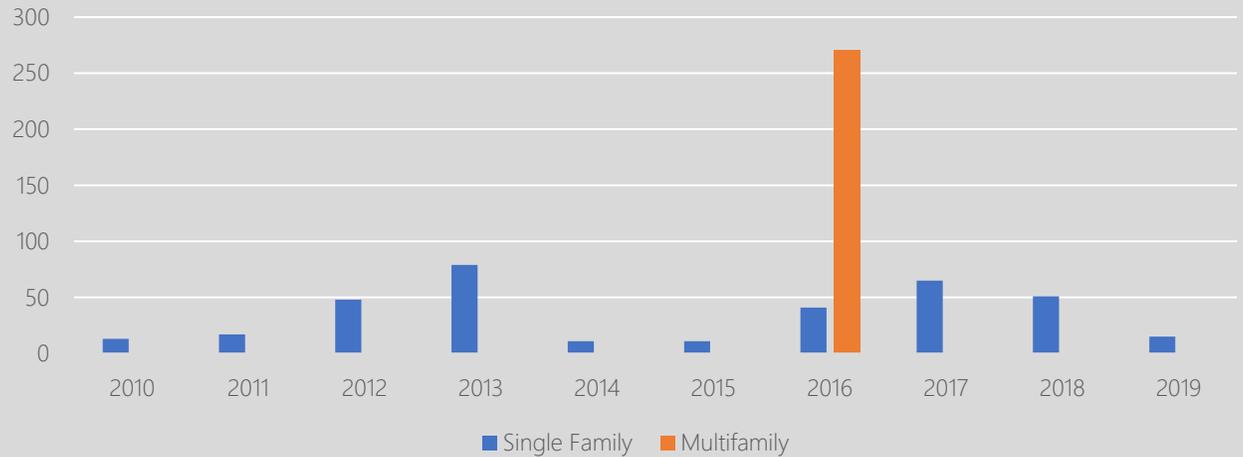
Price Growth

Multi Family	5.9% average y/y 2013-2020
Single Family	7.9% average y/y 2013-2020

## Projected Capacity (2014 BLR)



## Deliveries Data By Product Type 2010 – 2019



Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Redfin, NWMLS, Costar.

# NON-RESIDENTIAL ANALYSIS

# APPENDIX: Market Factor Range Recommendations – *Commercial*

Table A3 - Market Factor Indicator Summary – *Commercial*

City/UGA	Total Capacity* - SF	Average Annual Deliveries (2001-2020)	Average Annual Deliveries (2001-2010)	Average Annual Deliveries (2016-2020)	Max Annual Delivery Rate	20-year Indicator (2001-2020)	10-year Indicator (2001-2010)	5-year Indicator (2016-2020)	Max Delivery Indicator (Single Year)	Current Market Rents (2021)
Bainbridge	1,441,796	27,615	38,544	14,944	106,407	62%	47%	79%	0%	\$24.20
Bremerton	1,858,537	76,293	131,139	10,609	270,135	18%	0%	89%	0%	\$16.39
Central Kitsap	532,866	19,909	38,626	265	152,873	25%	0%	99%	0%	\$14.75
Kingston	304,882	6,925	13,187	58	112,003	55%	13%	100%	0%	\$20.10
Port Orchard	4,350,361	33,862	60,646	4,649	171,497	84%	72%	98%	21%	\$15.75
Poulsbo	61,789	51,931	77,589	15,631	366,279	0%	0%	0%	0%	\$19.93
Silverdale	2,465,409	108,370	75,722	213,240	999,011	12%	39%	0%	0%	\$20.29
<b>SUBTOTAL</b>	<b>11,015,640</b>	<b>324,904</b>	<b>435,452</b>	<b>259,395</b>	<b>2,178,205</b>	<b>21%</b>	<b>21%</b>	<b>53%</b>	<b>0%</b>	

\*Capacity is taken from the 2014 BLR

Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Costar

## Market Factor Range Recommendations – *Commercial*

	Recommendation	Supporting Observations
Bainbridge	Medium	Highest average commercial rents and relatively consistent deliveries, however, the large amount of capacity and resulting indicator suggest that a <b>medium</b> market factor range should be considered.
Bremerton	Medium	Highest nominal delivery rate in the County and moderate overall capacity suggest a <b>medium</b> market factor range. Market Rents below the median for jurisdictions.
Central Kitsap	Medium	A significant amount of capacity, but deliveries have tapered off in the last 5 years. Market Rents are lower than other jurisdictions. Recommend that a <b>medium</b> market factor range be considered.
Kingston	Medium	There have been only small-scale deliveries over the past 20 years, however with a low amount of capacity and high rents, this capacity could be absorbed quickly should market conditions change. Recommend considering a <b>medium</b> market factor range
Port Orchard	High	Port Orchard has had strong demonstrated deliveries, however, with a large amount of capacity and lower than median rents it's recommend that the City consider a <b>high</b> market factor for commercial only development.
Poulsbo	Low	Relatively high rates of deliveries, with very little capacity, with rents in the middle of the range found across Kitsap County. Should development continue at the historical pace, capacity would be absorbed. Because of this recommending a <b>low</b> Market Factor range.
Silverdale	Medium	The second highest projected capacity in the county in 2014. With strong demonstrated deliveries and strong market rents, it's recommended that the City consider a <b>medium</b> market factor.

# APPENDIX: Market Factor Range Recommendations – *Industrial*

Table A4 - Market Factor Indicator Summary – *Industrial*

City/UGA	Total Capacity* - SF	Average Annual Deliveries (2001-2020)	Average Annual Deliveries (2001-2010)	Average Annual Deliveries (2016-2020)	Max Annual Delivery Rate	20-year Indicator (2001-2020)	10-year Indicator (2001-2010)	5-year Indicator (2016-2020)	Max Delivery Indicator (Single Year)	Current Market Rents (2021)
Bainbridge	205,373	2,795	2,164	2,238	23,058	73%	79%	78%	0%	\$11.27
Bremerton	14,870,761	34,875	48,351	37,245	175,743	95%	95%	95%	76%	\$9.66
Central Kitsap	0	1,885	3,770	0	34,200	0%	0%	0%	0%	\$9.99
Kingston	59,791	3,333	6,666	0	56,860	0%	0%	100%	0%	\$11.57
Port Orchard	955,480	23,763	33,367	27,615	124,298	50%	50%	42%	0%	\$10.79
Poulsbo	128,063	10,192	13,343	9,652	91,554	0%	0%	0%	0%	\$10.58
Silverdale	3,632,694	15,504	7,747	45,188	104,249	91%	91%	75%	43%	\$10.27
<i>SUBTOTAL</i>	<i>19,852,162</i>	<i>92,347</i>	<i>115,408</i>	<i>121,937</i>	<i>609,962</i>	<i>91%</i>	<i>91%</i>	<i>88%</i>	<i>39%</i>	

\*Capacity is taken from the 2014 BLR

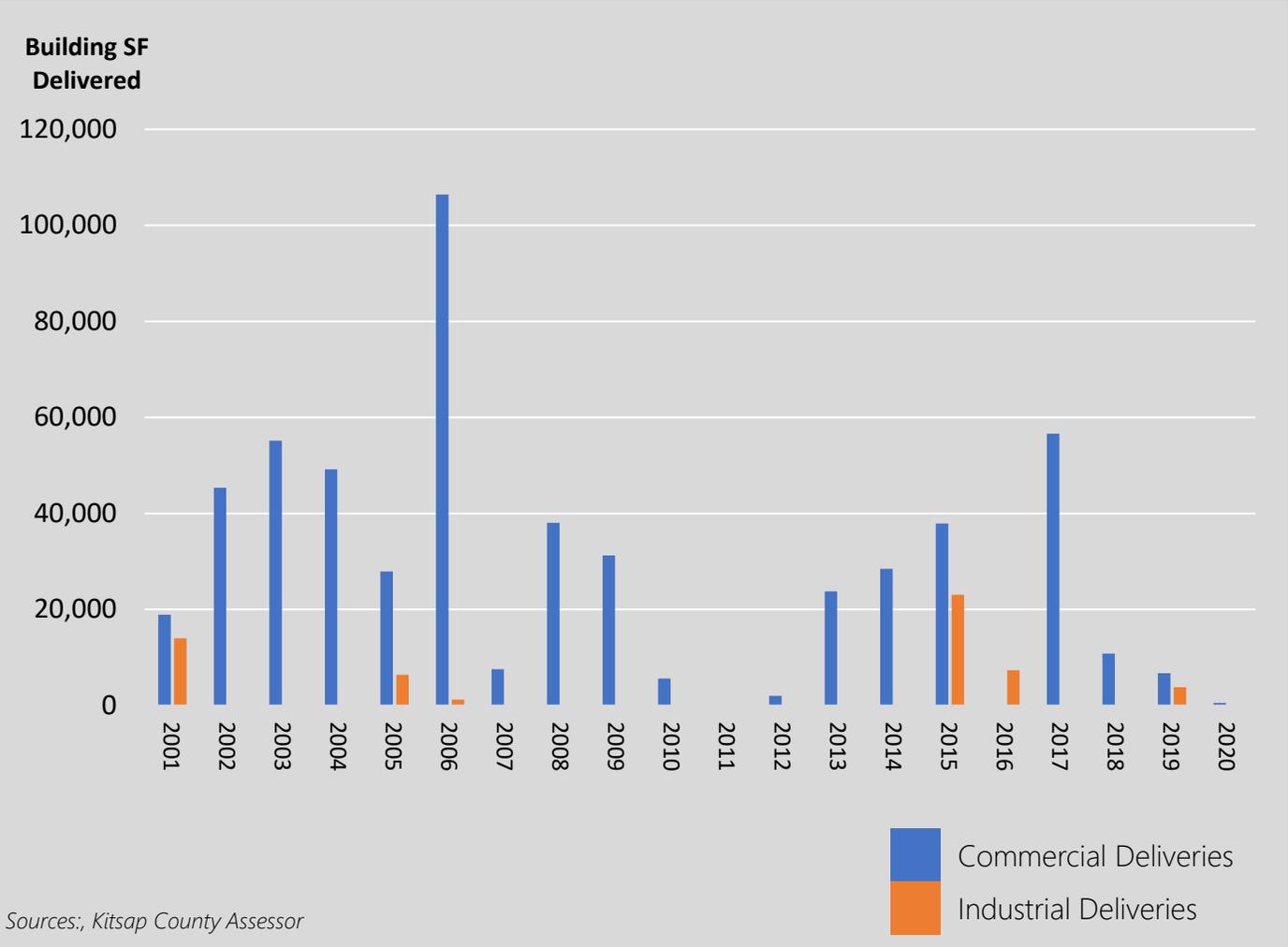
Sources: Kitsap BLR 2014 and 2016 Comp plan Update, Kitsap County Assessor, Costar

## Market Factor Range Recommendations – *Industrial*

	Recommendation	Supporting Observations
Bainbridge	Medium	Recommending a <b>medium</b> Market Factor range for industrial-only zones. Industrial rents are comparatively high and there was very little capacity projected from 2014.
Bremerton	High	Demonstrated deliveries are the highest in the county, however, the large amount of significantly exceeds what is likely to be absorbed during the planning horizon. Recommend considering a <b>high</b> Market Factor range.
Central Kitsap	Low	No Capacity for industrial only, but industrial product has been delivered historically. Recommend considering a <b>low</b> market factor range for industrial. For flex industrial, refer to commercial market factor range recommendation.
Kingston	High	Much of the historic deliveries were self storage/mini warehouse. Limited industrial capacity in 2014. Market rents are relatively high. Recommend considering a <b>high</b> market factor for industrial only but consider using the commercial market factor recommendation if flex office is the predominant product expected to deliver.
Port Orchard	Medium	Moderate capacity and historical deliveries. Rents fall towards close to the regional median. Recommend the <b>medium</b> market factor range
Poulsbo	Low	Limited capacity planned in 2014. Significant deliveries as a % of planned capacity. Recommend the City consider a <b>low</b> market factor range.
Silverdale	High	Demonstrated deliveries are strong, however the large amount of capacity will not be absorbed at demonstrated delivery rates. Recommend considering a <b>high</b> Market Factor Range.

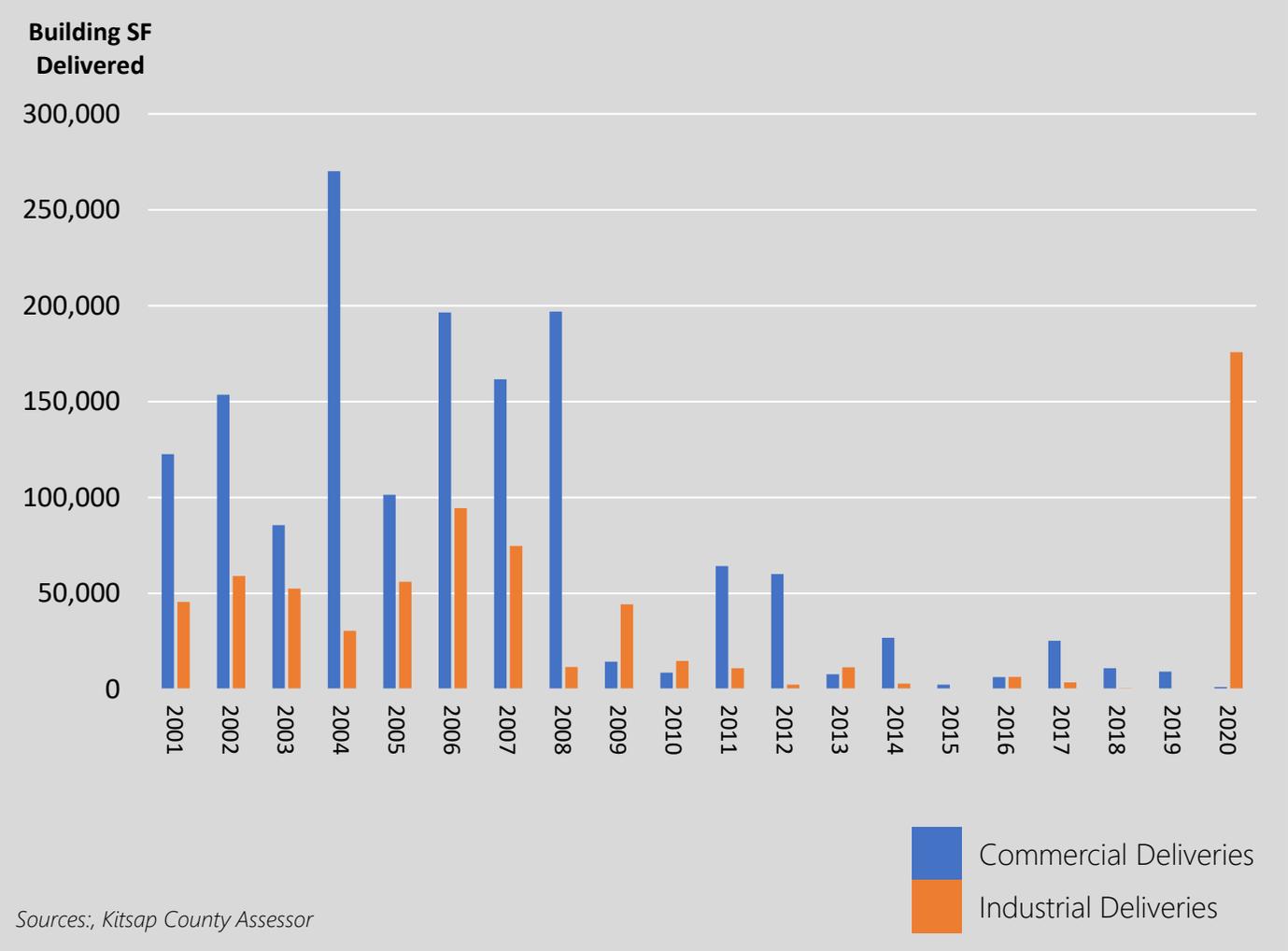
Commercial and Industrial Deliveries, 2001-2020

Year	Commercial Deliveries	Industrial Deliveries
2001	18,931	14,000
2002	45,354	0
2003	55,142	0
2004	49,180	0
2005	27,915	6,400
2006	106,407	1,242
2007	7,581	0
2008	38,051	0
2009	31,252	0
2010	5,624	0
2011	0	0
2012	1,996	0
2013	23,756	0
2014	28,482	0
2015	37,911	23,058
2016	0	7,350
2017	56,612	0
2018	10,804	0
2019	6,732	3,840
2020	570	0



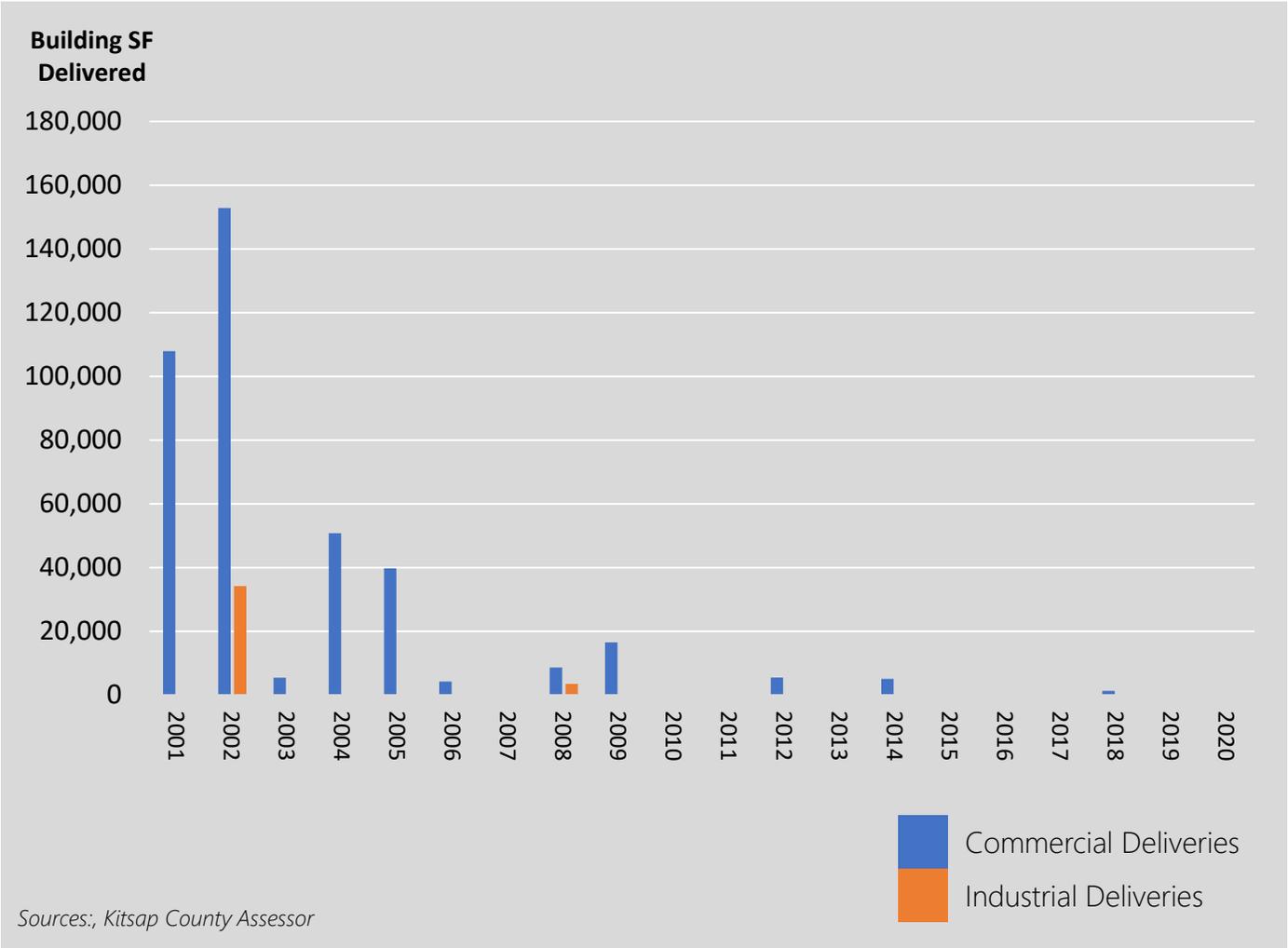
Commercial and Industrial Deliveries, 2001-2020

Year	Commercial Deliveries	Industrial Deliveries
2001	122,614	45,532
2002	153,603	59,100
2003	85,557	52,483
2004	270,135	30,460
2005	101,384	56,022
2006	196,455	94,437
2007	161,597	74,775
2008	196,927	11,590
2009	14,406	44,315
2010	8,712	14,796
2011	64,209	10,968
2012	60,100	2,400
2013	7,794	11,461
2014	26,867	2,940
2015	2,448	0
2016	6,359	6,400
2017	25,303	3,600
2018	10,970	480
2019	9,254	0
2020	1,160	175,743



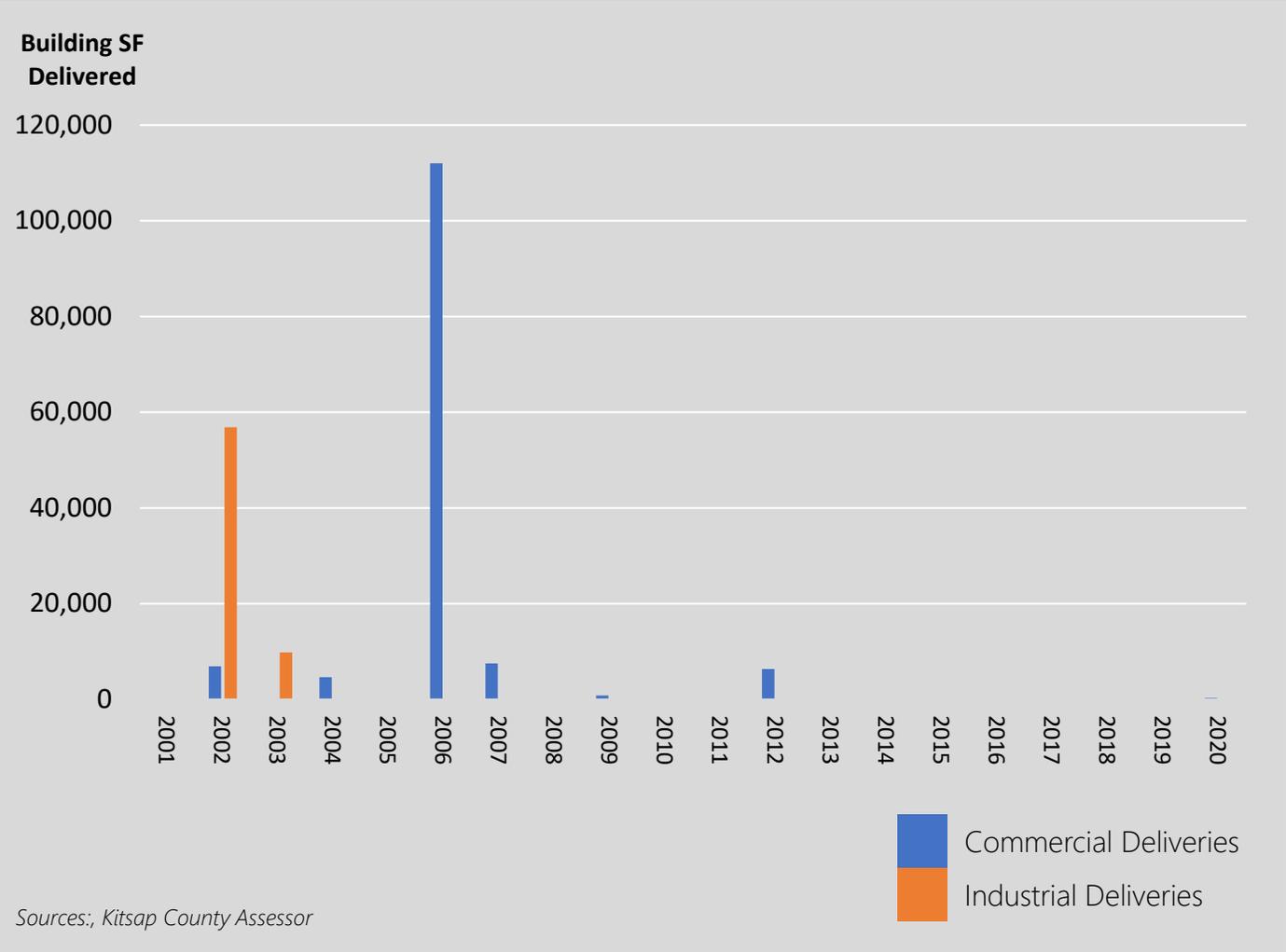
Commercial and Industrial Deliveries, 2001-2020

Year	Commercial Deliveries	Industrial Deliveries
2001	107,914	0
2002	152,873	34,200
2003	5,436	0
2004	50,805	0
2005	39,776	0
2006	4,246	0
2007	0	0
2008	8,670	3,500
2009	16,535	0
2010	0	0
2011	0	0
2012	5,487	0
2013	0	0
2014	5,108	0
2015	0	0
2016	0	0
2017	0	0
2018	1,324	0
2019	0	0
2020	0	0



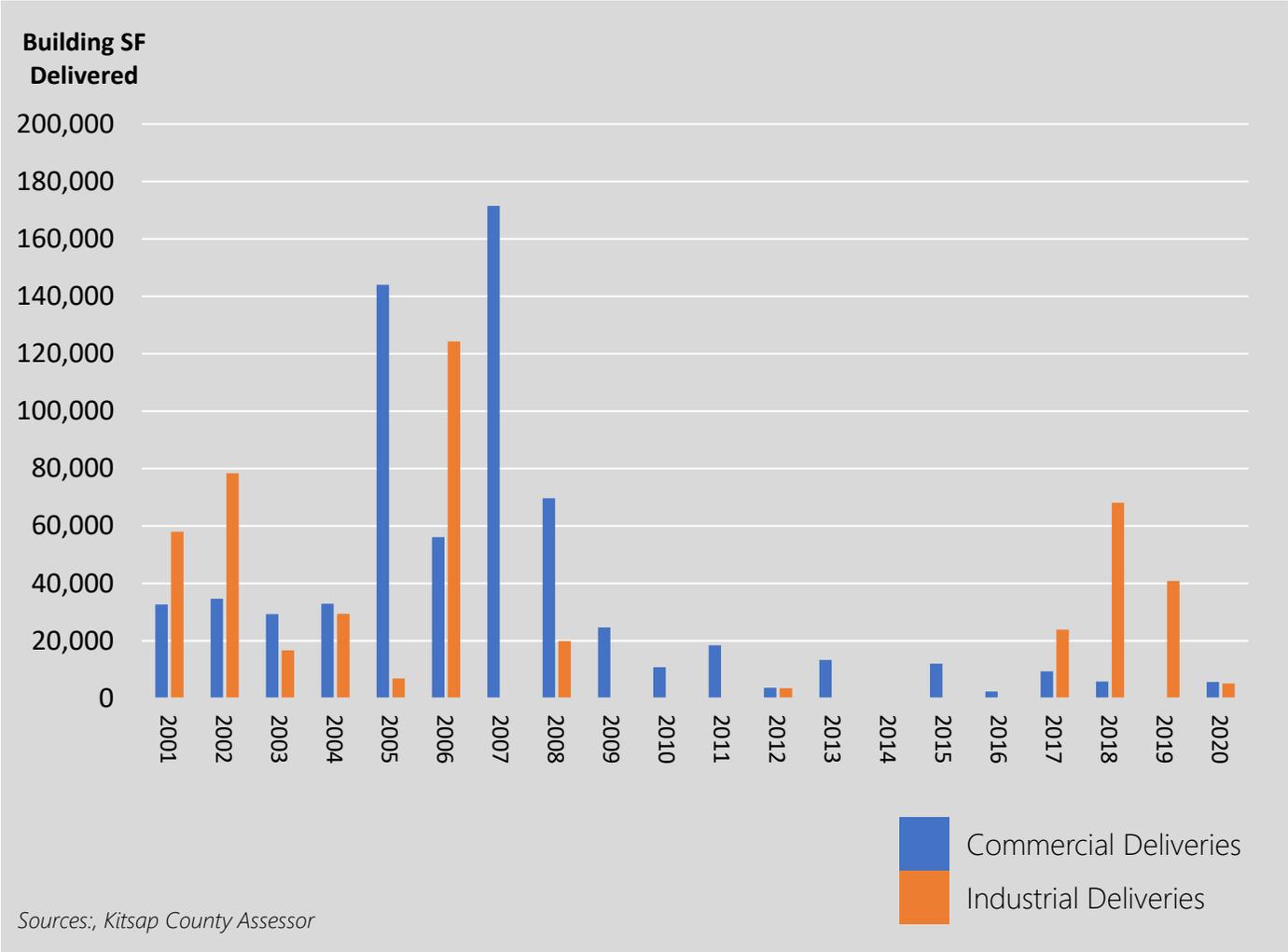
Commercial and Industrial Deliveries, 2001-2020

Year	Commercial Deliveries	Industrial Deliveries
2001	0	0
2002	6,912	56,860
2003	0	9,800
2004	4,639	0
2005	0	0
2006	112,003	0
2007	7,520	0
2008	0	0
2009	800	0
2010	0	0
2011	0	0
2012	6,328	0
2013	0	0
2014	0	0
2015	0	0
2016	0	0
2017	0	0
2018	0	0
2019	0	0
2020	289	0



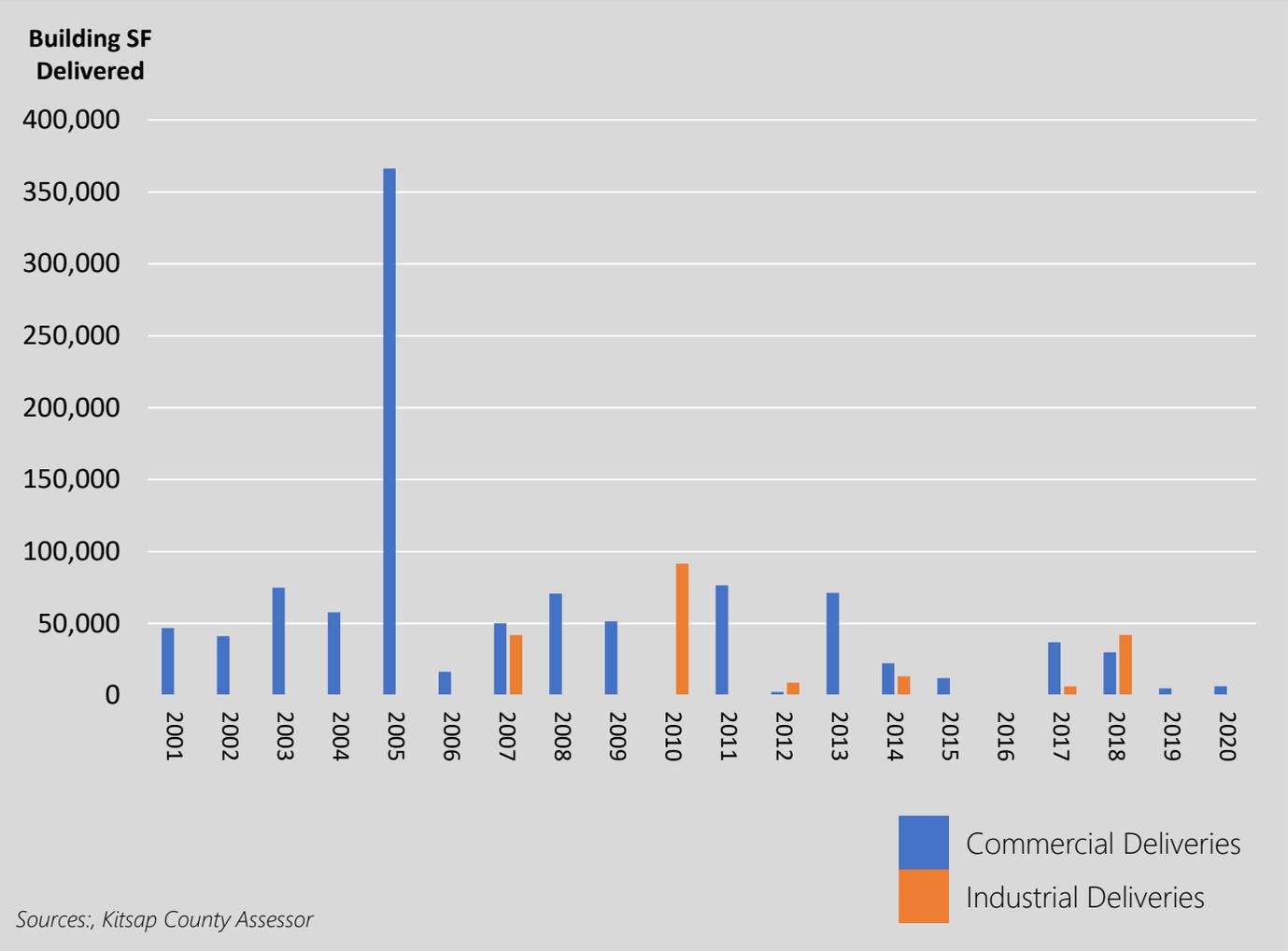
Commercial and Industrial Deliveries, 2001-2020

Year	Commercial Deliveries	Industrial Deliveries
2001	32,684	58,011
2002	34,708	78,380
2003	29,313	16,720
2004	32,915	29,424
2005	143,993	6,888
2006	56,123	124,298
2007	171,497	0
2008	69,686	19,950
2009	24,710	0
2010	10,827	0
2011	18,458	0
2012	3,642	3,520
2013	13,374	0
2014	0	0
2015	12,061	0
2016	2,376	0
2017	9,373	23,897
2018	5,842	68,110
2019	0	40,887
2020	5,652	5,180



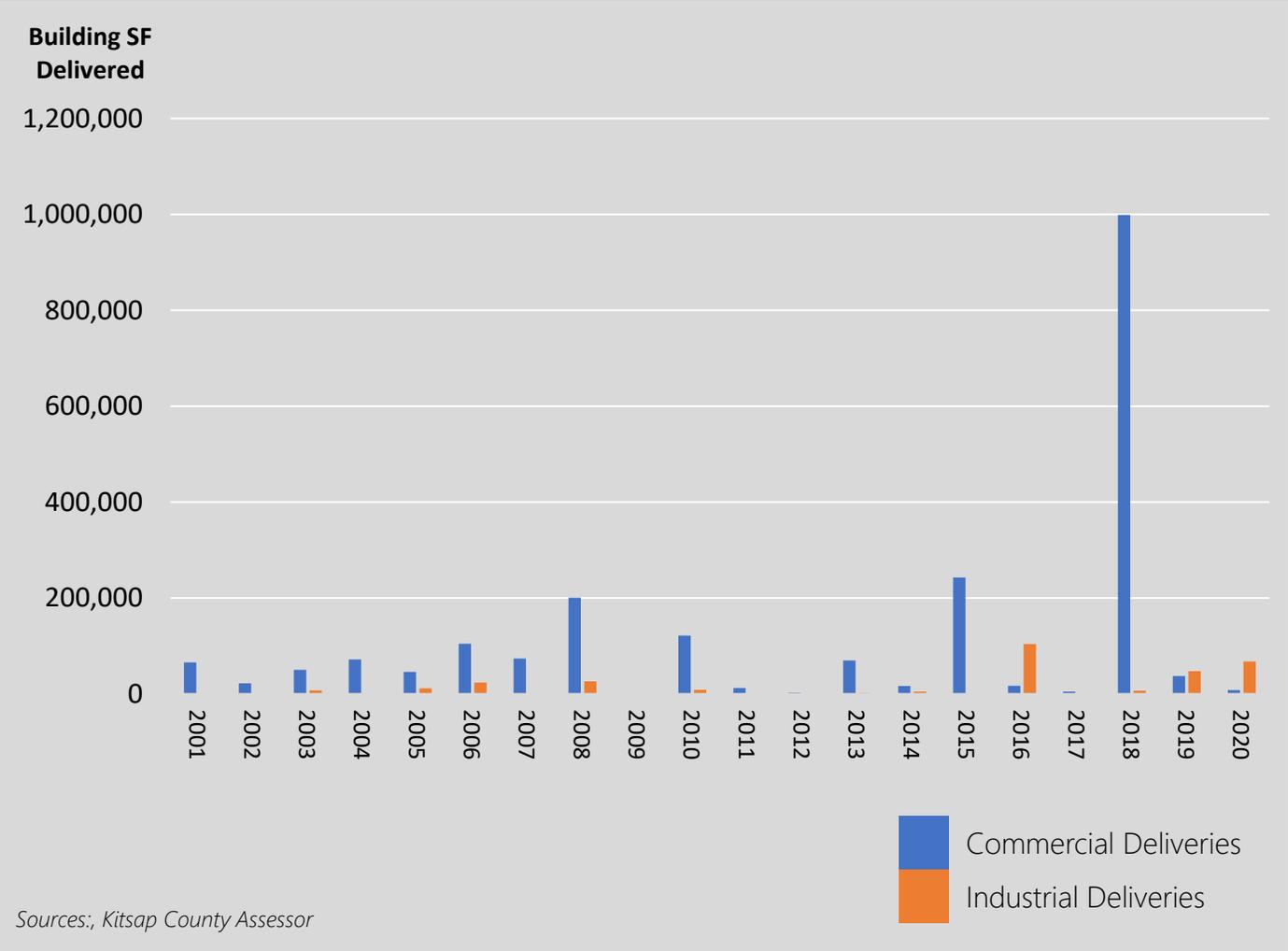
Commercial and Industrial Deliveries, 2001-2020

Year	Commercial Deliveries	Industrial Deliveries
2001	46,819	0
2002	41,225	0
2003	74,894	0
2004	57,811	0
2005	366,279	0
2006	16,406	0
2007	50,129	41,880
2008	70,787	0
2009	51,536	0
2010	0	91,554
2011	76,488	0
2012	2,468	8,934
2013	71,293	0
2014	22,284	13,210
2015	12,053	0
2016	0	0
2017	36,997	6,210
2018	29,904	42,049
2019	4,932	0
2020	6,321	0



Commercial and Industrial Deliveries, 2001-2020

Year	Commercial Deliveries	Industrial Deliveries
2001	65,645	0
2002	22,163	0
2003	50,387	7,370
2004	71,992	0
2005	45,859	11,600
2006	104,846	23,728
2007	73,761	0
2008	200,891	26,048
2009	0	0
2010	121,678	8,720
2011	12,212	0
2012	2,393	0
2013	69,748	1,680
2014	16,685	5,000
2015	242,946	0
2016	16,948	104,249
2017	4,746	0
2018	999,011	6,760
2019	37,397	47,400
2020	8,100	67,532



Appendix C  
LCA Assumption Documentation

## Appendix C: County/City Documentation of Assumptions

### City of Bainbridge Island Documentation of Assumptions

#### Programmatic Infrastructure Gap Review Worksheet

City GIS and Planning Staff met with the City Engineer to review infrastructure system maps, capital plans alongside the Programmatic Infrastructure Gap Review Worksheet, Exhibit 4 of the Kitsap County Land Capacity Analysis Methodology Guidance. Staff then used Exhibit 2. Infrastructure Gap Analysis Decision Tree from the Guidance to confirm whether or not an infrastructure gap precludes all development. Current system plans and the City's adopted Capital Improvement Plan were used for this infrastructure review (see below).

Step 0: Infrastructure Gap Analysis	
Transportation	<p>No Transportation Gaps to be Mapped.</p> <p>All identified deficiencies (gaps) in IWTP are included in capital plan.</p>
Stormwater	No Stormwater Gaps.
Drinking Water	<p>Gap areas identified: Areas that are not served by Group A or Group B systems (e.g. gap between Washington Water System &amp; Emerald Heights. System in the vicinity of Lynwood Center Road). City staff confirmed the status of Group B systems with WA State Dept. of Health. Gap Does not constrain future development.</p> <p>Any substantial deficiencies identified that are substantial are on COBI capital plan (e.g. fireflow) or not enough to preclude development.</p>
Public Sewer	<p>There are many areas on Bainbridge Island outside of Sewer Service Areas and (2) areas that are within sewer service areas, but farther than 300 feet away from sewer mains. Developability (e.g. the ability to serve new development with on-site septic systems) of underutilized lots in these areas will be affected by LCA Steps 1-3 related to size and the presence of critical areas. No further reduction of areas related to lack of sewer service alone.</p>

No infrastructure gaps were identified. Identified infrastructure gaps are either already on a capital plan to be addressed, or the gap does not constrain all growth (see Exhibit 2) ☒

[Island-wide Transportation Plan \(IWTP\)](#)

[2021 Stormwater Management Program Plan](#)

[2015 General Sewer Plan](#)

[2017 Water System Plan](#)

[2021/2022 Adopted Budget Capital Improvement Plan](#)

## RESIDENTIAL LCA

### Step 1. Define Development Status and Classify Parcels

#### ▪ **Step 1.1: Identify Pipeline Properties (OPTIONAL).**

- Used assumption outlined in guidance ☒
- Provide explanation if deviating from standards assumption

#### ▪ **Step 1.2: Identify Excluded Properties.**

- Used assumption outlined in guidance ☒
- Provide explanation if deviating from standards assumption

#### ▪ **Step 1.3: Identify Vacant Properties.**

- Used assumption outlined in guidance ☒
- Provide explanation if deviating from standards assumption

#### **Step 1.4: Identify Partially Utilized Properties.**

- Used assumption outlined in guidance ☒
- Provide explanation if deviating from standards assumption

#### **Step 1.5: Identify Under-Utilized Properties.**

- Used assumption outlined in guidance ☒
- Provide explanation if deviating from standards assumption

#### **Step 1.6: Identify Platted Lots.**

- Used assumption outlined in guidance ☒
- Provide explanation if deviating from standards assumption

### Step 2: Exclude Parcels Unlikely to Develop

- Used assumption outlined in guidance ☒

- Provide explanation if deviating from standards assumption

### Step 3: Identify Critical Areas

- Used assumption outlined in guidance □

City Planning staff discussed what level of reduction should be applied to the different types of critical areas given the regulations in the City’s Critical Areas Ordinance, [BIMC 16.20](#). The following staff participated in this critical area review: Planning Director Heather Wright, Planning Manager David Greetham, Associate Planner Annie Hillier.

Type	Buffer Width	Minimum Building Setback	% Reduction	Comment
<b>Streams and Buffers</b>				
DNR Water-courses	50-200 ft.	15 ft.	75%	<a href="#">BIMC 16.20.110</a>
<b>Wetlands</b>				
Wetlands	25-300 ft.	15 ft.	90%	<a href="#">BIMC 16.20.140</a>
<b>Water Bodies: N/A for City; Some ponds qualify as wetlands</b>				
<b>Geohazards: <a href="#">BIMC 16.20.130</a></b>				
<b>Landslide Hazard Areas</b>	20-75 ft.	N/A	90%	
<b>Moderate Geohazards:</b> Moderate Slopes (15-39%) Mapped Erosion Hazard Areas USGS Mapped Landslides	20-75 ft. (slopes/landslides)	N/A	25%	
<b>Seismic Hazard Areas:</b> Liquifaction Areas Fault Hazard Area (50 ft. on either side of fault)	N/A	N/A	25%	

Type	Buffer Width	Minimum Building Setback	% Reduction	Comment
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**Critical Aquifer Recharge Areas (CARAs):** All of Bainbridge Island is identified as an *Aquifer Recharge Area*. In the R-0.4, R-1 and R-2 zones (approximately 91% of total area of Bainbridge Island). Development > 800 sq. ft. of new hard surface in these areas requires designation of an *Aquifer Recharge Protection Area (ARPA)* pursuant to [BIMC 16.20.100](#). City subdivision standards allow substantial clustering, and therefore designating an ARPA does not preclude further subdivision in the same way that the presence of a large wetland would.

#### Step 4: Identify Future Roads/Right of Way Needs

#### Step 5: Identify Future Public Facility Needs

City GIS and Planning Staff met with the City Engineer and Engineering Manager to discuss the reductions necessary for future roads, rights of way and other public facilities through development permits. The engineering staff had reviewed many recent developments, both residential subdivisions and commercial development to analyze how much area in these developments had been set aside for roads and other public facilities through these permits. The engineering staff then used averaging to suggest to following reductions be used for the LCA.

**Step 4 Future Roads/Right of Way: 10%**

**Step 5 Future Public Facilities: 15%**

#### Step 6: Account for Unavailable Lands (Market Factor)

The range for *unavailable lands* for Bainbridge Island identified in the Market Factor Guidance is 5-20%. In reviewing the guidance, staff recommends an *Unavailable Lands Reduction* of 10% for both residential and commercial lands.

#### Step 7: Determine Available Net Acres

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

#### Step 8: Apply Density in Each Zone to Calculate Housing Unit Capacity

##### Residential Density Assumptions by Zone

Zoning <a href="#">BIMC 18.12.020-2</a>	Allowed Density (units per acre)	Percent Residential	Assumed Densities: Description/Rationale
Residential 0.4 (R-0.4)	1 unit per 100,000 sq. ft.	100%	Maximum base density per zone.
Residential 1 (R-1)	1 unit per 40,000 sq. ft.	100%	Maximum base density per zone.
Residential 2 (R-2)	1 unit per 20,000 sq. ft.	100%	Maximum base density per zone.

Zoning <b>BIMC 18.12.020-2</b>	Allowed Density (units per acre)	Percent Residential	Assumed Densities: Description/Rationale
Residential 2.9 (R-2.9)	1 unit per 15,000 sq. ft.	100%	Maximum base density per zone.
Residential 3.5 (R-3.5)	1 unit per 12,500 sq. ft.	100%	Maximum base density per zone.
Residential 4.3 (R-4.3)	1 unit per 10,000 sq. ft.	100%	Maximum base density per zone.
Residential 5 (R-5)	1 unit per 8,500 sq. ft.	100%	Maximum base density per zone.
Residential 6 (R-6)	1 unit per 7,260 sq. ft.	100%	Maximum base density per zone.
Residential 8 (R-8)	1 unit per 5,400 sq. ft.	100%	Maximum base density per zone.
Residential 14 (R-14)	1 unit per 3,100 sq. ft.	100%	Maximum base density per zone.
Central Core	0.4 FAR	50%	Mixed Use Zone: Base Residential FAR level for zone. <a href="#">See BIMC 18.12.020-3</a> . Assumed unit size to determine housing capacity in these zones: 1,000 sq. ft.
Madison	0.4 FAR	75%	
Ericksen	0.3 FAR	50%	
Gateway	0.5 FAR	50%	
Ferry Terminal	0.4 FAR	75%	
High School Road 1 & 2	0.3 FAR	50%	
Neighborhood Center (NC)	1 unit per 20,000 sq. ft.	50%	Mixed Use Zone: Maximum base density per zone. <a href="#">See BIMC 18.12.020-3</a>
NC/R-12	1 unit per 3,630 sq. ft.	50%	

**Step 8.4. Address Capacity for Accessory Dwelling Units (ADU's) for Additional Urban Housing Capacity (Optional)**

- Used this assumption, please explain rationale below

For each residential zone, averaged the number of ADU permits during 7 yr. BLR Period (2013-2019) per year. Then forecast that average per year over rest of planning period 2020-2036, 16 years to total estimated ADU capacity. Then that total ADU forecast from 2020-2036 was divided evenly, 50/50 between partially utilized and vacant lands for each zone.

## Step 9: Apply Average Household Size to Calculate Population Capacity

### Average Household Assumptions by Jurisdiction and UGA

- Used assumption outlined in guidance
- Provide assumption and explanation below if deviating from guidance

## COMMERCIAL/INDUSTRIAL LCA

### Programmatic Infrastructure Gap Review Worksheet

No infrastructure gaps were identified

Same infrastructure gap analysis for commercial/ industrial and residential areas. See Infrastructure Gap Discussion above on pages 1-2.

## Step 1. Define Development Status and Classify Parcels

### ▪ **Step 1.1: Identify Pipeline Properties (OPTIONAL).**

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

### ▪ **Step 1.2: Identify Excluded Properties.**

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

### ▪ **Step 1.3: Identify Vacant Properties.**

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

### **Step 1.4: Identify Under-Utilized Properties.**

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

### **Step 1.5: Identify Platted Lots.**

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

### Step 3. Identify Critical Areas

- Used assumption outlined in guidance

Same critical area analysis for commercial/ industrial and residential areas. See pages 3-4 above.

### Step 4. Identify Future Roads/Right of Way Needs

### Step 5. Identify Future Public Facility Needs

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

Same future right-of-way/public facility analysis for commercial/ industrial and residential areas. See pages 4 above.

**Step 4** Future Roads/Right of Way: 10%

**Step 5** Future Public Facilities: 15%

### Step 6. Account for Unavailable Lands (Market Factor)

The range for *unavailable lands* for Bainbridge Island identified in the Market Factor Guidance is 20-35%. In reviewing the guidance, staff recommends an *Unavailable Lands Reduction* of 10% for both residential and commercial lands. Staff is recommending a lower reduction than the range in the guidance because the majority of commercial and mixed used development capacity is on vacant lands, not in redevelopable lands. The guidance indicates that vacant lands are often assumed to be more likely to develop than infill or redevelopment.

### Step 7. Determine Available Net Acres

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

## Step 8. Apply FAR in each Zone to Calculate Building Square Footage Capacity

### Non-Residential Lot Coverage or Floor Area Ratio (FAR) Assumptions by Zone

Zoning <b><u>BIMC 18.12.020-3</u></b>	Lot Coverage % or FAR Assumed for Capacity Calculation	Percent Non- Residential	Assumed FAR: Description/Rationale
Central Core	0.6 FAR	50%	Mixed Use Zone: Base Commercial FAR level for zone. <a href="#">See BIMC 18.12.020-3.</a>
Madison	0.4 FAR	25%	
Ericksen	0.3 FAR	50%	
Gateway	0.15 FAR	50%	
Ferry Terminal	0.1 FAR	25%	
High School Road 1 & 2	0.3 FAR	50%	
Neighborhood Center (NC)	1.05 FAR: 35% Lot Coverage x 3-story development (recent development)	50%	Mixed Use Zone Development Standards. <a href="#">See BIMC 18.12.020-3.</a>
NC/R-12		50%	
Business/Industrial	0.7 FAR: 35% Lot Coverage x 2-story development (recent development)	100%	Development Standards. <a href="#">See BIMC 18.12.020-3.</a>
Water-dependent/Industrial	1.0 FAR: 50% Lot Coverage x 2-story development (consider SMP building heights)	100%	

### Step 8.2. Calculate Net Commercial/Industrial Square Footage Capacity

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

### Step 8.3. Address Pipeline Development

- Used assumption outlined in guidance
- Provide explanation if deviating from standards assumption

Step 9.2 Select Employment Density Assumptions for Commercial and Industrial Zones

**Employment Density Assumptions by Zone**

Zoning	Commercial or Industrial	Employment Density Assumed for Capacity Calculation	Assumed Densities: Description/Rationale
Central Core	Commercial	1 employee/ 400 sq. ft.	For the Commercial/Mixed Use Zones, the recommended range was 300-600 sq. ft. The guidance recommends using the lower end of the range if retail and office uses are expected, as opposed to bigger-box retail, which is the case for the Bainbridge Island Mixed Use zones. The 2014 BLR used 500 sq. ft./employee.
Madison	Commercial	1 employee/ 400 sq. ft.	
Ericksen	Commercial	1 employee/ 400 sq. ft.	
Gateway	Commercial	1 employee/ 400 sq. ft.	
Ferry Terminal	Commercial	1 employee/ 400 sq. ft.	
High School Road 1 & 2	Commercial	1 employee/ 400 sq. ft.	
Neighborhood Center (NC)	Commercial	1 employee/ 400 sq. ft.	
NC/R-12	Commercial	1 employee/ 400 sq. ft.	
Business/Industrial	Industrial	1 employee/ 800 sq. ft.	
Water-dependent/Industrial	Industrial	1 employee/ 800 sq. ft.	

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
<b>Residential Capacity</b>	<b>Infrastructure Gap Review (Gross Acres)</b>	<b>Define Development Status</b>	<b>Exclude Parcels Unlikely to Develop (-)</b>	<b>Identify Critical Areas (-)</b>	<b>Identify Future Roads/Right of Way Needs (-)</b>	<b>Identify Future Public Facility Needs (-)</b>	<b>Account for Unavailable Lands (-)</b>	<b>Determine Net Acres</b>	<b>Calculate Housing Capacity (units)</b>	<b>Apply Average Household to Calculate Population</b>
Redevelopable Subtotal	0.00	13524.48	11104.06	602.09	137.65	185.82	105.30	1389.56	627	1511
Vacant Subtotal	0.00	2190.55	0.00	507.93	128.29	173.19	98.14	1283.00	1245	3219
<b>Total</b>	<b>0.00</b>	<b>15715.03</b>	<b>11104.06</b>	<b>1110.02</b>	<b>265.94</b>	<b>359.01</b>	<b>203.44</b>	<b>2672.56</b>	<b>1872</b>	<b>4729</b>

<b>Mixed Use Capacity</b>										
Redevelopable Subtotal	0.00	242.26	205.49	4.88	2.78	3.76	2.13	11.99	121	269
Vacant Subtotal	0.00	39.04	16.78	0.00	2.04	2.76	1.56	8.96	137	303
<b>Total</b>	<b>0</b>	<b>281.3</b>	<b>222.27</b>	<b>4.88</b>	<b>4.83</b>	<b>6.51</b>	<b>3.69</b>	<b>20.95</b>	<b>258</b>	<b>572</b>

Redevelopment Total	0	13766.74	11309.55	606.97	140.43	189.58	107.43	1401.55	748	1780
Vacant Total	0	2229.59	16.78	507.93	130.33	175.95	99.70	1291.96	1381	3522
<b>Total Capacity</b>	<b>0</b>	<b>15996.33</b>	<b>11326.33</b>	<b>1114.90</b>	<b>270.76</b>	<b>365.53</b>	<b>207.13</b>	<b>2693.51</b>	<b>2130</b>	<b>5301</b>

Capacity by Zone

<b>Residential Capacity</b>	<b>Net Acres</b>	<b>Single Family Units</b>	<b>Multi Family Units</b>	<b>Population Capacity</b>
Residential 0.4 (R-0.4)	1284.07	399	0	1023
Residential 1 (R-1)	627.19	473	0	1184
Residential 2 (R-2)	705.31	791	0	1977
Residential 2.9 (R-2.9)	16.57	19	0	49
Residential 3.5 (R-3.5)	11.38	35	0	97
Residential 4.3 (R-4.3)	15.04	44	0	125
Residential 5 (R-5)	0.63	31	0	75
Residential 6 (R-6)	0.00	0	0	0
Residential 8 (R-8)	11.09	66	0	164
Residential 14 (R-14)	1.27	14	0	33
Subtotal	2672.56	1872	0	4729
<b>Mixed Use Capacity</b>	<b>Net Acres</b>	<b>Single Family Units</b>	<b>Multi Family Units</b>	<b>Population Capacity</b>
Central Core Overlay (CC)	3.22	0	31	69
Madison Avenue Overlay (MA)	2.86	0	44	98
Ericksen Avenue Overlay (EA)	2.32	0	26	58
Gateway Overlay (GATE)	1.41	0	31	68
Ferry Terminal Overlay (FERRY)	1.32	0	22	48
High School Road Districts I and II (HSR)	7.50	0	95	210
Neighborhood Center (NC)	2.20	0	7	17
NC/R-12	0.13	0	2	4
Subtotal	20.95	0	258	572
<b>Total</b>	<b>2693.51</b>	<b>1872</b>	<b>258</b>	<b>5301</b>

City of Bainbridge Island  
Commercial/Industrial/Mixed Use  
Land Supply Capacity

DRAFT August 20, 2021

	Step 0 Infrastructure Gap Review (Gross Acres)	Step 1 Define Development Status	Step 2 Exclude Parcels Unlikely to Develop (- )	Step 3 Identify Critical Areas (-)	Step 4 Identify Future Roads/Right of Way Needs (-)	Step 5 Identify Future Public Facility Needs (-)	Step 6 Account for Unavailable Lands (-)	Step 7 Determine Net Acres	Step 8 Apply FAR to determine square footage capacity	Step 9 Calculate Employment Capacity by Employment density
<b>Commercial Capacity</b>										
Redevelopable Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
Vacant Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>

<b>Industrial Capacity</b>										
Redevelopable Subtotal	0.00	71.48	66.84	1.85	0.28	0.38	0.21	1.92	55561	69
Vacant Subtotal	0.00	45.01	8.83	13.11	2.31	3.11	1.76	15.88	484326	605
<b>Total</b>	<b>0.00</b>	<b>116.49</b>	<b>75.67</b>	<b>14.96</b>	<b>2.59</b>	<b>3.49</b>	<b>1.98</b>	<b>17.80</b>	<b>539886</b>	<b>675</b>

<b>Mixed Use Capacity</b>										
Redevelopable Subtotal	0.00	11.24	0.00	0.00	0.00	0.00	0.00	11.24	61432	154
Vacant Subtotal	0.00	6.95	0.00	0.00	0.00	0.00	0.00	6.95	119499	299
<b>Total</b>	<b>0.00</b>	<b>18.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.19</b>	<b>180931</b>	<b>452</b>

Redevelopment Total	0.00	82.72	66.84	1.85	0.28	0.38	0.21	13.16	116992	223
Vacant Total	0.00	51.96	8.83	13.11	2.31	3.11	1.76	22.83	603825	904
<b>Total Capacity</b>	<b>0.00</b>	<b>134.68</b>	<b>75.67</b>	<b>14.96</b>	<b>2.59</b>	<b>3.49</b>	<b>1.98</b>	<b>35.99</b>	<b>720817</b>	<b>1127</b>

Capacity by Zone

Residential Capacity	Net Acres	Net Square Foot Capacity	Employment Capacity
Central Core Overlay (CC)	3.22	39,207	98
Madison Avenue Overlay (MA)	0.96	11,247	28
Ericksen Avenue Overlay (EA)	2.32	7,963	20
Gateway Overlay (GATE)	1.41	9,200	23
Ferry Terminal Overlay (FERRY)	0.44	1,590	4
High School Road Districts I and II (H)	7.50	30,771	77
Neighborhood Center (NC)	2.21	74,813	187
NC/R-12	0.13	6,141	15
Business/Industrial	17.80	539,886	675
Water-dependent Industrial	-	-	-
<b>Subtotal</b>	<b>35.99</b>	<b>720817</b>	<b>1127</b>
<b>Total</b>	<b>35.99</b>	<b>720817</b>	<b>1127</b>

# Appendix E: Draft Housing Availability and Affordability Memo

## INTRODUCTION

This Housing Availability and Affordability Memo, prepared by Kitsap County with support from BERK Consulting and Heartland LLC, evaluates the findings of several recent housing needs assessments and the Kitsap County's 2021 Buildable Lands Program (BLP) Update. The purpose is to identify and explain housing availability and affordability across the countywide market spectrum and in context with the Washington State Growth Management (GMA) and the BLP requirements. This memo is informed by a review of the following reports and data:

- [Housing Memorandum: Issues Affecting Housing Availability and Affordability](#) (Washington State Department of Commerce, 2019)
- [City of Bremerton & Kitsap County Affordable Housing Recommendations Report](#) (ECONorthwest, 2020)<sup>1</sup>
- Real estate market data from [CoStar](#) and [University of Washington Center for Real Estate Research](#) (current and historical)
- Draft [Regional Housing Strategy](#) (Puget Sound Regional Council, 2021)

This memo begins with a summary assessment of housing market conditions and growth trends in Kitsap County gleaned from the 2020 *City of Bremerton and Kitsap County Affordable Housing Recommendations Report*. This includes a discussion of factors that shape housing demand as well as barriers that have prevented the housing market from meeting the demand. Demand in the context of GMA and BLP are the adopted 20-year growth targets included in the Kitsap Countywide Planning Policies (CPPs). This is covered in this 2021 Buildable Lands Report (BLR), Chapter 3: Growth and Development Trends to the planning horizon of 2036. Next, using data summarized in the BLR, capacity for housing units is review by urban growth area, then by zone, including whether the zone may be intended for single-family or multi-family residential development. This memo further takes the BLR's urban land capacity analysis or supply results noted in Chapter 4: Growth Capacity and breaks it down further by housing product type and density level within cities and unincorporated urban growth areas (UGAs). Using guidance from the *City of Bremerton and Kitsap County Affordable Housing Recommendations Report* and Puget Sound Regional Council's (PSRC) recent release of their *Draft Regional Housing Strategy*, this memo assigns a range of density and product type that is associated with a particular Area Median Income (AMI).

Finally, based on the Commerce Guidance in *Housing Memorandum: Issues Affecting Housing Availability and Affordability*, we include recommendations for potential measures jurisdictions could consider, following evaluation of observations and if deemed necessary, as part of future comprehensive plan and/or development regulations amendments to help overcome land use and regulatory barriers that impact housing development.

<sup>1</sup> Note, the [City of Bremerton & Kitsap County Affordable Housing Recommendations Report](#) was completed after the BLR evaluation period and the analysis included does not match the years of the evaluation period.

## SUMMARY ASSESSMENT OF HOUSING MARKET CONDITIONS

While the dynamics of housing markets are complex, a fundamental challenge that impacts housing affordability is enough housing supply to meet demand. This is found throughout Washington State and the Puget Sound region, and Kitsap County is no exception. Across all housing types, supply has not kept pace with demand. In the GMA and BLP context, supply is related to results of the urban land capacity analyses contained in Chapter 4 of the BLR report. As noted in Commerce’s *Housing Memorandum*, “Demand has largely been driven by macroeconomic changes beyond local government control.”<sup>2</sup> However, there are steps Kitsap County can take to understand and evaluate local conditions and adopt reasonable measures to increase supply of housing for all economic segments<sup>3</sup>.

Kitsap County, along with the City of Bremerton, took a step in this direction with the commissioning of an Affordable Housing Inventory and Market Analysis that was completed in 2020 with the production of the *City of Bremerton & Kitsap County Affordable Housing Recommendations Report*. This was not a study driven by the Growth Management Act, chapter 36.70A RCW, and thus cannot be used to fulfill the Housing Needs Assessment required under RCW 36.70A.070(2). For example, the 2020 report:

- Evaluates data based on census defined areas rather than urban growth areas and thus adds in a mix of rural development data. Additionally, it cannot be directly compared with other BLP data as the collection timeframe was 2010-2017, not the 2013-2019 evaluation period of this BLP update.
- Has an evaluation horizon that was also on the heels of a worldwide economic recovery from the great recession (2007-2009) where residential financing, construction and real estate were some of the hardest hit economic sectors during that time.
- Relied on 2016 local comprehensive plan updates and the land capacity results included in that 2016 update
- Did not review previous BLRs issued during its 2010-2017 timeline, and only included land supply information that was part of previous comprehensive plan updates completed in 2016.<sup>4</sup>

In summation, nevertheless, it does provide a useful foundation to assess Kitsap County’s housing inventory and to understanding local opportunities and barriers to housing. The City of Bremerton & Kitsap County Affordable Housing Recommendations Report estimated that Kitsap County would likely need approximately 25,150 new housing units by 2036 to keep up with demand, and that over the 2010-2017 time period, only 42 new units were created for every 100 new households formed. In other words, after accounting for demolition of obsolescence of units, there were 3,600 units created. The larger groups of incoming populations to Kitsap County are both the higher earning households (over \$80,000 per year) and the very low-income households (under \$20,000 per year) where the housing supply is not enough for either of these groups. Given the low supply of new housing, the increased competition from

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<sup>2</sup> Source: Housing Memorandum: Issues Affecting Housing Availability and Affordability (Washington State Department of Commerce, 2019) at 2.

<sup>3</sup> RCW 36.70A.070 (2); RCW 36.70A.110

<sup>4</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Recommendations Report p. 11](#)

higher-income<sup>5</sup> households put many renter households at risk of rent increases and displacement.<sup>6</sup> Additionally, the City of Bremerton & Kitsap County Affordable Housing Recommendations Report notes many factors that affect housing production involve partners from the private and public sectors.<sup>7</sup>

## Key Drivers of Housing Demand

The Commerce memo and Appendix C<sup>8</sup> of the *City of Bremerton & Kitsap County Affordable Housing Recommendations Report* noted several drivers to housing demand. These include, but are not limited to the following:

- Employment and population growth across the Central Puget Sound region has been strong, particularly among medium- and higher-wage sectors.<sup>9</sup> These new workers need places to live.
- Homes in Kitsap County are relatively affordable compared to homes in King County and many parts of the Central Puget Sound Region. As home prices in nearby counties have climbed rapidly, Kitsap County has become an attractive and more affordable alternative. This has caused a spike in demand and increasing housing prices.<sup>10</sup>
- Kitsap County also includes many homes used as second residences or short-term rentals. As this secondary market grows, it can lead to greater stratification of housing prices and put many homes out of reach of what local permanent residents can afford.<sup>11</sup>
- About 21% of single-family homes are rented.<sup>12</sup> High demand for single family homes and rising prices increase pressure for landowners to sell the homes, potentially displacing the renter household.
- Multifamily housing in urban areas can typically be provided at a much lower costs per unit to meet the needs of lower, moderate, and middle-income households.<sup>13</sup>

## Barriers to New Housing Production and Housing Affordability

Through public and private sector interviews, below is a summary of some of the barriers identified to production of housing.

- **Construction costs:** The high and rising costs of residential construction is similar in all counties across the Central Puget Sound Region.<sup>14</sup> Yet housing prices and rents are typically much lower in parts of Kitsap County than the remainder of the region. As a result, there has been a lack of production of

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<sup>6</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Recommendations Report](#) p. 11.

<sup>7</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Recommendations Report p. 15-35](#)

<sup>8</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Recommendation Report, Appendix C.](#)

<sup>9</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Recommendations Report](#), p.11.

<sup>10</sup> Source: Heartland LLC. and Windermere, [Q1 2021 Western Washington Gardner Report.](#)

<sup>11</sup> Source: Heartland LLC and ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Inventory and Market Analysis – Appendix C: Housing Needs Analysis](#), p. 14.

<sup>12</sup> Source: American Community Survey, 2019.

<sup>13</sup> While construction costs are typically higher per square foot for multifamily structures, they can be much less than single family homes on a per unit basis. This is particularly true when accounting for land costs, as multifamily development can be done at a higher density with a more efficient use of space. However these costs and efficiencies are also influenced by land use regulations, fees, permitting, and other factors.

<sup>14</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Inventory and Market Analysis – Appendix C: Housing Needs Analysis at 18.](#)

higher-density housing products such as podium-style mixed-use developments where higher rents are needed to balance the high cost of construction. Such development has only been constructed near regional transportation centers, such as near the ferry terminals in Bremerton and Bainbridge Island.

- **Parking requirements:** Related to overall construction costs, the development cost of parking and the ability to achieve the desired densities greatly impacts the feasibility of a development and the type of product delivered. With some exceptions in the Bremerton and Bainbridge submarkets, multifamily projects in Kitsap County are developed with surface parking (rather than higher cost structured parking). While this reduces the cost of construction significantly, it also reduced the number of units that can be built on a parcel.
- **Zoning and allowable density:** Across the board, stakeholders consistently expressed that low allowable density in residential zones, specifically widespread single-family housing zones, was a fundamental barrier to financial feasibility of new housing construction.<sup>15</sup>
- **Parcelization and Lack of large vacant parcels:** According to the recent *City of Bremerton & Kitsap County Affordable Housing Recommendations Report*,<sup>16</sup> larger greenfield development sites, which are the most attractive and efficient for multifamily developers, are in short supply. Multifamily capacity is thus more often found in infill sites and/smaller sites, leading to potentially higher development costs, and necessitating denser forms of parking not typically achieved in the Kitsap market.
- **Access to transit:** Kitsap County’s natural geography means that access to buses and ferries is spotty, at best. The transit system currently best serves commuters who are traveling in and out of the County, as opposed to local workers. In 2021, Bainbridge Island initiated an on demand share ride service in partnership with Kitsap Transit.
- **NIMBYs:** Current residents who speak out to prevent new or certain types of development, known as NIMBYs (an acronym for not-in-my-backyard), can have significant impacts on housing development by increasing the perceived or real riskiness of a project. They may have negative stereotypes of people who live in subsidized housing or aesthetic concerns about what higher density development looks like and how it could affect their neighborhood character. These constituents often protest proposed regulatory changes that would allow for more housing, such as upzoning and abolishing parking minimums.
- **Lack of funding or subsidies:** Many developers, particularly on the affordable side, cited a simple lack of funds for low-income housing development. Existing local funds, such as HOME or CDBG, are too small to make a project feasible. State low-income housing tax credit funds are prioritized for high-needs populations, and as such are very difficult to obtain for general low-income or workforce housing. Additional funding sources are critical to fill this need.
- **Lack of “missing middle” housing production:** The City of Bremerton & Kitsap County Affordable Housing Recommendations Report reviewed housing production data and found that Kitsap County is

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<sup>15</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Inventory and Market Analysis – Appendix A: Housing Landscape Overview , p.25.](#)

<sup>16</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Inventory and Market Analysis – Appendix A: Housing Landscape Overview at 25.](#)

largely made up of single-family detached housing and a small proportion of higher density multifamily, but little in between. Findings from this BLR's land capacity analysis covered in Chapter 4 and discussed in Exhibit 4 below review AMI and capacity of various housing product types.

A summary of housing market conditions and challenges to housing production by housing type is presented in Exhibit 1.

**Exhibit 1. Market Conditions and Challenges by Housing Product Type**

Product Type	Market Conditions	Challenges
Detached Single Family	Single family detached makes up 74% of the housing stock in Kitsap County. Median price in Bremerton is \$325,000. <sup>17</sup>	While single family home production has occurred throughout the county, it has not kept pace with high demand.
Condominiums and Missing Middle (Townhomes, Duplex, Etc.)	Only 2% of owner-occupied housing stock are condominiums or missing middle types. Median prices for condominiums and townhomes have jumped 40% to 50% over the past three years. <sup>18</sup>	Continued high demand for detached single family development and familiarity with this product type by the local developer community is a barrier to the production of missing middle product styles. Analysis of permit data indicates detached single-family homes are being built in zones that allow for multifamily and missing middle formats. This is particularly true in unincorporated UGA areas, where 90% of all units permitted in Urban Medium and Urban High zones were single family.
Mobile Homes	The majority of mobile homes (including manufactured homes) are located on “unique, often large parcels” <sup>19</sup> in unincorporated areas, including rural areas. Over 75% of these are not in parks but are situated on their own parcels. There have been very few mobile homes permitted in recent years. <sup>20</sup>	Mobile/manufactured homes typically provide a much lower cost housing option that is available in the prevailing housing market. High demand for new single-family homes is creating pressure to redevelop parcels with aging mobile/manufactured homes. This will result in the loss of existing “naturally occurring” affordable housing stock.
Multifamily and mixed-use residential	The inventory of multifamily units has grown by 10% over the past ten years, but rents have increased by 50% over that same period. Less than a quarter of multifamily units are in unincorporated Kitsap County. Countywide, 64% of new multifamily construction is for garden-style apartments with surface parking. <sup>21</sup>	In many areas of the county, higher density mixed use multifamily development is not financially feasibility under current market conditions (relatively low rents compared to the rest of the region). High construction costs and requirements for off-street parking result in lower return on investment than can be found in many other parts of the Central Puget Sound Region.

<sup>17</sup> Source: American Community Survey, 2019. Washington Center for Real Estate Research (WCRER), 2020

<sup>18</sup> Source: WCRER, 2020

<sup>19</sup> Source: ECONorthwest, 2020, [City of Bremerton & Kitsap County Affordable Housing Recommendations Report p. 12, Appendix B p. 6, 18-19.](#)

<sup>20</sup> Source: Kitsap County Assessor, 2021

<sup>21</sup> Source: Costar, 2021

## Housing Needs by Affordability Level

PSRC’s Draft Regional Housing Needs Assessment forecasts that Kitsap County will grow by 42,500 households between 2020 and 2050. This draft regional assessment of Puget Sound communities breaks down these households by income level relative to Area Median Income (AMI). For Kitsap County, the AMI for a family of four is \$94,100.

Exhibit 2. Estimated Housing Units Needed in Kitsap County by Income Level, 2020-2050 presents the number of housing units PSRC estimates are needed at each income level, as well as information about relevant housing types for providing new housing at each income level.

Of course, housing costs vary significantly across Kitsap County and in many cases new construction will be targeted at higher income households. For example, a review of for-sale listings indicates that nearly all new townhomes in Kitsap County are in high-cost neighborhoods and priced for upper-income households. While adding new higher-priced townhomes to the supply helps to reduce competition for the older units which are more affordable to middle and lower income households, it is also possible to produce townhomes at lower price-points with the right conditions. Exhibit 2. Estimated Housing Units Needed in Kitsap County by Income Level, 2020-2050

**Exhibit 2. Estimated Housing Units Needed in Kitsap County by Income Level, 2020-2050**

Income Level (% of AMI)	Number of Units	% of Units	Housing Types Potentially Affordable (New Construction)
0-30%	4,000	9%	Public subsidy needed. Apartments are typically the most cost-effective housing type.
31-50%	3,500	8%	Public subsidy is usually needed. Apartments are typically the most cost-effective housing type.
51-80%	7,000	16%	Market-rate apartments; accessory dwelling units; multiplex
81-100%	4,000	9%	Townhomes; condominiums; cottage style single family homes
101-120%	5,000	12%	Single family homes
Above 120%	19,000	45%	Single family homes
<b>All Households</b>	<b>42,500</b>		

Source: PSRC [Draft Regional Housing Needs Assessment](#) (2021); BERK, 2021.

**Exhibit 2.** Estimated Housing Units Needed in Kitsap County by Income Level, 2020-2050 implies that at least 43% of new housing production should be in multifamily buildings or missing middle housing types like townhomes, ADUs, or cottage style homes.

## CAPACITY FOR NEW HOUSING PRODUCTION

This section summarizes capacity for new housing production in urban Kitsap County by density level, or the number of units per acre.<sup>22</sup> The density of new housing development is strongly related to the types of housing that are likely to be provided and the associated AMI. This section is based on the urban residential results noted in Chapter 4: Growth Capacity of the BLR Report.

Exhibit 3 shows the density level categories used in this memo, as well as examples of residential development in Kitsap County that fall into each category. It also summarizes potential income levels served at each density level based on typical market conditions. However, as discussed above, market conditions can vary significantly by jurisdiction. This Exhibit thus only provides a general guide for understanding the potential alignment between zoning and income levels served.

As indicated in Exhibit 3, medium high and high density housing development has the greatest potential to support providing housing at affordability levels below 80% of AMI. According to Exhibit 2, about 33% of the population growth in Kitsap County will be among households with income levels below 80% of AMI—or about 14,500 households by the year 2050. This is equivalent to a need of about 9,700 households over the next 20 years. Compare this to the total capacity for medium high and high density development throughout Kitsap County as show in in Exhibit 4. There is currently a capacity for less than 4,500 units, but may be up to about 6,000 units if zones are built out to the maximum allowed density. While subsidized affordable housing can be developed at lower density levels, it is typically more costly to do so on a per unit basis. Higher density market rate housing (such as apartments) can be affordable to households within incomes between 50 and 80% of AMI if sufficient capacity is available for development.

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<sup>22</sup> Note that these density levels are based on dwelling units per net acre. In other words, it measures units per buildable acre, excluding critical areas, street right of ways, and common areas.

**Exhibit 3. Density Categories for Summarizing Residential Capacity with Representative Housing Types**

Density Level	Units per Net Acre	Description	Example	Potential Income-Levels Served (New Construction)
<b>Very low</b>	Less than 4	Detached single family homes on large lots.  <i>Example: Single family home in Port Orchard, WA</i>		Greater than 120% of AMI
<b>Low</b>	4-10	Detached single family homes on typical suburban lots.  <i>Example: Single family neighborhood in Silverdale, WA.</i>		100% of AMI or greater
<b>Medium-Low</b>	10-24	Small lot single family homes, duplex, triplex, & lower-density townhouses.  <i>Example: Townhomes in Bainbridge Island, WA</i>		80% of AMI or greater
<b>Medium-High</b>	24-48	Low-rise apartments and condominiums; higher-density townhomes.  <i>Example: Golden Tides II apartments in Silverdale UGA.</i>		50% of AMI or greater.  <i>Potential to serve lower income levels with public subsidy.</i>
<b>High</b>	48+	Mid- and high-rise apartments and condominiums.  <i>Example: 606 apartments in Bremerton, WA.</i>		50% of AMI or greater.  <i>Potential to serve lower income levels with public subsidy.</i>

Image sources: Zillow.com (Very Low), NWMLS (Medium-Low), and Google Street View, 2021 (other categories).

Exhibit 4 summarizes all housing capacity in urban Kitsap County by assumed density level by zone used in the Buildable Lands Report.

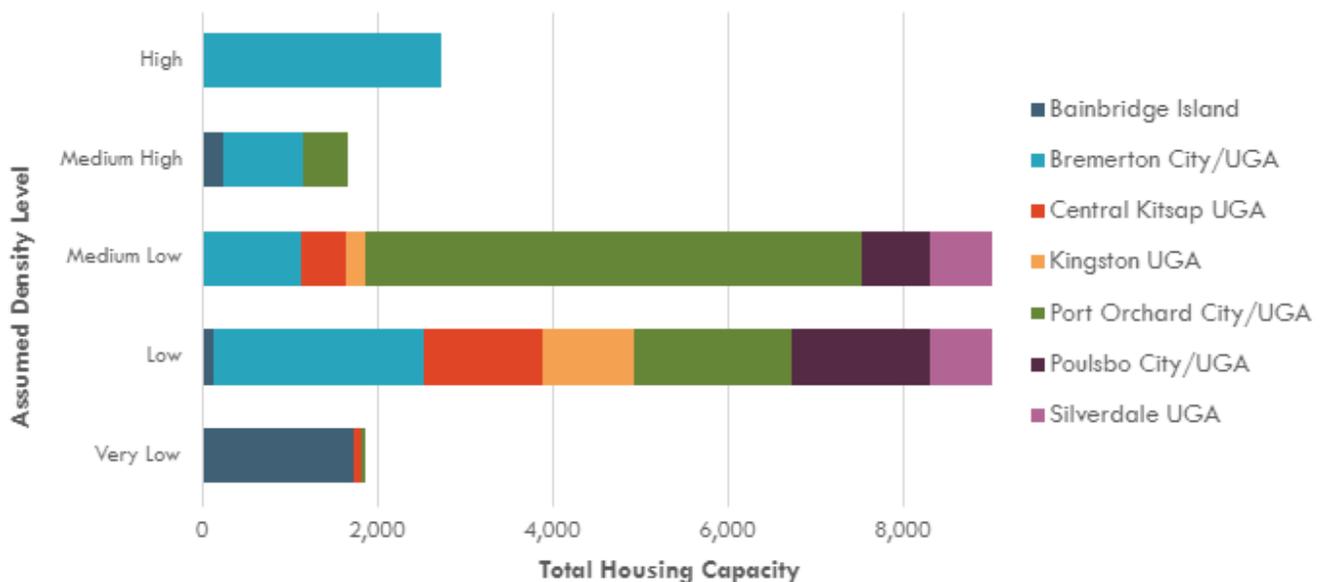
**Exhibit 4. Residential Capacity by Assumed Density Level (Cities and Unincorporated UGAs combined)**  
Pending

DENSITY LEVEL (UNITS PER ACRE)		TYPICAL HOUSING TYPE	TOTAL HOUSING UNIT CAPACITY (% OF TOTAL COMBINED LAND CAPACITY RESULTS)
Very Low	Less than 4	Large lot single family home	1,860 (7%)
Low	4 - 10	Typical single family home	10,116 (40%)
Medium Low	10 - 24	“Missing middle”: Small lot single family homes, cottage developments, multiplex, and lower density townhomes.	9,124 (36%)
Medium High	24 - 48	“Missing middle”: Low-rise apartments or condos. Higher density townhomes.	1,620 (7%)
High	48+	Mid- and high-rise apartments or condos.	2,726 (11%)
<b>Total Capacity</b>			<b>25,446</b>

Source: Kitsap County Buildable Lands Report, 2021; BERK, 2021.

Exhibit 5 visualizes how capacity within each density level is distributed among jurisdictions and UGAs, with a more detailed data table presented on the page that follows.

**Exhibit 5. Residential Capacity by Assumed Density Level and Jurisdiction/UGA**



Source: Kitsap County Buildable Lands Report, 2021; BERK, 2021.

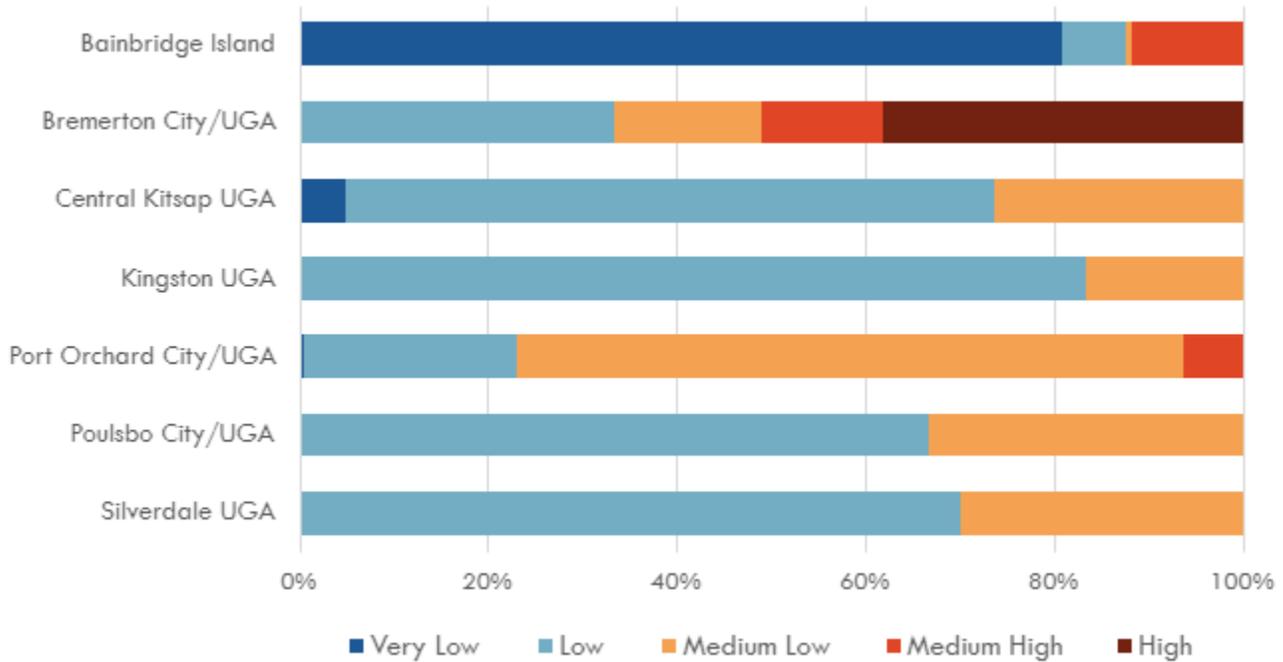
Exhibit 6 indicates nearly all the very low density unit capacity is in Bainbridge Island. Capacity for low density development is distributed across all the jurisdictions and UGAs, with the largest share in Bremerton. By far, the greatest share of medium low density is in the City of Port Orchard. Compared to lower density zones, there is significantly less capacity for medium high density housing, and the majority of available capacity is in the City of Bremerton. All the unit capacity for high density development is in City of Bremerton.

**Exhibit 6. Housing Unit Capacity and Jurisdiction**

Jurisdiction	Very Low	Low	Medium Low	Medium High	High
City of Bainbridge Island	1,724	141	16	249	-
City of Bremerton	-	1,752	672	913	2,726
City of Port Orchard	36	774	5,351	497	-
City of Poulsbo	-	1,180	782	-	-
Bremerton UGA	2	636	445	-	-
Central Kitsap UGA	98	1,367	521	-	-
Kingston UGA	-	1,027	203	-	-
Port Orchard UGA	-	1,041	321	-	-
Poulsbo UGA	-	384	-	-	-
Silverdale UGA	-	1,814	774	-	-
<b>Total</b>	<b>1,860</b>	<b>10,116</b>	<b>9,124</b>	<b>1,620</b>	<b>2,726</b>

Exhibit 7 shows the breakdown of residential capacity for each city/UGA. All areas except Bremerton and Port Orchard have over 60% of their housing capacity at the Low or Very Low density level. Low density zones are assumed to build out at between 4 and 10 housing units per acre, or the equivalent of about 11 to 28 residents per acre.

**Exhibit 7. Residential Capacity by Jurisdiction/UGA**



Source: Kitsap County Buildable Lands Report, 2021; BERK, 2021.

## RECOMMENDATIONS

There are many actions that jurisdictions in Kitsap County can take to promote more housing development, including construction of new housing types consistent with the GMA and CPPs. Considerations could also increase housing diversity and, where appropriate, increase urban density. The actions recommended here build upon those in the *City of Bremerton & Kitsap County Affordable Housing Recommendations Report*, with a focus on those actions considered by local planning agencies and consistent with provisions of the Growth Management Act and related mandates. The recommendations of this memo should also be considered holistically with the findings of the 2021 Buildable Lands Report. Not all recommendations may apply and will be dependent on individual jurisdictions local circumstances.

### Encourage “Missing Middle” Housing Development

Based upon the summary findings of this memo, the urban housing stock in Kitsap County is predominantly detached single family homes along with some multi-family. As a result, there is a lack of wide diversity of housing options to meet the varied housing needs of all economic segments of Kitsap communities.

The BLR land capacity analysis indicates about 42% of capacity is in zones with assumed densities within the missing middle range (Medium Low or Medium High density). Nearly half (49%) of the capacity for housing production is in zones where the maximum allowed density is consistent with missing middle housing formats. However, despite this capacity, very little housing is being built in missing middle formats. Therefore, actions should focus on a review of development standards and administrative processes that may present unnecessary barriers to missing middle housing development. These types of potential barriers are the focus of the next recommendation.

### Review and Revise Housing Barriers in Development Regulations

Regular assessment of exiting development regulations is warranted in order to remove unnecessary surprises and barriers to housing production . The goal of these refinements is to encourage more residential development in urban areas and increase the achieved density consistent with the GMA, the CPPs and local comprehensive plans. This review should include considerations noted in Chapter 5 of this BLR and Appendix D: Kitsap County Reasonable Measures Evaluation . This review could include, but is not limited to:

#### *Minimum Lot Widths*

For example, review and evaluation of lot width minimums could potentially make townhome development a more feasible option in the County’s urban medium and urban high zones. The BLR indicates there was little if any townhome development during the evaluation period. Typically, urban medium and urban high zones require lot widths of 40 to 60 feet. Fee-simple townhome lots are typically between 16 and 25 feet wide.

#### *Setbacks*

Building setbacks from property lines can be a major barrier to the feasibility of certain housing products such as cottages or townhomes. Typical setbacks are 5 to 20 feet depending on the housing type and location, but reductions to r zero lot line development without requiring

additional permit review should be considered. Streamlining the permit review process can help to incentive development of missing middle housing products.

### *Building Heights & Density Bonuses*

Building height restrictions can be a major barrier to the feasibility of multifamily housing construction. Additionally, jurisdictions can review and refine existing incentives to more effectively encourage higher density housing development.

### *Parking Requirements*

The *City of Bremerton & Kitsap County Affordable Housing Recommendations Report* calls for reducing or waiving off-street parking requirements for missing middle housing types, particularly when permitting an ADU within an existing structure. Doing so can potentially help improve project feasibility, in combinations with other actions.

## Establish Additional Affordable Housing Options

Recently, state law changes have removed barriers for local jurisdiction consideration of several funding programs. These programs include, but not limited to:

### *Multifamily Tax Exemption (MFTE)*

Washington state law (RCW 84.14) allows for cities to exempt multifamily housing developments from property taxes in certain areas for a period of eight years, or for 12 years in exchange for affordability restrictions on some of the units. This exemption reduces the costs of operating (and therefore developing) multi-family housing and can potentially help to increase the supply of market rate and affordable housing.

As of June 2021, Bremerton and Port Orchard are the only jurisdiction in Kitsap County with an MFTE program in place. Bainbridge Island is in the process of adopting 12 and 20 year programs. Following several legislative attempts, in 2021 the Washington State legislature through SB 5287 made it possible for unincorporated urban centers in Kitsap County to consider a MFTE program.

### *Modifying Local Sales Tax Revenue for Affordable Housing*

In 2021, the state legislature passed HB 1070, which added the ability to use funds collected through the 1/10<sup>th</sup> of 1% sales tax for affordable housing, as well as related maintenance and operations. Many Kitsap jurisdictions are considering HB 1070.

### *SHB 1406: State/Local Sales Tax Revenue Sharing*

Many Kitsap County jurisdictions have employed a local tax to fund affordable housing since it's the passage of SHB 1406 in 2019. This bill created a sales tax revenue sharing program that allows cities and counties to access a portion of the state sales tax revenue to make local investments in affordable housing. To utilize the program, local jurisdictions had to pass a resolution of intent by January 2020 and an ordinance by July 2020.

## Review Up-Zoning Urban Land for Multi-Family Housing

The *City of Bremerton & Kitsap County Affordable Housing Recommendations Report* identifies transit-oriented development (TOD) near existing transit infrastructure such as ferry terminals as a key opportunity to encourage higher density housing production. This can enable more households to live within easy access to the jobs and opportunities that are accessible via the ferry and transit systems. The Report also found that the vast majority of housing currently near ferry terminals is single family and inconsistent with TOD goals.

The BLR analysis of land capacity by geographic urban area, by zone and further by density level in this memo provides some insights into the current potential for TOD in the following areas:

- **Bremerton:** Bremerton is the only jurisdiction with a ferry terminal that has any capacity for high density housing development.<sup>23</sup> Much of that capacity is in the Downtown Subarea close to the ferry terminal. A new pedestrian-only Fast Ferry service opened in July of 2017, joining the existing ferry service access route directly to Downtown Seattle.
- **Bainbridge Island:** While the zones in close proximity to the ferry terminal do allow for Medium-High density development, the BLR land capacity analysis indicates there is currently very limited capacity for new housing development near the Bainbridge Island ferry terminal. The market assessment indicates that housing demand and prices in Bainbridge Island could likely support even higher density zoning near the ferry terminal to increase capacity and encourage redevelopment where appropriate.
- **Kingston:** The recently opened Kitsap Transit Kingston Fast Ferry provides direct access to downtown Seattle for travelers on foot or bicycle. This investment changes market conditions in the UGA, creating the potential for TOD if supportive zoning and infrastructure were available. Kitsap County made modifications to the Sub-area plan and associated zoning code in April 2020 by removing the maximum density allowance and increasing the height allowance to help address barriers to investment in the high-capacity transit station area. Further review of the development codes and up-zones near the ferry terminal could help to increase capacity for TOD. Actions to encourage growth would also be consistent with the Countywide Center designation for Kingston.

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<sup>23</sup> Port Orchard approved a downtown subarea plan near its passenger ferry terminal which contains capacity for redevelopment and TOD.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:05 PM) Consider Resolution 2021-17 Declaring an Emergency for a Critical Slope Failure Repair on NE Yeomalt Point Drive, and Authorize a Related Budget Amendment (\$250,000) - Public Works,

**SUMMARY:** City staff are recommending the approval of Resolution No. 2021-17 declaring an emergency for a critical slope failure repair on NE Yeomalt Point Drive.

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** I move to approve Resolution No. 2021-17 declaring an emergency for a critical slope failure repair on NE Yeomalt Drive, and authorize the City Manager to prepare a related budget amendment in the amount of \$250,000.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

<b>Amount:</b>	\$250,000
<b>Ongoing Cost:</b>	N/A
<b>One-Time Cost:</b>	\$250,000
<b>Included in Current Budget?</b>	No

**BACKGROUND:** Approximately 150 linear feet of the the Yeomalt Point Drive roadway embankment south of 11778 NE Yeomalt Point Drive experienced landslide activity in the early spring of 2021 as evidenced by sloughing soil and mud down the embankment's north slope, roadway shoulder retracement, and creation of a head scarp at the top of the slope. The slide debris has impacted a habitable bedroom and the structure's pier foundations located some 40 feet downslope.

The City contracted with a geotechnical engineering services firm to perform a site reconnaissance of the slide, perform a boring of the soil layers under the road, and prepare recommendations for repairs as necessary.

The existing conditions of the Yeomalt Point Drive north slope represent a significant hazard to the life and private property of occupants of the downslope residence and to the stability of the public road. The timescale of a catastrophic failure of the slope and road cannot be determined due to the episodic nature of landslides, but

a worst-case scenario would result in loss of life and an impassable public road, which is currently only 20-feet wide, serving 30 to 40 properties below.

Given the risk and uncertainty associated with this slope failure area, the staff are recommending an emergency declaration for the Yeomalt Point Drive Roadway embankment that would allow the City to waive competitive bidding requirements as allowed per RCW 39.04.280, BIMC 2.44, and the City procurement manual to make emergency procurements, including construction and engineering services contracts.

See the attached memo for additional information.

**ATTACHMENTS:**

[Resolution No. 2021-17 Proclaiming an Emergency at NE Yeomalt Drive.docx](#)

[Yeomalt Point Drive Slide Memo 9-23-2021.docx](#)

**FISCAL DETAILS:** A \$250,000 budget adjustment increase will be needed in the fourth quarter of 2021 in the Roads Fund. There will be a transfer from the Real Estate Excise Tax (REET) Fund to the Roads Fund to pay for this repair project.

**Fund Name(s):**

**Coding:**

**RESOLUTION NO. 2021-17**

**A RESOLUTION** of the City of Bainbridge Island, Washington, proclaiming and declaring an emergency related to NE Yeomalt Point Drive and authorizing the waiver of competitive bidding requirements to immediately respond to the emergency; and confirming the authority of the City Manager to respond to the emergency.

**WHEREAS**, a slope failure has occurred on NE Yeomalt Point Drive that threatens the stability of a single access roadway, as well as an adjacent residential home;

**WHEREAS**, the City's Public Works Engineering Department has performed sub-surface investigations in the slope failure area, and in consultation with two geotechnical engineering firms, have determined that the risk of further deterioration or failure cannot be appropriately mitigated for the upcoming wet season;

**WHEREAS**, the City's Public Works Engineering Department has confirmed the ability to contract with a design and construction firm to perform the necessary repairs in October 2021;

**WHEREAS**, an associated budget amendment of approximately \$250,000 is required to pay for the required repairs; and

**WHEREAS**, the circumstances at issue indicate to the City Manager and the City Council that an emergency, or imminent threat thereof, exists that has resulted in, or threatens to result in, the death or injury of persons or the destruction of or damage to property to such an extent as to require, in the judgment of the City Manager, extraordinary and immediate measures to protect the public health, safety, and welfare; and

**WHEREAS**, the City Council ratified and confirmed an emergency at another location on NE Yeomalt Point Drive through the passage of Resolution 2021-06 on February 9, 2021;

**WHEREAS**, under BIMC 2.44.050, the City Council has designated the City Manager as the executive head of the City for purposes of emergency management; and

**WHEREAS**, under BIMC 2.44.080, the City Manager is authorized to proclaim the existence or threatened existence of an emergency; and

**WHEREAS**, under RCW 39.04.280, Chapter 2.44 BIMC, and the City's Procurement Policy, the City Manager is authorized to proclaim and declare that an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation; and

**WHEREAS**, on September 28, 2021, the City Manager made a declaration of the existence of an emergency related to NE Yeomalt Point Drive, in accordance with Chapter 2.44 BIMC and RCW 39.04.280; and

**WHEREAS**, at the September 28, 2021 City Council Meeting, the City Manager notified the City Council of the existence of the emergency and of the City Manager’s written finding related to the existence of the emergency at NE Yeomalt Point Drive.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:**

**Section 1.** Findings of Fact. The recitals set forth above are hereby adopted as findings of fact in support of this proclamation and declaration of emergency related to NE Yeomalt Point Drive.

**Section 2.** The City Council hereby ratifies and confirms the City Manager’s declaration of emergency related to the slope failure at NE Yeomalt Point Drive.

**Section 3.** The City Council hereby ratifies and confirms the emergency procurement of services and work to respond to the emergency at NE Yeomalt Point Drive.

**Section 4.** The City Council hereby authorizes the City Manager to prepare an associated budget amendment in the amount of approximately \$250,000 from the Surface and Stormwater Management fund to pay for the required repairs.

**Section 5.** The City Council hereby confirms the authority of the City Manager to execute all agreements and obtain all permissions needed to respond to the emergency.

**Section 6.** This resolution will take effect immediately upon passage.

PASSED by the City Council this \_\_\_\_\_ day of September 2021

APPROVED by the Mayor this \_\_\_\_\_ day of September 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: \_\_\_\_\_, 2021  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_, 2021  
RESOLUTION NO. 2021-17



CITY OF  
BAINBRIDGE ISLAND

**PUBLIC WORKS DEPARTMENT**  
**MEMORANDUM**

DATE: SEPTEMBER 23, 2021  
TO: CHRIS WIERZBICKI, P.E., PUBLIC WORKS DIR.  
FROM: PETER CORELIS, P.E., CITY ENGINEER  
SUBJECT: EMERGENCY STATUS FOR YEOMALT POINT DRIVE ROADWAY  
EMBANKMENT

Recommendation

The purpose of this memo is to recommend the Public Works department seek an emergency declaration for approximately 150 linear feet of Yeomalt Point Drive roadway and embankment that would allow the City to waive competitive bidding requirements as allowed per RCW 39.04.280, BIMC 2.44, and the City procurement manual to make emergency procurements, including construction and engineering services contracts.

It is my professional opinion based on the geotechnical engineer's investigation and discussion with the geotechnical engineer that the existing conditions of the Yeomalt Point Drive north slope represent a significant hazard to the life and private property of occupants of the downslope residence and to the stability of the public road. The timescale of a catastrophic failure of the slope and road cannot be determined due to the episodic nature of landslides, but a worst-case scenario would result in loss of life and an impassable public road serving 30 to 40 properties below.

Continued erosion and possible slope failure is likely to occur during a large storm event when preceded by a prolonged period of precipitation, similar to conditions observed just this last winter, therefore the risk is immediate. A number of mitigations can be constructed to reduce the overall risk of a future slope failure, however, absent a major slope repair and soil retention system undertaking we cannot confirm with a high degree of certainty future failures won't occur. An emergency declaration would allow the City to mobilize a contractor before the wet season sets in.

## Background

The repair area is located approximately 275 feet east of Madrona Drive NE on the north facing slope of the NE Yeomalt Point Drive steep roadway embankment (directly south of address 11778 NE Yeomalt Point Drive). This road serves as the only access to the neighborhood below. The site experienced landslide activity in the early spring of 2021 as evidenced by sloughing soil and mud down the embankment's north slope, roadway shoulder retraction, and creation of a 20-foot wide 2.5 feet deep head scarp starting 5 feet downslope from the roadway edge of pavement. The slide debris has impacted a habitable bedroom and the structure's pier foundations located some 40 feet downslope. Both roadway travel lanes totaling 20-feet in width remain open to traffic. There is an immediate dropoff down the slope in the slide area.

The City contracted with a geotechnical engineering services firm to perform a site reconnaissance of the slide, perform a boring of the soil layers under the road, and prepare recommendations for repairs as necessary. The investigation showed that the top 9-feet of subgrade below the asphalt road surface is loose landslide deposits and that the adjacent areas have a mantle of loose soils approximately 6.5 feet deep over glacial till. It was concluded that the movement of the loose surficial soils is likely due to oversaturation in combination with the steepness of the slope.

Signs of movement within the driveable road surface include a slight depression in the roadway pavement in the vicinity of the slide and a long crack running at a 45-degree angle across the lanes and perpendicular to the slide's direction.

The conclusions of the geotechnical engineer are that if the area of the upper north slope is not addressed it could become unstable, slope failures could develop, and that mitigation measures should be taken including drainage improvements, a retaining wall system and slope repair.

The adjacent property owner also engaged a geotechnical engineering firm to evaluate the slope and recommend repairs on the upper slope to include a soil nail shotcrete wall, drainage improvements, and slope face stabilization and vegetation management. Repairs at this site are estimated to cost approximately \$200,000 to \$250,000.

A photo showing the proximity of the head scarp to the road shoulder is attached along with a vicinity map.

View of Yeomalt Point Road and Missing Shoulder at Proposed Repair Area (Looking West)



# Vicinity Map



Yeomalt Point Drive Slope

Date: June 2021

Project Number: 102-21005.3

Drawn By: EB

Figure: 1

Not to scale

Reference: City of Bainbridge Island Critical Areas Web Application



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** September 28, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:15 PM) Consider Recommended Appointments to the Lodging Tax Advisory Committee - Council,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Lodging Tax Advisory Committee. The selection team consisted of Councilmembers Hytopoulos and Deets. Applications were reviewed and the selection team recommends the appointments as shown in the suggested motions.

Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to forward the confirmation of the appointment of Bill Corbin as an eligible business representative to the Lodging Tax Advisory Committee to the October 12, 2021 Consent Agenda.

I move to forward the confirmation of the appointment of Denise Dumouchel as an eligible recipient representative to the Lodging Tax Advisory Committee to the October 12, 2021 Consent Agenda.

I move to forward the confirmation of the appointment of Peter Raffa as an eligible recipient representative to the Lodging Tax Advisory Committee to the October 12, 2021 Consent Agenda.

I move to forward the confirmation of the appointment of Shannon Fitzgerald as an eligible business representative to the Lodging Tax Advisory Committee to the October 12, 2021 Consent Agenda.

**STRATEGIC PRIORITY:** Vibrant Economy

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Corbin - LTAC \(Redacted\).pdf](#)

[Dumouchel - LTAC \(Redacted\).pdf](#)

[Fitzgerald - LTAC \(Redacted\).pdf](#)

[Raffa - LTAC \(Redacted\).pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, April 13, 2021 9:15 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

**CAUTION:** This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

### Step 1

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#### Lodging Tax Advisory Committee- 2021 Commitment Only

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund).

LTAC members meet August-October to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in August and September, and then 2-3 meetings in October and November to receive and review proposals. Members should include 2 people from Bainbridge Island businesses that collect lodging taxes and 2 people from businesses or agencies eligible to receive lodging tax funding. Members cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

*The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

*Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.*

### Applicant Information

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Name William M Corbin

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Email

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Daytime Phone

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Address	
City	Bainbridge Island, Wa
State	WA
Zip	98110
Current Employer	Self, WM Corbin Construction Corp. and owner of part time vacation rental at address above
Current Position	President - Treasurer

**Experience & Qualifications**

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	LTAC Lodging Tax Advisory Committee last year

Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have been a general contractor, custom home builder, in the state of Washington since 1987. My wife, Mary Corbin, and I have rented a portion our home on Battle Point Drive as a short term vacation rental for the past 3 years. I have bachelor degrees in Fine Arts and Building Construction from the University of Florida. I was an active duty commissioned officer in the US Army from 1967 to 1970.
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Please share your community interests (groups, committees, organizations) if any:	I am a member of St Cecilia Catholic Church. I am a member of the Bainbridge Island Chamber of Commerce. In the past I have been a Realtor in Kitsap County, a member of Bainbridge Island Kiwanis Club, a member of Kitsap County Home Builder's Association.
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Do you have potential conflicts of interest? If so, please explain:	I believe that I do not have any conflicts of interest.
---	---

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
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Type the Year	2021
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**From:** noreply@civicplus.com  
**Sent:** Tuesday, April 20, 2021 4:26 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

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## Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

### Step 1

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#### Lodging Tax Advisory Committee- 2021 Commitment Only

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*The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

*Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.*

### Applicant Information

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Name DENISE DUMOUCHEL

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Email

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Daytime Phone

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Address

City BAINBRIDGE ISLAND

State WA

Zip 98110

Current Employer Bainbridge Artisan Resource Network (BARN)

Current Position Executive Director

**Experience & Qualifications**

Have you served on any city committees, commissions, boards or task forces in the past? Yes

If yes, please indicate which group(s). LTAC

Please share your qualifications for this appointment (skills, activities, training, education) if any? served this past round and write many grant proposals

Please share your community interests (groups, committees, organizations) if any: Bainbridge Aquatic Masters, IslandWood, Arts & Humanities Directors' Forum

Do you have potential conflicts of interest? If so, please explain: not this year

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Type the Year 2021

## DENISE M. DUMOUCHEL

*Balancing passion and purpose, action and reflection, immediacy and vision.*

### Highlights:

- Dedicated educator with a proven track record of developing, administering, and facilitating innovative experiences that inspire lifelong learning and connection to place
- Humble leader who models attentive listening and receptivity to cultural differences
- Passionate supporter of other educators
- Experienced executive who blends collaborative leadership with decisive action
- Professional storyteller

### EDUCATION

Ph.D. Environmental Studies, Antioch New England Graduate School, Keene, NH (2004)  
Dissertation focused on intensive professional development programs for educators  
Specialized coursework in field ecology

M.S. Ed., Outdoor Teacher Education, Northern Illinois University, DeKalb, IL (1987)  
Emphasis in social studies and science education, human development, and experiential learning

B.A., History and Environmental Planning, University of Rochester, NY (1984)  
Self-designed major combining social, economic, political, ecological and geological science aspects of environmental issues, with additional coursework in education

### RELEVANT SKILLS AND EXPERIENCE

#### Educational:

- Developed and taught integrated curricula to children of diverse ages (8-18 years), languages, and cultural backgrounds, in public and private schools, and outdoors.
- Taught third grade & middle grades in public & private schools in Finland & Massachusetts.
- Facilitated teacher professional development sessions about experiential teaching methods, global awareness, and integrating core curricula through environmental themes.
- Taught graduate and undergraduate courses in curriculum and instruction methods, foundations of education, service learning, ecology, and human development.

#### Administrative:

- Direct the transition from building a community maker space facility to growing a community of volunteers and artisans who find inspiration, serve community, and create, together.
- Oversaw the creation of a residential environmental learning center, including faculty, strategic planning, graduate program curriculum development, and relationship-building.
- Built and maintained relationships with the University of Washington College of Education, adjunct faculty, and administrators.
- Created and implemented professional development opportunities for teachers, including several educator certificate programs and the three-week International Seminar on Environmental Education.

**EMPLOYMENT HISTORY**

<b>Dates</b>	<b>Positions</b>	<b>Organization</b>
2/18-present	Executive Director	BARN Bainbridge Artisan Resource Network, WA
4/05-3/18	Graduate Program Director	IslandWood, WA
11/01-4/05	School Programs Director	(Puget Sound Environmental Learning Center)
8/00-11/01	Education Director	
8/99-6/00	Associate Professor	Slippery Rock University, PA
8/97-6/99	Third Grade Teacher Middle School Dorm Parent	The Bement School, Deerfield, MA
8/96-6/97	Middle School Teacher	Tikkurila International School, Finland
1991-96	Education Director	Headlands Institute, GGNRA, CA
1988-91	Instructor	Yosemite National Institutes, CA
Summer 1990	Trip Leader	US-USSR Environmental Exchange, USSR
1988 & 1989	Program Coordinator	Legacy International Youth Programs, VA
Fall 1987	Science Educator	Tanglewood 4-H, ME
Summer 1987	Trip Leader, backpacking	National Wildlife Federation, NC
1984-86	Park Ranger	Grand Canyon, Petrified Forest National Parks, AZ
1985-86	Energy Specialist	SCICON (Outdoor Science School), CA

**PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS**

**PRESENTER:** North American Association for Environmental Education conference, 2000; Environmental Education Association of Washington & Oregon conference, 2001, 2004, 2006, 2009; Washington Science Teachers' Association conference, 2011; California Science Teachers' Association conference, 1995; World Congress on Education and Communication for Environment and Development (ECO-ED), Toronto, Ontario, Canada, 1992; International Conference on Environmental Education, INDIA, 1989.

**PUBLICATIONS:** *Facilitating Teachers' Growth: Investigating the Factors that Contribute to the Effectiveness of Intensive Professional Development Programs for Educators* (2004); *Experiential Practice: Outdoor, Environmental and Adventure Education*; and *Learning from the Land: The Power of Place* (in *New Horizons for Learning* online journal Vol. IX, No. 3, 2003); regular column *Parenting in Nature* for IslandWood's newsletter, *Connections* (2006-2008)

**FACILITATOR:** GLOBE (Global Learning and Observations to Benefit the Environment), Projects WILD, Aquatic, WET, and Project Learning Tree; Population Connection

**SERVICE:** Board Member for the Bainbridge Island Boys and Girls Club (2006-2009); volunteer for Arms Around Bainbridge (ongoing)

## **SPECIFIC RESPONSIBILITIES AND ACCOMPLISHMENTS**

### **Executive Director, Bainbridge Artisan Resource Network (BARN), Washington (2018-present)**

- Oversee all aspects of a young organization: finance, staffing and human resources, program development, volunteer management and facility maintenance.
- Manage the collaborative efforts of ten art studios run by over one hundred volunteers.
- Work with Board of Directors towards a strategic plan and a business model that will sustain itself through the vagaries of financial backing for arts and education.
- Attained post-secondary school certification through the state Workforce Training Board.
- Build partnerships with the Suquamish Tribe and other arts and educational organizations.

### **Adjunct Faculty, Seattle University Department of Environmental Studies (2015-present)**

- Teach undergraduate courses entitled “Environmental Education” and “Children and Nature.”

### **Director of Graduate Education, Head of School Programs, IslandWood; Director of Education, Puget Sound Environmental Learning Center (2000-2018)**

- Oversaw the creation of programs, educational facilities, curricula, and community relationships.
- Hired, trained and supervised Technology, Graduate Program, School Partnerships, Research and Arts Coordinators, and all faculty naturalists.
- Taught graduate courses in Foundations of Education, Child Development, Environmental Education, Curriculum and Instruction, and Social Studies Methods.
- Provided leadership for diversity initiatives, curriculum development, budget management, and graduate mentoring and training.

### **Assistant Professor of Environmental Education, Slippery Rock University**

- Taught graduate and undergraduate courses in Endangered Systems Education, Applied Ecology, Natural History and Field Studies, and Terrestrial Systems Education.
- Advised undergraduate and graduate students majoring in Environmental Education.

### **International Professional Development Facilitator for Educators**

- Designed and facilitated a five-day professional development program for teachers in Singapore, 2010.
- Facilitated reef education programs for the Bahamas Reef Environment Educational Foundation (BREEF), San Salvador Island, the Bahamas, summers 1997-1999.
- Provided three-day science education workshops for Finnish and Estonian teachers, summers 1993-1996.
- Created the 3-week International Seminar on Environmental Education (1992, 1994): participants from fourteen countries learning together and creating "Learning Approaches for Global Awareness," a book of philosophies and lessons regarding culture, education and the environment.

**From:** noreply@civicplus.com  
**Sent:** Thursday, September 16, 2021 9:17 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled)

**CAUTION:** This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled)

### Step 1

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#### Lodging Tax Advisory Committee- 2021 Commitment Only (Open Until Filled)

Currently seeking one Bainbridge Island business representative that collects lodging taxes. Member cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund). LTAC members meet September-November to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in September and then 2-3 meetings in October and November to receive and review proposal.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

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### Applicant Information

Name SHANNON FITZGERALD

Email

Daytime Phone

Address

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City	BAINBRIDGE ISLAND
State	WA
Zip	98110
Current Employer	Bainbridge Pediatrics
Current Position	Nurse Practitioner

### Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any?

In October 2020, I opened a newly renovated short-term rental home in the Rollingbay area on Bainbridge Island with my family. My job in "real life" is as a healthcare provider and leader, and though I love my work, the experience of being a part-time innkeeper is an incredible source of joy - on most days! Dahlia Bluff Cottage overlooks Puget Sound, and we managed to create an oasis of peace and refuge for our guests, all of whom have been so appreciative of this escape, especially during the current phase of the worldwide pandemic. Our visitors are drawn to the jewel that is Bainbridge Island, and a big part of my host role is to provide accurate and relevant information about where to go and what to do while they are here, beyond staring at the astonishing views and watching the eagles soar.

Though this is my first foray into the hospitality world, I have traveled extensively, have held several leadership positions in organizations and community initiatives, and feel that many of the skills and abilities I have gained over the years have translated naturally into this new endeavor.

I love people, learning new things, and I welcome feedback, believe in continuous improvement, and am a reliable volunteer and worker.

Please share your community interests (groups, committees, organizations) if any:

I joined the Medical Reserve Corps, a component of Bainbridge Prepares, shortly after we moved to the island in 2017. Through that organization, I've become a neighborhood captain for disaster preparedness. I have administered hundreds of vaccine doses, including at all of the facilities run by Bainbridge Senior Living and the mass vaccination clinics. Bainbridge

Prepares is an example of the incredible teamwork and cooperation that define this community.  
This LTAC opportunity would be the second activity here on the island with which I would volunteer.

I believe my part-time role as a healthcare provider locally is also valuable - and several people have relocated to the island and are our patients, after having stayed at Dahlia Bluff Cottage!

I attached my CV, and it has a list of various activities with which I have been involved over the 30 years that I have been a Washington resident; this includes running campaigns for school levy funding and at clinics for underserved populations.

Additionally, my husband and I started a clinic in a disadvantaged "slum" in Lusaka, Zambia, in 2007, and we serve 600 women a month. My role is to support Zambian nurses to deliver the care; one of our core values is to employ only Zambians, to buy all of our supplies from local pharmacies, and to never impose standards that are inconsistent with the needs and customs of that community.

Being involved with and helping the community in which I live has always been part of what makes me happy; I think this started when I served as the high school representative to the county library advisory board in the tiny town in Oregon closest to our family's sheep ranch. I

would love to serve on this committee and find ways to build and grow the wonderfulness of Bainbridge Island in this small way.

---

Do you have potential conflicts of interest? If so, please explain:

No

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Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

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Type the Year

2021

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How did you hear about the volunteer opportunity?

Other (specify below)

---

Other

Andrea Addington

---

## CURRICULUM VITAE

Shannon Fitzgerald, MSN, ARNP

Shannon Consulting:

Clinical Practice: Bainbridge Pediatrics  
1280 Grow Avenue  
Bainbridge Island, WA 98110  
206.780-5437

### EDUCATION

1980 Yale University  
New Haven, Connecticut  
Master of Science in Nursing, Community Health, Family Nurse Practitioner Track  
with pediatric focus

1976 University of Portland  
Portland, Oregon  
Bachelor of Science in Nursing, maxima cum laude

### LICENSURE AND CERTIFICATION

- Advanced Registered Nurse Practitioner, Washington State
- Registered Nurse, Washington State
- Pediatric Nurse Practitioner (National Certification Board of Pediatric Nurse Practitioners)
- Family Nurse Practitioner (American Nurses Credentialing Center)

### PROFESSIONAL EXPERIENCE

2019-present Nurse Practitioner, Bainbridge Pediatrics, Bainbridge Island, WA  
Pediatric Primary Care, Group Practice

2019-present Shannon Consulting, LLC  
Nurse Practitioner/APP Scope of Practice, Licensure, and Optimal Performance

2005-2019 Chief, Advanced Practice Services  
Seattle Children's Hospital, Seattle, WA

2006-2019 Nurse Practitioner, Urgent Care, Seattle Children's Hospital (15-20%)

1999-2006 Harbor Pediatrics, Gig Harbor, WA  
Pediatric Nurse Practitioner  
Primary care pediatrics, infants through adolescents, hospital privileges for newborn  
care; management of acute illnesses and injuries

1994-1999 Pediatric/Family Nurse Practitioner, Madigan Army Medical Center, Tacoma, WA (2-  
3 days/week concurrently with PLU)

1992-1996	Assistant Professor, Pacific Lutheran University, School of Nursing, Tacoma, WA – Developed and started FNP program
1982-1992	Family/Pediatric Nurse Practitioner, FNP Associates, Carson Medical Group and Family Medical Center, Carson City, Nevada, and Office of Susan Pintar, MD
1980-1982	Family/Pediatric Nurse Practitioner, Pediatric Clinic, St. Francis Hospital, Hartford, Connecticut
1978-1980	Visiting Nurse, Hartford Visiting Nurse Association
1976-1978	Community Health Nurse, Benton County, Oregon

#### **HOSPITAL AFFILIATIONS (Clinical Privileges)**

2006-present	Seattle Children’s Hospital, ambulatory services
1999-2006	St. Joseph Medical Center, Tacoma, WA – maternal newborn service
1999-2006	Tacoma General Hospital, Tacoma, WA – maternal newborn service
1994-1997	Madigan Army Medical Center, newborn and pediatric service

#### **BOARD APPOINTMENTS/REGULATORY EXPERIENCE**

2020-present & 2002-2007	Pro Tem Board Member, Department of Health, Health Professions Quality Assurance, State of Washington
1994-2002	Member, Washington State Nursing Care Quality Assurance Commission Commission Chairman, 1999-2001 Chairman, Practice Committee, 1994-2002 Commission Representative for Washington State Task Force for Diabetes in the Schools
2001-2002	Advanced Practice Registered Nurse Task Force, National Council of State Boards of Nursing, Chicago, IL
1984-1990	APN Council/Peer Advisory Council, Nevada State Board of Nursing

#### **HONORS**

2020	Elizabeth Thomas Award for Professional Practice, Seattle Children’s Hospital
2016	University of Washington School of Nursing, Distinguished Clinician Award, 2016
2012	Puget Sound Business Journal Health Care Practitioner of the Year, Washington State

2011	March of Dimes Nurse of the Year, Washington State
2009	Seattle Children's Hospital Ambulatory Achievement Award: Outstanding Mentor
2007	Children's Hospital Centennial Award for Nursing Leadership
1996	American Academy of Nurse Practitioners, Washington State Award for Excellence in Clinical Practice
1996	Sigma Theta Tau, National Nursing Honorary Society
1978-80	US Public Health Service Traineeship, Yale University
1976	Dean's Award for Excellence in Nursing Practice

## PUBLICATIONS

- Morris, A., Smith, R., Fitzgerald, S., Bosque, E. Growing Neonatal Advanced Practice Providers via Mentorship Can Fill the Need: Program Description and Tool Kit (published online ahead of print, 2021 Mar 25). *Advances in Neonatal Care*, 2021. *Adv Neonatal Care*. 2021; 10.1097/ANC.0000000000000847.doi:10.1097/ANC0000000000000847
- Bolick et al                      Recommendations for Matching Pediatric Nurse Practitioner Education Preparation and Certification to Pediatric Acute Care Hospital Populations. *Journal of Pediatric Health Care*, October 2012. DOI: 10.1016/j.pedhc.2012.09.009
- Fitzgerald, S., Maloney, P.L., Doyle, J., Elam, K. Managing school emergencies II: A case-based curriculum. National Association of School Nurses, publisher. Funded by a grant from the Maternal and Child Health Bureau, Emergency Medical Services for Children, Bethesda, Maryland, 1999.
- Maloney, P.L., Doyle, J., Fitzgerald, S., Elam, K. Managing school emergencies I: A case-based curriculum. National Association of School Nurses, publisher. Funded by a grant from the Maternal and Child Health Bureau, Emergency Medical Services for Children, Bethesda, Maryland, 1998.
- Fitzgerald, Shannon and Wood, Sylvia. Advanced practice nursing: Back to the future. *Journal of Obstetric, Gynecologic, and Neonatal Nursing*. 26:1, January/February, 1997: 101-107.

## COMMUNITY SERVICE

- |               |  |
|---------------|--|
| 2011- present | Board of Directors, Seattle for Ng'ombe, charitable organization serving the Ng'ombe community in Lusaka, Zambia |
| 2008-2015     | Board of Directors, Eat Well, Be Active Guild, Seattle Children's Hospital                                       |
| 1994-2006     | Volunteer ARNP, St. Leo's Neighborhood Clinic, Hilltop Area, Tacoma  |
| 1994-2007     | Member, Health Advisory Committee, Gig Harbor High School  |
| 1994-2008     | President, Friends of Carson City Schools, chaired the bond issue campaign for \$29.7 million                    |
| 1994-2009     | Founding Board Member, Carson City Children's Museum   |
| 1986-1988     | President, Carson Tahoe Medical Alliance   |

**From:** noreply@civicplus.com  
**Sent:** Tuesday, April 13, 2021 3:06 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

**CAUTION:** This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

### Step 1

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#### Lodging Tax Advisory Committee- 2021 Commitment Only

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund).

LTAC members meet August-October to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in August and September, and then 2-3 meetings in October and November to receive and review proposals. Members should include 2 people from Bainbridge Island businesses that collect lodging taxes and 2 people from businesses or agencies eligible to receive lodging tax funding. Members cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

*The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

*Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.*

### Applicant Information

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Name Peter Raffa

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Email

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Daytime Phone

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Address

City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	Bainbridge Island Museum of Art
Current Position	Development Director

**Experience & Qualifications**

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	LTAC
Please share your qualifications for this appointment (skills, activities, training, education) if any?	As an experienced grant seeker and maker, I have year of experience reviewing applications seeking funds for nonprofit organizations. As an island resident since 1994, I know the community well. After serving last year of the LTAC committee, I know have one year under my belt working with the COBI.
Please share your community interests (groups, committees, organizations) if any:	I am past board member of Bainbridge Island Childcare Centers. I have assisted in fundraising for Helpline House, Bainbridge Youth Services, Kitsap Humane Society, Bainbridge Public Library to name a few.
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021