



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, APRIL 20, 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. **FUTURE COUNCIL AGENDAS**
 - 3.A **(6:10 PM) Future Council Agendas, 10 Minutes**
[April 27 City Council Regular Business Meeting.pdf](#)
[May 4 City Council Study Session.pdf](#)
[May 11 City Council Regular Business Meeting.pdf](#)
[May 18 City Council Study Session.pdf](#)
[2021 List of Proposed Future Council Topics.docx](#)
4. **PRESENTATIONS**
 - 4.A **(6:20 PM) Proclamation Declaring April 18-24 as "National Volunteer Week on Bainbridge Island" - Executive, 5 Minutes**
[National Volunteer Week Proclamation 2021.pdf](#)
 - 4.B **(6:25 PM) Discussion of County Planning Policies - Councilmember Deets, 45 Minutes**
[CPP Roadshow Slides.pdf](#)
[Working Draft Kitsap CPPs.docx](#)
5. **NEW BUSINESS**
 - 5.A **(7:10 PM) Eagle Harbor Phase I Non-Motorized Improvements Project Scope Discussion - Public Works, 20 Minutes**

- 5.B **(7:30 PM) Consider Funding for the Kitsap Small Business Development Center - Councilmember Schneider**, 15 Minutes
WWU Kitsap SBDC PRESENTATION FOR BICC.pdf

6. **COUNCIL DISCUSSION**

- 6.A **(7:45 PM) Recommendations for Development of Affordable Housing Plan - Affordable Housing Ad Hoc Committee**, 20 Minutes
20210416 AH Ad Hoc Committee Recommendations.docx
- 6.B **(8:05 PM) Workplan Discussion - City Council**, 30 Minutes
Workplan Presentation for 04202021
2021 Workplan Memo and Attachment for CC 04202021 final for packet

7. **FOR THE GOOD OF THE ORDER - 8:35 PM**

8. **ADJOURNMENT - 8:45 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.

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 20, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:10 PM) Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[April 27 City Council Regular Business Meeting.pdf](#)

[May 4 City Council Study Session.pdf](#)

[May 11 City Council Regular Business Meeting.pdf](#)

[May 18 City Council Study Session.pdf](#)

[2021 List of Proposed Future Council Topics.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, APRIL 27, 2021**

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AGENDA

1. **CALL TO ORDER / ROLL CALL- 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(xx PM) 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, and 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, 45 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(xx PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda, 5 Minutes**
 - 6.B **Accounts Payable and Payroll,**

- 6.C **City Council Meeting Minutes**

- 6.D **Interlocal Agreement for Special Assault Investigation and Victim's Resources Work Group (SAIVS) - Police**, 5 Minutes
SAIVS Revised ILA (2021) - 3.26.21.docx

- 6.E **Amendment No. 3 to the Master Lease Agreement between the City of Bainbridge Island and Friends of the Farms - Executive** 5 Minutes
FOTF-Master Lease Amendment 3-210414.pdf

- 6.F **Arts and Humanities Bainbridge Program Management Payment Authorization Adjustment** 5 Minutes

- 6.G **Sustainable Transportation Plan Amendment No. 2 to Professional Services Agreement with Budget Amendment - Public Works**, 5 Minutes
Amendment No 2 to PSA Nelson Nygaard.docx
Exhibit A to Amendment No. 2 NN Memo Additional Budget Request.docx
STP_Original PSA_011620.pdf
STP Amendment No. 1.pdf

- 6.H **Bainbridge Island Senior Community Center Renovation Project Professional Services Agreement for Architectural Design Services – Public Works**, 5 Minutes
Professional Services Agreement Pro Forma - Locked - Revised 3-4-21.docx
Attachment B - Coates Scope of Work.pdf

- 6.I **Proclamation and Recognition Policy Council Ad Hoc Committee**
Proclamation and Recognition Policy Council Ad Hoc Committee.docx

- 6.J **2021 Road Striping Contract Award - Public Works**,
Road Striping 2021 - Final - CONTRACT rev AJS JG _ Stripe Rite.docx
2021 Road Striping Bid Form.docx
Attatchment D Road List.pdf

7. FUTURE COUNCIL AGENDAS

- 7.A **(PM) Future Council Agendas**, 10 Minutes

8. PRESENTATION(S)

- 8.A **Environmental Technical Advisory Committee (ETAC) Presentation of Groundwater Fact Sheet**, 10 Minutes

9. PUBLIC HEARING(S)

- 9.A **(x PM) Public Hearing on Ordinance No. 2021-14, Extending Small Wireless Facilities Design**

Standards Interim Official Control - Executive, 10 Minutes

Ordinance No. 2020-22, Extending Small Wireless Facilities Design Standards Interim Official Control

10. UNFINISHED BUSINESS

10.A (x PM) Ordinance No. 2021-07, Amending the Tree and Vegetation Chapters of the Municipal Code, per the Landmark Tree Ordinance Work Plan - Planning, 15 Minutes

Ordinance No. 2021-07

ORD_2021-07_Staff_Memo_033021.docx

ORD_2021-07_Exhibit_A-

Chapter_16.18_BIMC_Tree_Removal__Forest_Stewardship__and_Vegetation_Maintenance

ORD_2021-07_Exhibit_B-Chapter_16.32_BIMC_Protection_of_Landmark_Trees

ORD_2021-07_Exhibit_C-

Section_18.15.010_BIMC_Landscaping__screening__and_tree_retention__protection_and_replacement

ORD_2021-07_Exhibit_D-Section_16.20.100_BIMC_Aquifer_Recharge_Areas

ORD 2021-07 Exhibit E-Community Forest Best Management Practices Manual 12112020.docx

SEPA DNS for 2021-07 .pdf

Ord 2021-07 SEPA checklist.pdf

12-17-2020 Planning Commission Public Hearing 2021-07 (2020-28)- submitted written comments and staff response

12-17-2020 Planning Commission Public Hearing meeting minutes.pdf

12-17-2020 Planning Commission Recorded Motion Ordinance No. 2020-28.pdf

10.B Resolution Condemning Hate, Racism, and Intolerance against Asians and Pacific Islanders - Councilmember Deets, 5 Minutes

11. NEW BUSINESS

11.A Appointments to the Ethics Board - Mayor Nassar, 10 Minutes

Bonker - Ethics Board (Redacted).pdf

Davison - Ethics Board (Redacted).pdf

Godwin - Ethics Board (Redacted).pdf

Hollinger - Ethics Board (Redacted).pdf

McFadden - Ethics Board (Redacted).pdf

Neal - Ethics Board (Redacted).pdf

11.B Discussion of Electric Shuttle Proposal - Councilmember Schneider, 10 Minutes

12. COUNCIL DISCUSSION

12.A Ordinance relating to Procedures for Processing Conduct Complaints Among City Councilmembers and Citizen Committee Members - Mayor Nassar, 15 Minutes

Procedures for Processing Conduct Complaints Among City Councilmembers and Citizen Committee Members.docx

13. COMMITTEE REPORTS

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

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.

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**CITY COUNCIL STUDY SESSION
TUESDAY, MAY 04, 2021**

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AGENDA

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 - 2.A **(6:05 PM) 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, 20 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas, 10 Minutes**
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
 - 6.A **(x PM) Update on Triangle Property – Executive, Planning, 20 Minutes**
 - 6.B **Update on SMP Public Participation Program and Work Plan - Planning, 30 Minutes**
 - 6.C **(XX PM) Multifamily Tax Exemption (MFTE) Update 30 Minutes**

7. NEW BUSINESS

7.A Comcast Franchise Agreement - Executive, 10 Minutes

8. COUNCIL DISCUSSION

9. FOR THE GOOD OF THE ORDER

10. ADJOURNMENT

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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MAY 11, 2021**

REMOTE MEETING ON ZOOM

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WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) Pursuant RCW 42.30.110(1)(f), to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.**
45 Minutes
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(xx PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda, 5 Minutes**
 - 6.B **[Accounts Payable and Payroll,](#)**
 - 6.C **[City Council Meeting Minutes,](#)**

7. FUTURE COUNCIL AGENDAS

7.A (x PM) Future Council Agendas, 10 Minutes

8. PRESENTATION(S)

9. PUBLIC HEARING(S)

10. UNFINISHED BUSINESS

10.A Consider Purchase of Islander Mobile Home Park Floor Area Ratio - Planning, 20 Minutes

10.B Update on Small Business Grants - Finance, 10 Minutes

11. NEW BUSINESS

11.A Ordinance No. 2021-15 Relating to 2021 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance 10 Minutes

11.B Property Transfer - WSDOT SR305 Roundabout Project - Public Works,
5 Minutes

12. COUNCIL DISCUSSION

13. COMMITTEE REPORTS

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

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CITY OF
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**CITY COUNCIL STUDY SESSION
TUESDAY, MAY 18, 2021**

REMOTE MEETING ON ZOOM

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3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas**, 10 Minutes
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
 - 6.A **SMP Periodic Review - Planning**, 45 Minutes
7. **NEW BUSINESS**
8. **COUNCIL DISCUSSION**
9. **FOR THE GOOD OF THE ORDER**
10. **ADJOURNMENT**

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Memorandum

Date: April 20, 2021
To: City Council
From: Ellen Schroer, Interim City Manager
Subject: Proposed Future City Council Topics

The table below provides a list of potential future City Council topics that have been identified by one or more councilmembers but have not yet been placed on an agenda, or added to an agenda for consideration of placement.

TOPIC

- Consideration of Changes to Sign Code
- Follow up to Ethics Board/City Council Joint Meeting
- Welcome totem pole
- Proclamation/Recognition resolution
- Ordinances re: City Advisory Groups
- Plastics ordinance
- LTAC Council non-voting member
- Second review of scope of work for Natural Resources Planner



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 20, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:20 PM) Proclamation Declaring April 18-24 as "National Volunteer Week on Bainbridge Island" - Executive,

SUMMARY: The attached proclamation declares April 18-24 as National Volunteer Week on Bainbridge Island. It is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation

PROPOSED BY: Executive

RECOMMENDED MOTION: Presentation only.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[National Volunteer Week Proclamation 2021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring April 18-24, 2021 as “National Volunteer Week on Bainbridge Island.”

WHEREAS, the individuals, groups and government that together form our community are at the center of our social life; and

WHEREAS, the volunteers in a community can inspire, equip and mobilize others to take action that changes the world; and

WHEREAS, the giving of oneself in service to others empowers the giver and the recipient; and

WHEREAS, experience teaches us that effective government requires and benefits greatly by volunteer support and involvement; and

WHEREAS, experience also teaches us that government alone cannot solve all of our social problems, nor can it reasonably energize all of the many organizations and activities that combine to build a vibrant community; and

WHEREAS, our Island’s volunteer force is a great treasure; and

WHEREAS, volunteers are vital to our future as a caring and productive community and nation; and

WHEREAS, during the week of April 18-24, 2021, volunteers all over the nation will be recognized for their commitment to service by the observation of National Volunteer Week;

NOW, THEREFORE, I, Rasham Nassar, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim April 18-24, 2021 as

NATIONAL VOLUNTEER WEEK ON BAINBRIDGE ISLAND

and on behalf of our City thank my fellow Islanders for their generous and effective volunteer efforts on behalf of our community and urge them to continue to volunteer in any and all ways possible. To honor our volunteers, the City of Bainbridge Island will hold an in-person event at a future date when it is safe to do so. By volunteering and recognizing those who serve, we can come together to make a difference.

DATED this ____ day of April, 2021

Rasham Nassar, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 20, 2021

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (6:25 PM) Discussion of County Planning Policies - Councilmember Deets,

SUMMARY: Sophie Glass, Program Director for the Kitsap Regional Coordinating Council, will provide a review of the draft Countywide Planning Policies.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[CPP Roadshow Slides.pdf](#)

[Working Draft Kitsap CPPs.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Kitsap Regional Coordinating Council

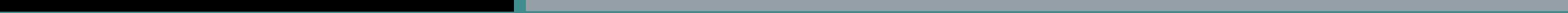
KITSAP COUNTYWIDE PLANNING POLICIES UPDATE

City of Bainbridge Island

April 20, 2021

BRIEFING GOALS

-
- Review preliminary draft of the Kitsap Countywide Planning Policies (CPPs) to prepare for the May 4 KRCC Board CPP Study Session
 - Discuss any concerns or questions
 - Discuss social/racial equity components of the Kitsap CPPs



Kitsap CPP Update Overview

WHAT ARE COUNTYWIDE PLANNING POLICIES?

- Establish a framework from which county and city comprehensive plans are developed.
- Ensure coordination and consistency between comprehensive plans
- Includes chapters on topics such as:
 - Affordable Housing
 - Transportation
 - Capital Facilities
 - Coordination for growth that occurs in Urban Growth Areas
 - Economic Development
 - Environment
- Policies are implemented at the KRCC and with comprehensive plans/regulations
- CPPs required to be updated by December 31, 2021

CPP UPDATE GOALS



Growth Management
Act consistency



Vision 2050
consistency



Regional Centers
Framework consistency
(Element C)



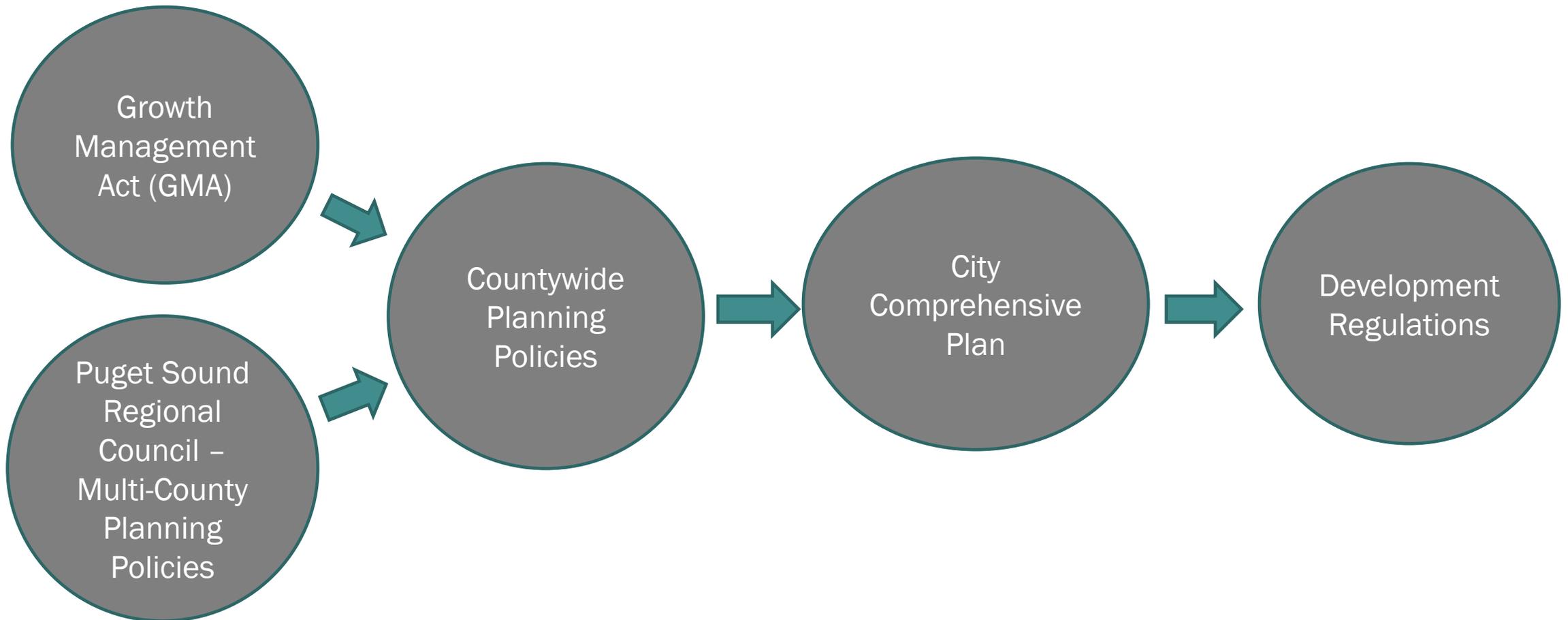
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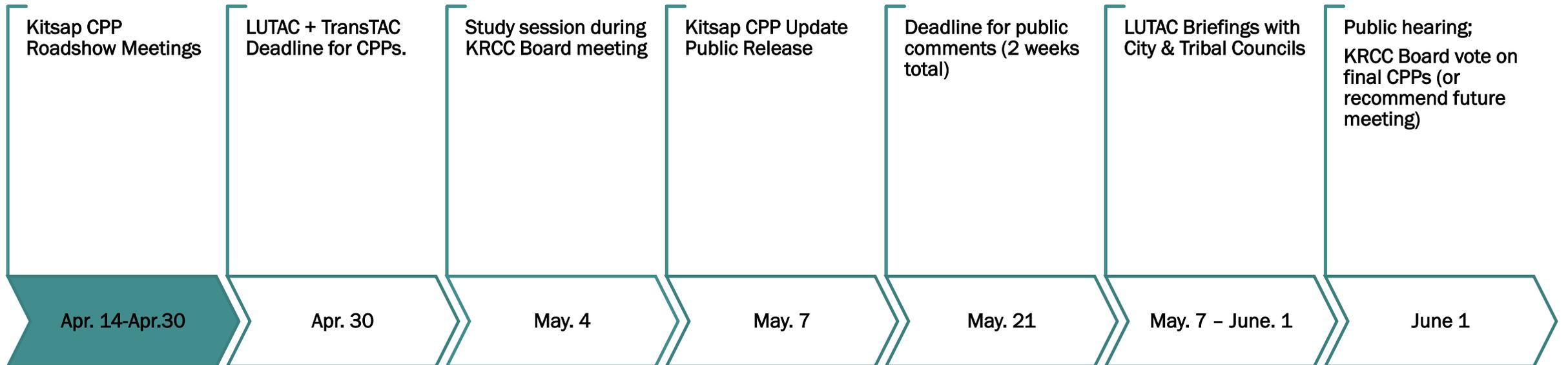
Add definitions of key
terms

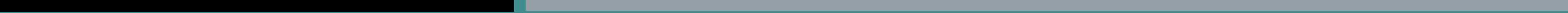
This is a Countywide Planning Policy (CPP) update, not a re-write

HOW POLICY INTERSECTS WITH ACTION



APPROVED TIMELINE





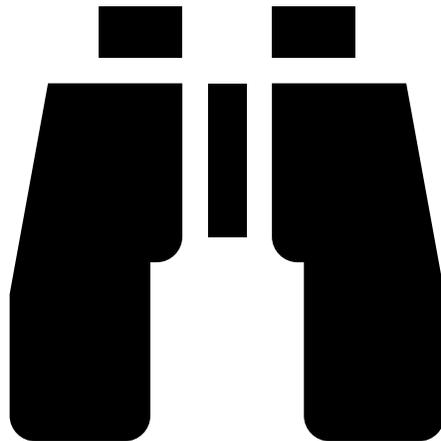
Overview of CPP Elements

GUIDING QUESTIONS

-
- Will these Countywide Planning Policies support Bainbridge Island's update to its Comprehensive Plan in a few years?
 - Are these Countywide Planning Policies in line with Bainbridge Island's priorities?
 - Is there anything within these Countywide Planning Policies that would hinder Bainbridge Island in any way?

VISION

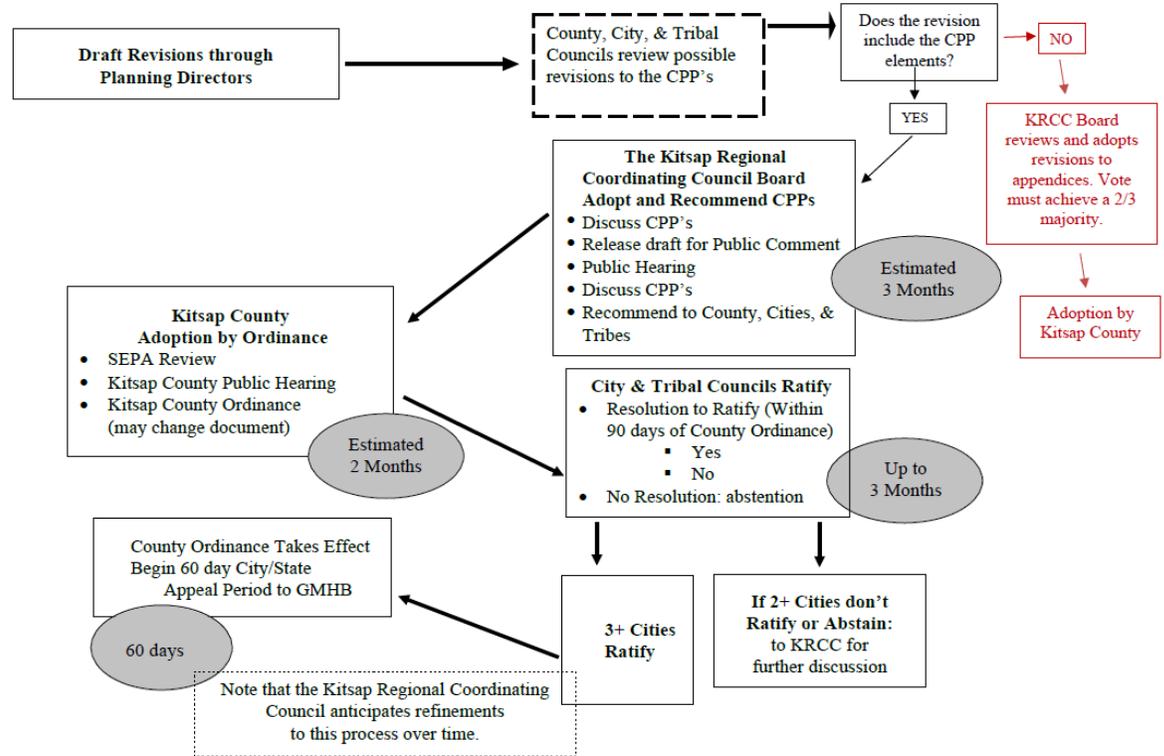
- Articulate the countywide vision for growth.
- Initially developed at the 2018 KRCC Board Retreat.
- Proposed updates to incorporate a commitment to social/racial equity.



POLICIES FOR UPDATES AND RATIFICATION

- The KRCC Executive Committee is discussing a more direct path for amending the CPPs' appendices, as opposed to amending the CPP Elements.
- The updated policies would be reflected in Appendix A.

Appendix A: Kitsap Countywide Planning Policy Ratification Process (4-13-21 proposed changes)



ELEMENT A - COUNTYWIDE GROWTH PATTERN (CW)

- “Population growth should be directed to Cities, urban growth areas and centers with a transportation system that connects people with jobs and housing.”
- Maintain and enhance natural systems and rural character.



ELEMENT B - URBAN GROWTH AREAS (UGA)

- Describes Urban Growth Areas the location of residential, commercial, and industrial developments where services can be most economically provided.
- Describes Kitsap's Land Capacity & Review and Evaluation Program.
- Describes "Reasonable Measures."
- Process for establishing, expanding, and adjusting Urban Growth Areas in Kitsap County.
- Process for distributing 20-year population and employment growth.
- Policies for Growth Outside of Urban Growth Areas: Fully Contained Communities, National Historic Towns and Master Planned Resorts.



ELEMENT C – CENTERS OF GROWTH (C)

- Describes policies for Centers of Growth, which are focal points of growth.
 - Regional Centers
 - Manufacturing/Industrial Centers
 - Countywide Centers
 - Military Centers (new in 2021 update)
 - Local Centers → entirely up to local jurisdiction; not part of CPPs
- Establishes the category of “Candidate Centers” for areas that will likely be incorporated into the 2024 GMA Comprehensive Plan Periodic Update (new in 2021 update).
- Describes the criteria for and process for designating Countywide Centers (new in 2021 update)
- Ensures consistency with the Puget Sound Regional Council’s “Regional Centers Framework” and VISION 2050.



ELEMENT D – RURAL LAND USES AND DEVELOPMENT PATTERNS (R)

- Describes policies for preserving rural character and enhancing the natural environment
- Describes “**Rural Centers**” (as distinct from Countywide Centers), including Limited Areas of More Intensive Rural Development (LAMIRD).
- Describes “**Rural Communities**” (as distinct from “Rural Centers” and Countywide Centers).
 - Note: the distinction between Rural Centers and Rural Communities is **new in 2021 update**.
- Establishes and maintains rural levels of service.
- Conserves small-scale natural resource use in rural areas.



ELEMENT E – COUNTYWIDE STRATEGIES FOR THE NATURAL ENVIRONMENT

Addresses policies on...

- Open space corridors
- Critical areas
- Listed species
- Air and water quality/quantity
- Watershed and land use planning
- Climate change (new in 2021 update)



ELEMENT F - CONTIGUOUS, COMPATIBLE, AND ORDERLY DEVELOPMENT (D)

- Encouragement of cooperative inter-jurisdictional planning by federal, tribal, state, local, and special purpose government.
- Inter-regional coordination of land use and transportation, environmental, and infrastructure planning.
- Fiscal equity
- Community design and development
- Social equity (new in 2021 update)
- Displacement (new in 2021 update)



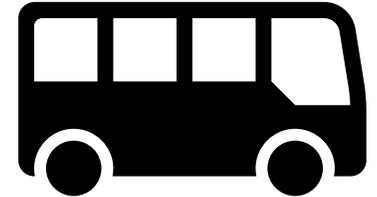
ELEMENT G – SITING PUBLIC CAPITAL FACILITIES

- Separates policies into citing **Public Capital Facilities** (described in each jurisdiction’s capital facilities plan) and **Essential Public Facilities** (facilities that are somewhat hard to site; defined in the Growth Management Act) (new in 2021 update)
- Describes policies for siting Essential Public Facilities.
- Describes air transportation facilities and transportation facilities.
- Reviews coordination policies, including how KRCC member organizations will be notified that an application has been submitted for an ESF (new in 2021 update).



ELEMENT H – TRANSPORTATION

- Strategies to optimize and manage the safe use of transportation facilities and services.
- Reducing the rate of growth in singly occupancy vehicle traffic
- Describes the environmental and human health impacts of transportation policies.
- Describes transportation planning guidelines for each type of center
- Describes freight transportation
- Describes inter and intra-county transportation coordination
- Reviews level of service standards



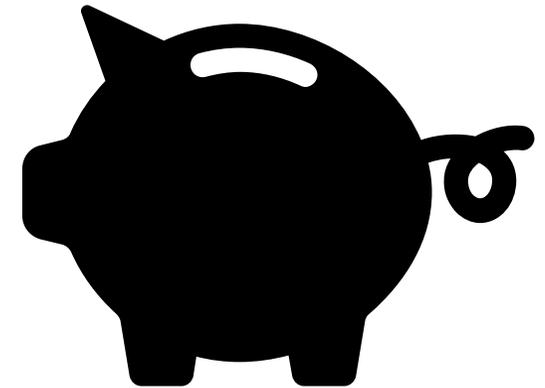
ELEMENT I – HOUSING

- Describes the coordinated process among County, Cities, and housing agencies for determining and fulfilling housing needs, and the equitable distribution of affordable housing at all income levels in Kitsap County.
- Describes the provision of affordable housing for households below 80% countywide median income in cities and unincorporated urban growth areas.
- Recognizes the importance of anti-displacement strategies.



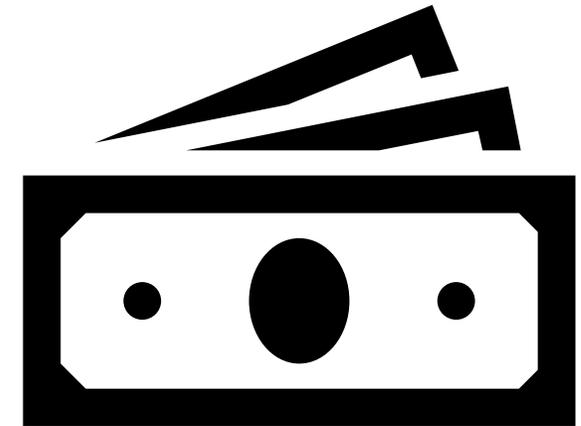
ELEMENT J – COUNTYWIDE ECONOMIC DEVELOPMENT (ED)

- Describes a general strategy for enhancing economic development and employment.
- Describes the role of government agencies in assuring coordinated, consistent efforts to promote economic vitality and equity throughout Kitsap County.
- Describes how KRCC can support economic development.



ELEMENT K – AN ANALYSIS OF FISCAL IMPACT (FI)

- Describes how jurisdictions are expected to fully evaluate their financial capacity to provide the full range of urban services.
- Identifies opportunities for coordination that would have a positive fiscal impact, especially for infrastructure projects and service delivery.



ELEMENT L – COORDINATION WITH TRIBAL GOVERNMENTS (CT)

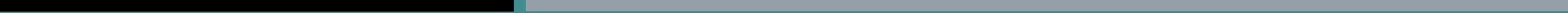
- Affirms how the Suquamish Tribe, the Port Gamble S’Klallam Tribe, and other federally recognized Indian tribes have reservations and/or trust resources within Kitsap County,
- Describes meaningful and substantial opportunities for early and continuous tribal government participation shall be incorporated into regional and local planning activities.
- Describes the importance of coordination among Tribal governments, federal agencies, the county, and city governments.

ELEMENT M – COORDINATION WITH FEDERAL GOVERNMENT INCLUDING NAVY (CF)

- Affirms that military installations are of particular importance to the economic health of Washington State, as well as to national security.
- Describes how federal agencies and county and local governments are encouraged to coordinate plans among and between governments and agencies to make plans as consistent and compatible as possible for properties

ELEMENT N – ROLES AND RESPONSIBILITIES (RR)

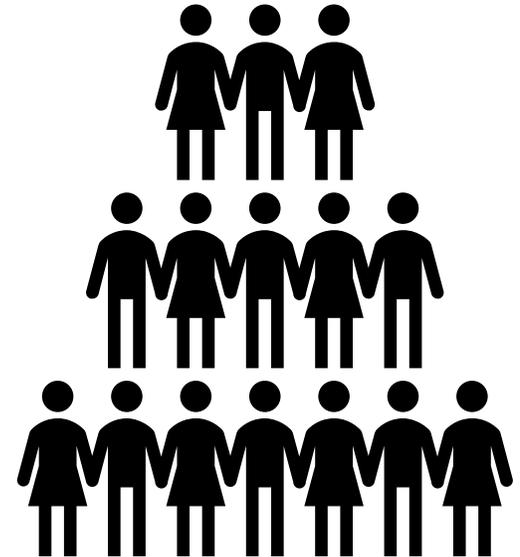
- Describes the roles and responsibilities for:
 - KRCC
 - Kitsap County
 - Cities
 - Special Districts
 - Emergency Management

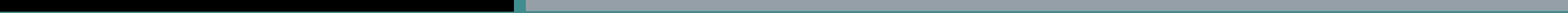


Public Engagement

PUBLIC ENGAGEMENT

- Note: the KRCC Executive Committee requests that each jurisdiction conduct equitable and inclusive outreach regarding the CPPs as part of the ratification process.
- KRCC staff can provide FAQs, slide decks, and other outreach materials if requested.
- Question: Which stakeholders should be included in the CPP public comment notice list?





Questions?

**Kitsap County
Countywide Planning Policies**

4/07/2021

Working Draft

Adopted Kitsap Countywide Planning Policies *Amended and Adopted X*

Attached are the Kitsap Countywide Planning Policies as adopted by the Kitsap County Board of Commissioners by ordinance on May 11, 2015 (Ordinance 522-2015). The Countywide Planning Policies as revised are currently in effect in Kitsap County.

The Kitsap Countywide Planning Policies are the framework for growth management in Kitsap County. Under the Growth Management Act, the Puget Sound Region is defined as King, Kitsap, Snohomish and Pierce Counties. The Puget Sound Regional Council is responsible for developing the four-county regional transportation and land use vision. The Kitsap Countywide Planning Policies tailor the Puget Sound Regional Council's regional growth management guidelines to Kitsap County and are the policy framework for the County's and the Cities' Comprehensive Plans. The Kitsap Countywide Planning Policies address 14 separate elements, ranging from urban growth areas to affordable housing.

The Countywide Planning Policies are required by the Growth Management Act and may be appealed (only) by Cities and the Governor of Washington. The original Kitsap Countywide Planning Policies (adopted by Kitsap County in 1992) and subsequent revisions (August 2001, December 2003, November 2004, November 2007, November 2011, November 2013, and May 2015) were developed through a multi-jurisdictional collaboration sponsored by the Kitsap Regional Coordinating Council among: Kitsap County, the Cities of Bremerton, Bainbridge Island, Port Orchard & Poulsbo, the Suquamish & Port Gamble S'Klallam Tribes, the Navy, the Port of Bremerton, and Kitsap Transit.

Kitsap County is lead agency for its environmental review.

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INTRODUCTION (UR)

The Growth Management Act (GMA) is founded on the principle that it is in the best interest of the citizens of the State to foster coordination and cooperation among units of local and state government. Cities and counties must engage in a collaborative planning process under the requirements of the Act. Specifically, the Act states that, "*THE LEGISLATURE FINDS THAT UNCOORDINATED AND UNPLANNED GROWTH ... POSE A THREAT TO THE ENVIRONMENT, SUSTAINABLE ECONOMIC DEVELOPMENT, AND THE HEALTH, SAFETY, AND HIGH QUALITY OF LIFE ENJOYED BY RESIDENTS OF THE 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.*"

To guide the development of Comprehensive Plans and development regulations, the GMA sets forth planning goals ([RCW 36.70A.020](#)) in 13 areas:

1. Urban Growth
2. Reduce Sprawl
3. Transportation
4. Housing
5. Economic Development
6. Property Rights
7. Permits
8. Natural Resource Industries
9. Open Space and Recreation
10. Environment
11. Citizen Participation and Coordination
12. Public Facilities and Services
13. Historic Preservation.

The Growth Management Act ([RCW 36.70A.210](#)) states that "A COUNTYWIDE PLANNING POLICY IS A WRITTEN POLICY STATEMENT OR STATEMENTS USED SOLELY FOR ESTABLISHING A COUNTYWIDE FRAMEWORK FROM WHICH COUNTY AND CITY COMPREHENSIVE PLANS ARE DEVELOPED AND ADOPTED ... (TO) ENSURE THAT CITY AND COUNTY COMPREHENSIVE PLANS ARE CONSISTENT..." as required in [RCW 36.70A.100](#). "NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED TO ALTER THE LAND USE POWERS OF CITIES." The Act requires that the countywide policy be collaboratively developed among Cities and the County. Further, "FEDERAL AGENCIES AND INDIAN TRIBES MAY PARTICIPATE IN AND COOPERATE WITH THE COUNTYWIDE PLANNING POLICY ADOPTION PROCESS." These policies may also be used for other purposes requiring collaboration and cooperation in addition to the development and adoption of comprehensive plans.

[Vision 2050](#) (adopted by the Puget Sound Regional Council on October 29, 2020) serves as the long-range growth management, environmental, economic development, and transportation strategy for King, Kitsap, Pierce, and Snohomish Counties. Vision 2050 includes the Regional Growth Strategy, Multi-County Planning Policies ([RCW 36.70A.210](#)) and Implementation Actions.

The 1992 Kitsap Countywide Planning Policies and subsequent revisions in 2001, 2003, 2007, 2011, 2013, 2015, and 2021 were developed by a committee of planners representing Kitsap County, the City of Bremerton, the City of Port Orchard, the City of Poulsbo, the City of Bainbridge Island, the Port Gamble S'Klallam Tribe, the Suquamish Tribe, the Navy, and Kitsap Transit. At each point, the Kitsap Regional Coordinating Council conducted a public hearing and prepared a recommendation for adoption by the Kitsap County Board of Commissioners and ratification by Cities and Tribes. The process of review and discussion through the Kitsap Regional Coordinating Council forum is intended to foster consensus whenever possible. County and City Comprehensive Plans shall be consistent with the adopted Countywide Planning Policies.

Kitsap Countywide Planning Policies Vision Statement

The Kitsap Countywide vision continues the qualities of life that make our County a special place to live and work. We strive to protect our natural systems; preserve the village character of our smaller towns; respect community histories; diversify an economic base that supports good jobs and contributes to vibrant cities, efficient transportation, and affordable housing choices.

Objectives:

We work on strategies to achieve the following objectives:

- a. Livable urban communities, that are centers for employment, civic activities, and homes:
 - Attractive, livable urban neighborhoods that are bike/pedestrian-friendly and offer a range of services, housing, and transportation options.
 - Cities that are centers for employment, affordable housing, and cultural activities.
- b. A vital and diversified economy, that provides career pathways and living wage jobs for residents, supported by adequate buildable lands for a range of employment uses.
- c. An efficient multi-modal transportation system: Accessible roads and highways, transit, ferries, airports, and nonmotorized travel – supporting our land use pattern while providing mobility for residents.
- d. Natural systems protection: Respect the natural environment, including natural resource lands such as forests, wetlands, wildlife habitat, streams, and the Puget Sound – as well as the quality of our waters, land, and air. In addition, maintain a system of open space, trails, parks, and greenbelts providing opportunities to spend time outdoors and to learn about the environment.
- e. Rural Character: Maintain the traditional appearance, economic and ecological functions of Kitsap’s rural communities, to include the production and distribution of locally grown food.
- f. An Efficient and Responsive Government: An efficient and responsive government that partners with citizens and other governmental entities to meet collective needs fairly; while supporting education, environmental protection, and human services.

Action:

A key strategy to accomplish this vision is the intent to encourage future urban growth within incorporated cities and unincorporated areas already characterized by urban growth, with existing and planned services and facilities. These actions strengthen our environmental and rural assets, focus public expenditures, and encourage concentrated development where appropriate.

How to read the Countywide Planning Policies

[Table of Contents](#)

The policies within the Countywide Planning Policies (CPPs) have equal importance, and each one should be understood in the context of the entire document. The CPPs specify how directive a policy should be. Many of the policies utilize one of three different words to do this; shall, should, and may and are defined as follows:

- “*Shall*” means implementation of the policy is mandatory and imparts a higher degree of substantive direction than “should”. “Shall” is used for policies that repeat State of Washington requirements or where the intent is to mandate action. However, “shall” cannot be used when it is largely a subjective determination whether a policy’s objective has been met.
- “*Should*” means implementation of the policy is expected but its completion is not mandatory. The policy is directive with substantive meaning, although to a lesser degree than “shall” for two reasons. (1) “Should” policies recognize the policy might not be applicable or appropriate for all municipalities due to special circumstances. The decision to not implement a “should” policy is appropriate only if implementation of the policy is either inappropriate or not feasible. (2) Some “should” policies are subjective; hence, it is not possible to demonstrate that a jurisdiction has implemented it.
- “*May*” means the actions described in the policy are either advisable or are allowed. “May” gives permission and implies a preference. Because “may” does not have a directive meaning, there is no expectation the described action will be implemented.

The policies in this chapter outline the timing of required updates and the process and procedures for adopting and ratifying changes to the Countywide Planning Policies (CPPs)

Policies for Update and Ratification (UR):

UR-1. The Kitsap Countywide Planning Policies should be dynamic and regularly monitored for applicability and effectiveness.

- a. The Countywide Planning Policies should be reviewed through the Kitsap Regional Coordinating Council prior to each required comprehensive plan update as required by RCW 36.70A.130. Policy revisions shall be reviewed for impacts according to the State Environmental Policy Act (SEPA), consistency with PSRCs Multicounty Planning Policies (MPPs) and the State Growth Management Act (GMA).
- b. The County or a City may propose a policy amendment to the Countywide Planning Policies.

UR-2. Proposed amendments should be considered on a regular basis and voting is subject to the Kitsap Regional Coordinating Council by-laws.

- a. Kitsap County shall take action to consider and adopt amendments or revisions to the Countywide Planning Policies following recommendation from the Kitsap Regional Coordinating Council.
- b. The Kitsap Regional Coordinating Council will strive for ratification by all Cities and Tribes during the 90 days following the Board of County Commissioners' adoption of its subject ordinance. The adopted CPP will become effective upon ratification by three or more cities in Kitsap County.
- c. A City or Tribal Council that does not ratify the revised Countywide Planning Policies within 90 days of the Board of County Commissioners' adoption of its subject ordinance shall provide a written statement of its objections to the Kitsap Regional Coordinating Council, in order to facilitate further review. (See Appendix A for process flow chart).
- d. Once the ratified revisions to the Countywide Planning Policies take effect, a City or the Governor's office may appeal the revisions to the Growth Management Hearings Board within a further 60 day period.

Element A

Countywide Growth Patterns

Insert Photo Here

Element A. Countywide Growth Pattern (CW)

The vision for the future of Kitsap County, seeks to maintain and enhance the quality of life that makes our County a special place to live and work. Envision a future in which our natural systems are protected; the water quality in our lakes, streams and Puget Sound are enhanced; the village character of some of our smaller towns is preserved; the historical nature of our communities is respected in order to preserve our heritage for future generations; a diversified economic base that supports good jobs, contributes to healthy downtowns in our Cities and affordable housing choices; the rural appearance of our county is perpetuated.

This vision of the future, shared by citizens and elected officials, includes the following elements:

- a. Livable urban communities and neighborhoods, centers for employment, civic activities, housing:
 - Attractive, well designed, bike/pedestrian-friendly and livable urban communities, enhanced by preserved historic properties and neighborhoods, that are supported by efficient and high quality services and facilities, and provide a range of housing choices.
 - Healthy cities that are the region's centers for employment, affordable housing choices, and civic and cultural activities.
- b. Vital diversified economy: An economy that provides training, education, and living wage jobs for residents, supported by adequate buildable land for a range of employment uses and that encourages accomplishment of local economic development goals as articulated in the Kitsap Economic Development Alliance's adopted plan, Kitsap 20/20: A Strategy for Sustainable Economic Prosperity.
- c. Efficient multi-modal transportation system: Creation of an efficient, clean, and sustainable multi-modal transportation system – including roads and highways, public transportation, ferries, airports, and opportunities for non-motorized travel – that provides efficient access and mobility for county residents, and supports our land use pattern.
- d. Natural systems protection:
 - Protection and enhancement of the natural environment, including wetlands, streams, wildlife habitat, shorelines, water quality, air, climate, and natural resource lands.
 - Creation of a system of open space, trails, parks, and greenbelts that provide opportunities for recreation and that give structure and separation to urban areas.
- e. Rural character: Maintenance of the traditional character, appearance, economic and ecological functions, and lifestyles of Kitsap County's rural communities and areas to include the production and distribution of locally grown food.
- f. Responsive Government: An efficient and responsive government that works in partnership with citizens, governmental entities and Tribes to meet collective needs fairly; and that supports education, environmental protection and human services.

A key strategy to accomplish this vision is the intention to encourage future urban growth in areas within incorporated cities and in unincorporated areas that are already

characterized by urban growth with existing and planned services and facilities. These actions will work to strengthen our natural environment and rural character and are geared to reduce taxpayer costs by focusing the expenditure of public funds, encouraging concentrated development where appropriate, and increasing our choices for housing and jobs.

Balancing historical patterns of growth with a preferred vision of the future and legal requirements is an on-going challenge. Tradeoffs must be made to balance the costs with the gains; flexibility is necessary to adapt to changing conditions. These policies are intended to reflect the long-term goals of the people living, working and doing business here.

The policies in this chapter are focused on the important role of both urban and rural areas in Kitsap County as growth occurs. In addition, the policies outline how the KRCC member jurisdictions will work together to achieve common goals regarding the countywide growth pattern.

Policies for Countywide Growth Pattern (CW):

CW-1. Roles of Cities and unincorporated Urban Growth Areas (UGAs),

- a. The primary role of Kitsap's Cities and unincorporated UGAs is to encourage growth, through new development, re-development and in-fill. (See Appendix B for current and projected population distribution.) Population growth should be directed to Cities, urban growth areas and centers with a transportation system that connects people with jobs and housing.
- b. Each of Kitsap's Cities and Unincorporated UGAs should maintain and enhance its unique vision as a high-quality place to live and work, through urban design, historic preservation, and arts that improve the natural and human-made environments; promote healthy lifestyles; contribute to a prosperous economy; and, increase the region's resiliency in adapting to changes or adverse events.
- c.
- d. For unincorporated UGAs, support annexation into cities.

CW-2. Role of rural and resource lands

- a. Keep regional vision in mind when making local decisions.
- b. Maintain/enhance natural systems and rural character.
- c. Include a variety of low-density rural centers, communities and uses.

CW-3. The Kitsap Regional Coordinating Council member jurisdictions should:

- a. Make decisions together when needed.
- b. Coordinate and cooperate on land use policy, capital planning, infrastructure development, environmental issues, and cultural resource management/planning.
- c. Work together to meet the Buildable Lands program requirements in RCW 36.70A.215.
- d. Develop a program for the Transfer of Development Rights to preserve lands with

important public benefits.

- e. Maintain/preserve distinct urban identities with green breaks, open space or other natural features.
- f. Promote phasing of infrastructure development within Urban Growth Areas. Develop and implement land use policies, regulations, and incentives to promote the efficient use of urban areas.

Incorporate provisions addressing community health, equity, and displacement into appropriate regional, countywide, and local plans.

Element B

Urban Growth Areas (UGA)

Insert Photo Here

Element B. Urban Growth Areas (UGA)

Urban Growth Areas encourage the location of urban density residential, commercial, and industrial developments where services can be most economically provided. The benefits of directing growth to designated urban areas include:

- Higher density residential development within walking or bicycling distance of jobs, transit, schools, and parks.
- Maximizing benefits of transportation and infrastructure investments
- Limiting urban expansion into rural and resource lands.
- Promotion of in-fill or redevelopment of existing urban areas.
- Preservation of open space, critical areas and lands designated for resource protection.
- Accommodation of employment growth in a concentrated pattern.
- Promotion of attractive residential neighborhoods and commercial districts which provide a sense of community.
- A harmonious relationship with regional planning as articulated by Vision 2050 and Transportation 2040, adopted by the Puget Sound Regional Council as the growth and transportation strategy for central Puget Sound.

The policies in this chapter are focused on Urban Growth Areas (UGAs) and limited circumstances when urban growth may take place outside of urban growth areas. This includes policies directing how the county and cities work together on Buildable Lands and Land Capacity efforts, the distribution of projected population and employment growth prior to updating comprehensive plans and the process, and criteria for expanding an UGA. Element B also outlines how the county and cities coordinate growth within unincorporated UGAs prior to land being annexed into cities, and policies focused on coordination for National Historic Towns and both Fully Contained Communities and Master Planned Resorts.

Policies for Urban Growth Areas (UGA):

UGA-1. Land Capacity (RCW 36.70A.115) & Review and Evaluation Program (Buildable Lands – RCW 36.70A.215):

Consistent with [RCW 36.70A.115](#), the County and Cities shall ensure that, taken collectively, adoption of and amendments to their comprehensive plans and/or

Background: The Growth Management Act was amended in 1997 requiring Kitsap County and Cities to monitor countywide development activities in five-year intervals in order to test their Comprehensive Plans' growth and land absorption assumptions. Two different analyses are used: (1) The Land Capacity Analysis, first conducted by Kitsap County in 2002, estimates the existing land supply based on a set of defined assumptions, *e.g.* market factor, speed of land absorption, critical areas exclusions, etc. It uses a consistent, agreed-upon methodology, with allowance for documented variations for individual jurisdiction's conditions. (2) The Buildable Land Analysis (as required by the State GMA) uses recorded permit activity to track and monitor residential, commercial, and industrial growth. It will be updated throughout Kitsap County in 2007. It is an adaptive management tool for comparing development assumptions, targets, and objectives with actual development. If inconsistencies are found, the County and Cities must then implement reasonable measures, other than adjusting Urban Growth Areas, that will be taken in order to comply with the GMA. The following countywide planning policies relate to this regional program to monitor the buildable land supply for future growth as forecasted by the State and distributed through the Kitsap Regional Coordinating Council

development regulations provide sufficient capacity of land suitable for development within their jurisdictions to accommodate their housing and employment growth (derived from population distribution), as adopted in the applicable Countywide Planning Policies.

- a. The County and the Cities shall maintain a Land Capacity Analysis Program using a consistent, agreed-upon methodology to estimate land supply available to accommodate future residential, commercial, and industrial growth.
- b. The County and Cities shall participate and work together to meet the Buildable Lands program requirements in order .to monitor and evaluate the effectiveness of their respective Comprehensive Plans.
- c. The County and Cities shall establish procedures for resolving disputes in collection and analysis of Land Capacity and Buildable Lands data. In the event a resolution cannot be achieved, the Kitsap Regional Coordinating Council shall be a forum to review and if possible, facilitate any disputes between parties.

UGA-2. If the Buildable Lands analysis shows that a jurisdiction’s Comprehensive Plan growth goals are not being met, that jurisdiction shall implement reasonable measures to reduce the differences between growth and development assumptions and targets and actual development patterns. Each jurisdiction is responsible for implementing appropriate reasonable measures within its jurisdictional boundaries.

UGA-3. Process and criteria to ensure regional coordination when establishing, expanding, and adjusting Urban Growth Areas in Kitsap County:

- a. Urban Growth Areas are areas “within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature” ([RCW 36.70A.110\(1\)](#)) except under specific circumstances, as fully contained communities and master planned resorts as authorized by the Growth Management Act.
- b. Unincorporated Urban Growth Areas shall be associated with an existing or future city.
- c. All Urban Growth Areas shall be reflected in County and respective City comprehensive plans.
- d. Sufficient capacity must be included in the Urban Growth Areas to accommodate the adopted 20-year population distribution and countywide employment as adopted by the Kitsap Regional Coordinating Council.
- e. To focus public and/or private investment where growth is desired, a jurisdiction may phase growth within its Urban Growth Area ([RCW 36.70A.110\(3\)](#)) . Utility development and/or expansion may be phased to support efficient and cost-effective growth and to prioritize investments.
- f. The County, City, or interested citizens may initiate an amendment to an existing Urban Growth Area through the Kitsap County annual comprehensive plan amendment process as authorized by the Growth Management Act.

- g. Any expansion of an Urban Growth Area shall result in zoning that will ensure urban growth patterns and densities consistent with the Growth Management Act and be consistent with any inter-local agreement between the City and the County.
- h. An urban growth area expansion shall not result in new areas being included for population or employment capacity that exceed what is necessary to accommodate the growth management planning projections, plus a reasonable land market supply factor, or market factor. In determining this market factor, counties and cities may consider local circumstances.
- i. Expansion of Urban Growth Areas shall direct growth first to areas already characterized by urban growth that have adequate existing public facility and service capabilities to serve development; second to areas already characterized by urban growth that will be served adequately by a combination of both existing public facilities and services and any additional needed public facilities and services that are provided; and third to areas that are adjacent to incorporated cities or established Urban Growth Areas once the available land meeting the first or second priority has been designated. Areas which have existing public facilities or where public facilities can be reasonably extended and are not currently at urban densities should be considered first within this category.
- j.. An application for an expansion of a UGA shall , include:
 - i. Planning and zoning regulations currently in place.
 - ii. An evaluation of how a full range of urban-level infrastructure and services would be provided within potential expansion areas, including appropriate capital facility analysis.

Fire	Storm Water	Solid Waste
Police	Potable Water	Park & Recreation Facilities
Transportation	Sewer	Schools
Utilities: Power and Telecommunications, including Broadband		
Emergency Medical Services		

All service providers including special districts and adjacent jurisdictions should be included in the evaluation. Best available infrastructure technology may be used provided that it has been approved by the jurisdiction as part of a broader review of available technology.
 - iii. Other factors should be addressed in evaluating areas for Urban Growth Area expansion, including but not limited to: environmental constraints; economic development; preservation of cultural, historical, and designated resource lands.
- j. The City and County shall conduct early and continuous public involvement when establishing, expanding, or adjusting Urban Growth Areas. Residents of unincorporated areas should be consulted and actively involved in the process affecting them.

UGA-4. Coordinated Growth Management in Urban Growth Areas:

- a. Adopted City and County comprehensive plans shall reflect the intent that all land within unincorporated Urban Growth Areas will either annex to a city or incorporate within the 20-year planning horizon.
- b. To maximize the efficient use of urban lands, subdivisions in Urban Growth Areas should be consistent with the associated jurisdiction's Comprehensive Plan and underlying zoning densities, or where applicable, interlocal agreement between the county and city.
- c. Cities are the primary provider of municipal services and facilities in their Urban Growth Areas, responsible for demonstrating within their Comprehensive Plans the capacity to provide all urban services within their associated Urban Growth Area(s). This may be accomplished through a collaborative process with Kitsap County and/or other service providers.
- d. The County and Cities should establish procedures to facilitate the smooth transfer of governance for associated Urban Growth Area(s) through the adoption of interlocal agreements.
- e. For Urban Growth Areas:
 - i. The County should plan with associated cities and local communities to address land uses, infrastructure needs, level of service standards as identified in these policies, and other issues as needed. The results should be reflected in the County Comprehensive Plan.
 - ii. The County should provide a level of urban facilities and services consistent with the County's ability and appropriateness to provide such services for those Urban Growth Areas that will be associated with a specific city or that will eventually incorporate.

UGA-5. Policies for distribution of 20-year population and employment growth:

- a. The Kitsap Regional Coordinating Council shall coordinate the process for distributing the forecasted population and employment growth, consistent with the requirements of the Growth Management Act and PSRC's most recent Regional Growth Strategy (RGS). Following receipt of KRCC's recommendation, Kitsap County shall adopt any revision to population or employment targets. The County and cities as part of its next Comprehensive Plan update shall reflect those adopted growth targets in their Comprehensive Plan. The distribution process should consider countywide demographic analysis, the Land Capacity Analysis, the Regional Growth Strategy, and the OFM projections, and it shall promote a countywide development pattern targeting over three quarters (76%) of new population growth to the designated Urban Growth Areas. The County and the Cities recognize that the success of this development pattern requires not only the rigorous support of Kitsap County in the rural areas, but also Cities' Comprehensive Plans being designed to attract substantial new population growth.
- b. The Regional Growth Strategy (RGS) provides a framework for the Kitsap

Regional Coordinating Council to consider as population growth is distributed. Population distributions should support the RGS while also recognizing countywide demographic information, jobs/housing balance, designated centers, transit service/access to high-capacity transit, and growth trends. In supporting the RGS, growth should be focused in metropolitan cities (Bremerton and the Bremerton UGA), Core cities (Silverdale), and High Capacity Transit Communities (Bainbridge Island, Kingston, Port Orchard and Port Orchard UGA, and Poulsbo and Poulsbo UGA).

- c. Population and employment targets will be reviewed through the Kitsap Regional Coordinating Council. The review will include an analysis of the Cities' and County's progress in achieving target distributions consistent with the Buildable Lands review and evaluation program. If the 76% UGA target mentioned above for new population growth and the overall population targets are met or exceeded, the target for new population will revert to five sixths (83%), as per the revised County-wide Planning Policies adopted by Kitsap County Ordinance #258-01 on August 20, 2001. Otherwise, the target may be reaffirmed or explicitly modified.
- d. The County and cities should work together to develop an estimate and/or range of the additional population and employment that it could accommodate and service during the 20-year planning horizon, consistent with its vision for future community character. The estimate shall consider the need for increasing population density within the Urban Growth Areas to promote efficient service delivery, avoid sprawl, and preserve community character.
- e. The population and employment estimates and/or ranges shall be provided to the Kitsap Regional Coordinating Council, with a statement of need concerning adjusted Urban Growth Area boundaries.
- f. The Kitsap Regional Coordinating Council, after conducting a public hearing, shall recommend the estimate and/or ranges of 20-year population and employment distribution to Kitsap County for adoption as an amendment to the Countywide Planning Policies.
- g. Kitsap County should give substantial weight to the Kitsap Regional Coordinating Council's recommendation in adopting the 20-year population and employment distribution.
- h. Following adoption of the estimates and/or ranges, each jurisdiction should update its comprehensive plan, to arrive at final targets consistent with the estimate and/or within the original range as adopted within Appendix A.
- i. After each jurisdiction has completed its comprehensive plan update, the final adopted target should be compiled and reviewed through the Kitsap Regional Coordinating Council process and the revised population and employment distribution incorporated into the Countywide Planning Policies. A final distribution to Urban Growth Areas versus non-Urban Growth Areas within the range specified above should then be calculated.

UGA-6. Policies for Growth Outside of Urban Growth Areas: Fully Contained Communities, National Historic Towns and Master Planned Resorts

- a. A Master Plan review process and decision criteria for fully contained communities, national historic towns, and master planned resorts should be incorporated in the County's Comprehensive Plan, must reflect the standards and requirements in the GMA, and in addition must address the following:

- i. Provision of necessary public facilities, including but not limited to parks, schools, and public safety facilities should be provided within or along with the development, consistent with adopted capital facility and level of service standards;
- ii. Future assessment of adverse impacts to public infrastructure, nearby communities, adjacent rural areas, environmental resources, and designated resource lands. Such impacts should first be avoided, second minimized, and third mitigated;
- iii. Provisions for review of such developments through the Kitsap Regional Coordinating Council process, in addition to other procedural requirements.

Under the Growth Management Act ([RCW 36.70A.350](#)), fully contained communities (FCCs) may be considered, provided that a portion of the twenty-year population forecast is reserved for & subsequently distributed to the FCC. The GMA requires that FCCs provide for a mix of uses that would provide jobs, housing, & public facilities and services to support a long-term residential population.

The GMA ([RCW 36.70A.360](#)) also allows the consideration of proposed master planned resorts (MPR's) outside of Urban Growth Areas for shorter-term residential uses.

Master planned resorts are described as self-contained, fully integrated planned developments in areas with significant natural amenities.

The GMA allows for areas with a federal landmark designation to be developed as National Historic Towns ([RCW 36.70A.520](#)). The designation may allow urban services in rural areas dependent upon historic development pattern. Its boundaries and land uses must be consistent with those over the course of its history, but not specific to any point in time.

Vision 2040 policies state that new FCC's are to be avoided.

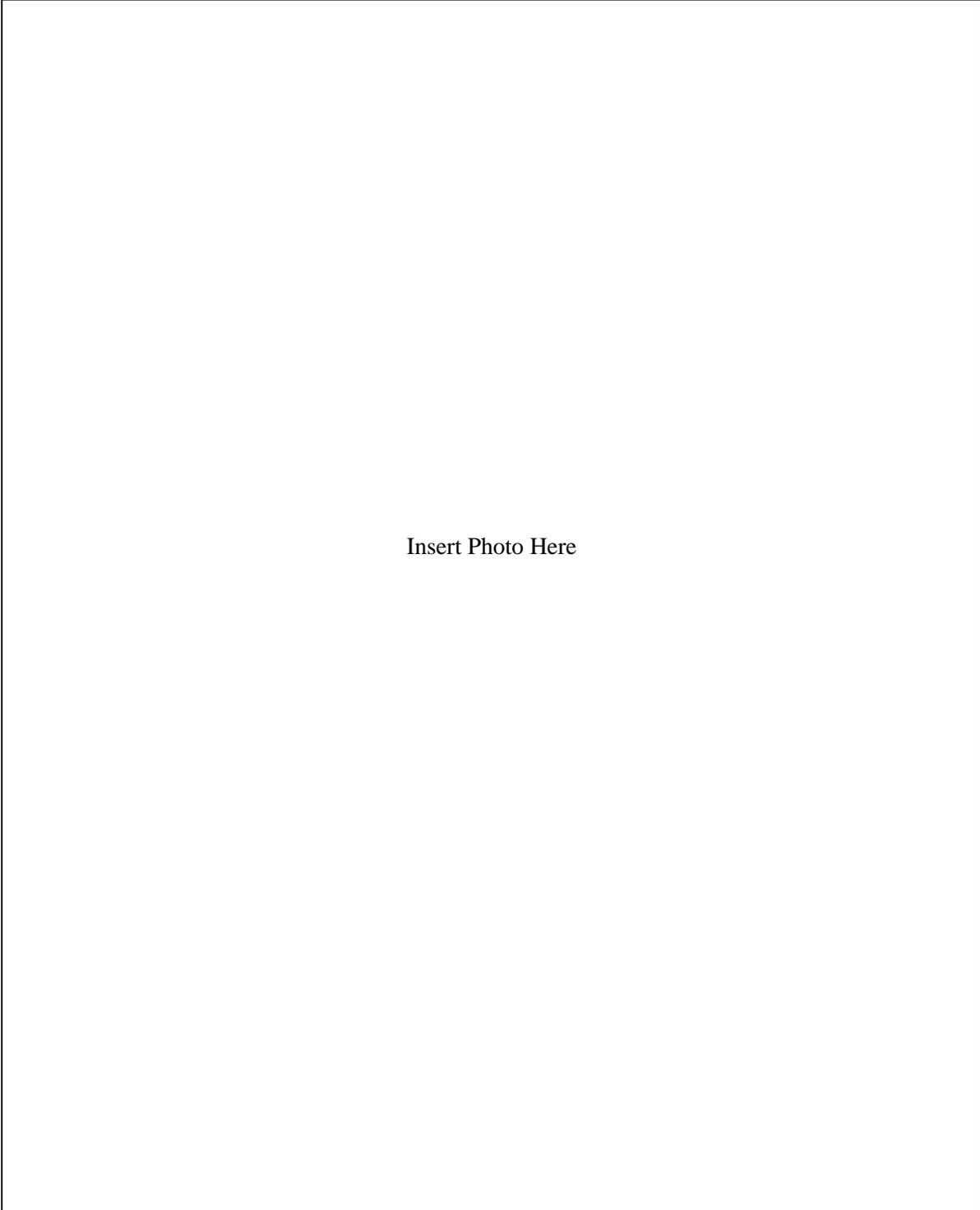
- b. Consistent with guidance provided in Vision 2050, the Kitsap Regional Coordinating Council shall avoid the establishment of a Fully Contained Community (FCC). Only if it is found necessary to accommodate future urban population growth may the Kitsap Regional Coordinating Council recommend the creation of an FCC and a corresponding new community reserve population. Any such designation shall be fully consistent with all Countywide Planning Policies establishing new Urban Growth Areas (UGA-3 and UGA-5) and ([RCW 36.70A.350 \(2\)](#)), which, in part, requires that a new community reserve population be established no more than once every five years as a part of the designation or review of Urban Growth Areas and that the Urban Growth Areas shall be accordingly offset.

In addition, the following shall be included in any County Comprehensive Plan requirements governing FCCs:

- i. a phasing plan that monitors and requires concurrent development of commercial and employment uses with residential development, to ensure that the community is fully contained;
 - ii. a mechanism to ensure that the timing of the development components will be fully regulated by the phasing plan;
 - iii. a substantial public benefit.
- c. As [Vision 2050](#) requires comprehensive review and consideration of the regional impacts of any proposed Fully Contained Community, the County shall forward the proposal to adjacent counties, the Puget Sound Regional Council, and the Kitsap Regional Coordinating Council for review at the earliest possible point in the process. The Kitsap Regional Coordinating Council shall review the proposal for regional impacts to the following:
- i. the regional growth strategy as included in Vision 2050;
 - ii. the split in population growth between the countywide urban and rural areas;
 - iii. other elements of the Countywide Planning Policies.

Element C

Centers of Growth (C)



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Element C: Centers of Growth

Centers are the hallmark of Puget Sound Regional Council's (PSRC) Regional Growth Strategy and Vision 2050. They guide regional growth allocations, advance local planning, inform transit service planning and represent priority areas for PSRC federal transportation funding.

Growth in Centers has significant regional benefits, including supporting multi-modal transportation options, compact growth, and housing choices near jobs, climate goals, and access to opportunity. As important focal points for investment and development, Centers represent a crucial opportunity to support equitable access to affordable housing, services, health, quality transit service, and employment, as well as to build on the community assets currently present within centers.

~~Centers are intended to be compact and centralized working, shopping and/or activity areas linked to other Centers by transit and non-motorized facilities. [See H. Transportation: 5-6] Centers and their boundaries are intended to be locally determined by the County and the Cities where a community-wide focal point can be provided, significant population and/or employment growth can be located, and the increased use of transit, walking and bicycling can be supported. Designated Centers are intended to define the pattern of future residential and commercial/industrial growth and incorporate opportunities for parks, civic, and public space development in Kitsap County. (See Appendix F for listing of Kitsap Designated Centers.)~~

Policies for Centers of Growth (C):

1. Centers are focal points of growth within Kitsap County. In decisions relating to population and employment growth, and resource allocation supporting growth, Centers have a high priority.
2. The designation of Centers in Kitsap County shall be consistent with PSRC 2018 Regional Centers Framework Update and Kitsap Countywide Planning Policies encourage the development of Centers according to the following typology set forth in Appendix X.
 - a. ~~Regional Growth Centers:~~
 - i. ~~Metropolitan Centers function as anchors within the region for a high-density mix of business, residential, public, cultural and recreational uses, and day and night activity. They are characterized by their historic role as the central business districts of the major cities within the central Puget Sound region, providing services for and easily accessible to a population well beyond their city limits. Metro Centers may also serve national or international roles." (Vision 2040)~~
 - ii. ~~Urban Centers are areas with the comprehensive planning to support a wide range of commercial, housing, and cultural choices. All areas of~~

~~the Urban Center are serviced by transit throughout the day and much of the area is within walking or bicycling distance. Significant in-fill opportunities exist with the highest residential, commercial, and employment densities expected. (Vision 2040)~~

- ~~b. — Regional Manufacturing/Industrial Centers are major, existing regional employment areas of intensive, concentrated manufacturing and industrial land uses which cannot be easily mixed at higher densities with other incompatible uses. To preserve and maximize land at these centers for manufacturing, industry and related uses, large retail uses or non-related offices are discouraged. Provision of adequate public facilities and services, including good access to the region's transportation system, is very important to the success of manufacturing/industrial centers." (Vision 2040)~~
- ~~c. The following are other types of centers within Kitsap County:
 - ~~i. — Town or City Centers are usually the existing downtown core of a city or Urban Growth Area. There is an abundant mix of shopping, service, employment, and cultural opportunities. Multifamily housing may be intermixed and single family housing may be within walking or bicycling distance. Infill should include mixed use and higher densities surrounding the Town Center.~~
 - ~~ii. — Mixed Use Centers are a generic category that can be described in terms of neighborhoods or districts within a city or Urban Growth Area. The designation represents a commitment to planning for Center development, with a planned mix of housing, commercial, service, and employment opportunities. Most shopping and commercial uses are within a short walking or bicycling distance of housing. There is a higher proportion of multi-family housing at relatively high densities. Navy facilities could be considered for this designation.~~
 - ~~iii. — Activity and Employment Centers are areas of concentrated employment and are a magnet for significant numbers of people usually during daytime hours because of business and/or manufacturing activities. They may be located outside of Urban Growth Areas, consistent with the Growth Management Act. Industrial and business parks and Navy employment centers are in this category. Within Urban Growth Areas, the opportunity to include a proportional residential element should be determined on a case-by-case basis, considering the unique geography and economics of the area.~~
 - ~~iv. — Transportation Hubs are locations of regional inter-modal connection that may be located outside of Urban Growth Areas. Examples are~~~~

~~ferry terminals, the Bremerton National Airport, or certain transit stations.~~

3. Centers of Growth purpose is to implement the PSRC Regional Growth Strategy embodied in Vision 2050 and the 2018 PSRC Regional Centers Framework Update.
 - a. Each incorporated city shall have at least one Center designation intended and sized to accommodate a concentration of the jurisdiction's growth target (residential and employment). Unincorporated urban growth areas may have a Centers designation.
 - b. The number of Center designations is determined by the jurisdiction as necessary to accommodate its growth target as demonstrated within its comprehensive plan and/or subarea plan.

~~Recognizing that communities evolve over time, a jurisdiction may request of the Kitsap Regional Coordinating Council an initial designation or a change in Center status. This request shall be considered and a decision made during the next Countywide Planning Policies amendment cycle. A change in Center status may require action by the Puget Sound Regional Council.~~

4. Centers shall be identified within a local Comprehensive Plan and/or subarea plan, and establish its compliance and consistency with the PSRC 2018 Regional Centers Framework designation criteria and Appendix X. Use of PSRC Centers Plan tools, resources and checklists are encouraged to ensure compliance and consistency.
 - a. It is expected that Centers identification within a local comprehensive plan or subarea plan occurs: 1) as part of a GMA required periodic update; 2) an updated PSRC growth target or GMA population forecast/allocation; 3) PRSC major plan update; and/or 4) other demonstrated need by jurisdiction to ensure consistency with PSRC Regional Growth Strategy, and Vision 2050, and/or GMA; and/or 5) moving from countywide to regional center designation.
 - b. The local comprehensive plan and/or subarea plan shall include:
 - i. Formalized center boundaries;
 - ii. Demonstration of how the center meets the criteria and requirements of the PSRC 2018 Regional Centers Framework and Appendix X (e.g activity unit analysis, size, capacity, infrastructure analysis, multi-modal/transit considerations, etc.);
 - iii. Identification of growth target (residential and employment) the Center is planning for;

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- iv. If a subarea plan is not prepared, the comprehensive plan shall include a specific chapter or specific section(s) dedicated to the Center(s).
- c. Center boundaries may expand and reconfigure over time but shall continue to meet the minimum criteria as set forth in PSRC 2018 Regional Centers Framework and Appendix X. Failure of a local jurisdiction's comprehensive plan and/or subarea plan to maintain a Center's designation and minimum criteria will result in its removal from Appendix Y.

~~In addition to meeting the applicable criteria above, a request for Center designation or a change in Center status should address the following: (See Appendix G)~~

- ~~a. Current or programmed transportation resources (including roads, ferries, transit, airports, bicycle, pedestrian)~~
- ~~b. Balance of living wage employment opportunities with residential~~
- ~~c. Proximity and connectivity among jobs, housing retail services~~
- ~~d. Types and density of residential uses~~
- ~~e. Inclusion of affordable housing~~
- ~~f. Provision of community gathering space, parks and cultural opportunities~~
- ~~g. Impacts to ecological functions~~

- 5. Countywide Planning Policies Center identification is set forth in Appendix Y. The Centers type, jurisdiction, status, and designation process are also set forth in Appendix Y.

Appendix X: Centers of Growth ALL NEW (table not underlined for ease of review)

Reference document: March 22, 2018 PSRC Regional Centers Framework Update
https://www.psrc.org/sites/default/files/final_regional_centers_framework_march_22_version.pdf

Table X-1: Regional Growth Centers*

Regional Growth Centers	
Description	Regional Growth Centers are locations of more compact, pedestrian-oriented development with a mix of housing, jobs, retail, services, and other destinations. Centers receive a significant share of the region’s population and employment growth compared with other parts of the urban areas while providing improved access and mobility – especially for walking, biking, and transit.
Types	<p>Metro Growth Center: These Centers have a primary regional role, with dense existing housing and jobs, transit service and are planning for significant growth and will continue to serve as major transit hubs for the region. These Centers also provide regional services and serve as major civic and cultural centers.</p> <p>Urban Growth Center: These Centers have an important regional role, with dense existing jobs and housing, transit service and planning for significant growth. These Centers may represent areas where major investments – such as high-capacity transit – offer new opportunities for growth.</p>
Location	New Regional Growth Centers should be located within a city and unincorporated urban growth area under certain circumstances.
Designation	<ul style="list-style-type: none"> • KRCC designates as candidate in Appendix Y. • PSRC designates; must meet PSRC criteria and designation procedures.
Prioritization	<ul style="list-style-type: none"> • Completion of a center plan (subarea plan, plan element or functional equivalent that provides detailed planning or analysis) that meets PSRC guidance prior to designation. • Environmental review that demonstrates the center area is appropriate for dense development. • Assessment of housing need and documentation to provide housing choices affordable to a full range of incomes and strategies.
Density	<ul style="list-style-type: none"> • Urban Growth Center <ul style="list-style-type: none"> ○ Existing density of 18 activity units per acre minimum ○ Planned target density of 45 activity units per acre minimum • Metro Growth Center <ul style="list-style-type: none"> ○ Existing density of 30 activity units per acre minimum

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	<ul style="list-style-type: none"> ○ Planned target density of 85 activity units per acre minimum
Other Requirements	<ul style="list-style-type: none"> ● Local Commitment: Evidence the RGC is a local priority and sustained commitment to local investment in creating a walkable, livable center is demonstrated. ● Mix of Uses: Goal for a minimum mix of at least 15% planned residential and employment activity in the RGC. ● Market Potential: Evidence of future market potential to support planned target. ● Role: Evidence of regional role for RGC, i.e. serves as important destination for the county, city center of metropolitan cities, other large and fast-growing centers. ● Jurisdiction is planning to accommodate significant residential and employment growth under PSRC Regional Growth Strategy. ● Bicycle and pedestrian infrastructure, amenities and a street pattern that supports walkability.
Size and Configuration	<ul style="list-style-type: none"> ● Urban Growth Centers: <ul style="list-style-type: none"> ○ 200 acres minimum and 640 acres maximum (may be larger under specific circumstances) ● Metro Growth Centers: <ul style="list-style-type: none"> ○ 320 acres minimum and 640 acres maximum (may be larger under specific circumstances) ● Nodal with a generally round or square shape, avoiding linear or gerrymandered shapes that are not readily walkable or connected by transit.
Transit**	<ul style="list-style-type: none"> ● Urban Growth Centers: <ul style="list-style-type: none"> ○ Existing or planned fixed route bus, regional bus, Bus Rapid Transit, or other frequent and all-day bus service. ○ May substitute high-capacity transit mode for fixed route bus. ● Metro Growth Centers: <ul style="list-style-type: none"> ○ Existing or planned light rail, commuter rail, ferry or other high capacity transit with similar service quality as light rail. ○ Evidence the area serves as major transit hub and has high quality/high capacity existing or planned service.

* All criteria as set forth in PSRC 2018 Regional Growth Framework Update; no additional criteria established in Table X-1.

See PSRC information on Regional Growth Centers:

<https://www.psrc.org/sites/default/files/centersdesignationprocedures.pdf>

<https://www.psrc.org/sites/default/files/centerschecklist.pdf>

** Transit for RGCs has specific criteria as outlined in the 2018 Regional Growth Framework Update; please refer to Framework for specific transit criteria.

Table X-2: Manufacturing/Industrial Centers (MIC)*

Manufacturing/Industrial Centers	
Description	Manufacturing/Industrial Centers preserve lands for family-wage jobs in basic industries and trade and provide areas where employment may grow in the future. Manufacturing/Industrial Centers form a critical regional resource that provides economic diversity, supports national and international trade, generates substantial revenue and offers higher than average wages.
Types	<p>Industrial Employment Center: These Centers are highly active industrial areas with significant existing jobs, core industrial activity, evidence of long-term demand, and regional role. They have a legacy of industrial employment and represent important long-term industrial areas, such as deep-water ports and major manufacturing. The intent of this designation is to, at a minimum, preserve existing industrial jobs and land use and to continue to grow industrial employment in these Centers were possible. Jurisdictions and transit agencies should aim to serve with transit.</p> <p>Industrial Growth Center: These regional clusters of industrial lands have significant value to the region and potential for job growth. These large areas of industrial land serve the region with international employers, industrial infrastructure, concentrations of industrial jobs, and evidence of long-term potential. The intent of this designation is to continue growth of industrial employment and preserve the region’s industrial land base for long-term growth and retention. Jurisdictions and transit agencies should aim to serve with public transit.</p>
Location	Manufacturing/Industrial centers should be located within a city with few exceptions.
Designation	<ul style="list-style-type: none"> • KRCC designates as candidate in Appendix Y. • PSRC designates; must meet PSRC criteria and designation procedures.
Prioritization	<ul style="list-style-type: none"> • Completion of a center plan (subarea plan, plan element or functional equivalent that provides detailed planning or analysis) that meets PSRC guidance prior to designation. Where applicable, the plan should be developed in consultation with public ports and other affected governmental entities. • Environmental review that the area is appropriate for development.
Criteria	<ul style="list-style-type: none"> • Industrial Employment Center <ul style="list-style-type: none"> ○ 10,000 minimum existing jobs

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	<ul style="list-style-type: none"> ○ 20,000 minimum planned jobs ○ Minimum 50% industrial employment ○ Presence of irreplaceable industrial infrastructure ○ Minimum 75% of land area zoned for core industrial uses ● Industrial Growth Center <ul style="list-style-type: none"> ○ Minimum size of 2,000 acres ○ 4,000 minimum existing jobs ○ 10,000 minimum planned jobs ○ Minimum 50% industrial employment ○ Minimum 75% of land area zoned for core industrial uses
Other Requirements	<ul style="list-style-type: none"> ● Local Commitment: Evidence the MIC is a local priority and has sustained commitment overtime to investments in infrastructure and transportation, and sustainability of industrial uses. ● Industrial retention strategies are in place. ● Serves a regional role for employment.
Transit	<ul style="list-style-type: none"> ● If MIC is in a transit service district, availability of existing or planned frequent, local, express or flexible transit service. ● If MIC is outside of a transit service district, documented strategies to reduce commute impacts through transportation demand management strategies consistent with Regional Transportation Plan Appendix F (Regional TDM Action Plan).
Existing Conditions	Adequate infrastructure and utilities to support growth, access to relevant transportation infrastructure, documentation of economic impact, and justification of size and shape of center.

* All criteria as set forth in PSRC 2018 Regional Growth Framework Update; no additional criteria established in Table X-2.

See PSRC information on Regional Growth Centers:

<https://www.psrc.org/sites/default/files/centersdesignationprocedures.pdf>

<https://www.psrc.org/sites/default/files/centerschecklist.pdf>

Table X-3: Countywide Growth Centers

Countywide Growth Centers	
Description	Countywide Growth Centers serve important roles as places for concentrating jobs, housing, shopping, and recreation opportunities. These are areas linked by transit, provide a mix of housing and services, and serve as focal points for local and county investment.
Identification	<ul style="list-style-type: none"> • Identified as a Countywide Growth Center in the local comprehensive plan. • Identified in Kitsap County Countywide Planning Policies Appendix Y.
Prioritization	<ul style="list-style-type: none"> • Subarea plan may be developed for the Center. • If a subarea plan is not prepared, policies and infrastructure analysis shall be incorporated into the local comprehensive plan.*
Existing Conditions	<p>At the time of identification, the center shall have:</p> <ul style="list-style-type: none"> • An existing activity unit (AU) density of 10 AU/acre. • Located within a city or unincorporated urban growth area. • An existing planning and zoning designation for a mix of uses of 20% residential and 20% employment. • A capacity and planning for additional growth.
Size and Configuration	<ul style="list-style-type: none"> • 160 acres minimum and 500 acres maximum. <ul style="list-style-type: none"> ○ A smaller sized Countywide Growth Center may be approved if the jurisdiction demonstrates within its comprehensive plan or subarea plan:* <ul style="list-style-type: none"> ▪ Meets all other criteria (i.e. activity units, mix of uses, capacity for additional growth); and ▪ The Center is within encompasses a walkshed with pedestrian connectivity that lacks barriers, and is approximate ½ mile wide and long; or ▪ The Center encompasses area(s) that fall within a ¼ mile radii from an existing or planned bus-rapid transit service stop; or ▪ The Center encompasses area(s) that fall within a ½ mile radii from an existing or planned ferry terminal. • Recommended centers are generally round or square, although other configurations are acceptable if overall the center configuration supports the planned growth and are walkable and/or connected by transit.
Multimodal Considerations	<ul style="list-style-type: none"> • Served by multi-modal transportation, including: <ul style="list-style-type: none"> ○ Transit service, including ferries (foot and vehicle)* ○ Pedestrian infrastructure

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	<ul style="list-style-type: none"> ○ Street pattern that supports walkability ○ Bicycle infrastructure and amenities
Other Requirements	<ul style="list-style-type: none"> ● Activity Units means the sum of population and jobs units per gross acre, as defined by PSRC; calculation of activity units shall be completed by PSRC or other acceptable methodology proposed by the jurisdiction.*

*Table X-3 Countywide Centers of Growth criteria is as set forth in PSRC 2018 Regional Growth Framework Update; criteria identified with an * is additional criteria specific to Kitsap CPP Appendix X.

Table X-4 Countywide Industrial Centers

Countywide Industrial Centers	
Description	Countywide Industrial Centers serve as important local industrial areas that support living wage jobs and serve a key role in the county's manufacturing/industrial economy.
Identification	<ul style="list-style-type: none"> ● Identified as a Countywide Growth Center in the local comprehensive plan. ● Identified in Kitsap County Countywide Planning Policies Appendix Y.
Prioritization	<ul style="list-style-type: none"> ● Subarea plan may be developed for the Center. ● If a subarea plan is not prepared, policies and infrastructure analysis, including identification of investment priority of the Center, shall be incorporated into the local comprehensive plan.
Existing Conditions	<p>At the time of identification, the Center shall have:</p> <ul style="list-style-type: none"> ● A minimum of 1,000 existing jobs, and/or a minimum of 500 acres of industrial zoning. ● Defined transportation demand management strategies in place. ● At least 75% of the center zoned for core industrial uses. ● Existing capacity and planning for additional employment growth.
Other Requirements	<p>The Center shall:</p> <ul style="list-style-type: none"> ● Have industrial retention strategies in place. ● Play an important county role and concentration of industrial land or jobs with evidence of long-term demand.

* All criteria as set forth in PSRC 2018 Regional Growth Framework Update; no additional criteria established in Table X-4

Table X-5: Local Centers

Local Centers	
Description	Local Centers are central places that support communities. These places range from neighborhood centers to active crossroads and play an important role in the region. Local centers help define

	community character and usually provide as local gathering places and community hubs; they also can be suitable for additional growth and focal points for services. As local centers grow, they may become eligible for designation as a countywide or regional center.
Identification	<ul style="list-style-type: none"> • Identified in local comprehensive plans. • Not identified in Countywide Planning Policies.

* All criteria as set forth in 2018 Regional Growth Framework Update; no additional criteria established in Table X-5

Table X-6: Military Installations

Military Installations	
Description	Military Installations are a vital part of the region, home to thousands of personnel and jobs, and a major contributor to the region's economy. While military installations are not subject to local, regional or state plans and regulations, Kitsap local governments and Tribes recognize the relationship between regional growth patterns and military installations, and the importance of how military employment and personnel affect all aspects of regional planning.
Types/Designation	<ul style="list-style-type: none"> • Major Military Installations are defined as installations with more than 5,000 enlisted and service personnel. • Smaller Military Installations are specified by RCW 36.70A.530 and identifies them as federal military installations, other than a reserve center, that employs 100 or more full-time personnel.
Identification	<ul style="list-style-type: none"> • Identified in Comprehensive Plan of jurisdiction is located. • Identified in Kitsap County Countywide Planning Policies Appendix Y
Other Requirements	<ul style="list-style-type: none"> • Military Installations may be considered countywide centers or equivalent as allowed by 2018 Centers Framework Update in order to ensure*: <ul style="list-style-type: none"> ○ Freight routing and mobility into and between the military installations; ○ Accessibility and connectivity to transportation corridors; ○ Safety, accessibility and mobility conditions where freight and passenger transportation systems interact. • The identification of a Military Installation as a countywide center or equivalent shall not be used as justification or support urban levels of densities if the MI is not located within an urban growth area.*

Table X-6 Military Installations criteria is as set forth in PSRC 2018 Regional Growth Framework Update; criteria

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identified with an * is additional criteria specific to Kitsap CPP Appendix X.

Appendix Y: List of Centers 2021 **ALL NEW** (table not underlined for ease of review)

Regional Growth Centers and Manufacturing/Industrial Centers (PSRC designated)		
Jurisdiction	Regional Center Name	Regional Center Type
City of Bremerton	Bremerton	Metro Center
Kitsap County	Silverdale	Urban Center
City of Bremerton	Puget Sound Industrial Center - Bremerton	Manufacturing/Industrial Growth Center (MIC)
Candidate Regional Growth Center or Manufacturing/Industrial Center		
Countywide Centers		
Jurisdiction	Countywide Center Name	Countywide Center Type
Kitsap County	Kingston	Growth Center
Kitsap County	McWilliams/SR 303	Growth Center
City of Bremerton	Charleston DCC Center	Growth Center
City of Bremerton	Eastside Village Employment Center (previously Harrison Hospital)	Growth Center
City of Port Orchard	Downtown Port Orchard	Growth Center
City of Port Orchard	Bethel/Lund	Growth Center
City of Port Orchard	County Campus	Growth Center
City of Port Orchard	Tremont	Growth Center
City of Port Orchard	Upper Mile Hill	Growth Center
Candidate Countywide Centers		
City of Port Orchard	Ruby Creek	Growth Center
City of Port Orchard	Lower Mile Hill	Growth Center
City of Port Orchard	McCormick Village Center	Growth Center
City of Port Orchard	Sedgwick/Bethel Center	Growth Center
City of Poulsbo	Downtown Poulsbo/SR 305 Employment Center	Growth Center
City of Bainbridge Island	Winslow	Growth Center
Military Installations	Military Installation Name	Type of Installation
Bremerton	Naval Base Kitsap – Bremerton	Major Installation
Bremerton	Naval Base Kitsap – Jackson Park	Smaller Installation
Kitsap County	Naval Base Kitsap – Bangor	Major Installation
Kitsap County	Naval Base Kitsap - Keyport	Smaller Installation

Y -1 Centers Designation Process shall occur as outlined below:

a. Appendix Y - List of Centers 2021:

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- i. The Countywide Centers identified in Appendix Y – List of Centers 2021 are those Growth Centers that are: 1) identified in previous Appendix F or identified in a comprehensive or subarea plan by April 2020; and 2) where planning (comprehensive or subarea) has been completed by the jurisdiction, and 3) which meets the criteria of a countywide Center and is intended to accommodate a concentration of the 2024 growth targets. A review and confirmation of the Centers will occur after the 2024 GMA Periodic Comprehensive Plan Update, as set forth below, and consistent with Policy C-4.b.
- b. As part of 2024 GMA Periodic Comprehensive Plan Update:
 - i. Jurisdictions have identified as candidate Centers in Table Y-1, locations which it anticipates a concentration of its residential and employment growth targets will be accommodated for its 2024 GMA Comprehensive Plan Periodic Update.
 - ii. Jurisdictions may propose candidate center location(s) (regional and/or countywide) for inclusion in Table Y-1 during the 2021 Kitsap Countywide Planning Policies Update. The
 - iii. Jurisdictions shall complete ~~local~~ planning for each candidate Center as part of its 2024 GMA Comprehensive Plan Update, consistent with Policy C-4.b and Appendix X.
 - iv. Centers not listed as candidate Centers in Table Y-1 may also be proposed for identification as a Center, if during the jurisdiction's 2024 GMA Comprehensive Plan Periodic Update process, a different or additional locations were identified and planning consistent with Policy C-4.b was completed.
 - v. After adoption of jurisdiction's 2024 GMA Comprehensive Plan Update, KRCC shall invite jurisdictions by second quarter 2025 to submit comprehensive plan chapters/sections or subarea plans for review. An application, checklist or other tool may be created by KRCC to aid evaluation and confirmation.
 - vi. Members of PlanPol or other designated subcommittee shall review the submitted comprehensive plan sections or subarea plans and provide recommendation to the full KRCC Board.
 - vii. KRCC Board shall finalize Centers designations by amending Appendix Y, and adoption and ratification follows the amendment process established in Appendix A.
- c. Prior to 2024 GMA Periodic Comprehensive Plan Update:
 - i. A jurisdiction may request the KRCC Board consider a full Center designation (i.e. a conversion from candidate to full Center, or propose a new Center) prior to the 2024 GMA Periodic Comprehensive Plan Update process (identified in Y-1.b) in order to recognize planning the jurisdiction has completed.
 - a. The comprehensive plan chapter/section or subarea plan must demonstrate that the proposed Center meets the criteria and requirements of the 2018 Centers Framework Update and Appendix X.
 - b. The comprehensive plan chapter/section or subarea plan must demonstrate that the proposed Center is planned and has capacity to

- accommodate a concentration of the jurisdiction's residential and employment growth targets.
- ~~c. The subarea plan or comprehensive plan will need to be amended during the 2024 Comprehensive Plan Update to specifically address the residential and employment growth targets and GMA allocations.~~
- ii. The jurisdiction may request ~~during the 2022 Kitsap Countywide Planning Policy Update~~ or annually by February 15th prior to 2025 for consideration by the KRCC Board. An application, checklist or other tool may be created by KRCC to aid evaluation and confirmation.
 - iii. Members of PlanPol or other designated subcommittee shall review the submitted subarea plans and provide recommendation to the full KRCC Board.
 - iv. KRCC Board shall vote on Centers designation amendment(s) to Appendix Y, and adoption and ratification follows the amendment process established in Appendix A.
- d. After the 2024 GMA Periodic Comprehensive Plan Update:
- i. Centers designations are generally on an eight-year cycle consistent GMA periodic update; growth forecasting and distribution; or when necessary, a five-year cycle consistent with PSRC's major plan update(s).
 - ii. After the finalization of Center designations in 2025, jurisdictions may request new Centers be designated upon a circumstance authorized by Policy C-4.a.
 - iii. A jurisdiction may request a new center designation during a planned update to the Kitsap Countywide Planning Policies, or outside of a planned update subject to approval of the KRCC Executive Board, ~~accounting for timing and workload considerations.~~
 - iv. An application, checklist or other tool may be created by KRCC to aid evaluation of a new proposed center.
 - v. Members of PlanPol or other designated subcommittee shall review the submitted comprehensive plan and/or subarea plan and provide recommendation to the full KRCC Board.
 - vi. KRCC Board shall finalize Centers designations by amending Appendix Y, and adoption and ratification follows the amendment process established in Appendix A.

Element D

Rural Land Uses and Development Patterns (R)

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Element D: Rural Land Uses and Development Patterns (R)

Rural areas of Kitsap County are characterized as having a variety of parcel sizes, with a diversity of land use activities. These areas also contain significant amounts of complex natural systems.

It is a high priority to preserve and enhance the rural character of these areas. Counties are responsible for designating and regulating rural areas through the comprehensive planning process. However, rural preservation is a regional issue, and it is important to coordinate these planning objectives with the Cities.

The policies in this chapter are focused on rural lands uses and development patterns. This includes policies focused on preserving rural character and the natural environment, development patterns including Rural Centers and Rural Communities, establishing and maintaining rural levels of service, and conservation and support for small-scale natural resource land uses in the rural area.

Policies for Rural Land Uses and Development Patterns (R):

R-1. Preserving rural character and enhancing the natural environment.

- a. Preserve the character of identified rural areas by protecting and enhancing the natural environment, open spaces, recreational opportunities, and scenic and historic areas. Support small scale farming and working resource land, promote locally grown food, forestry, eco- and heritage-tourism. Support low-density residential living and cluster development that provides for a mix of housing types, rural levels of service, cultural activities, and employment that services the needs of rural areas at a size and scale that is compatible with long-term character, productivity, and use of these lands.
- b. The County shall establish low intensities of development and uses in areas outside of Urban Growth Areas to preserve resource lands and protect rural areas from sprawling development
- c. This policy is not intended to preclude the future designation of Urban Growth Areas.
- d. Manage and reduce rates of development in rural areas over time through continued and increased allocation of growth to Urban Growth Areas.

R-2. Preserving rural land use and development patterns:

- a. **Rural Centers** are already-existing residential and commercial areas of more intensive rural development designated in the Kitsap County Comprehensive Plan under [RCW 36.70A.070\(5\)](#) In-fill is expected. Rural Centers should be serviced by transportation providers and other services consistent with the Levels of Service adopted by Kitsap County for roads and by Kitsap Transit for transit upon their designation as an area of more intensive rural development. These Centers

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include:

- i. **Port Gamble**
 - ii. **Suquamish**
 - iii. **Keyport**
 - iv. **Manchester**
 - v. **Type 3 LAMIRD**
- b. **Rural Communities** are smaller developed areas with existing residential, commercial and/or industrial land uses where growth is not expected. These areas may include some LAMIRD characteristics but have not been found to meet the full set of LAMIRD criteria. They may include clear neighborhoods with limited services. Examples of such communities include, but are not limited to, Burley, Sunnyslope, Seabeck, Lake Symington, Indianola and Hansville.
- c. **Transportation Hubs** may be located within existing areas of more intensive development. Walking, bicycling, and transit are the major forms of travel. Transportation Hubs are locations of regional intermodal connection. Examples are ferry terminals and transit stations with convenience services.
- d. The County shall develop criteria consistent with the Growth Management Act for designating future industrial and commercial development outside of Urban Growth Areas that protect rural character while encouraging vehicle trip reduction. The criteria should allow for industrial resource-based land use and recreation and for convenience commercial that is scaled to serve the daily needs of rural residents.

R-3. Establishing and maintaining rural levels of service:

- a. Rural level-of-service standards shall address sewage disposal, water, transportation, and other appropriate services. The standards shall be developed based upon levels of service typically delivered in rural areas consistent with [RCW 36.70A.030\(16\)](#).
- b. For purpose of trip reduction, develop a range of alternative modes of transportation consistent with rural levels of service to connect Rural Communities with urban Centers.
- c. When sewers need to be extended to solve isolated health, environmental, and sanitation problems, they shall be designed for limited access so as not to increase the development potential of the surrounding rural area.

R-4. Conserving small-scale natural resource use in rural areas:

- a. Rural land use designations in the County's Comprehensive Plan shall recognize ecological functions and support rural uses such as farming, forestry, mining, recreation, tourism, and other rural activities, and permit a variety of low-density residential uses that preserve rural character and ecological functions and can be sustained by rural service levels.
- b. The County's Comprehensive Plan policies shall promote clustering residential development and other techniques to protect and enhance significant open spaces, natural resources, cultural resources, and critical areas for more effective use of the

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- land. Clustering should not increase residential housing units in the overall area designated as rural, consistent with designated rural densities. Development clusters shall be designed, scaled and sited in a manner consistent with rural character and the provision of rural levels of service.
- c. The County's Comprehensive Plan policies shall support Rural Communities as locations of employment, a mix of housing types, and cultural activities for rural areas that primarily function as locations for service needs such as grocery stores, shopping, and community services, and small-scale cottage industries for the surrounding rural area.

Element E

Countywide Strategies for the Natural Environment (NE)

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Element E. Natural Environment (NE)_

The natural environment is defined as land area consisting of open space, natural systems, resource lands and critical areas. These critical areas include wetlands, wildlife conservation areas, steep slopes, frequently flooded areas and areas with a critical recharging affect. These lands also include aesthetic functions such as view sheds of the water or ridgelines. Many of these natural systems are inter-connected and cross multi- jurisdictional boundaries within the County. The strategy is to conserve these areas and connect them to create a regional open space network to protect critical areas, conserve natural resources, and preserve lands and resources of countywide and local significance. The purpose of these strategies is to enhance the quality of countywide water, soil, and air resources and reduce and mitigate countywide effects on the changing climate.

The policies in this chapter are focused on a variety of issues involving the natural environment. This includes coordination to protect and create open space corridors, critical areas, listed species and both air and water quality/quantity. In addition, this Element addresses watershed and land use planning along with policies that address impacts to Kitsap resulting from changes to our climate.

Policies for Open Space Preservation, Resource Protection, Critical Areas, Air, and Water Quality/Quantity (NE):

NE-1. Creating a regional network of open space:

- a. The County and the Cities shall implement the [Kitsap County Open Space Plan](#) and the [Kitsap County Non-Motorized Plan](#), which identify a countywide green space strategy that incorporates planning efforts of the County, Cities, state agencies, non-profit interest groups and land trusts in the County.
- b. The County and the Cities shall preserve and enhance, through inter-jurisdictional planning, significant networks and linkages of open space, regional parks and public/ private recreation areas, wildlife habitats, critical areas and resource lands; historic and cultural landscapes; water bodies and trails.
- c. The County and the Cities shall frame and separate urban areas by creating and preserving a permanent network of urban and rural open space, including parks, recreation areas, critical areas, and resource lands.
- d. The Kitsap County Open Space Plan should be reviewed for consistency, where appropriate, with the objectives of the Regional Open Space Plan.
- e. Planning and investment into parks and open space should consider the proximity of those amenities to urban areas and underserved communities.

NE-2. The County and the cities will conserve and enhance the County's natural resources, critical areas, water quality/quantity, and environmental amenities while planning for and accommodating sustainable growth by:

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- a. Protecting critical areas (wetlands, aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, steep slopes, and geologically hazardous areas) and should consider other environmental amenities such as view corridors, canopy cover, and ridgelines.
- b. Establishing and implementing Best Management Practices to protect the long-term integrity of the natural environment, adjacent land use, and the productivity of resource lands.
- c. Establishing procedures to preserve significant historic, visual and cultural resources including views, landmarks, archaeological sites, and areas of special locational character.
- d. Encouraging the use of environmentally sensitive development practices to minimize the impacts of growth on the County's natural resource systems.
- e. Protecting and enhancing the public health and safety and the environment for all residents, regardless of social or economic status, by reducing pollutants, as defined by WA State and federal law.
- f. Reduce impacts to vulnerable populations and areas that have been disproportionately affected by noise, air pollution, or other environmental impacts. Working together to identify, protect, and restore networks of natural habitat areas and functions that cross jurisdictional boundaries.
- g. Protecting and enhancing ecosystems that support Washington State's Priority Habitat and Species as identified by the Washington Department of Fish and Wildlife.
- h. Work together to preserve, restore, and reduce impacts on natural systems, including Puget Sound, wildlife and salmon, and water quality of Kitsap County's watersheds and ecosystems

NE-3. Protection of air quality is accomplished by reducing the levels of toxins, fine particles, and greenhouse gases released into the environment, especially through transportation activities.

- a. The County and Cities, in their respective comprehensive plans, should include specific goals and policies to enhance air quality by reducing the release of toxins, fine particles, and greenhouse gases.
- b. The County and Cities should adopt and implement purchasing policies/programs for vehicles/equipment that use clean efficient fuels.

NE-4. Protection of water quality and quantity is accomplished by reducing the amount of toxins and pathogens in our water supply.

- a. The County and Cities should adopt policies in their Comprehensive Plans to reflect that surface and storm water and aquifer recharge areas should be treated as

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- a resource.
- b. The County and Cities should continue to be models for low impact development and implement such programs whenever practical.
- c. The County and Cities should develop and implement a program, as funding allows and where feasible, to retrofit infrastructure to current standards in surface and storm water management programs.
- d.

NE-5. Listed species recovery under the Endangered Species Act (ESA):

- a. The County and the Cities shall preserve, protect, and where possible, restore the functions of natural habitat to support ESA-listed species, through the adoption of comprehensive plan policies, critical area ordinances, shoreline master programs and other development regulations that seek to protect, maintain or restore aquatic ecosystems associated habitats and aquifer through the use of management zones, development regulations, incentives for voluntary efforts of private landowners and developers, land use classifications or designations, habitat acquisition programs or habitat restoration projects.
- b. The County and the Cities shall provide incentive-based non-regulatory protection efforts such as acquisition of priority habitats through fee-simple and conservation easements from willing sellers.
- c. The County and the Cities shall jointly establish and implement monitoring and evaluation program to determine the effectiveness of restoration, enhancement, and recovery strategies for salmon including ESA-listed species. Each jurisdiction shall apply an adaptive management strategy to determine how well the objectives of listed species recovery and critical habitat preservation/restoration are being achieved.

NE-6. Coordination of watershed and land use planning:

- a. The County and the Cities shall participate in a planning program that determines changes in stream hydrology and water quality under different land use scenarios at full build-out of designated land use classifications.
- b. The County and the Cities shall coordinate land use planning using watersheds or natural drainage basins to implement strategies for restoration of aquatic habitat and to reduce impacts to other natural systems and participate in efforts to improve the health of our waterways.
- c. Kitsap County shall coordinate and maintain a regional database of best available science for the purpose of modifying Critical Areas Ordinances, if funding is available.

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- d. Upon adoption of a state classification system, the Cities and the County shall establish a single system for stream typing.

NE-7. Policies and actions to address climate change:

- a. The County and the Cities should continue support for focusing growth in urban areas, centers, and high capacity transit areas located near transit options and proximity to jobs.
- b. The County and the Cities should update land use regulations, where appropriate, to allow electric vehicle infrastructure and businesses that promote climate change goals consistent with state requirements.
- c. The County and the Cities should establish and/or support programs to reduce greenhouse gas emissions and to increase energy conservation and alternative/clean energy among both public and private entities.
- d. The County and the Cities should provide continued support for using natural systems to reduce carbon in the atmosphere by establishing programs and policies that maintain and increase forests and vegetative cover.
- e. The County and the Cities should plan for and consider impacts from climate change including sea level rise, flooding, wildfire hazards, and urban heat on both existing and new development.
- f. The County and the Cities should recognize state and regional targets to reduce greenhouse gas emissions as they update local plans and regulations.

Element F.

Contiguous, Compatible, and Orderly Development (D)

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Element F. Contiguous, Compatible, and Orderly Development (D)

Upon designation of Urban Growth Areas, the County and Cities will need to develop consistent implementation measures to ensure that development occurs in an orderly and contiguous manner. The intent of the following countywide planning policies is to minimize differences in urban development regulations and standards between the County and the Cities and to facilitate the economical provision of urban services to development.

Coordination between KRCC members is vital to ensure contiguous, compatible, and orderly development in the county. The policies in this chapter not only outline the purpose for, and reasons why inter-jurisdictional planning is important at the federal, tribal, state, local, and special purpose government but how that coordination will take place at the KRCC. In addition, these policies focus on specific topics where coordination is essential. This includes but is not limited to land use, transportation, infrastructure planning and community design and development. Finally these policies outline measures to address displacement as growth occurs in Kitsap and how KRCC members can look at growth issues through an equity lens important decisions are made.

Policies for Contiguous, Compatible, and Orderly Development (CCOD):

D-1. Encouragement of cooperative inter-jurisdictional planning by federal, tribal, state, local, and special purpose government:

- a. Inter-jurisdictional discussion, information exchange, and coordination of proposals shall be initiated as early and expeditiously as possible by the responsible agencies, to aid in the smooth transition of governance.
- b. Initial inventories and analyses of utilities and public services information are critical to the planning process and shall be made available as early and expeditiously as possible by the responsible agencies.
- c. The Kitsap Regional Coordinating Council may establish or designate on-going technical committee(s) comprised of representatives from utilities and service providers to investigate long-range regional needs for various facilities and services, including but not limited to those for transportation, sewer and storm drainage, availability and delivery of potable water, solid waste, broadband, parks and recreation, and open space.
- d. The Countywide Planning Policies will further the implementation of Vision 2040 and Transportation 2040 as adopted by the Puget Sound Regional Council.

D-2. Inter-regional coordination of land use and transportation, environmental, and infrastructure planning:

- a. The County and the Cities shall participate in the Puget Sound Regional

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Council and the Peninsula Regional Transportation Planning Organization.

- b. Locally-generated data shall be provided to the Puget Sound Regional Council and the Peninsula Regional Transportation Planning Organization for use in their coordination of population forecasts, land use, and transportation.
- c. The planning proposals of these regional organizations shall be monitored and adjustments recommended to insure that they accurately reflect local needs and plans.
- d. Recognize and work with corridors that cross jurisdictional boundaries (including natural systems, and transportation and infrastructure systems) in community planning, development, and design.

D-3. Fiscal equity:

- a. It is recognized that fiscal disparities exist as a result of growth and changes in municipal boundaries. The Kitsap Regional Coordinating Council shall monitor the Revenue Sharing Inter-local Agreement among the County and Cities (shown as Appendix D) and seek additional ways to address fiscal disparities as they relate to promoting coordinated development and the implementation of the Growth Management Act.
- b. The County and the Cities shall work together to insure that all fees associated with development approval are based upon the real cost of service and act to encourage development within designated Urban Growth Areas.
- c. The Kitsap Regional Coordinating Council shall facilitate on-going regional discussion on revenue equity issues.

D-4. Community design and development: Strategies should promote orderly development that reflects the unique character of a community and encourages healthy lifestyles through building and site design and transportation connectivity. In addition, sustainable economic and environmental development techniques should be utilized to enhance the quality of life:

- a. Utilize design strategies to ensure that changes in the built environment provide continuous and orderly development.
- b. Encourage development that reflects unique local qualities and provides an economic benefit to the community.
- c. Design mixed use developments and local street patterns to improve the environment for overall mobility and accessibility to and within the development through multi-modal transportation options that serve all users.

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- d. Design of transportation networks should fit within the context of the built and natural environment, enhancing the community, connectivity, and physical activity in the area community wide and specifically in designated growth centers and high transit areas.
- e. Design schools, institutions, and public facilities to be compatible with the surrounding community character and needs.
- f. Use sustainable building techniques (such as rehabilitation/re-use, LEED [Leadership in Energy & Environmental Design], Low Impact Development, energy-efficient fixtures, etc.) in the design and development of the built environment.
- g. Support urban design, historic preservation, and arts to enhance quality of life.
- h. Promote solar, wind, tidal, wave generation, and other renewable energy generation where appropriate to serve the community.

D-5 . Equity: Services and access to opportunity for people of color, people with low incomes, and historically underserved communities is important. It ensures all people can attain the resources and opportunities to improve their quality of life. Policies focused on equity are contained throughout the Countywide Planning Policies.

- a. Support PSRC in the development of a Regional Equity Strategy that will provide tools, resources, and guidance to integrate this issue into planning processes.
- b. Planning for parks/open space, future growth, housing, transportation, public facilities, and services, and where uses are located all have an impact on our community. As comprehensive plans are updated, the County and cities should consider how these decisions impact historically underserved communities and coordinate on ways to address for those impacts together.

D-6 Displacement: As the region continues to grow, population and employment growth is focused within our urban areas. As redevelopment takes place, however, there is a potential for physical, economic, and cultural displacement of low- income households that may result from planning, public investments, private redevelopment, and market pressures. As important planning, transportation, and redevelopment takes place:

- a. Consider developing strategies and interjurisdictional processes between the County and cities to mitigate the impacts of displacement.
- b. Consider implementing strategies that will encourage development of affordable housing

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**Element G.
Public Capital Facilities and Essential Public Facilities**



Element G. Public Capital Facilities and Essential Public Facilities (CF)

The Growth Management Act (GMA) requires that Countywide Planning Policies address siting public capital facilities of a countywide or statewide nature, including transportation facilities of statewide significance. The term capital facilities of countywide or statewide nature is not defined in state law but is synonymous with essential public facilities, which are defined in the GMA. Essential public facilities include facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities, regional transit authority facilities, state and local correctional facilities, solid waste handling facilities, and inpatient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities (RCW 36.70A.200). The policies in this chapter focus on areas where coordination is necessary for the siting of essential public facilities, including transportation facilities and services of statewide significance.

Each city and county is required to have a capital facilities plan. Capital facilities include, but are not limited to, water systems, sanitary sewer systems, stormwater facilities, reclaimed water facilities, schools, parks and recreational facilities, police and fire protection facilities. PSRCs Multicounty Planning Policies (MPPs) have further refined these requirements to encourage the county and cities to coordinate planning efforts, especially where it would improve service to the public and protect the environment. This chapter provides public capital facility policies, which serve to implement PSRCs Multicounty Planning Policies (MPPs) and enhance coordination. **Policies for Public Capital Facilities (CF):**

CF-1. Identification of needed capital facilities:

- a. The County and the Cities shall each inventory their existing capital facilities and identify needed facility expansion and construction and provide that data to the Kitsap Regional Coordinating Council.
- b.

CF-2. Location of public capital facilities:

- a. If the primary population served by the facility is urban, the facility should be located in a City or Urban Growth Area, where feasible.
- b. Public capital facilities that generate substantial travel demand should be located along or near major transportation corridors and existing public transportation routes.
- c. Public capital facilities shall not be located in designated resources lands, critical areas, or other areas where siting of such facilities would be incompatible.

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- d. Encourage the design of capital facilities and utilities in rural areas to be at a size and scale appropriate to rural locations, so as not to increase development pressure.

CF-3. Some regionally significant public capital facilities, may be located outside of Urban Growth Areas. Capital facilities located beyond Urban Growth Areas should be self-contained or be served by services in a manner that will not promote sprawl.

CF-4. Promote affordability and equitable access of public capital facilities to all communities, including those communities that have been historically underserved.

CF-5. Consider disproportionately burdened communities when siting or expanding capital facilities.

CF-6. Uses shall adhere to local health district or state agency rules regarding commercial and industrial use of on-site sewage systems.CF-7. The multiple use of corridors for major utilities, trails and transportation rights-of-way is encouraged.CF-8. Support efforts to increase the resilience of public services, utilities, and infrastructure by preparing for disasters and other impacts and having a coordinated planning for system recovery.

CF-9. Site schools, institutions, and other community facilities that primarily serve urban populations within the urban growth area in locations where they will promote the local desired growth plans, except as provided for by RCW 36.70A.211.

Policies for Siting Essential Public Facilities, including transportation facilities and services of statewide significance

CF-9. County and City comprehensive plans and development regulations shall not preclude the siting of essential public facilities.CF-10. The County and Cities should collaborate with other public agencies and special districts to identify where there could be opportunities to co-locate facilities.

CF-11. The siting or expansion of essential public facilities should support protection of the environment and public health, including impacts upon historically marginalized populations and disproportionately burdened communities.

CF-12. A proposed essential public facility could impact another KRCC member organization. It is important that communication between KRCC members takes place when an essential public facility permit application is submitted. Therefore, the County or City processing an essential public facility permit application shall send notice to each KRCC member organization as part of the notice of application comment period. This will ensure there is time to communication and coordination early in the permit process.

CF-13. Air transportation facilities in Kitsap County:

- a. The County and the Cities shall recognize the importance of airports as essential public facilities and the preservation of access to the air transportation system.
- b. The County and the Cities shall ensure the safety of the community and airport users through compatible land use planning adjacent to airports, minimizing noise impacts, and coordination of the airport with ground access. Examples would include not encouraging or supporting higher residential densities, schools, or hospitals near airports or airport approach corridors.
- c. The County and the Cities should clearly communicate the decision-making authority associated with development of new and modifications to existing air transportation facilities, including the role of federal, state, county and local regulators.
- d. The County and Cities should establish and implement procedures for public engagement associated with the development of new airports or changes or expansions to existing airports, as mandated through existing federal and state laws.
- e. Changes to air transportation facilities should align with the Port of Bremerton’s adopted master plan.
- f. The County and Cities are encouraged to coordinate when updates to regulations are being considered to implement airport safety requirements that could impact another jurisdiction.

CF-14 Transportation facilities and services of statewide significance

- ~~a. When a transportation facility or service project meeting the requirements of RCW 47.06.140 is proposed, impacted jurisdictions should coordinate together in consultation with the Washington State Department of Transportation. Jurisdictions, transit agencies, and the Washington State Department of Transportation impacted by transportation facilities or services of statewide significance as defined in RCW 47.06.140 should cooperate in the planning, maintenance, and improvements of the facilities.~~

Element H.
Transportation

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Element H. Transportation (T)

The Growth Management Act requires that transportation planning be coordinated with the land use elements of local comprehensive plans as well as among local and state jurisdictions. In addition, transportation policies should be consistent with the policies contained within Puget Sound Regional Councils (PSRC) Transportation and Vision plans. Coordination of land use and transportation plans allows Kitsap County and - the cities to meet three inter-related transportation goals:

- Reduce sprawl, conserve land and make efficient use of infrastructure,
- Preserve air and water quality, the natural environment, and address impacts contributing to climate change.
- Provide a balanced system for the efficient, clean, safe movement of people, goods and services within Kitsap County and the larger Puget Sound region.

The intent of the following policies is to define appropriate methods and strategies to achieve these goals through inter-regional and intra-regional coordination among transportation and land use planning agencies.

For the purpose of this Policy, the following transportation facilities are of countywide significance:

- a. state and federal highways;
- b. principal arterials;
- c. public transit facilities and services;
- d. non-motorized facilities which provide regional transportation connections;
- e. marine transportation facilities (ferries, shipping);
- f. airports (passenger and/or freight);
- g. rail facilities (passenger and/or freight)

The following facilities and system components should be included in the multi-modal network:

- a. roads, including major highways, arterials and collectors;
- b. public transit, including bus, rail, and park & ride lots;
- c. non-motorized facilities;
- d. vehicle and public or private passenger only ferries;
- e. airports;
- f. parking facilities that support the multi-modal network;
- g. facilities related to implementation of transportation demand management strategies;
- h. intelligent transportation systems (ITS).

Policies for Transportation (T):

T-1. Strategies to optimize and manage the safe use of transportation facilities and services:

- a. The County and the Cities shall each emphasize the maintenance and preservation of their existing transportation network.

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- b. Through the regular update of the Transportation Element of their Comprehensive Plan, the County and the Cities should each identify Level of Service (LOS) and prioritize operational and safety deficiencies, with the goal of achieving zero deaths and serious injuries.
- c. The County and the Cities should utilize Transportation System Management strategies such as parking restrictions, traffic signal coordination, transit queue jumps (traffic signal modification equipment that allows busses to move ahead of other vehicles), ramp metering, development of non-motorized transportation facilities, traffic calming devices, and real time sensor adjustments for traffic signals.
- d. The County and the Cities should develop and implement access management regulations that provide standards for driveway spacing and delineation and encourage the joint use of access points where practical.
- e. The County and the Cities should actively seek opportunities to share facilities, expertise, and transportation resources, such as multiple use park & ride/parking lots or shared traffic signal maintenance responsibility.
Advance the resilience of the transportation system by incorporating redundancies, preparing for disasters and other impacts, and coordinated planning for system recovery
- f. Jurisdictions and agencies should consider emergency management and disaster preparation as part of their transportation planning, including resiliency needs.

T-2. Reducing the rate of growth in auto traffic, including the number of vehicle trips, the number of miles traveled, and the length of vehicle trips taken, for both commute and non-commute trips:

- a. Jurisdictions and agencies shall provide both infra-structure and policy incentives to increase the use of non- SOV modes of travel.
 - i. The range of infrastructure incentives to encourage the use of non-SOV modes of travel could include the following:
 - Provide public transit, including preferential treatments for transit, such as queue by-pass lanes (dedicated bus lanes that allow for transit queue jumps), traffic signal modifications, and safe, transit stops.
 - Provide integrated transfer points to facilitate seamless trips between transit and other modes of travel, particularly at ferry terminals, including park & ride lots, bike storage facilities, carpool/vanpool and transit advantages to ease ingress/ egress, with proximity to actual connection points, and innovative transit-oriented development.
 - Provide bicycle and pedestrian facilities, including safe neighborhood walking and biking routes to school.

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- During the development of all state highway capacity improvement projects, consider the demand for non-SOV travel and the addition of High Occupancy Vehicle (HOV) lanes, park & ride lots, and appropriate infrastructure for both bicycling and walking.
- ii. The range of policy incentives to encourage the use of non-SOV modes of travel could include, but is not limited to the following:
 - Increased emphasis on the Commute Trip Reduction Program already in place (including ridesharing incentives), with Kitsap Transit designated as the lead agency, including program promotion and monitoring.
 - Managed parking demand at ferry terminals, employment, and retail centers to discourage SOV use through privileged parking for HOV users, fee structure and parking space allocations.
 - Encouraging telecommuting, flexible and compressed work schedules, and home-based businesses as a viable work alternative.
 - Encouraging the shift of work and non-work trips to off-peak travel hours.
 - Congestion pricing.
 - Auto-restricted zones.
 - Promotion of driver awareness through educational efforts.
- b. The County and the Cities shall develop Complete Street standards that address bicycle and pedestrian facilities for development of new streets and reconstruction of existing streets as appropriate, consistent with State law.
- c. In Designated Centers, the jurisdictions should complete missing vehicular and non-motorized links, without compromising safety standards.
- d. The County and the Cities shall develop bicycle and pedestrian plans, which should be coordinated across jurisdictional boundaries with particular consideration to providing safe routes for children to walk and to bike to school.
- e. Kitsap Transit shall review and comment on development proposals where appropriate, to facilitate convenient use and operation of appropriate transit services.

T-3. Environmental and human health impacts of transportation policies:

- a. Transportation improvements shall be located and constructed to discourage/minimize adverse impacts on water quality, human health, safety,

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and other environmental features.

- b. The County, the Cities, and Kitsap Transit should program capital improvements and transportation facilities designed to promote human health and alleviate and mitigate impacts on air quality, greenhouse gas emissions and energy consumption, such as: high-occupancy vehicle lanes; public transit; vanpool/ carpool facilities; electric and other low emission vehicles including buses; charging stations for all types of electric vehicle, bicycle and pedestrian facilities, and shared mobility options, and partnerships with the private sector.
- c. The County and the Cities shall ensure environmental protection, water quality, and conformance with ESA requirements through best management practices throughout the life of the transportation facilities.
- d. The County, the Cities, and Kitsap Transit should support Puget Sound Clean Air Agency public education about anti-pollution measures.

T-4. Recognizing that the County and the Cities each encompass a range of development and density patterns, each jurisdiction shall designate its Centers consistent with the criteria set forth in Element C of the Countywide Planning Policies. The following policies relate to planning guidelines to support transit and pedestrian travel appropriate to each type of urban and rural development or re-development:

- a. The County and the Cities shall each prepare development strategies for their Designated Centers that encourage focused mixed use development and mixed type housing to achieve densities and development patterns that support multi-modal transportation. Transportation plans and programs should serve all users, address access to employment and education opportunities, and recognize and minimize negative impacts to people of color, people with low-incomes, and people with special transportation needs.
- b. In Urban Growth Areas, comprehensive plans should promote pedestrian- and transit- oriented development that includes access to alternative transportation and, in the interest of safety and convenience, includes features, such as lighting, pedestrian buffers, sidewalks, and access enhancements for physically challenged individuals.
- c. Rural Communities shall accommodate appropriate pedestrian/bicycle connections and transit service and facilities consistent with rural levels of service in order to minimize vehicle trips.

T-5. Transportation linkages between designated local and regional Centers:

- a. Regional corridors shall be designated for automobile, freight, transit, HOV facilities, rail, marine, bicycle, and pedestrian travel between designated Centers as part of the countywide transportation plan.
- b. The transportation system linking Designated Centers within the county shall be

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transit- oriented and pedestrian and bicycle friendly.

T-6. Freight transportation:

- a. The freight system in Kitsap County should be developed, expanded, and maintained to support the efficient and reliable movement of goods for local, regional, and international commerce.
- b. The County and the Cities shall work to ensure that compatible land uses are applied along designated freight corridors; including, but not limited to, corridors for air, rail, road and marine traffic.
- c. The County and the Cities shall use appropriate roadway standards for designated freight corridors.

T-7. Transportation relationships with the Puget Sound Regional Council and the Peninsula Regional Transportation Planning Organization:

- a. The Countywide Planning Policies should be compatible with regional and state plans and policies.
- b. The County and the Cities should actively participate in the Puget Sound Regional Council and the Peninsula Regional Transportation Planning Organization (RTPO) to assure that transportation planning in the two regions is consistent and accurately reflects local needs related to identified regional system components.
- c.
- a. =
- b. -

T-9. Coordination of intra-county transportation planning efforts:

- a. The Puget Sound Regional Council reviews Cities' and the County's Comprehensive plans for consistency of land use and transportation elements.
- b. The County and the Cities shall address compatibility between land use and transportation facilities by:
 - i. Not using new road improvements as the catalyst for land use intensification.
 - ii. Managing access on new transportation facilities outside Urban Growth Areas.
 - iii. Allowing phased development of improvements including acquiring right of way.
 - iv. Using comprehensive plans and development regulations to ensure that development does not create demands exceeding the capacity of the transportation system, such as: density limits in areas outside

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of Urban Growth Areas; concurrency management and adequate public facility regulation; integrated multi-modal and non-motorized networks.

- c. The County and the Cities shall work together in a coordinated, iterative process to periodically reassess whether regional land use and transportation goals can realistically be met. If transportation adequacy and concurrency cannot be met, the following actions should be considered:
 - i. Adjust land use and/or level of service (LOS) standards and consider adopting multi-modal solutions.
 - ii. Make full use of all feasible local option transportation revenues authorized but not yet implemented.
 - iii. Work with Washington State Department of Transportation (=), Kitsap Transit, and the private sector to seek additional State transportation revenues, state and federal grants for infrastructure improvements, and local options to make system improvements necessary to accommodate projected population growth.
- d. Adjacent jurisdictions in Kitsap County shall coordinate when assigning street classifications and developing street standards.
- e. Kitsap Regional Coordinating Council may establish a process for evaluating development impacts including those that may affect neighboring jurisdictions within the county.
- f. The Kitsap Regional Coordinating Council should work together to ensure that transportation planning, system management and improvements at local, regional, and state levels are coordinated, complementary, and consistent with adopted comprehensive land use plans.

T-10. Coordinated and consistent level of service (LOS) standards:

- a. The County and the Cities should develop comparable level of service standards among the County, Cities and the State of Washington for identified regional system components.
- b. The County and the Cities shall adopt roadway LOS standards. Urban growth management agreements shall designate level of service standards. Jurisdictions should also expand LOS standards to address multimodal concurrency, including non-motorized modes of transportation.
- c. The County and the Cities shall adopt transit LOS in the form of "Service Standards" adopted by the Kitsap Transit Board of Commissioners. The standards shall consider both frequency of service and bus capacity.
- d. Consistent with State law, the County and Cities shall recognize the Level of Service Standards for Highways of Statewide Significance, including principal

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arterial ferry routes, that have been adopted by the Washington State Department of Transportation, in their respective Comprehensive Plans.

- e. For State highways and facilities of regional significance, the County and the Cities shall include the Level of Service Standards adopted for these routes by the Puget Sound Regional Council, the Peninsula RTPO, and the Washington State Department of Transportation, in their respective Comprehensive Plans.
- f. On highways and streets which are subject to concurrency requirements, the County and the Cities shall each identify capacity deficiencies and either address them in terms of identified funding, adjustment to the LOS standard (when set by the local agency), placing restrictions on development, which could include modifications to permit applications, denial of permit applications, or a temporary moratorium on development.
- g. On highways and streets which are subject to concurrency requirements, new development should not cause LOS to degrade to a level lower than the adopted standard, consistent with State law.

Element I.
Housing

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Element I. Housing (AH)

The Growth Management Act (GMA) requires cities and counties to encourage the availability of housing that is affordable for all income levels at a variety of housing densities. Local jurisdictions are also encouraged to preserve existing housing resources in their communities, and to provide an adequate supply of housing with good access to employment centers to support job creation and economic growth. ([WAC 365.196.410](#))

VISION 2050 also takes a comprehensive approach to addressing the range of housing needs. GMA requirements and Vision policies are reflected the Countywide Planning Policies

Jobs-Housing Balance:

Jobs-housing balance refers to relationship of housing supply and the job base. There are transportation implications in terms of improving accessibility between where jobs are located and where people live, as well as access to goods, services and other amenities. Policies in Element C: Centers of Growth, Element F: Contiguous, Compatible and Orderly Development, and Element J: Countywide Economic Development are all part of the County’s overall approach to jobs-housing balance.

Countywide Planning Policies Addressing Jobs-Housing Balance	
C:2/ C:4	Centers as areas of a mix of business, commercial and residential uses
CCOD:4-c	Mixed used development
ED:1-b	Employment for diverse segments of the community
ED:1-e	Economic Prosperity and increased job opportunities
ED:2	Promoting development of designed industrial and commercial areas
ED:3	Monitoring land supply

Best Practices in Housing:

The County and the Cities recognize the value of housing practices that preserve existing neighborhoods and communities, use land more efficiently, make services more economical, and meet the diverse needs of our county’s changing demographics. The Community Design and Development Policies in Element F: Contiguous, Compatible and Orderly Development address key innovative practices and design principles for development and housing.

Affordable Housing:

Housing affordability refers to the balance (or imbalance) between household income and housing costs. Affordable housing is a major challenge in Kitsap County.

The following definitions relate to the Countywide Planning Policies: **Housing** shall mean housing intended for a full range of household incomes. These income levels are defined as follows ([WAC 365.196.410 \[2\]-e-i-C](#)):

- **Extremely low-income** shall mean those households that have incomes that are at or below 30% of the countywide median income.
- **Very low-income** shall mean those households that have incomes that are within the range of 31 - 50% of the countywide median income.
- **Low-income** shall mean those households that have incomes that are within the range of 51 - 80% of the countywide median income.
- **Moderate-income** shall mean those households that have incomes that are within

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the range 81-95% of the countywide median income.

- **Middle-income** shall mean those households that have incomes that are within the range of 96-120% of the countywide median income.
- **Upper-income** shall mean those households that have incomes above 120% of the countywide median income.

Policies for Affordable Housing (AH):

AH-1. Coordinated process among County, Cities, and housing agencies for determining and fulfilling housing needs, and the equitable distribution of affordable housing at all income levels in Kitsap County:

- a. The County and the Cities shall inventory the existing housing stock consistent with the Growth Management Act synchronized with County and Cities' respective Comprehensive Plan updates, and correlate with current population and economic conditions, past trends, and population and employment forecasts. Short and long range housing needs, including rental and home ownership should also be evaluated. Navy personnel housing policy should also be considered.
- b. Local housing inventories projections, and equitable distribution strategies should be compiled, updated, and monitored.
- c. The County and the Cities should each identify specific policies and implementation strategies in their Comprehensive Plans and should enact implementing regulations, to provide a mix of housing types for housing at all income levels, including easy access to employment centers.
- d. The County and the Cities shall incorporate a regular review of public health, safety, and development and environmental regulations pertaining to housing implementation strategies to assure that:
 - i. protection of the public health and safety remains the primary purpose for housing standards
 - ii. regulations are streamlined and flexible to minimize additional costs to housing.

AH-2. Recognizing that the marketplace makes adequate provision for those in the upper economic brackets, each jurisdiction should develop some combination of appropriately zoned land, regulatory incentives, financial subsidies, and/or innovative planning techniques to make adequate provisions for the needs of middle and lower income persons.

- a. Where possible, expand areas zoned for moderate density (“missing middle”) housing to bridge the gap between single-family and more intensive multifamily development.

AH-3. Recognizing the percentage share of the existing and forecasted countywide

population and housing stock, as well as the distribution of existing housing for those households below 80% countywide median income, the County and the Cities should develop coordinated strategies to disperse projected housing for those below 80% countywide median income throughout Kitsap County, where they are specifically found to be appropriate, in consideration of existing development patterns and densities. These strategies should promote the development of such housing in a dispersed pattern so as not to concentrate or geographically isolate low-income housing in a specific area or community.

- a. **AH-4. Provision of affordable housing for households below 80% countywide median income should be focused within cities and unincorporated UGAs with easy access to transportation, employment, high opportunity areas, and other services.** Local comprehensive plan policies and development regulations that encourage and do not exclude affordable housing.
- b. Housing strategies may include:
 - i. preservation, rehabilitation and redevelopment of existing neighborhoods as appropriate, including programs to rehabilitate and/or energy retro-fit substandard housing;
 - ii. provision for a range of housing types such as multi-family, single family, duplexes, accessory dwelling units, and manufactured housing on individual lots and in manufactured housing parks;
 - iii. housing design and siting compatible with surrounding neighborhoods;
 - iv. mechanisms to help people purchase their own housing, such as low interest loan programs, "self-help" housing, and consumer education.
 - v. innovative regulatory strategies that provide incentives for the development of such housing, such as: reducing housing cost by subsidizing utility hook-up fees and rates, impact fees, and permit processing fees; density incentives; smaller lot sizes; zero lot line designs; inclusionary zoning techniques, such as requiring housing for specified income levels in new residential developments; transfers of development rights and/or a priority permit review and approval process and/or other provisions as appropriate.
- c. Housing policies and programs that address the provision of diverse housing opportunities to accommodate people experiencing homelessness, older people, people who need physical or behavioral health supports, and other segments of the population that have special needs.

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- d. Participation with housing authorities to facilitate the production of such housing. The County and the Cities shall also recognize and support other public and private not-for-profit housing agencies. Supporting housing agencies is encouraged through public land donations, guarantees, suitable design standards, tax incentives, fee waivers, providing access to funding sources and support for funding applications, or other provisions as appropriate.

AH-5. Physical, economic, and cultural displacement of low-income households may result from planning, public investments, private redevelopment and market pressure. Consider a range of strategies to mitigate displacement impacts as planning for future growth occurs.

AH-6. The County and the Cities shall collaborate with PSRC to evaluate availability of appropriate housing types to serve future residents and changing demographics.

Element J.

Countywide Economic Development

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Element J. Countywide Economic Development (ED)

Growth Management Act requires that general economic development policies be identified in the Countywide Planning Policies. Consistent with the goals of the Act, economic development planning must be coordinated with local comprehensive plans. The intent of the following policies is to encourage coordinated economic growth among all jurisdictions in Kitsap County and to add predictability and certainty to the private investment decision.

Policies for Countywide Economic Development (ED):

ED-1. A general strategy for enhancing economic development and employment:

- a. The County and the Cities recognize that a healthy economy is important to the health of residents and quality of life in the county. Economic development strategies should address environmental concerns, promote equity and access to opportunity, minimize displacement impacts to existing businesses, recognize the importance of existing and emerging technologies, and protect the quality of life.
- b. A healthy economy provides a spectrum of jobs including entry-level, living wage, and advanced wage earner employment that, raises family income levels and provides opportunities for diverse segments of the community.
- c. The County and the Cities recognize that the economy in Kitsap County is very dependent on the U.S. Navy and diversification is necessary. Diversification should be promoted through a multi-faceted strategy that includes broadening the customer bases of existing contracting industries, expanding the number of local businesses that benefit from defense contracting, and building the base of business activity that is not directly connected to the Department of Defense.
- d. The County and the Cities shall collaborate with ports, tribes, and other special districts to encourage economic growth and diversification that is consistent with comprehensive plans and policies for land use, transportation, public transit, regional water supply, capital facilities, urban governmental services and environmental quality.
- e. Local governments are encouraged to utilize the Kitsap Economic Development Alliance (KEDA) as a resource to provide advice on economic development needs, the potential for retaining and expanding existing industries, including the U.S. Dept. of Defense, and attracting new industries, especially those that would improve wage and salary levels, increase the variety of job opportunities, and utilize the resident labor force.
- f. The County and the Cities should cooperate / participate with the Puget Sound Regional Council's economic initiatives, including focus on identified industry clusters and clean industry and with the KEDA's adopted plan, Kitsap 20/20: A Strategy for Sustainable Economic Prosperity.
- g. The County and the Cities recognize that widespread access to broadband

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capability will enhance economic development in Kitsap County. Local governments are encouraged to collaborate with the KEDA to promote the expansion of telecommunications in Kitsap County and to coordinate telecommunications policy with regional and federal agencies, including public utility districts, Bonneville Power Administration, regional transportation planning organizations, and neighboring counties.

- h. Investments in our people, in particular, efforts of local educational institutions to provide, improve and expand vocational and post-secondary education programs, should be supported to assure a highly skilled, technically trained resident work force. Educational and training programs should be accessible to all and focus on skills that meet the current and forecast needs of the local, regional, and global economy.

ED-2. The role of government agencies in assuring coordinated, consistent efforts to promote economic vitality and equity throughout Kitsap County:

- a. The County and the Cities shall promote Urban Growth Areas and existing industrial sites as centers for employment.
- b. The County and the Cities shall encourage the full utilization/development of designated industrial and commercial areas. The County and the Cities shall promote revitalization within existing developed industrial and commercial areas to take advantage of the significant investments in existing buildings and infrastructure.
- c. The County and the Cities shall cooperate with tribes, ports, other special districts, to identify the capital facility needs to support economic development and should identify necessary funding sources.
- d. The County and the Cities shall collaborate with tribes, ports, and other special districts to identify innovative development methods such as public and private partnerships and community development assistance financing to increase economic vitality.
- e. The County, Cities and KEDA shall collaborate to identify opportunities that favor local suppliers for goods and services.

ED-3. The Kitsap Regional Coordinating Council shall coordinate the development of land supply monitoring methods, common infrastructure policy and standards, and other strategies among the County, the Cities, Tribes, Ports, and other special districts to encourage economic development in Kitsap County:

- a. The County and the Cities shall each establish and monitor a development review process that is timely, predictable, efficient, fair, and consistent.
- b. Where more than one jurisdiction is involved in planning and permitting a business development, the jurisdictions shall work collaboratively to provide consistent development regulations and permitting.

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- c. The County and the Cities shall encourage small business enterprises and cottage industries, and women- and minority-owned businesses and allow appropriate and traditional home occupations as permitted by local regulations.

ED-4. Foster appropriate and targeted economic growth in distressed areas with low and very low access to opportunity to improve access and create economic opportunity for current and future residents of these areas

Element K.
An Analysis of the Fiscal Impact

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Element K. An Analysis of the Fiscal Impact (FI)

To preserve and maintain the community’s quality of life and level of government services, jurisdictions are expected to fully evaluate their financial capacity to provide the full range of urban services (as described in Element B – 3[j]) within designated Urban Growth Areas. The policies in this chapter are focused on the identification of opportunities for coordination which would have a positive fiscal impact, especially for infrastructure projects and service delivery.

Policies for Analysis of Fiscal Impact (FI):

FI-1. The Countywide Planning Policies recognize three opportunities for jurisdictions to consider and plan for urban-level infrastructure and services:

- a. During each jurisdiction’s comprehensive plan amendments, through the Capital Facilities Plan, including sub-area plans, Urban Growth Area boundary changes, incorporations, partial dis-incorporations, proposed new fully contained communities and master planned resorts.
- b. At the point where a jurisdiction is comparing and analyzing geographic areas for possible expansion of its Urban Growth Area (as described in Element B – 3[j]).
- c. As part of the development of the Urban Growth Area Management Agreement (see Element B-4 [d] and Appendix C).

These analyses and plans should identify infrastructure and service costs as well as the anticipated revenues, including their sources, to support them. As part of these considerations, jurisdictions should review their financial analyses and plans to confirm their assumptions are achieving the desired effects.

FI-2. Special districts should be included in planning for the provision of urban level services in Urban Growth Areas and should include future population growth in their plans.

FI-3. The Kitsap Regional Coordinating Council shall facilitate on-going regional discussion of infrastructure and service delivery strategies (see Element F-1 [c]) and revenue equity issues (see Element F-3 [c]).

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Element L.

Coordination with Tribal Government



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Element L. Coordination with Tribal Governments (CT)

The Suquamish Tribe, the Port Gamble S'Klallam Tribe, and other federally recognized Indian tribes have reservations and/or trust resources within Kitsap County, Washington. These tribes are parties to treaties with the United States Government through which certain rights and privileges both on and off reservation were articulated and remain in effect. These tribes have authorities, responsibilities, interests and treaty rights within their respective reservation boundaries and Usual and Accustomed Areas. Since future growth and land use decisions in Kitsap County affect all governmental entities, governmental agencies must be well informed and continuously involved in regional and local planning.

Policies for Coordination with Tribal Governments (CT):

CT-1. Meaningful and substantial opportunities for early and continuous tribal government participation shall be incorporated into regional and local planning activities.

CT-2. Local jurisdictions should work with the tribes to develop agreements that provide for discussion on comprehensive planning issues among governments and ensure that the tribes are consulted on issues within their interest. The parties will jointly determine the appropriate contents of the agreements and a schedule for completing them.

CT-3. Tribal governments, federal agencies, and county and local governments are encouraged to coordinate plans among and between governments and agencies to address substantive areas of mutual interest especially where geographical areas overlay and promote complementary and cooperative efforts.

CT-4. City and County governments are encouraged to include Tribal governments in joint comprehensive planning and development activities for areas within the Tribes' Usual and Accustomed areas. Activities include but are not limited to the establishment and revision of urban growth boundaries, distribution of forecasted population; regional transportation, capital facility, housing and utility plans; and policies that may affect natural and/or cultural resources.

CT-5. All County, City, and Tribal government agencies shall be included in the normal public notice and comment procedures of other agencies and kept informed of matters of interest to them.

CT-6. The County, the Cities, and Tribal governmental agencies are encouraged to keep one another informed about matters of local and regional interest by mutually agreeable means and schedule.

Element M.

Coordination with Federal Government Including Navy

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Element M. Coordination with Federal Government including Navy (CF)

The federal government has unique authorities, responsibilities, interests affecting land use and other activities. Military installations are of particular importance to the economic health of Washington State, as well as to national security. Since the impacts of future growth and development in Kitsap County affect all governmental entities, governmental agencies must be well informed and continuously involved in regional and local planning. The policies in the chapter implement these important goals.

Policies for Coordination with Federal Government (CF):

CF-1. Meaningful and substantial opportunities for early and continuous federal government participation shall be incorporated into regional and local planning activities.

CF-2. It is recognized that constitutional and statutory provisions may constrain federal government agencies from entering into local agreements and processes. However, when possible, the County, the Cities, and federal governments should establish intergovernmental cooperative agreements promoting coordination and involvement in activities that are of mutual interest.

CF-3. Federal agencies and county and local governments are encouraged to coordinate plans among and between governments and agencies to make plans as consistent and compatible as possible for properties over which they have authority or activities they authorize and the adjacent areas affected.

CF-4. Federal government agencies are encouraged to participate in City, County, and joint comprehensive planning and development activities that may affect them, including the establishment and revision of urban growth areas encompassing, adjacent to or within federally-owned lands; distribution of forecasted population; regional transportation, capital facility, housing and utility plans; and policies that may affect natural and/or cultural resources of interest.

CF-5. The following policies relate to promoting coordination among the Cities, County, and the federal government including the Navy:

- a. All jurisdictions should promote planning that considers the impact of new growth to avoid the potential for encroachment on military readiness activities as described below when developing zoning ordinances or designating land uses affecting military facilities. Each jurisdiction and the Navy should coordinate to identify the types of development and areas of interest to the Navy, method of notice, and opportunities for comment.
- b. "Military readiness activities" mean all of the following:
 - i. Training, support, and operations that prepare the men and women of the military and Naval ships and submarines for combat.
 - ii. Operation, maintenance, and security of any military installation.
 - iii. Testing of military equipment, vehicles, weapons, and sensors for

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proper operation or suitability for combat use.

- c. “Impacts” include but are not limited to:
 - i. Aircraft, boat, and rail traffic.
 - ii. Incompatible adjacent land uses.
- d. Through the Kitsap Regional Coordinating Council, jurisdictions should monitor issues that arise in implementing these policies and should identify areas for improved coordination.

CF-6. All County, City, and federal governmental agencies shall be included in the normal public notice and comment procedures of other agencies and kept informed of matters of interest to them. ([RCW 36.70A.530](#))

CF-7. The County, the Cities, and federal governmental agencies are encouraged to keep one another informed of matters of local and regional interest by mutually agreeable means and schedule.

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Element N.

Roles and Responsibilities



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Element N. Roles and Responsibilities (RR)

The County, Cities, Tribal governments, and special districts are all involved in planning activities related to their statutory authority and responsibility. In addition to the responsibilities defined in previous countywide planning policies, this section further clarifies the planning roles and responsibilities of the Kitsap Regional Coordinating Council and member agencies.

Policies for Roles and Responsibilities (RR):

RR-1. The KITSAP REGIONAL COORDINATING COUNCIL was established by interlocal agreement (see Appendix E) to assure coordination, consensus, consistency, and compliance in the implementation of the Growth Management Act and comprehensive planning by County, city and tribal governments within Kitsap County. The Kitsap Regional Coordinating Council also provides a voice for all jurisdictions and opportunity for citizens and stakeholders to provide input to planning policies to be applied countywide. The interlocal agreement adopted by the County, the Cities and the Tribal governments declared that the Kitsap Regional Coordinating Council is necessary to maintain a regular intergovernmental communication network for all local and tribal governments within the county, facilitate compliance with the coordination and consistency requirements of the Growth Management Act, provide an effective vehicle to resolve conflict among and/or between jurisdictions with respect to urban growth boundaries or comprehensive plan consistency, and to build consensus on planning solutions for countywide growth management issues. The Kitsap Regional Coordinating Council shall:

- a. Submit agreed-upon recommendations on behalf of member jurisdictions to multi-county regional agencies and State government on proposed changes to multi-county regional plans, State plans, and laws.
- b. Provide a forum, as necessary, for achieving coordination in the development of local plans and resolving planning and plan implementation issues that are common among jurisdictions.
- c. Promote coordination and consistency among local plans and between local plans and the Countywide Planning Policies and the Growth Management Act to the extent necessary to achieve regional policies and objectives
- d. Serve as a forum to amicably work together and resolve differences when they occur on important issues impacting our Kitsap County.
- e. Promote coordination of educational programs and the dissemination of planning-related information of regional interest.
- f. Coordinate the review, revision and monitoring of the Buildable Lands Report, Land Capacity Analysis that aides in developing comprehensive plans, and Countywide Planning Policies.
- g. Apply for grants and administer contracts relative to regional tasks and plans.

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- h. Conduct the region-wide growth management planning consistent with these policies.
- i. Initiate and coordinate the development of other regional planning policies and implementation mechanisms that may improve the effectiveness of the comprehensive planning process.
- j. Define and implement procedures that assure opportunities for early and continuous public involvement in policy discussions facilitated by the Kitsap Regional Coordinating Council.

RR-2. KITSAP COUNTY is the regional government within the county boundaries providing various services within unincorporated and incorporated areas as required and specified by law and by legal agreements. Kitsap County shall:

- a. Be responsible for the development, adoption and implementation of comprehensive plans and development regulations and the processing of land use permits for the unincorporated portions of the county.
- b. Be responsible for coordinating water quality planning in multi-jurisdictional watersheds and for other environmental planning activities as agreed to by all affected and interested jurisdictions.
- c. Be responsible for coordinating the response on the listing for the federal Endangered Species Act in multi-jurisdictional watersheds as agreed by all affected and interested jurisdictions.
- d. Be responsible for being a regional sewer provider to the unincorporated areas of Kitsap County as needed to improve water quality consistent with levels of service outlined in the County Comprehensive Plan.
- e. Maintain a geographic information system to serve as a regional planning data base.
- f. Execute Urban Growth Area Management Agreements with each city to address joint issues identified in the Countywide Planning Policies and other matters agreed to be of mutual interest.
- g. Define and implement procedures that assure opportunities for early and continuous public involvement throughout development review and long-range planning projects.

RR-3. CITIES within Kitsap County provide a variety of services primarily to residents within their respective municipal boundaries. Cities shall:

- a. Provide urban governmental services as identified in the Growth Management Act ([Chapter 36.70A RCW](#)) and adopted urban growth management agreements.
- b. Be responsible for the development, adoption and implementation of comprehensive plans and development regulations and the processing of land use permits within the incorporated portion of the respective city.

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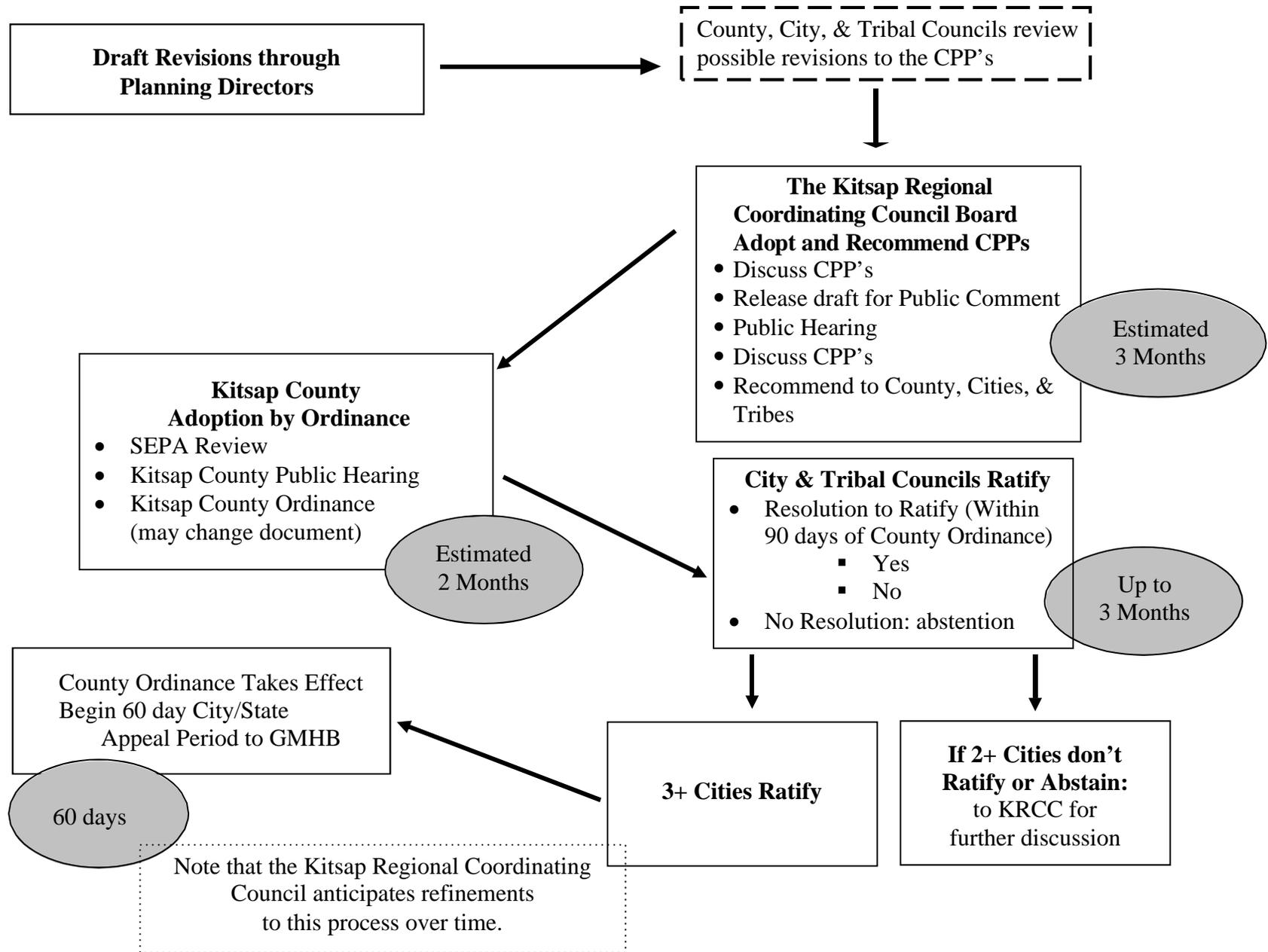
- c. Participate with other agencies in multi-jurisdictional planning activities including but not limited to environmental planning, e.g. water quality planning and coordinating the response on the listing for the Federal Endangered Species Act in multi-jurisdictional watersheds transportation planning, and growth management strategies.
- d. Execute a separate Urban Growth Area Management Agreement with Kitsap County to address joint issues identified in the Countywide Planning Policies and other matters agreed to be of mutual interest.
- e. Define and implement procedures that assure opportunities for early and continuous public involvement throughout short and long range planning projects.

RR-4. SPECIAL DISTRICTS are governmental subdivisions of the county that are usually established to provide a defined scope of services. Special districts shall:

- a. Be responsible for service provision, capital facility planning and other activities as authorized by law and legal agreements.
- b. Coordinate capital planning and implementation strategies with local governments to assure consistency with comprehensive plan policies, the Countywide Planning Policies, and the WA State Growth Management Act;
- c. Participate in service provision identification required in each urban growth management agreement;
- d. Coordinate with other agencies as appropriate in multi-jurisdictional planning activities;
- e. Provide technical assistance as appropriate to assist local governments in comprehensive plan development, adoption and implementation;
- f. Encourage cooperative agreements and consolidate when possible to formalize participation in local and regional processes;
- g. Define and implement procedures that assure opportunities for early and continuous public involvement throughout short and long range planning projects.
- h. Site and size facilities consistent with local plans.

RR-5. The County and Cities shall coordinate with the County Department of Emergency Management to ensure the integrity of the National Incident Management system and coordinated response in the event of disasters and other emergencies.

Appendix A: Kitsap Countywide Planning Policy Ratification Process



Appendix B-1: Population Distribution Through 2036

Appendix B consists of scanned pages which will be included in the final draft of Kitsap Countywide Planning Policy Document as they need to be added as PDF pages.

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Appendix D. Revenue Sharing Interlocal Agreement (adopted December, 2001)

Interlocal Agreement Between Kitsap County and the City of Bainbridge Island, City of Bremerton, City of Port Orchard and City of Poulsbo Concerning Revenue Sharing Upon Annexation and In Conjunction With Major Land Use Decisions Within a City's Urban Growth Area

Adopted by all parties in November-December, 2001.

Effective November 24, 2010, the City of Port Orchard is officially withdrawn from this agreement. Effective November 29, 2011, the City of Bremerton is officially withdrawn from this agreement.

This Agreement, made pursuant to [Chapter 39.34 RCW](#), is between KITSAP COUNTY (hereinafter, the County), a political subdivision of the State of Washington, and the CITY OF BAINBRIDGE ISLAND, the CITY OF BREMERTON, the CITY OF PORT ORCHARD, and the CITY OF POULSBO, (hereinafter, the Cities), municipal subdivisions of the State of Washington.

WHEREAS, through the Kitsap Regional Coordinating Council, the County and the Cities have worked together constructively on revenue sharing issues that in the past have been adversarial; and

WHEREAS, the County and Cities sought a balanced set of revenue sharing provisions that would benefit both the County and the Cities and support the orderly evolution of logical land use patterns and jurisdictional boundaries; and

WHEREAS, the County and Cities reached accord on a set of Principles of Agreement for Revenue Sharing in Annexations and in Major Land Use Decisions; and

WHEREAS, the County and Cities desire to implement the Principles of Agreement through an interlocal agreement;

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions contained herein, the parties agree as follows:

SECTION 1 ANNEXATIONS

The purpose of this section is to provide a framework for logical and orderly annexations that are consistent with the Growth Management Act, [Chapter 36.70A RCW](#) (hereinafter GMA), and to mitigate the fiscal impact to the County of annexations initiated after the effective date of this agreement.

- 1.1** The Cities each confirm their willingness to eventually annex all land within their designated Urban Growth Area (hereinafter UGA) boundaries.
- 1.2** Each City shall encourage annexation of all lands equally, and will support

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logical and coordinated annexations, consistent with the intent of the GMA.

- 1.3** As part of the Kitsap Regional Coordinating Council’s 2002 Work Program, the County and Cities will continue to address coordinated development within the UGAs, including infrastructure standards and funding.
- 1.4** Before the County constructs a major infrastructure improvement within a City’s designated UGA, the County and the City will negotiate and execute an interlocal agreement that specifies the level at which the City shall reimburse the County for a portion of its investment in the infrastructure improvement if the area where the improvement is to be located is annexed within a specified period of time.
- 1.5** The County and the Cities anticipate that each specific proposed annexation will require negotiation of other issues particular to its time, place and geography. The Cities and the County commit to completing these negotiations and executing an interlocal agreement on such issues in a timely manner.
- 1.6** As part of this agreement, the County will not oppose annexations within that City’s designated UGA or invite the Boundary Review Board to invoke jurisdiction.
- 1.7** The Cities agree to share with the County revenue lost to the County and gained by the annexing City as follows:
 - A. Revenue sharing payments shall be based on the following three sources of revenue:
 1. The County’s portion of the local retail sales tax levied under [Chapter 82.14 RCW](#).
 2. The ad valorem property tax levied by the County pursuant to [RCW 36.82.040](#) for establishment and maintenance of county transportation systems.
 3. The admission tax levied by the County pursuant to [Chapter 36.38 RCW](#).
 - B. For purposes of this Section, “lost revenue” means an amount computed as follows:

The combined total of the County’s collections from all three sources within the annexation area during the calendar year preceding annexation

minus

The combined total of the County's collections from all three sources within the annexation area during the first full calendar year following annexation.

- C. The amount of the payment from the City to the County will be based on a three-year "soft landing" approach as follows:
 - 1. The Year 1 payment will be equal to 75% of the County's lost revenue.
 - 2. The Year 2 payment will be equal to 50% of the County's lost revenue.
 - 3. The Year 3 payment will be equal to 25% of the County's lost revenue.
- D. The calculation of lost revenue pursuant to subsection B of this Section requires revenue data for one full year following annexation. Therefore, the County shall initiate a request for payment under this Section by written notice to the annexing City within two years of the effective date of the annexation.

SECTION 2 MAJOR LAND USE ACTIONS

The purpose of this section is to recognize that retail development near jurisdictional boundaries has an impact on neighboring jurisdictions and, in particular, on existing businesses and the demand for public services and facilities. This Section is designed to mitigate these impacts by providing that sales tax revenues from new major business development within a City's designated UGA, or from the relocation of an existing major business from a City to a location within the City's designated UGA, will be shared with the affected City.

- 2.1** For purposes of this Agreement, "major land use" means:
- A. A new development within a City's designated UGA that houses any single retail tenant greater than 40,000 square feet.
 - B. The expansion of an existing retail business within the City's designated UGA if the expansion is greater than 40,000 square feet.
 - C. A retail business greater than 25,000 square feet that is relocated from a City to the City's designated UGA. Or
 - D. An automobile, truck, recreational vehicle, manufactured or mobile home, or boat dealership, regardless of the size of the building permitted, that is newly located within a City's designated UGA, or relocated from a City to the City's designated UGA.

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2.2 The County agrees to share with the affected City revenue lost to the City and gained by the County due to a major land use, as follows:

A. Revenue sharing payments will be required only for local retail sales tax revenues generated from major land uses. Because there are limitations, related to confidentiality, on using a figure based on actual sales tax collections from the new or relocated business, the revenue sharing payment will be based on estimated sales tax revenues derived by using industry standards, such as the Washington State Department of Revenue or the Urban Land Institute, for taxable retail sales per square foot for businesses.

B. For purposes of this Section, “lost revenue” means an amount computed as follows:

$$\begin{aligned} & \text{Total gross enclosed building square footage of the major} \\ & \quad \text{land use} \times \\ & \text{Industry standard annual average retail sales per square foot} \\ & \quad \text{for category of business that most closely resembles the} \\ & \quad \text{major land use} \\ & \quad \times \\ & \text{Tax rate levied under } \a href="#">\text{Chapter 82.14 RCW} \end{aligned}$$

for the first full calendar year following the date on which the County issues a certificate of occupancy for the major land use.

C. The County will make revenue sharing payments for the first full three years after the major land use receives a certificate of occupancy.

D. The revenue sharing payment from the County to the affected City will be calculated according to the following formulas:

1. For the relocation of a major retail business from a City to the City’s designated UGA:
 - a. The Year 1 payment will be equal to 75% of the City’s lost revenue;
 - b. The Year 2 payment will be equal to 50% of the City’s lost revenue; and
 - c. The Year 3 payment will be equal to 25% of the City’s lost revenue.
2. For new development within a City’s designated UGA that houses any single retail tenant greater than 40,000 square feet, the payment amount will be 50% of the City’s estimated lost revenue each year for the first three years.

E. The calculation of lost revenue pursuant to subsection B of this Section

requires revenue data for one full year following issuance of a certificate of occupancy. Therefore, the affected City shall initiate a request for payment under this Section by written notice to the County within two years of the date the major land use receives the County's permission to occupy the building.

SECTION 3 MISCELLANEOUS

- 3.1 Duration.** This Agreement will remain in effect until the terms of the Agreement are fulfilled. There is no other term agreed to by the parties
- 3.2 Reevaluation.** Any City or the County may request immediate reevaluation of this Agreement by the Kitsap Regional Coordinating Council Revenue Sharing Policy Committee. If the reevaluation fails to yield a resolution satisfactory to the requesting party within six months from the date the request for reevaluation was made, the requesting party may initiate the process for termination provided in this Agreement.
- 3.3 Termination.** After completion of the Reevaluation process required by this Agreement, a party may terminate this Agreement by 12 months' written notice to the other parties. Termination does not extinguish the obligations of the terminating party under this Agreement for annexations initiated, or major land uses for which an application is filed, prior to the effective date of termination.
- 3.4 Filing.** When fully executed, this Agreement shall be filed with the Kitsap County Auditor.
- 3.5 Notices.** Any notices required by this Agreement shall be delivered, or mailed postage prepaid, and addressed to:

<u>Kitsap County</u>	<u>City of Bainbridge Island</u>	<u>City of Bremerton</u>
Clerk to the Board	City Clerk	City Clerk
Office of the Kitsap County	City of Bainbridge Island	City of Bremerton
Board of Commissioners	280 Madison Avenue N.	345 6 th Street, Suite 600
614 Division Street	Bainbridge Island, WA 98110	
Bremerton, WA98337 Mail stop 4		
Port Orchard, WA98366		
<u>City of Port Orchard</u>	<u>City of Poulsbo</u>	<u>Kitsap Regional Coordinating Council</u>
City Clerk	Mayor	Chair
City of Port Orchard	City of Poulsbo	Kitsap Regional Coordinating Council
216 Prospect Street	200 NE Moe Street	P.O. Box 1934
Port Orchard, WA98366	Poulsbo, WA98370	Kingston, WA98346

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- 3.6 Administration.** As this Agreement contemplates no joint or cooperative undertaking, each party shall administer the Agreement as to its own responsibilities under the Agreement. The Kitsap Regional Coordinating Council shall oversee the revenue sharing process provided for in this Agreement.
- 3.7 Reporting.** The County and the Cities shall report to the Kitsap Regional Coordinating Council at the start of each calendar year any payments made or received by the reporting jurisdiction pursuant to this Agreement during the preceding calendar year.
- 3.8 Waiver.** The failure by the County or any City to enforce any term or condition of this Agreement shall not be construed to constitute a waiver of any other term or condition, or of any subsequent breach of any provision, of this Agreement.
- 3.9 Entire Agreement.** This Agreement includes the entire agreement of the parties with respect to any matter addressed in this Agreement
- 3.10 Amendment.** This Agreement may be amended only upon the written agreement of the parties made with the same formalities as those required for its original execution.
- 3.11. Countywide Planning Policy.** To the extent that anything in this Agreement may be found to be inconsistent with any part of the Kitsap County-wide Planning Policy, the County and City in 2002 will review the applicable parts of the County-wide Planning Policy and revise them in accordance with this Agreement.
- 3.12 Review.** The County and the Cities shall review this Agreement within the Kitsap Regional Coordinating Council in December of 2003, and every five years thereafter.
- 3.13 Effective Date.** This Agreement shall take effect retroactively to September 4, 2001, as this date has been expressly agreed upon by all the parties.

Appendix E. Current Organizational Interlocal Agreement (adopted December, 2001)

Adopted by Kitsap County, all four Cities and the Port of Bremerton: 11/22/12 – 02/14/13.
Amendments to the 2001 ILA that established KRCC were made in 2006 and 2007.

KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the undersigned parties pursuant to provisions of the Interlocal Cooperation Act of 1967, [Chapter 39.34 RCW](#).

WHEREAS, the undersigned members recognize the need and desirability to participate in a forum for intergovernmental coordination, cooperation, and consultation among member agencies in order to bring about a continuous and comprehensive regional planning process and efficient service delivery; and

WHEREAS, the undersigned members desire jointly to undertake continuous, cooperative study and planning of regional and governmental issues of mutual interest, including but not limited to development, land use, housing, capital facilities, service, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation, transportation planning, and economic development; and

WHEREAS, it is the belief of the undersigned members that regional deliberations, planning, and review can best be achieved with the creation of a separate legal entity whose function and activities are subject to policy direction from the undersigned member agencies according to the provisions of this Agreement; and

WHEREAS, the State Growth Management Act (GMA) requires local jurisdictions to coordinate and ensure consistency when developing comprehensive land use plans and the undersigned members desire to establish the Kitsap Regional Coordinating Council as a separate legal entity to facilitate coordination and consistency of comprehensive land use plans as required by the GMA; and

WHEREAS, the undersigned members desire to use the Kitsap Regional Coordinating Council for developing County- wide Planning Policies (CPPs) under the GMA as a framework to guide Kitsap County and cities situated within the County in developing their comprehensive land use plans.

THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

I. NAME

This Agreement establishes the KITSAP REGIONAL COORDINATING COUNCIL (“Council”), a separate legal entity since 2001.

II. DURATION

The Agreement shall remain in force and effect perpetually or until terminated by majority vote of the member agencies.

III. DEFINITIONS

For the purpose of this Interlocal Agreement, the following terms have the meaning prescribed to them in this section unless the context of their use dictates otherwise:

A. “Member agency” means a voting and dues paying municipal or other government entity located within Kitsap County which is a party to this Agreement.

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- B. “State” means the State of Washington.
- C. “Region” means the territory physically lying within the boundaries of Kitsap County.
- D. “Kitsap Regional Coordinating Council” or “Council” means the separate legal entity established by this Agreement to represent member agencies to carry out those powers and managerial and administrative responsibilities delegated pursuant to the provisions of this Agreement.
- E. “Majority vote” means more than one-half of the votes cast when a quorum is present and must include a majority of votes from County commissioners and a majority of votes from the representatives of at least two separate cities.
- F. “Executive Board” shall mean the representatives of member agencies of the Kitsap Regional Coordinating Council identified in Article IV.B. of this Agreement.
- G. “Cost Allocation” means annual dues (the annual allocation among Member agencies of the cost of Council operations determined by the Executive Board for the purposes of calculating members’ obligations to contribute to the funding of Council operations for the year, and for the purposes of calculating obligations and distributions in the event of withdrawal or termination).
- H. “Ex Officio Member” means a non-voting, non-dues paying member of the Council.
- I. “Two-thirds majority vote” means a majority vote and also requires a majority of votes from County commissioners and a majority of votes from the representatives from at least two separate cities.
- J. “Associate Member” means a member of the Council which is not a party to this Agreement and who enters into a separate agreement with the Council that establishes the Associate Member’s level of participation in Council activities.

IV. MEMBERSHIP AND REPRESENTATION

A. Membership. Membership (except for Associate Members and Ex Officio Members) is established by execution of this Agreement and payment of any required cost allocation as established by the Executive Board.

B. Executive Board. The Executive Board is comprised of the following representatives of member agencies:

1. County Government: three (3) members of the Kitsap County Board of Commissioners;
2. City Governments:
 - a. The Mayor of each city having a population of 10,000 persons or less;
 - b. The Mayor and one (1) member of the City Council of each city having a population between 10,001 persons and 30,000 persons;
 - c. The Mayor and two (2) members of the City Council of each city having a population greater than 30,000 persons;
 - d. A city with a Council/Manager form of government may select one (1) member of the City Council instead of a Mayor. The number of additional City Council members representing the city shall be as described in 2(a-c) above.
3. Port of Bremerton: one (1) representative consisting of a Port Commissioner.

Appendix E. Current Organizational Interlocal Agreement - Adopted by Kitsap County Ordinance 509-2013
Nov. 25, 2013

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4. City Council, and Port of Bremerton representatives may be selected by whatever means established by each specific member agency for a two (2) year term.

C. The determination of the population of cities will be the most recent annual population estimate of cities and towns prepared by the Washington State Office of Financial Management.

D. A municipal or government entity or a federally recognized Indian Tribe that desires to become a member of the Council must obtain permission to do so by majority vote of the Executive Board. The required permission applies to any entity that wishes to become a Member or Ex Officio Member. A municipal or government entity or a federally recognized Indian tribe that wishes to become an Associate Member must obtain permission to do so by a majority vote of the Executive Board, and must present a draft agreement for the Executive Board's consideration, establishing the proposed terms, duties, powers and privileges for Associate Member status.

V. POWER, AUTHORITY, AND PURPOSE

This Agreement does not confer additional substantive powers or authorities on member agencies. The powers and authorities conferred herein are limited to the powers that each member agency is authorized by law to perform. The Council has the following power, authority, and purpose:

A. Provide a regional forum for regional deliberations and cooperative decision-making by the region's elected officials in order to bring about a continuous and comprehensive planning process, and foster cooperation and mediate differences among governments throughout the region.

B. Consistent with the GMA, coordinate and ensure consistency when developing comprehensive land use plans.

C. Consistent with the GMA, develop CPPs to be used as a framework to guide the County and the Cities in developing their comprehensive land use plans;

D. Coordinate actions to provide for the distribution of state and federal grant funds, including but not limited to federal transportation funding, community development block grants, and low income housing grants.

E. Undertake continuous, cooperative study and planning of regional and governmental problems of mutual interest, including but not limited to development, land use, housing, capital facilities, services, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation and transportation planning.

F. Coordinate actions to provide for a sustainable economy and environment for the region.

G. Carry out such other planning and coordinating activities authorized by majority vote of the Council including participation in other forums and organizations.

H. Establish Bylaws, to be amended from time to time, that govern the procedures of the Council. The Bylaws, as may be amended, are incorporated into this Agreement by this reference as if fully set forth herein.

I. Contract for administrative services and enter into other agreements as deemed appropriate and/or necessary to implement this Agreement.

J. Purchase, receive, lease, take by gift, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of the Council.

K. Sell, convey, mortgage, pledge, lease, exchange, transfer, and otherwise dispose of its property and assets.

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- L. Sue and be sued, complain and defend, in all courts of competent jurisdiction in the Council's name.
- M. To engage in any other activity necessary to further the Council goals and purposes to the extent authorized by [chapter 39.34 RCW](#).
- N. Apply for such federal, state, or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions.
- O. Identify and examine issues such as governance, growth policies, development standards, service provision, revenue-cost sharing and municipal annexations in urban growth areas.
- P. Strive to represent the consensus of views on growth management and planning issues among member agencies. The Council makes recommendations on behalf of those jurisdictions to multi-county regional agencies and State government on behalf of member agencies, on proposed changes to multi-county regional plans, state plans and laws.
- Q. Represent the views or position of member agencies within the County on issues of consistency or the resolution of conflicts related to the multi-county regional growth strategy and transportation plan.
- R. Make appointments to committees and boards of multi-county regional organizations (e.g. Puget Sound Regional Council, Peninsula Regional Transportation Planning Organization) where appointments are requested to represent more than one member agency of the Council. Members appointed to such committees and boards shall represent the consensus of the views of the Council. If consensus is not reached on a particular issue, the members appointed to such committees and boards shall represent the majority and minority views of the Council, in order to accurately portray the status of discussions on that issue.
- S. Review this Interlocal Agreement no fewer than every 10 years with the assistance of legal counsel.

VI. FINANCING

- A. Cost Allocation. All members shall pay the annual cost allocation as described in the Bylaws. If payment by a member is not paid timely after notice of the cost allocation is received, the member is subject to having its membership status revoked by majority vote of the Executive Board.
- B. Local Government Accounting. All services and transfers of property to the Kitsap Regional Coordinating Council shall be paid and accounted for in accordance with [RCW 43.09.210](#).

VII. FISCAL YEAR AND BUDGET

- A. The Fiscal Year. The fiscal year shall coincide with the calendar year.
- B. Adoption of Budget. By September of each year the Executive Board shall adopt a draft annual work program, budget, and cost allocation for the ensuing fiscal year that identifies anticipated activities, goals, revenues, and expenditures for completing the work program. The final work program, budget, and cost allocation for the ensuing year shall be adopted by the Executive Board no later than November of each year. No increase or decrease to the final budget shall occur without the approval of the Executive Board.
- C. Notice of Budget. On or before September 30, the Executive Board shall provide written notice of the ensuing year's draft budget, work plan, and cost allocation to the designated representative(s) of each member agency. On or before November 30, the Executive Board shall provide written notice of the final budget, work plan, and cost allocation adopted for the ensuing fiscal year to the designated representative(s) of each member agency.
- D. Accounting, Budgeting, and Reporting. The Council shall be subject to the Budgeting Accounting & Reporting System (BARS) applicable to Category 1 local governments.

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E. Fiscal Agent. The Council may retain a fiscal agent. The fiscal agent may be a member agency who shall serve, and be subject to removal, pursuant to the terms and conditions as established by agreement between the fiscal agent and the Council.

F. Contracting. All contracts made by or on behalf of the Council shall be in accordance with state law, including, but not limited to: [Chapter 39.04 RCW](#), and [Chapter 42.23 RCW](#), and [Chapter 42.24 RCW](#).

VIII. WITHDRAWAL FROM AGREEMENT

Any member agency has the right to withdraw from this Interlocal Agreement by giving the Executive Board six (6) months prior written notice. Unless otherwise provided by future agreement, any member agency that withdraws shall remain responsible for its financial and other obligations with regard to Council activities until the effective date of withdrawal and with regard to agreements to which the Council is a party and which exist at the time of such notice of withdrawal. Withdrawal by one member agency to this Interlocal Agreement shall not terminate the Agreement as to any other remaining member agencies.

Except as provided in Article IX of this Agreement, any member agency that withdraws from this Agreement forfeits any rights it may have to the Council's assets; provided, however, such forfeiture shall not take effect if the Council dissolves within one (1) year of the date of the withdrawal notice.

IX. DISPOSAL OF ASSETS

Upon dissolution of the Council, any Council assets, after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement, shall be distributed to member agencies which are members of the Council on the date of dissolution. Distribution of assets shall be in proportion to the funding formula for cost allocation as described in the Bylaws, in accordance with Article VI.B. of the Agreement, and existing at the time of dissolution. The debts, liabilities, and obligations of the Council shall not constitute a debt, liability, or obligation of any member agency. If assets cannot reasonably be distributed in proportion to the funding formula, the Council shall declare the assets to be surplus, and shall offer the assets for sale according to the requirements of [chapter 43.19 RCW](#), and shall distribute the proceeds from the sale in proportion to the funding formula established by the Executive Board in accordance with Article VI.B. of this Agreement.

X. LIABILITY AND INSURANCE

A. Any loss or liability to third parties resulting from negligent acts, errors, or omissions of the Council, Member agencies (excluding Associate Members), Ex Officio Members, and/or employees while acting within the scope of their authority under this Agreement shall be borne by the Council exclusively, and the Council shall defend such parties, at its cost, upon request by the member agency, ex officio agency, and/or employee.

B. The Executive Board shall obtain commercial general liability, and auto liability insurance coverage for the Council, Executive Board, and any staff employed by the Council, at levels no less than \$1 million single occurrence and \$2 million aggregate for each type of liability that is insured. The policy shall name each member agency, and their respective elected officials, officers, agents, and employees as additional insured's. The Executive Board shall annually evaluate the adequacy of the Council's insurance coverage.

C. The Executive Board shall require that all contractors and subcontractors utilized by the Council obtain insurance coverage consistent with Article X.B.

XI. LEGAL REPRESENTATION

The Council may retain legal counsel. Legal counsel may be an employee of a member agency, an outside entity, or an individual. In the event of a conflict of interest, the Council may retain substitute or additional legal

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counsel. Additionally, Council may retain outside legal counsel concerning any matter the Council deems appropriate. Retained counsel shall serve, and be subject to removal, pursuant to the terms and conditions established by agreement between legal counsel and the Council. An adjustment in cost allocation to Members will be made if the Council retains outside legal counsel.

XII. ENTIRE AGREEMENT

This Agreement supersedes all previous Kitsap Regional Coordinating Council interlocal agreements and all prior discussions, representations, contracts, and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

XIII. MODIFICATION

Except as provided by Article XIX, the terms of this Agreement shall not be altered or modified unless agreed to in writing by all member agencies and such writing shall be executed with the same formalities as are required for the execution of this document.

XIV. WAIVER

The failure of any party to insist upon strict performance of any of the terms and conditions of this Agreement shall not be construed to be a waiver or relinquishment of same, but the same shall be and remain in full force and effect.

XV. NOTICE

Except as provided in Article XVIII of this Agreement, any notice required by this Agreement shall be made in writing to the representative(s) identified in Article IV.B. of this Agreement. Notice is effective on the third day following deposit with the U.S. Postal Service, regular mail.

XVI. SEVERABILITY

If any of the provisions of this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

XVII. CHOICE OF LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance.

Any action at law, suit in equity, or other judicial proceeding arising in connection with this Agreement may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

XVIII. CLAIMS

A. Any claim for damages made under [chapter 4.96 RCW](#) shall be filed with the Chair of the Kitsap Regional Coordinating Council, c/o the Clerk of the Kitsap County Board of Commissioners, 614 Division Street, MS-4, Port Orchard, Washington, 98366.

B. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided by the Clerk of the Board to each member of the Executive Board.

XIX. EXECUTION AND FILING

A. Counterparts. The parties agree that there shall be multiple original signature pages of this Agreement distributed for signature by the necessary officials of the parties. Upon execution, the executed original signature

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pages of this Agreement shall be returned to the Clerk of the Kitsap County Board of Commissioners, who shall file an executed original of this Agreement with the Kitsap County Auditor. The Clerk of the Board shall distribute duplicate conformed copies of the Agreement to each of the parties. Parties that sign on as Members at a later date will provide original signature pages of this Agreement to the Clerk of the Kitsap County Board of Commissioners, who shall file the signature pages provided with the Kitsap County Auditor. The Clerk of the Board shall distribute duplicate conformed copies of the signature pages filed later, to each of the parties. Addition of parties at a later date will not constitute a modification under Section XIII of this Agreement.

B. Later Approval and Filing. Later approval and filing of this Agreement by additional parties as set forth in Article IV, Section D, shall be deemed an authorized amendment to the Agreement already on file with the Kitsap County Auditor, without the need for reconsideration and approval by parties that have already approved and executed the Agreement.

XX. EFFECTIVE DATE

This Agreement shall go into effect among and between the parties upon its execution by all of the parties, as evidenced by the signatures and dates affixed below and upon its filing with the County Auditor as provided in Article XIX.

Adopted 2004

Appendix F: Regional and Kitsap Designated Centers List

Regional (Adopted by PSRC)		
	City of Bremerton	Metro Center
	Silverdale Urban Core	Urban Center
	South Kitsap Industrial Area	Industrial/Employment Center
Jurisdiction	Jurisdiction's (Comp Plan) Designation	KRCC Center Designation
Kitsap County	Kingston	Town or City Center/Transportation Hub
Kitsap County	Southworth	Transportation Hub
Kitsap County	Suquamish	Activity/Employment Center~ Transportation Hub
City of Bremerton	Harrison Employment Center	Activity/Employment Center
City of Bremerton	NW Corporate Campus Employment Center	Activity/Employment Center
City of Bremerton	Port Blakely Employment Center	Activity/Employment Center
City of Bremerton	Upper Wheaton District Center	Mixed Use Center/ Neighborhood
City of Bremerton	Lower Wheaton District Center	Mixed Use Center/ Neighborhood
City of Bremerton	Sylvan/Pine Neighborhood Center	Mixed Use Center/ Neighborhood
City of Bremerton	Perry Avenue Neighborhood Center	Mixed Use Center/ Neighborhood
City of Bremerton	Manette Neighborhood Center	Mixed Use Center/ Neighborhood
City of Bremerton	Charleston Neighborhood Center	Mixed Use Center/ Neighborhood
City of Bremerton	Haddon Neighborhood Center	Mixed Use Center/ Neighborhood
City of Bainbridge Island	Winslow Core	Town or City Center
City of Bainbridge Island	Day Road Light Manufacturing Area	Activity/Employment Center
City of Bainbridge Island	Lynnwood - Neighborhood Service Centers*	Mixed Use Center/ Neighborhood
City of Bainbridge Island	Rolling Bay - Neighborhood Service Centers*	Mixed Use Center/ Neighborhood
City of Bainbridge Island	Island Center - Neighborhood Service Centers*	Mixed Use Center/ Neighborhood
City of Poulsbo	Poulsbo Town Center	Town or City Center
City of Poulsbo	Olhava	Mixed Use Center/ Neighborhood
City of Port Orchard	City of Port Orchard	Town or City Center/ Transportation Hub
City of Port Orchard	Tremont Community Services	Activity/Employment Center
City of Port Orchard	South Kitsap Mall – Mixed Use Center	Mixed Use Center/ Neighborhood
Kitsap Transit	Historic Mosquito Fleet Terminals	Transportation Hub

*- Special Planning Areas

Appendix G: Centers & Local Areas of More Intensive Rural Development (LAMIRD) Matrix



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 20, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:10 PM) Eagle Harbor Phase I Non-Motorized Improvements Project Scope Discussion - Public Works,

SUMMARY: City staff will present an overview of the non-motorized facility design that is proposed for the shoreline segment of Eagle Harbor Drive north to the Head of the Bay, and request input from the City Council related to the proposal.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	Yes

BACKGROUND: The Eagle Harbor Drive Phase 1 Non-Motorized Improvement project is included in the City's Capital Improvement Plan (CIP) for construction in 2024. The plan includes \$735,000 in federal grant funds, and \$100,000 in City funds for a total construction budget of \$835,000. In order to facilitate that schedule, the project design - and specifically any required right-of-way (ROW) or easement acquisitions - needs to be developed starting in 2021. The purpose of this discussion with the Council is for staff to review the current design proposal and seek input from the Council prior to beginning the ROW phase of the project.

The attached presentation provides an overview of the discussion.

ATTACHMENTS:

[EH PH I Options FINAL.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

Eagle Harbor Drive Phase I Non-Motorized Project Option Discussion

- Project is included in the CIP in 2024
- Design confirmation needed to begin right-of-way acquisition
- Discussion goal: *Is there Council interest in exploring higher-cost alternatives?*

Eagle Harbor Drive Phase I Non-Motorized Project Area



Eagle Harbor Drive Phase I Non-Motorized Options

April 20, 2021

Eagle Harbor Drive Phase I Non-Motorized Project Area



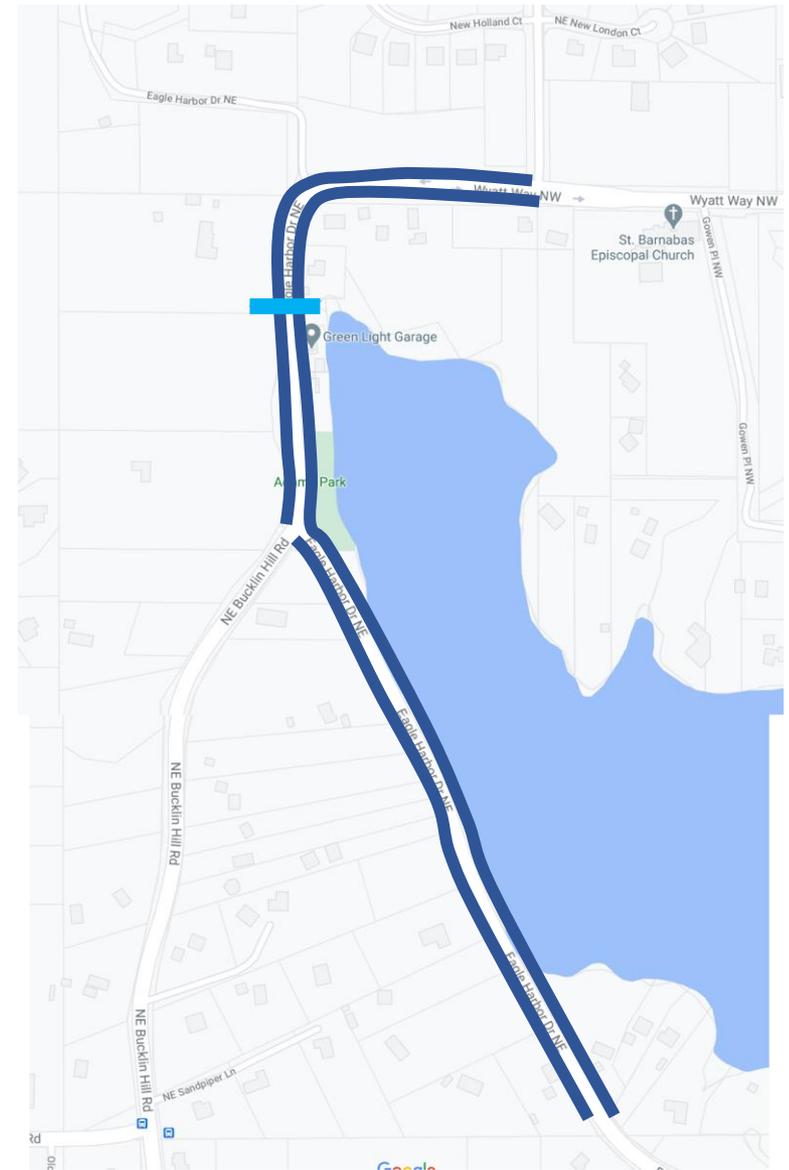
Table 2. Sea Level Rise Visualization Parameters

Visualize flooding risk from sea level rise for yourself using the following parameters for water level above MHHW in the NOAA [Sea Level Rise Viewer](#)

	Risk Profile	Currently	By 2050	By 2120
1	Very High Risk of Future Flooding (99% chance)	+3.1'	+3.2'	+3.8'
2	High Risk of Future Flooding (90% chance)	+3.1'	+3.5'	+4.7'
3	Moderate Risk of Future Flooding (50% chance)	+3.1'	+3.9'	+5.9'
4	Low Risk of Future Flooding (10% chance)	+3.1'	+4.3'	+7.4'
5	Very Low Risk of Future Flooding (1% chance)	+3.1'	+4.7'	+10'

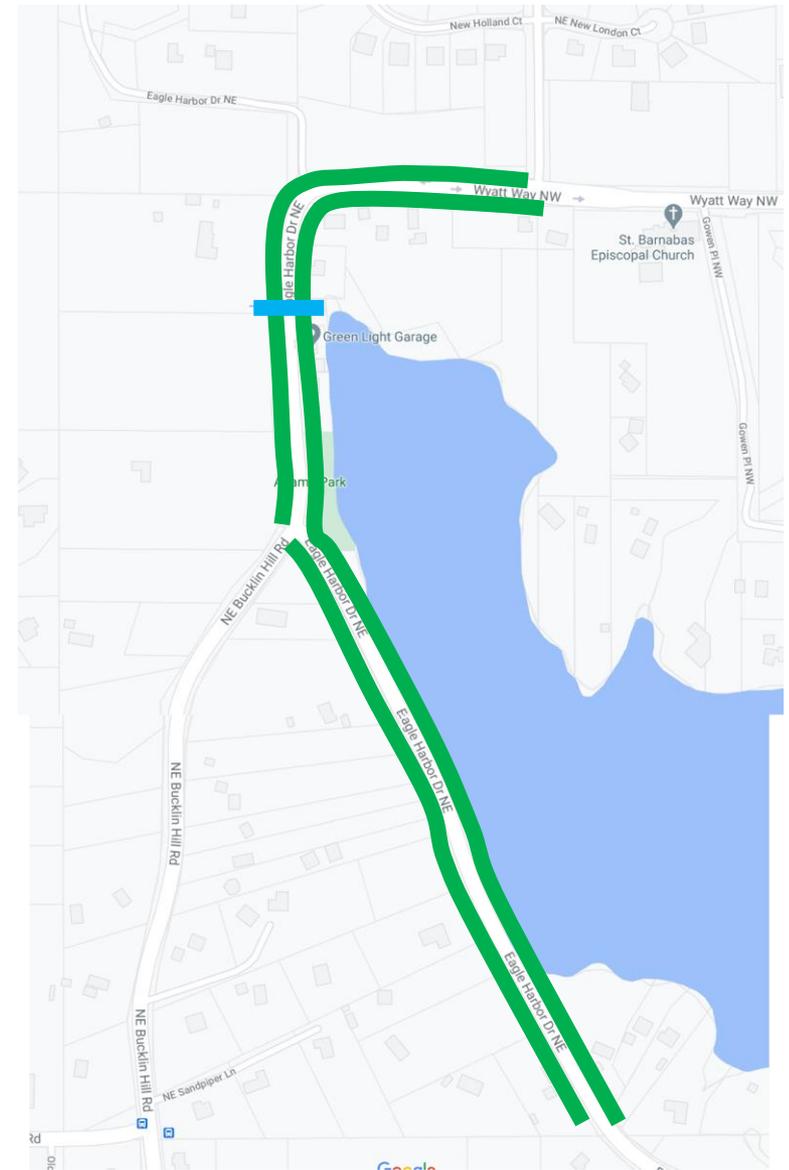
EH PH I Design Option 1

- 7'-wide shoulders both sides
- In-house design
- Minimal right-of-way acquisition
- Preliminary Cost estimate:
 - \$735K Fed grant
 - \$115K City funds
 - \$550K SSWM (fish culvert)
 - \$1.4 M**
- Budget = \$1.4M – included in CIP



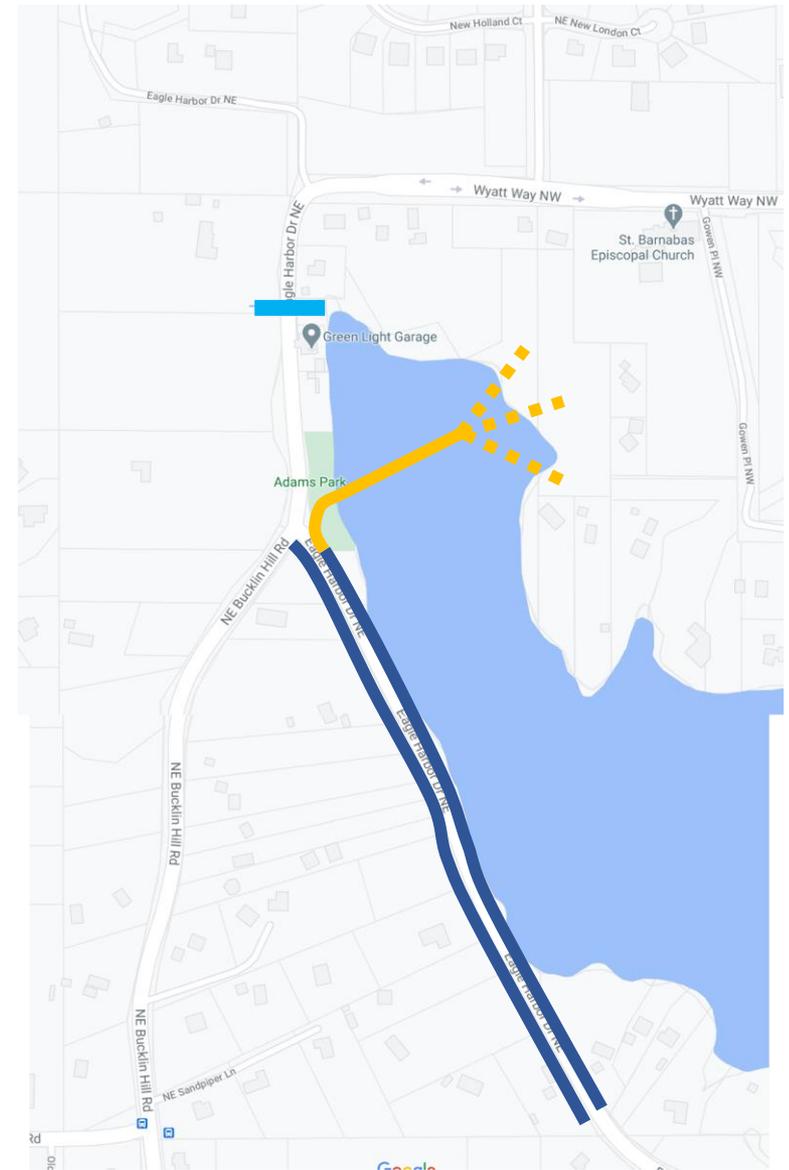
EH PH I Design Option 2

- 5'-wide, physically separated lanes both sides
- Design services needed
- Significant upland right-of-way acquisition
- Preliminary Cost estimate:
 - \$735K Fed grant
 - \$715K City funds
 - \$550K SSWM (fish culvert)
 - \$2.0 M**
- Budget needed = \$600K



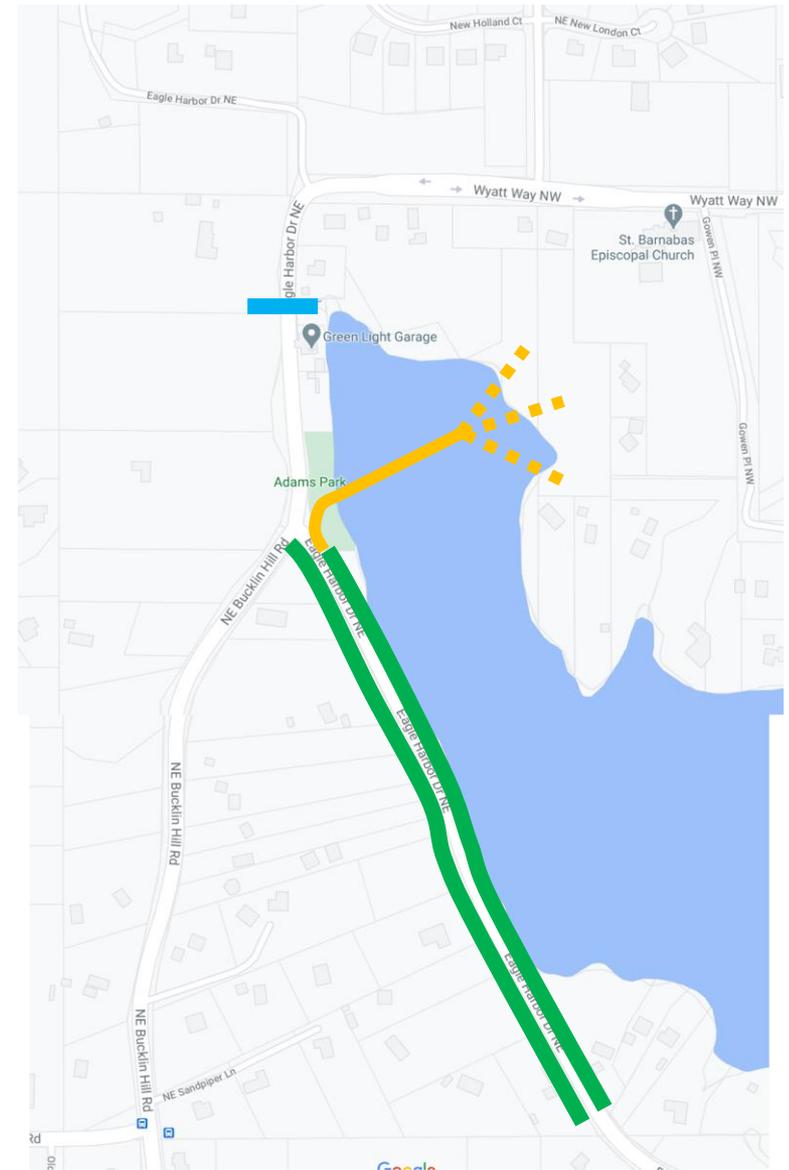
EH PH I Design Option 3

- 7'-wide shoulders (south); boardwalk
- Design + right-of-way/property acquisition
- **Potential SMP code change required**
- Preliminary Cost estimate:
 - \$735K Fed grant
 - \$1.315M City funds
 - \$550K SSWM (fish culvert)
 - \$2.6 M**
- Budget needed = \$1MK



EH PH I Design Option 4

- 5'- separated(south); boardwalk
- Design + right-of-way/property acquisition
- **Potential SMP code change required**
- Preliminary Cost estimate:
 - \$735K Fed grant
 - \$1.615M City funds
 - \$550K SSWM (fish culvert)
 - \$2.9 M**
- Budget needed = \$1.5M



Eagle Harbor Drive Phase I Non-Motorized Project Options

- Stay the course with \$1.4M bike shoulder project
- Authorize \$30K budget amendment at the next regular business meeting to explore:
 - Project design alternatives and costs (all)
 - ROW acquisition potential
 - SMP policy options



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 20, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:30 PM) Consider Funding for the Kitsap Small Business Development Center - Councilmember Schneider,

SUMMARY: The City Council will consider contributing yearly funding for the Kitsap Small Business Development Center (SBDC). SBDC helps Kitsap small businesses navigate critical resources and develop new strategies to survive and thrive.

Poulsbo has provided \$10,000/year for the last three years. SBDC has asked for that type of commitment from other local governments to assure that businesses starting, growing, pivoting, and selling will have a resource of personalized business advising from their local office for the long-term.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to direct the City Manager to prepare a contract with the Kitsap Small Business Development Center in the amount of \$ _____ for Council consideration at a future business meeting.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[WWU Kitsap SBDC PRESENTATION FOR BICC.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



WWU Kitsap County Small Business Development Center

PRESENTED BY WWU SBDC DIRECTOR CJ SEITZ

MISSION

The SBDC provides expert business advising to develop successful, resilient businesses in support of thriving local economies.



Core Services



- **Business Development Advising:** One -on -one, confidential, no cost
- **Applied Research:** Supporting competitive intelligence via secondary market research
- **Continuing Education:** Group trainings and webinars

Accountability & Ethics

**STRICT
CONFIDENTIALITY**

**NO REFERRALS
MADE WITH
OUTSIDE
INTEREST**

**CLIENT
VERIFICATION
OF IMPACTS**

**BUSINESS
ADVISORY
CERTIFICATION**

**NATIONAL
ACCREDITATION**

**SBA AUDIT &
SITE VISITS**

Meet the Team



CJ SEITZ

Director



JAIME FORSYTH

Certified Business Advisor



KATHY BASTOW

Certified Business Advisor



HEATHER THENY

Program Specialist



MARIAM KAMEL

Business Research Analyst

Partnerships

Funding: Program Governance & Local Program Host



U.S. Small Business
Administration

Funding & Program
Governance



Western Washington
University

Funding & Program Host



Small Business
Development Center

State Network
Collaboration

Partnerships

Funding: Local Stakeholders



City of Poulsbo



Kitsap Bank



Kitsap Credit
Union



First Federal



Kitsap Regional
Library

Partnerships

Complementary Missions



Kitsap
Economic
Development
Alliance



Local Lenders



Kitsap Chambers
of Commerce



Kitsap Downtown
Associations

In Kitsap County, small businesses make up 98% of firms and provide 51% of jobs.

Firms under 100 employees



Kitsap SBDC Client Profile



841

LOCAL JOBS SUPPORTED



\$60M

TOTAL CLIENT SALES

Return on Investment \$ 1 : \$ 22



For every dollar of funding we receive, our clients generated over \$22 in new investments for our community.

Businesses Served

218 / 44

Businesses Received One -on-One Advising
(Kitsap County/Bainbridge Island)

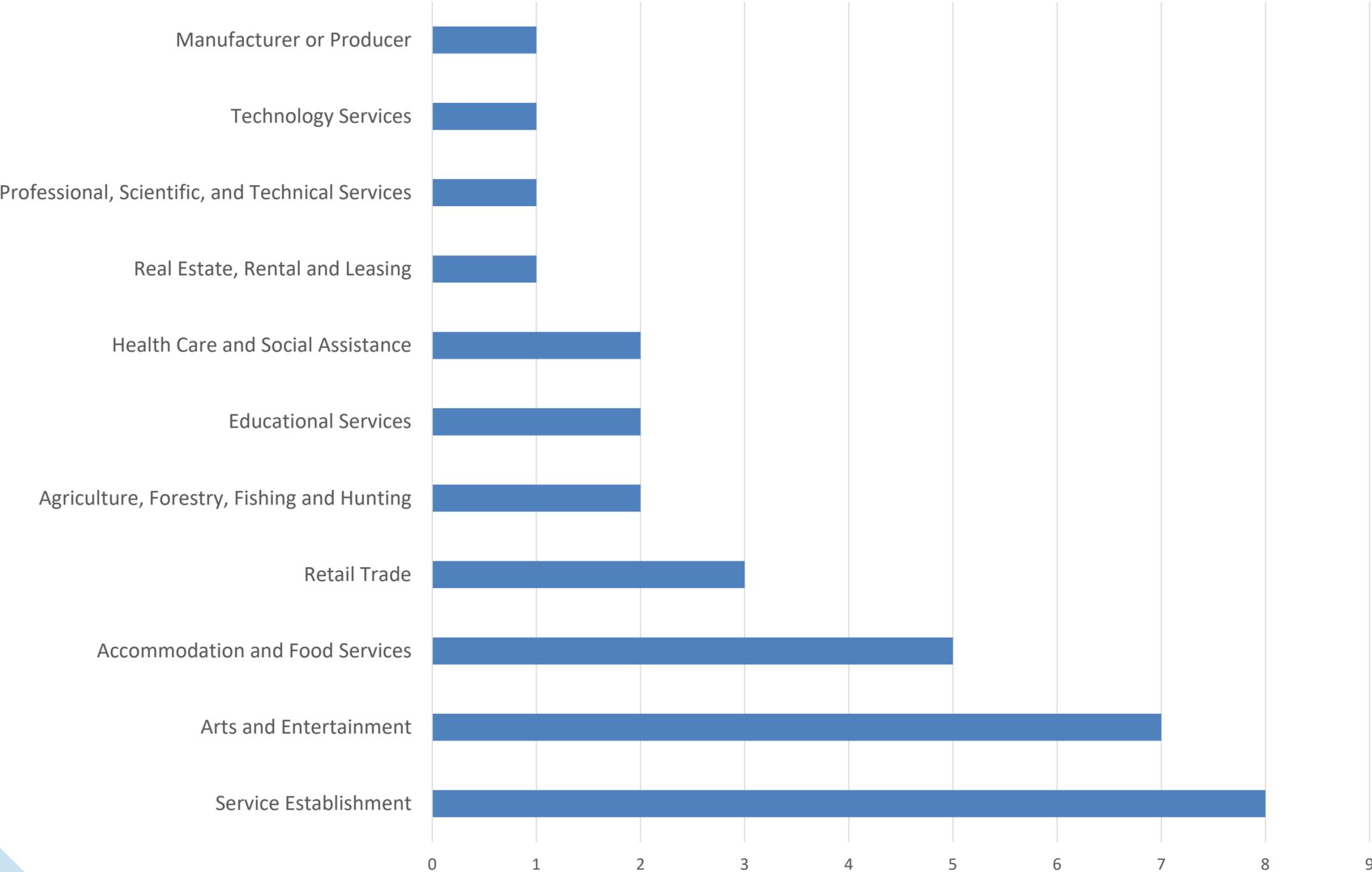
846

Group Training Participants (seats filled)

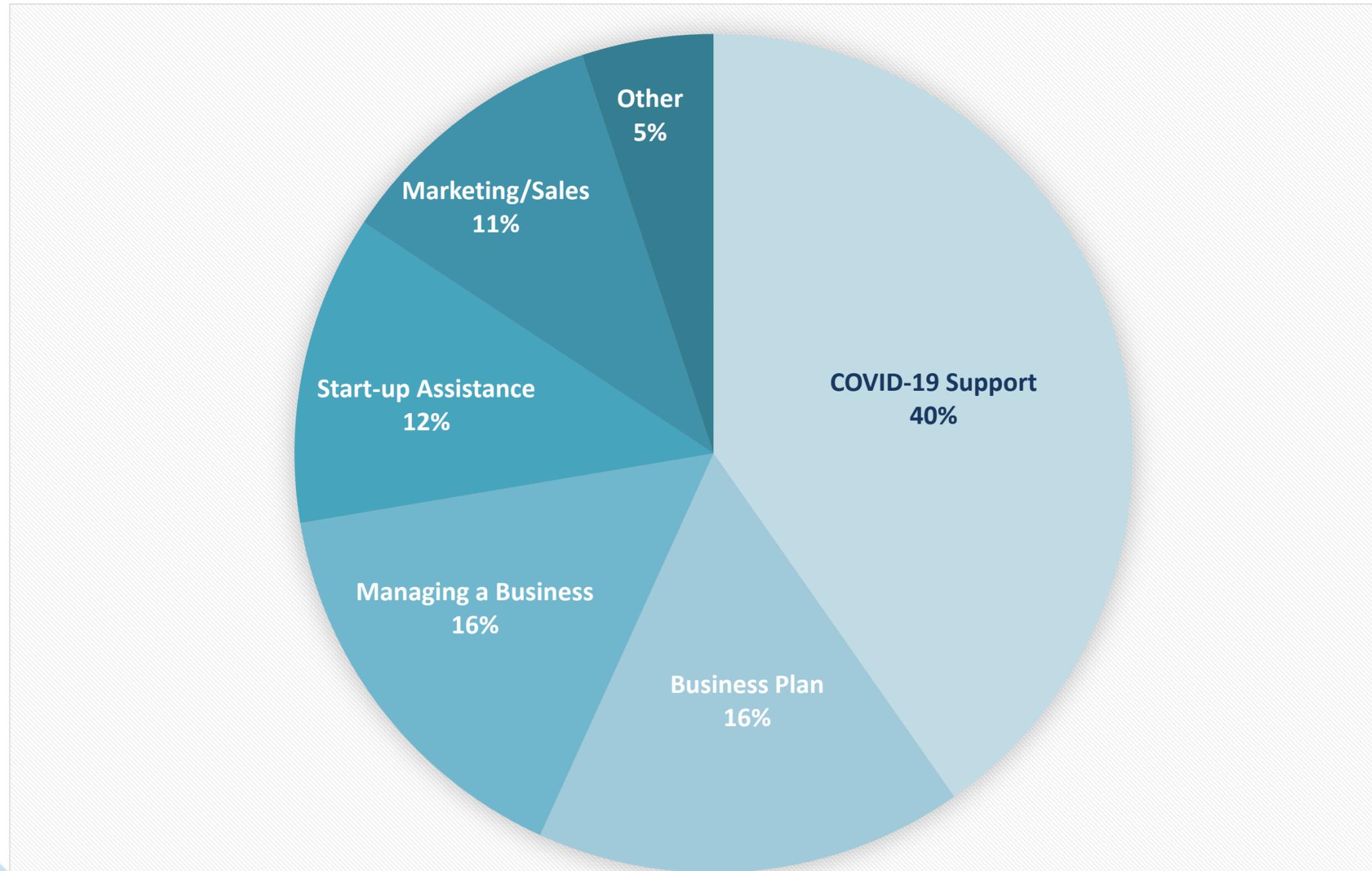
855

Total Counseling Sessions

Bainbridge Island: Industries Served



Bainbridge Island: Areas of Counseling



Doug Nathan

COACHING & CONSULTING



“You guided me to resources ...that have helped me build relationships with local businesses which are interested in my coaching and consulting services. I'm off to a confident start. Thanks so much!!”

- Doug Nathan, Owner



CJ SEITZ

WWU SBDC Director

ADDRESS

1616 Cornwall Ave #119,
Bellingham, WA 98225

EMAIL ADDRESS

sbdc@wwu.edu

WEBSITE

sbdc.wwu.edu

PHONE NUMBER

(360) 778-1762



JAIME FORSYTH

Certified Business Advisor
Kitsap County

EMAIL ADDRESS

kitsapsbdc@wwu.edu

PHONE NUMBER

(360) 447-8788

Contact Information



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 20, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:45 PM) Recommendations for Development of Affordable Housing Plan - Affordable Housing Ad Hoc Committee,

SUMMARY: The Affordable Housing Ad Hoc Committee has provided the attached recommendations for the City Council's consideration.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to direct the City Manager to prepare a consulting scope of work for developing a Housing Action Plan.

I move to direct the City Manager to prepare a cost estimate for a housing needs assessment and a housing inventory.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[20210416 AH Ad Hoc Committee Recommendations.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



City Council Affordable Housing Ad Hoc Committee

Memorandum

Date: April 20, 2021
To: City Council
From: City Council Affordable Housing Ad Hoc Committee
Subject: Initial Recommendations for Affordable Housing Work Plan

I. Introduction

The affordable housing ad hoc committee (committee)¹ has two recommendations:

- Initiate a Housing Action Plan; and
- Initiate or continue a suite of affordable housing-related work plan items while the Housing Action Plan effort is underway.

After reviewing examples of Housing Action Plans from other jurisdictions, information from the Washington State Department of Commerce, and other relevant information, the committee believes a Housing Action Plan is the best planning framework and path forward for addressing the City Council's affordable housing objectives.

II. Background on Housing Action Plans

What is a Housing Action Plan? A Housing Action Plan provides a strategic framework and identifies implementing actions designed to achieve affordable housing objectives. The planning process includes a review of housing needs, existing housing inventory, and unique community and market factors, and is informed by a robust public engagement component.

Resources/Examples of Housing Action Plans: If you are interested in learning more about Housing Action Plans in general, or examples from other jurisdictions, you can access these links:

¹ On February 16, 2021, the City Council created an affordable housing ad hoc committee with the purpose of recommending "to the full Council next steps to initiate a Housing Action Plan or other approach for affordable housing initiatives, including a recommendation for the most appropriate working group to move this work forward."

Washington Department of Commerce “Guidance for Developing Housing Action Plans”
<https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/>

City of Redmond Housing Action Plan (links to multiple useful documents on right side of page)
<https://www.letsconnectredmond.com/housing>

City of Bellevue Affordable Housing Strategy
https://bellevuewa.gov/sites/default/files/media/pdf_document/FINAL_Bellevue%20Affordable%20Housing%20Strategy_withres.pdf

**These examples are only provided to illustrate the structure of the plan. The committee is not endorsing any strategy or action within the plans. The plan content will be adapted to Bainbridge Island.

Why do a Housing Action Plan? The City Council has not taken meaningful action on implementation of the 2017 Comprehensive Plan Housing Element. The 2018 recommendations of the Affordable Housing Task Force have not been advanced in a significant way. Both of these planning efforts intended to increase a diversity of housing types and decrease the number of cost burdened families on the island. Cost burdened families include 34 (owning homes) to 40 (renting homes) percent of our islanders – there is an urgent need to address this issue for our current residents.

As with other major City Council initiatives (e.g.; sustainable transportation, climate change), a planning effort is an effective means to elicit and document City Council policy decisions and direction and provide a specific set of prioritized actions to inform the work of City Council, City staff, community partners, and residents.

Several cities have received grants from the Washington State Department of Commerce (“Commerce”) to create Housing Action Plans. This grant program is the result of legislation passed in 2019. It is anticipated similar funding will come out of the 2021 legislative session. Commerce provides thorough guidance on creating Housing Action Plans that can be adapted to Bainbridge Island (see link below). Further, several topics included in Housing Action Plans are also required or recommended in a comprehensive plan housing element update. Covering these topics in a Housing Action Plan can expedite the process of updating our 2024 comprehensive plan housing element.

Why do we need a Housing Action Plan? We are far behind in implementing affordable housing goals and policies of our Comprehensive Plan. Notably, Goal HO 2 states: “Beginning in 2019, prepare biennial reports on the status of housing on Bainbridge Island. The report shall describe progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.” This is an implementation item we have not done. A Housing Action Plan includes an updated housing inventory and needs assessment, which will kick-start this monitoring effort. The committee recommends we initiate these two tasks immediately. Other important reasons we need a Housing Action Plan include:

- It provides a clear and holistic strategy and specific set of actions to address the community’s affordable housing objectives
- It provides an opportunity for meaningful and focused community engagement
- It provides an opportunity for the community to do pro-active work ahead of likely future state mandates related to density and affordable housing

What existing work plan items would be included in the Housing Action Plan? The City’s work plan currently includes a number of housing-related projects. Since many of them are policy-oriented with

dependencies on one or more other work plan items, the committee recommends addressing them within the context of the Housing Action Plan. These include:

- Consideration of ordinance to allow RV's as permanent housing
- Consideration of tiny homes on wheels as ADUs and tiny home villages
- Consideration of changes to ADU regulations, including common ownership
- Consideration of Inclusionary Zoning (IZ)
- TDR Program Improvement/Implementation
- Winslow Master Plan (housing element)

These items would be considered as potential strategies; however, the Housing Action Plan does not assume that any specific strategy or action will be included at the onset of the planning process. Strategies and actions are based on data (housing inventory and needs assessment) and community input. As noted above, topics in a Housing Action Plan have overlap with the housing element of the comprehensive plan housing element and can be structured to ensure work is not duplicated.

What existing work plan items would be completed outside the Housing Action Plan? Since it is anticipated the Housing Action Plan is a 12-18 month planning effort, the committee recommends initiating or continuing work on some housing-related work plan items. These items have a shorter timeline, may be able to be completed by the end of 2021, and can have an immediate impact on generating affordable housing units. Several of these items are recommendations of the Affordable Housing Task Force Final Report. Items the committee recommends working on in 2021 include:

- Complete MFTE program
- End FAR interim zoning control; adopt PC recommended ordinance (if/as modified by Council) – FAR will be addressed in Housing Action Plan
- Pursue religious properties density increase ordinance (per state mandate)
- Inventory public land for suitability of affordable housing
- Consider short-term vacation rental ordinance

In addition, there are a few "operational" items to be addressed in 2021 for which the committee recommends including a review from an affordable housing perspective (i.e.; an affordable housing "lens"). These include:

- Track liveboards as a topic to consider in SMP periodic review (increasing the 10% max in marinas)
- Provide recommendations for use of housing funding for 2021
- Consider permit expediting and fee reduction for affordable housing projects (as part of review of PCD fee study; would mean change in past CC direction to pursue 100% cost recovery)

IV. Next Steps

The immediate next step is to move forward with gathering information to understand the process and costs for developing a Housing Action Plan. To that goal, the recommended motion for tonight's agenda item is to request the City Manager work with the affordable housing ad hoc committee to develop a consulting scope of work for developing a Housing Action Plan, and separately to come up with the cost for a housing needs assessment and a housing inventory.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 20, 2021

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (8:05 PM) Workplan Discussion - City Council,

SUMMARY: The City Council will discuss the 2021 workplan.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: Please see the attached memo and presentation.

ATTACHMENTS:

[Workplan Presentation for 04202021](#)

[2021 Workplan Memo and Attachment for CC 04202021 final for packet](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



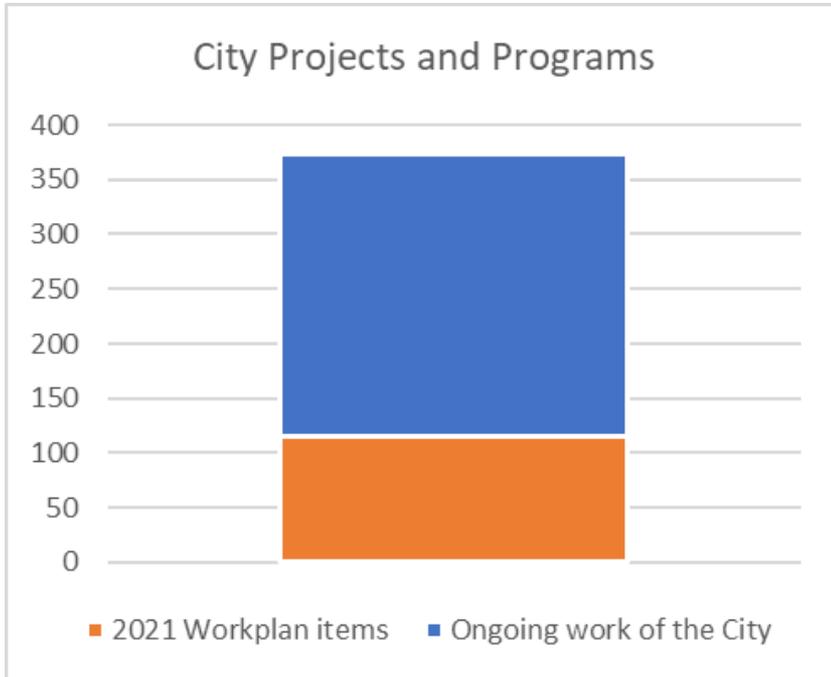
CITY OF
BAINBRIDGE ISLAND

2021 Workplan Discussion

April 20, 2021

Workplan priority discussion

- 2021 current City workplan
 - Information updated from Jan. 19 and March 2
 - Projects as funded in the budget
 - Includes draft categories and information on how the item arrived on the workplan



2021 Workplan Projects represent less than a third of the City’s overall programs and services

Roughly 40 policy projects – primarily supported by 13 staff or roughly 7.0 FTE of effort, about 5% of City FTE



Workplan priority discussion — 2021 projects

Using two organizational approaches to facilitate review

- Driver or Source
 - Policy
 - Capital
 - Operations
 - Required
- Category
 - Climate/Natural Resources
 - Community
 - Land Use/Housing
 - Mobility
 - Safety
 - Accountability/Governance
 - Diversity/Equity (considered adding in March)

2021 Completed Projects (through Q1)

Completed projects (first slide):

- Complete International Building Code Update
- Complete changes to Fire Code/Coordination with BIFD
- Complete SMP Limited Amendment - Critical Areas & Nonconforming
- Support Council completion of Development Moratorium workplan (CAO/SMP integration)
- FAR - Interim Zoning Control (IZC)- 6 month extension
- Support for City Manager search
- Develop hazard pay ordinance

2021 Completed Projects (through Q1)

Completed projects (continued):

- Welcoming signage – design and installation
- Winslow wayfinding signage project
- Manage GARE technical assistance project
- Safer Routes to School pilot projects
- Facilitate Council review of PAC/AHB projects and funding
- Support 2021 LTAC funding cycle
- Multi-jurisdictional sustainable transportation event
- Hands-free restroom fixture upgrade
- Community COVID testing site

2021 Emerging Priorities (through Q1)

New projects added include:

- COVID-19 vaccine distribution community partnership
- Develop hazard pay ordinance
- Support multi-jurisdictional Sustainable Transportation event
- Consider Welcome Pole project
- Implement small business grant program, administered by KEDA
- Develop and implement policies and procedures to resume in-person services at City Hall
- Support ad hoc committee for Affordable Housing
- Support joint subcommittee of Planning Commission, Design Review Board, and City Council

	Policy	Operations	Required	Capital
Accountability	6	16	11	8
Climate/ Natural Resources	10	11	1	
Community	5	15		3
Land Use/ Housing	16	3		
Mobility	3			7
Safety	2	7		5
Total	42	52	12	23

Over 60% of policy projects support climate/natural resources or land use/housing categories

Conclusion

Current Status:

- Ambitious workplan – at or above staff capacity
- Foundation for Council retreat with new city manager in June/July

Next Steps:

- Feedback on format
- Questions regarding particular items



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: April 20, 2021

To: City Council

From: Ellen Schroer, Interim City Manager

cc: City Attorney
Department Directors

Subject: 2021 Workplan Priority Items

To date in 2021, we have discussed the City's workplan in two Council meetings. On January 19, we discussed the 2020 Workplan, looking back to the prior year. On March 2, we had a second workplan discussion to review ongoing 2021 workplan items. The April 20th discussion is intended to update the workplan at the conclusion of the first quarter of 2021 and serve as a baseline transition document for the new city manager.

We will use the time to recognize our ongoing work items and highlight the items which have been added as part of the City's ongoing response to the COVID-19 pandemic along with additions responding to Council and community priorities. City staff will be available at the meeting to speak to specific projects; I encourage you to provide questions in advance, if possible.

This memo orients you to the attached table that presents the workplan projects. The workplan is provided in the same format as in March. Projects with new information are shown in bold type.

A suggested outline for the Council discussion tonight is:

- Step One: Provide Council and the community with an update on the current priority 2021 City projects, including an estimate of the level of effort and duration of the project.
- Step Two: Review the categories suggested in March for workplan organization:
 - Climate/Natural Resources
 - Community
 - Land Use/Housing
 - Mobility
 - Safety
 - Accountability/Governance
 - Diversity/Equity (discussed as a possible additional category in March)

Staff goals for the discussion:

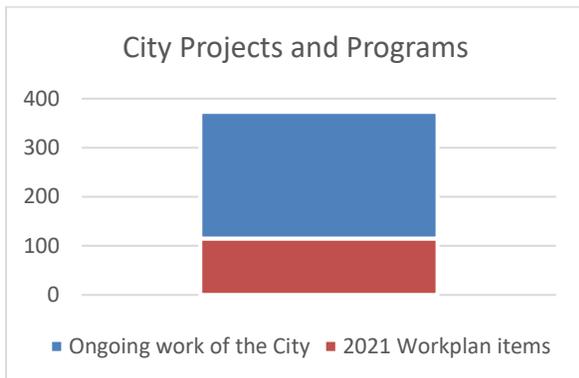
- Ensure that the Council understands the status of the workplan items and can ask questions about any particular item reflected.
- Develop an understanding of where tradeoffs will be sought as new priorities emerge.

2021 Citywide Workplan Priorities Background

Number and type of City projects

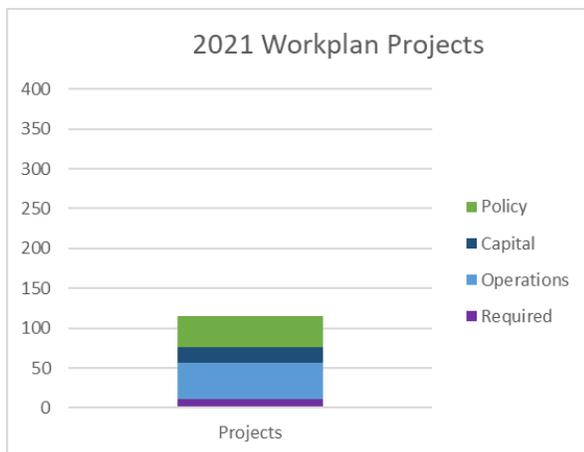
The workplan projects are part of a larger City set of programs and services. A large amount of City work is not captured on a project list such as the one presented as the workplan – key service delivery items such as filling potholes, traffic patrol, and paying invoices are among those ongoing services represented by the blue portion of the column in the chart which follows.

Chart One: Total ongoing and workplan projects (as presented in March)



Additional information about the workplan projects (red portion of the column) is shown in the next section.

Chart Two: Projects tracked on the workplan



Within the 129 Workplan projects represented above, staff are actively working on 87 projects, with an additional 26 projects that are either deferred or pending, and sixteen that have been completed in 2021. More information on project status is included in the attachment.

The green portion of the column in the graph above represents the “Policy” projects, 42 projects that staff are currently tracking, and which are mostly generated by direct Council action. These projects are worked on by a small number of staff citywide, in most cases the department director and one or two senior staff. An initial review of City staff indicates that there are about 13 people who support the policy projects, which I highlight to underscore the need to identify tradeoffs when considering new work. All of these staff members have significant other responsibilities in addition to policy projects, so using 20% for directors and 75% for other staff, **the City has roughly 7.0 FTE available to do the research and analysis to complete policy projects**, assuming all positions below are filled.

Staff available to assign to policy and capital projects such as the ones on the workplan include:

- Public Works: Director (20%), Engineering Project Manager (75%), Project Manager (75%)
- Planning and Community Development: Director (20%), Senior Planner (75%) (2)
- Executive: City Manager (20%), Deputy City Manager (75%), City Attorney (20%), Communications Coordinator (75%)
- Police: Chief (20%)
- Finance: Director (20%), Senior Financial Analyst (75%)

Definition of project types for 2021 Workplan projects

The attached workplan list includes 129 projects, divided into four categories, or types, to assist with review:

- Policy – projects which support the development of new policies, code, programs or services.
- Capital – capital projects.
- Operations – projects funded through the budget which support funded City programs and services.
- Required – projects which the City must complete for regulatory reasons.

These categories are intended to provide rough guidance as to where tradeoffs will occur if new projects are contemplated or projects are taken off the list.

In addition, the items are assigned a status:

- Active – projects with current staff assigned.
- Pending – projects for which staff is awaiting a decision or input.
- Deferred – projects which have been placed on hold and to which no staff are assigned.
- Complete – projects which have been completed in 2021.

The status indication and shading in the calendar quarters are intended to communicate planned staff activity related to each project.

Key Added/Emerging Projects:

The workplan is a dynamic list as Council continues to consider and develop its priorities. Staff also

sometimes adds projects, for example in response to storm events. Addressing these emerging items can decrease capacity to address previously identified projects.

A partial list of items that were added to the City workplan in Q1 2021 include:

- COVID-19 vaccine distribution – including logistics, policy and volunteer management
- Develop hazard pay ordinance
- Support multi-jurisdictional Sustainable Transportation event
- Consider Welcome Pole project
- Implement small business grant program, administered by KEDA
- Develop and implement policies and procedures to resume in-person services at City Hall
- Support ad hoc committee for Affordable Housing
- Support joint subcommittee of Planning Commission, Design Review Board, and City Council
- Implement closed-captioning on Zoom platform
- Manage City Hall repair project, including re-scope to adjust for additional items
- Support recruitment and selection of new city advisory group members

Conclusion

I am looking forward to our discussion on April 20 and welcome any questions or feedback you have. Thank you.

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Complete study to upgrade WWTP to tertiary treatment	Active		Wrap Up	PW									low	Climate/ Natural Resources	Policy
NTA Grant for Manzanita Watershed Planning	Active	Grant available in Q2 2021	Beginning	PW									medium	Climate/ Natural Resources	Policy
Complete administrative review of Critical Areas (CA) Ordinance	Active	Phased review: Phase 1 ARPA, Phase 2, Other CA's	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Active	Public hearing with the Planning Commission on Dec. 17, 2020. Ordinance scheduled for April 27	Wrap Up	PCD									medium	Climate/ Natural Resources	Policy
Shoreline Stewardship Program	Active	Implement the shoreline stewardship program adopted in code.	Beginning	PCD									medium	Climate/ Natural Resources	Policy
SMP/CAO Monitoring & Program Evaluation	Active	Implement the monitoring and program evaluation requirements adopted in code.	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Support Council consideration of Green Building Initiatives	Active	GBTf initial recommendations inconsistent with state preemption.	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Complete project to consider ARL designation	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
SEPA Ordinance Update	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
Support PSE community solar project	Pending	Project driven by PSE schedule	Beginning	PW									medium	Climate/ Natural Resources	Policy
Amend Appendix J of the Building Code to address stormwater	Active	Amend code to reflect the City's stormwater regulations.	Beginning	PW/PCD									medium	Climate/ Natural Resources	Operations
Pritchard Outfall – Complete design, community outreach and construct	Active	Not yet re-started	Beginning	PW									medium	Climate/ Natural Resources	Operations
Climate Action Plan implementation	Active	TBD based on support from new climate-focused staff position	Beginning	PW									high	Climate/ Natural Resources	Operations

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Support Groundwater Management Plan	Active	New hire on board	Beginning	PW									medium	Climate/ Natural Resources	Operations
WRIA 15 Watershed Plan Approval	Active	Scheduled for Council action 4/13	Wrap Up	PW									medium	Climate/ Natural Resources	Operations
Climate Action Plan implementation	Active	TBD based on support from new climate-focused staff position	Beginning	PCD									high	Climate/ Natural Resources	Operations
Senior Natural Resource Planner Hiring	Active	New position added for 2021	Beginning	PCD									low	Climate/ Natural Resources	Operations
Climate Change Officer Hiring	Active	New position added for 2021	Beginning	Exec									low	Climate/ Natural Resources	Operations
Complete annual update to GHG inventory dataset	Active		Ongoing	Exec									low	Climate/ Natural Resources	Operations
Complete SMP Limited Amendment - Critical Areas & Nonconforming	Complete	Adopted by Council on November 24, 2020. Ecology approval received on February 19; effective on March 5, 2021. 60 day appeal period.	Complete	PCD									low	Climate/ Natural Resources	Operations
Support PSE Brien Drive power undergrounding and vehicle charging station	Deferred	Project delay due to PSE scheduling; undetermined start date at this time	Beginning	PW									low	Climate/ Natural Resources	Operations
Complete SMP Periodic Review	Active	State deadline extended to June 30, 2021. Utilizing new public engagement tool Civil Space for outreach and project updates. Extending adoption to March 2022.	Beginning	PCD									high	Climate/ Natural Resources	Required

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Adopt 12-year Multifamily Tax Exemption (MFTE) program	Active	Briefing with Council scheduled in May	Beginning	PCD									high	Land Use/ Housing	Policy
FAR – Zoning Control – Amended Regulations	Active	IRA indicated interest in potentially selling FAR to the City	Midway	PCD									medium	Land Use/ Housing	Policy
Triage – Phase I Code Changes – Code revisions related to certain procedures	Active	Council consideration set for April 13, 2021.	Wrap Up	PCD									high	Land Use/ Housing	Policy
Triage – Phase II Code Changes – Code revisions related to meetings and requirements prior to a land use permit	Active	Under discussion at Planning Commission and DRB, not yet scheduled for Council consideration	Beginning	PCD									high	Land Use/ Housing	Policy
Support Council completion of Development Moratorium workplan (CAO/SMP integration)	Complete	Moratorium sunset on April 4, 2021. Final work plan item approved by Ecology with a March 5, 2021 effective date.	Complete	PCD									low	Land Use/ Housing	Policy
FAR - Interim Zoning Control (IZC)- 6 month extension	Complete			PCD									low	Land Use/ Housing	Policy
Complete changes to Sign Code	Deferred		Beginning	PCD									low	Land Use/ Housing	Policy
Support Council consideration of ordinance to allow RV's as permanent housing	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
Support Council consideration of rules for tiny home villages	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
Complete project to consider TDR Implementation	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New Council subcommittee formed in Feb 2021.	Beginning	PCD									high	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Decision Criteria – Conditional Use Permit	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Decision Criteria – Subdivision	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Initiate Winslow Master Plan (WMP) Update	Pending	Council has indicated their support for this work plan item but timing decision has not been made.	Beginning	PCD									high	Land Use/ Housing	Policy
Small Lots Regulations	Pending	Support Council policy discussion and regulations specific for small lots. Added to work plan in Jan 2021. Further direction may come from newly-formed Feb 2021 subcommittee.	Beginning	PCD									medium	Land Use/ Housing	Policy
Support Council consideration of changes to common ownership of ADU's	Pending	Planning Commission Public Hearing held on Ordinance 2020-02 with a recommendation (January 2020) to the City Council. Council discussed on July 14, 2020 and sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation from Committee to date. New subcommittee formed in Feb 2021.	Midway	PCD									medium	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Support Council consideration of Inclusionary Zoning (IZ)	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New subcommittee formed in Feb 2021.	Beginning	PCD									medium	Land Use/ Housing	Policy
Buildable Lands Report	Active	As part of the Comprehensive Plan Update, the City participates in the County's Buildable Lands Report to ensure an accurate representation of growth trends.	Beginning	PCD									medium	Land Use/ Housing	Operations
Complete Island Center Subarea Plan	Active	Community to determine preferred alternative before legislative process.	Wrap Up	PCD									medium	Land Use/ Housing	Operations
Implement Island Center Subarea Plan	Active	Amend municipal code to implement Island Center Subarea Plan.	Beginning	PCD									medium	Land Use/ Housing	Operations

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Support Sustainable Transportation Project	Active	Scope and timeline extension planned for Council discussion 4/13	Midway	PW									high	Mobility	Policy
Complete Streets Ordinance	Active	Pass model ordinance to allow for grant opportunities	Beginning	PW									medium	Mobility	Policy
Support multi-jurisdictional sustainable transportation event	Complete		Complete	PW									medium	Mobility	Policy
Eagle Harbor Drive/McDonald Creek culvert – permit and construct	Active	Design completed, but project on-hold to explore mitigation options that will avoid a permit appeal; consultant work started	Beginning	PW									high	Mobility	Capital
Eagle Harbor PH II Non-Motorized – Complete design and construct	Active	Project awarded; Construction start May/June	Midway	PW									high	Mobility	Capital
Sakai Pond Trail – Complete permitting and construct	Active	Project to be awarded by Council 4/13; Construction start May/June	Midway	PW									medium	Mobility	Capital
Wyatt Way Roundabout and Improvements - Complete design and construct	Active	Project anticipated to be substantially complete 4/9	Wrap Up	PW									medium	Mobility	Capital
Madison Avenue Sidewalk project scope evaluation	Active	Council authorized \$25K for an evaluation of the Madison Sidewalk project to include separated bike lanes and the inclusion of other road and utility corridor needs; options proposed for discussion in Q3	Beginning	PW									medium	Mobility	Capital
Eagle Harbor PH I Non-Motorized – design and right-of-way evaluation	Active	The staff will be presenting design options to the Council on 4/20. Design refinements or further evaluation of options could be an outcome of that discussion.	Beginning	PW									medium	Mobility	Capital
Dana's Trail project improvements planned for BISD property	Pending	Project advancement pending BISD	Beginning	PW									medium	Mobility	Capital

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Traffic Calming Program Development	Active	Consultant hired to begin program handbook and three project design locations: Grow; Schel Chelb; Grand Forest; Finch	Beginning	PW									high	Safety	Policy
Consider rules related to Sexually Violent Predator Housing	Deferred		Beginning	Exec									low	Safety	Policy
Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations.	Beginning	POL									medium	Safety	Operations
Community COVID vaccine distribution	Active	Plan to operate into Q2 2021 or, as needed.	Ongoing	Exec									high	Safety	Operations
Hands-free restroom fixture upgrade - construction	Complete	Implemented in City-owned buildings	Complete	PW									low	Safety	Operations
Community COVID testing site	Complete	Test site at City Hall has completed its scheduled approach. Will reactivate mobile site if needed.	Complete	Exec									low	Safety	Operations
EM - complete MOUs with community partners for Hubs and Shelters	Deferred	Emergency response activities will take precedence for foreseeable future.	Midway	Exec									low	Safety	Operations
EM - Continue Map Your Neighborhood outreach	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									low	Safety	Operations
EM - Plan and execute quarterly EOC exercises	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									high	Safety	Operations
High School Road Safety Improvements - Complete design and construct	Active	Delay due to federal grant agency response; Project design completed; Target advertisement date 6/1	Midway	PW									high	Safety	Capital
Sportsman Club/New Brooklyn Roundabout – Complete design and construct	Active	Delayed due to WSDOT review; Target advertisement date 6/1/21	Beginning	PW									medium	Safety	Capital

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Identified traffic calming projects	Active	Equipment (radar signs) ordered; awaiting receipt	Midway	PW									Medium	Safety	Capital
Safe Routes to School projects	Complete	Pilot project complete	Complete	PW									medium	Safety	Capital
Police/Court Facility – Complete design and construct	Pending	Project ready to advertise following input from City Manager	Beginning	PW									high	Safety	Capital

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Community business grants	Active	Grant applications closed Mar 28	Midway	FIN									High	Community	Policy
Plan for 2021 Community Needs Assessment	Active		Beginning	Exec									medium	Community	Policy
Support City participation in opioid lawsuit	Active		Ongoing	Exec									low	Community	Policy
Support Council consideration of public farmland framework	Active	Recommendation from Council Ad Hoc committee forthcoming	Wrap Up	Exec									low	Community	Policy
Develop hazard pay ordinance	Complete		Complete	Exec									low	Community	Policy
Farm Irrigation Projects - construction	Active	Pump and well-head maintenance/replacement	Beginning	PW									low	Community	Operations
Support 2022-2023 Cultural Element Funding Cycle	Active		Beginning	Exec									low	Community	Operations
COBI Connects	Active	Production of COBI Connects resumed with January 2021	Ongoing	Exec									medium	Community	Operations
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Active	Next step is to complete updates to Title 19 BIMC related to Master Permits, and then to pursue such permitting with Verizon and other providers.	Beginning	Exec									medium	Community	Operations
Continue to investigate options to improve community cellular service	Active		Beginning	Exec									medium	Community	Operations
Manage GARE Foundations training	Active	Registering City employees, Council and REAC members for May training	Midway	Exec									low	Community	Operations
Resolve Crawford shade covenant issues	Active	Awaiting community response to City inquiry	Beginning	Exec									medium	Community	Operations
Support 2022 LTAC funding cycle	Active	Fall cycle; will start in summer	Beginning	Exec									low	Community	Operations
Support REAC outreach workplan	Active		Ongoing	Exec									medium	Community	Operations
Support 2022 Human Services Funding Cycle	Active		Beginning	Exec									low	Community	Operations
Complete Winslow wayfinding project	Complete		Complete	PW									low	Community	Operations
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for "Something New" rotating artwork project	Complete	City and AHB will sign 5-year PSA	Complete	Exec									low	Community	Operations

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Manage GARE technical assistance project	Complete	Programming is not available as previously planned. Pursuing different GARE options.	Complete	Exec									medium	Community	Operations
Support 2021 LTAC funding cycle	Complete	Award cycle held in Q1	Complete	Exec									low	Community	Operations
Revise and update City special event permit process	Deferred	Will move forward as staff capacity allows.	Beginning	Exec									medium	Community	Operations
BISCC Renovations Project – design and construction	Active	Design consultant contract scheduled for Council approval 4/27	Beginning	PW									high	Community	Capital
Consider Welcome Pole project	Active	Considering possible location and scope	Beginning	PW									medium	Community	Capital
Race Equity Advisory Committee Welcoming Signage	Complete	Installed at six locations islandwide	Complete	PW									low	Community	Capital

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Stormwater Master Plan	Active	Project scope not yet developed	Beginning	PW									medium	Accountability	Policy
Water System Business Plan	Active	Project scope not yet developed	Beginning	PW									high	Accountability	Policy
Implement changes to Ethics Program	Active	Pending input from Council and Ethics Board	Midway	Exec									medium	Accountability	Policy
Complete changes to Code Enforcement	Deferred		Wrap Up	PCD									medium	Accountability	Policy
Review Noise Standards	Deferred		Beginning	PCD									medium	Accountability	Policy
Develop community budget reporting	Deferred		Beginning	FIN									low	Accountability	Policy
Annual drainage program – design and construction	Active	New suite of projects TBD	Beginning	PW									high	Accountability	Operations
Annual fleet and equipment procurement	Active	Projects underway	Beginning	PW									low	Accountability	Operations
Annual road preservation and striping program – design and construction	Active	Road project scope is completed; striping contract advertised	Beginning	PW									high	Accountability	Operations
Engineering Staff Hires – Engineering Manager; Project Engineer	Active	Engineering Manager hired; project engineer interviews scheduled	Midway	PW									medium	Accountability	Operations
Respond to and support potential Local Improvement District for Ferncliff HOA	Active	Consultant hired to begin preliminary cost and rate analysis	Beginning	PW									medium	Accountability	Operations
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment.	Beginning	POL									medium	Accountability	Operations
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007	Wrap Up	Fin/PCD									High	Accountability	Operations
FEMA Grant compliance and claims	Active	The City is in the process of submitting \$200k for reimbursement related to COVID-19 eligible expenses. Costs ongoing	Midway	FIN									high	Accountability	Operations

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
ARPA Grant compliance and claims	Active	The City will be receiving a yet-to-be determined amount of what is likely a two-year grant from the Federal Government through the State Commerce Dept	Beginning	FIN									high	Accountability	Operations
Police/Court Facility - tracking and reporting	Active		Midway	FIN									medium	Accountability	Operations
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services. The City's current bank, Umpqua no longer has physical presence on the island.	Beginning	FIN									Medium	Accountability	Operations
Support transition to providing in-person services at City Hall	Active	Dependent on County phase. Develop new service delivery protocols and accompanying policy and procedures	Midway	Exec									high	Accountability	Operations
Complete disposition of designated surplus property (IslandWood Easement).	Active		Wrap Up	Exec									low	Accountability	Operations
National Citizens Survey	Active		Beginning	Exec									low	Accountability	Operations
Revise and update City real property surplus process	Deferred	Support disposition/ planning for Suzuki property.	Beginning	Exec									low	Accountability	Operations
Website improvements	Deferred		Beginning	Exec									high	Accountability	Operations
Chlorine Generator Replacement – Complete design and construct	Active	Project construction contract awarded	Midway	PW									low	Accountability	Required
Comcast Franchise	Active	Scheduled for update to the Council in May/June	Midway	PW									medium	Accountability	Required
Lead PSE Franchise renewal process	Active	Communications consultant hired; public open house scheduled for May 19	Beginning	PW									medium	Accountability	Required
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	Vendor selected in Q4 2020. Statement of work under development for implementation and transition.	Beginning	POL									medium	Accountability	Required
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements	Active	Updated Interlocal agreement for independent investigations pending council action on 4/13	Wrap Up	POL									medium	Accountability	Required

Project	Status	Notes	Progress	Dept	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Level of effort	Category	Project Driver
Small wireless facility ordinance	Active	Adopt permanent regulations while working under the interim control. Moved from Executive to Planning in Jan 2021.	Midway	PCD									medium	Accountability	Required
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD, Verizon)	Active		Beginning	Exec									medium	Accountability	Required
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Midway	Exec									medium	Accountability	Required
Complete changes to Fire Code/Coordination with BIFD	Complete	Completed	Complete	PW									low	Accountability	Required
Complete International Building Code Update	Complete	State extended deadline from June 2020 to February 2021. Complete Feb 2021.	Complete	PCD									medium	Accountability	Required
Support for City Manager search	Complete		Complete	Exec									medium	Accountability	Required
Water and Sewer SCADA Upgrades - construct	Active	No bidders at 4/2 opening; seeking direct negotiation with contractor	Midway	PW									medium	Accountability	Capital
City Hall Repairs	Active	Project scope and schedule expanded due to unforeseen conditions	Midway	PW									medium	Accountability	Capital
Complete pre-design for Winslow Water Tank replacement; submit to DOH	Active	Delay due to technical issues related to the water system model; Pre-design report estimated complete early Q2; DOH final review Q3	Midway	PW									medium	Accountability	Capital
Country Club road bulkhead "spot" repair – Complete design and construct	Active	Project target advertisement date 6/1	Beginning	PW									medium	Accountability	Capital
Initiate design for Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	30% design review complete 5/1	Beginning	PW									medium	Accountability	Capital
City Hall Security – design and construction	Active	New project	Beginning	PW									low	Accountability	Capital
Salt Storage Facility – design and construction	Active	New project	Beginning	PW									low	Accountability	Capital
Village Basin sewer force main project – design and construction	Active	Considering addition of scope to Madison Bike Lanes project	Beginning	PW									high	Accountability	Capital