

APPENDIX D



Procedures for Data Collection

Data Collection Methodology: 2014 Kitsap County Buildable Lands Report

Below is the recommended methodology for collecting data pertinent to the Kitsap County Buildable Lands Update and identifies a preferred approach to the reporting and collection of selected permit data in support of that effort.

This document provides definitions and procedures to collect data and analyze development activity consistent with the requirements of RCW 36.70A.215. The intent is to outline *how* the data will be reported for buildable lands purposes—to the maximum extent practicable.

1) Residential Permit Data Reporting Formats

Single-Family Residential Subdivisions—The recommended approach to residential plat data collection and display is outlined below. The data will be reported in a table format and include all residential subdivision plats recorded from January 1, 2006-December 31, 2012, inclusive. Include long plats, short plats and large lot subdivisions. Each line in the table should contain data for an individual plat. Instructions for each column in the table are shown below:

- Zone—Zoning district that governed approval of the plat.
- TAZ—Transportation Analysis Zone in which the approved plat is located.
- Planned Density—Minimum and maximum allowed (net) density, where applicable, in the zoning district.
- Project Name—Name of plat or file number.
- Gross Plat Area—Total gross acreage of the site platted prior to subdivision.
- Common Areas—Tracts or acreage dedicated for purposes other than single-family house lots, to include:
 - Critical Areas—Acreage of tract created and precluded from development due to the presence of environmentally sensitive or critical areas (e.g., wetlands, steep slopes, stream corridors, wildlife habitat areas, etc.).
 - Rights-of-Way—Acreage deeded to local jurisdictions for public ROWs (both for newly created streets and expansion of existing streets) as well as privately owned tracts created for the purpose of



providing access to lots within subdivisions. Private access easements (which remain within house lots) may also be counted as ROWs, especially where easements are the primary means for providing access to lots in short plats.

- Public Purpose Lands—Acreage of tracts created for retention/detention /drainage facilities, open space and parks, or other on-site public facilities. Do not include public utilities easements within house lots.
- Net Plat Area—Gross plat area minus common areas.
- Number of Lots—Total lots in the plat.
- Achieved Density—Number of lots divided by net plat area. Compare with “planned density” as indicator of consistency of actual development with that envisioned in the Comprehensive Plan.

Single-Family Residential Building Permits—The recommended approach to single-family residential building permit data collection and display is outlined below and will be reported in table format. Include data for all single-family building permits issued from January 1, 2006-December 31, 2012, inclusive. Include permits issued for manufactured homes, if they occupy individually platted building lots in residential subdivisions. Each line in the table should contain data for all permits issued in a given zoning district, by UGA and Rural zoning classification. If possible, identify data separately for building permits that represent demolition of existing homes on lots not recently platted. Instructions for each column in the table are shown below:

- Zone—Zoning district within which the permit was issued.
- TAZ—Traffic Analysis Zone within which the permit was issued.
- Planned Density—Minimum and maximum allowed (net) density, where applicable, in the zoning district.
- Total Land Area—Sum of acreage of all lots for which permits were issued.
- Total Units—Sum of permitted units.
- Achieved Density—Total units divided by total land area. Compare with “planned density” as indicator of consistency of actual development with that envisioned in the Comprehensive Plan.

Multi-Family Residential Building Permits—The recommended approach to multi-family residential building permit data collection and display is outlined below and will be shown in table format. Include data for all multi-family building permits issued from



January 1, 2006-December 31, 2012, inclusive. Do not include permits for multi-family residential buildings that are mixed-use projects (i.e., ones that include commercial space along with residential units). These will be reported separately.

- Zone—Zoning district within which the permit was issued.
- TAZ—Traffic Analysis Zone within which the permit was issued.
- Planned Density—Minimum and maximum allowed (net) density, where applicable, in the zoning district.
- Project Name—Name of project or file number.
- Gross Land Area—Total gross acreage of the site prior to any public dedications.
- Common Areas—Acreage of the site dedicated for purposes other than multi-family building lots, to include:
 - Critical Areas—Acreage of site precluded from development due to the presence of environmentally sensitive or critical areas (e.g., wetlands, steep slopes, stream corridors, wildlife habitat areas, etc.).
 - Rights-of-Way— Acreage deeded to local jurisdictions for public ROWs (both for newly created streets and expansion of existing streets). Do not include private access easements or private roadways internal to housing complexes.
 - Public Purpose Lands— Acreage of site dedicated to retention/detention /drainage facilities, open space and parks, or other on-site public facilities. Do not include public utilities easements or landscaping.
- Net Land Area—Gross land area minus common areas.
- Units Permitted—Sum of units in project permitted during given year.
- Achieved Density—Sum of units divided by net land area. Compare with “planned density” as indicator of consistency of actual development with that envisioned in the Comprehensive Plan.

Miscellaneous Residential Permit Data—Additional data collection needs could include (but are not necessarily limited to):

- Accessory Dwelling Units—Total ADUs for which permits were issued from January 1, 2006-December 31, 2012, inclusive.



- Units Permitted (Other)—Sum of units added to existing multi-family buildings from January 1, 2006-December 31, 2012, inclusive.
- SF Units Demolished—Total single-family units for which demolition permits were issued from January 1, 2006-December 31, 2012, inclusive.
- MF Units Demolished—Total multi-family units for which demolition permits were issued from January 1, 2006-December 31, 2012, inclusive.

Determination of achieved densities on sites that have more than one existing or permitted structure on them may be more problematic (e.g., on-site infill, phased development, multiple structure projects, etc.). More specific methodology may be developed to address these sites if permit data identifies them as a significant issue.

2) Commercial/Industrial Permit Data Reporting Formats

Non-Residential Building Permits—The recommended approach to non-residential (commercial and industrial) building permit data collection and display is outlined below and will be shown in table format. Include data for all non-residential building permits issued from January 1, 2006-December 31, 2012, inclusive. Each line in the table should show data for an individual project (which may entail one or more structures, each with their own building permit). Instructions for each column in the table are shown below:

- Zone—Zoning district within which the permit was issued.
- TAZ—Traffic Analysis Zone within which the permit was issued.
- Project Name—Name of project, address or file number.
- Gross Land Area—Total gross acreage of the site prior to any public dedications.
- Common Areas—Acreage of the site dedicated for purposes other than commercial or industrial building lots, to include:
 - Critical Areas—Acreage of site precluded from development due to the presence of environmentally sensitive or critical areas (e.g., wetlands, steep slopes, stream corridors, wildlife habitat areas, etc.).
 - Rights-of-Way— Acreage deeded to local jurisdictions for public ROWs (both for newly created streets and expansion of existing streets). Do not include private access easements or private roadways internal to commercial and industrial complexes.
 - Public Purpose Lands— Acreage of site dedicated to retention/detention /drainage facilities, open space and parks, or



other on-site public facilities. Do not include public utilities easements or landscaping.

- Net Land Area (Acres and Square Feet)—Gross land area minus common areas.
- Floor Area—Gross square feet of floor area in the project.
- Floor Area Ratio (FAR)—Floor area divided by net land area (in square feet).

Mixed Use (Residential and Commercial) Building Permits—The recommended approach to mixed use (residential and commercial) building permit data collection and display is outlined below. It will be reported in table format and include data for all mixed use (residential and commercial) building permits issued from January 1, 2006-December 31, 2012, inclusive. Each line in the table should show data for an individual project (which may entail one or more structures, each with their own building permit). Instructions for each column in the table are shown below:

- Zone—Zoning district within which the permit was issued.
- TAZ—Traffic Analysis Zone within which the permit was issued.
- Project Name—Name of project, address or file number.
- Gross Land Area—Total gross acreage of the site prior to any public dedications.
- Common Areas—Acreage of the site dedicated for purposes other than building lots, to include:
 - Critical Areas—Acreage of site precluded from development due to the presence of environmentally sensitive or critical areas (e.g., wetlands, steep slopes, stream corridors, wildlife habitat areas, etc.).
 - Rights-of-Way— Acreage deeded to local jurisdictions for public ROWs (both for newly created streets and expansion of existing streets). Do not include private access easements or private roadways internal to mixed use complexes.
 - Public Purpose Lands— Acreage of site dedicated to retention/detention /drainage facilities, open space and parks, or other on-site public facilities. Do not include public utilities easements or landscaping.
- Net Land Area (Acres and Square Feet)—Gross land area minus common areas.



- Percentage of Project Floor Area Residential—Measure or estimate the percentage of the total floor area of the project that is intended for residential use.
- Units Permitted—Sum of units in project permitted during given year.
- Residential Density—Sum of units divided by net land area (acres) multiplied by percent of floor area devoted to residential.
- Percentage of Project Floor Area Commercial—Measure or estimate the percentage of the total floor area of the project that is intended for commercial use.
- Commercial Floor Area—Gross square feet of commercial floor area in the project.
- Floor Area Ratio (FAR)—Commercial floor area divided by net land area (in square feet) multiplied by percent of floor area devoted to commercial use.

Miscellaneous Non-Residential Permit Data—Total square feet of commercial and industrial space additions to existing structures is not required for Buildable Lands reporting purposes.

