

Kitsap County 2016 Comprehensive Plan Update - Scope and Strategy Document

Introduction

This document serves as a scope and strategy guide for Kitsap County's 2016 Comprehensive Plan update process. This is a living document that will be updated as the strategy is refined. Contents include:

- brief overview
- major tasks
- internal review team (preliminary list)
- proposed advisory structure
- sample Comprehensive Plan chapter outline
- preliminary schedule for implementation.

About the Plan

Kitsap County is loved for its natural beauty, waterfront communities, recreational opportunities, and rural and urban settings. The Kitsap County Comprehensive Plan is one of the primary means available to steer the future of the County and therefore improve and sustain the high quality of life for Kitsap's citizens.

Kitsap County will be conducting the required periodic update of its Comprehensive Plan and development regulations by June 2016, and will use this opportunity to reestablish a vision, describe current conditions, and set broad goals and policies to address Kitsap County's future. The Comprehensive Plan is a long range planning document that influences decisions. Decisions by elected leaders on how and where to invest infrastructure, places for economic growth and on sensitive ecosystems to protect are an outcome of the Comprehensive Plan update.

Guiding Principles

The Board of County Commissioners agreed upon a set of Guiding Principles in order to create a usable, implementable, and results oriented Plan. They are as follows:

- Create usable, results-oriented plan
- Utilize integrated, interdisciplinary team approach
- Avoid UGA expansion to extent feasible
- Respond to new population trends in innovative ways
- Support vibrant waterfront communities, with emphasis on Silverdale, Kingston and Manchester
- Illustrate likely outcomes of proposed goals and projects
- Communication:
 - a. include new groups in outreach
 - b. provide information in graphically pleasing, simple, informative method

2016 Comprehensive Plan Major Tasks

1. Project Management:

This task includes oversight and direction of the entire update process, including each of the below stated tasks. This task ensures consistent coordination and communication throughout the project, and provides for the public interface for the update. This task will be on-going through adoption of the updated plan, no later than June 2016.

2. Needs Assessment: This task will identify specific needs for the Comprehensive Plan update. This team approach to reviewing the existing comprehensive plan will:

- Identify issues, gaps and formulate recommendations with regard to the tasks below, including but not limited to goals and policies, buildable lands, code development and revisions, Community Plans, economic development, and capital facilities.
- Identify target audiences (public, special interests, elderly, youth, elected, etc.),
- Establish goals and objectives for the project and design the process, collect data (demographic, transportation, economic, etc.), record and analyze data, and establish an index and indexing procedures.

Main Deliverable/s: Needs Assessment Report

Delivery Date: March 2014

- 3. Public Outreach:** This task will develop a public participation plan including strategies for identified audiences, specific tasks and timeframes, and key messages. This task also includes collecting and reviewing public input, developing a stakeholder database, developing communication materials, and creating a project website. Public outreach will include citizens not typically involved in the planning processes, and innovative methods to gather public input.

Main Deliverable/s: Public Participation Plan for adoption by Resolution

Delivery Date: April 2014

- 4. Goals and Policies:** This task is a subset of the broader needs assessment (task 2), and includes review of all existing goals and policies to ensure that each of the goals and policies included in the updated plan are meaningful. The resulting document will be readable and structured for efficient implementation of goals and policies. (See page six for proposed review team.)

Main Deliverable/s: Phase 1: Synthesis of review team feedback. Phase 2: Revised Goals and Policies.

Delivery Date: Phase 1: April 2015 / Phase 2: December 2015

- 5. Buildable Lands Report:** This task compiles permit data from the County and its four cities relative to achieved densities. The resulting data will determine whether sufficient capacity exists to accommodate the new 2035 Kitsap County population total. Completing this task will satisfy the requirements of RCW 36.70A.215.

Main Deliverable/s: Final Buildable Lands Report

Delivery Date: December 2014

- 6. Code Development and Revision:** This task consists of amending Titles 16 'Land Division and Development', 17 'Zoning', 18 'Environment', 19 'Critical Areas', 20 'Transportation', and 21 'Land Use and Development Procedures' as determined necessary through the needs assessment. Identified code revisions include but are not limited to Title 17 revisions relating to the Use Table, Accessory Dwelling Unit regulations, home business codification, Low Impact

Development (LID) incentives, landscaping code, simplifying and removing conflicting footnotes, and zoning adjustments in conjunction with overlay districts.

Main Deliverable/s: Amended Development Regulations concurrent with Comprehensive Plan adoption.

Delivery Date: January 2016

- 7. Subarea Plans:** This task updates the existing Subarea (Community and LAMIRD) plans currently adopted by Kitsap County. Area-specific plans currently exist for Hansville, Kingston, Suquamish, Poulsbo, Keyport, Illahee, Silverdale, South Kitsap/Port Orchard, and Manchester. Note: the Poulsbo UGA Plan will be a joint-work effort between the County and the city of Poulsbo.

Intent:

Retain or update goals and policies directly pertaining to the specific Subarea Plan area, and either move or delete general goals and policies already covered elsewhere in the Comprehensive Plan. Updated Subarea Plans will contain only community-specific goals and policies. Community groups will play a large role in updating the plans.

Task:

County staff will provide direction to Citizen Advisory Committees (CACs) and community groups to conduct “Fitness Reviews” of the existing Subarea Plans. This task will identify goals and policies that are 1) community-specific and should remain in the plans, 2) redundant to goals and policies already located elsewhere within the Comprehensive Plan, 3) items that are regulatory in nature and should be considered during development regulation review, and 4) items that have been completed and should be removed from the plans.

In communities where County-sponsored CACs exist (Kingston, Suquamish, Manchester and Central Kitsap), the CACs will be tasked with the above fitness review. In communities where there is not a County-sponsored CAC, staff will approach the community groups who were the main plan point-of-contacts (Hansville, Keyport, Illahee, Port Orchard/South Kitsap) and will lead them through the review process, similar to the County-sponsored CACs.

Each CAC or community group will establish a minimum of one designee to meet with County staff throughout the update process and relay information between staff and the CAC. Staff will hold quarterly meetings with the CACs, and be available to answer questions and assist as necessary.

Deliverable: 1) Fitness Report for Each Subarea Plan (completed by the CAC or community group).
2) Updated Subarea Plans

Delivery Date: 1) CAC Fitness Reports Due by July 30, 2014
2) Updated Subarea Plans due by March 2016

8. Site Specific/Land Reclassification Requests: This task reviews Site Specific or Land Reclassification Requests concurrent with the Comprehensive Plan update, in accordance with KCC 21.08. The Department of Community Development currently has a list of over 50 potential applicants for such requests.

Deliverable: Re-open application process and develop recommendations.

Delivery Date: December 2014 - June 2015

9. Map Revisions: This task includes coordination with GIS staff to update both the Comprehensive Plan and Zoning maps to correspond with the updated Comprehensive Plan.

Deliverable: Revised Comprehensive Plan and Zoning Maps

Delivery Date: March 2016

10. Economic Development: This task analyzes employment data and trends, resulting in recommendations to ensure adequate zoning to meet regional employment targets. UGAs and LAMIRDs will be evaluated to identify potential areas for employment development. In addition, Kitsap County's methods for calculating employment supply and demand will be reviewed for potential amendments.

Deliverable/s: Employment projections per sector and UGA (on a Transportation Analysis Zone level). Employment projections based on the Preferred Land Use Alternative. Kitsap County Economic Strategy 2016-2035.

Delivery Date: March 2015

11. Capital Facilities Plan (CFP): This task updates Kitsap County's Capital Facilities investment program and its components for the preferred alternative.

The information will be incorporated in the Economic Development Element of the Comprehensive Plan. The CFP will comply with the requirements of RCW 36.70A.030(3), including the inventory of existing public facilities, forecast of future needs for public facilities, proposed capital improvements with financing plan, and recommended goals and policies.

Deliverable/s: 2016-2035 Capital Facilities Plan

Delivery Date: December 2015

12. Supplemental Environmental Impact Statement (SEIS): This task will ensure compliance with State Environmental Policy Act (SEPA) act review requirements (WAC 197-11). SEPA review is anticipated to occur via a determination of significance and preparation of a Supplemental Environmental Impact Statement (SEIS). The SEIS will supplement existing valid information in the current Comprehensive Plan EIS. A consultant will be utilized for preparation of the SEIS.

Deliverable: Draft SEIS/Final SEIS

Delivery Date: March 2016

The Review Team

A strong, interdisciplinary team will be required to review and revise the existing Comprehensive Plan. As the Plan touches almost all aspects of County operations, the team will draw from a large number of program disciplines. Following is a description of the team, and a preliminary estimate for time and budget.

Draft Proposed Internal Joint Planning Team.

Subject Areas	Effort Level	Proposed Designated Staff	Director/Manager
Project Management	1.75 FTE	Katrina Knutson and Dave Greetham	Larry Keeton/ Patty Charnas
Facilitator	0.2 FTE	TBD	TBD
Technical Advisors	0.25 FTE	Eric Baker	
Transportation	0.5 FTE	Greg Cioc/Jim Rogers	Jon Brand
Clean Water Kitsap	0.25 FTE	Doug Frick/Chris May	Larry Keeton/ D. Tucker
Sewer Utility	0.25 FTE	Stella Vakarcs	Dave Tucker
Solid Waste	0.25 FTE	Pat Campbell	Dave Tucker
Kitsap Transit	0.1 FTE	Steffani Lillie	John Clausen
Human Services	0.2 FTE	Laura Hyde and Che Che Murphy	Doug Washburn
Parks	0.25 FTE	Ric Catron	Jim Dunwiddie
CAO/Environmental	0.5 FTE	Kathlene Barnhart	Larry Keeton/ P. Charnas
Housing/Block Grant	0.1 FTE	Shannon Bauman	Bonnie Tufts
Economic Development	0.5FTE	Kathy Cocus	John Powers
Finance	0.1 FTE	TBD	A. D'Amato
Land Use	0.25 FTE	Scott Diener	L. Keeton
Legal Counsel	0.5 FTE	Shelley Kneip	J. Aufderheide
Health	0.25 FTE	Danielle Schaffner	Scott Daniels
GIS	0.75 FTE	Cindy Read/D. Nash	Larry Keeton
Law Enforcement	0.05 FTE	David White	Dennis Bonneville
Fire Marshal	0.1 FTE	David Lynam	Larry Keeton
Information Services	.1 FTE	Craig Adams	Bud Harris
Long Range Planners: Code, Subarea Plans, Site Specifics, Demography, Outreach	1.5 FTE	Elizabeth Court, Darren Gurnee	Larry Keeton
Office Assistant III	Up to1.0 FTE	Constance Blackburn	Larry Keeton
Other support includes: Karen Ashcraft - Planning Commission			

Advising the 2016 Comprehensive Plan Update

As the Kitsap County Board of Commissioners advocates public participation and encourages citizen involvement in all matters of County government, the Department proposes creation of an advisory group(S) to contribute, assist, guide and counsel the Comprehensive Plan Update as it relates to key areas of expertise.

Similar to the recent Shoreline Master Program Update Task Force, the group or groups would assist Kitsap County during the Plan update process. To do so, they will:

- Become familiar with the work plan and focus on specific topics from that work plan
- Work cooperatively with Kitsap County staff
- Review draft Comprehensive Plan policies developed by the internal work team
- Make additional recommendations as necessary.

Advisory groups would be assembled and provided with materials to familiarize themselves with the Comprehensive Plan update tasks during the first quarter of 2014.

Expertise (*proposed*) for Advising the 2016 Comprehensive Plan Update:

Community Health and Safety

- Law Enforcement
- Human Services
- Health District
- Education

Housing and Economy

- Economic Development
- Navy and Other Military
- Chambers of Commerce
- Military

Land Use/Environmental

- Commercial and Residential Development Interests
- Tribes
- Fisheries, Forests, Food

Infrastructure

- Transit and Roads
- Utilities
- Parks
- Finance

Example Comprehensive Plan Chapter Outline

Land Use Element

Section 1: Introduction

Section 2: Existing Conditions

Section 3: 20-Year Objectives

Section 4: Policy Implementation (see example below)

Goal: Ensure, through regular coordination and programmatic action, that County land use policies and development standards are not incompatible with military installations and operations.

Policy	Strategy	Near Term (1-5)	Mid-term (6-10)	Long Term (11-20)
Land use designations and zoning will not establish uses that are inconsistent or cause conflict with Military Base(s) that employs 100 or more personnel.	Complete a Joint Land Use Study (JLUS) with Navy by 2015, incorporate results into the Comprehensive Plan and ensure priority land use management recommendations are adopted over the term of the implementation strategy.	Cooperatively identify land use zoning priorities from the JLUS for adoption or overlay to designations into 2016 Comp Plan.	Establish regular status and progress reviews with military/Navy and carry out actions if compatibility issues arise.	Update JLUS goals to inform and revise next Comp Plan cycle as necessary.

Section 5: Financing:

Near-term strategy \$0 (existing planning resources) if no adjustments to Comp Plan or zoning required. Moderately more (\$12 - 35,000 in 2014 dollars) if geographically specific adoptions required. Note: Mid-term and Long term strategy financing appears at end of Land Use section.

How will the updated plan be implemented?

Utilizing innovative public outreach and a strong interdisciplinary work team, the County will work through the listed tasks to draft the updated Comprehensive Plan.

Upon completion, the draft plan will be forwarded to the Kitsap County Planning Commission for review, who will then make recommendations to the Board of County Commissioners. Upon final review, the Board of County Commissioners will take legislative action to adopt the plan. In accordance with the Growth Management Act (GMA), the adopted plan will be in effect for twenty years, but will be revisited after the first 10 years.

Effective implementation of the plan is a primary guiding principle in the update process. The tiered approach to implementation of goals and policies (near-term, mid-term and long-term) as demonstrated in the preceding sample chapter outline will allow the County to more strategically complete tasks as outlined in the Plan in an affordable, meaningful manner.

Preliminary Schedule/Timeline

Please see the next page for a multi-year project timeline.

Kitsap County Comprehensive Plan Update-Draft Schedule (October 2013 Version)

Major Tasks	2013												2014												2015												2016					
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J			
CPP Revisions																																										
Population Allocation																																										
Housing and Emp Targets																																										
Buildable Lands Report																																										
Project Initiation/ Assessment																																										
Needs Assessment																																										
Public Participation Plan																																										
Public Participation and Outreach																																										
Scoping and Inventory																																										
Critical Areas Ordinance Update																																										
Land Capacity and Growth Forecasts																																										
Develop Alternatives																																										
Capital Facilities Plan																																										
Supplemental EIS																																										
Code Development/Revision																																										
Chapter/Element Update																																										
Subarea/Community Plan Updates																																										
Legislative Process																																										
Dept. of Commerce																																										
PSRC																																										
Planning Commission																																										
Board of Commissioners																																										

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