

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
- advisory structure
- sample Comprehensive Plan chapter outline
- 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. Public Outreach:** The Department of Community Development created “Hear Kitsap” the Public Participation Program for the 2016 Comprehensive Plan Update. The Board adopted this plan in June 2014. To date, informational postcards were mailed to every unincorporated household, with the purpose of informing citizens about upcoming public meetings and directing them to the Comprehensive Plan website (compplan.kitsapgov.com). To date, six open public meetings have been held, 1,200 comments have been received, and the project website has been viewed over 13,000 times. For additional information on the Comprehensive Plan public outreach strategy or to view the 2014 Public Participation Plan Results and Summary, please view them on the project website.

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

Quarterly Public Participation Reports

Delivery Date: June 2014, Completed, and Ongoing.

- 3. Goal and Policy Review and Revision:** This task includes review of all existing goals and policies to ensure that each of the goals and policies included in the updated plan are meaningful and action oriented. The resulting document will be readable and structured for efficient implementation of goals and policies.

Main Deliverable/s: Phase 1: Internal Review Team Total Fitness Report. Phase 2: Revised Goals and Policies in Implementable Structure.

Delivery Date: Phase 1: November 2014 / Phase 2: December 2015

- 4. Buildable Lands Report:** This task compiles permit data from the County and its four cities relative to achieved densities. The resulting data will inform on development trends and 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: February 2015 (Draft Report December 2014)

- 5. 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

- 6. Subarea Plans:** This task updates the existing Subarea (Community and LAMIRD) plans currently adopted by Kitsap County. Area-specific plans to be updated as part of this effort include Kingston, Suquamish, Poulsbo, Keyport, Illahee, Silverdale, 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 has provided direction to Citizen Advisory Committees (CACs) and community groups and they have conducted “Fitness Reviews” of the existing Subarea Plans. This task identified 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 completed the above fitness review. In communities where there was not a County-sponsored CAC, staff approached the main plan point-of-contacts (Keyport and Illahee) and led them through the review process, similar to the County-sponsored CACs.

Each CAC or community group established a minimum of one designee to meet with County staff throughout the update process and relay information between staff and the CAC. Staff will continue to 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 December 2014
2) Updated Subarea Plans due by March 2016

- 7. 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, and the Docket approved by the Board of

Commissioners. The Department of Community Development currently has a list of over 50 potential applicants for such requests.

Deliverable: Staff and Planning Commission Recommendations

Delivery Date: September 2015

8. **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

9. **Alternatives Analysis:** This task includes crafting different development alternatives for review in the Environmental Impact Statement. These alternatives will be based on site specifics received, public input received, requests by Cities, and County-initiated proposals.

Deliverable/s: Three Alternatives, including one no action alternative.

Delivery Date: June 2015.

10. **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

11. **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 Internal Review Team (IRT)

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.

Internal Review 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 Vakarcis	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

CHAPTER XX: KITSAP COUNTY CHAPTER

NARRATIVE/PLAN CONTEXT

This portion of the chapter will include background information, pertinent vision statements, description of existing conditions, maps, etc. From this section, the reader will gain information on the topic, history of the topic, how the topic is being handled currently, and known issues on the topic.

GUIDING DIRECTIVES

This section of the chapter will include policy language that is not action oriented. These directives are from previous adopted direction and planning efforts. Language in this section recognizes previous efforts that continue to be pertinent, but no longer require action. Examples of these policies are language needed for development permit review, and reiterating portions of the Growth Management Act.

GOALS. ACTIONS. and STRATEGIES

This section of the chapter will include goals, actions and strategies for actionable implementation. Strategies will be laid out under each policy and also combined at the end of the chapter. This section is the 20-year work plan.

Strategy	Who	\$\$	Are resources currently available?	Key Stakeholders	Time-Frame	Other Related Items
EXAMPLE CHAPTER						
<i>Example:</i> Create a report to identify infrastructure shortfalls and near term actions necessary to properly fund infrastructure.	Primary: DCD Public Works	\$\$	No	HBA CACs	1-3 Years	CFP

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.

Major Tasks	2015												2016									
	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J		
CPP Revisions																						
Population Allocation	Completed																					
Housing and Emp Targets																						
Buildable Lands Report																						
Project Initiation/ Assessment																						
Public Participation Plan	Completed																					
Public Participation and Outreach																						
Scoping and Inventory	Completed																					
Critical Areas Ordinance Update																						
Land Capacity and Growth Forecasts	Completed																					
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																						