

**(DRAFT) AGENDA**  
**Regular Meeting – Bremerton Planning Commission**  
**(Subject to PC approval)**  
**January 27, 2024**  
**5:30 P.M.**  
**345 6th Street, Bremerton**  
**First Floor Chambers**

**Zoom Meeting Option**

<https://us02web.zoom.us/j/89651517986?pwd=b0dnVVhvSmd5KzFGL0ljS1NwVjJ3dz09>

**Webinar ID:** 860 8962 6977

**Password:** 955016

**Dial by your location:**

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

**Remote Participation:**

To provide testimony on items listed on  
the agenda “Raise Your Hand” on Zoom  
Press \*9 on your phone

**One tap mobile:**

+1-253-215-8782 86089626977# \*955016#  
US (Tacoma)

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If the public would like to address the Commission on any item that is not on the agenda it must be done in person, and not via Zoom, unless prior arrangements were made through the Project Assistant by calling (360) 473-5269 at least 24-hours prior to the meeting.

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF THE AGENDA**

**IV. APPROVAL OF MINUTES:** December 16, 2024

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**V. PUBLIC MEETING**

**A. Call to the Public:** In-person public comments on any item not on tonight’s agenda.

**B. Public Workshop:**

1. Draft Transportation Element & Draft Active Transportation Plan – planning documents include elements of pedestrian, bicycle, vehicle, and transit modes of travel.
2. Zoning Code Amendments (workshop). Draft amendments related to updating regulations for BMC 20.12 Land Division, including new provisions for Unit Lot Subdivision and revisions to the existing Boundary Line Adjustment code BMC 20.12.175.

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**VI. BUSINESS MEETING**

**A. Chair Report:** Nick Wofford

**B. Director’s Report:** Andrea Spencer

**C. Old Business:**

**D. New Business:** Planning Commission By-Laws Review

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**VII. ADJOURNMENT:** The next regular meeting of the Planning Commission will be held on February 24, 2025.

# DRAFT

## CITY OF BREMERTON

### PLANNING COMMISSION MINUTES OF REGULAR MEETING December 16, 2024

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#### **CALL TO ORDER:**

**Chair Wofford** called the regular meeting of the Bremerton Planning Commission to order at 5:30 p.m.

#### **ROLL CALL**

##### **Commissioners Present**

Chair Wofford  
Vice Chair Tift  
Commissioner Browning  
Commissioner Coviello  
Commissioner Paauw  
Commissioner Pedersen

##### **Staff Present**

Garrett Jackson, Planning Manager, Department of Community Development  
Vicki Grover, Engineering Project Manager, Public Works and Utilities  
Sharon Schwartz, Project Assistant, Department of Community Development

#### ***Quorum Confirmed***

#### **CHAIR CALL FOR MODIFICATIONS TO AGENDA**

The agenda was accepted as presented.

#### **APPROVAL OF MINUTES**

**VICE CHAIR TIFT MOVED TO APPROVE THE PLANNING COMMISSION MEETING MINUTES OF NOVEMBER 18, 2024, AS PRESENTED; COMMISSIONER COVIELLO SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.**

#### **PUBLIC MEETING**

**Call to the Public** (public comments on any item not on the agenda)

Comments from the public were provided by **Jose Camacho** and **Robin Weldin**.

#### **PUBLIC WORKSHOP:**

**2024 Comprehensive Plan; Draft Environmental Impact Statement (DEIS) Preferred Alternative** – A Power Point presentation was provided by Department of Community Development Planning Manager Garrett Jackson.

During Mr. Jackson's presentation he discussed the importance of the DEIS for the 2024 Comprehensive Plan updates, provided an overview of public comments received, discussed the various alternatives for the plan and discussed revised verbiage to the Mineral Resource Overlay section LU3-LDR(C).

Chair Wofford opened the Public Workshop to receive testimony from the public. No comments received.

Questions and comments were offered by Planning Commissioners Pedersen, Browning, Tift, Paauw, Coviello and Wofford with responses provided by Garrett Jackson.

The Bremerton Planning Commission unanimously recommends Preferred Alternative 2 Centers Based Approach for the 2024 Comprehensive Plan preferred alternative.

## **BUSINESS MEETING**

### **Chair Report**

#### **Chair Wofford**

No report.

#### **Director Report**

Garrett Jackson on behalf of Andrea Spencer thanked everyone for being in attendance. Noting that because of the Federal Holiday next month, the meeting will be moved to the 4<sup>th</sup> Monday in January.

#### **Old Business**

Chair Wofford noted discussion of the by-laws will take place at next month's meeting.

#### **New Business**

None.

## **ADJOURNMENT**

The meeting was adjourned at 6:08 p.m.

Respectively Submitted by:

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Andrea L Spencer, AICP  
Executive Secretary

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Nick Wofford, Chair  
Planning Commission

**CITY OF BREMERTON, WASHINGTON  
PLANNING COMMISSION AGENDA ITEM**

**AGENDA TITLE:** Workshop: Draft Transportation Element, Draft Transportation Element Technical Appendices (TTA) & Draft Active Transportation Plan (ATP)

**PRESENTED BY:** Vicki Grover, Engineering Project Manager; (360) 473.2317

**MEETING PURPOSE**

As part of the ongoing 2024 Comprehensive Plan Update, this workshop provides information on the Draft Transportation Element, Draft Transportation Element Technical Appendices (TTA) & Draft Active Transportation Plan (ATP); these are planning level documents which discuss elements of pedestrian, bicycle, vehicle, and transit modes of travel.

**PROJECT OVERVIEW**

“Bremerton2044” is the title of the City of Bremerton’s Comprehensive Plan Update, which focuses on evaluating which aspects of the plan are working and what needs to be adjusted. The update is required by the Washington State Growth Management Act (GMA) in order to demonstrate that Bremerton has the capacity to accommodate population and employment increases forecast to the year 2044. Population estimates indicate that the City will grow to 63,757 persons and 58,258 jobs by 2044. As the US Census Bureau estimates that Bremerton’s population was 43,505 with 44,083 jobs in 2020, this means the City is forecast to increase its population by over 46%, with a 32% increase in the number of jobs. The Comprehensive Plan must also be consistent with regional planning goals established in Puget Sound Regional Council’s (PRSC) [Vision 2050](#) and County level planning efforts per the Kitsap Regional Coordinating Council (KRCC) [Countywide Planning Policies](#). The overarching principles and general concepts within the 2016 Comprehensive Plan continue to be applicable, however, some alterations are necessary to reflect changes in State and regional planning standards and to ensure that the document still represents the community.

**ORDERS OF THE DAY**

At this workshop Planning Commission should be prepared to provide comment to staff on the Draft Transportation Element, Draft Transportation Element Technical Appendices (TTA) & Draft Active Transportation Plan (ATP).

## INTRODUCTION

This workshop will focus on the Draft Transportation Element, Draft Transportation Element Technical Appendices (TTA), and Draft Active Transportation Plan (ATP). The Draft Transportation Element has been available for comment for more than 6 months, and is published online within the [June 17, 2024 Draft Comprehensive Plan](#) (pgs. 73-86). The Draft Transportation Element was reviewed by the Planning Commission at the [June 17, 2024 workshop](#), with the remainder of the draft Comprehensive Plan. The Draft Transportation Element Technical Appendices (TTA) and Draft Active Transportation Plan (ATP) documents are [available on the City webpage](#), with a public comment period from January 10<sup>th</sup> to January 27<sup>th</sup>. City Staff will consider comments made, with potential adjustments to future draft materials. This report will provide general information, and a formal presentation to the Planning Commission is scheduled for January 27<sup>th</sup> to gather additional feedback from the Commission and the public. Links to previous Planning Commission workshops related to the Transportation Element are found below.

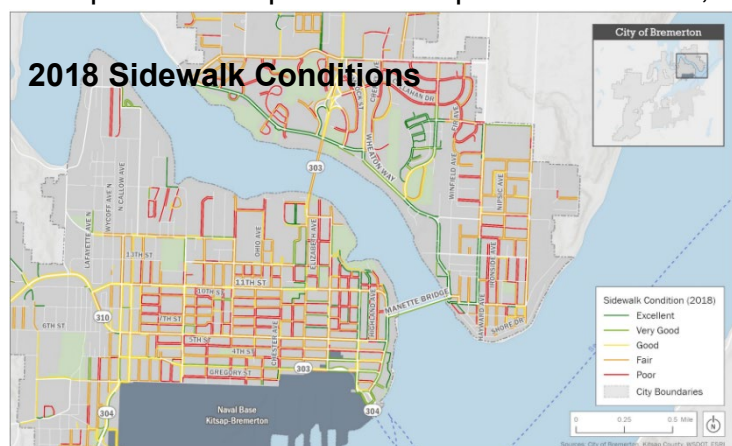
- [June 26, 2023 Planning Commission Workshop](#) – this workshop provided an overview of subject matter to be considered with the Transportation Plan update, including planning partners and transportation related topics to be considered with the update, including but not limited to: Level of Service (LOS), potential transportation impact fees, and updating the Active Transportation Plan.
- [November 20, 2023 Planning Commission Workshop](#) – At this workshop, Transportation Staff requested feedback from the Planning Commission and the public for potential survey questions meant to gather input on the local transportation system. The results are published on [Bremerton2044.com](#), and respondents identified traffic congestion (64%), aggressive or reckless driving (64%), poor road conditions (53%), or wait times at lights (51%) as top traffic issues in the City.

## DRAFT TRANSPORTATION ELEMENT TECHNICAL APPENDICES (TTA)

The transportation appendices contain the technical information analyzed and compiled to support the goals and policies of the Transportation Element. The following provides a description of some of that information, with additional content to be presented at the workshop.

### Existing Conditions

The *Existing Conditions* section provides a snapshot of our present transportation network, including streets, active transportation facilities for bikes and pedestrians, transit options (provided, Kitsap Transit, Mason Transit, and Washington State Ferries), and how our freight network is managed for heavy trucks and railways. As relayed at previous workshops, the City Transportation Element must balance the needs of different modes of transportation that sometimes compete for the same space within the right-of-



way. The adjacent map provides an illustrative example of content provided in this section. As assessment of City sidewalks was performed in 2018 to determine the location and quality of existing sidewalks, assigning a grade of Excellent, Very Good, Fair, or Poor to segments within the City and was the source used for this illustrative example.

### **Additional Transportation Planning Documents**

The Bremerton Comprehensive Plan must address local conditions while also conforming to planning efforts from other jurisdictional authorities. A selection of plans the City is required to account for are as follows:

- Puget Sound Regional Council (PSRC), [Vision 2050](#): PSRC's document Vision 2050 is regional planning document guiding growth within King, Kitsap, Pierce, and Snohomish counties. The goal for Vision 2050 jurisdictions is to provide exceptional quality of life, opportunity for all, connected communities, a spectacular natural environment, and an innovative, thriving economy.
- Kitsap Regional Coordinating Council (KRCC), [Countywide Planning Policies](#) (CPPs): As PSRC manages the regional growth strategy, KRCC CPPs provide development guidance through Countywide Planning Policies.
- Kitsap County, [2024 Comprehensive Plan](#). The City of Bremerton is within the boundaries of Kitsap County, and accordingly must ensure a compatible transportation system that coordinates with the larger Kitsap County network. Information on the larger Kitsap transportation network is found within the County Comprehensive Plan.
- Kitsap Transit, [Long Range Plan 2022-2042](#). The Kitsap Transit long range plan notes a number of potential new services for Bremerton, including a new High-Capacity Transit service and an express route from Downtown Bremerton to Tacoma.
- [Joint Compatibility Transportation Plan](#) (JCTP). The JCTP is a coordinated transportation plan executed jointly between the Navy and the City of Bremerton. Identified infrastructure improvements include re-channelization of 6th Street and Naval Avenue, multimodal infrastructure improvements near the base gates, and adaptive signal timing on Burwell Street, Kitsap Way, 6th Street, and 11th Street.
- [State Route 303 Corridor Study](#). The SR 303 study notes a number of potential capital improvements including: adaptive signal technology, roundabouts, widened sidewalks, active transportation improvements, and Business Access and Transit infrastructure.
- [Subarea Plans](#). The City currently has several Subarea Plans regulating specific geographic areas of Bremerton, they include: Bay Vista, Downtown, East Park, Harrison Heights, and the Puget Sound Industrial Center. The Transportation Element also considered the Charleston Areawide Planning Study (CAPS) plan with the update.

### **Public Process**

There have been a number of opportunities for the public to shape and provide comment on the draft transportation plans. The list below is not an exhaustive list of public outreach but does identify key outreach events.

- Transportation Survey (1.18 to 2.15.2024): The online survey resulted in 605 people responding. As relayed previously in this report, traffic congestion, aggressive or reckless



driving, poor road conditions, or wait times at lights were identified as top traffic issues. The published survey results are available at [Bremerton2044.com](https://Bremerton2044.com).

- Virtual Open House #1 (1.19 to 2.15.2024): Attendees viewed a prerecorded presentation to introduce the overall Comprehensive Plan, Transportation Element, and the City’s Active Transportation Plan. Participants were able to leave comments through the comment box on the project website or by participating in the public survey.
- Webmap Engagement (8.19. to 9.9.2024): interactive map for the Active Transportation Plan was accessed on the Comprehensive Plan Transportation Element webpage. The map showed the current bicycle and pedestrian priority networks considered high or medium priority for implementing active transportation projects over the next 20 years.
- Virtual Open House #2 (10.2 to 10.16.2024): Attendees were provided with an update on the Transportation Element and the Active Transportation Plan process and included a description of how the City evaluates which projects to include in the plans.
- In-person Open House (10.8.2024): This meeting was held at the Norm Dicks Government Center from 5 to 7PM, providing information on the Transportation Element and the Active Transportation Plan to the 10 community members in attendance.



## Future Transportation Needs

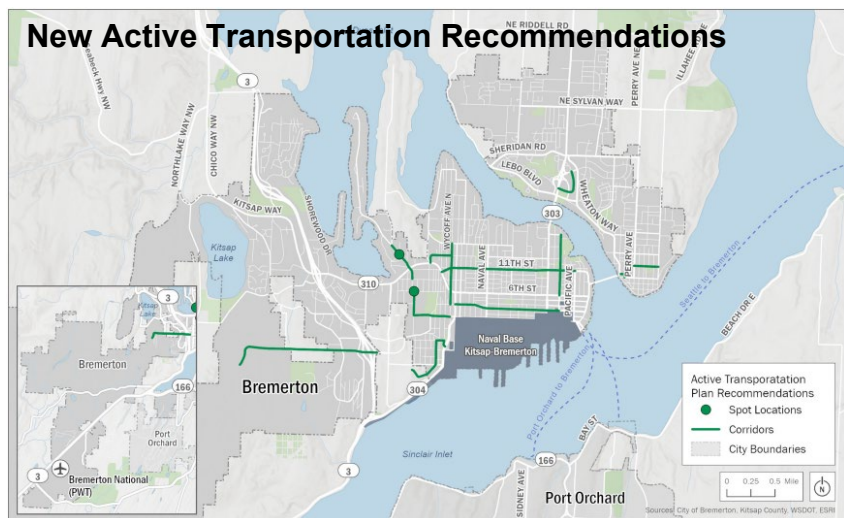
Gauging what infrastructure is needed, and where those capital improvements should be located, is determined through measuring Level of Service (LOS) for federally classified intersections. With this Comprehensive Plan update, LOS for vehicles is separated from the LOS for other modes of travel. LOS for vehicles is measured on a scale from A to F, to describe how well traffic flows at an intersection and is measured based on vehicle delay; please see the adjacent image for a description of each LOS outcome. Current vehicular LOS thresholds were established in the 2016 Comprehensive Plan for municipal roads and by the Washington State Department of Transportation (WSDOT) for designated state routes. The adopted LOS in Bremerton is LOS E for intersections on City roadways. WSDOT LOS thresholds are LOS D for intersections with roads designated as Highways of Statewide Significance (HSS) and LOS E/Mitigated for intersections on state routes that are not classified as HSS. Three intersections within city limits currently operate below their minimum adopted LOS standard and seven intersections are anticipated to operate below their minimum adopted LOS standard by 2044. A list of anticipated capital projects planned for the near-term or within 6-years and the long term or within 20-years is provided in the technical appendix to show how we plan to address the established transportation LOS. The current vehicular LOS standard is not proposed to change with this plan update.

LOS	DESCRIPTION
A	Free-flowing conditions
B	Stable operating conditions
C	Stable operating conditions, but individual motorists are affected by the interaction with other motorists
D	High density of motorists, but stable flow
E	Near-capacity operations, with significant delay and low speeds
F	Over capacity, with delays

## ACTIVE TRANSPORTATION PLAN

Active transportation refers to human-scaled methods of travel, such as walking, riding a bike, using a scooter, or rolling with an assistive mobility device such as a wheelchair. Active Transportation projects have an alternative Level of service (LOS) standard to measure these modes of transportation. Level of traffic stress (LTS) is a measure used to evaluate the comfort and safety perceived by active transportation users on roadways, considering factors such as vehicle speed, traffic volume, the number of lanes, and the presence of dedicated pedestrian and/or bicycle facilities. The City is considering how to apply LOS standards for Pedestrian Level of Traffic Stress (PLTS) and Bicycle Level of Traffic Street (BLTS) standards. The goals of Active Transportation Plan are to ensure:

1. **Safety:** Use a Safe System Approach to design a transportation system to protect vulnerable users, prevent crashes, and minimize harm when crashes occur to achieve Vision Zero—a future where Bremerton’s multimodal transportation system experiences zero traffic related deaths or serious injuries.
2. **Comfort:** Strive to provide active transportation facilities that are comfortable for people of all ages and abilities on walking and biking routes.
3. **Connectivity:** Complete a citywide network of bikeways and pedestrian infrastructure that provides efficient and convenient connections to regional centers and destinations such as work, shopping, education, transit services, and recreation.
4. **Equity:** Invest in active transportation infrastructure in the communities that need it most, eliminate disparities, and promote safe and healthy connections for people walking, biking, and rolling.
5. **Mode Share:** Prioritize improvements that encourage people to make everyday trips by active transportation modes in Bremerton.
6. **Partnerships:** Collaborate with state, local, nonprofit, and private partners to improve regional active transportation connections and access.



## ORDERS OF THE DAY

At this workshop, Planning Commission should be prepared to provide comment to staff on the Draft Transportation Element, Draft Transportation Element Technical Appendices (TTA) & Draft Active Transportation Plan (ATP).



**CITY OF BREMERTON, WASHINGTON  
PLANNING COMMISSION AGENDA ITEM**

<b>AGENDA TITLE:</b>	Public Workshop for Zoning Code Amendments: Land Division BMC 20.12
<b>DEPARTMENT:</b>	Community Development
<b>PRESENTED BY:</b>	Garrett Jackson, Planning Manager; (360) 473.5289

**MEETING PURPOSE**

As part of the ongoing 2024 Comprehensive Plan Update, this workshop will introduce the Planning Commission to potential Zoning Code Amendments related to a new section addressing Unit Lot Subdivision and a revised Boundary Line Adjustment code.

**PROJECT OVERVIEW**

“Bremerton2044” is the title of the City of Bremerton’s Comprehensive Plan Update, which focuses on evaluating which aspects of the plan are working and what needs to be adjusted. The update is required by the Washington State Growth Management Act (GMA) in order to demonstrate that Bremerton has the capacity to absorb population and employment increases forecast to the year 2044. Population estimates indicate that the City will grow to 63,757 persons and 58,258 jobs by 2044. As the US Census Bureau estimates that Bremerton’s population was 43,505 with 44,083 jobs in 2020, this means the City is forecast to increase its population by over 46%, with a 32% increase in the number of jobs. The Comprehensive Plan must also be consistent with regional planning goals established in the Puget Sound Regional Council’s (PRSC) [Vision 2050](#) and County level planning efforts per the Kitsap Regional Coordinating Council (KRCC) [Countywide Planning Policies](#). The overarching principles and general concepts within the 2016 Comprehensive Plan continue to be applicable, however, some alterations are necessary to reflect changes in State and regional planning standards and to ensure that the document still represents the community.

**OBJECTIVE**

Staff seeks guidance from the Planning Commission regarding possible revisions to the zoning code, to be further considered at a later public hearing.

**ATTACHMENTS**

Attachment I: Bremerton Municipal Code Unit Lot Subdivision proposed amendments in legislative mark-up.

Attachment II: Bremerton Municipal Code Boundary Line Adjustment proposed amendments in legislative mark-up.

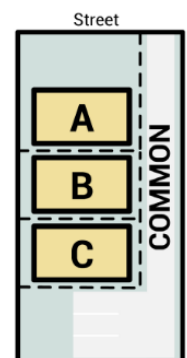
## BACKGROUND

In order to fully implement Middle Housing options discussed at the [November 18, 2024 Planning Commission Workshop](#), adoption of a new type of subdivision is necessary to make these new housing types more appealing. In 2023, the State legislature revised [RCW 58.17.060](#) to mandate that Washington State jurisdictions allow *Unit Lot Subdivisions* within their local short subdivision code standards. Per [BMC 20.12.080\(a\)](#), as this subdivision type is limited to the short subdivision process, this restricts this scale of subdivision to 9 or fewer lots, which should adequately address any potential infill project within the more developed portions of the City. A similar subdivision type, *Residential Cluster Development* per [BMC 20.58.060](#), is available for subdivisions of 10 or more lots and requires the applicant to set aside a portion of the property as open space areas in perpetuity.

In addition to proposed the new Unit Lot Subdivision code section, Staff is proposing revisions to the existing Boundary Line Adjustment (BLA) code section, [BMC 20.12.175](#). Since its implementation in 2021, Staff has received comments from applicants relaying that the code should provide additional flexibility for minor adjustments where property line issues between neighbors are in need of correction. As the BLA code is found within the same BMC 20.12 code section as the proposed Unit Lot Subdivision, revised language is provided at this workshop to ensure efficiency.

## UNIT LOT SUBDIVISION

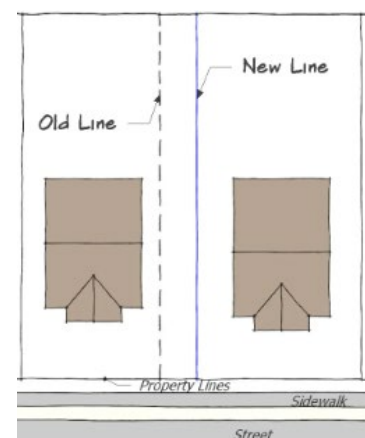
The Unit Lot Subdivision process grants additional flexibility by applying zoning development standards only to the *parent lot*, and not to individual *unit lots*. The adjacent illustration provides an example where the parent lot (all of the area seen in the image) is divided into the unit lots and a commonly owned road tract. In the illustrated example, development standards (such as a 15-foot front yard setback or impervious surface coverage) would only apply to the parent lot. Dependent on the scope of the development, to provide flexibility to the applicant, a Unit Lot Subdivision may take place before, during, or after a development has taken place. For instance, should an applicant fully construct two Accessory Dwelling Units (ADU), they may choose after the construction to create independent lots for each ADU in order to sell these homes. See Attachment I for draft language in legislative mark-up, with new material underlined and deleted materials with ~~strike through~~. Note, for reader ease, not all existing code language was included in the attachment, see [BMC 20.12](#) for a full accounting of the subdivision code.



Example unit lot subdivision with three unit lots and a tract held in common.

## BOUNDARY LINE ADJUSTMENT

The proposed revisions to the Boundary Line Adjustment (BLA) code add flexibility to the process by allowing minor property line modifications to be made that do not meet complete conformance with zoning code dimensional standards. The adjacent image illustrates an example where a BLA might bring two lots within code compliance by moving a property line into conformance with side yard setback requirements. As Bremerton is an older, more



compact city, with extensive existing development, older structures sometimes cannot meet current setback and other dimensional requirements of a zone. At times a private driveway, or even a portion of a home, can encroach onto a neighboring property, necessitating an alteration to the property line. If seeking a BLA this poses a problem as the current code does not contain an allowance for situations where code compliance cannot be met.

The proposed code revision adds a process for existing nonconforming structures in cases where the alteration is the minimum necessary to allow the subject property the same general rights enjoyed by other property in the same area, and when the applicant demonstrates that other solutions have been evaluated other than a potential BLA. A number of additional revisions are proposed throughout the BLA code in an effort to add clarity to requirements. Please see Attachment II for draft language in legislative mark-up, with new material underlined and deleted materials with strikethrough.

## **NEXT STEPS**

The Planning Commission should be prepared to provide Staff with any needed direction on potential code revisions. These code sections would potentially be considered by the City Council after the adoption of the 2024 Comprehensive Plan update.

## **OBJECTIVE**

Staff seeks guidance from the Planning Commission regarding possible revisions to the zoning code, in order to draft amendments for a later public hearing.

**BREMERTON MUNICIPAL CODE  
DRAFT NEW UNIT LOT SUBDIVISION SECTION**

**20.12.040 DEFINITIONS.**

“Lot, parent” means a lot which is subdivided into unit lots through the unit lot subdivision process.

“Lot, unit” means a lot created from a parent lot and approved through the unit lot subdivision process.

“Unit lot subdivision” means the division of a parent lot into two or more unit lots within a development and approved through the unit lot subdivision process.

**20.12.080 SUBDIVISION CATEGORIES.**

When reference to "subdivision" is made in this code, it is intended to refer to "short subdivision," "formal subdivision," “unit lot subdivision,” and "binding site plan" unless one is specified.

- (a) Short subdivision: a subdivision of nine (9) or fewer lots. Land within a short subdivision may not be further divided in any manner within a period of five (5) years without filing of a final plat, except the original owner may file an alteration within five (5) years to create up to a total of nine (9) lots within the original plat boundaries.
- (b) Formal subdivision: a subdivision of ten (10) or more lots.
- (c) Binding site plan: a land division for commercial and/or industrial developments. (Ord. 5301 §3 (Exh. B) (part), 2016: Ord. 4980 §1 (part), 2006)
- (d) Unit lot subdivisions. A subdivision of nine (9) or fewer lots, with separate zoning development considerations made for the parent lot and unit lots.

**20.12.090 REVIEW PROCEDURES AND APPROVALS.**

(a) Subdivision. Approval of all subdivisions requires a four (4) step process: approval of a preliminary subdivision, installation or bonding of required improvements, approval of the final subdivision, and recording of the subdivision with the Kitsap County Auditor.

(4) Unit lot subdivisions.

(i) A preliminary Unit Lot Subdivision: Type II Director decision.

- a. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable design and development standards of the zone.
- b. Subsequent platting actions and additions or modifications to structure(s) may not create or increase any nonconformity of the parent lot.
- c. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking, and vehicle access areas; bike parking; solid waste collection areas; underground utilities; common open space; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.

## ATTACHMENT I

- d. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.
- e. Effect of Preliminary Approval. Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the public works department. All development shall be subject to any conditions imposed by the city on the preliminary approval.

(ii) A final unit lot subdivision: Type I Director decision.

- a. The final unit lot subdivision shall be submitted to the Director within five (5) years of the date that the preliminary approval became final or the unit lot subdivision shall become null and void.
- b. Notes shall be placed on the face of the plat or short plat as recorded with the county auditor to state the following:  
The title of the plat shall include the phrase "Unit Lot Subdivision."  
Approval of the development on each unit lot was granted by the review of the development, as a whole, on the parent lot.

**BREMERTON MUNICIPAL CODE  
DRAFT BOUNDARY LINE ADJUSTMENT REVISION**

**20.12.175 BOUNDARY LINE ADJUSTMENTS.**

(a) Purpose. The purpose of this section is to provide ~~procedures and criteria~~ for the review and approval of adjustments to boundary lines of existing lots of record which do legal lots or tracts in order to rectify defects in legal descriptions, to allow the enlargement of lots to improve or qualify as a building site, to achieve increased setbacks from property lines or sensitive areas, to correct situations wherein an established use is located across a lot line, or for other similar purposes. A boundary line adjustment shall not be used to subdivide land, i.e., it shall not create any new or additional lot, tract or parcel, consistent with the provisions of RCW 58.17.040, RCW 58.04.007 and WAC 458-61A ~~The boundary line adjustment is not for the purpose of avoiding public improvement requirements that would be associated with a replat or other new land division approval.~~

(b) Procedure. ~~(1)~~ A request for a boundary line adjustment is processed as a Type I Director's decision pursuant to Chapter 20.02 BMC.

~~(2)~~ Boundary line adjustments may also be accomplished as part of a plat or short plat.

~~(3)~~ At the Director's discretion, a site plan review or separate permit may be required prior to the submittal of a BLA or concurrently with the BLA permit.

(c) Application Submittal Requirements. ~~An applicant shall submit a complete boundary line adjustment application to the City. The following shall constitute~~ accompany a complete application for the purposes of this chapter:

(1) A Boundary Line Adjustment Application form

(ii) ~~Evidence of ownership or authorization from the property owner to apply. The signatures of all the owners of the property affected, or their authorized representatives are required on the application, indicating consent to apply for the proposal.~~

(2) A scaled site plan of both the existing and proposed property line configuration that contains the following:

(i) ~~A vicinity map that clearly marks the site in relation to the nearest major streets, roads, and waterways in the area;~~

(ii) A map at a scale of not less than one (1) inch to fifty (50) feet which depicts the existing proposed property configuration, including all lot lines, dimensions, and lot area existing roads, easements, and structures, with the distance between structures and the existing and proposed boundary lines.

(iii) ~~The location and dimensions of all structures/improvements existing upon the affected lots and the distance between such structures/improvements and the existing and proposed boundary lines.~~

(iv) ~~The location and dimensions of any easements within or adjacent to the affected lot(s).~~



## ATTACHMENT II

(iii) The location, dimensions and names of all existing or platted street rights-of-way, whether public or private, within or adjacent to the affected lots.

(iv) The location of all existing and proposed water, sewer and storm drainage facilities, on-site wastewater disposal systems, drainfields, and wells.

(v) The location of access to all affected lots.

(vi) A north arrow and bar scale.

(3) A vicinity map that clearly marks the site in relation to the nearest major streets, roads, and waterways in the area.

(34) The original legal descriptions of all affected properties, together with new separate legal descriptions for each parcel resulting from the adjustment.

(45) All drawings and legal descriptions are required to be prepared, stamped and dated by a licensed land surveyor as set forth in BMC [20.12.070](#). The surveyor shall confirm the following:

(i) That the boundary line adjustment does not violate any covenants, conditions and restrictions (CCRs), deed restrictions, common spaces, easements, or development agreements pertaining to the affected properties; and

(ii) All persons with interest in the properties are represented in the request.

(56) A title report prepared not more than sixty (60) calendar days prior to application submittal and prepared by a title company licensed in the State of Washington, may be required.

(i) If an existing on-site sewage (septic tank) disposal system and/or well will continue to be used on an affected property after the boundary line adjustment, and/or if a new on-site sewage disposal system or well is proposed for an affected property where City code does not require connection to the City's municipal sewer and/or water system, the applicant shall provide written verification from the Kitsap Public Health District that the proposed lot is adequate to accommodate an on-site sewage disposal system and/or well.

(d) Decision Criteria. The following criteria shall be used to review and approve boundary line adjustments:

(1) The boundary line adjustment shall not result in the creation of any additional lot, tract, parcel, site, or division.

(2) The boundary line adjustment shall not be approved if it avoids public improvement requirements, such as utility or right-of-way improvements, that would be associated with a land division approval.

## ATTACHMENT II

~~(3) The lots or parcels resulting after the boundary line adjustment shall meet all dimensional requirements specified for the applicable zone as set forth in this title, and other applicable regulations.~~

~~(4) No lot, use, or structure is made nonconforming or more nonconforming than that which existed at the time of application and is subject to the provisions of Chapter 20.54 BMC.~~

(3) The lots or parcels resulting from the boundary line adjustment shall be in conformance with all dimensional requirements specified for the applicable zone, or similar regulations.

(i) In the case of minor property line corrections, the Director may grant relief from dimensional requirements specified by the applicable zone, if the alteration is the minimum necessary to allow the subject property the same general rights enjoyed by other property in the same area and zone; and the applicant demonstrates that other solutions or design options have been evaluated and rejected.

(54) Will not diminish or impair existing or future drainage, water supply, sanitary sewage disposal (including on-site sewage disposal) or legal.

(65) Shall not be reconfigured or adjusted which would render access for vehicles, utilities, fire protection, or existing easements impractical to serve their purpose or to allow maintenance/access.

(i) When an adjustment of boundary lines requires a modification of access, those modifications shall be approved by the City Engineer through a separate permit.

(76) Shall not violate or be inconsistent with any conditions of approval for a previously filed land use action, subdivision, short plat, or binding site plan deemed relevant by the Director.

(87) Shall not result in a lot having more than one land use designation and/or zoning; or result in being bisected by any special overlay.

(98) Shall not result in a lot, or lots, not wholly located within the City limits.

(109) Shall not involve lots that do not have a common boundary.

(110) Shall not result in a lot which would be so constrained by topography, critical areas or buffers, unusual shape, or other site conditions that a reasonable building site cannot be obtained except through a variance, reasonable use exemption from a critical areas permit, or other special exemption from the City's zoning, land use or critical area regulations.

(1211) Shall not affect the boundaries of any lot, tract, parcel or division that is the subject of a current, unresolved City code enforcement action, code violation notice, or stop work notice; except as provided under circumstances where the Director, Hearing Examiner or judge deems a boundary line adjustment provides an appropriate resolution.

## ATTACHMENT II

~~(13)~~ (12) Any adjustment of boundary lines must be approved by the Department prior to the transfer of property ownership between adjacent legal lots.

~~(14) When an adjustment of boundary lines requires a modification of access, those modifications shall be approved by the City Engineer through a separate permit.~~ Any adjusted lot shall contain no more than six (6) separate lot lines, which are straight lines except when an irregular line is caused by an existing right-of-way or existing lot line.

(e) Final Approval and Recording.

(1) Prior to recording, the applicant shall submit boundary line adjustment drawing(s) for approval by the City. The City will provide a decision in writing, to be provided to the Kitsap County Auditor's office.

(2) Prior to final approval, documentation authorizing the transfer of property ownership shall be placed on the original boundary line map along with the legal descriptions of those portions of land being transferred when lots are under separate ownership. Lot lines within lots under the same ownership will be adjusted upon the recording of the boundary line adjustment.

(3) A boundary line adjustment does not become effective until all documents are recorded with the Kitsap County Auditor. The boundary line adjustment shall be recorded within one hundred eighty (180) days of the notice of decision date or be null and void. The applicant shall be responsible for submitting all final documents for recording. The applicant shall provide the City the Auditor file number within seven (7) days of recording, and a copy of the recorded boundary line adjustment within thirty (30) days of recording. (Ord. 5422 §3, 2021)