

(DRAFT) AGENDA
Virtual Meeting – Bremerton Planning Commission
(Subject to PC approval)
September 19, 2022
5:30 P.M.

Join Zoom Meeting

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I. CALL TO ORDER

II. CLERK CONFIRMATION OF QUORUM

III. CHAIR CALL FOR MODIFICATIONS TO AGENDA

IV. APPROVAL OF MINUTES: July 18, 2022 meeting

V. PUBLIC MEETING

A. Call to the Public: Public comments on any item not on tonight's agenda

B. Guest Speaker:

1. Tiana Kleinhoff, Designated Broker, Bradley Scott Commercial Real Estate

C. Public Hearing:

1. Proposed 2024 Comprehensive Plan Update Public Participation Plan and potential scope for the Comprehensive Plan Environmental Impact Statement (EIS).

VI. BUSINESS MEETING

A. Chair Report: Richard Tift

B. Director Report: Andrea Spencer

C. Old Business:

D. New Business:

VII. ADJOURNMENT: The next regular meeting of the Planning Commission is
Monday October 17, 2022

Planning Commission meeting packets are available on-line at
<http://www.BremertonWA.gov/AgendaCenter/Planning-Commission-4>

DRAFT

Subject September 19, 2022, Approval

CITY OF BREMERTON

PLANNING COMMISSION MINUTES OF VIRTUAL MEETING July 18, 2022

CALL TO ORDER:

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

ROLL CALL

Commissioners Present

Chair Tift
Vice Chair Rich
Commissioner Coviello
Commissioner Flemister
Commissioner Pedersen
Commissioner Wofford

Staff Present

Andrea Spencer, Director, Department of Community Development
Garrett Jackson, Planning Manager, Department of Community Development
Kate Millward, Planner, Department of Community Development
Sarah Lynam, CBDG Administrator, Department of Community Development

Commissioners Excused

Commissioner Mosiman

Quorum Confirmed

CHAIR CALL FOR MODIFICATIONS TO AGENDA

The agenda was accepted as presented.

APPROVAL OF MINUTES

COMMISSIONER WOFFORD MOVED TO APPROVE THE MINUTES OF JUNE 27, 2022, AS PRESENTED. COMMISSIONER PEDERSEN SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

PUBLIC MEETING

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

Chair Tift invited comments from citizens. There were none.

Workshop: Zoning Code Amendments for Cottage Housing, Duplexes and Townhomes, Definition Updates, and State Law Updates Related to Density Bonuses for Religious Institutions and Bremerton Housing Authority (BHA)

Mr. Jackson advised that all of the proposed amendments are based on documents that have already been put together by the City of Bremerton and its partners, including the Assessment of Bremerton's Affordable Housing Policies and Regulations (Infill Toolkit) and the City of Bremerton and Kitsap County Affordable Housing Recommendations Report. Both documents

are available on the City's website. He reviewed that the proposed amendments were presented to the Commission at a public workshop on April 18th. In addition, staff presented the amendments to the Kitsap Housing and Homeless Coalition in May. Participants in the Coalition include the Bremerton Housing Authority (BHA), Kitsap Community Resources, Habitat for Humanity-Kitsap County, and Housing Kitsap, as well as religious organizations that specialize in housing such as the Catholic Housing Services and Ohana House Ministries. The legislative, marked-up code was presented to the Commission at their June 27th meeting and was forwarded to the Department of Commerce for dissemination to various State organizations for review. The State Environmental Policy Act (SEPA) review started on July 8th, and no objections have been received. Staff presented to the Kitsap Builders Association and Kitsap Realtors last week.

Mr. Jackson reviewed each of the proposed changes as follows:

- **Allow Duplexes and Townhomes in the Low-Density Residential (LDR) Zone.**

Mr. Jackson explained that, currently, duplexes and townhomes are outright permitted in the LDR zone, but only on properties located within 500 feet of a commercial district. Townhomes are also a permitted use in the LDR zone with a residential cluster development, which is a specialty type of subdivision. In addition, two Accessory Dwelling Units (ADUs) are permitted on any property in the LDR zone, with no owner-occupancy requirement. Kitsap County permits or conditionally permits duplexes, cottage housing and multi-family housing in all Urban Growth Areas (UGAs) associated with Bremerton, so the proposed amendments would provide some continuity between what the City allows and what is allowed in the areas that will likely be annexed into the City at some point. In addition, the Washington State Legislature has proposed mandating additional housing types statewide, and the Federal Government released a White House Brief in 2021, encouraging local jurisdictions to reduce exclusionary zoning in order to create affordable housing and boost production of two to four-unit housing development.

Mr. Jackson advised that, as proposed, Bremerton Municipal Code (BMC) 20.60 would be amended to remove the provision that limits townhomes and duplexes to LDR properties within 500 feet of a commercial district or center. If approved, townhomes and duplexes would be outright permitted in all LDR-zoned property.

- **Allow Cottage Housing in the Low-Density Residential (LDR) and Medium-Density Residential (MDR) Zones.**

Ms. Millward explained that cottage housing is a small-scale development type where the number of units is typically limited to between four and twelve. The homes are oriented toward an open space as opposed to the street, creating a more pedestrian versus vehicular environment, as well as a sense of built-in neighborliness that supports a smaller community and is representative of a traditional development style that is very familiar in the country. Cottage housing development does not require that property be subdivided. As proposed, each cottage housing unit would be limited to 1,200 square feet in size, with no more than 12 units in a cluster. In addition, 400 square feet of open space would be required per unit, and nonresidential structures (sheds/garages, etc.) would be limited to 80% gross square feet of all combined residential structures. A minimum 6'x10' covered front porch would be required for each unit, as well.

Ms. Millward advised that, as proposed, 1.5 parking spaces would be required, which is lower than the typical 2 parking space requirement, and no subdivision would be required. An existing home that does not conform to the cottage housing standards would be allowed to remain on the site. In LDR zones, three units or less would be outright permitted when meeting all criteria of approval, and four or more units would be conditionally permitted. In the Medium-Density Residential zone, (MDR), cottage housing would be outright permitted when meeting all criteria of approval.

- **Allow Bonus Densities for Religious Organizations.**

Mr. Jackson advised that, per Revised Code of Washington (RCW) 36.70A.545, jurisdictions are required to allow bonus densities to religious organizations that provide affordable housing. However, all housing units must be for low-income individuals or families for a period of time no shorter than 50 years. In addition, the housing provider would be prohibited from discriminating against any person who qualifies as a member of a low-income household. As proposed, the bonus density provision would also be offered to the Bremerton Housing Authority (BHA). A density bonus of up to 50% would be allowed for qualifying projects in all zones with a maximum density.

Mr. Jackson referred to Exhibit B, which is a letter from the BHA indicating support for the proposed changes. The procedure would be a Conditional Use Permit (CUP), and the criteria for approval would include: meet all other City standards (parking, utilities, traffic mitigation, etc.), does not apply to congregate living facilities, all units are affordable as defined by RCW 84.14.010, a 50-year term recognized by a recorded Notice to Title, consult with Kitsap Transit on appropriate transit services, and housing is provided in a nondiscriminatory way.

- **Change the Definition for “Maximum Density.”**

Mr. Jackson explained that the proposed additional housing varieties are a much more compact way of developing, and single-family homes are more spread out. The proposed changes will offer a greater opportunity to provide additional units on a gross basis as opposed to a net basis. He shared a diagram to illustrate the difference between gross-acre and net-acre measurements, noting that a net-acre measurement subtracts critical areas, utilities, easements, etc. from the total land available for development. A more straightforward approach is to base maximum density off a gross-acre measurement.

Mr. Jackson recommended that the Commission conduct a public hearing, deliberate and provide a recommendation to the City Council regarding the proposed amendments to Title 20 of the BMC.

Chair Tift opened the public hearing and invited public comments. There were none, and Chair Tift closed the public hearing.

Commissioner Wofford asked if the required 6’x10’ front porch would be included in the 1,200 square foot maximum unit size, and **Mr. Jackson** answered no.

Commissioner Coviello asked if any feedback was received from the Kitsap Builders Association. **Mr. Jackson** responded there were no negative comments following his presentation to the group, and no written comments have been submitted, either. The only written comment regarding the proposed amendments was from the Bremerton Housing Authority (BHA). **Vice Chair Rich** asked if any comments from residents were received, and **Mr. Jackson** answered no.

COMMISSIONER WOFFORD MOVED THAT THE COMMISSION RECOMMEND THE CITY COUNCIL ADOPT THE ZONING CODE TEXT AMENDMENTS TO TITLE 20 OF THE BREMERTON MUNICIPAL CODE AS SHOWN IN ATTACHMENT A, AND BASED UPON THE STAFF REPORT AND THE FINDINGS AND CONCLUSIONS PRESENTED IN ATTACHMENT C. VICE CHAIR RICH SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

Director Spencer thanked the Commissioners for their participation in the amendment process, which has been ongoing for the past several months. They asked some good questions along the way and provided good input.

BUSINESS MEETING

Chair Report

Chair Tift did not have any items to report.

Director Report

Director Spencer reminded the Commissioners that their August meeting was cancelled. She reported that they are in the process of reviewing applicants for the Project Assistant position and will likely have the position filled by the Commission’s next meeting on September 19th. At this point, she doesn’t know if the September meeting will be in person or virtual, as the City Council hasn’t made a decision yet.

Old Business

There was no old business.

New Business

Chair Tift thanked the Public Works Department for painting spaces for bicycles along Kitsap Way. These improvements will be great for the cyclists in the community.

ADJOURNMENT

The meeting was adjourned at 5:57 p.m.

Respectively Submitted by:

Andrea L Spencer, AICP
Executive Secretary

Rick Tift, Chair
Planning Commission

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

AGENDA TITLE:	Guest Speaker: Commercial Real Estate in Bremerton
DEPARTMENT:	Community Development
PRESENTED BY:	Garrett Jackson, Planning Manager, (360) 473-5289, Garrett.Jackson@BremertonWa.gov

EXECUTIVE SUMMARY

As appropriate, educational opportunities are scheduled for the Planning Commission in order to keep them informed on pertinent planning efforts. This has included our [September 2021 review of the Buildable Lands Report](#), and [May 2022 Population Project & Market Conditions](#) workshops. The resources provided at this meeting are intended to provide the Planning Commission with needed context, as the City plans for how to absorb future population growth with the current Comprehensive Planning update process.

ORDERS OF THE DAY

The guest speaker is attending for educational purposes only, no action will be taken on this item.

COMMERCIAL REAL ESTATE IN BREMERTON

Tiana Kleinhoff, Designated Broker

We are fortunate to have Tiana Kleinhoff join us in order to provide an overview of the commercial real estate market in Bremerton. Tiana has worked in the real estate industry for 22 years. During that time she has operated within many industry subsets, from improving local housing stock to attract community investment, to multifamily class A developments, to managing on-post military housing at Joint Base Lewis McChord, and others. Her years of experience culminated in the purchase of Bradley Scott Commercial Real Estate in November 2018. The presentation will focus on how the Coronavirus pandemic has impacted the retail & office space market in Bremerton, what the big picture is now, and projections for future results.



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

AGENDA TITLE:	Public Hearing for Comprehensive Plan Update Public Participation & Work Program and scoping discussion for the Comprehensive Plan Environmental Impact Statement (EIS).
DEPARTMENT:	Community Development
PRESENTED BY:	Garrett Jackson, Planning Manager; (360) 473.5289

MEETING PURPOSE

The purpose of this hearing is to discuss the Comprehensive Plan Update, Bremerton2044. The purpose of this public hearing is consideration of the Work Program, public comments received, and Public Participation Plan for the Comprehensive Plan Update.

PROJECT OVERVIEW

The City of Bremerton is at the beginning process of updating our Comprehensive Plan. A major update like this happens every ten years and is focused on evaluating which aspects of the plan are working and what needs to be adjusted. It is called Bremerton2044 as we are looking towards how Bremerton will grow over the next 20 years (2024 to 2044). The overarching principles and general concepts within the 2016 Comprehensive Plan continue to be applicable, however some alterations are necessary to reflect the changes related to the updates in Washington State law, growth allocations, and the overall goals of the community.

As Bremerton’s Department of Community Development, we are tasked with verifying state regulations compliance, having a public participation plan including listening and engaging the public, and presenting Planning Commission’s recommendations to City Council for their approval in 2024. This recommendation will include considering numerous Planning Commission workshops in 2022, 2023, and 2024 with staff presentations and public comments.

STAFF GUIDE TO ATTACHMENTS

- *Attachment A– Comprehensive Plan Update Work Schedule*
- *Attachment B – Public Participation Program*

STAFF RECOMMENDATION

Staff recommends the Planning Commission hold an open record public hearing, consider testimony and public comments, and consider passage of two motions. Please see motions below.

MOTIONS FOR CONSIDERATION

1. Move to recommend the Comprehensive Plan Update Work Schedule as detailed in **Attachment A** to the City Council for adoption.
2. Move to recommend the Comprehensive Plan Public Participation Program as detailed in **Attachment B** to the City Council for adoption.

COMPREHENSIVE PLAN UPDATE REQUIRED

The update to the City's Comprehensive Plan focuses on ensuring that the Plan meets the requirements of the Washington State Growth Management Act (GMA) and its consistency with both the multi-county planning policies in Puget Sound Regional Council's (PRSC) [Vision 2050](#) and [Kitsap County's Countywide Planning Policies](#). A number of new State requirements for Comprehensive Planning will introduce new features into the Plan, guidance from the State on some of these items have not yet been finalized and is expected in late 2022 and early 2023.

Many communities amend their comprehensive plan annually and regularly adopt changes to the development regulations that implement them. In addition to these regular amendments, in the spring of 2022 [RCW 36.70A.130](#) was amended and now State GMA requires cities and counties to update comprehensive plans every 10 years. In the City of Bremerton's case, an updated plan must be approved on or before December 31, 2024 to comply with State GMA (RCW 36.70A.130(5)). To ensure this timing is met, a work schedule has been attached to this staff report as **Attachment A**. Please note that there are 25 potential public meetings where public can provide comments.

The GMA requires that each Washington city and county establish a public participation program and procedures for amendments, updates and revisions of comprehensive plans and development regulations. The Public Participation Program describes the methods and opportunities for early, open and continuous citizen participation. A draft of the plan has been attached as **Attachment B**. Please note that this document will be Staff's guidelines for our continual outreach to access the public and encourage public participation throughout this process. In addition to public meetings, staff will continually update the City's project website: www.Bremerton2044.com.

STATE REGULATIONS COMPLIANCE: This task is to review relevant plans and regulations that are required by the State and regional plans. The Washington State Department of Commerce has provided jurisdictions a periodic update checklist to help assist in this task. Additionally, the Puget Sound Regional Council (PSRC) and Department of Commerce will jointly hold a series of webinars in 2022 through 2023 in order to provide guidance on the new State requirements to the Comprehensive Planning process. Implementation guidance from the State on the majority of these topics will come prior to the end of the year. New topics include:

- **Housing**. In 2021, the Washington Legislature changed the way communities are required to plan for housing. House Bill 1220 (HB 1220) amended the Growth Management Act (GMA) to instruct local governments to "plan and accommodate" for housing affordable to all income levels.
- **Equity**. Establish policies that address and begin to undo racially disparate impacts, displacement, and exclusion.
- **Climate Change**. The law requires us to identify and address natural hazards exacerbated by climate change, and to develop plans for resilient infrastructure.
- **Permanent Supportive Housing**. Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. With exceptions, indoor emergency shelters and indoor emergency housing shall be allowed in any zones in which hotels are allowed.

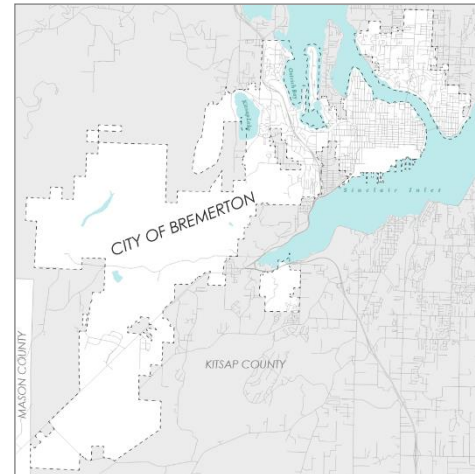
COMPREHENSIVE PLAN AMENDMENT APPLICATIONS

In addition to the major comprehensive plan review and updates that are required every ten years, many local jurisdictions consider proposed amendments on a more frequent basis. As per RCW 36.70A.130(2) cities and counties may consider proposed amendments no more frequently than once every year, with some exceptions. Rather than adopting changes on a piecemeal basis, proposed amendments must be considered "concurrently so the cumulative effect of the various proposals can be ascertained." The City of Bremerton considers such amendments (typically as docket of proposed amendments) on an annual cycle pursuant to Bremerton Municipal Code (BMC) 20.10.010. Filing of application for a Comprehensive Plan Amendment is only accepted between the 1st business day in August to the end of the 15th business day of November.

The city will extend the time applications will be accepted to be considered as part of the 2024 Major Update of the Comprehensive Plan until the end of February 1st 2023. Because the plan update is due in December 2024, it will not be timely to accept applications beyond the identified time period, and therefore it is anticipated that the City Council will pass a resolution to suspend acceptance of further amendment applications outside of these timelines in pursuant to the provisions in BMC 20.10.040. Please contact Planning Manager Garrett Jackson (garrett.jackson@ci.bremerton.wa.us or 360.473.5289) for details on how to make an amendment application for this major update.

ENVIRONMENTAL IMPACT STATEMENT (EIS)

The City of Bremerton is preparing an update to its Comprehensive Plan. The plan will refresh and implement the community vision, values, and objectives, and update each element of the Comprehensive Plan considering key themes of land-use, economic development, city services, environmental stewardship, and others. The Bremerton 2044 Plan will address future growth and development consistent with the State's Growth Management Act (GMA) and regional planning requirements for updates. The City proposes to update its Comprehensive Plan in conjunction with other implementing plans and development regulations and in conjunction with this will be preparing an Environmental Impact Study (EIS).



Study Area

The Comprehensive Plan update will address all areas of the City, and potentially future annexation areas. Likely areas of focus include the Downtown Regional Center, Puget Sound Industrial Center, commercial zones, and residential areas.

What is an EIS?

An EIS is prepared when the lead State Environmental Policy Act (SEPA) agency determines a proposal is likely to have significant adverse environmental impacts. The EIS process is a tool for identifying and analyzing:

- Probable adverse environmental impacts that may occur as a result of implementing certain proposals;
- Proposed actions, reasonable alternatives, and existing conditions within the City;

- Possible mitigation measures that could offset adverse impacts associated with certain proposals, and identify potential significant, unavoidable, and adverse impacts.

The EIS focus is on adverse impacts and avoiding them, but the EIS can also identify potential beneficial outcomes, where alternatives may improve environmental characteristics.

What alternatives will be studied?

An alternative describes a different means of achieving a proposal. Alternatives will identify different ways to meet the City's vision, such as where to focus growth in Centers. Alternatives will be developed with public input and the public will help decide what the EIS should focus on through a public 'scoping' process. The Draft EIS will test the No Action (current plan; SEPA required) and two Action Alternatives. Within the range of alternatives, the City can develop a Preferred Alternative, which will be evaluated in the Final EIS. The City is developing those alternatives and will seek community input on those alternatives and their impacts in late 2022 and early 2023.

What Topics Will Be Evaluated?

The following elements of the environment have been preliminarily identified by the City of Bremerton for analysis in the EIS. Per SEPA, the EIS will evaluate the probable significant environmental impacts that could result from the EIS alternatives, and will identify appropriate mitigation measures. Direct, indirect and cumulative impacts associated with the range of alternatives will be assessed.

- Natural Environment (Earth, water, plants, and animals)
- Air Quality (Greenhouse gas emissions)
- Land Use/Plans and Policies (Relationship to relevant plans, policies, and regulations)
- Cultural Resources
- Aesthetics
- Transportation
- Public Services (Police, Fire, Parks, Schools)
- Utilities (Sanitary sewer, domestic water, and stormwater)

What is Scoping?

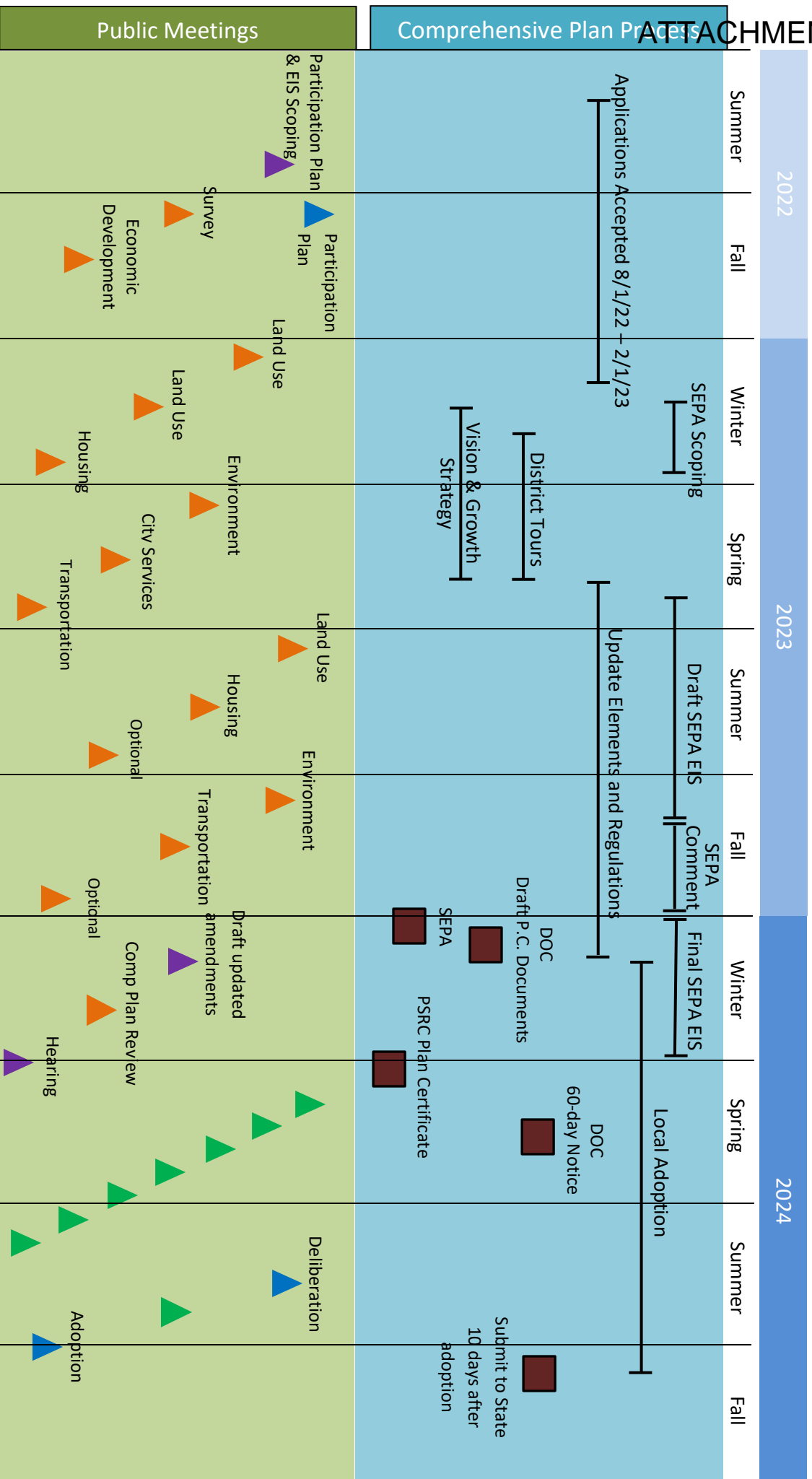
Scoping is the first step in the EIS process. The purpose of scoping is to narrow the focus of the EIS to significant environmental issues and to identify alternatives to be analyzed in the EIS. Scoping also provides notice to the public and other agencies that an EIS is being prepared, and initiates their involvement in the process.

Through additional noticing to potential stakeholders, scoping offers more opportunities to consider and explore means to address possible concerns. From an environmental perspective, this can result in changed proposals with fewer environmental impacts.



Comprehensive Plan Update – Plan Schedule 2022-2024

BREMERTON2044



LEGEND

- City Council General Business
- Planning Commission Public Workshop
- Planning Commission Public Hearing
- City Council Hearing

Schedule Prepared: September 2022
Please note that dates are subject to change

*Bremerton Comprehensive Planning***PUBLIC PARTICIPATION PROGRAM****1. PURPOSE AND MISSION:**

Public participation is an essential part of the City of Bremerton's planning process. This public participation program provides the framework for public input on the review, amendment, and ultimate update of the city's comprehensive plan.

In designing this public participation program, the City of Bremerton attempts to involve the broadest cross-section of the community, particularly encouraging both groups and individuals not previously involved in planning. Early, continuous, effective public participation will result in a comprehensive plan that assures the community's desired future, while meeting the mandates of the Washington State's Growth Management Act.

2. REQUIREMENTS OF THE ACT

The Growth Management Act requires that the City of Bremerton establish procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations. The procedures described below for the City of Bremerton Update Process will achieve the following:

1. Early and continuous participation

From the onset of the process, including the creation of the participation program, the Planning Commission and city staff will ensure expansive and effective public involvement by using methods that include surveys, information bulletins, and distribution lists for all interested parties to receive regular notices, meeting advertisements, and updates. The public will be well advised of the opportunities for involvement and particularly encouraged to participate in the drafting and review of the proposed updates to the Comprehensive Plan.

2. Communication and information programs

City staff will use all available means to encourage participation at all levels, through outreach and educational efforts, including television appearances that will be available throughout the proposal (web-video), presence at public events, and a website that will be continually updated with project documents and announcements.

Keeping the public informed through a variety of mediums is a key aspect of this program, and the website will be used as a top source of information. Web publications will be posted and updated regularly. These are designed to describe the Comprehensive Plan and the update process, outline opportunities for public involvement, and provide contact information, including the web site, email, and facsimile address for public inquiry and comment. Detailed information and progress reports will be available for local organizations and media outlets, such as local newsletters, news articles, and Bremerton-Kitsap Access Television (BKAT) regular appearances.

3. Public meetings with adequate notice

All public meetings concerning the Comprehensive Plan will be advertised throughout the community. Formal public notices will be posted and published in consistent locations including the Department of Community Development, and “The Sun” (local daily newspaper). Interested parties will be further notified through an electronic notice distribution list, providing process updates and meeting details.

4. Provisions for open discussion

Open discussion will result from a fair and open process, with various opportunities for public input. Public workshops will be advertised and made accessible to the broadest audience possible. Public notification of the meetings will be distributed in advance of the workshops. Discussion will be ensured and encouraged by designated time for facilitated discussion, public hearings prior to adoption of amendments, and well-noticed public comment periods.

5. Opportunity for written comments

Written comments will be accepted and encouraged at all venues and in various forms, including email messages and facsimiles. Notice of public comments periods will encourage written comments and provide contact information, especially on draft comprehensive plan updates. Comments should be addressed to the City of Bremerton Planning Commission at: (Mail Address) Department of Community Development, 345 6th Street Suite 600, Bremerton, Washington 98337; or (E-mail Address) compplan@ci.bremerton.wa.us. For specific questions Planning Manager Garrett Jackson will be available throughout this process at (360) 473-5289.

Planning staff will provide public comment cards at Commission meetings and at strategic locations throughout the city. The comment cards will be regularly collected but also designed for easy postcard mailing. In addition to this, assorted City of Bremerton swag will be handed out to those who are involved in the

commenting process. Written comments will be presented to the Planning Commission during official public meetings.

6. Consideration and “fair response” to public comments

All comments on draft proposals and alternatives will be accepted and brought to the attention of the Planning Commission for their consideration. Written comments will also be kept on file for public review. City Planning Staff will acknowledge the receipt of written comments by sending a letter with notification of opportunities for further involvement.

7. Broad dissemination of proposals and alternatives

Draft proposals and alternatives will be broadly disseminated throughout the community. A bulletin-type publication, posted at various locations to provide general information about the process, will direct the public to the city-wide locations for reviewing the draft materials. Locations for the review of draft proposals and alternatives include:

1. Department of Community Development, 345 6th Street, Suite 600 Bremerton
2. Downtown Library, 612 5th Street, Bremerton
3. Kitsap Regional Library – Sylvan Way Branch. 1301 Sylvan Way, Bremerton
4. Sheridan Community Center, 680 Lebo Blvd., Bremerton
5. Olympic College Library, 1600 Chester Avenue, Bremerton
6. School District Office, 134 Marion Avenue, Bremerton

3. PROGRAM POLICIES AND PROCEDURES:

Throughout the Comprehensive Plan update process, the City of Bremerton will maximize citizen involvement opportunities. This participation program specifically details the comprehensive update process, striving for city-wide participation as opposed to a process which tends to focus on isolated issues or properties. Efforts will continue to make the process open and accessible to all concerned parties and to make related materials and presentations easily understood by the citizens of Bremerton.

STAGES of the COMPREHENSIVE UPDATE PROCESS:

1. Scoping Stage: Review of the Comprehensive Vision and Goals

Public participation efforts begin with accepting public comment on the Work Program and review for consistency with State law and regulations. The existing Comprehensive Plan’s vision, goals, policies, and implementation strategies are the starting point for the update. Fine-tuning of the Comprehensive Plan, compliance with Kitsap County-wide planning policies, Puget Sound Regional Center Vision 2050 and Washington State mandates will be raised for discussion.

2. Adopting Stage: Proposed Updates for a Comprehensive Revision

The Comprehensive Plan Update will be conducted through public, noticed hearings at which community members and interested parties will be encouraged to participate. Planning Commission and City Council will conduct workshops to deliberate the code as a whole, in addition to separating key policies into their own workshops (such as separate meetings for Housing, Land Use, Economic Development, Parks & Recreation, and Capital Facilities & Utilities). All those workshops will provide time for public comment. Public Hearings will be held at both the Planning Commission and City Council levels, complete with notices and written comment periods. At hearings, all persons desiring to speak should be allowed to do so, consistent with time constraints.

ROLES in the COMPREHENSIVE UPDATE PROCESS:

As outlined above, the Planning Commission chairs the update process for the Comprehensive Plan. Following the City Council's final adoption of comprehensive plan updates and supplemental development regulations, the Commission will monitor implementation and compliance. The Commission will hold public meetings to provide information on how implementation is progressing and to receive public input on changes that may be needed. When amendments are proposed for adoption, the same public hearing procedure should be followed as attended in the Update adoption process. Public participation and comprehensive planning are iterative and continuous.

Planning staff will provide frequent progress reports on the update to the Planning Commission and the City Council, including verbal reports during regularly televised Council meetings.

Members of the Planning, Engineering, Parks and Recreation, Utilities, and other City Departments will provide technical assistance throughout the process, including requests for neighborhood meetings, sub-committee work, and other opportunities.

The City will support and participate in public education/involvement offered by Puget Sound Regional Council, Kitsap County, Kitsap Regional Coordinating Council, surrounding jurisdictions, special districts, and other area organizations.

[Statutory Authority: RCW 36.70A. -020(11), -.140,-.035,-.070,-.130(2),-.390]