

**(DRAFT) AGENDA**

**Virtual Meeting – Bremerton Planning Commission  
(Subject to PC approval)  
September 20, 2021  
5:30 P.M.**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84019612824?pwd=UzJLQzZWRmhCRksybndqSWlrRmY0dz09>

**Webinar ID: 840 1961 2824**

**Password: 717738**

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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 19, 2021 meeting**

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**V. PUBLIC MEETING**

- A. Call to the Public:** Public comments on any item not on tonight's agenda
- B. Workshop:**
  - 1. Buildable Lands Report Review

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**VI. BUSINESS MEETING**

- A. Chair Report:** Nick Wofford
- B. Director Report:** Andrea Spencer
- C. Old Business:**
- D. New Business:**

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- VII. ADJOURNMENT: The next regular meeting of the Planning Commission is Monday October 18, 2021**

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

# DRAFT

Subject September 20, 2021, Approval

## CITY OF BREMERTON

### PLANNING COMMISSION MINUTES OF VIRTUAL MEETING July 19, 2021

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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  
Commissioner Flemister  
Commissioner Coughlin  
Commissioner Pedersen  
Commissioner Rich

##### **Staff Present**

Andrea Spencer, Director, Department of Community Development  
Garrett Jackson, Planning Manager, Department of Community Development  
Sarah Lynam, Project Assistant, Department of Community Development

##### **Others Present**

##### **Commissioners Excused**

Vice Chair Tift  
Commissioner Mosiman

##### ***Quorum Certified***

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

The agenda was accepted as presented.

#### **APPROVAL OF MINUTES**

**COMMISSIONER COUGHLIN MOVED TO APPROVE THE MINUTES OF JUNE 21, 2021, AS SUBMITTED. COMMISSIONER FLEMISTER SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.**

#### **PUBLIC MEETING**

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

**Chair Wofford** invited comments from citizens. There were none.

#### **Public Hearing: Comprehensive Plan Amendments Regarding Housing Displacement Policies and the Charleston District Center**

**Mr. Jackson** reviewed that the Comprehensive Plan is a blueprint document which outlines the City's vision for the future. It contains statements about shared beliefs and aspirational goals and policies to direct implementation. It includes subarea plans and can only be changed once a year. The Zoning Code provides property-specific regulations for impervious surface, building

height, parking, etc. It can be amended at any point during the year. He referred to Bremerton Municipal Code (BMC) 20.10, which outlines the criteria to approve a proposed Comprehensive Plan amendment. It must be compliant with the Growth Management Act (GMA), consistent with the Comprehensive Plan policies and plans, compatible with existing or planned land uses and the surrounding development patterns, won't adversely affect the City's ability to provide urban services, and bear a reasonable relationship to benefiting the public health, safety and welfare. He reviewed each of the Comprehensive Plan amendments as follows:

### Housing Displacement Policies

Housing Displacement was one of Mayor Wheeler's stated 2021 Mayor Initiatives, and the Kitsap Regional Coordinating Council has adopted regulations that it expects the City to consider for adoption later this year. In addition, the region and City are expected to have increased growth, which will likely lead to the replacement of some of Bremerton's aging housing stock. As the aging stock likely houses some of the City's most vulnerable income levels, housing displacement strategies are being considered.

- **Comprehensive Plan Amendment 1.** Housing Goal H3 calls for supporting access to quality and affordable housing for all Bremerton residents. The proposed amendment would add the following implementing policy, *"The City shall implement measures to mitigate displacement of extremely-low and low-income resident's housing when new development occurs on sites that have existing units that house the City's most income-vulnerable population."* He advised that the existing code is related to the Multifamily Tax Exemption only. If adopted, staff would work on draft housing displacement strategies for the Commission's consideration at a later date.

### Charleston District Center

The City recently adopted the Charleston Areawide Planning Study (CAPS), which identified a number of potential actions: Adopt a community vision to rediscover Charleston, support interim uses, allow artisan/live-work uses in the Wycoff District Center, improve streetscapes, add parking flexibility and support recreational enhancements. Existing Land Use Goal LU2 calls for encouraging economic development within the City.

- **Comprehensive Plan Amendment 2.** This amendment would add the following implementing policy, *"In the Charleston District Center, provide additional flexibility for temporary uses, parking standards for infill projects, and allowed uses for light industrial and live/work occupancy types in select areas."*
- **Comprehensive Plan Amendment 3.** This amendment would add the following implementing policy, *"In the Charleston District Center, consider potential private and public investments in improved streetscapes, recreational opportunities, and open space as identified in the Charleston Areawide Planning Report."*
- **Comprehensive Plan Amendment 4.** This amendment would add the following implementing policy, *"Rediscover Charleston as a distinctively creative historic district that celebrates its eclectic, imaginative and artisan character through capital investments, local traditions, diverse tenants, and quality housing."*

Next, **Mr. Jackson** referred to BMC 20.18, which outlines the criteria for approval of a Zoning Code amendment. It must not conflict with other City, State or Federal codes, regulations and ordinances; and it must be consistent with the goals and policies of the Comprehensive Plan. He reviewed each of the proposed Zoning Code amendments, which are all related to the Charleston District Center, as follows:

- **Zoning Code Amendment 1.** A new section (BMC 20.70.040(a)) was added to allow mobile vending units, such as mobile food trucks or other setups that can be temporarily located on vacant lots. As proposed, a Conditional Use Permit (CUP) would be required, which means every property owner within 300 feet would receive notice of a proposal. The proposed language would ensure compatibility with the Charleston District Center and neighboring uses. For example, there are provisions for making sure there isn't any glare, smoke, vibration or other unsavory effects from a mobile vending unit on neighboring properties. In addition, the site must be cleared on weekdays from 10 p.m. to 7 a.m., with some exceptions to ensure that temporary uses are not promoted over permanent uses. It also allows incubator businesses that can slowly evolve into more established uses. To protect the aesthetics of the center

and neighboring properties, each proposed mobile vending unit would be required to submit a refuse and sanitation plan and keep the sites tidy. The language would also allow flexible design, parking and landscaping standards, up to and including waiving those standards completely.

- **Zoning Code Amendment 2.** As proposed in the CAPS plan, artisan and light industrial uses were a goal for the district. This amendment would add a new section (BMC 2070.040(b) to allow light industrial uses with a CUP. Community members within 300 feet of a proposed light industrial use would receive notice in the mail. Making it a public process would help ensure compatibility with Charleston and neighboring properties. No warehousing, marijuana production or outdoor storage would be permitted. The proposed geography of where light industrial uses may be permitted has changed from what was proposed in the CAPS Plan. The proposed frontage-based alternative includes the properties on Wycoff Avenue, Mead Avenue, and Cambrian Avenue as properties eligible for light industrial uses. These areas were excluded in the CAPS plan, and the alternative proposal is intended to acknowledge that there are currently four buildings that have light industrial uses. Two house the Salvation Army, one is a shipyard contractor, and the other is the basement level of a commercial building on 11<sup>th</sup> Street that fronts on Wycoff Avenue and houses a concrete countertop production facility. The change takes away two properties that front on Callow Avenue which were included in the CAPS overlay. There is already a building on the corner of Callow and 11<sup>th</sup> Street that houses pedestrian-oriented uses and has high visibility. The vacant property to the south should be reserved for residential and retail type uses that are more in sync with the district center values.
- **Zoning Code Amendment 3.** Revisions are proposed to BMC 20.70.080(g) in order to add parking flexibility for infill projects throughout the Charleston District Center. Many existing commercial sites in Charleston currently provide no onsite parking and existing buildings take up as much as 100% of the parcel. This often leaves no opportunity to add parking spaces. The amendment would exempt properties from providing additional parking for remodels that add ten or fewer residential units. It also allows the gross square footage of a building to be expanded up to 25% without providing additional parking beyond what is currently on the site. The proposal is consistent with the recommendations called out in the CAPS plan to promote parking flexibility. The proposed amendment would also exempt projects from substantial destruction requirements, as defined by BMC 54.070, which require that, once you invest 75% of the assessed value of your property, the entire site must be brought into compliance with the code. All requirements for fire, building and public works would remain in place, but the Zoning Code requirements for the structure could be waived.

**Mr. Jackson** recalled that at the Commission's March workshop, a representative from Kitsap Transit remarked that the proposed amendments would likely bring development to Charleston. In addition, a community meeting on the CAPS Plan was held in April with about 30 people in attendance.

**Chair Wofford** opened the public hearing.

**Anna Mockler, Bremerton**, recalled that during the 2019 workshop on the Charleston District Center, light industrial was interpreted to mean some of the following: A bakery that makes more than pastries, a hardware general store, a copy or print shop of which there are none in Bremerton, a laundromat, a dry cleaner, UPS and FedEx pickup and shipping, knife sharpening, shoe repair, alterations, etc. These light industrial uses she mentioned would reduce demand for parking, increase eyes on the street and be more in line with what the community asked for.

**Ms. Mockler** referred to Mr. Jackson's presentation and asked for clarification of the requirement that Comprehensive Plan amendments must bear a reasonable relationship to benefiting the public welfare. **Mr. Jackson** explained that the public welfare is defined by the goals in the Comprehensive Plan, which was created and subsequently amended via public processes. It is somewhat redundant that the criteria for approval requires that an amendment be both consistent with the Comprehensive Plan and for the benefit of the public health and welfare. Because the welfare of the public can be somewhat subjective, the City defines public benefit as whether an amendment meets the goals and policies of the Comprehensive Plan.

**Mr. Jackson** clarified that light industrial uses are uses that do not require interaction with the public. The services described by Ms. Mockler are more in the realm of personal services that are already allowed by the code. **Director Spencer** clarified that uses such as a Kinkos, with customers coming and going throughout the day would already be allowed by the Zoning Code, and major distribution centers, such as UPS, would not be considered light industrial uses. An example of a light

industrial use would be an artist who is a welder but might want to bring in customers periodically to see his/her work. These types of uses would add to the character and activity of downtown Callow. Uses such as bakeries would not be precluded, either.

**Director Spencer** read some typed messages from that were submitted during the Zoom meeting. **Ms. Mockler** thanked staff for the clarification on the types of uses that would be allowed. **Lance Sheldon** said he would love to see additional foot traffic along Callow Avenue to increase visibility. **Director Spencer** commented that the purpose of the proposed amendments is to get more people out and about. Getting more people out on the streets reduces crime and increases pedestrian activity between the buildings on Callow Avenue.

There were no other public comments, and the public portion of the hearing was closed.

**Commissioner Coughlin** referred to Zoning Code Amendment 1 and asked if an indoor storage facility would be allowed as a light industrial use. **Mr. Jackson** answered that a stand-alone storage facility would be considered a warehouse use and would not be allowed. **Commissioner Coughlin** also referred to Zoning Code Amendment 2 and asked why weekends were excluded from the clearing requirement. **Mr. Jackson** responded that the mobile vending unit provision would most likely be used during festivals, which are typically held on weekends. The idea is to make the requirements flexible enough that people want to take advantage of the opportunity. **Commissioner Coughlin** referred to Zoning Code Amendment 3 and asked if there is a provision that would prevent someone from doing expansions in phases to avoid having to bring a building into compliance with the zoning code. **Mr. Jackson** answered that it would be a one-time exemption.

**Chair Wofford** referred to Zoning Code Amendment 2 and asked if food trucks would be allowed to occupy on-street parking spaces. **Mr. Jackson** answered that the mobile vending unit provision is specific to private property, and he would have to talk to the business licensing staff about whether or not a food truck could locate within the right-of-way. Currently, food trucks are allowed to locate as an accessory use on an existing site.

**Commissioner Flemister** said business owners are very excited about the CAPS plan and the proposed amendments, and she wholeheartedly supports the proposed changes.

**COMMISSIONER FLEMISTER MOVED TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE PROPOSED AMENDMENTS TO THE COMPREHENSIVE PLAN AND ZONING CODE AS DETAILED IN THE STAFF REPORT AND ATTACHMENTS AND BASED ON THE FINDINGS AND CONCLUSIONS INCLUDED IN ATTACHMENT C. COMMISSIONER PEDERSEN SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.**

## **BUSINESS MEETING**

### **Chair Report**

**Chair Wofford** did not have any additional comments.

### **Director Report**

**Director Spencer** reported that the Commission's recommendation regarding proposed amendments for drive-through uses is scheduled for a City Council study session on August 25<sup>th</sup>, with action scheduled for September 21<sup>st</sup>. Notices will be sent to people within adjacency of the changed area on approximately August 16<sup>th</sup>. She asked if the Commission wants to designate a Commissioner to represent the group's recommendation or if they want staff to present the recommendation. **Commissioner Coughlin** agreed to represent the Planning Commission at the two City Council meetings.

**Director Spencer** asked Ms. Lynam or Mr. Jackson to post a link to the CAPS Plan and the current Planning Commission Packet in the chat for the meeting. It was later confirmed that the links were posted. **Director Spencer** added that staff could also email links to the two documents to members of the public upon request.

**Director Spencer** announced that the Commission’s August meeting has been cancelled, and she hopes that the Commissioners can meet in person for their September meeting. Staff is still working with a consultant to do equipment changes in the meeting chambers that are needed for a hybrid in-person and Zoom meeting. She advised that the Norm Dicks Government Center is still not open to the public. The City is just one of many government tenants in the building, and they recently voted that staffing changes are still needed for the front concierge desk before the building can reopen. The person that held that position prior to the pandemic has retired and they don’t yet have a replacement.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**ADJOURNMENT**

The meeting was adjourned at 6:17 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: Buildable Lands Report Review  
**DEPARTMENT:** Community Development  
**PRESENTED BY:** Garrett Jackson, (360) 473-5889, [Garrett.Jackson@ci.bremerton.wa.us](mailto:Garrett.Jackson@ci.bremerton.wa.us)

**EXECUTIVE SUMMARY**

The Planning Commission is holding a public workshop to review the recent completion of the Buildable Lands Report. This workshop is for educational purposes and is not related to any legislative or policy changes.

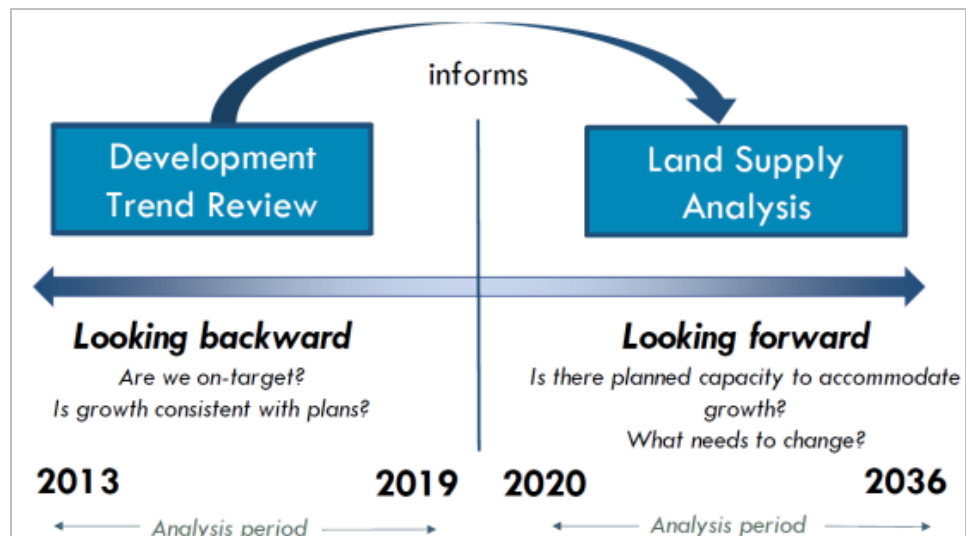
**ORDERS OF THE DAY**

This is a workshop for informational purposes only. No formal decisions will be made at this workshop.

**BUILDABLE LANDS REPORT REVIEW**

The Buildable Lands Report (BLR) is required by the Growth Management Act (GMA), RCW 36.70A.215, in order demonstrate that development trends of participating jurisdictions are consistent with GMA, Countywide Planning Policies, and individual Comprehensive Plans. A complete copy of the [Buildable Lands Report](#) is now available for public comment on the Kitsap County webpage. This report provides a brief outline of the BLR, however due to the technical depth of the document, Staff thought it would be beneficial to present details of the process and its results at the workshop.

The BLR is both a retrospective exercise which gauges past performance of development in jurisdictions, and an estimating tool used to determine whether the available supply of land is adequate to meet projected population growth. The BLR reviews recent permitting data in order to analyze development trends that have



recently occurred; in this case from 2013-2019. Building Permits, subdivisions, and other relevant permits are assessed in order to determine whether development will accommodate population and employment targets adopted by Countywide Planning Policies. The supply of developable land is also evaluated in order to establish where future development will occur, and whether or not the physical capacity exists to accommodate projected growth. Jurisdictions use this analysis to determine whether their regulatory codes need to be recalibrated to ensure planning goals for population and employment are met.

The September 20<sup>th</sup> workshop will provide examples of how the available supply of land is determined, and provide an update on how the City of Bremerton, and other jurisdictions within Kitsap County, are meeting growth estimates. Though the results of the BLR demonstrate that Bremerton is in compliance with 2036 growth targets, it should be noted that discussions over updated growth targets are expected to commence later this year and it is unknown at this time what the results of that process will be.