



Executive Summary

Issue Title: 2022 Administrative Code Edits
Meeting Date: November 1, 2022
Time Required: 50 Minutes
Department: Department of Community Development (DCD)
Attendees: Colin Poff, Jim Rogers

Action Requested at This Meeting: Requesting Planning Commission deliberations and recommendations. Optionally, considering including findings of fact at this meeting.

Background:

The Kitsap County Community Development Department proposes to do Administrative, or “housekeeping” edits to the Kitsap County Code (KCC). Edits may be related to KCC Titles 16, 17, 18, 19 and 21.

The purpose of this project is to make administrative edits, and is not intended to substantive changes to the code.

Staff already provided a briefing to the Planning Commission on July 19, 2022 and to the the Board of Commissioners on July 20, 2022 of this project. Staff also held a work study with Planning Commssion in August 16, 2022 and a Public Hearing on October 18, 2022. A summary of code changes are available for review on the project website: [Administrative Code Edits \(kitsapgov.com\)](https://www.kitsapgov.com/Administrative-Code-Edits).

On September 27, a non-project SEPA DNS was issued along with a 30-day public comment period. Five comments were received in this comment period. In total, 7 comments have been received to date.

Scope:

The scope of this project is limited to edits that will not materially change the intent or substance of any existing code. The objectives of this project include:

- Eliminate or reduce conflicting provisions of code.
- Add clarity to existing sections of code without changing meaning or intent of language.
- Create more predictability and certainty in development standards and the permit review process.
- Create an efficient system to catalog and organize previous and new code edits initiated by County Staff or the public.

DCD will develop revisions based on suggestions that were previously received from internal staff and external stakeholders. DCD intends to review administrative edits on an annual basis.

Next Steps:

- November 22 - Board of County Commissioners Work Study
- November 18 - Board of County Commissioners Public Hearing
- Adoption by Board in December 2022

Attachments:

- Staff Report and Recommendation
- Draft Findings of Fact
- Public Comments with Summary Matrix
- Draft Ordinance
- Summary of Code Changes