

**(DRAFT) AGENDA**  
**Regular Meeting – Bremerton Planning Commission**  
**(Subject to PC approval)**  
**October 21, 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:** 896 5151 7986

**Password:** 948868

**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

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US (Tacoma)

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF THE AGENDA**

**IV. APPROVAL OF MINUTES: September 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. 2024 Comprehensive Plan, Draft Environmental Impact Statement (DEIS)
2. Zoning Code Amendments, BMC 20.02 Project Permits

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**VI. BUSINESS MEETING**

**A. Chair Report:** Nick Wofford

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

**C. Old Business:**

**D. New Business:**

**VII. ADJOURNMENT: The next regular meeting of the Planning Commission will be held on November 18, 2024.**

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

# DRAFT

## CITY OF BREMERTON

### PLANNING COMMISSION MINUTES OF REGULAR MEETING September 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 (remote)  
Commissioner Pedersen

##### **Staff Present**

Garrett Jackson, Planning Manager, Department of Community Development  
Sharon Schwartz, Project Assistant, Department of Community Development

##### **Commissioners Excused**

Commissioner Steben

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

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

The agenda was accepted as presented.

#### **APPROVAL OF MINUTES**

**VICE CHAIR TIFT MOVED TO APPROVE THE AMENDED PLANNING COMMISSION MEETING MINUTES OF JULY 15, 2024, AS PRESENTED; COMMISSIONER PEDERSEN SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.**

**COMMISSIONER PEDERSEN MOVED TO APPROVE THE PLANNING COMMISSION MEETING MINUTES OF AUGUST 19, 2024, AS PRESENTED; COMMISSIONER BROWNING SECONDED THE MOTION, WHICH CARRIED WITH FOUR AYES (BROWNING, COVIELLO, PEDERSEN AND WOFFORD) AND ONE ABSTENTION (TIFT).**

#### **PUBLIC MEETING**

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

None.

#### **PUBLIC WORKSHOP:**

**Land Use and Housing Appendices** – A Power Point presentation was provided by Department of Community Development Planning Manager Garrett Jackson.

During Mr. Jackson's presentation he provided updates to the Land Use and Housing Elements Appendices for the 2024 Comprehensive Plan update. Updates highlighted were around plans for forecasted population growth with equitable distribution of housing.

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

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

**2024 Comprehensive Plan Update; Downtown Subarea Plan, Alternate Parking Standards** – A Power Point presentation was provided by Department of Community Development Planning Manager Garrett Jackson.

During Mr. Jackson's presentation he provided updates to the Downtown Subarea Plan, Alternate Parking Standards for the 2024 Comprehensive Plan update. Updates noted were around bicycle parking requirements and removal of bicycle wash stations.

Chair Wofford opened the Public Workshop to receive testimony from the public. Comments from the public were provided by Ian Harkins, Travis Merrigan, Nishchal Chaudhary and Marianne Weber.

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

## **BUSINESS MEETING**

### **Chair Report**

Chair Wofford No report.

### **Director Report**

Garrett Jackson, on behalf of Andrea Spencer announced that Commissioner Rich has resigned from the board due to personal circumstances. Thank you to Commissioner Rich for your dedication and work for Bremerton.

### **Old Business**

None.

### **New Business**

None.

## **ADJOURNMENT**

The meeting was adjourned at 6:24 p.m.

Respectively Submitted by:

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Garrett Jackson for Andrea L Spencer, AICP  
Executive Secretary

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Nick Wofford, Chair  
Planning Commission

**DRAFT**

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

<b>AGENDA TITLE:</b>	Public Workshop for Comprehensive Plan Update Draft Environmental Impact Statement (DEIS).
<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 is intended to announce the release of the 2024 Comprehensive Plan Draft Environmental Impact Statement (DEIS), and to provide the Planning Commission and public an opportunity for comment. The DEIS will be released October 18, 2024 and be available on the City webpage [Bremerton2044.com](http://Bremerton2044.com).

**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 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.

## **ENVIRONMENTAL IMPACT STATEMENT (EIS)**

A full presentation of the DEIS will be provided to the Planning Commission at the October 21<sup>st</sup> workshop. The Plan will be available October 18<sup>th</sup> at [Bremerton2044.com](http://Bremerton2044.com). Through the *nonproject* EIS process, the Bremerton 2024 Comprehensive Plan will address forecasted population and job growth to the year 2044 consistent with the State's Growth Management Act (GMA) and regional planning requirements. Nonproject actions include the adoption of plans that contain standards controlling the use of the environment. A nonproject EIS is a high-level planning exercise where no actual development is proposed for construction without site-specific environmental review first taking place in the future. 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?**

The Draft Environmental Impact Statement (EIS) studies three land use and growth alternatives that include a No Action and two Action alternatives for the City. Each alternative analyzes whether the City has capacity to absorb the 63,757 persons and 58,258 jobs forecast for the year 2044.

1. Alternative 1, No Action – This alternative models growth that would be permitted under our current zoning code, and determines that the existing zoning code does not have capacity to absorb forecasted jobs and population growth.
2. Alternative 2, Centers Development Method – This proposal follows the Comprehensive Plan Update Growth Strategy to increase density in the Downtown Regional Center and other existing commercial areas; please view the [following video](#) for a complete description. Below are examples of changes proposed with this update, additional examples will be provided at the workshop. Alternative 2 satisfies growth estimates for population and jobs through 2044.
  - Downtown Subarea Plan – Proposal to increase maximum structure height to 80-feet with no maximum density.
  - General Commercial & High Density Residential – Proposal to increase maximum structure height to 65-feet.
  - Bay Vista Subarea Plan – Proposal to allow mixed-use development within the Village Commercial zone.
  - Medium Density Residential – Proposal to increase maximum structure height to 45-feet and allow multifamily use.
  - Low Density Residential – Proposal to allow multifamily use.

3. Alternative 3, Citywide Growth Pattern Method – This alternative incorporates all of the proposals within Alternative 2 but also includes some applicant requests for zoning changes that may not be consistent with the Centers approach to growth. Specific examples will be presented at the workshop. Alternative 3 satisfies growth estimates for population and jobs through 2044.

## **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)

## **HOW DO I VIEW & COMMENT ON THE PLAN?**

The Draft EIS will be posted on the City's website to view or download at [Bremerton2044.com](http://Bremerton2044.com) on October 18, 2024. A hard copy of the Draft EIS is available for review at City of Bremerton Department of Community Development, 345 6th Street, 6th Floor Permit Counter, Monday through Friday 0900-1200 or by appointment. It is also available to view at the Downtown (612 5th St.) and Sylvan Way (1301 Sylvan Way) branches of the Kitsap Regional Library. The Draft EIS will be available for comment from October 18, 2024 to December 2, 2024. Comments are due by 5:00 PM December 2, 2024.

Comment by Email: Submit comments via email to [CompPlan@ci.bremerton.wa.us](mailto:CompPlan@ci.bremerton.wa.us)

Comment Sent by Mail:

Garrett Jackson, Planning Manager

City of Bremerton Department of Community Development

345 6th Street, Suite 100

Bremerton, WA 98337

360-473-5289

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

<b>AGENDA TITLE:</b>	Public Workshop for Zoning Code Amendments: Project Permits BMC 20.02
<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 to revise current City permit processing procedures in BMC 20.02. Alterations to this code section are needed to comply with State efforts to streamline the permitting process to encourage development in Washington.

**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 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, in order to draft amendments for a later public hearing.

## BACKGROUND

Much of Bremerton's local permitting procedures are dictated by State statute, as Washington promotes permitting practices that can efficiently meet the evolving development needs of our growing population. As the Department of Commerce estimates that over 1-million homes will be needed over the next 20-years, permits must be processed efficiently to ensure those homes and supporting commercial services can be constructed in a timely manner. Per RCW 36.70A.020, processing permit applications in a timely and fair manner is 1 of the 15 goals of the Growth Management Act. As seen below, GMA consistency is reflected in the goals and policies of Bremerton's Comprehensive Plan.

- *Housing Element, Policy H4(D)*. Encourage efficient permit review by eliminating unnecessary regulatory impediments, improving certainty in development regulations, and provide an expedited permit process.
- *Economic Development Element, Policy ED5(A)*. Evaluate and work towards efficiency and effectiveness of all permit processes to ensure requirements and timelines are predictable. Encourage City Departments and Staff to provide condensed development guides to applicants that help identify code requirements.

State requirements for permit processing are defined more clearly per the State [Local Project Review Act](#) (LPRA) which was established in 1995 as the statewide framework for local government land use planning review and development permitting. Per BMC 20.02.130, currently the City is required to issue a decision on a permit within 120 days of deeming an application complete. The City publishes [monthly reports](#) indicating whether permit targets are being met. While code provisions provide for 120 days to approve a permit, internal targets vary from 45-days for simple commercial signage permits to 120-days for more complex land use approvals.

## STATE PROCESS UPDATES

LPRA was revised in 2023 per [Senate Bill 5290](#), requiring jurisdictions to implement additional measures intended to accelerate the permit decision process, including potentially shortening the timeline permit decisions should be issued by. The Department of Commerce published a [SB 5290 Frequently Asked Questions](#) document to assist in understanding the new legislation. Below are revised timelines recommended by SB 5290.

- *65 Days*. For project permits that do not require public notice under RCW 36.70B.110, a local government must issue a final decision within 65 days of the determination of completeness under RCW 36.70B.070.
- *100 Days*. For project permits that require public notice under RCW 36.70B.110, a local government must issue a final decision within 100 days of the determination of completeness under RCW 36.70B.070.
- *170 Days*. For project permits that require public notice under RCW 36.70B.110 and a public hearing, a local government must issue a final decision within 170 days of the determination of completeness under RCW 36.70B.070.

Local governments may modify these time periods to add permit types not identified in the legislation, address how projects of a certain size or type may be differentiated, and other features. The Planning Commission may also consider, that while the State proposes to

potentially shorten permit review timelines, State regulatory requirements the City is tasked with enforcing tend to become more complex, and remaining undeveloped lots tend to be encumbered with critical areas or other variables complicating the development process. Permits not meeting adopted permit timelines may be entitled to a permit refund of 10-20% of permit fees if the new time periods are not met. As providing refunds may carry unintended consequences for budgeting and increased permit processing time, jurisdictions are able to implement additional permit processing enhancements as an alternative. Potential alternatives include, but are not limited to, the following options:

- Public Hearings. Only require public hearings for permit applications required to have a public hearing by State statute. Currently the City requires public hearings not required by State statute for a variety of permits. For instance, per [BMC 20.58.060\(a\)](#), the Director currently has the discretion to require a public hearing for a specialty subdivision called a *Residential Cluster Development*, where increased open space areas are required in exchange for increased development flexibility. If utilized, this provision would not permit a public hearing but could maintain provisions for public comment.
- Presubmittal Meetings. Make [Presubmittal Application Conference](#) meetings optional rather than a requirement. Currently, more complex projects are required to perform a Presubmittal Conference. These meetings are informal in nature and are intended to assist the applicant in understanding permitting requirements specific to their development proposal. If utilized, this provision would result in Presubmittal Conferences being *recommended* but not required.
- Outright Permitted Housing Uses. Make housing types an outright permitted use in all zones where the housing type is permitted. For instance, per [BMC 20.60.040\(n\)](#), Cottage Housing developments of 4 or more dwellings require a Conditional Use Permit. "Cottage housing development" means a lot containing more than 1 principal dwelling unit, where units are limited to 1,200 gross square feet, and do not share common walls with other units. If utilized, this provision would make Cottage Housing development of any size (and all other permitted residential uses) an outright permitted use. This would not alter underlying zoning requirements related to maximum density, lot coverage, or other development standards.

Tighter permit timelines will likely result in a greater number of permits being denied by the City in order to meet new standards, or as an alternative to permit denial, the applicant may choose to agree to an extended timeline for processing more complex permits. It is not uncommon for the City to issue multiple review letters for one application; each revision requires additional days of review by City Staff, extending the total number of days in review. It is often the case that multiple review letters are required because an applicant may only provide a few (not all) items requested in a review letter.

## **ADDITIONAL PERMIT PROCEDURAL MEASURES**

- Applicant Response Time. Per BMC 20.02.090(d), the applicant currently has 90-days to respond to requests for additional permit information; with one exception, other Kitsap jurisdictions also establish this 90-day required response time. Alternatively, the City of Bainbridge Island established a 60-day time period for an applicant to provide a response to permit requests. With tighter timelines, it may be of benefit to adopt a 60-day response time period to encourage action on pending permit submissions.

- *Design Review Board (DRB)*. In 2023, the Growth Management Act was amended to include RCW 36.70A.630, which dictates that Design Review be conducted concurrently with consolidated project review and may not include more than one public meeting. Alterations to the DRB process per [BMC 20.02.150](#) are proposed to meet this legislative requirement and other code deficiencies.  
The Design Review process currently includes two public meetings, and additionally the eventual Building Permit requires a public comment period per BMC 20.02.150(f); any person submitting a comment on the permit is then entitled to appeal the eventual decision. This creates an unpredictable permitting process, where a developer may not know if their project is feasible until submitting the Building Permit, which is often the last permit required in the process.
- *Informational Signage*. While the State is encouraging streamlining the permit process, DCD staff has received comments encouraging the use of *informational signs* as a tool to report to the public on developments occurring in their vicinity. These signs would contain information about the project, and contact information for any questions, but would not include a formal public comment period. The intent of these signs would be to raise public awareness, not increase barriers to development by increasing permit requirements.
- *Housekeeping Items*. The code has been reviewed for clarity and relevancy, and a few housekeeping items have been identified for revision. For instance, the code makes reference to the *short subdivision committee* which is not a committee that exists. The Planning Commission will receive a full account of proposed housekeeping measures at a future workshop where draft code will be provided in legislative markup.

## **NEXT STEPS**

Staff has confirmed with the [Municipal Research and Services Center](#) (MRSC) that at this time, there does not appear to be a jurisdiction in the State that has adopted regulations in compliance with new permitting requirements per SB 5290. As such, additional time is being devoted to analyzing the draft code section with the City Attorney. At a future workshop the Planning Commission will receive a draft code section to consider in legislative markup, where all proposed deletions are ~~crossed through~~ and all proposed new code language is underlined. The Planning Commission should be prepared to provide Staff with any needed direction on potential code revisions.

## **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.