

APPENDIX G

Work Program

Prepared For:

Board of County Commissioners, Kitsap County



Prepared By:

Kitsap County Dept. of Community Development

October 2008

Acknowledgements

This implementation plan would not have been possible without assistance from the following people. We wish to thank the following people for their time, interest, and ideas.

Kitsap County Commissioners

Steve Bauer, 1st District
Josh Brown, 2nd District
Jan Angel, 3rd District

Susan Duffin
Dave Hildebrand
Eugene Medina
Karen Ross
Clinton Boxman
Alexander Thomsen
Nancy Martin
Jan Richards
Thomas Karwaki

Kitsap County Planning Commission

Lou Foritano, 1st District
Thomas E. Nevins, 1st District
Linda Paralez, Vice Chair, 1st District
John D. Hough, 3rd District
Jim Sommerhauser, 3rd District
John M. Taylor, 3rd District
Robert Baglio, 2nd District
Fred Depee, Chair, 2nd District
Michael A. Gustavson, 2nd District

Work Shop Participants

Rick Lanning
Annie Humiston
Denise Lietz
Greg Platz
Nancy Martin
Daniel J Martin
Dave Wetter
Sonny Woodward
Tom Waggoner
Peter Brachvogel
Alex Thomsen
Karen Ross
Greg Cioc
Nancy Tietje
Tom Karwaki
Betsy Cooper
Naomi Massburg
David Mueller

Kitsap County Department of Community Development

Scott Diener, Policy and Planning Manager

Kitsap County Department of Public Works

Greg Cioc, Transportation Planner

Kingston Citizens Advisory Council

Denise Lietz, Co-Chair
Gregory Platz, Co-Chair
Betsy Cooper
Naomi Maasberg
Annie Humiston
Walter Elliott
Steve Heacock
Rick Lanning

Background

Chapter 18 of the Kitsap County Comprehensive Plan identifies implementation strategies. In late 2007, the Kingston Citizen Advisory Council (KCAC) was asked to create a comparable set of implementation measures specific to the Kingston Sub-Area Plan Update (2005).¹ In 2008 the KCAC initiated a series of workshops to review Sub-Area Plan goals and policies and identify actionable implementation measures. This Work Program describes the public process and its relation to the Comprehensive Plan. Final results are also presented here, and will be inserted as an implementation component of the Kitsap County Comprehensive Plan.

Planning Context

This Work Program is a cooperative effort between the Kingston Citizen Advisory Council and Kitsap County Department of Community Development. KCAC was a natural choice as partner for this Work Program because the group played a major role in the Plan's original development, and is well-equipped to conduct community outreach.

This Work Program accomplishes two major planning goals for Kitsap County. First, it further develops Section 8.3 of the Kingston Sub-Area Plan. Second, it establishes a basis for a downtown master planning in Kingston. It is widely believed that the redevelopment and revitalization of Kingston's downtown will positively affect the Urban Growth Area and beyond. Finally, development of the Work Program is consistent with language and direction contained in Resolution No. 015-2008, 'Providing for Review and Potential Amendment to the Kitsap County Comprehensive Plan, Land Use and Zoning Maps, and Corresponding Development Regulations.'

RESOLUTION NO. 015-2008 Section 4.A.

Text amendments to the Kitsap County Comprehensive Plan and corresponding development regulations for consideration with the 2008 Comprehensive Plan Amendment process are limited to amendments specifically related to the following:

- i. Textual amendments related to the Silverdale and Bethel Corridor design guidelines and standards; amendments, as needed, to related sub-area plans, including Kingston as it specifically relates to downtown master planning

¹ Hereinafter referred to as the Kingston Sub-Area Plan

Public Process

The work program was developed through a public process beginning in early 2008. The process consisted of public workshops, public meetings, staff review of existing and newly developed documents, staff conversations with citizens and agency representatives as noted below:

- Three public workshops facilitated by the Kingston Citizen’s Advisory Council and Department of Community Development staff held February 13, March 11, April 9. Sub-Area Plan goals and policies were reviewed, and projects and implementing actions were proposed. The number of participants ranged from 11-14 people during these meetings.
- A final public workshop facilitated by the Kingston Citizen’s Advisory Council in which participants prioritized results from the first three meetings. Approximately 30 people participated.
- Staff and citizen review of Kingston Sub-Area Plan goals and policies.
- Staff conversations with representatives from the Kingston Citizen’s Advisory Council.
- A report titled, Kingston Sub-Area Plan Implementation/Action Item Project: June 4, 2008 Final Community Meeting Report.
- Work sheets associated with above document.
- Articles and notices in the North Kitsap Herald and Kingston Community News.
- A Planning Commission evening meeting including Work Study, Public Hearing, Deliberations and Recommendation, scheduled for October 14, 2008.
- A work study meeting with the Board of Commissioners scheduled for November 5, 2008.
- A Public Hearing and final decision from the Board of Commissioners scheduled for November 24, 2008.

Methodology

The work program was developed through a series of workshops in which participants reviewed and evaluated Sub-Area Plan goals and policies, suggested implementing projects and actions, and prioritized the results. Key terms are defined below:

Goals provide the long-term vision and serve as the foundation of the plan. Goals are broad statements of purpose or vision.

Policies are a definite course or direction to be taken by the community/county. They provide guidance for elected and appointed community leaders, staff and administrators in making decisions and provide a bridge between the goals and implementation actions.

Projects are proposed measures to guide the county in implementing the goals and policies set forth in the Plan.

Actions are specific measures to be taken to implement the policies, including:

- Code revisions
- Programs
- Capital Improvements
- Intergovernmental Agreements

Kingston Sub-Area Plan goals and policies are grouped among eight thematic categories. Categories and corresponding goals and policies were reviewed according to the following schedule:²

February 13	Building a sense of community Kingston's Visual Identity
March 11	Land Use – Urban Residential Land Use – Commercial Land Use – Industrial Environmental Quality (Including port and shoreline)
April 9	Economic Development / Downtown Revitalization Transportation

During the first three workshops, goals and policies were evaluated, then participants discussed, debated, and proposed projects and other implementing actions.

²A KCAC sub-committee had recently identified implementation measures for Parks and Recreation, and results were incorporated into other workshop topics. Suggested items were evaluated for consistency with Sub-Area Plan goals and policies.

At the fourth and final workshop, participants finalized and prioritized the results. Approximately 30 people participated in the following process:

- 15 minutes of reviewing proposed projects and implementing actions and adding additional items. The final list of proposed items were separated into four categories:
 1. Big Budget Items
 2. Small Budget Items
 3. Regulatory Changes
 4. Volunteer / Community / Business Efforts
- Division of the attendees into four randomly selected groups seated at separate tables, each with eight or nine participants and a KCAC member as a recorder.
- Four 15 minute periods in which each group reviewed and ranked items in each of the four categories by assigning a score of High, Medium, or Low to each³. Participants in each group first completed their own lists, then were asked to discuss their rankings, and though consensus develop a final list to represent the entire group.
- A 15 minute discussion of the results. Overall, groups were able to reach consensus for high priority items.⁴ (although several groups assigned more than two rankings of high priority in some areas – in general this result seems to be related to a group’s feeling that several potential action items should be considered together).
- Numerical scores were assigned to the rankings as follows: High = 3; Medium = 2; Low = 1 and final scores were tallied. Each item was ranked by four groups, therefore 12 can be considered a ‘perfect’ score (4 High rankings) and a score of 4 would be least desired (4 Low rankings). The All items on the list are significant regardless of score.
- Based on the above, a total score between 4 and 6 is considered Low priority; 7 to 9 is considered Medium; and 10 through 12 receives a High ranking.

³ In each category participants were allowed to assign a maximum two high priority items, and a minimum of two low priority items. These “rules” were intended to stimulate discussion and to encourage participants to determine highest priorities.

⁴ Several groups assigned more than two High priority rankings, possibly because they felt some potential action items should be considered together.

Results

The table below summarizes results of the public process based on the final report produced by the Kingston Citizen Advisory Council. It includes capital projects, code and procedural revisions, programs, and research. Proposed capital projects are sorted by complexity based on perceived level of coordination, project duration and cost. Actual timelines and specific cost estimates are not included in the work program. The Work Program and corresponding implementation tables in the Kitsap County Comprehensive Plan should be evaluated as part of future capital facilities planning, department work programs, agency coordination, and community development. Readers should bear in mind that items below were prioritized relative to one another; 'low' priority items are still significant to the community.

Note: Sub-Area Plan goals are assigned as follows:

G = Chapter 3: Background and Planning Process

E = Chapter 5: Environmental Protection

T = Chapter 6: Transportation

Related Goal Number	Implementing Strategy	Coordination	Priority Level
High Complexity Capital Projects			
G7, G18, G20 - 23, T2, T7	Village Green Development (site engineering, removal of Navy housing, rough grading)	Dept. of Parks and Recreation, Dept. of Public Works	High
G15 - 17, T1, T3, T4	Redirect State Route 104 ferry traffic to relieve congestion in downtown Kingston	WA State Dept. of Transportation, WA State Ferries, WA State Patrol, Port of Kingston, Dept of Public Works, Dept. of Community Development	High
T1, T3	Install traffic light at Barber Cutoff and Highway 104 for pedestrian crossing	WA State Dept of Transportation, Dept. of Public Works – Roads and Traffic	High
G19, T1, T3	Complete shoulder sidewalk to Kingston Middle School and Gordon Elementary	Dept. of Public Works – Roads and Traffic	High
G18, G20, T2, T3	California Avenue extension	Dept. of Public Works – Roads and Traffic	Medium
G3, G4, E1, E2	Stormwater management system	Dept. of Public Works – Surface and Stormwater Management, Dept. of Community Development	Medium
GG15, G16, T3 – T5	Develop an overflow holding lot for Kingston ferry terminal	WA State Dept. of Transportation, WA State Ferries, WA State Patrol, Port of Kingston, Dept of Public Works, Dept. of Community Development	Medium

Kingston Sub-Area Plan

Related Goal Number	Implementing Strategy	Coordination	Priority Level
G2, G7, G23	New community center / senior housing .	Kitsap County Consolidated Housing Authority, Dept of Administrative Services – Community Development Block Grant, Department of Community Development	Medium
E1 – 4, E6	South Kingston Road bridge replacement	Dept. of Public Works, Dept of Community Development – Environmental Programs	Medium
G17, T1, T2, T6, T7	Increase public transit service and facilities in Kingston	Kitsap Transit	Medium
GG9, E2 – 4, E6	Acquire sensitive wetland parcels	Kitsap Conservation District, Dept. Community Development – Environmental Programs	Medium
E3	Purple pipe Implementation (reclaimed wastewater)	Dept. of Public Works - Wastewater, Kitsap County Health	Medium
G15, G18, G19, T1	Shoulder improvements in UGA & greater Kingston for pedestrian & non-motorized safety	Dept. of Public Works – Roads and Traffic	Medium
G12, G13	Improve fire flow to facilitate commercial development	Kitsap Public Utility District, Dept. of Community Development – Fire Marshall	Medium
G12, G17, T2, T4, T7	Passenger - only ferry to / from Seattle	WA State Ferries, Kitsap Transit	Medium
G10, G18, G20, T1, T2, T7	Develop an integrated trail system in North Kitsap	North Kitsap Trails Association, Dept. Community Development, Dept of Public Works – Transportation Planning	Medium
G15, G18, G19, T1, T2	Sidewalks – Highway 104	WA State Dept of Transportation, Dept of Public Works – Roads and Traffic	Medium
G7, G18 – 23, T2, T7	North Kitsap Heritage Park (access, parking, restrooms, trail development)	Dept of Parks and Recreation	Medium
E1 – E4, E6	Enhance wastewater infrastructure	Dept. of Public Works - Wastewater	Medium
G15, G18, G19, T1, T2	Sidewalks – Barber Cutoff Road	Dept. Public Works – Roads and Traffic	Medium
G18, G21, T2, T7	Whitehorse community trail completion	Dept of Community Development, Dept of Public Works, Developer	Medium
G18, G21, T2, T7	Arborwood community trail completion	Dept. of Community Development, Dept of Public Works, Developer	Medium

Kingston Sub-Area Plan

Related Goal Number	Implementing Strategy	Coordination	Priority Level
G12, G25	Establish / enhance fiber-optic network for downtown Kingston	Kitsap Public Utility District #1, Port of Kingston, Port Gamble S'klallam Tribe	Medium
G26	Acquire non-buildable lots fronting North Beach to expand park	Kitsap County Conservation District, Dept of Parks and Recreation	Low
Low Complexity Capital Projects			
G22, T2, T7	Improve Village Green aesthetics, amenities, circulation and access	Dept. of Parks and Recreation, Dept of Public Works – Roads and Traffic	High
G22	Install restrooms at Arness Park	Dept. of Parks and Recreation	Medium
G10, G18 – 21, T2, T7	Kingston-area trail improvements (4 th Ave trail, Rosemond road end, Shorty Cambell)	Dept. Parks and Recreation, Dept of Public Works, Community volunteers	Medium
G1, G2	Improve acoustics at current community center	Dept. of Parks and Recreation, Kingston Citizen Advisory Council	Medium
G15, G17, T1, T3	Identify and implement traffic calming measures in downtown Kingston	Dept of Public Works – Transportation Planning	Medium
G1	Install a centralized community bulletin board	Kingston Citizen Advisory Council	Low
Code and Procedural Revisions			
G11, E1 – 4, E7	Encourage low impact development via code revisions, education and incentives	Dept of Community Development – Development Engineering, Dept. of Public Works	High
G6, G12, G14, G16, T5	Revise parking standards	Dept. of Community Development – Policy and Planning	High
G11 - 13	Reduce ambiguities associated with Urban Restricted (UR) zoning	Dept. of Community Development – Policy and Planning	Medium
G11 – 13, G16	Provide flexible payment plans for mandatory development-related infrastructure improvements	Dept. of Community Development	Medium
G5, G6, G14, G16, E7	Stricter enforcement of Kingston Design Standards	Dept. of Community Development – Policy and Planning	Medium
G5, G6, G12 – 14, G16, E7	Clarify design review process	Dept. of Community Development – Policy and Planning	Medium

Kingston Sub-Area Plan

Related Goal Number	Implementing Strategy	Coordination	Priority Level
G5, G6, G12, G14, G16, E7	Ensure consistency of development regulations as specified in County code, Kingston Sub-Area Plan and Kingston Design Standards	Dept. of Community Development – Policy and Planning	Medium
T7	Process Shorty Cambell trail permit	Dept. of Community Development	Medium
G6, G17, E5	Develop incentives to maintain / preserve heritage trees and other vegetation	Dept. of Community Development – Policy and Planning and Environmental Programs	Medium
G12	Encourage cottage industries via regulatory incentives and streamlined permitting	Dept. of Community Development – Policy and Planning	Medium
G11, G12, G17	Encourage viability of restaurants by reducing parking and truck loading requirements	Dept. of Community Development – Policy and Planning	Medium
G6, G10, G24	Develop view protection standards	Dept. of Community Development – Policy and Planning	Medium
G6, G10, G16, G17	Revise zoning code to emphasize the importance of an inviting streetscape	Dept. of Community Development – Policy and Planning	Medium
G3, G11, G12, G13, G14, G16, G17	Provide density incentives within the UGA	Dept. of Community Development – Policy and Planning	Medium
G12, G13	Reclassify land uses from Conditional (CUP) to Administrative Conditional (ACUP) or Permitted (P) when appropriate	Dept. of Community Development – Policy and Planning	Medium
G12	Expedite permit processing by accepting 3 rd party project review	Dept. of Community Development	Low
Programs and Research			
G11, G14, G15, G17, E 1-4	Establish a Local Improvement District (LID) for sidewalk and stormwater construction	Dept. of Administrative Services, Dept. of Community Development	High
G15, G17, T4	Synchronize bus and ferry schedules	WA State Ferries, Kitsap Transit	High
E3, E6	Develop water quality monitoring program and notify property owners and Health Department of concerns	Kitsap County Public Utility District #1, Kitsap County Health, Dept. of Community Development – Environmental Programs	High
E4	Habitat restoration	Dept. of Parks and Recreation, Dept. of Community Development – Environmental Programs, Kingston Citizen Advisory Council	Medium

Kingston Sub-Area Plan

Related Goal Number	Implementing Strategy	Coordination	Priority Level
G9, E4	Assess and map wildlife corridors within UGA and vicinity	Dept. of Community Development – Environmental Programs	Medium
G12, G13	Promote Kingston as a great place for “destination businesses”	Kingston Chamber of Commerce, Kitsap Peninsula Visitor and Convention Bureau, Kingston Citizen Advisory Council	Medium
G17, G25	Promote Kingston as a “marina tourism” destination	Kingston Chamber of Commerce, Kitsap Peninsula Visitor and Convention Bureau	Medium
G18 – 21, T2, T7	Ongoing trail improvements and maintenance throughout UGA	Dept. of Parks and Recreation, Kingston Citizen Advisory Council	Medium
G14 – 18, T1 – 3, E2	Conduct streetscape study including pedestrian access, stormwater management and visual corridors	Dept. of Community Development, Policy and Planning, Dept. of Public Works – Transportation Planning	Medium
G17	Participate in Edmonds “sister city” exchanges and events	City of Edmonds, Kingston Chamber of Commerce	Low
G5, G6, G10, G16, G17	Define Kingston’s unique identity via community survey	Kingston Chamber of Commerce, Dept. of Community Development, Kingston Citizen Advisory Council	Low
G6, G17	Create a new slogan for Kingston	Kingston Chamber of Commerce, Dept. of Community Development, Kingston Citizen Advisory Council	Low
G1, G12, G13, G16	Conduct regional economic development study	Dept of Administrative Services, Dept. of Community Development – Policy and Planning, Kitsap Economic Development Council, Kingston Chamber of Commerce	Low
G10, G17, G3	Maintain roadway planter strips	Kingston Citizen Advisory Council	Low
G12	Market analysis per Kingston Sub-Area Plan project 12.3.1	Kingston Chamber of Commerce, Kitsap Visitor and Convention Bureau, Kitsap Economic Development Council, Port of Kingston, Kitsap County	Low
G18, G19, T1 - 3	Implement Safe Routes to School Program	North Kitsap School District, Dept. of Community Development, Kingston Citizen Advisory Council	Low

Related Goal Number	Implementing Strategy	Coordination	Priority Level
---------------------	-----------------------	--------------	----------------

Attachments

1. Final report
2. Worksheets
3. Meeting summaries