

# Kingston Community Advisory Council 2025 Work Plan

**Meeting Days, Time and Location:** 2nd Wednesday of the month, 6:30-8:00 p.m., hybrid until further notice In person with a zoom option

**2025 Co-Chairs:** Tim Davis & Glen Hutchinson

**Advisory Group Staff:** Chris Cooley

## KCAC Committees

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**Community Services  
Environment and Land Use  
Transportation  
Kingston Parks, Trails and Open  
Space**

Advisory Group Purpose/Mission Statement: The Kingston Community Advisory Council provides a discussion forum for community interests and issues. The Council enhances communication between Kingston-area residents and Kitsap County government, and coordinates efforts of the many council and community residents working to improve the Kingston community. KCAC members represent Kingston's broad interests, and work together to proactively address community interests and concerns.

Team	2025 Goal (Topic)	Status or Timing	Goal Details
County Liaison to KCAC	Publicize KCAC Meetings & Presentation Announcements	On-going	Announce meeting & presentations through KCAC page, social media and working through other key community networks. Create flyers if needed. Submit to newspaper online calendars. Create social media post to share.
KCAC (All)	Prepare the proposed KCAC meeting guest presentation schedule and confirm with presenters throughout the year	Jan - Feb On-going	Present proposed guest presentation schedule to KCAC for discussion as soon as possible. Confirm two months in advance, begin publicity two weeks in advance.
County Commissioner & Staff (via recruitment) KCAC (at large members)	Continuously improve to better address all elements of KCAC charter.	On-going	Strive to continuously improve on how KCAC: - Enhances communication between Kingston-area residents and Kitsap County government. - Coordinates efforts of the many council and community residents working to improve the Kingston community. - Represents Kingston's broad interests.
Chair & County Liaison	Publicize KCAC and Committee events	DK Open House in Fall As requested	Work with Open House Committee and other committees to publicize their public activities (parks and trail work parties, etc). Help publicize call for participants and events, create flyers and advertising campaign.
Chair & County Liaison	Share community news of note with KCAC members	On-going	Distribute through KCAC Co-Chair e-mail (kcacchair@gmail.com)
Community Services	Broaden effort to utilize and improve Community Connections	Ongoing	We will encourage the use of organization's activities, such as the Chamber Events Calendar, the County & NKFR "meet Your Street" program, School District Communication sources and other outlets. We will continue to invite organization representatives to our Committee meetings to increase awareness of activities. School and Tribal contacts are areas of emphasis.
Community Services	Continue to support Discover Kingston and Community Conversations	On-going	Assist local organizations (Kingston Cares, Kitsap County) with planning and implementation of the annual event.
Community Services	Be alert to DEI & ADA Compliant issues that may be negatively impacting community members.	On-going	Identify and discuss opportunities to improve social justice outcomes for the Kingston Community; identify specific goals, work with stakeholders, and implement plans.
Community Services	Severe Weather Shelter	On-going	Help ensure adequate volunteer staffing of severe weather shelter; determine strategies to help improve awareness of shelter resource for shelter guests.
Community Services	Advance Health Equity & Health Related Issues	On-going	Gather information and propose actions that address problems and areas that can improve the state of health equity and access in our community.
Community Services	Meet monthly	On-going	Community Services Committee meets on the 1st Friday of every month from 4:00pm to 5:00pm
Community Services	Support Affordable Housing	On-going	Stay informed and help raise awareness about affordable housing needs and opportunities in the Kingston community. Support affordable housing initiatives in the Kingston area.
Community Services	Unsung Heros Campaign	On-going	Continue a discussion about a model to recognize individuals who greatly impact the community.
Community Services	Host Community Meal by KCAC	Annually	Financed by Kingston Cares and donations, the KCAC members who volunteer will staff one meal annually

Kingston Parks, Trails and Open Space	KPTOS Administrative Updates	January & November	Maintain and distribute a schedule of volunteer meetings and work to maintain and improve Kingston parks and trails. Update member and associate contact info. Report volunteer activities to Kitsap County Parks Department, KC Parks Advisory Board and KCAC.
Kingston Parks, Trails and Open Space	KPTOS Parks & Trail Maintenance and Improvement	All months except July, August and December	Organize and execute the 9 monthly volunteer work parties for Kingston Parks & Trails. For each target facility, prepare and distribute an updated needs analysis and well defined work scope for volunteers. Provide input to Kitsap Parks Dept and GPC to plan and monitor volunteer time spent in support of PROS.
Kingston Parks, Trails and Open Space	KPTOS Parks and Trail Maps and Designations	March through May	Document connector trails and pedestrian routes in a Kingston Trails Plan. Update and distribute the community parks and trail cartoon map and descriptions. Co-ordinate distribution with Greater Kingston Chamber of Commerce
Kingston Parks, Trails and Open Space	KPTOS Input to County Trail & Bike Network	March through May	Provide updates to the Kitsap Trails Plan and the Kingston / NK Trails plans. Co-ordinate with KC Non-Motorized Facility CAC, NKTA and KCAC Committees as needed for regional trail and bicycle route development and pedestrian amenities proposed in the Kingston Complete Streets study. Incorporate bike and pedestrian facility design standards into the Kingston Trail plan document.
Kingston Parks, Trails and Open Space	KPTOS Planning and Design	September through November	Develop & maintain list of "Shovel Ready" projects and priorities for potential Kitsap County execution and/or grant application. Solicite project accomplishment by Eagle Scout candidates and volunteer groups.
Kingston Parks, Trails and Open Space	KPTOS Fitness and ADA Trail Development	TBD	Work with KC Parks and MPD / Village Green on ways to develop or expand parks facilities and trails as related to accessibility by all ages and abilities.
Kingston Parks, Trails and Open Space	KPTOS Park and Athletic Field	April and May	Monitor & Coordinate with local youth and adult sports groups on needs & use of existing and proposed facilities. Define the Kingston / North Kitsap active recreation need by using KC Health Department population counts and standards of service guidelines).
Kingston Parks, Trails and Open Space	KPTOS Regional Coordination and Outreach	ONGOING	Increase committee liaison and representation with the NKSD, the YMCA other groups promoting recreation. Seek opportunities for education and outreach to Community. Participate in KCAC Open House.
Environment & Land Use	Growth Planning	2025	Function as KCAC's point for providing feedback on the 2025 Year of the Rural long range planning project.
Environment & Land Use	Coordination within KCAC and with outside organizations	On-going	Collaborate with other KCAC committees (e.g., KPTOS, Transportation, Community Service) and stakeholders (Port of Kingston) regarding significant projects. Hold joint meetings as needed. <ul style="list-style-type: none"> <li>o Transportation (e.g., ATMS project, consider organizing a community design charrette to inform / shape the 104 Realignment project plans)</li> <li>o Port of Kingston (i.e., POK Redevelopment and Master Plan)</li> </ul>
Environment & Land Use	Community Awareness & Education	On-going	Explore how to better and more consistently and reliably: <ul style="list-style-type: none"> <li>o Monitor major projects and County decisions related to land use and environmental conservation / preservation.</li> <li>o Collect feedback from the greater Kingston community</li> </ul>

Transportation	Meet monthly	On-going	Transportation Committee meets on the 3rd Friday of every month except December from 9-10:30AM.
Transportation	Administrative Updates	On-going	Share the monthly meeting reports with KCAC
Transportation	Impact Transportation Improvement Plans (TIP)	April submissions	Submit any needed annual TIP recommendations
Transportation	Communicate transportation infrastructure improvements to the community	On-going	As state, county or Port transportation projects are planned, approved, scheduled, constructed and completed, the committee will use the KCAC meetings local print, social media and personal interaction to keep the community informed.
Transportation	Kingston Traffic Mitigation solutions, ATMS, Realignment & Main Street remodel	On-going	Attend and represent the KCAC at the ongoing 104 Working Group Meetings and other related meetings relating to the progress of each of these phased construction projects. Communicate project progress to the KCAC
Transportation	Draft KCAC responses to transportation agency planning and infrastructure projects in Kingston area.	On-going	Draft letters advocating support for or reasoning against local transportation projects for KCAC consideration.
Transportation	Liaising with related committees/groups	On-going	Transportation committee members will follow/attend various committee/group meetings to learn about activities of interest to KCAC and the Transportation Committee. Committees include Ferry Advisory Committee, Kitsap Transit, Kingston Stakeholders, the Port of Kingston, Non-Motorized CAC, Puget Sound Regional Council, North Kitsap School District. Report relevant information with the KCAC. Sign-up for transit notifications and share significant announcements with KCAC. Arrange for Public Works staff to notify council of project planning
Transportation	Engage Community on multi-modal transportation concerns and opportunities, including bike and pedestrian	On-going	Interact with residents to communicate their voiced transportation needs and concerns for safety, efficiency, carbon footprint reduction. Share with KCAC, Commissioner, county and state agencies. Utilize the TIP process where appropriate.
Transportation	Share Kingston public transportation concerns with Kitsap Transit	On-going	Ensure that the Transportation Committee meets with Kitsap Transit at least annually to discuss the public transportation needs of Kingston residents and Fast Ferry riders.
Transportation	Address Kingston downtown parking needs and concerns	On-going	Work with The Port of Kingston to secure a downtown parking study that helps to understand and address central Kingston parking opportunities.