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KITSAP COUNTY PLANNING COMMISSION

Dial In: 253-215-8782 Webinar ID: 881 7228 3218 Passcode: 880448

March 17, 2026 @ 5:30 pm

These minutes are intended to provide a summary of meeting decisions and, except for motions made, should not be relied upon for specific statements from individuals at the meeting. If the reader would like to hear specific discussion, they should visit Kitsap County’s Website at <https://www.kitsap.gov/dcd/Pages/PlanningCommission.aspx> and listen to the audio file (to assist in locating information, timestamps are provided below).

Planning Commission (PC) Members present: Ashlee Hall (Chair), Kathy Meysenburg (Vice Chair), Kaleb Nelson, Adrienne Hampton, Ryan Wixson, Kane Fenner, Tami Bowen, Danielle Douthett

Planning Commission Members absent: David Vliet

Department of Community Development (DCD) Staff present: Rafe Wysham, Cecilia Olsen, Scott Diener, Jim Rogers, Darren Gurnee, Garrett Ballew Maddie Castillo, Clara Jewell (Clerk)

5:30 pm

A. Virtual Meeting Protocol

B. Adoption of Agenda

- **MOTION:** Tami Bowen moves to approve the 3/17/26 agenda as presented
- **SECOND**
- **VOTE: Unanimous in Favor – Motion Carries**
- **Agenda adopted by unanimous consent.**

C. Adoption of Minutes

- Minutes of 3/3/2026
- **MOTION:** Kane Fenner moves to approve the 3/3/26 minutes as presented
- **SECOND**
- **VOTE: Unanimous in Favor – Motion Carries**
- **Minutes adopted by unanimous consent**

5:34 pm

D. General Public Comment

- **Chair Hall opens the floor to speakers wishing to provide testimony.**

5:55pm

- **SPEAKER: Linda Wood, Central Kitsap Resident, Realtor**

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- **VOTE: Unanimous in Favor – Amendment Passes**

- **QUESTIONS/COMMENTS**

- Discussion between the Planning Commission and staff.

6:26 pm

- **AMENDMENT:** Ryan Wixson moves to amend section C.4. to add “This provision does not apply to a property that is already crossing a zone classification district, urban growth area, overlay district, or jurisdictional boundaries.” The complete section would read “No boundary lines adjustment shall result in a property that crosses a zone classification district, urban growth area, overlay district, or jurisdictional boundaries. This provision does not apply to a property that is already crossing a zone classification district, urban growth area, overlay district, or jurisdictional boundaries.”

- **SECOND**

- **VOTE: Unanimous in Favor – Amendment Passes**

- **QUESTIONS/COMMENTS**

- Discussion between the Planning Commission and staff.

6:47 pm

- **AMENDMENT:** Adrienne Hampton moves to amend section D to add “approve priority review”. The complete section would read “Applications for boundary line adjustments shall be processed as a ministerial Type I application under Chapter 21.04. The Department Director or their designee (hereinafter Director) is authorized to review and approve, approve priority review, approve with conditions, or deny the application based on compliance with this chapter and other applicable county codes.”

- **SECOND**

- **DISCUSSION**

- **VOTE: 3 in favor, 5 opposed – Amendment Fails**

- **QUESTIONS/COMMENTS**

- Discussion between the Planning Commission and staff.

6:57 pm

- **AMENDMENT:** Ryan Wixson moves to amend section D to add “approve a five-business day priority review when a real estate purchase and sale agreement is provided with the application.” The complete section would read: “Applications for boundary line adjustments shall be processed as a ministerial Type I application under Chapter 21.04. The Department Director or their designee (hereinafter Director) is authorized to review and approve, approve

1 with conditions, approve a five-business day priority review when a real estate
2 purchase and sale agreement is provided with the application, or deny the
3 application based on compliance with this chapter and other applicable county
4 codes.”

5 • **SECOND**

6 • **DISCUSSION**

- 7 • **VOTE: 7 in favor, 1 opposed – Amendment Passes**

8 **8:15 pm**

- 9 • **AMENDMENT:** Ryan Wixson moves to amend section K to add “a recordable
10 survey or a recordable exhibit map.” And add to the end of the section
11 “Applicants are encouraged to be aware that not all boundary line adjustments
12 require a full field survey.” The complete section would read “Within one year
13 of approval of the application for a boundary line adjustment or a property
14 combination (merger), the applicant is required to record all final documents
15 with the County Auditor, a recordable survey or a recordable exhibit map
16 signed and stamped by the Surveyor, revised legal descriptions, notice to title,
17 and any deeds conveying property. If the adjustment is not recorded within
18 one year of approval, the approval shall expire unless an extension is otherwise
19 approved in advance by the Director. The face of the BLA Shall also
20 conspicuously state the requirements in J.1. through J.4 in this section. All
21 recording of documents shall be at the expense of the applicant. The applicant
22 shall obtain all required signatures prior to recording, including those of the
23 Director, County Auditor, and County Treasurer. Applicants are encouraged to
24 be aware that not all boundary line adjustments require a full field survey.”

25 • **SECOND**

26 • **DISCUSSION**

- 27 • **8:20 pm**

- 28 • **VOTE: 7 in favor, 1 opposed – Amendment Passes**

29 **8:22 pm**

- 30 • **AMENDMENT:** Ryan Wixson moves to amend section K and direct DCD to add
31 applicable language and applicable RCW to the last sentence regarding
32 surveyors discretion”

33 • **SECOND**

- 34 • **VOTE: 4 in favor, 4 opposed – Amendment Fails**

35 **8:34 pm**

- 36 • **MOTION:** Adrienne Hampton moves to approve the Boundary Line Adjustment
37 Code as presented by staff and amended by the Planning Commission.

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- **SECOND**
 - **VOTE: 4 in favor, 4 opposed – Motion Fails**

8:37 pm
- **BREAK**

8:43 pm
- **QUESTIONS/COMMENTS**
 - Discussion between the Planning Commission and staff.
 - **MOTION:** Ashlee Hall moves to postpone the Boundary Line Adjustment Code Findings of Fact meeting to the April 7th meeting.
- **SECOND**
 - **VOTE: Unanimous in Favor – Motion Carries**

9:08 pm
- F. General Public Comment**
 - **Chair Hall opens the floor to speakers wishing to provide testimony.**
 - **SPEAKER: Bruce MacLearnsberry, Kitsap County Resident, Land Surveyor**
 - Comments about the Boundary Line Adjustment Code.

9:11 pm
 - **SPEAKER: Gary Chapman, Kitsap County Resident**
 - Comments about the Boundary Line Adjustment Code.
 - **SPEAKER: Frank Leach, North Kitsap Resident, Realtor**
 - Comments about the Boundary Line Adjustment Code.
 - **SPEAKER: Richard A. Brown, Kitsap County Resident, Realtor**
 - Comments about the Boundary Line Adjustment Code.
 - **Chair Hall calls again for speakers; as there are no other speakers; closes the floor to general speakers.**
- G. For the Good of the Order/Commissioner Comments**
 - Commissioner Hampton thanked the audience for their participation and comments this evening. She also announced that she will be going on maternity leave, and that this will be the last Planning Commission meeting she attends until August.
 - Chair Hall thanked everyone in attendance at this evening's meeting.

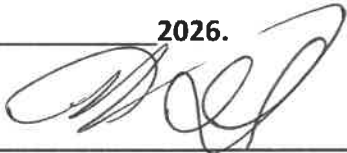
1 Meeting adjourned by unanimous consent.

2 Time of Adjournment: 9:18 pm

3 Minutes approved this 7th day of April 2026.

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Ashlee Hall, Planning Commission Chair

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Clara Jewell, Planning Commission Clerk

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