



Executive Summary

Issue Title:	PROS Plan Briefing
Meeting Date:	4/15/2025
Time Required:	15 minutes
Attendees:	Alex Wisniewski, Carmen Smith

Action Requested at This Meeting:

1. None, information only

Purpose:

The purpose of the meeting is to introduce the Parks, Recreation, and Open Space (PROS) Plan Update to the Planning Commission. Staff will provide a high-level overview of what the plan is, the plan development process, and next steps. A more in-depth presentation and discussion will occur at the May 6th meeting.

Background:

The Parks, Recreation, and Open Space (PROS) plan is a 6-year strategic plan that is premised on an analysis of department operations and existing parks and recreation facilities, conducting a needs analysis through robust community engagement, and from this, developing goals and objectives to guide policy and management and a list of capital improvement projects. The PROS plan is intended to help align the future direction of the Parks department with information gathered from the community. The Growth Management Act requires municipalities to develop comprehensive parks and open space plans and the PROS plan functions as this effort; upon approval, the PROS plan will be adopted into the Comprehensive Plan at the end of the year. It is also a requirement to be eligible for grants through the State's Recreation and Conservation Office (RCO).

The Parks department contracted with SCJ Alliance on March 27, 2023 to manage the project following an RFQ process for these services. Visits and tours of parks and facilities occurred in early and mid-2023 and a robust community engagement process followed. The public outreach included stakeholder interviews, public open house meetings, engagement with Parks staff, the Board of County Commissioners, the Parks Advisory Board, and three surveys that shed light on park usage, current and future community park needs, and led to a long list of desired capital projects. This public engagement process lasted through early 2024 and the plan was drafted afterwards. A draft plan was shared with the public on February 10, 2025, opening a 5-week comment period. During the comment period, staff presented the draft plan publicly at three community presentations and promoted the public comment period.

The Department received a total of 447 comments, with many of these comments discussing multiple topics. Following the closure of the public comment period, staff made edits to the draft plan based on community comments, as well as other needed edits staff was aware of (such as typos,

formatting, photo changes, clarifying text, etc.). The updated draft is posted on the project website, along with the original draft, so the plans can be reviewed side by side, if desired.

The Parks Department has applied for a programmatic SEPA determination through the Department of Community Development (DCD), which is currently under review and will have a two-week public comment period once a determination has been issued. The Department also completed a consistency review of the PROS Plan and the 2024 Comprehensive Plan, which DCD has reviewed and found that the two plans are consistent.

Next Steps:

Next steps include a recommendation from the Parks Advisory Board (PAB), anticipated at the April 16, 2025 meeting, Planning Commission process and recommendation, Board of County Commissioners process and adoption, approval from the Recreation and Conservation Office (RCO), and a Comprehensive Plan Amendment to adopt the PROS Plan by reference. A detailed schedule of next steps, including the upcoming Planning Commission meetings, is provided as Attachment A. Dates subject to change.

Attachments:

- A. PROS Plan Schedule.



Parks, Recreation, and Open Space Plan

Timeline to Approval

Who	What	When
Board of County Commissioners (BoCC)	Distribute PROS to BoCC	January 27
Parks Advisory Board (PAB)	Distribute PROS to PAB	February 10
Public	Draft PROS Public Comment Period	February 10 – March 15 (5 weeks)
Suquamish, Port Gamble S'Klallam Tribes	Draft PROS to Tribes for Review and Comments	February 10 – March 15
Public (North Kitsap Public Meeting)	Present PROS to public for comment period kick-off	February 11
Parks Advisory Board (PAB)	Present PROS to PAB	February 19
Public (South Kitsap Public Meeting)	Present PROS to public for comment period kick-off	February 20
Public (Central Kitsap Community Council)	Present PROS to public for comment period kick-off	March 5
SCJ Alliance & Parks Department	Update PROS based on PAB and public comments	March 17 – March 28
Board of County Commissioners (BoCC)	PROS to BoCC for Review of Public Comments	March 24
Department of Community Development (DCD)	PROS to DCD for Non-Project SEPA Determination	March 31
Department of Community Development (DCD)	PROS Plan / Comprehensive Plan Consistency Review to DCD	April 7 – April 20 (2 weeks)
Public	SEPA Determination 14-day public comment period	April 7 – April 20 (2 weeks)
Planning Commission	PROS Briefing (15 minutes)	April 15
Parks Advisory Board (PAB)	PAB provides comments and a recommendation	April 16
Planning Commission	Planning Commission Work Study	May 6
Planning Commission	Planning Commission Public Hearing & Deliberations	May 20
Public	Planning Commission 2-week public comment period	May 20 – June 3 (2 weeks)
Planning Commission	Finding of Fact & Approval	June 3
Board of County Commissioners (BoCC)	PROS to BoCC for Review of Planning Commission Findings	TBD (week of June 9-13)
Board of County Commissioners (BoCC)	PROS to BoCC for Presentation and Open Public Hearing	June 23
Public	Public Comment Period for Public Hearing	June 23 – June 30 (1 week)
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD (June 30 – June 4)
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD (June 7 – July 11)
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD (July 14 – July 18)
Board of County Commissioners (BoCC)	PROS to BoCC to for Approval	July 21
Recreation and Conservation Office (RCO)	PROS to RCO for Approval	TBD (July 28 – August 1)
Board of County Commissioners	Adoption of Comprehensive Plan Amendment	TBD (December 2025)