

KitsapCounty

PLANNING COMMISSION

Executive Summary

Issue Title: Department of Community Development: Administrative Code Edits

Meeting Date: 06/16/2026

Time Required: 20 minutes

Attendees: April Gassman, Long Range Planner

Action Requested at this Meeting:

Hold a public hearing on the draft 2026 Administrative Code Edits and accept public testimony.

Background:

The Department of Community Development is engaging in an annual code update project. These code edits are labeled as “administrative”, because they are not intended to be significant changes and may require less process and outreach than other code update projects.

These edits also relate to various aspects of code, and not just one topic, and may include edits to Title 16 (Land Division and Development), Title 17 (Zoning), Title 21 (Land Use & Development Procedures), and Title 22 (Shoreline Master Program).

A similar “administrative” code edits project was completed in 2025.

Objectives of these code edits include:

- Eliminate or reduce conflicting provisions of code.
- Add clarity to existing sections of code without changing meaning or intent of language.
- Create more predictability and certainty in development standards and the permit review process.
- Create an efficient system to catalog and organize previous and new code edits initiated by County Staff or the public.



KitsapCounty

PLANNING COMMISSION

The SEPA 14 day comment period started May 26, 2026 and closed June 9, 2026. Public comments were solicited beginning June 1, 2026 with announcements going out via Gov Delivery, the Kitsap Sun, and on the project webpage. All comments received prior to the hearing will be shared with the Planning Commission prior to, and/or during the hearing. Additional comments received from the Public Hearing will be included for consideration during deliberations. On June 2, 2026 the Planning Commission held a work study on the draft code.

The public hearing will be followed by Deliberations and Findings of Fact on July 21, 2026.

Attachments:

- Presentation
- Draft Ordinance
- Draft Public Comment Matrix
- Draft 2026 Code Edits Change Matrix
- SEPA DNS
- SEPA Checklist

