

KitsapCounty

PLANNING COMMISSION

STAFF REPORT

2026 Administrative Code Edits

DATE: June 16, 2026
TO: Kitsap County Planning Commission
FROM: April Gassman, Long Range Planner
SUBJECT: 2026 Administrative Code Edits

EXHIBITS:

1. Draft Ordinance
2. Draft Change Matrix
3. Public Comment Matrix
4. SEPA DNS

OVERVIEW

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).

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.

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BACKGROUND

The Kitsap County Community Development Department proposes to do Administrative, or “housekeeping” edits to the Kitsap County Code (KCC). Edits may be related to KCC Titles 16, 17, 21, and 22.

These administrative edits are an important part of maintaining clarity and consistency in the Kitsap County Code. The County intends to repeat this process on an annual basis. The last administrative update was in 2025.

A. Authority

The Growth Management Act (GMA) mandates that Kitsap County’s Comprehensive Plan and development regulations be reviewed and, if needed, revised at least every 8 years [RCW 36.70A.130(5)]. The most recent Kitsap County periodic update concluded with the adoption of the 2024 Kitsap County Comprehensive Plan on December 2, 2024. The GMA also mandates that Kitsap County’s Comprehensive Plan and development regulations be subject to continuing review and evaluation, allowing for annual amendments to the Comprehensive Plan [RCW 36.70A.130(1)] and as-needed updates to development regulations to ensure consistency with desired development outcomes.

Kitsap County Code 21.04.040 states director interpretations shall be prioritized and considered for inclusion in the next applicable code update.

B. Proposed Amendment

Various general amendments to Titles 16, 17, 21 and 22.

C. Geographic Description

The amendments do not have a geographic focus and apply to all of Unincorporated Kitsap County.

Department Recommendation

Having analyzed the proposed amendment and other alternatives, if applicable, the Department recommends:

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☒ Adoption of the amendment:

- ☒ as proposed above
- ☐ as described in Alternative below
- ☐ with revisions described below
- ☐ with conditions described below
- ☐ Deferral of the amendment to a future docket
- ☐ Denial of the amendment

- **Rationale**

Substantive Findings:

- The proposed code amendments were developed with opportunities for public participation and comment as required by GMA and the State Environmental Policy Act (SEPA), chapter 43.21C RCW.
- The proposed code amendments were developed according to, and are compliant with, the requirements of GMA, chapter 36.70A RCW, the Countywide Planning Policies, the Kitsap County Comprehensive Plan, Kitsap County Code, and other applicable laws and policies.
- The proposed code amendments are consistent with the Kitsap County Comprehensive Plan by:
 - Eliminating or reducing conflicting provisions of code.
 - Adding clarity to existing sections of code without changing meaning or intent of language.
 - Removing redundancy or regulation that is no longer applicable
 - Creating more predictability and certainty in development standards and the permit review process.
- The proposed code amendments promote the public interest and welfare of the citizens of Kitsap County.

Procedural Findings:

- Public outreach regarding the proposed amendments was conducted through a dedicated up-to-date web page, postings in the Kitsap Sun newspaper, and direct notification GovDelivery subscribers.
- On May 19, 2026, during a regularly scheduled and properly noticed meeting, the Planning Commission held a briefing to review the workplan for the administrative code changes and summarize proposed edits.

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- On June 2, 2026, during a regularly scheduled and properly noticed meeting, the Planning Commission held a work study session to review and discuss the proposed administrative amendments.
- On May 26, 2026, a State Environmental Policy Act (SEPA) Determination of Non-significance was issued for proposed amendments. A 14-day comment period concluded on June 9, 2026.
- On June 1, 2026, the County published the draft ordinance, summary of changes, SEPA DNS, and SEPA checklist to the project website.
- On June 16, 2026, following timely and effective public notification, the Planning Commission held a public hearing to accept comments from interested parties.

Other Alternative Considered

The department prepared a preliminary draft change matrix for initial discussions. No official alternatives are considered as a part of this staff report.

Comprehensive Plan Consistency

The proposal is supportive of the Kitsap County Mission:
Kitsap County government exists to protect and promote the safety, health and welfare of our citizens in an efficient, accessible, and effective manner.

The proposal incorporates elements of the Kitsap County Vision Statement:

- A Resilient Community – Provide inclusive, accessible, and efficient government services that effectively inform and engage residents where they are, respecting local input in transparent decision making, acting always with professionalism and integrity.
- An Engaged and Connected Community - Establish strong connections with and among residents, community groups, neighborhoods, and organizations through timely, useful, inclusive, and responsive communication, outreach and events.

Department Analysis

As further explained below, the Department recommends approval of the proposed amendments because they:

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- Eliminate or reduce conflicting provisions of code.
- Add clarity to existing sections of code.
- Create more predictability and certainty in development standards and the permit review process.

SEPA

The DNS SEPA Determination of Non-Significance (DNS) was issued on May 26, 2026. The DNS Comment period ended June 9, 2026.

PUBLIC OUTREACH/PARTICIPATION

Kitsap County's public involvement and outreach for this amendment meets the requirements of the Growth Management Act (RCW 36.70A) of early and continuous involvement, as well as the procedures outlined in Kitsap County Code (KCC 21.08). The Department conducted early and often public outreach as shown below. The outreach provided preliminary feedback to staff, including suggestions for revisions to an early version of the draft code. Public comment was accepted and incorporated throughout the code development process. The comment form was provided on the project website and was promoted through GovDelivery and by direct email to interested parties.

- **Community Consultations and Stakeholder Engagement.** In May and June 2026, County staff provided opportunity for the public to comment on the proposed code edits. An announcement was made via Gov Delivery to the "Code Update" list and the SEPA DNS was posted in the Kitsap Sun May 26, 2026, kicking of the 14 day SEPA comment period. The draft code and a request for comment was also sent to the Kitsap Building Association. Feedback and discussion from the public informed the development of the draft ordinance and associated documents.
- **Internal Review.** To ensure internal consistency and correct implementation procedures, DCD Long Range Planning staff consulted with the Current Planning division and the County Attorney's office.
- **Project Webpage.** Kitsap County created a dedicated webpage for the 2026 Administrative Code Edits. The webpage provides an opportunity for the public to stay current with the code development and review process, as well as submit comments, sign up for notifications, and review all draft documents related to the update.

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- **Planning Commission.** Staff briefed the Planning Commission on the proposed edits on May 19, 2026. The Planning Commission work study was held June 2, 2026 where staff received feedback from the Commissioners and from the public in attendance. A public hearing with the Planning Commission was held June 16, 2026, followed by deliberations and Findings of Fact July 21, 2026.