

## POULSBO CITY COUNCIL MEETING OF NOVEMBER 2, 2016

### MINUTES

**PRESENT:** Mayor Erickson; Councilmembers Henry, Lord, McGinty, Musgrove, Nystul, Stern, Thomas.

Staff: Finance Director Booher, City Clerk Fernandez, Interim Planning Director Boughton, Prosecuting Attorney/Risk Manager Foster

**ABSENT:** Councilmember Thomas

### MAJOR BUSINESS ITEMS

- \* \* \* Resolution No. 2016-22, City Hall Closure
- \* \* \* Resolution No. 2016-23, Signature Authority for Grant Certification
- \* \* \* 2016 Comprehensive Plan Workshop

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 6:04 PM and led the Pledge of Allegiance.

#### 2. COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

#### 3. CONSENT AGENDA

**Motion:** Move to approve Consent Agenda items a through b.

The items listed are:

- a. Resolution No. 2016-22, City Hall Closure
- b. Resolution No. 2016-23, Signature Authority for Grant Certifications

**Action:** Approve, **Moved by** Nystul, **Seconded by** Lord.  
Motion carried.

Mayor Erickson noted there would be a ten-minute executive session regarding real estate matters pursuant RCW 42.30.110(1)(c). No action will be taken after the session.

Mayor Erickson asked for permission to begin recruiting for the paralegal position that is being requested in the 2017-18 budget. She would like to list the job opening and begin the

process, but having no interviews until January after the budget has been adopted. The Council agreed.

#### **4. COUNCIL WORKSHOP**

##### **a. 2016 Comprehensive Plan**

Interim Planning Director Boughton gave a presentation on the 2016 Comprehensive Plan Update. Presentation highlights included:

- 2016 Comprehensive Plan Update
  - Periodic review and update of comprehensive plan as required by the Growth Management Act.
  - Poulsbo's Comprehensive Plan was significantly updated in 2009 and amended annually since then.
  - The 2016 update was initiated with a public "community check-in" which occurred Summer-Fall 2015, and consisted of a community questionnaire and open house.
  - The City also began in 2015 updating its functional plans – sewer, storm water, transportation and parks/open space/recreation plans were updated in 2015/2016. The water plan was updated and adopted in early 2015.
  - The City Council identified the Economic Development Chapter as an area of the plan to spend time reviewing; a stakeholders group assisted the Economic Development City Council Committee identified priorities for the chapter.
  - One site specific amendment was submitted to the City to be reviewed as part of the 2016 update.
- 2016 Comprehensive Plan Update Summary of Amendments
  - Introduction
    - Vision Statement
    - Updates by EDC
    - Minor revisions to Guiding Principles and Key Goals
    - Updates by EDC
    - Update 2036 as the planning period
    - Update the public engagement and involvement program to include 2015 community check-in
  - Land Use Chapter
    - Updated technical data as appropriate.
    - Update population with 2016 OFM population; calculated new growth remaining.
    - Changes to timelines as established by the State Legislature.

- Amendments to Drainage, Flooding, and Storm Water Goals and Policies.
  - Amendments to Urban Forestry Goals and Policies.
  - Adding Groundwater Protection Goals and Policies.
  - No change to Figure LU-1; however, one site-specific redesignation/rezone request.
- Community Character Chapter
  - Clarification of policy regarding height for mixed use buildings in downtown Poulsbo. Added by EDC.
- Transportation Chapter
  - Amendments related to the updated 2016 Transportation Plan prepared by Parametrix; others by City Engineer.
  - Additional text and policies focused on complete streets standard.
  - Refinements to level of service standards and concurrency requirements.
  - New policies on transit-oriented development.
  - New policy on street maintenance.
  - Update Transportation figures.
- Natural Environment Chapter
  - Updates to Natural Environment maps to incorporate new data from resource agencies.
  - Update Liberty Bay watershed narrative based on 2016 TMDL implementation plan.
- Capital Facilities Chapter
  - Updates to storm water level of service standard.
  - Deletion of references to City Council Capital Improvement Committee.
- Housing Chapter
  - Adjust housing units needed based for 2036 planning period.
  - Updated demographic data.
  - EDC added new policies regarding existing neighborhood preservation.
  - EDC added additional policies for affordable housing options.
- Parks, Recreation and Open Space Chapter
  - Update chapter based upon the 2016 PROS plan.
  - Update Figure PRO-1 and PRO-2.
- Economic Development Chapter
  - Revisions to this Chapter priority of the City Council Economic Development Committee.
  - Updates of current jobs and the 2036 Poulsbo Employment Targets.
  - Additional modifications to this chapter identified by EDC at 11/9/16 meeting.

- Utilities Chapter
  - Minor edits to storm water utility policies.
  - New narrative for electrical service provided by Puget Sound Energy.
- Participation, Implementation and Evaluation Chapter
  - Revise references to 2036 planning period.
  - Delete references to implementation strategies.
  - Update with new legislative timelines.
- Capital Facilities Plan
  - The CFP is updated significant since four of the six functional plans were updated in 2015-2016.
  - Since the City's population forecast remains as in 2009 plan, the primary updates result in deletions in projects completed and additions of new capital projects.
- Land Development Review and Evaluation – Section 3
  - Data from Kitsap Buildable Lands Report incorporated into section.
  - Additional residential project approval data also included.
  - Poulsbo Land Capacity Analysis as included in the Kitsap Buildable Lands Report included as well.
  - Reasonable Measures have been updated for when/if the time comes to implement.
- Appendices
  - Updated Appendix A to include 2010 Census data and other more recent data from American Community Survey.
  - Updated Appendix B to include updated sewer, storm water, transportation and parks/recreation/open space plans.
  - Appendix C updated to include updated residential densities and land capacity analysis.
- Review process
- November draft modifications
- Public input received/additional modifications
- Site Specific Redesignation/rezone request
  - CPA 2016-01 Foraker/Lanzafame, is a request to change the land use designation and zoning for two parcels from the current designation of Residential Low (RL) to Office Commercial Industrial (OCI).
  - The request is supported by the Planning Commission, based upon a change of conditions and new information – the land capacity analysis on the City's non-residential zoned land compared to the employment (jobs) forecast, had a slight deficient of 127 jobs.
  - Approval of this request, the OCI zoning could provide 147 jobs (based on land capacity analysis).

- Nearby property owners testified at the PC public hearing, expressing concerns on potential uses, environmental impacts, buffering and loss of trees.
- Under current zoning, maximum density would be 28 lots, although most likely 12-20 lots could be supported.

In response to Mayor Erickson, Interim Planning Director Boughton said the County has spent considerable time this year working on their reasonable measures and they are posted on the County's website.

Councilmember Stern noted we are going to be doing sub-area planning later. We will look at our UGAs and get a buildable lands analysis. We are moving towards a tightening and a slight readjustment of the UGA.

Mayor Erickson said this is our first step, to adopt our comprehensive plan, then we go into subarea planning process with the County to look at our UGAS and make sure they are appropriate. The adoption of new changes to our zoning code and ordinance structure to reflect what we have done in our comprehensive plan. There is still a lot of heavy lifting that will happen in the next 18 months.

Interim Planning Director Broughton said we are not talking about expanding the UGA, but there is an opportunity to reconfigure the line with no net change.

In response to Councilmember Stern, Interim Planning Director Boughton said we are the only jurisdiction with a sub-area plan.

In response to Councilmember Musgrove's question regarding an offset on the boundary to Finn Hill (CPA 2016-01), Mayor Erickson said there was some right of way concerns that they will be addressing with the Finn Hill project.

Mayor Erickson asked if Engineering could restrict traffic going onto Urdahl (CPA 2016-01). She wondered if they put in a substantial building, there is proximity to residential neighborhoods. Interim Planning Director Boughton said she was unsure how Engineering would handle it. One property has legal access from Urdahl, and the other from Finn Hill. If they were to do a combined project, they could put restrictions to lessen the impact.

Councilmember Stern complimented Interim Planning Director for a job well done in presenting the document.

Councilmember McGinty questioned on page 14, the use of the word "insure." He would prefer using the word "strive to provide." Councilmember Musgrove said the Economic Development Committee had concern regarding some of the guarantees

the document gave with such wording, but may have missed a few areas that need to be changed. Interim Planning Director Boughton will do a word search for insure, and if it seems appropriate to change to strive, she will change it. If there is a question, she will bring it forward to the Council

In response to Councilmember Musgrove asking if a definition of family-wage job was included in the document, Interim Planning Director Boughton said she does not normally prepare a definition section in the Comprehensive Plan. Councilmember Musgrove suggested inserting the definition as part of the sentence, not create a definition section for the entire document.

***Modification Document Review:***

*Item No. 1, Page 10* (EDC) – additional tweaking to the Poulsbo vision trying to capture the idea that Poulsbo has an economy that is independent, locally based, and whole. Discussion held on use of the word quaint – it is a word they hear from the community. The Mayor would recommend the word authentic.

*Item No. 2, Page 11* (EDC) – The change was for clarity for people who want to read the document.

*Item No. 3, Page 13* (Planning Commission & EDC) – A little word tweaking.

*Item No. 4, Page 14* (WSDOT) add the words “and preserve”.

In response to Councilmember Musgrove, Interim Planning Director said WSDOT did not elaborate as to why they requested the change. She agreed Councilmember Musgrove’s inference that “maintain” is to physically keep it safe, while “preserve” means we always want it there.

*Item No. 5, Page 14* (EDC), changed “foster” to ~~maintain~~ ~~manage~~ [subsequently agreed upon] “guide”.

Councilmember Henry asked if anyone came up with an idea on how to manage this. Councilmember Musgrove said to the limited degree that they can manage any of this, they can encourage certain development and discourage certain development. They cannot regulate it completely; they cannot say yes or no. They can do some things to guide development. If our community can use something to greater effect than something else, we can enhance that happening. That was the intent of it. We do have some ability to steer which direction it goes rather than a free-for-all of how it develops.

Councilmember Stern said Poulsbo is enjoying robust economic development, perhaps greater than some of our neighbors. And the idea that we just solicit

economic development or attract it, there is also the aspect of managing economic development to preserve the quaintness and not let it overrun. That is why there is the word manage, not just attract.

Councilmember Henry said this is why he prefers the word "enhance." It is the maintaining he is having problems with. Councilmember Musgrove said he still prefers "manage" because it is a hands-on action word, instead of "maintain" which is wishful thinking to some degree.

Councilmember Lord said the word "manage" implies the City has a goal of trying to coordinate what is happening, also maintain it. If we want to encourage different kinds of businesses to come in, managing is comprehensive. "Foster" is kind of boiler plate. "Maintain" isn't quite as extensive as "manage."

Councilmember McGinty agrees with Councilmember Henry. Manage says we are going to manage the inventory and other management functions, versus encourage.

Councilmember Stern said "foster" is like soliciting. "Manage" implies as we work with business, we want to make sure, to the degree we can, that we do not despoil the qualities that people come to live here.

Councilmember Musgrove said the EDC was trying to tag it with a substantial word that doesn't mean encourage, because when you are managing this type of thing, you may not want to encourage it. The growth bus is so big and so fast, it may run us over. We want to manage this growth the best way we possibly can, that includes maintaining certain qualities was the goal of the verbiage.

Mayor Erickson suggested the word "influence."

Councilmember Stern said we are enjoying a high level of economic development right now, so the word manage was to imply we don't need to go out and take on anything. We also want to preserve the character of this community. We are not just seeking economic development, we already have it.

*Item No. 6, Page 19-20 (KEDA)* – change the term living wage to family wage because the terms have numerical value to them.

*Item No. 7, Page 42 (KEDA)* – same as Item No. 6.

*Item No. 8, Page 55 (DOC)* – Wanted Goal LU-10 clarified. Felt the policy wasn't strong enough.

Councilmember Stern asked if we are going to take on accommodating projected growth before considering expansion of the Poulsbo UGA, can we add a sentence

that says we need lands that are buildable and not environmentally challenged. That will help set up the conversation with the County when we ask for swaps. Interim Planning Director Boughton said we already have policies from the plan that will look at our UGA every eight years with Kitsap County where we can have expansion or adjustment of the Poulsbo UGA as necessary. We must follow the county-wide planning policies.

Councilmember Stern questioned changing the language to say in order to carry out these reasonable measures, adjustments which allow for density and take out environmentally sensitive lands.

Mayor Erickson said we could even be so bold to say we don't want to be at 6.2 units per acre. She would like to have some of our residential neighborhoods have bigger yards.

Councilmember Stern said it would be nice to have it in the goals.

Mayor Erickson agreed it should be a policy that says if we are going to go through the process of a subarea plan, which is a lot of work, then what we are trying to do is achieve the types of land that are buildable and will support urban densities. It is almost a reasonable measures approach.

*Item No. 9, Page 59-60 (KCAR) – adding the word “significant”.*

*Item No. 10, Page 79 (DOC) – referring to policy 2.11.*

*Item No. 11, Page 84 (EDC) – changed maintain to manage, and preservation to maintenance.*

In response to Councilmember Stern, Interim Planning Director Boughton said this policy is broad enough that it references the street maintenance program, which is however you define your program.

Councilmember Nystul said he would like to keep the policy broad.

*Item No. 12, Page 89 (WSDOT) – bicycles outside of the street right-of-ways are shared use paths, which is correct.*

*Item No. 13, Page 139 (DOC) – inserted a missing word.*

*Item No. 14, Page 159 (WSDOT) – reiterating preservation of trails comment.*

Councilmember Musgrove would like a discussion in the future about how we are rapidly gaining technology in modes of transportation that are in between human

powered and engines, which includes the word motor and electric. To have shared use paths that you cannot use an electric bicycle on (or other technologies that we are not aware of right now) would be really inhibiting. When we talk about non-motorized, it could be a dangerous blanket. We need to flag an opportunity to start looking at rewording this for next year to be inclusive and encouraging of newer technologies. Councilmember Lord agreed to that commitment for next year.

*Item No. 15, Page 170* (EDC) – This is the same discussion of whether manage or maintain was the right word like Item No. 5. Subsequently, the Council decided on using the word “guide.”

*Item No. 16, Page 172* (KEDA) – Changing from living to family wage.

*Item No. 17, Page 179* (EDC) – the EDC wanted to put a statement to capture the economic health that we are enjoying, that other jurisdictions are not.

Councilmember Henry requested the year of the recession be inserted for reference.

*Item No. 18, Page 179* (EDC) – a visitor at the committee suggested adding the word “encouraging” at the beginning of the second sentence.

*Item No. 19, Page 186-187* (EDC) – EDC wanted to keep the policy that was deleted by the Planning Commission, and added the word manage.

Mayor Erickson advised being careful with the word concurrency, because it has legal ramifications. Interim Planning Director said that they could add the word transportation, because we are only doing concurrency through transportation. Mayor Erickson would still recommend removing the word concurrency. The Council agreed.

*Item No. 20, Page 188* (KEDA) – changing the verbiage to family wage jobs again.

*Item No. 21, Page 190* (EDC) – change from “partner” to “continue to partner with...”

Councilmember Stern questioned if we should also call out Visit Kitsap as a partner. Mayor Erickson said there is a difference between Visit Kitsap versus the Chamber and HDPA. The City funds Visit Kitsap, which is a regional effort that markets everyone. The Chamber of Commerce and HDPA are internal to Poulsbo. The Council agreed to add “and other local organizations.”

*Item No. 22, Page 191* (EDC) – a new policy acknowledging our night-time economy.

The Mayor likes that it was added to all the commercial areas of Poulsbo, and not just limited to downtown.

*Item No. 23, Page 233 (DOC)* – a correction to reference the correct policy number. She also noticed Capital Facilities was removed, since the committee no longer exists. This is saying if funding for our capital facilities falls short, you must lower your level of service (if appropriate), reevaluate your land use element, or go back and figure out how to get more money. The policy states that the City Council will do those things.

In reference to Item Nos. 5 and 15, the Council agreed to use the word “guide.”

Councilmember Nystul noted a few minor typos that he emailed Interim Planning Director Boughton:

- Page 20, suggested spelling out OC/WWU to read Olympic College and Western Washington University.
- Page 45, the caption for the picture should read triplexes, not duplexes.
- Page 173, added regional to Kitsap Regional Coordinating Council.
- Page 170, he questioned the word “valued tourists” versus regular tourists. Mayor Erickson said she noted this as well, and questioned if some tourists were more valuable than others. Councilmember Musgrove said the point was to say that our tourists have value. Interim Planning Director Boughton said she will look at the word.

Interim Planning Director Boughton noted she will receive another series of comments from the Puget Sound Regional Council. They called yesterday and were unable to get it done by today. She will present their comments at the Public Hearing.

The Council agreed they don’t need another workshop, and are ready to go straight to a Public Hearing in December.

## **5. CONTINUED COMMENTS FROM CITIZENS**

Mayor Erickson asked for citizen comments; no comments were received.

Mayor Erickson asked for any Council comments before closing the meeting.

Councilmember Musgrove reminded everyone to be careful while driving around this holiday season. Kids will be out of school, and there are a lot of visitors in town.

Councilmember Lord said our local community orchestra is having a concert this Sunday to raise funds for NK Fishline at 3pm at the North Kitsap Community Auditorium. She also noted the Bremerton Youth Symphony will come to the last Council meeting in December and perform.

Mayor Erickson said there is a ribbon cutting at the new transfer center on Saturday at 1:30pm. At 3pm, Shop with a Cop will be happening at Wal~Mart. Julefest will be happening downtown, and there is a tree lighting at the Gateway Fellowship at 6pm. On December 6, Wal~Mart will have a graduation ceremony for employees who they train in basic skills so they can work in Wal~Mart stores.

Councilmember Stern said Silverdale had a massive meeting last night. Forty property owners showed up to see if there is a way to lead the process for the next wave of development.

Councilmember Henry attended the last resiliency forum in Bremerton. The next meeting is in January.

## 6. EXECUTIVE SESSION

**Motion:** Move to adjourn into executive session at 7:54 PM,

**Action:** Approve, **Moved by** Henry, **Seconded by** McGinty.

Motion carried unanimously.

At 8:04 PM, Mayor Erickson adjourned the meeting.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk