

## POULSBO CITY COUNCIL MEETING OF JANUARY 17, 2018

### MINUTES

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

Staff: City Clerk Fernandez, City Engineer Lenius, Planning Director Boughton, Associate Planner Coleman, Phil Struck, IT Manager Stenstrom.

**ABSENT:** Councilmember Nystul

### MAJOR BUSINESS ITEMS

- \* \* \* Approval of January 3, 2018, Council Meeting Minutes
- \* \* \* Establish Docket for 2018 Comprehensive Plan Amendments
- \* \* \* Proposed Easement on 367 Hostmark Street – Old Police Station Site
- \* \* \* Ordinance No. 2018-03, Council Committee Ordinance Amendment
- \* \* \* Executives Session: Real Estate Matters

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

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 PM and led the Pledge of Allegiance.

#### 2. AGENDA APPROVAL

**Motion:** Move to approve the agenda as presented.

**Action:** Approve, **Moved by** McGinty, **Seconded by** Musgrove.  
Motion carried.

#### 3. COMMENTS FROM CITIZENS

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

#### 4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Thomas announced the Friends of the Poulsbo Cemetery are having a meeting at the Poulsbo Library on January 26, 2:30-4:30pm.

Councilmember Lord announced the Centennial Park Steering Committee has a meeting at City Hall on January 26 from 2:00-3:00pm. The Economic Development & Tourism and Public Works Committees are rescheduling their meetings from January 24 to January 31.

She reported on the Martin Luther King event she attended on Monday with Councilmember Stern.

Councilmember Musgrove reported he attended the MRSC public records legal update webinar. He also noted the downtown holiday lights were taken down on Sunday, and Public Works is looking at storage of various assets used by volunteers (like the Christmas lights). Councilmember Lord added that Bill Austin was at Public Works Committee and volunteered to overhaul all the lights to make them universal. Councilmember Musgrove said Rob from Public Works has also volunteered to help Bill Austin revamp the lights.

Mayor Erickson announced Saturday night is the Chamber of Commerce Gala, February 10 is the Fishline Auction at Kiana Lodge, and March 24 is the Poulsbo Historical Society Cod Feed. She reported she is traveling to Olympia tomorrow for the 305 Design and Project Selection at WSDOT. Next week she will be attending the Association of Washington Cities City Action Days in Olympia with Councilmembers Stern, Lord, McGinty, and Thomas. She and Kim Hendrickson will be presenting at a panel for behavioral health at the conference.

Councilmember Stern reported he attended Deputy Chief Pate's retirement party last week. He reported representing the City of Poulsbo with Councilmember Lord at the Martin Luther King event on Monday. They shared the reading of the proclamation. They remembered Councilmember Jim Henry and remarked on the fact he was one of the longest serving African American elected officials in Kitsap County.

## 5. **CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda item a.

The items listed are:

- a. Approval of January 3, 2018, Council Minutes

**Action:** Approve, **Moved by** McGinty, **Seconded by** Thomas.  
Motion carried.

## 6. **BUSINESS AGENDA**

### a. **Establish Docket for 2018 Comprehensive Plan Amendments**

Associate Planner Coleman presented the agenda summary, noting Poulsbo Municipal Code 19.40.050 sets forth the procedure for docketing and reviewing proposed comprehensive plan amendments. Five applications were submitted, which

include one private property owner application, four internal/staff applications, three requests to redesignate and rezone, and four requests for text amendments.

#### Application 1 (P-10-30-17-01)

- A request to re-designate and rezone a 2.68-acre property located at 20831 Bond Rd NE from Residential High to Park. If the site-specific amendment is approved, map amendments to Figure LU-1 will be required (along with an update to the City's Zoning Map).
- A request to re-designate and rezone a 1.85-acre property located at 20523 Little Valley Rd from Residential Low to Park. If the site-specific amendment is approved, map amendments to Figure LU-1 will be required (along with an update to the City's Zoning Map).

#### Application 2

- P-10-31-17-02 Site Specific Request
  - A request to re-designate a .64-acre property located at 19589 Front St NE from Shoreline Residential to High Intensity. If the site-specific amendment is approved, a map amendment to Figure NE-6 (Shoreline Master Program Map) will be required.
  - Property is currently zoned C1-Downtown.
- P10-31-17-02 Text Amendment
  - Amendment to Poulsbo Municipal Code 16.02.240 C.2., to alleviate inconsistencies between the zoning designation and shoreline jurisdiction. "In the SR-2 environment, residential density shall be a minimum of four dwelling units per acre and a maximum of five dwelling units per acre as permitted in the underlying zone."

#### Application 3 (P10-30-1702)

- Text amendment to Chapter 12, the Capital Facilities Plan, to update Table CFP-4 (the City of Poulsbo 6-Year Capital Improvement Projects) to reflect the proposed projects listed in the 2017-2022 Capital Improvements Plan

#### Application 4 (P11-18-17-01)

- Text amendment to Chapter 4, Transportation, to better integrate complete streets policy, non-motorized transportation goals, and regional transportation plans.

#### Application 5 (P11-18-17-02)

- Text amendment to Chapter 6 (Capital; Facilities), Chapter 10 (Utilities), Chapter 12 (Capital Facilities Plan) and Appendix B (Functional Plans) to reflect the new Solid Waste Utility Plan.

Staff has evaluated the amendments and found them to be internally consistent with the adopted comprehensive plan. They have concluded that the amendments are based upon new information, change in circumstances, or due to an error, and respectfully recommend advancement of this year's five applications.

**Motion:** Move to approve the 2018 Comprehensive Plan Docket as set forth in the 2018 Comprehensive Plan Amendment Docket staff memo.

**Action:** Approve, **Moved by** Stern, **Seconded by** Lord.

Motion carried.

**b. Proposed Easement on 367 Hostmark Street – Old Police Station Site**

Planning Director Boughton presented the agenda summary, noting the City and Soundwest Group entered into a purchase and sale agreement for 367 Hostmark Street (old police station site) on 8/17/16. During the feasibility period, Soundwest Group brought to the City's attention that there is an encroachment onto the subject site's southern property line of approximately 5', by the adjacent property owner's existing garage. Research indicates the garage was constructed in 1920 and was depicted on the Poulsbo Clinic 'as-builts' drawings of 1987. The adjacent property owner wishes to keep the garage as located, and Soundwest Group - as the contract purchaser - suggested an easement as a legal means to allow for the continuation of the garage encroachment. The City staff is agreeable to this option, and therefore, is bringing forward to City Council's consideration, the proposed easement drawing. Since the property is still City-owned, approval by City Council to move forward on the easement is necessary. If accepted by the Council, the easement documents will be reviewed by staff to ensure its adequacy, and record the easement documentation upon satisfactory acceptance by all parties.

In response to Councilmember Thomas, Planning Director Boughton said Councilmember Thomas is correct, it is a ten-foot easement.

Councilmember Musgrove asked who was responsible for the easement, who can use it, and what are its potential uses. Planning Director Boughton said when Sound West Group acquires the property, they would have the arrangement with the adjacent property owner. Maintenance of the easement would be addressed in the document language. She noted a boundary line adjustment or moving the garage are other options the property owner could have taken, but the easement is what they agreed upon.

Councilmember Stern asked if the benefit would follow any subsequent owners in perpetuity. Planning Director Boughton said the easement would remain in place until it was extinguished. If the garage were ever removed, then it would be between the two property owners to extinguish the easement.

Councilmember McGinty asked if there would be a setback to the easement. Planning Director Boughton said the building would be from the property line, and any set back from the existing garage would be per the building code. That would be on the police station site.

**Motion:** Move to approve the proposed encroachment easement along the southern ten feet of property located at 367 Hostmark Street, for purposes of ingress, egress, maintenance and continuation of structure currently encroaching on the subject site; direct City staff to review draft easement agreement to ensure adequacy; and upon mutual acceptance by all parties and appropriate timing, record the easement documentation.

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

Motion carried.

**c. Ordinance No. 2018-03, Council Committees Ordinance**

City Clerk Fernandez presented the agenda summary, noting at the January 13, 2016, Council meeting during the discussion for council committee selections, it was determined that the Capital Improvement Planning Committee would no longer convene as a committee, and the Council intended to meet as a committee of the whole Council as needed. The City Clerk worked with the Finance-Administration Committee on proposed changes to PMC 2.04.030 to reflect the change to the CIP Committee. The Committee recommended memorializing the CIP Committee, and recommended amending Section 6a to read: "The capital planning shall be done in a workshop of the whole, unless the Council deems a committee should be formed to address the subject." The rest of the changes in the ordinances were recommended by the committee as housekeeping items that needed to be cleaned up.

**Motion:** Move to adopt Ordinance No. 2018-003, an ordinance of the City of Poulsbo, Washington, amending certain Section 2.04.030 of the Poulsbo Municipal Code to change the capital improvement planning committee structure; updating staff members assigned to committees; providing for severability and establishing an effective date.

**Action:** Approve, **Moved by** Lord, **Seconded by** Stern.

Motion carried.

## **7. COUNCIL COMMITTEE REPORTS**

*Public Safety/Legal Committee Meeting:* Councilmember Stern reported they received an in-depth update from Kim Hendrickson on the behavioral outreach program. He noted some disappointment about District Court not seriously considering reestablishing services in Poulsbo. Deputy Chief Brown said they are in the process of hiring. They are also planning for the potential of a large surge of police department officers who will retire around the same time.

*Finance-Administration Committee:* Councilmember Stern reported they discussed the council selection process. The Committee recommends the Council interview all nine applicants in the morning (15-minute interviews), to be followed by more in-depth interviews of three finalists in the afternoon. Councilmembers should submit possible interview questions to the City Clerk. The Clerk will compile the questions for council review at the beginning of the special council meeting on January 27 starting at 9am. The committee also received an update on the status of the library transfer, City Hall needing an interior paint job, a request for the Mayor's salary to be increased, and a request from the Mayor to include the FAC in lobbyist communications. The Council requested the chairs of the FAC, PWC, and Community Services be included in the lobbyist communications.

## **8. DEPARTMENT HEAD COMMENTS**

None.

## **9. BOARD/COMMISSION REPORTS**

Councilmember Stern reported Kitsap Transit is rerouting Poulsbo busses. Mayor Erickson said we are getting two new bus routes: a route from Poulsbo to Indianola, and a route on 307, Kingston to Poulsbo. It will take a year to get these rolled out. And there is a cross county connect, which will start at Viking straight through to the ferry dock in Bremerton.

## **10. CONTINUED COMMENTS FROM CITIZENS**

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

## **11. MAYOR & COUNCILMEMBER COMMENTS**

Councilmember Lord said she is happy the processes that they are devising are working well. It is a good sign.

Councilmember Musgrove said Connie Lamont is awesome with her color selections, he is glad she will be used for the repaint. He shared that a lot of cities and counties are wanting self-driving trolleys and shuttles.

Councilmember Stern said the Council is unique because of their collegial behavior. They have a high degree of trust, and he is proud of his colleagues and the city.

## 12. EXECUTIVE SESSION

**Motion:** Move to adjourn the meeting into executive session at 8:16 PM,

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

At 8:16pm Mayor Erickson recused herself from the meeting, and Deputy Mayor McGinty continued the meeting in executive session.

At 8:16pm, Deputy Mayor McGinty recessed the meeting into a 30-minute Executive Session for discussing real estate matters pursuant to RCW 42.30.110(1)(c).

No action was taken.

## 13. ADJOURNMENT

Meeting adjourned at 8:46pm.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk