

POULSBO CITY COUNCIL MEETING OF APRIL 11, 2018

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Kasiniak, Planning Director Boughton, Parks & Recreation Director McCluskey, Associate Planner Coleman, Engineering Technician I Roberts, City Lobbyist McConaughy, IT Senior Technician Williamson.

MAJOR BUSINESS ITEMS

- * * * Presentation: Legislative Update
- * * * Ordinance No. 2018-07, 1st Quarter 2018 Budget Amendments
- * * * Special Event: Viking Tour
- * * * Special Event: Poulsbo Criterium
- * * * Resolution No. 2018-04, Authorization for RCO-WWRP Grant Funding
- * * * Languanet Final Plat
- * * * Set Public Hearing for Six-Year TIP
- * * * Public Hearing: Comprehensive Plan Amendments
- * * * Public Hearing: Sherwin Rezone Concomitant Agreement Release

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** Stern, **Seconded by** McGinty.

Motion carried.

3. COMMENTS FROM CITIZENS

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

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Stern reported on the new proposed adjusted bus routes in the North End from Kitsap Transit's consultant.

Councilmember Lord announced the Kitsap County Youth Competition Concert by the Bremerton Symphony is this Friday at Northpoint Church.

Councilmember Musgrove hopes the transit route logistics are worked on to make trips easy and convenient.

Councilmember Thomas announced the Kitsap Veterans Stand Down event on April 28, 2018, at Sheridan Park in Bremerton.

Mayor Erickson announced the City of Poulsbo Employee of the Quarter, Chloe Wardle.

Mayor Erickson asked the Council if they wanted to help fund an initiative from Choose Washington for \$2,500. The organization wants to lobby for the new next generation Boeing aircraft for Snohomish County. Councilmember Lord said there are many worthy requests for funding, but the City cannot fund everything that come this way. Councilmember Stern said we already have KEDA and KADA. Councilmember McGinty said there are better ways to support local programming. The Council did not approve the request for \$2,500 from Choose Washington.

Mayor Erickson said the new fire boat will be christened at the Waterfront Park on May 5 at 11:00am. Councilmember Musgrove said May 5 is the mural painting, the seaplane fly in, and the Poulsbo Cemetery clean-up.

5. CONSENT AGENDA

None.

6. BUSINESS AGENDA

a. Legislative Update

City Lobbyist McConaughy gave a legislative update. Presentation highlights included:

- Session Review
- Interim Preview
- Supplemental Operating Budget – Poulsbo Specific
 - Western Washington University - \$700,000
 - Western Washington University - \$70,000
- Supplemental Transportation Budget – Kitsap Specific

- Capital and Supplemental Capital Budget
 - Morrow Manor
 - Poulsbo Outdoor Salmon Observation Area
 - Peninsula Community Health Services
 - NK Fishline
 - Martha & Mary
 - Poulsbo Outdoor Salmon Observation Area
- 2018 Bills of Interest
- Supplemental Operating Budget

Councilmember Stern noted Senator Rolfes is now the chair of the Ways and Means of Senate. He wondered if Senator Rolfes would be considered the majority leader for the State Senate. City Lobbyist McConaughy said it reminded him of Norm Dick's position and the opportunities he had. He said if the path forward is clear, then the path needs to be pursued. He also said retirement announcements are not done.

b. Ordinance No. 2018-07, 1st Quarter 2018 Budget Amendments

Finance Director Booher presented the agenda summary, noting budget amendments for the 1st Quarter of 2018 were approved by Council during January, February, and March. Exhibit A includes these amendments and summarizes the revised budget by fund.

At 7:40pm, Mayor Erickson asked for any public comment on the budget amendment. No comments were received.

Councilmember Musgrove said it lists all the amounts except for Amendment No. 18-0105 that says various. He asked if a number needed to be inserted to approve the amendment. Finance Director Booher said the memo is informational only. The Council has already approved the budget amendment with all the numbers attached. There is not a grand total on this amendment, because it spans every fund. It addresses primarily the beginning balances, correcting those to actual numbers carrying forward, and any additional dollars that are carried forward or expended. They cannot equate that to one number. She said the attached spreadsheet shows all the funds with their beginning balances, resources, expenditures, and the projected ending balances. This updates the past budget at the fund level.

Motion: Move to adopt Ordinance 2018-07, an ordinance for the City of Poulsbo, Washington, amending the 2017-2018 Mid-Biennium Budget amended by Ordinance No. 2017-21 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion carried.

c. Special Event: Viking Tour

Parks & Recreation Director McCluskey presented the agenda summary, noting the sponsor is Poulsbo Rotary Club; the date and time are Sunday, May 20 7am-4pm; they are expecting 350 participants plus family members. This is the 4th annual Viking Tour bike ride, with routes of 15, 30, and 60 miles. The event begins and ends in Poulsbo, but will have a change of venue this year. The main gathering site will be the "empty" parking lot on the north side of Centennial Park. The Doctors Clinic will be used for participant parking, and Centennial Park may be used for overflow. A beer garden will be held on private property. They are requesting that 7th Avenue be closed for about 45 minutes (8:30am-9:15am) and are working with the Poulsbo Police Department on the closure.

In response to Councilmember McGinty, Parks & Recreation Director McCluskey said the beer garden will be in a private parking lot.

Motion: Move to approve the special event application for the 2018 Viking Tour Bike Ride as presented.

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

Motion carried.

d. Special Event: Poulsbo Criterium

Parks & Recreation Director McCluskey presented the agenda summary, noting the Poulsbo Criterium Bicycle Race has been held in downtown Poulsbo in 2016 and 2017. Due to concerns regarding closed roads from downtown merchants, the organizers are moving the event to College Marketplace in 2018. The loop will include Market Pl NW, Dauntless Dr NW, and NW Advance Dr. This year's race will be Saturday, June 30 from 10am-6pm. Because Market Pl NW will be closed during the event, Olympic College, Western Washington University and the Cascade View Medical Center have all been notified. Event organizers are working with the Poulsbo Police Dept on road closures. Event organizers expect up to 450 people and 30 volunteers.

In response to Councilmember Thomas, Parks & Recreation Director McCluskey said access to Olympic college will be blocked that day, and the college has been notified and they are fine with the closure.

Motion: Move to approve the Special Event application for the Poulsbo Criterium Race as presented.

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

Motion carried.

e. Resolution No. 2018-04, Authorization for RCW-WWRP Grant Funding

Parks & Recreation Director McCluskey presented the agenda summary, noting the Recreation and Conservation Office (RCO) requires an authorizing resolution with every grant application. This application is for funding assistance through the Washington Wildlife Recreation Program (Local Parks) for the Rotary Morrow Community Park. If successful, this grant will provide funds to develop this 1.21-acre park at the SE corner of Noll and Mesford. The City will be using the land value of the property donation, impact fees, and park reserves as grant match. Funding will be budgeted in the 2019-2020 budget cycles.

Motion: Move to approve Resolution No. 2018-04, a resolution that authorizes submitting applications for grant funding assistance for Washington Wildlife and Recreation Program (WWRP) projects to the recreation and conservation funding board as provided in Chapter 79A.15 and 79A.25 RCW, WAC 286, and other applicable authorities.

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

Motion carried.

f. Languanet Final Plat

Engineer I Roberts presented the Languanet Final Plat. Presentation highlights included:

- Vicinity Map – located at the east city limits between Languanet and Noll Road
- Approved by the hearing examiner on May 22, 2012
- 8.06 Acres subdivided into 30 Lots
- Two new internal City roads are created
- Recommendation
 - The project satisfies the terms of preliminary plat approval as outlined in the staff report and conforms with Chapter 17.12 of the PMC
 - Engineering, Public Works, Planning Requirements review complete

- Maintenance bond is posted for all City owned infrastructure (both onsite and offsite)
- The City Engineer respectfully recommends approval of the Plat of Langaunet.

Councilmember Stern said this development is very nice. His only regret is the connectivity issue with the older subdivision. Mayor Erickson said there will be a walking path for connectivity, and also connectivity for emergency vehicles.

Motion: Move to approve the Final Plat of Langaunet.

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

Motion carried.

g. Set Public Hearing for Six-Year TIP

Engineer Technician I Roberts requested the Council set a public hearing date for the City of Poulsbo Six-Year Transportation Improvement Program (TIP) for June 6, 2018.

Motion: Move to set the public hearing date for the six-year transportation improvement program for June 6, 2018.

Action: Approve, **Moved by** McGinty, **Seconded by** Musgrove

Motion carried.

h. Public Hearing: Comprehensive Plan Amendments

Associate Planner Coleman presented the agenda summary, noting in January 2018, the City Council set the docket for the 2018 Comprehensive Plan Amendments. These amendments are:

- P-10-30-17-01 is a request to re-designate and rezone 2.68-acres located at 20831 Bond Rd NE from Residential Hight to Park and a 1.85-acre property located at 20523 Little Valley Rd from Residential Low to Park.
- P-10-31-17-02 is a request to re-designate a .64- acre property located at 19589 Front St NE from Shoreline Residential to High Intensity and a text amendment to PMC 16.02.240 C.2.
- P-10-30-17-02 is a text amendment to Ch12, the Capital Facilities Plan, to update Table CFP-4 (6-Year Capital Improvement Projects).

- P-11-18-17-01 is a text amendment to Ch 4, Transportation, to better integrate complete streets policy, non-motorized transportation goals, and regional transportation plans.
- P-11-18-17-02 is a text amendment to Ch 6 (Capital; Facilities), Ch 10 (Utilities), Ch 12 (Capital Facilities) and Appendix B (Functional Plans) to reflect the new Solid Waste Utility Plan.

Comprehensive Plan amendments are processed using the Type IV public review process, which requires a public hearing before both the Planning Commission and City Council. The Planning Commission recommended approval of the amendments at their March 13, 2018, public hearing. A City Council public hearing is scheduled for April 11, 2018.

Regarding P-10-31-17-02, Councilmember McGinty asked why they are going from commercial to high density. Associate Planner Coleman clarified the zoning will not change, it will remain Commercial C-1. What will change is the shoreline designation from residential to shoreline high intensity. Within the shoreline residential you cannot do commercial or mixed use, but you can do those within the high intensity. Mayor Erickson said they are trying to match the zoning with the shoreline designation.

Councilmember Lord asked if all the constraints in the Shoreline Master Plan would apply for P-10-31-17-02. Associate Planner confirmed that is correct. Any future development of the property would go through the shoreline permitting process. The shoreline overlay is very restrictive in general.

In response to Councilmember Lord request for an example of what it could look like, Associate Planner Coleman said the residential high zoning allows 11-14 dwelling units per acre, but the shoreline residential allows 4-5 dwelling units per acre. By amending the text, it allows it to go to the 11-14 dwellings. That is appropriate for a property of that size, but it will still be affected by the shoreline buffer setbacks (100' from the ordinary high-water mark), restricted for shoreline height, parking, and zoning setbacks. Planning Director Boughton added that high density zoning has been in place since their first GMA Comprehensive Plan in 1994. One of the unintended consequences of the text is it resulted in a down-zoning of these residential high zoned parcels, that then through our shoreline master plan unintendedly became down-zoned to 4-5 dwelling units. They have not been able to determine through an exhaustive search that the down-zoning was intentional. There

are other regulations that are the appropriate standards to apply to these properties that have been zoned residential high for many years.

Councilmember Lord asked about the text amendment to Chapter 4. She noticed in the Planning Commission exhibits there was a letter from Kitsap Transit (Exhibit C) which recommended adding a new goal establishing voluntary parking ratio reductions in specific zones to facilitate transit ridership growth. She asked if Kitsap Transit's recommendation was incorporated. Associate Planner Coleman said the recommendation was not incorporated into the amendments.

At 8:12pm, Mayor Erickson opened the public hearing, and receiving no comments closed the public hearing.

Motion: Move to approve P-10-30-17-01 is a request to re-designate and rezone 2.68-acres located at 20831 Bond Rd NE from Residential High to Park and a 1.85-acre property located at 20523 Little Valley Rd from Residential Low to Park. P-10-30-17-02 is a text amendment to Chapter 12, the Capital Facilities Plan, to update Table CFP-4 (6-Year Capital Improvement Projects). P-11-18-17-01 is a text amendment to Chapter 4, Transportation, to better integrate complete streets policy, non-motorized transportation goals, and regional transportation plans. P-11-18-17-02 is a text amendment to Chapter 6 (Capital; Facilities), Chapter 10 (Utilities), Chapter 12 (Capital Facilities) and Appendix B (Functional Plans) to reflect the new Solid Waste Utility Plan and direct the Planning and Economic Development Director to prepare an ordinance to this effect.

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

Motion: Move to approve P-10-31-17-02 is an amendment to the Shoreline Master Program to re-designate a .64-acre property located at 19589 Front St NE from Shoreline Residential to High Intensity and a text amendment to PMC 16.02.240 C.2 and direct the Planning and Economic Development Director to prepare a resolution to this effect.

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

i. Public Hearing: Sherwin Rezone Concomitant Agreement Release

Associate Planner Coleman presented the agenda summary, noting the Poulsbo Planning and Economic Development Department has received an application requesting release of a concomitant agreement attached to the property at 19589 Front St NE. The concomitant agreement was for a rezone of the property from R1 (single-family) to BG (business general) in 1983 so that the existing structure could be utilized as an office. Release of concomitant agreements is a Type V permit and requires a public hearing and decision by City Council. Certain criteria must be met to approve a release of concomitant agreement: 1) development of the site is consistent with current development regulations and comprehensive plan; 2) adequate public services are available to the site; 3) development would not unreasonably impact nearby property development; and 4) future development under current zoning will be consistent with existing and planned development. Staff has determined that the requested release of the Sherwin Rezone Concomitant Agreement is consistent with the four decision criteria and recommends approval. If the Council moves to approve the release of the concomitant agreements, an ordinance will need to be brought forward formalizing the release and adopting findings and conclusions.

At 8:23pm, Mayor Erickson opened the public hearing and closed it at 8:24pm.

Councilmember McGinty asked what they could do with the property right now with the agreement in place. Associate Planner Coleman said they could maintain the existing footprint and offices. Reclassifying to C-1 would allow them to change the footprint to C-1 uses.

Motion: Move to approve the requested Sherwin Rezone Concomitant Agreement release, as identified in staff report Exhibit B, and direct the Planning and Economic Development Director to prepare an adopting ordinance in support of this decision.

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

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Community Services Committee: Councilmember Lord reported they reviewed the special event application for Viking Fest and the proposed schedule and activities; Viking Fest Pageant is April 28 at the Clearwater Casino; Arbor Day is April 28 at the American Legion Park; Kitsap Bank has a work day with 132 volunteers that are going to tackle Fish Park; and May 5 is the paint day for the Public Works building and Centennial Park clean up at 9:00am.

Public Works Committee: Councilmember Musgrove reported they received updates on the Finn Hill Right-of-Way Consultant Services contract; latecomer agreement update; 2021-22 STP proposed projects and WSDOT pedestrian bike grant project; and reviewed the speed limit policy (no changes for now, but they will be coming forward with questions for the Council to determine); street maintenance program overview (testing new products). Councilmember Lord added Public Works is delaying doing another chip seal project until 2019 because we piggy-back on the Bainbridge Island contract for materials to save money, but they will test another product (liquid road).

Councilmember Stern asked if the City chip seals over roads with irregularities such as pot holes or alligating. He also asked if the City had done any looping back with residents to get their feedback on the chip seal demonstration project. Mayor Erickson said she has had one complaint from one person on 9th Avenue in the past six months. Councilmember Musgrove said he has driving the chip sealed streets. He has noticed that he rarely picks up a single rock. It is very quiet. He has been surprised how clean the roads have been.

Councilmember Nystul responded to Councilmember Stern's question, stating that chip sealing that was done was done on streets that were of normal, ordinary condition. There were no real bad spots. He has driven all the roads that were chip sealed, and they are normal. Councilmember McGinty added they do repair the holes with patching before they apply the chip sealing.

8. DEPARTMENT HEAD COMMENTS

Planning and Economic Development Director Boughton reported the Planning Commission has been working on reviewing the Commercial Zoning Code update. They released a draft in the beginning of March and it will be coming to the City Council on May 16.

9. BOARD/COMMISSION REPORTS

Councilmember Thomas is attending North Kitsap School District board meeting tomorrow night. They are interested in holding a joint meeting.

Mayor Erickson reported the PSRC TransPol board will be approving the 2050 Transportation Plan. It is a huge body of work with some people who are not happy with some of the pieces. The proposed vehicle miles traveled tax will replace the gas tax, because revenue stream continues to decline with hybrid and electric vehicles.

10. CONTINUED COMMENTS FROM CITIZENS

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

11. MAYOR & COUNCILMEMBER COMMENTS

Mayor Erickson asked the public to let her know if there are places where the daffodils are missing so they can map out where to plant the bulbs for next year.

12. ADJOURNMENT

Motion: Move to adjourn at 8:48pm,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk