

## POULSBO CITY COUNCIL MEETING OF MAY 2, 2018

### MINUTES

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

Staff: City Clerk Fernandez, Director of Engineering Kasiniak, Parks & Recreation Director McCluskey, Police Chief Schoonmaker, Associate Planner Coleman, IT Senior Technician Williamson.

### MAJOR BUSINESS ITEMS

- \* \* \* Police Service Award
- \* \* \* Interlocal Agreement with the City of Bremerton for Special Operations Group
- \* \* \* Parks & Recreation Commission Appointment
- \* \* \* Coffee Oasis/Nelson House Update
- \* \* \* Heritage Tree Program
- \* \* \* Forest Rock Lane Project Budget Amendment
- \* \* \* Ordinance No. 2018-\_\_ and Resolution No. 2018-\_\_, 2018 Comprehensive Plan Amendments Adoption
- \* \* \* Ordinance No. 2018-\_\_, 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 it stands.

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

Motion carried.

#### 3. COMMENTS FROM CITIZENS

Richard Gaines spoke regarding needing approval for a utility sewer extension.

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

##### a. Police Department Service Award

Police Chief Schoonmaker presented Arnie Biddix with the police service award for

his time as a reserve police officer for the City of Poulsbo. Mayor Erickson said our volunteers are amazing in this town. So much would not happen without their help.

Councilmember Nystul said they met with the SR-305 working group, and he said the consultant needed stronger voices and better organization. He also said when you think of improving the signalization at the casino, you must start at 305 and 3 and go the whole distance. He attended the JMK Recycling Center with Councilmember Musgrove and Joe Walker, and learned you need to clean your recycling (they had a \$250K loss because there was one glove in a load of paper); and plastics are no longer looked at by the number, but by what it is (jugs, bottles, cans). We need to learn more about recycling.

Councilmember Lord noted she has been paying attention to what she can and cannot recycle. She said Centennial Park is the focus on May 5, but there is also a cleanup at the cemetery the same day. She gave a shout out to Bill Austin who has taken on his newest project to build a pavilion at the cemetery.

Mayor Erickson said the Community Paint Day is May 5 on Iverson by Centennial Park at 10am; Poulsbo Garden Club Plant Sale is May 5, 9am-2pm; Grunden's international sales meeting was held here at City Hall the past two days; and she is on a panel for Kitsap Bar Association's Law Day representing the executive branch discussing separations of power.

Councilmember Thomas reported the Arbor Day event at American Legion Park had a lot of volunteers in attendance and they planted a lot of trees.

Councilmember Musgrove thanked the Police Chief for presenting one of his volunteers. It is an awesome opportunity to see one of their neighbors. He noted Viking Fest is in two and a half weeks, Mother's Day is coming soon, and the Poulsbo Sea Plane Fly In is both days this weekend.

Councilmember Stern said Bernt Road worked out beautifully. He also attended the Co-Responder Summit and complimented Project Manager Hendrickson and Mayor Erickson on the successful event. Poulsbo has a statewide reputation of decriminalizing mental health problems. He also commended Detective Shurick who took on how to handle suicide ten years ago, which was the beginning of what is now a state-wide model.

Chief Schoonmaker said it is a fantastic program. It cuts down repeat calls for service and gets them connected with services. We have two navigators here at the City. Project Manager Hendrickson is the biggest advocate for this program. Bainbridge Island and Bremerton are both participating in this program, and soon the KC Sheriff's Office will too.

## 5. CONSENT AGENDA

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

The items listed are:

- a. Interlocal Agreement with the City of Bremerton for Special Operations Group (SOG)

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

## 6. BUSINESS AGENDA

### a. Parks & Recreation Commission Appointment

City Clerk Fernandez presented the agenda summary, noting one Parks & Recreation Commission position became vacant with the resignation of Mr. Mike Randall. Parks & Recreation Director McCluskey and Mayor Erickson have met with Mr. Justin Johnson, and Mayor Erickson recommends appointing Mr. Johnson to fill a term ending December 31, 2019.

Councilmember Thomas said he got to meet Mr. Johnson at the last Parks & Recreation Commission meeting, and he looks forward to getting a fresh perspective on the Commission.

Councilmember Lord was impressed with his application essay with why he wanted to join the Commission.

**Motion:** Move to confirm the Mayor's recommendation for appointment to the Parks & Recreation Commission as presented.

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

### b. Coffee Oasis/Nelson House Update

Dave Frederick from Coffee Oasis gave an update on the Nelson House project. Presentation highlights included:

- There is incredible replication of what was done here in Belfair, Tacoma, and Bainbridge Island. What was begun here is overflowing in many ways.
- Shared achievements and stories about the residents of the Nelson House.

- Statistics –
  - 2017
    - 128 unduplicated youth came to the center for services
    - 101 youth attended life skills classes
    - 23 youth went through case management
    - 10 received help with employment
  - 2018 stats (through April)
    - 12 new youth in case management
    - 2 connected with therapist
    - 8 youth receiving internships

Councilmember Lord said this presentation brought tears to her eyes. Her son struggled years ago. She was the only support he had, but there is only so much one individual can do. She is so honored to be a part of this; to hear this is being replicated is inspiring. She thanked him for his leadership.

Councilmember Stern said he hopes Coffee Oasis can become a franchise model across the United States. Mr. Frederick said a Poulsbo attorney is volunteering his time on how to create a franchise model.

Councilmember Stern recalled that Councilmember Henry was the nexus of the City's connection with Coffee Oasis. He was a greeter at Walmart on the night shift and learned Poulsbo's homeless youth would go to Walmart at night to keep warm. He brought this problem forward. He commended Poulsbo Rotary who helped with the Nelson House renovation and recalled that Bill Austin helped with the historical restoration work of the Nelson House with the Historical Society and Tom Hall.

Mayor Erickson recalled the winter of 2010 when Councilmember Henry came to her office letting her know kids were sleeping in the woods. Families were abandoning their teenage children to fend for themselves. It took a year and a half to get the coffee shop going. Meredith Green and Michele Doyle's efforts were also praised.

#### **c. Heritage Tree Program**

Parks & Recreation Director McCluskey presented the agenda summary, noting the City of Poulsbo has been a Tree City since 1997 as recognized by the National Arbor Day Foundation. The Poulsbo Tree Board is an active citizen board that is continually looking for new opportunities to educate citizens about the importance of trees. The goal of the City of Poulsbo Heritage Tree Program is to find and give official recognition of trees that are significant within our community, whether on public or private property. The older, more mature, trees are the most important elements in the tree canopy. The Tree Board believes that by providing recognition of these trees,

citizens stay connected to the important historical events that have shaped our past and monuments that give the City its special character. The aesthetic and environmental benefit and the contribution of the trees in our urban forest is a notable element of that character. The Parks & Recreation Dept will keep a log of these trees via the city website for all to enjoy. The tree(s) may be placed on the title of the property, so not to lose track of the historical importance, though this step is not required.

Jim Leary, Tree Board Member, presented a proposed component to the City's Urban Forestry Program – the Heritage Tree Program. The program is needed, because the City needs to retain its tree canopy by preserving and protecting our older, more mature trees. It takes decades to replace the benefits lost from even one mature tree. The goal of the program is to find and give official recognition to trees that are significant within our community.

Mayor Erickson emphasized this is a voluntary program. The tree owners/land owners volunteer themselves. They must approve the designation.

Councilmember Lord said Community Services Committee talked about this a year ago. The community appreciates the trees. The committee was brainstorming ideas on how to preserve the trees. They had a brochure for significant trees, but they wanted to expand that. This is the Tree Board's response to this concern. This is not mandatory, but it is something people can take pride in.

Councilmember McGinty asked if someone recommends a tree on private property, how does the process work. Mr. Leary said the nominating party would have to get the property owner's permission before they can even nominate the tree.

Councilmember Musgrove said this sounds really awesome because it is a recognition program. There is something that tracks with the recognition. He likes the way it is designed. He was wondering if there was a way to put a statement in there that they are not rolled into a new category in the future. Mr. Leary said they have the option as to whether they want to record this on their deed or not. If they are worried, they can choose not to record it, but will have the tracking on the website. That was an issue the City Attorney and Parks & Recreation Director McCluskey discussed.

**Motion:** Move to approve the Heritage Tree Program as presented.

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

**d. Forest Rock Lane Project Budget Amendment**

Director of Engineering Kasiniak presented the agenda item. Presentation highlights included:

- Project History
  - Because of the high cost of this project and limited funding, the Engineering Department divided the project to two even phases. costing \$341K each (\$300K Grant + \$41K City match).
  - In 2017, Phase I of the project was included on the 2017 CIP and the City applied for a \$300K TIB Grant.
  - TIB offered a \$525K grant to the City, if the City can complete the project in one phase. Such a project would require a \$150K match.
- Project Funding
  - Current Budget 50% FRH
    - TIB Grant, \$300K
    - Street Reserve, \$41K
    - Total, \$341K
  - Proposed Project 100% FRH
    - TIB Grant, \$525K (225K)
    - Street Reserves \$150K (\$109K)
    - Total project budget, \$675K (\$334K)
- Positive Impacts
  - Project finished at least 2 years earlier
  - One-time impact to neighborhood
  - City could receive next TIB grant earlier
  - Safe on mobilization
- Negative Impacts
  - Budget amendment brings SR Fund to \$10K balance
  - Impact to Street Budget
    - Next planned major overlay project in 2022 – Fjord Drive
    - Grant request for \$450K with \$61K match
    - City accumulates \$53K/year in SR Fund, by 2022 SR Fund Balance \$159,000
- Proposed Grant and City Match

- TIB, \$525K (\$225K increase)
- Street Reserve \$150K (\$109K increase)
- Total Project Budget \$675K (\$330K increase)
- Recommended Budget Amendment
  - Increase grant revenue by \$225,000 from \$300,000 to \$525,000
  - Increase City match by \$109,000 from \$41,000 to \$150,000 (Street Reserves)

Councilmember Musgrove reported that the Public Works Committee received this presentation. He confirmed this is not using "Neighborhood Street" funding. There is extra grant money that they can add to finish the project at one time, at the same or less cost, without negatively impacting any other projects that are currently being considered. The committee recommends approving the request.

Councilmember Lord said they were assured there is nothing on the books until 2022, so they can begin accumulating money in the fund once it is brought down to \$10K.

In response to Councilmember Thomas, Director of Engineering Kasiniak said the project starts at Caldart Avenue and ends at the entrance of Central Market. It is just an overlay project. There is no change in the grades.

Councilmember Stern confirmed that the City will no longer allow any more roads with that angle of steepness. Director of Engineering Kasiniak agreed.

Councilmember Stern asked when 3<sup>rd</sup> Avenue can be worked on. Director of Engineering Kasiniak said this road is eligible for Federal funding. They are also talking with a property owner who wants to build a couple buildings downtown. He could possibly contribute some funds to this project, it would help the City receive the grant and do the entire 3<sup>rd</sup> Avenue. They are working on this to get it done in the near future.

Councilmember Lord asked if we able to go after other grants when we don't have any matching funds. Director of Engineering Kasiniak said the matching funds would come from the property owner, and it would give us a partner when we apply for the grants (which gives additional points). They are searching for and applying for grants all of the time. TIB grants will be the next opportunity, and STP in two years. They are also looking for other sources of funding. They may need to look at car tab taxes. Mayor Erickson thought impact fees could also help the development of streets. She said while the development is occurring, he is going to build to the standards that are prescribed to downtown. They are trying to time the activity. Director of Engineering Kasiniak said they received a Department of Ecology grant to install raingardens on 3<sup>rd</sup> Avenue.

**Motion:** Move to approve the budget update to grant revenues in the amount of \$225,000 and street reserves in the amount of \$109,000 for the Forest Rock Lane Overlay project with a budget amendment to follow.

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

Motion carried.

**e. Ordinance No. 2018-10 and Resolution No. 2018-07, 2018 Comprehensive Plan Amendments**

Associate Planner Coleman presented the agenda summary, noting Comprehensive Plan amendments are a Type IV permit, which requires public hearings before the Planning Commission and City Council. The Planning Commission held their public hearing on March 13, 2018 and offered a recommendation of approval of the proposed amendments. On April 11, 2018, the City Council held a public hearing on the proposed comprehensive plan amendments, and after considering the information received, voted to approve the Planning Commission recommendation and approved the amendments. The Council directed the City Attorney to prepare an adoption ordinance. This is complete, and the adopting ordinance is enclosed with the agenda summary. Application P-10-31-17-02 involves the changing a shoreline designation for property located at 9589 Front St NE from Shoreline Residential to High Intensity and a text amendment to PMC 16.08.240 C.2 and, therefore, must be approved by the Department of Ecology prior to final adoption by the City Council. The proper procedure for this is for the City Council to adopt a resolution announcing its intent to adopt the amendment to the shoreline master program and forward the resolution and approved amendment to Ecology for its final approval. Once the City receives approval from Ecology an adopting ordinance will be brought back before the City Council for final action and adoption.

**Motion:** Move to approve Ordinance No. 2018-10, an ordinance of the City of Poulsbo, Washington, adopting the 2018 Comprehensive Plan Amendments; re-designating and rezoning certain land located at 20831 Bond Road from residential high to park and certain land located at 20523 Little Valley road from residential low to park; amending Table CFP-4 to reflect projects listed in the 2017-2022 Capital Improvements Plan; amending Chapter 4, transportation, to better integrate Complete Streets Policy and regional transportation goals ; amending sections of title pages, Chapter 6, Chapter 10, Chapter 12, and Appendix B in order to reflect the 2017 Solid Waste Utility Plan; providing for severability and establishing an effective date.



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

**Motion:** Move to approve Resolution No. 2018-07, a resolution of the City Council of the City of Poulsbo, Washington, providing for the initial approval of a change in the shoreline designation of .64 acres of land located at 19589 Front St NE from shoreline residential to high intensity and providing for the amendment of Figure NE-6 in the Poulsbo Comprehensive Plan and the City's Shoreline Master Program maps to reflect the change; amending Poulsbo Municipal Code 16.08.240 C.2 (Shoreline Master Program), to alleviate inconsistencies between the zoning designation and shoreline environment designation.

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

**f. Ordinance No. 2018-11, Sherwin Rezone Concomitant Agreement Release**

Associate Planner Coleman presented the agenda summary, noting the Poulsbo Planning and Economic Development Department 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. The City Council held a public hearing on April 11, 2018 and approved the release of the concomitant agreement. The City Council now needs to adopt an ordinance approving the concomitant agreement release and adopting findings and conclusions.

**Motion:** Move to approve Ordinance No. 2018-11, an ordinance of the City of Poulsbo, Washington, adopting findings and conclusions; approving the Sherwin Rezone Concomitant Agreement Release, Planning File 12-21-17-01; authorizing the Mayor to execute and record an instrument releasing the concomitant agreement; providing for severability and establishing an effective date.

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

**7. COUNCIL COMMITTEE REPORTS**

Finance-Administration Committee: Councilmember McGinty reported they reviewed the official newspaper bid process; reviewed the biennial budget calendar, received a status update on revenue bond issue (will come before Council on June 6).

## **8. DEPARTMENT HEAD COMMENTS**

Director of Engineering invited the public to attend the Fjord Drive Project Open House on May 10, 2018, at 5:30 pm - 7:00 pm in the City Council Chambers.

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

Councilmember Thomas reported the Parks & Recreation Commission will be doing an open house in June for the "Urban Paths of Poulsbo." The Commission had concerns about pedestrians walking along SR-305. They want to know what the parallel path for that highway is, because there are no sidewalks. Judy Morgan brought up a walking school bus concept; he is going to bring this up at the school board meeting.

Councilmember Stern said he forwarded an email to Councilmembers Thomas and Nystul and Mayor Erickson regarding the question of internships and opportunities for high school students with the federal governments and/or their subcontractors. He shared that with the chair of the school board as well. He reported the Intergovernmental Committee will be guests of the Tribe tomorrow night at their annual foundation event. Mayor Erickson will also be at the Spirit of Giving event.

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

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

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

Councilmembers Nystul and McGinty thanked Councilmember Thomas for his presentation last week.

Councilmember Lord announced there is a cleanup at Centennial Park on May 5, 2018.

Mayor Erickson reported at Kitsap Transit they lobbied staff to apply for a grant to apply for electric double deck busses and improvements to the maintenance facility at Viking avenue and Transit is rolling out the new route structures. At Kitsap Regional Coordinating Council they are preparing for their retreat on May 29. At KC Department of Emergency Management, they met the new executive director. Discussion was held on getting the Poulsbo EOC up and operating once a year, issues with warming centers turning into homeless shelters, and the City of Bainbridge Island formally withdrew from DEM. At the Health District they are looking at Class B wells (up to 15 on one well). The

have no funding source to monitor those wells. They are falling into disrepair. There are five Class B wells in the City.

**12. ADJOURNMENT**

**Motion:** Move to adjourn at 8:42 PM,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk