

POULSBO CITY COUNCIL MEETING OF AUGUST 8, 2018

MINUTES

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

Staff: Finance Director Booher, Associate Planner Coleman, City Engineer Lenius, Engineering Technician Roberts, Office Clerk Rodgers, Police Chief Schoonmaker, IT Manager Stenstrom, Planning Technician Wytko.

MAJOR BUSINESS ITEMS

- * * * Minutes of June 20, 2018 City Council Meeting
- * * * Budget Amendment, BA#18-0304 – Police Restricted and Investigative Funds
- * * * Ordinance No. 2018-20, Commercial Districts Update Ordinance
- * * * Ordinance No. 2018-21, Revisions to Latecomer Agreement PMC 15.30
- * * * Executive Session, RCW 42.30.110(1)(b)
- * * * Closed Session

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** Lord.
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 wanted to remind everyone that on Tuesday, August 14 the Poulsbo Historical Society will meet in the Council Chambers for a presentation and discussion on the Scandia area that is just across the Bay.

Councilmember Musgrove thanked everyone who participated in National Night Out.

5. **CONSENT AGENDA**

Motion: Move to approve Consent Agenda items a and b.

The items listed are:

- a. Minutes of June 20, 2018 City Council Meeting
- b. Budget Amendment, BA#18-0303 – Police Restricted and Investigative Funds

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

6. **BUSINESS AGENDA**

a. **Ordinance No. 2018-20, Commercial Districts Ordinance Update**

Planning Director Boughton presented the agenda summary, noting the draft Commercial Districts Ordinance Update was publicly released on March 2, 2018. The Planning Commission, in its role as the City's primary land use advisory committee, reviewed the draft update by holding five workshops (3/13/18, 3/20/18, 3/27/18, 4/10/18, and 4/24/18). The Planning Commission identified several modifications to the draft, held a public hearing on the Draft Commercial Districts Ordinance Update on May 8, 2018, and offered a recommendation of approval with modifications. The City Council held three workshops (5/16/18, 6/6/18, and 6/13/18) to consider the Planning Commission Amended Commercial Districts Ordinance. The Planning and Economic Development Council Committee also reviewed proposed changes to the ordinance on May 23, May 30, and June 13, 2018. The Council held a public hearing on June 20, 2018, closed the public hearing, and continued deliberations to July 11, 2018. At the conclusion of the deliberations, City Council voted to approve the Planning Commission Amended Commercial Districts Ordinance Update, with modifications as identified by the City Council during its workshops, public hearing, and deliberations.

Councilmember Lord complimented the planning staff, the Planning Commission, and the public for all of their hard work on this.

Motion: Move to approve Ordinance No. 2018-20 of the City of Poulsbo, Washington, amending sections of the municipal code Chapter 18.80; ensuring that commercial developments respect the scale, design and character of Poulsbo; providing for a mix of commercial land uses that respond to market changes, and serve the needs of

residents, businesses, and visitors; and providing clarifications in some areas where ambiguity of the development standards exist; and providing for severability and establishing an effective date.

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

Discussion: Councilmember Stern noted that he will be voting no, because he felt the ordinance was over-riding the Planning Commission's recommendations, especially on Third Avenue with the horizontal mixed-use buildings. He does not feel, outside of opinion, that they had justification for overturning that.

Vote: Motion passed (**summary:** Yes = 6, No = 1, Abstain = 0).

Yes: Garland, Lord, McGinty, Musgrove, Nystul, Thomas.

No: Stern

Motion carried.

b. Ordinance No. 2018-21, Revisions to Latecomer Agreement PMC 15.30

Engineering Technician Roberts presented the agenda summary, Chapter 15.30 of the Poulsbo Municipal Code titled Latecomer Agreements for Streets and Utility Improvements, which is revised to be consistent with RCW 35.75 and 35.91. These chapters specify length of time the agreement is valid for and define utilities. Additional revisions are included to clarify eligible costs, set a flat administrative fee of \$250 instead of 5%, and to clarify when the latecomer payment is due for different project types.

Councilmember Musgrove noted Public Works Committee recommended approval of this ordinance.

Councilmember McGinty asked how often we get one of these requests. Engineering Technician Roberts replied not very often, but it could happen with one of the developments coming in. Mayor Erickson stated that she released one from Liberty Hills today.

Councilmember Musgrove asked how many active latecomer agreements we currently have. Finance Director Booher said they have three within the past five to seven years, but they will probably have another soon with the development going in on Noll Road.

Councilmember McGinty stated he's not sure all the costs will be captured with a flat fee.

Engineering Technician Roberts reminded everyone that this is also how we get major infrastructure improvements.

Motion: Move to approve Ordinance No. 2018-21 of the City of Poulsbo, Washington, amending Chapter 15.30 of the Poulsbo Municipal Code in order to revise the Latecomer Agreement requirements as required by RCW and to make minor grammatical revisions and clarify Latecomer Reimbursement requirements; providing for severability; and establishing an immediate effective date.

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

7. COUNCIL COMMITTEE REPORTS

Lodging Tax Committee: Councilmember Nystul reported the committee will meet tomorrow to receive the packets and establish a date to hear presentations from the applicants. They received seven applications this year. The requests total \$189,500, and there is \$130,000 available to be awarded.

Community Services Committee: Councilmember Thomas reported they reviewed special events applications: Octoberfest (tabled at the moment with no action because they need more information from the applicant) and Poulsbo Boat Rendezvous (September 14-16). They also began reviewing the 2019/2020 Parks & Recreation Budget, and will complete their review at their next meeting.

Public Works Committee: Councilmember Musgrove reported they received a water meter replacement update (the fund is down to \$600,000, and they have an opportunity to get some new equipment with their next purchase); looked at a full remanufacture on an older garbage truck instead of buying a new truck (half the cost of getting a new truck with warranties); more grant applications for the Noll Road project are being submitted (WSDOT, DOE, and TIB); and a report on the Fjord Drive Rain garden and Traffic Calming Center Island concept. He hopes the full council can receive the developer projects update that they received in committee.

8. DEPARTMENT HEAD COMMENTS

City Engineer Lenius noted that the force main construction is finished on Hostmark, and they will start on Fjord soon. There will be construction activity on Fjord through mid-September.

Police Chief Schoonmaker thanked the community for attending National Night Out last night as well as the sponsors: Home Depot, Walmart, Target, and Sidewalk Cinema. He encourages everyone to attend next year.

9. BOARD/COMMISSION REPORTS

Mayor Erickson stated that she is on a subset of a committee of the Transit Board regarding passenger ferries, and they are working on a large operational contract. While Kitsap Transit owns the ferries, King County owns the docks, and they are trying to figure out how that works.

Mayor Erickson is on a newly appointed Finance Committee for Housing Kitsap, which is having a tough time right now. Housing Kitsap wants to host a tour on August 31, showing properties they own in North Kitsap. They own about 940 apartments with three in Poulsbo city limits. She asked the Council to please respond to the email from Housing Kitsap on their availability.

Councilmember Thomas noted the NKSD school board meeting is tomorrow, and he plans to attend.

10. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert reminded everyone that the Council and NKSD board have their joint meeting soon, so please send him agenda suggestions. One item they want to see is developmental plans, like Councilmember Musgrove mentioned. The meeting is on August 29 in the Council Chambers. Mayor Erickson suggested emailing City Clerk Fernandez the requested agenda items.

Lynn Myrvang said she appreciated the Council and the planners for all their hard work. The Mayor mentioned there will be a synopsis to developments coming, and she's wondering how she and the public could get that information.

Joan Hett thanked everyone for the hard work for the commercial amendments, for considering public thoughts and requests. Last time she spoke she asked about SEPA for the old police station. According to the Planning Department, there was no SEPA filed, which could have been due to the Shoreline Management Act. She cannot find anything in WA state rules where there are SEPA exemptions for the Shoreline Management Act. If someone can find it, please inform her.

11. MAYOR & COUNCILMEMBER COMMENTS

Mayor Erickson explained that the Council would be going into an Executive Session for 15 minutes, but she was recusing herself from that meeting, then the Council and herself would go into a Closed Session to discuss collective bargaining agreements.

Councilmember Thomas recently hosted some out-of-state visitors. They spent an entire day going through Poulsbo, and it's helpful to see what visitors think. They considered this place a "real jewel," and noted that everything we can do to keep it that way is a good thing.

12. EXECUTIVE SESSION

At 7:39 PM, the Council recessed into a 15-minute executive session regarding lease and purchase of real estate for 15 minutes pursuant to RCW 42.30.110(1)(b). Mayor Erickson recused herself from that meeting, and Deputy Mayor McGinty chaired the session.

13. CLOSED SESSION

At 7:54 PM, Mayor Erickson rejoined the meeting and the Council recessed into a closed session regarding collective bargaining negotiations.

14. ADJOURNMENT

At 8:14 PM, Mayor Erickson adjourned the meeting.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk