



Planning & Economic Development Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room

Subject		Meeting Minutes	Date	January 23, 2019
Recorder		Karla Boughton	Start Time	3:30 PM
Committee Chair		Connie Lord	End Time	5:00 PM
Committee Members		Connie Lord, David Musgrove, Ed Stern		
Staff Present				
		Agenda		
No.	Topic	Time Allotted	Action/Recommendation/Discussion	
1.	Administrative			
	Questions & Concerns of the Committee			
	Agenda and Extended Agenda Review	10 min		
	Next meeting scheduled 2/27/19			
	Approval of meeting minutes 5/23/18, 5/31/18, 6/13/18, 8/22/18, 10/24/18		DM requests to approve the minutes at the 2/27/19 meeting. Council has not established a clear policy on minutes – such as recording, retention and detail. Council should have a good look at minutes. Maybe utilize a ‘short workshop’ format to bring up protocols for minutes.	
2.	Agenda Items			
	College Banner Update		Reviewed the final design of the banners. Mayor ordered 60 banners. Will report out more next month and will bring the ‘map’ of where they can go prepared by the PW Superintendent, for the Committee to review.	
	HDPF Fee Structure		Will discuss at the 2/27/19 meeting; CL provided a ‘preview’ of the issue, and explore the equity of the fee structure.	
	Planning Work Plan		KB presented the 2019 work plan for the Planning and Economic Development Department. Provided a memo to the Committee, which reviews 2018 permit numbers, and special projects/long range planning efforts. KB presented the work plan for 2019.	
	Economic Development Initiatives in legislature		AWC will be supporting tax increment	

			financing for this legislative session.
	Kitsap County short term rentals		DM wanted to check in with Mayor and staff to see if there was anything the County was doing that may affect the City.
	KPUD Update		ES had no update.
3.	Committee Reports		
	Poulsbo Chamber of Commerce (Stern)	5 min	
	Port of Poulsbo (Musgrove)	5 min	RSC presentation for the breakwater in middle February 2019. Carol is hopeful that the granting funding will be approved. Grant for guest moorage has been signed off. Boat ramp should be completed in the next couple of months. Opportunity for a shared position between Port and City for marketing/tourism efforts.
	Historic Downtown Poulsbo Assoc. (Lord)	5 min	Will have more to report next month.
	Suquamish Tribe (Stern)	5 min	No report.
	KEDA/PSRC/EDD (Stern)	5 min	No report.

Future Agenda Items		
Item(s)	Responsibility	Meeting Date
Viking Avenue Update	Mayor	
College Town Concept; WWU & OC	Committee	
Council Goals	CC	
Tools and Funding Opportunities	Committee	
Land Use Development Projects Update	Staff	
Work Plan Priorities	Staff	