



**PW TestPublic Works Committee
City Hall – 200 NE Moe Street
2nd Floor Conference Room**

Subject	Meeting Agenda	Date	May 13, 2020
Recorder		Start Time	5:00 PM
Committee Chair	Connie Lord	End Time	7:23 PM
Committee Members	Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)		
Staff Present	Becky Erickson (BE), Diane Lenius (DL), Mike Lund (ML), Josh Raney (JR), Charlie Roberts (CR), Craig Frazier (CF), Shannon Wood (SW), April Zieman (AZ)		

**The meeting will be held virtually. The public is welcome to call in:
Phone: 1 (623) 404-9000 / Meeting ID: 1488249160**

**THE MEETING MINUTES ARE A SUMMARY OF THE AUDIO THAT IS AVAILABLE UPON
REQUEST.**

pAgenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	No Issues
C.	Mayor, Department Head and Staff Reports	DL updated PWC on the Oslo Apts. project which is a proposed 500-unit apartment building project on Bond & Viking. The applicant submitted an updated application which is currently under Planning and Engineering review. It is not passing Traffic Impact and Stormwater requirements. The City has asked Jim Haney to contact the applicants' attorney to offer a 90-day extension to improve their application. DL also updated PWC on the Finn Hill Shared Use Path project which is currently under construction. A drone video was shared showing the tree removals. The subcontractor is clearing trees and grubbing brush and stumps and is anticipated to complete this work by the end of next week. The utility

The committee may add and discuss other items not listed on the agenda.

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No.	Topic	Action/Recommendation/Discussion
		<p>companies will then come in and relocate their utilities to make way for the shared use path. A COVID-19 plan is in place at the jobsite. DL updated PWC on the Fairfield Inn Hotel project. It is a 100-unit hotel valued at \$11M. A Clearing and Grading permit is ready to be issued when the Governor's restrictions are lifted. A virtual pre-con meeting was held, and the City is encouraging the applicant to appeal to the Governor to release their project for construction. The Mayor has offered to write them a letter of support. Finally, DL advised PWC that the Planning Dept. is holding a virtual Hearing Examiner meeting on 5/14 for the Noll Terrace project. The developer is planning to move forward on project next year.</p> <p>CR gave an update to PWC on the 8th Ave Culvert project RCO grant application. The RCO grant the City is applying for is for \$400K with an \$88,700 City match to be funded from Storm Reserves. This grant money would be available in 2022-2023 and the project is currently in the Storm CIP. Approval to apply for the grant was received from Council in Dec 2019. An RCO resolution is required for the final grant application and Engineering will be bringing the resolution to Council on 5/20 for approval. Jim Haney has reviewed and approved the resolution.</p>
D.	Approval of Minutes: 4/22/20	Approved
E.	Future Meeting Conflicts	None Known
2.	Agenda Items:	

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1.	COVID-19 Impacts	<p>BE reviewed the City plan to re-open businesses closed by the Governor’s “Stay Home” order. The plan is a living document and is changing as new information and direction comes in from the Governor. Goal is to get more space for businesses and people. Idea to change Fjord from Hostmark to 6th a one-way street (Southbound) to allow more room for people. The idea for businesses is the close off Front Street to allow merchants to partially move their business out on the street and Anderson Pkwy in order to maintain social distancing requirements. This is important – we want to get the businesses back open. This will reduce parking so other solutions for parking are being worked on. The Mayor wants to achieve approval from the merchants and from our City Attorney, Jim Haney, and will share the plan with Council once the details have been agreed upon.</p> <p>ACTION: None – Update Only</p>
.	Building Dept/Engineering Development Review Update	<p>DL updated PWC on the current statuses of the Building Dept., the Engineering Development Review Team and Capital Projects. The Building Dept. workload and staffing were reviewed. Building Permit numbers are down due mainly to COVID impacts. Building Dept. is working to keep all possible projects either moving forward or ready to permit once restrictions are lifted. Craig is filling 2 positions – due to the retirement of Sheila – and will use on-call assistance as needed until business picks up. DL updated on projects the Development Review team is currently working on and where the projects are in the process getting to construction. The team is working from home and are very busy. DL updated PWC on the active Capital projects. A status of the construction projects was given. The Capital projects team is also very busy. The Building & Eng. Depts currently have 3 vacant positions. The goal is to re-fill the vacant Project Coordinator position to help manage the workload as the Noll Road project moves into the Construction phase. All avenues will</p>

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		<p>be looked at for the best hiring solution. Staff in both departments have stepped up to fill the gaps. Mayor supports re-filling the position.</p> <p>ACTION: None - Update Only</p>
3.	Speed Limit Policy (30 Min)	<p>CR presented the need to reduce the speed limit on N. Viking Way. It is currently posted at 35mph and the City would like to lower the speed to 25mph to remain consistent with other City streets. The PMC would need to be amended via Ordinance as N. Viking Way speed limit is specifically cited in the code. This is an oversight in the code from the 80's or 90's that needs to be cleaned up. DM prefers the Speed Limit Policy to be an overall update versus piece meal updates street by street to streamline the process. All agreed; however, it could take some time to reach agreement on the overall Speed Limit Policy and it is important to get the speed limit corrected on N. Viking as soon as possible. PWC recommended Engineering bring an amendment to the PMC to Council for approval.</p> <p>ACTION: Recommend an amendment to the PMC via Ordinance reducing the N. Viking Speed limit to 25mph to Council for adoption</p>
4.	Fjord Drive Traffic Calming Report	<p>CR presented the results of a study completed by Struck Environmental on traffic calming ideas on Fjord Drive. This is a 3-phase plan to make Fjord Drive safer for pedestrians and bicyclists and to reduce automobile accidents. Graphics of the ideas were shown, and cost estimates shared. First phase the least expensive and changes could be made fairly soon. Ideas were discussed about making Fjord a one-way street to improve pedestrian safety. Britt will try and get neighborhood feedback on "Next Door" and report back at the next PWC meeting.</p> <p>ACTION: Update</p>

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5.	Kitsap County Sewer Pipe Replacement Plan	DL gave a presentation update on the status of the Kitsap County sewer line deterioration issues. The process Kitsap County has gone through to come up with a solution was shared along with anticipated costs. More study needs to be done at the request of the City. This is an on-going topic and will be brought back to PWC as changes occur. ACTION: Update

Future Agenda Items			
No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update		May/Jun
2.	a. Speed Limit Policy		May
	b. Speed Hump Policy		
	c. Street Lighting		
	d. Street Connectivity		
	e. Cross Walks/Green Plastic		
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share		May/Jun
4.	Long Range Plans & Legal Options for the Old Dump Site		May/Jun
5.	Assets for the Retiring PW Facility		May/Jun
6.	PW emergency prep and status overview		May/Jun



Reviewed by Mayor Erickson

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