

## POULSBO CITY COUNCIL VIRTUAL MEETING OF JULY 8, 2020

### MINUTES

**PRESENT:** Mayor Erickson; Councilmembers Livdahl, Lord, McGinty, McVey, Musgrove, Phillips, Stern (joined the meeting at 7:19 p.m.)

Staff: City Clerk Fernandez, Director of Engineering Kasiniak, City Engineer Lenius, Planning Director Boughton, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, Police Chief Schoonmaker, Housing, Health, & Human Services Director Hendrickson, Senior Planner Coleman, Prosecuting Attorney/Risk Manager Foster, City Attorney Jim Haney, IT Manager Stenstrom.

### MAJOR BUSINESS ITEMS

- \* \* \* Sewer MBR Discussion
- \* \* \* Resolution No. 2020-16, Vanaheimr Appeal Denial
- \* \* \* 2020 Land Use Housekeeping Code Amendments Workshop

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

#### 2. AGENDA APPROVAL

Mayor Erickson stated that they are adding a presentation from Housing, Health, & Human Services Director Hendrickson to the agenda.

**Motion:** Move to approve the agenda as amended.

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

#### 3. COMMENTS FROM CITIZENS

None.

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

Councilmember Livdahl stated that the Council had a workshop to discuss diversity, equity, and inclusion. It was a good, positive first step.

Councilmember Lord felt very moved to attend the July 3<sup>rd</sup> memorial for Stonechild Chiefstick at the Waterfront Park, and she felt it was important to show up.

Councilmember Musgrove stated that they are on a good path to moving forward towards equity and diversity. He also attended the memorial service.

Councilmember Phillips gave a shout out to the Suquamish Police Department for leading the July 3 memorial.

Mayor Erickson stated she did not attend the memorial; she did not want to impact the event. She is grateful for Chuck Wagner from the Suquamish Tribe, as well as the Public Works department for blocking off parking spaces. She also had a meeting with the Poulsbo Police Officers Association, and she wanted to remind everyone that there are people among our staff who are hurting right now. She is looking forward to healing and what will be discussed at the Council workshop.

The City is trying to work through the pandemic and is getting a COVID plan together for coming back to work in Phase 3. Additionally, she attended the Kitsap Public Health District meeting this week, and there will not be further review of Kitsap's application until July 17 or later. The Governor extended the easing of the Open Public Meetings Act until the end of the month. She thinks that Kitsap may be in Phase 2 past July 17.

#### **a. Department Head Reports**

Director of Engineering Kasiniak announced that he is retiring on July 31, 2020.

**Poulsbo Fire CARES Unit.** Director of Housing, Health, & Human (HHH) Services Director Hendrickson presented the proposed "Poulsbo Fire Department CARES Unit." Since the killing of George Floyd in late March, there has been a cry to "defund" and "unbundle" law enforcement services, meaning removing Police from calls involving non-criminal or low-level criminal activity, especially behavioral health related. New questions are being asked at the City of Poulsbo, such as, "Is there a way to get people help without Police involvement?"

For the past four years, Poulsbo has been running a successful Police Navigator Program, which now works with four jurisdictions. If a Police Officer goes on a call that involves someone struggling with behavioral health symptoms in need of help, they can contact a Police Navigator to help those people get connected with social and behavioral services.

Poulsbo Fire Captain Jake Gillanders stated that Poulsbo Fire responds to around 25-30 behavioral health calls per month, which includes mental health crises, suicide attempts, calls involving drug and alcohol use, and homelessness caused by behavioral health conditions. They are proposing a specialty unit dispatched by firefighters in the field to "take over" non-emergency behavioral health calls to connect individuals without Police involvement. They would have a special vehicle purchased for the program, which would be housed at the fire station. The

program would pair an EMT with a social worker or variation, and this would be a field-based program.

HHH Director Hendrickson proposed a one-year CARES (Community Assistance Referral and Education) pilot program. The idea is that the City of Poulsbo will partner with Poulsbo Fire and South Kitsap Fire for one year. The program would create a CARES unit aligned with Police Navigators.

HHH Director Hendrickson noted that the program will cost money, so she is requesting Council approval for submitting a 1/10<sup>th</sup> of one percent treatment tax grant application. The treatment tax grant would only fund some of the program because the grants cannot fund medical expenses.

Councilmember McGinty asked why they would not be working with North Kitsap or Central Kitsap Fire. Poulsbo Fire Chief Jim Gillard said the idea is for each agency take this on their own. They are the first two of six fire agencies to take this on. Bremerton has a similar program outside of the fire department that is partially funded by the fire department. The intent is to start the program and project it out into the other fire districts.

Councilmember Stern supports the proposal.

Councilmember McVey asked where the staffing would come from. Chief Gillard answered that the intent would be to train one of their current fire fighter/paramedics for the role, then they would backfill the position. HHH Director Hendrickson also noted that they would look into hiring two social or mental health workers that are not already hired through the agency.

Councilmember Musgrove asked if any of the funding would come from current sources, especially since firefighters/paramedics would be saving money due to the new unit. Chief Gillard stated that funding is the toughest part of the program. Finding sustainable funding is going to be the biggest challenge. HHH Director Hendrickson stated that the real savings are going to be with hospital emergency rooms.

Councilmember Livdahl wondered how the dispatch community feels about the proposal. Chief Gillard answered that Medicare has a pilot program, called ET3, where Medicare funds an alternative nurse hotline.

Councilmember Lord reiterated that the pilot program would be in the south and north ends of the county. She wanted to remind the Council that when the Navigator program began it was just Poulsbo. She supports the pilot program.

Mr. Smith, a primary care manager from the Doctor's Clinic, stated that he used to be an emergency room nurse, and many of the emergency room admissions

could have been taken care of by a social worker in the field. He is excited about the program.

Police Chief Schoonmaker sent his appreciation to Chuck Wagner and the Suquamish Warriors for their Friday memorial. He thanked Council for allowing the City to block off some parking for family members and tribal elders down in the waterfront parking lot. He also thanked the entire community for having understanding and patience, and the Suquamish Police Department for their assistance.

## **5. CONSENT AGENDA**

None.

## **6. BUSINESS AGENDA**

### **a. Sewer MBR Discussion**

Director of Engineering Kasiniak and Parametrix presented the agenda summary, giving a presentation on Reclaimed Water Disposal Concepts and how these concepts integrate with the City's Sewer Comprehensive Plan.

Mike Ollivant from Parametrix reviewed that the City wastewater is treated at the Kitsap treatment plant. He explained what a Satellite Water Reclamation Facility (WRF) plant is:

- Treatment of wastewater upstream of main treatment plant
- Treats only a portion of the City wastewater flow

Reasons to consider a Satellite WRF:

- Downstream infrastructure is at or nearing capacity
- Discharge from main plant into receiving water body is permit limited
- Supports additional groundwater withdrawal
- Other beneficial uses are desired – reuse water

Satellite WRF provide the following community benefits:

- Retains investment in existing wastewater system
- May save rate payers cost over downstream improvements
- Class A reclaimed water is higher water quality than secondary treatment

Cedar Simmons, Parametrix Engineer, gave an overview of how membrane bioreactor work.

Mr. Ollivant discussed different types of Water Reclamation Facilities in Tulalip, Shelton, Nisqually, and Cowlitz, where he explained why each WRF was used.

Councilmember Musgrove asked what happens to the solids. Mr. Ollivant answered that they are either retained at the plant then hauled off, or in some cases, they are put back in the pipe and conveyed to the Central Kitsap treatment plant. The biosolids can also be treated on site.

Councilmember McVey noted that they have had many discussions about the additional sewer capacity they will need in the future and asked if this would help with that situation. Mike Ollivant answered that it would help with the capacity, and they could size the facility to accommodate future growth and capacity.

Councilmember McGinty asked how many houses are covered in .4 MGD. Director of Engineering Kasiniak answered that .4 MGD covers about 5,000 people.

Councilmember Phillips how long it construction would take and where they would put a facility in Poulsbo. Director of Engineering Kasiniak answered that they first must do a feasibility study to identify the soil for possible locations. Infiltration can be separate from the treatment plant. After the feasibility study, the Department of Ecology requires an engineering study. Predesign then must be approved by Department of Ecology. After they have the site location to do the design, finally they can begin construction. If they started in 2021, they could possibly have an operational facility in 2026 or 2027.

Councilmember Musgrove asked what it would take to put together a short checklist to see if this is high on the priority list of options. Mr. Ollivant said if the City would like to investigate this alternative, they would need to do a high-level soil analysis and fiscal review of this alternative compared to what is being used at Central Kitsap. Director of Engineering Kasiniak said if the Council is interested in the next step, they will submit the budget request during the budget process to start the process in the beginning of 2021 at an estimated cost of \$100,000.

**b. Resolution No. 2020-16, Vanaheimr Appeal Denial**

Planning & Economic Development Director Boughton presented the agenda summary, noting the Planning & Economic Development Department received an appeal of the Poulsbo Hearing Examiner's Decision on the Vanaheimr Mixed Use Building Shoreline Substantial Development Permit and Site Plan application on January 13, 2020. The appeal was filed within the appropriate time period and contained the required information as set forth in PMC 19.70020(B)(2).

Appeals of Hearing Examiner decisions are made to the City Council through a closed record proceeding. The City Council held the Vanaheimr Mixed Use Building SSDP and SPR closed record appeal proceeding on June 24, 2020. The Appellant, Applicant's Legal Counsel, and City Department/Hearing Examiner Legal Counsel each made oral arguments before the City Council.

At the conclusion of the oral arguments, the City Council entered into deliberations. After deliberations, the City Council issued its preliminary decision with a vote of 7-0 to deny the appeal of the Vanaheimr SSDP and SPR. Adoption of this resolution makes the decision final.

**Motion:** Move to approve Resolution No. 2020-16, a resolution of the City Council of the City of Poulsbo, Washington, denying the appeal by Cynthia Baker of the Hearing Examiner Decision, regarding Vanaheimr Mixed Use Building Shoreline Substantial Development Permit and Site Plan Approval.

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

Motion carried.

**c. 2020 Land Use Housekeeping Code Amendments Workshop**

Senior Planner Coleman presented the agenda summary, noting the proposed amendments to the Poulsbo Municipal Code (PMC) are part of the Planning & Economic Development Department's on-going effort to make land use regulations more usable for residents, developers, and City staff by correcting errors, eliminating text ambiguities, codifying internal policies, and reflecting changes in state law. The proposed amendments do not involve significant changes to the code.

Amendments are included for the following PMC Chapters: 15.35, Tree Cutting and Clearing; 16.20, Critical Areas; 17.30, Boundary Line Adjustments; 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.120, Design Review; 18.130, Landscaping; 18.140, Off-Street Parking; 19.20, Application Classification; 19.30, Application Review Procedures; 19.50, Public Notices; 19.70, Decision Appeal Procedures; 19.80, Time Frames for Review; and 19.90, Post Decision Procedures.

On June 23, 2020, the Planning Commission held a duly noticed public hearing and voted to recommend approval to City Council.

Councilmember Musgrove suggested creating a better transition of what the list is pertaining to as compared to the first paragraph in 15.35.070. He feels it need more clarity.

Councilmember McVey asked about Section 18.70.030, and why the definition of multi-family dwelling was deleted in the table. Senior Planner Coleman said it was redundant, they had the definition in another section.

Councilmember McGinty questioned Section 18.70.070 and why it was changing. Senior Planner Coleman explained that Planning had a requirement of a 6-foot fence needing a permit, and Building had a requirement of a 7-foot fence needing a permit, so Planning changed their permit requirements to a 7-foot fence, which is actually part of the international building code.

Councilmember McGinty asked about tandem parking in the C-1 zone. Senior Planner Coleman said ultimately the parking must be provided on the property. There are some grandfathered properties that might have this issue come up. They wanted to add this section, so they have standards. As they get more density, they see people trying to provide tandem parking as an option. They will see this in townhomes, for example. It still refers to the standard stall dimensions, they are just tandem, instead of side-by-side.

Councilmember Musgrove questioned PMC 18.40.030 – Definitions: under grade the word average was deleted. He wondered why it was deleted. Senior Planner Coleman said internally they have a policy that they do the lowest grade to the highest peak point. They have a handout that details that fairly well, but the definition wasn't in line with that. Councilmember Musgrove said they don't clarify what they are using instead of average for grade. If it is not average elevation anymore, it needs to be defined in some way. Senior Planner Coleman will bring something back for consideration.

The Council asked that Senior Planner Coleman bring a memo for building height and grade and how the pieces work together. The Council agreed they do not need to continue their workshop at the next Council meeting.

## 7. COUNCIL COMMITTEE REPORTS

Community Services Committee: Councilmember Livdahl reported that they went over a couple special event applications. The Downtown Classic Car and Boat Show was applied for by HDP, and there may be a concern from some downtown businesses as it pertains to COVID. They are on hold with that one right now. The Oktoberfest Beer Run was the other application. The events are prepared to cancel if they are not in Phase 4. They got an update on the P-Patch, and all 50 plots are full. Unfortunately, next year they will not have funding for a paid coordinator position. Also, the Fish Park bids were more than estimated, so they will be recommending the Council use reserves. The shortfall is around \$150,000. They do not want to lose their grant funding.

Due to not being in Phase 3 yet, there are only two Parks & Recreation outdoor programs that are happening right now, which are sailing and tennis. The school district tennis courts were not available, but the Ridgewood Homeowners Association is allowing Parks & Recreation to use their tennis courts. The Parks & Recreation building is closed until Phase 3. She stated the PERC is moving along. An RFP will be going out for a Community Engagement position, along with an early formation of a capital campaign.

Public Works Committee: Councilmember Lord reported they had their final Public Works Committee meeting with Director of Engineering Kasiniak. They got updates on the Finn Hill project. They took a week off due to a COVID scare, but all the tests came back negative, so they are back to work. The project is scheduled to be completed by October 1 or earlier. The traffic impacts on Hostmark and Noll Road if/when school begins is being worked on by the Mayor and school Superintendent. Public Works Superintendent Lund informed them that the Neighborhood Streets program is up and running. They hope to open bids August 3, then they will start to chip seal Laurie Vei and Noll Meadows. They had a long discussion about the Fjord one-way traffic study that Parametrix completed. One-waying Fjord will start on July 20, and it will take about two weeks to complete.

Housing, Health, and Human Services Committee: Councilmember Musgrove reported there is a lot of volunteerism in Poulsbo. They discussed a need for volunteer appreciation, especially during COVID. They were given an overview of the CARES pilot program, which was discussed earlier. They received an update from Bonnie and Shannon from Kitsap County about the Kitsap Housing Action Plan. The Committee had a request from Gateway for meals and the shelter. Gateway is seeking funding as well as donations for their day room. They are asking for books, possibly computers, and other entertainment to use in their day rooms. They are keeping it open because of the move of the Hostmark residents while their apartments are being renovated.

## 8. BOARD/COMMISSION REPORTS

Mayor Erickson stated that most boards and commissions are slowing down for the summer. She attended a Kitsap Transit and Kitsap Public Health board meeting. The County is not moving to Phase 3 yet. Kitsap Transit bought new engines for the fast ferries.

**9. CONTINUED COMMENTS FROM CITIZENS**

Dan Sluys thanked the Mayor and Council for listening to the merchants for the Summer Fair proposal.

Rick Eckert congratulated Director of Engineering Kasiniak on his retirement.

**10. MAYOR & COUNCILMEMBER COMMENTS**

The Council congratulated Director of Engineering Kasiniak on his retirement and thanked him for his service to the City of Poulsbo.

Councilmember Stern asked the Council to consider moving the annual July 3<sup>rd</sup> fireworks to July 4<sup>th</sup> starting next year.

**11. EXECUTIVE SESSION**

At 9:34 p.m., the Council recessed into a 30-minute executive session to discuss existing litigation per RCW 42.30.110(1)(i). No action was taken.

**12. ADJOURNMENT FROM EXECUTIVE SESSION**

**Motion:** Move to adjourn from the executive session at 10:04 p.m.,

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

Motion carried unanimously.

---

Rebecca Erickson, Mayor

ATTEST:

---

Rhiannon Fernandez, CMC, City Clerk