



Planning & Economic Development Committee
City Hall – 200 NE Moe Street
2nd Floor Conference Room

Subject	Meeting Agenda	Date	August 26, 2020
Recorder	Jess Matrazzo, Planning	Start Time	3:30 PM
Committee Chair	Connie Lord	End Time	5:00 PM
Committee Members	Connie Lord, David Musgrove, Britt Livdahl		
Staff Present	Karla Boughton, PED Director; Jess Matrazzo, PED Administrative Assistant		

**The meeting will be held virtually. The public is welcome to call in:
 Phone: 1 (623) 404-9000 / *Meeting ID: 149 242 6268**

DRAFT Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	Questions & Concerns of the Committee	DM – inquired about the general effects of COVID on the PEDD; other committees have asked the same of other departments. KB replied that the transition in March to telecommuting was with ease. The small PEDD has a mix of in-office/at-home days. We have a weekly staff check-in meeting and a bi-weekly meeting with Engineering Department on community development. We do social distancing with masks when on-site and use technology off-site to stay connected. We are using RingCentral to continue holding preapplication meetings, we’ve had Planning Commission meetings and Hearing Examiner hearings. We are looking to offer virtual appointments and consultations soon. Projects that merit in-person meetings will be accommodated with appropriate social distancing and safety measures. DM has backup of survey responses for HAP if they will still be accepted – KB says yes, please send to NC. DM asked why PEDD isn’t more actively involved in economic development aspects of COVID response. KB replied that PEDD directive from the Mayor was to ensure permit activity doesn’t suffer. Support of development community ensures City revenue recovery. CL responded to DM that perhaps another committee should form to assist PEDD in assuring citizens that we want to support them economically –in addition to/on top of the COVID grant funding. *Place on future meeting agenda. BL stated that real estate is of huge importance to the City and the permitting process needs to take precedence. CL said the committee needs to provide feedback to our citizens in addition to what we have done for the downtown core.
	Agenda and Extended Agenda Review	CL requested update regarding special Port of Poulsbo meeting. (KB said this will be addressed in No. 2 - agenda item b). CL requested definition of future agenda item “National Heritage Area in the Pacific Northwest” since it is the responsibility of City Council.
	Approval of Meeting Minutes 7/22/2020	Approved BL/DM.

**Economic Development Committee DRAFT Minutes – August 26, 2020
(Continued)**

DRAFT Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
	Next Meeting: September 23, 2020	BL may be out of town but intends to attend virtually.
	Attendance:	(In addition to those noted in header) Nicole Coleman, Senior Planner Irene Moyer, Chamber of Commerce Kathy Cocus, KEDA
2.	Agenda Items	
	a. Budget Presentation: Proposed 2020-2021 PED Department budget (KB)	<p>Lookback over permits and revenue (2016-2018 actuals) Revenue explanations: ordinary range is 60-90k/annual; anomalies include: <u>2019</u> Oslo Bay apts <120k> in end of 2019 accounting for larger 203k revenue above a pretty typical 83k <u>2020</u> Norland Trails Apts <20k>, Poulsbo Place Div 8 Master Plan Amendment/Site Plan <23k>, and Port of Poulsbo Breakwater<16k> account for 59k over a typical 46k revenue Market-driven: Building Dept activity is fed by Planning Dept</p> <ul style="list-style-type: none"> • Best Available Sciences (BAS) is active <25k> • No change to baseline budget requested for 2021-2022 • <u>New Program Request: 50k for 2022</u> – update work for 6/2024 Comprehensive Plan due date: <ul style="list-style-type: none"> ○ Commercial Land Market Study & Employment Analysis <25k> ○ Geotech/Land Suitability Study <15k> ○ Buildable Lands/Land Cap. Methodology Support <10k> <p>*Request flexibility to reassess. The majority of this year’s approved funding for foundational technical work was frozen this Spring due to COVID-19. Best Available Sciences contract <25k> was already awarded to consultant and moves forward. 20k for downtown parking study was insufficient so instead was intended to fund a commercial land market analysis – this funding was frozen, as was the remaining 35k of the 80k. DM requested a minor downtown parking study discussion to be added to future agenda. KB mentioned City Council has not implemented recommendations resulting from last parking study: enforcement. *Add to future agenda. KB gave a summary about the 2024 Comp Plan Update – we will have a new population allocation (it’s the first since 1998). Significant tech and CC policy decisions will be necessary. KB said that to maintain a balance between who we are as a low residential community and being able to accept growth, the studies listed in the New Program Request must be done. ***Verbatim Section: DM: The population increase allocations that we have received assumes that we make the room and make the</p>

**Economic Development Committee DRAFT Minutes – August 26, 2020
(Continued)**

DRAFT Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
	<p>a. Budget Presentation: Proposed 2020-2021 PED Department budget (KB) <Continued></p>	<p>changes in code to actually take them, and I've noticed there are cities around the United States that have changed their zoning to one house per acre, effectively stopping all development, and concentrating on commercial and other support services, in other words, they have found ways (and I don't think that's a good one) to freeze development while developing other parts of the community, and other such fixes instead of just accepting growth blindly, and it turns into a bull dozer across the whole city. The question is, am I correct that those population allocations assume that we make the room and make the changes and therefore your first three bullet points are to counter that if we feel that is necessary to save Poulsbo as Poulsbo.</p> <p>KB: Kind of. The Growth Management Act does not give us that option. We are given a population target from PSRC as well as through the regional body (the Kitsap Regional Coordinating Council)– we also get an employment target as well (how many jobs)- we must plan for that. We must ensure that we can accommodate that. There are a number of ways we do it, but what GMA and what PSRC wants us to do is do so within our existing City limits. What I have to demonstrate is the technical reasons we cannot do it within our City limits, and eventually, if that turns out to be correct, that we cannot, we will request a modest expansion of our Urban Growth Area (UGA). But I have to show the technical work, why it cannot be accommodated within the City limits. That's what the three bullet points (studies comprising the New Program Request) are doing, and that's why we have to do it now, so that when we start that discussion in 2023, and maybe even 2022 with Kitsap County, I have the information to say, "We cannot upzone our City because we have a ridge on 4th Avenue that isn't really going to support high density development, or 7th, or 10th Avenue, for that matter. Those Avenues are the ridges that we would be looking at. So that's an example of it; there are other things that we are looking at as well, but that would fit under that category – Geotechnical Land Suitability Study. That's a really great question, Dave – that gets to the heart of it. We can't just say no. We don't really want to just say no; we want to be realistic with what we are experiencing in Poulsbo. We also want to balance the need for growth (people do want to move here), but we also have something really special that we want to keep intact, and that takes hard work. Like I tell the Mayor, the easy work is for us to upzone the City. Pretty much nobody wants that in Poulsbo. They might want that in Port Orchard or Bremerton, but they don't want that in Poulsbo.</p> <p>DM: Thank you for that. Absolutely, I'm 100% behind</p>

**Economic Development Committee DRAFT Minutes – August 26, 2020
(Continued)**

DRAFT Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
	<p>a. Budget Presentation: Proposed 2020-2021 PED Department budget (KB) <Continued></p>	<p>it; you don't want to move forward without knowing what you're doing anyway. So in this case, it does give us some footing, no matter which direction is the best for us to take. Thank you.</p> <p>CL: Karla, there's no accident that you have been our primo Planning Director for a long time. You know your stuff and I trust and have great confidence that you are doing that and you just proved it. ***</p> <p>CL requested the above section be recorded verbatim in order to provide a very clear explanation for future use in order to justify our policies.</p> <p>Comprehensive Work Plan 2021-2022</p> <ul style="list-style-type: none"> • Finalize Best Available Science Report <ul style="list-style-type: none"> ○ Draft update to Natural Environment Element • Finalize Housing Assessment/Action Plan <ul style="list-style-type: none"> ○ Draft Update to Housing Element • Draft Update to Community Character Element • Draft Update to Economic Development Element • Continue to coordinate with KRCC/LUTAC Countywide Planning Policies • Initiate Community Participation with webpage/surveys <p>The PEDD will be doing much of the work in-house in preparation for the Comprehensive Plan.</p> <p>CL questioned why no funding was being requested in support of the Comp Plan for the 2021 year. KB responded that by balancing workload, much of the preparation for Comp Plan studies and additional work can be done within PEDD. Priority points for Comp Plan are land use map and densities, and sewer capacity. Local Planning Directors speculate that the Comp Plan due date MIGHT get extended a year to 2025. BL asked about the Energy Code Update getting delayed; NC confirmed (early 2021).</p> <p>DM requested the EDC recommend programming the New Program Request (funding for the Comp Plan support work) into 2021 and request it in 2022 secondarily, so that it functions as a kind of placeholder to remind everyone of the direction we want to go if we may have the funding available. EDC asked KB which study is the first priority; she responded the Land Suitability Study. The EDC advised KB to request that full amount for 2021.</p>
	<p>b. Department Activity Update (KB)</p>	<p><u>PEDD Update</u></p> <ul style="list-style-type: none"> – Housing Action Plan Workshop – Beckwith will present data results. This is the first study of this kind (in the past we've used Census Bureau data). – Land Use updates (project list) have been provided.

**Economic Development Committee DRAFT Minutes – August 26, 2020
(Continued)**

DRAFT Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
	b. Department Activity Update (KB) <Continued>	<ul style="list-style-type: none"> – The City’s part-time Code Enforcement Officer/Court Security Officer has resigned. Code enforcement is now the responsibility of PEDD. – Shoreline Master Program is due 6/20/2021; we are working diligently to finish updates. This will be a light-touch update in comparison to the one done 8 years prior and will contain admin updates based on Dept of Ecology recommendations, as well as document formatting and organizing. – Port of Poulsbo’s letter was received in June; KB gave a presentation, but time constraints did not allow for comment from the Port at the EDC meeting. Instead of conducting a special meeting, KB visited Carol Tripp onsite (at the Port) & clarified that the decision authority on the permit is our Hearing Examiner- and spoke to our consultant as well. The Port is looking to amend their lease with the City in regards to tidelands that are on City-owned property – KB has a follow-up discussion scheduled. Parking is an issue for the breakwater permit; the question at large is whether the City will include the parking that was required for past permits in this permit. KB recalled our Mayor mentioned the possibility of a joint parking study. The breakwater permit cannot be part of the marina expansion because it is on a funding timeline. Next week the Port will meet to discuss this as well as deciding on new Port Commissioner. DM recalled the challenge of getting a functional application from the Port in the past; KB responded that PEDD has hired Anchor Environmental as a third party reviewing consultant since PEDD lacks experience in this area (breakwater).
3.	Committee Reports	
	Poulsbo Chamber of Commerce (TBD)	
	Port of Poulsbo (Musgrove)	Selection of Port Commissioner is in progress. All commissioners are new. DM anticipates the Port will appreciate a combined study. Meeting is 9/3/20 at 7p.m.
	Historic Downtown Poulsbo Assoc. (Lord)	
	Suquamish Tribe (TBD)	
	KEDA/PSRC/EDD (TBD)	Kathy Cocus: Finalizing multiple CARES grants. City of Poulsbo businesses were eligible for County’s Phase III grants for grant-reimbursement; not all funds allocated have been used. Fourth phase eligibility will include incorporated and unincorporated businesses. County is first-come, first-serve. KEDA plan was just approved for \$260k Dept of Commerce grant funds for small business

Economic Development Committee DRAFT Minutes – August 26, 2020 (Continued)

DRAFT Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
	KEDA/PSRC/EDD <Continued>	grants – businesses of 20 full time employees and under that meet the state’s criteria (period covered 1Mar-15Nov2020). Look for details on website. https://kitsapeda.org/

Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
	Viking Avenue Update	Mayor	
	Council Goals	CC	
	Tools and Funding Opportunities on Economic Development	Committee	
	Long-Term Strategic Covid-19 Recovery Efforts	Committee/Staff	9/23/20
	Land Use Development Projects Update	Staff	(T) 9/23/20
	Downtown Parking	Staff	
	National Heritage Area in the Pacific Northwest	CC	9/23/20

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

WHEN MEETINGS ARE HELD BY OTHER THAN VIRTUAL MEANS, IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTERSHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

To request an alternative format of the printed agenda, contact the City Clerk’s office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk at 360.394.9880.