



CITY OF POULSBO

Planning Commission Public Meeting

February 25, 2020

MEETING MINUTES

Commissioners Present: Jerry Block, Tim Morgan, Mark Kipps, Ray Stevens (Chair), James Coleman, Sr. (Vice-Chair), Raymond Taylor

Staff Present: Karla Boughton, Nikole Coleman, Jess Matrazzo

1. Call to order
2. Pledge of Allegiance
3. Approval of minutes for 12/10/19: Coleman/Block – approved – 1 abstention (Tim Morgan)
4. Modifications to the Agenda: None
5. Comments from citizens regarding items not on the agenda: Comments from Mary (Rita) Hagwell regarding her property at “Marelaine Lane,” concerns regarding: land history, addressing, sign destruction, trees, property use (trail), well (water rights) and septic, and neighbor’s land use. Ms. Hagwell provided a number of handouts to accompany her comments. After 10 minutes of speaking, Rita was asked to hold additional comments until the agenda items had been addressed.
6. Public Meeting: 2020 Comprehensive Plan Amendments, Nikole Coleman

Overview: The Poulsbo Comprehensive Plan describes the 20-year vision for Poulsbo and how that vision will be achieved. It covers topics such as land use, community character, transportation, and capital facilities. It is mandated by the Washington State Growth Management Act (GMA). Major Comp Plan Updates are mandated by the state every 8 years. The last update was completed in 2016. The next major update is due in 2024. In between major updates, the City is allowed to consider minor amendments on an annual basis. Once a year the Planning Department accepts applications, which are due by November 15th, and are addressed through the Comprehensive Plan Amendment process. We set the docket with City Council on February 5th (this is City Council’s review of applications and decision to move them forward in the review process).

Timeline: Tonight (2/25/20) is your Workshop, your Staff Report will be provided to you next week, there’s a Public Hearing scheduled 3/10/20, and then we move through the City Council review process.

Applications submitted:

Application 1. Site-Specific Map Amendment: Sole Private Property owner-initiated amendment, from Edward Rose Millennial Development, LLC. Application Number P-11-15-19-04. This application requests to re-designate and rezone a portion of parcel 102601-4-022-2009, from Commercial (C-3) to Residential Medium (RM).

Property background: In 2010, the Edward Rose Master Plan was established. In 2011, they submitted a rezone application for approximately 9 acres from RM to C-3. In 2019, they submitted an application to release the Edward Rose Master Plan. It has officially been released; the Master Plan is no longer valid on this property. This new request to re-designated and rezone 2.4 acres of that 9 acres is a market decision on their part based upon what they intend to build. They also have a boundary line adjustment in for review due to the atypical layout (shape) of their property lines. Part of the decision will determine if this can be a conditioned approval or if a boundary line adjustment will be required first.

Application 2. Site-Specific Rezoning Application: from City of Poulsbo Parks Department, Application Number P-11-15-19-01, Morrow Manor, parcel 242601-1-060-2002, Rotary Morrow Manor Community Park. This application requests rezoning from a portion of the parcel from Residential Low (RL) to Parks (P). Process cleanup to reflect that the City is dedicated tracked A of the Morrow Manor Short Plat. Parks Director Mary McCluskey has plans to begin park improvements at the site this year and next. Having zoning designation Park (P) makes development as a park easier.

Application 3. Text Amendment Application from Parks Department requests minor changes to the Parks Capital Facilities Program, recommended by Parks staff, Parks and Rec Commission and citizens. This is a housekeeping request to remove some projects from Capital Facilities Plan (that have been completed) and add others; it is helpful for the Parks Department to have projects listed in the Capital Facilities Plan when they apply for grants. It also includes park maps updates to PR01 and PR02.

Application 4. Text Amendment Application from Planning and Economic Development Department requesting to update/revise the “local centers” and their boundaries. Terminology has been changed by Puget Sound Regional Council, necessitating the City’s revision to its center terminology and boundaries for consistency. The City is proposing to designate 1 Countywide Center (Downtown Poulsbo) and 2 Candidate Countywide Centers (College Marketplace and SR 305).

Karla Boughton provided Overview of PSRC and the importance of Centers:

PSRC is a regional planning agency that was established shortly after the adoption of the Growth Management Act. It is a regional body that addresses issues of the four-county area (King, Pierce, Snohomish, and Kitsap Counties) and is led by elected leaders from the regions counties, cities and towns, port districts, transit agencies and tribes. The 3 main focal areas of the PSRC are transportation, economic development, and growth management. The PSRC provides technical assistance to their member agencies, and they are the designated by the federal government as the metropolitan planning organization for Central Puget Sound. Some facts about PSRC (taken from <https://www.psrc.org/regional-data-profile>):

Quick Facts



4

Number of counties in the region: King, Kitsap, Pierce and Snohomish.



82

Number of cities and towns in the region.



4,203,400

Population of the region (2019).



747,300

Population of Seattle (King County), the region's largest city (2019).



175

Population of Index (Snohomish County), the region's smallest city (2019).



1999

Year Sammamish (King County) incorporated, the region's newest city.



1854

Year Steilacoom (Pierce County) incorporated, the region's oldest city.

Source: WA State Office of Financial Management

Area (square miles)

County	Area (square miles)
King	2,115.6
Kitsap	394.9
Pierce	1,669.5
Snohomish	2,087.3
Region	6,267.3

Source: WA State Office of Financial Management

Concerning growth management, the PSRC provides a lot of demographic work to their member agencies. We rely on this data and often reference it. In addition, PSRC selects projects to receive over \$240M in federal transportation funding annually. PSRC establishes multi county-wide planning policies through a document referred to as *Vision*. Right now we are working under *Vision 2040* and updating to *Vision 2050*. The “regional centers” component of *Vision 2040* moved through the committees and to the Growth Management Policy Board, where they adopted updates to typology and criteria in 2018. Immediately upon completing *Vision 2040*, PSRC began adopted *Vision 2050*.

Planning Department’s amendment application as submitted requests changes to our *Centers* designation within our Kitsap Countywide Planning Policy in order to comply with PSRC’s updated Regional Centers Framework. We have a *Vision 2050* Draft and an adopted *Centers Framework*.

Centers of Growth = Regional Growth Strategy

Centers guide regional growth allocations and represent priority areas for PSRC's federal transportation funding. When considering areas to be designated as "centers," transportation needs are an important factor. Transportation projects don't have to be *in* a center but they need to *connect* to a center (this improves the odds of receiving grant funding).

Center Type Designation Authority

- Local Centers are designated in the Comprehensive Plan
- Countywide Centers are designated in the Comprehensive Plan and the Countywide Planning Policy
- Regional Growth Centers are designated in the Comprehensive Plan, the Countywide Planning Policy, and require PSRC approval.

Actual Center designation occurs by Kitsap Regional Coordinating Council (KRCC) within the Kitsap Countywide Planning Policies (KCPPs), consistent with the criteria and procedures set forth in PSRC's Regional Centers Framework. The KCPPs also includes criteria and procedures for Center designation.

Under both the PSRC and KCPPs criteria, prior to designation within the Kitsap Countywide Planning Policies, Centers must be included in the local jurisdiction's comprehensive plan.

Centers Hierarchy

1. Regional Growth Centers (which include Urban Growth Centers and Metro Growth Centers) and Manufacturing/Industrial Centers (sometimes called "MICs" and including Industrial Employment Centers and Industrial Growth Centers) are at the top priority level,
2. followed by Countywide Centers (including Countywide Growth Centers and Countywide Industrial Centers) and Military Installations.
3. Local Centers are the bottom tier.

An overview of Kitsap's Regional Growth Centers was given to show Central Puget Sound and specifically what's in Kitsap County. In Poulsbo, since 2004, we have had a "Town Center" (Poulsbo Town Center - Downtown), and a "Mixed Use Center" (Olhava Mixed Use Centers – College Marketplace). However, under the updated PSRC *Vision 2040* framework, these center classifications (typologies) are no longer used.

Local center overview: Silverdale and Bremerton are designated Regional Growth Centers, Puget Sound Industrial Center in Bremerton is a Manufacturing Industrial Center –urban growth areas surround these centers.

The Mayor requested staff analyze if any area in Poulsbo could meet the criteria of a Regional Urban Growth Center, as Poulsbo is serving as a regional center for North Kitsap (similar to Silverdale, but smaller). Currently, there isn't a commercial/residential area in Poulsbo that meets all of the criteria,

however the staff analysis did result in the proposal of 3 Countywide Centers in Poulsbo:

- Downtown Poulsbo Countywide Growth Center,
- College Marketplace **Candidate** Countywide Growth Center, and
- SR 305 Corridor **Candidate** Countywide Growth Center.

Countywide Center criteria are: Demonstration that the Center is a local planning and investment priority, the Center is a location for compact, mixed-use development, and the Center supports multi-modal transportation.

POULSBO CENTERS – CONSIDERATIONS

Center/Area	Total Population	Households	Jobs	Acres	Activity Units
Downtown Poulsbo	188	17	1089	25	51
Candidate College MarketPlace	0	0	872	151.6	5.75
Candidate SR 305 Corridor	101	97	2311	204	12

Source: Puget Sound Regional Council, 2018 data; activity unit is ratio between population/jobs and acres.

- **Downtown Poulsbo**
 - Center designation since 2004
 - Fully meets the criteria as a Countywide Center
 - Regional draw for visitors and businesses
 - Emerging as a place for residential uses
- **College Market Place**
 - Center designation since 2004
 - Based upon PSRC's updated criteria, does not yet support minimum 10 activity units; does meet minimum 5 activity units for candidate
 - Future build out will increase its activity units
- **SR 305 Corridor**
 - New proposed Center
 - Important transportation corridor functions, connecting Bl, Kingston, Silverdale, and Jefferson County
 - Serves as NK regional business, financial, health services and professional services hub
 - SR 305 is proposed as candidate to evaluate and identify opportunities for residential uses

Calculation of activity units is ratio of jobs/employment to acreage. Minimum 10 units to determine area as Countywide Center. Noted in the table, 51 activity units were found in the Poulsbo Centers Activity Unit Evaluations; this illustrates that downtown is serving a regional function now. Acknowledging downtown Poulsbo as a Countywide Center names it as such but does not elicit growth/expansion planning.

College Marketplace is expected to grow in the next 1 to 2 years and will then likely qualify as a full Countywide Center. PSRC allows areas to qualify as **Candidate** Countywide Centers if they meet the minimum of 5 activity units; full countywide centers require 10 activity units.

SR305 (to Bond Road) meets activity units but does not meet the zoning requirements of 20%commercial and 20% residential zoning. Presently the whole area is zoned as commercial and can only be zoned residential through mixed-use. There are no current mixed-use structures in there now. Planning Department recommends “candidate” designation while working out how to integrate residential into the corridor.

The new way Center designations are being handled by PSRC is a very good strategy for Poulsbo and if done thoughtfully, makes us competitive for transportation funding.

RS: Does anyone have questions?

RT: Within the 305 Corridor, what are the boundaries for the Candidate Center?

KB: On the map, in the yellow(green) boundary – follows commercial zoning at present, stops above Forest Rock Lane

RT: Why would it stop there when we have the transportation center on Viking Way?

KB: Determining the beginning and end points of centers is challenging. Strategically, because we are a relatively small city, we must designate boundaries. I did ask if the whole City could be considered a Center, but the answer from PSRC is no. Using a crossroads at Bond and 305 as the boundary doesn't result in enough activity units. Including the whole corridor encompasses more area than what is defined as a Center.

MK: Could we extend the boundary back up to the high school?

KB: Yes, we could expand it and capture residential that way. We felt that further study needs to be done. One of the data collection work that we are doing this year is a commercial land market study: existing commercial zoning may be too great for our market currently. If this is found to be true, we may look at rezoning part of the area to high-density residential. We want to identify this part of the corridor as a likely Center, but do more technical data work to ensure best area designation.

TM: Will the ratio of land used for employment vs. residential activities be determined?

KB: Yes, we will have an employment forecast that is not completed yet; it's part of the Commercial Land Market Study that we will hire an economist firm to help us determine what our future employment needs are, to determine employment segment forecasts, and take a look at this area and all of our commercial zones to visit how our zoning map and our use table coordinate/mesh with/speak to the employment forecast. First time this type of analysis is being done for the City. It should be helpful for all of our commercial zones, but particularly valuable for SR305 corridor. Upcoming zoning decisions are anticipated because this corridor has the most vacant undeveloped land. We want to learn the reason the land has not been developed; could it be cost of development, market, topography... if it was zoned RH, would it be easier to develop? The economist will help us understand the market (locally).

TM: Are you working with KEDA (Kitsap Economic Development Alliance)?

KB: We haven't reached out to them; we can. First, we need to select our consultant and start working with them.

JB: How hard will it be to change boundaries in the future. What if the SR305 boundaries need to change? If the boundary went down to Bond, activity units are likely to be found below 10, but if things change in a few years, how hard are boundaries to change?

KB: Boundary adjustments of a Candidate Center would be done through a Comprehensive Plan Amendment (the same process we are going through now, during a periodic update). At the Candidate level, if it gets put into the Countywide Planning Policies, an amendment is a more rigorous process than

we use for our Comprehensive Plan Amendments; the County Commissioners and 2 Cities would have to ratify it. We have proposed at a preliminary level to allow for a Candidate designation to be put in the Countywide Planning Policies, and then upon reaching the criteria threshold, we return to PSRC to notify the criteria have been met (e.g., if we have a plan to meet the residential component, we will provide a technical memorandum showing all of our work, then the technical staff will review it and then they make a recommendation to the Board, that upon majority vote, the CPPs can be amended without having to go through the ratification process. Right now it is just an initial designation. We could also take it off the map and wait to see what happens during the Comp Plan process. Submitting it for candidacy now brings the SR305 Corridor attention and thought.

RS: To clarify the intent of the question - once you establish that Candidate designation through the County process, and you set a boundary, is that the final boundary? Can you change the boundary of the Center (as it becomes a center, and just change the boundaries) without having to go through a rigorous approval process?

KB: As long as the boundary lines are substantially similar, we can change the boundary of a County Center Candidate when we are moving into designation as a full Countywide Center.

JC: Why did we not choose Viking Way South from Finn Hill as a possible center location? There are residential and commercial properties in there...

KB: We are a small City; every commercial zone could probably qualify for Countywide Center designation. The reason we selected SR 305 corridor is because it has the most vacant commercial zoned land of anywhere in the city; we are going to be doing the commercial land market study and as mentioned earlier, designating the corridor as a Center Candidate helps make transportation funding priority. Viking avenue is set at its capacity as a 5-land arterial; there's no room for expansion within the planning period for Viking Avenue. SR-305 is starting to have level service issues. To qualify for funding for any possible future SR-305 improvements, we need to have a Center connecting to 305. Strategically, there are legitimate planning and transportation corridor reasons to look at it. With strategic planning, PSRC will be more likely to accept our Center candidate designations.

JC: I still don't quite understand why we don't include up to the transportation center.

KB: We cannot designate the whole 305; it has to be what PSRC terms a "Compact Mixed Use Development Area."

JC: What about the Edward Rose development?

KB: Edward Rose could qualify to be designated as a Center when it is developed, as could so many areas in Poulsbo. By applying a strategy, we are more likely to receive approval.

RS: If that area is designated as a center, and then we get transportation funding, it seems possible transportation improvements could benefit multiple areas and connect Centers.

KB: That is correct; funding does not have to be used solely for centers.

MK: Will Kingston potentially be designated a (Regional Growth) Center due to the ferry – does the Bond Road connection help us in that way?

KB: In addition to Center designations, there are also “regional geographies.” Regional geographies will become relevant when we discuss population allocation at a future time. Poulsbo, Kingston, and Bainbridge Island, and Port Orchard have been designated “High Capacity Transit Communities.” When these federal dollars become available and our Engineering Departments fill out applications with criteria, of all the local jurisdictions, Poulsbo is going to be well-positioned as a Center – “We connect Bainbridge Island to our Centers, our Centers to the Kingston High Capacity Transit Community, Highway 3 to Jefferson County and Highway 3 South to Silverdale. We will serve as “The Crossroads of North Kitsap.”

RS: If downtown Poulsbo becomes a Countywide Center, will we lose some control of how we manage the area? Will it be subject to a mandate saying what needs to happen down there?

KB: As a Countywide Center, no. If it were to become a Regional Center, mandated growth allocation becomes likely; there is an expectation for regional growth through the center. Designating it as a Countywide Center is wise because there’s a regional draw for tourism and visitor.

JB: How many centers in total in Kitsap County and in PSRC?

KB: In Kitsap County, only regional centers are mapped. I don’t have a comprehensive map of the countywide centers. Map slide of Kitsap County RGCs. Regionally, City of Bremerton has the Bremerton Metro Area (on the map), Kitsap County will have Silverdale, and the City of Bremerton has Puget Sound Industrial Center Bremerton.

Countywide Centers: Kitsap County are in the process of doing 2 Countywide Growth Centers: a portion of Kingston, and McWilliams and SR303 (E. Bremerton by Wal Mart). City of Bainbridge Island, I don’t know. City of Bremerton may have 2 centers. Technical memorandums haven’t been shared yet. Bremerton said they had 2 that they might pursue 2: Charleston and Eastside Employment Center. Bainbridge may not have any. Port Orchard has planned to designate 5 centers; 2 may end up being Candidate Centers.

I will present our proposed Center and Candidate Centers in April (1 Countywide Center, full designation, and 2 Candidate Countywide Center designations) with the caveat that our Comprehensive Plan Amendments haven’t been adopted by City Council yet, though they will have been in time for Countywide Planning Policies.

For tonight you can think about these Centers, ask for additional information, take any of them off, request to add any (though this will require coordination with PSRC for their data analysis).

NC:

Application 5. Text Amendment application requesting update to the Chapter 12 Capital Facilities Plan, to update Table CFP-4, to reflect funding priorities through the annual budget cycle (updated project list). You see this amendment application annually.

Comp Plan Amendment Application Review Criteria

PMC 18.210 contains approval criteria in order to grant a Comp Plan Map Amendment; one of the presented criteria must apply (presented on slide):

- 1-The amendment is warranted due to an error in the initial adoption of the comprehensive plan.
- 2-The amendment is based on a change of conditions or circumstances from the initial adoption of the city comprehensive plan.
- 3-The amendment is based on new information that was not available at the time of the initial adoption of the city comprehensive plan.
- 4-The amendment is based on a change in the population allocation assigned to the city by Kitsap County.

Next week's staff report will contain a description of how each application meets the criteria.

Staff has evaluated amendments – will be in Staff report next week. Questions?

RS: Go through these one by one: Rose Master Plan

JC: Was a traffic study done since we are changing zoning from commercial to residential?

NC: The traffic study would come later with project development.

JC: We don't know what the impacts will be yet, at SR-305 at that location?

NC: Their application is in and a traffic impact study is underway, so we will know soon.

RS: Can you describe the issue with the boundary line adjustment with the pending rezoning application?

NC: Planning Commission and City Council may condition the approval of a boundary line adjustment due to a policy of not allowing split lots in current zoning standards. The boundary line adjustment would clean up the weird shape as reflected on the map, but probably will not be done prior to completion of this process: boundary line adjustment can be a requirement that they must complete in order to be consistent with current zoning standards.

KB: We'll add that to their Site Plan Application that's in now.

JB: Who has authority on how the streets are set up in a development like that? It looks like Vedder Road will change or go away.

KB: They be vacating Vedder Road as part of their site plan application. They will introduce a new public road that makes sense for the site, and will add some private roads too. Sequencing coordination is underway with development team. We have the Comp Plan Amendment, site plan application, boundary line adjustment and the vacation of Vedder Road. We are working through sequencing and

timing issues. PSE has power lines using this Right of Way (ROW) – Vedder Road. We can't vacate the ROW. We are waiting for them to construct the site and underground the power lines in order to set new ROW. It's a technical nuance at the Planning Department level.

RS: Questions: Parks?

JC: Does it make sense to put more parks in when our Parks Department struggles to maintain what we have at present? Wasn't the Parks Department going to turn some sites back over to previous developments? Forest Rock?

NC: City accepted this park with the short plat adoption. Parks director has funding set aside to start developing this site as a park this year; it's within the Parks Plan and within Budget, and she's working to get more grant funding for it. It was gifted to the City.

JC: It seems a strange place for a park – corner with 4 homes.

KB: Gifted to the City – not often are we given an acre for a park.

RS: Capital facilities questions?

JC: The charts were small and difficult to read – can we please have full pages so that the numbers and years are more visible?

NC: Yes, I will give them to you in 11x17 format.

KB: As you think about Centers, after tonight we go straight to Public Hearing. There are no more workshops scheduled. If you have any more questions, or thoughts regarding Centers, please reach out before we recommend what we presented tonight.

7. Public Meeting: Housekeeping Code Amendments, Nikole Coleman

NC: The second workshop item is for Housekeeping Code Amendments: items that clarify the code, make it more usable, corrections, ensuring tables match commercial code changes from 2018, etc. There is an additional item that wasn't included in your packet, that is fences and has been given to you here tonight, to clean up Item 2, a discrepancy between the zoning code ordinance and the International Building Code.

RS: Let's go page by page. We will focus on using correct words. I see that beyond the workshop tonight, we can schedule another if needed.

RS: Page 1- Are there questions regarding the tree cutting ordinance?

JC: (Page 2) Why was B removed in section 110? **Amendment 2.** Section: 15.35.110 Trees and Vegetation in Open Space Tracts, Tree Retention Tracts and other Protective), "~~B. A tree cutting and clearing permit is required for tree removal in these protective areas.~~"

NC: The Tree Cutting and Clearing Ordinance was passed here at Planning Commission last year. HOAs come in to remove or replace danger trees, and it seems overly burdensome to require a full tree-cutting and clearing permit. They still have to come in and produce an arborist report and show that the tree or trees need to be removed, and they may have to replace them. Last year we had multiple (2) HOAs come in (within a week of passing the tree cutting and clearing ordinance) to ask about trees within their open space areas or their landscaping areas. After looking at it, the process seemed overly burdensome to make them go through paying a fee for tree clearing and cutting when they are looking to remove 1 or 2 trees for safety (e.g. that are in the way of the sight line for cars). We are still requiring that they must show us the need for removal.

JC: Where is that requirement?

NC: That's in number 3 below, (3. Section: 15.35.120 Dead, Dying or Dangerous Trees) which provides definition and outlines requirement for verification letter from an arborist or landscape architect. It also says that if any replacement tree dies within three years of the planting, the tree shall be replaced in accordance with this chapter. 3. Section: 15.35.120 Dead, Dying It is shown in number 3 below. It still says re-planting is required up above in the of Amendment 2 above (under Section: 15.35.110 Trees and Vegetation in Open Space Tracts, Tree Retention Tracts and other Protective Areas.)

RS: Confirmed no other questions for Page 2.

JB: (Page 3) TITLE 18: ZONING ORDINANCE, Chapter: 18.40 Definitions **Amendment 6**. Section: 18.40.030, B Definitions: "Building Height," are you getting rid of "average"? I thought the wall is to be an average already.

NC: The issue we were having with the term "average" is that they were taking an average of the wall, at the grade, and policy-wise, what we are looking for is an elevation of a wall at the highest point versus an average. This change is the removal of the word which is meant to clarify our existing process.

JB: (Page 3) TITLE 18: ZONING ORDINANCE, Chapter: 18.40 Definitions **Amendment 6**. Section: 18.40.030, F Definitions: "Farmers Market:" For food vendors at the Farmers Market, and for product such as CBD oils, these are not called out in the section; do we want to do that?

NC: The Farmers Market Amendment was adopted last year; the phrasing was supposed to be inclusive of those products within the definition, "'Farmers market' means an indoor and/or outdoor retail market open to the public consisting of three or more independent vendors, with each vendor operating independently from other vendors and subleasing booths, stalls or tables for the purpose of selling farm-grown or home-grown produce, food, flowers, plants or other similar perishable goods, and/or new wares, used goods or merchandise, , which operates for a minimum of six months per year."

JB: Was this stock verbiage from elsewhere?

NC: I think we added to it, possibly the "other similar perishable goods" part.

(Existing wording is agreed upon)

JB: (Page 3) TITLE 18: ZONING ORDINANCE, Chapter: 18.40 Definitions **Amendment 6**. Section: 18.40.030, N Definitions: “Nonprofit community organization’ means a bona fide nonprofit organization recognized by the United States Internal Revenue Service as a charitable institution exempt from taxation under Section 503(C) of the Internal Revenue Code and whose principal offices or meeting place is located within the city of Poulsbo.” If we include all of IRS Section 503C, do we want to exclude political? (503C-6, perhaps?)

NC: This is intended for a nonprofit organization that runs the Farmers Market in Poulsbo. We wanted to clarify that they can have the Farmers Market in a residential zone, but we didn’t want a for-profit market popping up over there in a church parking lot. I can look into adding a “6.”

JB: Request clarification regarding whether IRS non-profit political community organizations should be called out in section.

TM: Some can get grants; I think C3’s can get grant money while others cannot.

NC is going to research and clarify.

RT: Do you want these to operate for a minimum of 6 months? Wouldn’t you want it to be max 6 months?

NC: This section enables our current Farmers Market to operate, which covers a span from April to December. Limiting them to a maximum of 6 months wouldn’t allow them to stay as long as they do. We used 6 months to inhibit tiny markets from becoming prevalent.

RS: Confirmed no other questions for Page 3.

RS: Page 4: TITLE 18: ZONING ORDINANCE, Chapter: 18.70 Residential Districts. **Amendment 7**. Section: 18.70.030 Uses: home occupation – why are we changing from AC to Z?

NC: An administrative use permit for a home use occupation seems overly burdensome. They are still required to go through a Type 2 permit, which requires public notice. An ACUP seemed like an additional cost that added no benefit. As I recall, the home business differs from the home occupation in that the amounts of deliveries and customers per day are smaller for a home business. A home business requires a business license, whereas a home occupation requires a type II review.

RS: Landscaping comes to mind.

NC: Landscaping is a common home occupation; it requires a type II review which entails a staff report, public notice, and conditions can be applied, such as parking and hours of operation.

KB: Home occupations has a whole set of criteria. Adding Administrative Conditional Use Permit (ACUP) was another layer added to ensure compatibility in the neighborhood. What we find is that we aren’t using the extra conditional use criteria at all. The ACUP costs another \$500 – if we aren’t using it and believe the criteria is robust enough, ACUP is not necessary. ACUP does grant open-ended conditioning authority, which is helpful in ensuring neighborhood compatibility, but has proven unnecessary.

RS: Confirmed no other questions for Page 4.

RS: Confirmed no other questions for Page 5.

JC: (Page 6) TITLE 18: ZONING ORDINANCE, Chapter: 18.70 Residential Districts. **Amendment 8.** Section: 18.70.050 Development Standards in the RL Zone. Why is the change being made from Residential Buildings with more than 2 attached units to buildings with 2 or more attached units?

NC: This change aligns the title with the content in paragraph 1: the intent was what's listed in the paragraph, "There shall be a minimum distance of ten feet between buildings or structures when a structure has two or more units and it exceeds twenty-five feet in height..."

JC: (Page 7) How have you been able to force builders to put in recreation? TITLE 18: ZONING ORDINANCE, Chapter: 18.70 Residential Districts. **Amendment 8.** Section: 18.70.050 Development Standards in the RL Zone, C6 Recreational Amenities, "Developments which are built in phases shall provide on-site recreation facilities for each phase or shall provide the total amount of required recreation area in the first phase of construction."

NC: A good example of this is Wood Creek Peninsula Apartments: we have some infill and some development of potentially larger complexes, we have it codified that they have to have amenities in at each phase vs. waiting until the end to put in, for example, a clubhouse, when they've already had all of their Certificates of Occupancy. We are fairly flexible and work with them, but we want to know what they are doing at each phase.

JB: Does this work better than using a time limit?

NC: Yes, time limits are too restrictive and likely hamper the project.

TM: Do recreational facilities include playground structures outside?

NC: Yes

JB: (Page 8) I have a question about the photometric plan. It doesn't address how the light will change as far as the brightness of the beginning light versus later on. TITLE 18: ZONING ORDINANCE, Chapter: 18.70 Residential Districts. **Amendment 8.** Section: 18.70.050 Development Standards in the RL Zone. D. Landscaping, Site and Building Design Standards, 11. Lighting d. "A photometric plan shall be required as part of the underlying permit which shows lumen readings every 10 feet within the property or site, and 10 feet beyond the property lines. The photometric plan shall consider proposed and existing landscaping at maturity to evaluate the long-term and seasonal effectiveness of lighting or screening of lighting."

NC: We were focused on the trees growing and blocking light, but this is a good point. I will add language to beginning and bring it back to next workshop or hearing.

MK: Does C cover that?

NC: I think it does, but if we look at a photometric plan at a tree's maturity vice when it's first put in, there is a difference. We will add language to capture that.

RT: (Page 9) Why are we changing guest parking spots from one space for 4 to one space for 8 units? One visitor spot for 4? TITLE 18: ZONING ORDINANCE, Chapter: 18.80 Commercial Districts.

Amendment 9. Section: 18.80.100, Off-Street Parking and Loading Standards in the C-1 Zoning District.

NC: When we changed the commercial code in 2018, we wanted to add guest parking requirements. We referenced residential high standards, but the space available does not match up to what's available in our C-1 downtown zone. The requirement is overly burdensome: requiring 4 per unit can prevent a project from being built.

RT: What will it look like after facilities are occupied and no visitor parking is available?

KB: This applies to the C-1 (downtown). We have a situation now where the guest parking requirement was literally going to kill a project. This is not for an infill in an urban area. A lot of downtowns don't require parking. There is on-street parking and many other opportunities for parking. There is a perceived parking problem in downtown Poulsbo, yet the development community understands that on-street parking is going to be used as guest parking. This is different from Arendal, a self-contained multi-family community, where there is no on-street parking available for guests. This is not diminishing their core requirement: the units have to be parked. It's a new requirement that was put in place in 2018. We think it's reasonable; it's a 2 year standard. Parking is always an issue for any downtown infill project. We found a way not to have to wait for a code amendment to move forward. It's a special circumstance for downtown urban areas. Many other jurisdictions don't require guest parking at all.

JB: I remember us explicitly wanting to keep the 1 to 4 ratio.

RT: Other municipalities not requiring any parking doesn't make me feel better. I don't want Poulsbo to resemble other downtowns.

KB: I can't envision reducing minimum parking requirements. We are not proposing to decrease parking for units themselves; this is for guest parking. We believe that doing the 1 to 4 is reasonable; however, it's your call.

RT: Why 1 to 8? Why not 1 to 6?

JB: I think we have two guys who are willing to compromise.

NC: We're talking about maybe a 14-unit mixed use building, where they have to provide 28 parking spaces onsite for their residents, then you're looking at an additional 4 parking spots, for guests (potentially). We are talking about 2-3 parking spots, not like Arendal where the difference might be 15 spots. This is meant for special in-fill spots downtown where guest parking requirements can kill projects.

KB: This is real; 2 projects are struggling right now to figure out how to do the guest parking spots. From staff perspective, this is merited and appropriate.

RS: If we can mull it over and put this on the table to the next; we want to see the impact.

NC: We will provide numbers for certain sites as an example, along with what other jurisdictions are doing.

MK: Is it possible for a developer to apply for variance to that code?

KB: No. The only relief that the zoning ordinance offers is the 10% deviation (located at the end of the zoning ordinance) to any numerical standard. Developing these types of project in urban area are the most expensive types of projects to construct.

RS: We will table this issue for a bit.

JB: (Page 9) Down on landscaping – street trees. Street trees 101 – where are they really required?

NC: Everywhere in all new developments, in commercial areas that don't currently have street trees. In subdivisions, you might not know that they're street trees because the newer ones are on the person's property vs. on a sidewalk area.

JB: how long have we been doing that?

NC, KB: 20 years

JB: I don't always know the appropriate response to City tree questions.

NC: We've recently had availability issues with nursery stock, 2" caliber over the last couple years. We've been researching other jurisdictions and what's standard in the field. 1.5" seemed appropriate.

RS: Confirmed no other questions for Page 10

RS: Confirmed no other questions for Page 11

JC: (Page 12) Where do we have striping for electric vehicles? **Amendment 16.** Section: 18.140.080 Electric Vehicle Charging Station Spaces.

NC: Central Market has them, as does the Port.

JC: If they aren't properly striped, anyone can park in them regardless of whether or not their car meets the criteria. Who verifies the striping meets the state standards for electric charging stations?

NC: This section's purpose is to set standards for electric vehicles. This is a state requirement, that we have the standards in place, however we are not requiring electric vehicle parking to be included in new developments. If the property owner or developer wishes to add them, they can find the standards in this section. Just as Central Market has *Electric Vehicle Only* signs, it is the responsibility of the owner to manage their electric vehicle parking. They would have to meet all standard parking stall requirements per the state code.

JC: Do you foresee the need for requirements for charging stations?

NC: We probably will need them in a few years – we’re not there yet.

KB: We’ll wait until state legislature requires it. For now, we are meeting what’s required of us, which is to have standards in place.

MK: (Page 13) Can you please explain the changes to the Concomitant agreements? TITLE 19: PROJECT PERMIT PROCEDURES | Chapter 19.20: Application Classification **Amendment 17** Section: 19.20.020 Permit Application Classification: Table 19.20.020 Permit, Process and Review Authority Classification

NC: Concomitant agreements are legal agreements with the City, attached to a private property. There were many done in the 1970’s and 80’s – they are basically an older version of developer agreements that we use today. This change is to lift the type 5 review process (which requires public hearing, etc.) that was in place in order to release concomitant agreements that are no longer valid. Type 5 is overly burdensome in this instance. The majority of the concomitant agreements we have in place now are rezones and the changes wouldn’t apply to those.

RS: (Page 13) Under Final Plat/final PRD Site Development Plans- the Process Type and Review Authority columns are blank. TITLE 19: PROJECT PERMIT PROCEDURES | Chapter 19.20: Application Classification **Amendment 17**. Section: 19.20.020 Permit Application Classification.

NC: Those columns are meant to be blank; I will look at formatting them differently. Design review is the same.

RS: Confirmed no other questions for Page 14

RS: Confirmed no other questions for Page 15

JC: (Page 16) Item I, Why was the time fram dropped to 14 calendar days from 30? TITLE 19: PROJECT PERMIT PROCEDURES, Chapter 19.30: Application Requirements **Amendment 18**. Section: 19.30.010 Preapplication Review. “I. The preapplication summary letter provided by the city shall expire six months from the date the preapplication conference is held. Upon written request by the applicant **fourteen calendar days** prior to the expiration setting forth reasons for the request, the planning director may extend the validity of the preapplication comments by one additional six-month period.”

NC: This is the time in which a potential applicant is to request an extension of their Pre-Application summary letter; the PreApp is valid for 6 months with an optional 6 month extension. What we are finding is that an applicant doesn’t always think about it in 30 days in advance. It’s an unnecessary amount of days– 14 days is plenty of time for staff to look at it – we don’t need the additional days.

RS: Confirmed no other questions for Page 17

RS: (Page 18) I have a question regarding discussion about a change in the timing for the Hearings Examiner that extends their time, but there’s not a limit. TITLE 19: PROJECT PERMIT PROCEDURES | Chapter: 19.40 Application Review Procedures, **Amendment 20**. Section: 19.40.040 Type III Permit Applications. F4, “The hearing examiner shall issue a written report supporting the decision within

fourteen calendar days following the close of the record, unless a longer period has been identified by the Hearing Examiner...”

(Also on **Page 23**, **Section E**) TITLE 19: PROJECT PERMIT PROCEDURES | Chapter: 19.70 Decision Appeal Procedures **Amendment 25**. Section: 19.70.010 Appeal on Type I and Type II Permit Decision, “Unless a longer period has been identified by the Hearing Examiner, within fourteen calendar days...” – this seems to leave an open-ended time frame for hearing examiner.

KB: Our Code currently says within 14 days after the close of the record for the Type I or II Decision Appeal, the Hearing Examiner shall issue a written decision, but he’s not been meeting that timeframe. He’s been announcing that at the conclusion of the hearing. He’s been saying “no,” more than 30 days from the conclusion, so if you want a bookend for it, we can put “no more than 30 days from the close of the record for the Type I or II decision appeal...” I think he will be fine with that.

RS: Leaving an open-ended time frame in the code concerns me; we could be challenged. The reason the law was passed is to be fair. A person whose application has gone to the Hearing Examiner needs to be able to plan; open-ended decisions may take any amount of time, and we want to be fair.

NC: Yes, the reason for the additional verbiage was due to him not meeting the timeframe listed in the Code. A limit of 30 days seems appropriate and makes sense.

NC: We’ll add wording, “no more than 30 days,” to those sections (Pages 18 and 23).

JC: (Page 19) Why has the City Council dropped off of the review authority? **Amendment 21**. Section: 19.40.060 Type V Permit Applications, D. “D. Review Authority.

1. The City Council is the review authority for the release of legislatively enacted valid concomitant agreements for rezones.
2. The Planning Director is the review authority for the release of fulfilled (no conditions remaining) valid concomitant agreements and applications shall be processed under a Type I application according to the provisions of section 19.40.020. The decision criteria in subsection H does not apply, as the concomitant agreement has been fulfilled and no conditions of approval remain. A written record shall be prepared pursuant to section 19.40.020. D.
3. The Planning Director is the review authority for the release of administratively enacted (no ordinance or City Council action) and city council enacted (not for rezone) valid concomitant agreements and shall be processed under a Type II application according to the provisions of section 19.40.030. The decision criteria in subsection H shall apply. A written record shall be prepared pursuant to section 19.40.030. C.”

NC: Just as in 1, 2, and 3 above (Section D), the Review Authority is changed for certain types of Concomitant Agreements; this matches the changes in Table 19.20.020 Permit, Process and Review Authority Classification. Also reflected as “the review authority” under H. “Decision Criteria. In order to approve the release or amendment of the concomitant agreement, the review authority ~~city council~~ shall be required to make the following findings:”

JB: (Page 20) What is the intent of that at the top? **Amendment 21**. Section: 19.40.060 Type V Permit Applications. H4, “~~Future development under current zoning will be consistent with existing and planned development.~~”

NC: This is being removed because it’s redundant; it’s already stated in number 1. “Development of the site would be consistent with current development regulations and comprehensive plan goals and policies.” It’s extra words forming criteria that we have to put in the Staff Report (workload reduction).

JC: (Page 21) Number 2, The numbering system is confusing. TITLE 19: PROJECT PERMIT PROCEDURES, Chapter: 19.50 Public. Notices 22. Section: 19.50.020 Notice of Application. C2

2. Mailing. Mailing of the ~~full summary~~ notice of application shall be ~~made to~~:
 - a. ~~Mailing shall be M~~made to:
 - i. ~~a-~~ Owners as identified by the Kitsap County assessor of property within three hundred feet of the project site. ~~+~~The records of the Kitsap County assessor’s office shall be used for determining the property owner of record. ~~+~~ If the applicant is the owner of immediately adjacent property, notice under this section shall be given to property owners three hundred feet from any portion of the adjacent property owned by the applicant.
 - ii. ~~b-~~ Applicant and applicant’s representative.
 - iii. ~~c-~~ Any person who has requested such a notice.
 - iv. ~~d-~~ Agencies with jurisdiction.
 - v. ~~e-~~ Other persons, agencies or organizations which the planning director believes may be affected or interested in the proposed project.
 - vi. ~~f-~~ When email addresses are known for parties identified to receive a notice of application, an email with the notice of application attached may suffice to meet the mailing requirement.
 - b. ~~Considered supplementary to posted notice.~~

NC: I will try to clarify A2 so that it reads easier while ensuring not to remove anything that is nothing required by Code.

JB: (Page 22) Section 23B is confusing; it seems circular. TITLE 19: PROJECT PERMIT PROCEDURES, Chapter: 19.50 Public Notices, **Amendment 23**. Section: 19.50.030 Notice of Public Meeting.

B. The notice of public meeting will be ~~mailed to~~:

1. Mailed to:

~~a. 1-~~ Owners, as identified by the Kitsap County assessor, of property within three hundred feet of the project site. ~~a-~~ The records of the Kitsap County assessor's office shall be used for determining the property owner of record. ~~b-~~ If the applicant is the owner of immediately adjacent property, notice under this section shall be given to property owners three hundred feet from any portion of the adjacent property owned by the applicant.

~~b. 2-~~ Applicant and applicant's representative.

~~c. 3-~~ Any person who established themselves as a party of record, has requested such a notice, or submitted written comments on the application.

~~d. 4-~~ Agencies with jurisdiction.

~~e. 5-~~ Other persons, agencies or organizations which the planning director believes may be affected or interested in the proposed project.

~~f. When email addresses are known for parties identified to receive a notice of public meeting, an email may suffice to meet the mailing requirement.~~

2. Considered supplementary to posted notice.

3. Deemed satisfactory despite the failure of one or more owners to receive mailed notice.

RS: What is a posted notice?

NC: The posted notice is the full flyer that gets posted at City Hall and on website.

RS: The mailed Notice of Public Meeting is considered supplementary to the posted notice?

NC: Yes, the mailed Notice of public meeting is supplementary to full notice; in order to ease our workload, we have begun to send postcards through a third-party vendor. It's difficult to fit the full information contained in the public notice in its entirety on the postcards while retaining legibility, so we send it as a summary to those who receive notice for projects. We have the full public notice documents with maps at the City Hall, the Public Library, the Post Office, and on our City webpage. Our Code allows us to send a smaller notice (summary) via the mail on postcards.

JB, RS: Can you please clarify items 2 & 3?

RS: (Page 23) Same issue with B and C, can you please clarify? **Amendment 24.** Section: 19.50.040 Notice of Public Hearing.

B. Distribution.

1. Publication. The notice of public hearing shall be published in a newspaper of general circulation.
2. Mailing. Mailing of the notice of public hearing shall be ~~made to:~~
 - a. ~~Made to:~~
 - i. ~~a-~~ Owners as identified by the Kitsap County assessor of property within three hundred feet of the project site. ~~i-~~The records of the Kitsap County assessor's office shall be used for determining the property owner of record. ~~ii-~~ If the applicant is the owner of immediately adjacent property, notice under this section shall be given to property owners three hundred feet from any portion of the adjacent property owned by the applicant.

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- ii. ~~b-~~ Applicant and applicant's representative.
- iii. ~~e-~~ Any person who established themselves as a party of record, has requested such a notice, or submitted written comments on the application.
- iv. ~~d-~~ Agencies with jurisdiction.
- v. ~~e-~~ Other persons, agencies or organizations which the planning director believes may be affected or interested in the proposed project.
- vi. ~~f-~~ When email addresses are known for parties identified to receive a notice of public hearing, an email with the notice attached may suffice to meet the mailing requirement.

~~b. Considered supplementary to posted notice, and a map depicting the subject property in relation to other properties is not required to be included.~~

~~c. Deemed satisfactory despite the failure of one or more owners to receive mailed notice.~~

3. Posting.

- a. The notice of public hearing shall be posted at designated locations at City Hall, the Poulsbo Post Office, and the Poulsbo Library. The notice of public hearing shall also be posted on the city's website.
- b. The subject site shall be posted with at least one copy of the notice of public hearing on a public notice board as set forth in Section 19.50.050.

RS: Confirmed no other questions for Page 24

RS: Confirmed no other questions for Page 25

RS: Additional Amendment (separate page): PMC Chapter 18.70 Residential Districts, Section 18.70.070 Additional Standards and Provisions for R Zoning Districts

RS: Does this mean you have to have a permit to build any fence?

NC: This amendment removes the "exceeding six feet in height requirement." Per International Building Code (IBC), the limit is 7 feet; sometimes the code changes, so it's best to reference the IBC.

KB: The difference between IBC requirements and PMC causes confusion; people come in asking to build a 6.5' fence and they are faced with the conflicting requirements (the City doesn't require a permit in this example, but the IBC does). When we wrote this standard, IBC standard was 6' and the City's requirement matched it at 6'. The IBC's requirement changed in 2013, to 7', and we haven't changed ours to match. Because IBC changes requirements, our City requirements shouldn't be height-specific

but should reference the IBC. We haven't had problems with citizens requesting to build very high fences, but if that should start to happen, we can address it accordingly.

KB: We would like to look at this more.

RS: I've never been in a place where you can do more than 6 feet. I thought we did too.

JC: Didn't we go through this recently?

KB: Our only standards are fences and sight distance triangles. We can add this to the ongoing list of zoning code amendments if the Planning Commission wishes.

RS: Not a problem; just surprised. (Concensus)

KB: We will add it.

RT: You didn't need a permit a few years ago to put up 25 foot flagpole a few years ago; no foundation required for those and could cause problems.

(Commentary on flagpole heights)

RS: One more comment from citizen:

8. Comments from Citizens: Rita Hagwell continued her comment, adding information about her status as a disabled citizen and her ethnicity. She also mentioned keeping her situation in mind as we attempt to obtain federal funding for projects, and continued to speak about problems she has had with a neighboring property owner.

9. Commissioner Comments: Commissioners discussed the PC meeting schedule and the possibility of changing the start time. KB replied that regularly-scheduled PC meetings are set in the PMC to begin at 7pm; on occasions when there is a lot of information to cover in workshops, special meetings are typically scheduled to begin around 6pm, and a Notice of Special Meeting is posted, as required. Commissioners opted for a 7p.m. start time on March 10th.

(Added). Planning Director's Reports:

Schedule: Planning Commission Meetings:

March 10, 2020 – 7pm Public Hearing: Comp Plan Amendments, revisit the Code Housekeeping Amendments (workshop) & 2020 Land Use Housekeeping Workshop

March 24, 2020 – 7pm Public Hearing: 2020 Land Use Housekeeping

(T) April 10, 2020 – tentatively 1-4pm Joint Workshops for Planning Commission and City Council

&

Housing Action Plan Retreat

Purpose: City of Poulsbo received a grant from Department of Commerce for our Housing Action Plan. We did an RFP and selected consultant Beckwith and Associates. Our consultant would like to meet with stakeholders of the jurisdiction as a component of the study.

Purpose: To discuss:

- 1-Existing conditions analysis (housing stock)
- 2-Housing projections (anticipated population forecast – range) – comp plan now includes numbers. Tom Beckwith can help break down with unit types, and providing a variety of housing types for affordable housing. Arental was first housing to be developed in 20 year
- 3- GAP Analysis/Recommendation Types
- 4-Barriers in Zoning Codes

Anticipated Attendees:

City Council

Planning Commission

Beckwith and Associates

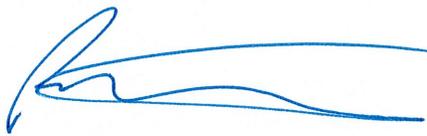
Affordable Housing Task Force: (created by Mayor Erickson in 2019) formed to plan spending of 30k funding that became available at the conclusion of legislative session in 2019, it's a small portion of a sales tax that we can collect for Poulsbo for Affordable Housing – a *component* of the Housing Action Plan

*The Housing Action Plan will serve as the *foundation of the Housing Element for Poulsbo's Comprehensive Plan.*

(T) April 14, 2020 – 7pm Noll Terrace Subdivision

(T) May/June – 7pm Shoreline Master Plan: Required Update

10. Meeting adjourned 8:32 p.m.



Ray Stevens, Planning Commission Chairman