



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

Subject	Meeting Agenda	Date	June 24, 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: 148 304 4251

Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	Questions & Concerns of the Committee	<p>DM said City Council requested EDC review Economic Recovery Plan and that it has not yet been provided. DM asked about PEDD’s role in the recovery. KB responded that PEDD’s direction from Mayor is to avoid development review process gaps. BL mentioned intense workload of PEDD. DM expressed an interest in viewing department funding for additional staffing as needed. <BE entered meeting></p> <p>BE said mask requirement from Governor’s office (as of yesterday) resulted in revisions to newest Covid Response Plan (4th plan). BE invited thoughts and ideas from EDC regarding plans for recovery. BE mentioned extensive PEDD efforts including the challenge of holding a virtual closed-record (Vanaheimr) hearing under ever-changing circumstances (to occur 6/24/20). <BE left meeting.></p> <p>CL expressed interest regarding the Mayor’s 4th plan. KB explained the plan’s purpose is to guide staff’s return to in-office work under Ph3.</p> <p>DM mentioned the hope to use CARES funding to supply additional staff support to PEDD to address economic recovery and Covid-related issues.</p> <p>CL asked DM if he might want to bring this up during CC’s Summer Fair agenda item.</p> <p>BL asked that this be an ongoing conversation.</p> <p>CL expressed support for DM’s desire for a strategic plan irt use of CARES funding.</p> <p>CL asked that PEDD look at coordinating long-term strategic recovery efforts (a plan) and add discussion to agenda.</p>

**Economic Development Committee Agenda – June 24, 2020
(Continued)**

Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative (Continued):	
	Agenda and Extended Agenda Review	Land Use Development Projects Update is the first item on current mtg agenda; PEDD will provide quarterly updates & retain on extended agenda with tentative date.
	Approval of Meeting Minutes 5/27/2020	Approved as amended: Musgrove/Livdahl DM requested minutes revisions to formatting: to provide separation between topics, to clarify that he requested a list of existing Covid-related expenses from the EDC, and to move the list of attendees to the top. CL advised Jess to place attendees under Administrative section of minutes following "Next Meeting" row.
	Next Meeting: July 22, 2020	DM expressed interest in having short special EDC meetings between regular meetings. CL invited special meetings as needed & deferred decision to KB.
	Attendance:	Becky Erickson, Mayor, City of Poulsbo Karla Boughton, PED Director, COP Nikole Coleman, Associate Planner, COP Marla Powers, Associate Planner, COP Irene Moyer, (Chamber of Commerce) Kathi Foresee, (Chamber of Commerce) Kathy Cocus, (KEDA) Thomas V. Jones, TV Jones
2.	Agenda Items	
	<ul style="list-style-type: none"> a. Review of June Development Project Snapshot <i>(emailed to Council 6/11/2020)</i> + 2020 PED Department Work Plan b. Senior Planner Position c. Other topics of interest of EDC 	<ul style="list-style-type: none"> a. Projects update presentation – all active (*see pg 4). Housing and development market has not slowed down. We are looking to bring some interns on. b. <BE reentered mtg> BE informed EDC that Nikole Coleman will be promoted to Senior Planner on July 1, 2020. c1. Tom Jones (TV Jones) requested to build up 35 feet (3 stories) instead of the restricted 25 feet on 3rd Avenue. KB discussed history of C-1 zoning district and the changes to commercial zoning ordinance in 2018 and explained that Mr. Jones attended EDC meeting to find whether City Council may consider changes to the zoning ordinance. DM asked that EDC revisit this subject after Mr. Jones meets with PEDD on July 7, 2020. BE and CL suggested Mr. Jones have a look into history and purpose of retaining wall. c2. Kathi Cocus said through a statewide program, 250 (of 600 requested) no-touch thermometers were obtained and will be distributed to local businesses. c3. CL informed group that this afternoon a 3-page letter was received from Port of Poulsbo and suggested it be added to next meeting agenda.

Economic Development Committee Agenda – June 24, 2020 (Continued)

Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
3.	Committee Reports	
	Poulsbo Chamber of Commerce (Livdahl)	BL mentioned Weds chat discussion irt community, policing (Chief Dan) & Covid update. Will attend Monday task force meetings.
	Port of Poulsbo (Musgrove)	Mentioned letter and possibly discussing at special mtg.
	Historic Downtown Poulsbo Assoc. (Lord)	Business meetings are held on Monday afternoons.
	Suquamish Tribe (TBD)	
	KEDA/PSRC/EDD (TBD)	

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	
	Land Use Development Projects Update	Staff	(T) 9/23/20
	National Heritage Area in the Pacific Northwest	CC	

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.

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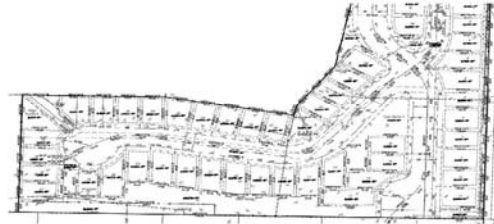
Economic Development Committee Agenda – June 24, 2020 (Continued)



PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Project Status Update | July 2020

Projects Currently Under Construction

Crystal View	46 single family lots	South of Sunrise Ridge Ave
Poulsbo Meadows	46 single family lots	Noll Rd NE
Blue Heron	85 single family lots	Noll Rd NE
Bridgestone Tire	5,800 SF	College Marketplace



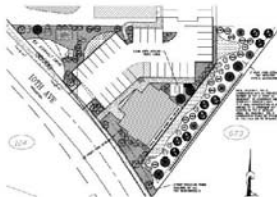
Projects Approved for Land Use (Not Yet Under Construction)

Noll Terrace Pre-Plat	31 single-family lots	Noll Rd NE
Hawks Landing Short Plat	4 single family lots	Viking Avenue NW
Noll Mesford Pre-Plat	85 single family lots	Noll Rd NE
Liberty Landing Pre-Plat	8 single family lots	Hamilton Ct NE
Fernwood II	3,100 SF footprint	10th Avenue NE
Norland Trails Apartments	100 multi-family units	College Marketplace
Jacobellis Industrial	12,000 SF	College Marketplace
Taco Bell	2,000 SF	College Marketplace
Fairfield Hotel	101 guestrooms	College Marketplace
Fish Park Boardwalk	2,932 linear feet of	Fish Park
Liberty Bay Bank	9,472 SF	7th Ave NE

Projects Currently Under Land Use Review

Johnson Ridge PRD/Pre-Plat	61 single-family lots	Johnson Parkway
Calavista PRD/Pre-Plat	43 single-family lots	Caldart Ave NE
Spencer PRD/Pre-Plat	81 single-family lots	Urdahl Rd
Mora Jean Short Plat	4 single-family lots	Morajeane Lane NW
Vanaheimr Mixed Use	25 multi-family units, 2,000 SF commercial	Hostmark/Front St
Oslo Bay Apartments	468 multi-family residential units	SR-305/Bond
Torval Townhomes	27 multi-family residential units	Torval Canyon Rd and 1st Ave NE
Poulsbo Place Division 8	29 multi-family residential units	Jensen Way NE
Rotary Morrow Community Park	1-acre park	Noll Rd NE

In addition, staff continues to review smaller projects under design review, home occupation, accessory dwelling unit, mobile vendors, tenant improvement, single-family additions, tree cutting and clearing, and signage.



Pre-Application/Not Submitted

Old City Hall	42 multi-family residential units/first floor commercial flexible use	Jensen Way NE
Tire Sales and Auto Repair	8,200 SF	7th Ave NE
Olhava Tract 6 Apartments	90 multi-family residential units	College Marketplace
Swenson PRD/Pre-Plat	85 single family lots	Rhododendron Ln NW
Haugen Ross Short Plat/ACUP	4 single family lots	NE Haugen St
Jensen Mixed Use	8 multi-family residential units/first floor commercial flexible use	Jensen Way NE
AKTIV Building	16 multi-family residential units/4 short term rental units	SR-305

Long Range Planning Projects

Housekeeping Amendments to Development Regulations	City Council Review - July/August 2020
2020 Comprehensive Plan Amendments	City Council Review - July/August 2020
PERC	Weekly meetings with project manager, begin community outreach task Summer 2020
Shoreline Master Plan Update	Draft complete and in internal review. Anticipate public release Summer 2020
Housing Action Plan	Beckwith and Associates completing plan; beginning to receive data
Best Available Science Update	Grette Associates completing BAS update; draft documents to review in approximately 6 weeks
Buildable Lands Reporting	Coordinating with Kitsap County on data collection and reporting; anticipate beginning meeting in July
Centers/CPP Update	Coordinating with Kitsap County and other cities on Centers update to CPP; July 9 th LUTAC meeting
Land Suitability Study	If funds allow or find other creative options
Commercial Land Market Study	If funds allow or find other creative options
Community Engagement for 2024 Comp Plan Update	If funds allow or find other creative options
Wayfinding Signage Concept Plan	WWU intern may be interested in this project

