



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

Subject	Meeting Agenda	Date	July 22, 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: 148 840 6409**

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	Questions & Concerns of the Committee	DM requested review of CARES funding (50k to be portioned) for business grants, stating City Council had wanted the means of selection and amounts to be established by a committee, and as he recalled selection criteria was to be public-facing businesses only and possibly limited to those forced to shut down in Phases 1 or 2. One suggestion was 10 grants for 5k each, another possibility is 50 grants at 1k each. BE stated the (unanimous) guiding policies were accepted by City Council on July 1, regarding how the monies were to be distributed. Mayor suggests drafting and posting the application to gauge interest and then having a committee review. Deciding committee will be determined at 8/5/20 City Council Meeting – whether a council committee or a citizen committee.
	Agenda and Extended Agenda Review	Quorum prevents changes to the agenda - no items added.
	Approval of Meeting Minutes 6/24/2020	Approved DM/BL.
	Next Meeting: August 26, 2020	*Special meeting requested
	Attendance:	Becky Erickson, Mayor, City of Poulsbo Ed Stern, Councilmember Andrew Phillips, Councilmember Gary McVey, Councilmember Karla Boughton, PED Director, COP Nikole Coleman, Associate Planner, COP Marla Powers, Associate Planner, COP Michael Bateman, Engineer, COP Irene Moyer, Chamber of Commerce Kathi Foresee, Chamber of Commerce Kathy Cocus, KEDA Mark Singer, Port of Poulsbo Commissioner John Piccone, Port of Poulsbo Carol Tripp, Port of Poulsbo Jean Charters, Poulsbo Citizen

Economic Development Committee Agenda – July 22, 2020 (Continued)

Agenda		
No.	Topic	Action/Recommendation/Discussion
	Attendance (Cont'd):	Joan Hett, Poulsbo Citizen Thomas V. Jones, TV Jones
2.	Agenda Items	
	<p>b. Request from Thomas Jones (TV Jones) to review building height requirements on 3rd Avenue</p> <p>c. Port of Poulsbo letter to City Council received June 24, 2020</p>	<p>KB reviewed the history of 3rd Avenue’s building height requirements, dating back to 2018 commercial zoning code amendments. Staff and urban design consultant recommended updates; there was significant public participation.</p> <p>Initial draft eliminated 10’ underbuilding parking and identified 35’ max bldg height for in C-1 commercial zoning district & added upper level setback requirement for walls >30’ tall. (Comp Plan Policy CC-5.7) Planning Commission held 5 workshops and a public hearing to reach recommendations including maintaining 35’ as max bldg height for C-1 commercial zoning district and stepping back buildings with an avg height of >30’ in the Shopfront Overlay. City Council held 3 workshops, EDC held 2 special meetings, and City Council held a public hearing and continued deliberations into second night. CC’s final decision *regarding 3rd Avenue* was a 25’ building height limit.</p> <p>Tom Jones, owner of old Fishline building (18916 3rd Ave), is requesting to expand to 35’ and add 2 stories to his building. Mr. Jones can apply for a variance instead of a zoning code amendment as the topography may be considered a special circumstance.</p> <p>BE proposed that staff meet with Mr. Jones to discuss feasibility further and bring back to present at CC for week 2 in August. Mr. Jones coordinated further discussion with a neighbor, Joan Hett, and offered to talk to other neighbors as well. Jean Charters, another neighbor of Mr. Jones thanked the group for the meeting.</p> <p><u>Three</u> topics of letter: Port of Poulsbo requested: <u>1</u>-Amendment to Port Lease Agreement Port requested expansion of Port Management Area (PMA) through WA state & requests to address parking requirements through lease agreement vice through a Shoreline Conditional Use Permit (SCUP). Will CC support amendments to lease agreement? Lease only applies to tidelands and 10’ of uplands. KB recommends City Attorney involvement in potential review of lease. Parking demand/compatibility analyses are required by PMC 16.08.270(B)(1)(b) & (c). Parking demand study is necessary specifically due to the proposed expansion.</p>

Economic Development Committee Agenda – July 22, 2020 (Continued)

Agenda		
No.	Topic	Action/Recommendation/Discussion
2.	Agenda Items (Cont'd) c. Port of Poulsbo letter to City Council received June 24, 2020 (continued)	<p>Transient vessel parking is a requirement set forth by many jurisdictions (trip generation may occur – parking study can determine numbers). KB advised that ultimately a SMP amendment would be the proper channel by which to address changes to parking requirements.</p> <p>2-City Council input regarding (Port's) potential lead SEPA agency status for projects in the Port The Port can act as the lead SEPA agency for Port projects; KB reviewed requirements for lead agency (such as proper noticing). City could no longer issue combined NOA & SEPA determination – Port would provide SEPA noticing. City's role would be limited to PMC and COP would not engage in state or federal agency review. City obligations exist regardless of status as Lead SEPA Agency (RCW 90.58, WAC 173-27, PMC 16-08).</p> <p>3-City Council input on parking requirements related to proposed new moorage. Poulsbo's PED Dept held a pre-application conference on 2/4/20 for removal and replacement of failing breakwater, expanding marina by 62 new slips, relocating seaplane floats, adding new self-contained restroom moored to breakwater, & adding new Floating Upweller System (FLUPSY). PreApp Conference expires 8/4/20.</p> <p>Committee requested a Special EDC meeting. BE stated that in the meantime the City Attorney may look at the lease and that she and staff will meet with the Port to discuss alternative pathways. KB advised that SEPA weigh-in by CC is unnecessary – Port of Poulsbo is within their authority to act as Lead SEPA Agency. BE asked that a meeting with Port of Poulsbo be arranged as well as a Special EDC Meeting. Meeting adjourned at 5:02 p.m.</p>
3.	Committee Reports	Not visited.
	Poulsbo Chamber of Commerce (TBD)	
	Port of Poulsbo (Musgrove)	
	Historic Downtown Poulsbo Assoc. (Lord)	
	Suquamish Tribe (TBD)	
	KEDA/PSRC/EDD (TBD)	

Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
	Viking Avenue Update	Mayor	
	Council Goals	CC	

Economic Development Committee Agenda – July 22, 2020 (Continued)

Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
	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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