

EXHIBIT J

**Planning and Economic Development Director Memorandum:
Parking Analysis for proposed Breakwater Replacement/Marina
Expansion**

(September 28, 2020)



PLANNING AND ECONOMIC DEVELOPMENT

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MEMO

To: Port of Poulsbo
From: Karla Boughton, Planning and Economic Development Director
Subject: Parking Analysis for proposed Breakwater Replacement/Marina Expansion
Date: September 28, 2020

The Port of Poulsbo recently submitted a Shoreline Conditional Use Permit for a breakwater replacement and marina expansion to the Poulsbo Planning and Economic Development (Planning Permit 08-04-20-01). The question of parking and what is the Port's obligation was raised. The City initiated a review of past permits and completed a parking analysis to help inform this question. This memo summarizes this analysis.

Is the Port obligated to provide parking from past marina expansion projects?

The City staff conducted a review of past Port of Poulsbo shoreline permits. Specifically, Planning Permit 7-23-83-1, Planning Permit 7-26-83-1, Planning Permit 8-01-88-1, and Planning Permit 6-12-15-1 were reviewed. The three permits from the 1980's consisted of marina expansion proposals and the 2015 permit was the expansion of the liveaboard slips.

The three 1980's permits were approved by the City for marina expansion and no additional parking stalls were required, even though parking demand was discussed in length in each of the permits. Permit 7-23-83-2 was approved without any requirement for additional parking. Permit 6-10-86-1 was approved and required the Port of Poulsbo to sign a non-opposition to a parking LID (Local Improvement District) in the downtown area. Permit 08-01-88-1 identified that additional parking stalls would be necessary to support the marina expansion, but the permit was approved requiring the Port of Poulsbo to sign a non-opposition to a parking LID in the downtown area.

Permit 06-12-15-1 is the permit that approved expanding the liveaboard slips from 12 to 25. The Hearing Examiner approved this with Port dedication of 25 parking stalls at the Jensen Way parking lot to support the 25 liveaboard slips.

Summary. While the City was concerned about the three marina expansions in the 1980's, the impact on downtown parking, and the increased demand the expansions would increase - the City did not require the Port provide any new parking stalls and required the Port to participate in any future LID efforts that addressed downtown parking. *There is no existing deficient of parking stalls owed by the Port of Poulsbo, as the City did not require parking be provided; the Port's obligation to any future LID efforts remains in place.*

The 2015 permit to expand the liveaboard slips were required to provide parking for all liveaboard slips, including the 12 pre-existing liveaboard slips. There are 25 parking stalls encumbered at the Port's Jensen Way parking lot designated for liveaboard parking.

Therefore, there is no requirement for past Port marina expansions parking demand to be accommodated as part of the current Port Breakwater Replacement and Marina Expansion SCUP. Parking demand will be

evaluated on the current permit as a stand-alone project and will be determined through the SCUP permit process and the requirements of PMC 16.08. The review authority of the SCUP is the Poulsbo Hearing Examiner.

What is the parking demand for the proposed 2020 marina expansion?

In the current SCUP proposal, the Port of Poulsbo proposes to expand the marina by 62 new slips; relocate the seaplane base from the end of F dock to end of the new dock, and locate a new FLUPSY operation within new slips included in the marina expansion.

The City's current Shoreline Master Program (PMC 16.08) or the City's Zoning Ordinance (PMC 18) does not have a specific parking requirement for marinas.

PMC 16.08.270 addresses marinas and PMC 16.08.270 (B)(1)(b) requires a compatibility analysis addressing the ability of upland facilities to support the project, including the necessary support facilities, such as access, vehicle traffic, vehicle and boat trailer parking, restrooms, and waste disposal.

PMC 16.08.270.(B)(1)(c) requires a demand analysis that demonstrates consistency with the comprehensive port improvement plan, and the need for the requested number of slips or moorages to serve the residents of the city and port district.

PMC 16.08.270.(A)(3) requires that adequate parking must be evaluated and provided to support the proposed marina expansion.

Therefore, PMC 16.08.270 establishes that parking will be required for marinas, including marina expansions. The parking demand is to be addressed in the compatibility analysis provided with the application package. The applicant shall identify the parking demand and the City will review it - including third-party peer review to ensure the parking demand is consistent with current best practices and methodology, and is sufficient for the proposed new slips.

The Poulsbo Engineering Staff evaluated parking demand methodologies to provide technical assistance for the Port's consideration. There are two common methods for evaluating parking demand for marinas: Institute of Traffic Engineers (ITE) parking generation manual or a specific parking rate for regular slips and guest moorage.

- ITE Parking Generation Manual (4th Edition) indicates Land Use 420 – Marina, generates demand for parking stalls at 0.27 stalls/berth on a weekday. It does not differentiate between types of slips/berths in the marina (i.e. permanent, transient, guest). The ITE Trip Generation Manual is consistent with this method, counting total number of berths at a rate of 2.41 ADT/berth on a weekday.
- A sample of other jurisdictions marina requirements or provisions:
 - City of Poulsbo: as determined through parking demand analysis
 - City of Bremerton: Marina and Facilities 1 space per 600 sq ft gfa
 - City of Port Orchard: No specific standard but requires parking and loading areas be provided.
 - City of Bainbridge Island: First 50 moorage slips: 1 vehicle space per 2 slips; Slips 51 to 100: 1 vehicle space per 3 slips; Slips over 100: 1 vehicle space per 4 slips
 - Kitsap County: 1 stall per 4 moorage slips
 - City of Port Townsend: 1 stall per 10 moorage slips
 - City of Gig Harbor:

- Moorage slips less than 45': 1 stall for every 2 moorage slips
 - Moorage slips 45' or longer: 1 stall for every moorage slip
- City of Des Moines: 1 stall per 2 moorage stalls
- City of Bellingham: Parking ratios for marinas shall be a minimum of 0.5 parking spaces for each new moorage slip unless a lower ratio can be demonstrated to supply anticipated demand.
- Town of Friday Harbor: 1 stall per 2 moorage slips

Summary: Parking to support the proposed marina expansion is required and compliance with PMC 16.08.270 will need to be demonstrated to the Poulsbo Hearing Examiner. The Poulsbo SMP or zoning ordinance does not include a specific standard for marinas or boating facilities. Therefore, the Port will need to provide a parking demand study.

Using the ITE Parking Generation Demand of .27 parking spaces per the proposed 62 new slips, results in a parking demand of 17 new parking spaces. The City will support this methodology. However, the Port can provide other parking demand methodology. Additionally, the parking demand study will also need to address loading/unloading, parking necessary for FLUPSY, and if the relocation of the seaplane base necessitates parking considerations.

In the City's review of parking demand methodologies, they generally did not make distinction between permanent, transient, and guest moorage. Not making this distinction allows flexibility in the future for how the Port may wish to use the moorage, (such as the ability to have transient slips during peak months and converting to long-term moorage during off-peak season), while ensuring that parking remains adequately provided.

What options can be considered to meet the parking demand of the proposed marina expansion?

It is my understanding that Port will prioritize the Jensen Way Port Parking Lot as the location providing parking to support the currently proposed marina expansion. The Jensen Way Port parking lot has a number of demands it is currently provides: 1) designated parking for the Port's liveaboard slips; 2) 8 electric recharging stations; 3) boat trailer and/or RV parking; 4) marina storage equipment; and finally 5) public paid parking for the remaining undesignated or encumbered parking spaces.

At a recent site visit, it appeared there were at least 17 parking spaces not encumbered by the designations above, (assuming the ITE parking generation of 17 parking spaces necessary to support the proposed marina expansion.) To meet the parking demand of the proposed marina expansion, these stalls (or whatever number was accepted if the ITE methodology is not proposed) would need to be designated for marina use only, similar to the liveaboard spaces, and would no longer be available for paid public parking. The Port may consider evaluating the other uses of this lot, as the number of spaces for paid public parking would be diminished considerably.

Summary: The parking necessary to support the proposed marina expansion is likely able to be accommodated at the Port's Jensen Way parking lot. The spaces necessary will be required to be designated for marina use or permit required, similar to the liveaboard parking stall designation.