



**Planning & Economic Development Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room**

Subject	Meeting Agenda	Date	September 23, 2020
Recorder	Jess Matrazzo	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: 148 449 4129**

Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	Questions & Concerns of the Committee	Next item.
	Agenda and Extended Agenda Review	DM requested a minutes review for agenda items that need to carry forward
	Approval of Meeting Minutes 8/26/2020	Approved DM/BL.
	Next Meeting: October 28, 2020	
	Attendance:	(In addition to those noted in header) Becky Erickson, Mayor Nikole Coleman, Senior Planner Irene Moyer, Chamber of Commerce Kathi Foresee, Chamber of Commerce
2.	Agenda Items	
	a. Consideration of Appeals of Hearing Examiner Decision to City Council (KB)	Permitting procedures are set forth in PMC Title 19 in accordance with RCW 36.70B.070. Appeal process is set forth in PMC 19.70B. In our existing process, appeals for Types 1, 2 & 3 land use permits go to City Council prior to going to Superior Court. The recent Vanaheimr SSDP and Site Plan Review appeal cost the City \$16,933.21 total to date. This was a discretionary appeal. We will continue to have costs and staff time (approx. 5-10 hours weekly for PED Director) on the Vanaheimr appeal, as it has now gone to the Shoreline Hearings Board (SHB). Are you interested in amending our Title 19? CL and BL favor docketing as an amendment for public process. DM asked why City Council was not a decision authority; KB said that was done through City Council in 2006. Exceptions are Comp Plan Amendments, development regulations (legislative actions), and master plan amendments. Subdivisions, conditional use permits, and shorelines go to the hearing examiner. CL appreciates that hearing examiners are thoroughly vetted. KB informed that hearing examiner's services are paid for by the applicant. Regarding the Vanaheimr appeal, KB informed that the applicant paid for initial

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2.	<p>Agenda Items</p> <p>a. Consideration of Appeals of Hearing Examiner Decision to City Council (KB) (cont'd)</p> <p>b. Business Recover Plans/Efforts (Mayor)</p>	<p>hearing examiner costs, reconsideration costs (greater than initial), attorney costs for City Council Hearing and further attorney costs for SHB. CL mentioned that in a closed record appeal, taking it to City Council puts councilmembers in the position of validating the hearing examiner's findings. DM recalls from the 2016 City Council discussion that because they are the policymaking body, they wish to have the opportunity to see that the intent of their policies are being interpreted correctly and that changes are made as needed according to information presented through the appeals process. He said this injects policymakers into whether policy is being adhered to as expected (a checkpoint). DM would like the new council members to review the 2016 discussion. CL stated that the review of this process is facilitated by docketing it as an amendment next year and confirmed that DM would like to move forward with docketing the discussion on whether or not City Council will continue to be a part of the appeals process. CL asks that EDC review with history prior to presenting to City Council.</p> <p>KB began presentation. Covid-19 Response: in early April, Mayor Erickson sent out a Business Recovery Plan, presented to EDC, City Council, HDPa and Chamber of Commerce and worked with the Chamber to form a Community Task Force. During this time, PED Dept has maintained full functionality. Kitsap Economic Development Alliance (KEDA) has selected new Executive Director Joe Morrison. KEDA is a resource for Kitsap businesses and citizens – Joe's top priority from their press release is to support businesses and citizens – next meeting we will include a discussion with KEDA on the agenda. In a prior discussion with KB, Kathy Cocus mentioned changes in economic development and suggested that we 1-ensure our webpages have active links to state and federal resources, 2- in the near future survey local business owners to identify their challenges and needs that the City can help with, 3- support by offering tech assistance resources/ current broadband, 4- partner with Startup Kitsap for work from home resources, and 5- use City Council's platform to support the community. Continued Covid-19 response includes strategic response, continued Task Force meetings, partnering with KEDA, exploring resources (MRSC, AWC, Kitsap County, WEDA, Small Business Association), and initiating survey of business owners. DM said he would like a special meeting to hear from Joe Morrison and mentioned that HDPa is running a survey of downtown businesses & working to provide solutions (may request CARES funding) – those</p>

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	<p>b. Business Recover Plans/Efforts (Mayor) (cont'd)</p>	<p>businesses without a business association need the same type of support. BE: Initial Covid response indicated need for surveying businesses and generated many ideas. Fjord improvements were Covid-related because sidewalks were not keeping pedestrians safe as they were leaving them to maintain social distancing. The idea of fee'd downtown parking to generate revenue for downtown business owners was rejected – using parking areas to support "Summer Fair" outdoor restaurant seating was initially rejected but later accepted and has done well. City of Poulsbo has had great success with social services to our community – meals, shelter space through Gateway, 40 volunteers did delivery services and we have provided 77 sets of PPE for businesses. Business grant applications have been delayed to the end. KEDA was hired by City of Port Orchard and City of Bremerton to assist with grant funding application management. Those (KEDA) applications were restrictive and have not led to grant funding disbursements; BE pushed to be flexible-use funding and have later availability for winter. City of Poulsbo has 22 business applications requesting a sum of 301k. Committees will decide how money is split up. Applicants should all get CARES funding – BE will request full funding through City Council. The City has 505k CARES funding to use by end of November; the rough funding used thus far: 58k Fjord, 35k PPE, 25k Summer Fair. In the first week of October, BE will present specific CARES funding numbers to City Council. Other ideas for funding use are childcare scholarships to Martha and Mary and in talking with NKSD, working with KPUD for hotspots for stable internet sites – a definite need for school-age population. Drive up flu shots will be available (free of cost) on October 16th. Marketing campaign is also using CARES funding for ads with slogans such as – "Poulsbo Safe" and "Get your shot now." Staff's most important role right now is to continue expediting permitting process to get new housing up. Construction generates economic growth for the City (government and citizens). DM again requested a special meeting with Joe Morrison as opposed to including him in an EDC Meeting; CL agreed if we can find a date.</p>
	<p>c. Maritime Washington National Heritage Area (NC)</p>	<p>This program doesn't have any implications for Poulsbo unless we choose for it to. The timeline of events from start goes: 2006 Grassroots efforts began, 2010 Feasibility Study (WA Dept of Archeology and Preservation), 2019 NHA Designation passed by Congress, 2021- ? MW-NHA Management Plan</p>

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	c. Maritime Washington National Heritage Area (NC) (cont'd)	Development, which will likely include an education plan, rehab of historic sites or vessels, tourism enhancement and local museum improvement strategies, etc. Implementation authority and enactment are willing local officials and organizations. Alex Gradwohl, PM of WA Trust for Historic Preservation responded to email from NC, welcoming Poulsbo to participate and stating that NHA will have no authority over City's implementation, but will act in partnership. Public engagement is upcoming in 2021 and NHA would be pleased to speak at a public meeting or gathering. CL asked that we watch for any caveats, and DM agreed. CL requested to bring up at a future meeting (doesn't have to stay on future agenda list).
	d. Department Activity Update (KB)	Housing Action Plan survey is live! Please take the survey and get the word out! Deadline is October 16 th . Meeting adjourned 4:45p.m.
3.	Committee Reports	
	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	
	Tools and Funding Opportunities on Economic Development	Committee	
	Long-Term Strategic Covid-19 Recovery Efforts	Committee/Staff	
	Downtown Parking	Committee/Staff	
	Land Use Development Projects Update	Staff	

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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