

POULSBO CITY COUNCIL MEETING OF NOVEMBER 10, 2021

MINUTES

PRESENT: Mayor Erickson; Councilmembers Livdahl, Lord, McGinty, McVey, Musgrove, Phillips, Stern

Staff: Finance Director Booher, City Clerk Fernandez, Police Chief Harding, Director of Engineering Lenius, Senior Planner Coleman, Civil Engineer Raney, Engineer I Burgess

MAJOR BUSINESS ITEMS

- * * * Minutes of October 20, 2021, Council Meeting
- * * * Kitsap County Juvenile Detention Facility ILA Extension
- * * * PSE Night Work Request
- * * * City Hall Green Roof Feasibility Consultant Contract
- * * * Poulsbo Complete Streets Consultant Selection
- * * * Housing Action Plan Workshop
- * * * Executive Session for Personnel Matters and Real Estate Matters

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the virtual meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. AGENDA APPROVAL

Mayor Erickson noted there would be the addition of executive sessions at the end of the meeting: 15 minutes to discuss personnel matters and 30 minutes to discuss real estate matters. No action will be taken after the executive sessions.

Motion: Move to approve the agenda as modified.

Action: Approve, **Moved by** Lord, **Seconded by** Musgrove.

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl wished everyone a happy Veterans Day for tomorrow's holiday and thanked veterans for their service and sacrifice.

Councilmember Lord added today is the 246th birthday of the United States Marines.

Councilmember McGinty thanked our veterans for the sacrifices they have made for us.

Councilmember McVey said this weekend at the Admiral Theater there are eight different performing arts groups to put on a Kitsap Performance. It is a nationwide and worldwide fundraising event to let people know theaters are back in operation with COVID protocols.

Councilmember Musgrove said he is glad everyone was safe from the tornado warning. He is also looking forward to the "All-Together Concert." He thanked all veterans and marines for their service.

Councilmember Phillips said at 1:00 p.m. on Saturday the North Kitsap Vikings Football team will play their first round play off game. He thanked the veterans and marines as well.

Councilmember Stern recounted his experience during the tornado alert.

Mayor Erickson announced there is a free drive-up flu clinic November 18 3pm-7pm. She thanked Rite Aid pharmacy for putting this together. It is in the City Hall parking garage.

Mayor Erickson thanked our veterans for their service and remembered her father who was a World War 2 veteran.

- a. Department Head Reports – None.

5. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a and b.

The items listed are:

- a. October 20, 2021, Council Meeting Minutes Approval
- b. Kitsap County Juvenile Detention Facility ILA Extension

Action: Approve, **Moved by** McGinty, **Seconded by** Musgrove.
Motion carried unanimously.

6. BUSINESS AGENDA

a. PSE Night Work Request

Engineer I Burgess presented the agenda summary, noting PSE is requesting allowance for Night Work to relocate power poles, supporting the active downtown construction project known as "The Sophie". Night work will minimize power disruption and traffic delay in the downtown core. PMC 15.32.010 allows for night work if approval is granted by City Council.

Councilmember Lord said the HDPAs inquired on the timing, because on November 21 they plan to erect some holiday lights. Engineer I Burgess said there would be some poles they should leave alone, or they would have to remove the lights. He said the HDPAs can contact him and he can show them which poles should not have lights installed on them.

Motion: Move to approve the PSE night work request for work associated with Public Property Construction Permit E-05-21-21-01, to relocate utility poles, supporting the developer project known as "The Sophie".

Action: Approve, **Moved by** McVey, **Seconded by** Lord.
Motion carried unanimously.

b. City Hall Green Roof Feasibility Consultant Contract

Civil Engineer Raney presented a proposal for a feasibility study for the City Hall Second Floor Green Roof to add maintenance access and the possibility of a public patio. Staff would like to contract with Helix Design Group to evaluate the feasibility of creating maintenance access to the green roof and possible conversion to a deck/patio in the amount of \$15,520. A budget amendment would follow.

Councilmember Sterned asked what the driver is for this versus the status quo. Civil Engineer said in discussion with the Mayor, they wanted to look at the options of providing access for maintenance by Public Works and also look at it as an amenity for the public and/or employees as an open space.

Mayor Erickson said she always wanted it to be a public space. When the building was being built, she was told by an employee we needed the green roof, which we actually don't need to have for our stormwater facilities. It is also dangerous for the Public Works employees to get up there by ladder and maintain the roof. There are blackberries up there, and it is a mess and not maintained. She would like it to be a

public space for everyone to enjoy. We have been in the building for 10 years, and it is not going to get any better.

Councilmember Livdahl asked what kind of maintenance schedule it is on, and if there isn't one, what kind of schedule would the Mayor ideally want to have. Mayor Erickson said it would require having someone go up there more than several times a year. It is not being maintained right now; it is difficult to get up there.

Councilmember Lord said the safety issue for maintenance is a concern for her. Alternatively, looking at it as a phased approach, if we got options developed by the architect to get estimates, she has two questions: 1) would we entertain any access to the public and 2) could the weight load could be managed (are they load bearing walls). Civil Engineer Raney said that would be part of the assessment they would do. Mayor Erickson would like to have outside access for the public.

Councilmember Musgrove said they discussed this at Public Works Committee, and they felt it was worth investigating the possibilities for utilization of the space. There are stepped options. Minimally there would be doors for city workers. There is also the potential of this being accessed by volunteers and turned into something attractive if it was not a public space. As far as making it a public space as a patio, it is worth taking a look at it.

Councilmember McVey said he is sympathetic to the access issue. He questioned if we had a bucket truck versus using a ladder. He is concerned about the cost of converting it for a public access space and potential liability. He would like to look at this from a risk management perspective. He likes the idea of having a garden club taking over the space. He is concerned about removing a green roof when we are facing climate change.

Mayor Erickson said she agrees, but one of the first steps is to see what can be done, and she wants to make it safer for staff at a bare minimum. She wants to maintain this building well. This needs to be fixed, but right now we don't know what it will cost.

Councilmember Stern asked about the reserves for the maintenance of the building. Mayor Erickson said they allot \$25K a year for maintenance of the building (for example painting the interior and replacing the locks). She also noted the roof above the Council Chambers is also equally as bad with its green roof and we don't have access to them (no railings and doesn't meet OSHA standards). We don't have the beginnings of a cost. The first step is to have a licensed person take a look at it. She said the Council Chambers will have to be looked at next.

Councilmember Livdahl asked about the approximate square footage of the roof we are looking at. Civil Engineer does not have the number. She suggested setting an

example for urban gardening in response to using volunteers and addressing climate change.

Councilmember McVey is willing to support the step of hiring the consultant, if we could also consider a few other options, like urban gardening or cleaning it up and leaving it as a green roof to have a more wholistic conversation about it. Mayor Erickson agreed with that approach.

Councilmember Livdahl asked about doing the other roof now. Civil Engineer Raney said it would depend if we want to look at it from an access viewpoint or conversion. There would be additional cost to add more scope. He said it would be difficult to share an access point.

Councilmember Musgrove said if there could be the option of volunteers caring for the roof, that in the analysis they would need to see minimal safety requirements for that access (roofing harnesses or cabling for railing) for people when working on the roof.

Councilmember McVey suggested tabling this and see if Engineering staff could include another estimate for access to the other roof space and bring back to the Council at a later date.

Councilmember McGinty said is worth it if we get a group price, but both roofs may have different issues. Councilmember Musgrove said the Council could also approve this one and do an amendment for another option.

The Council concurred with taking it back, to include both roofs, and bring it back at a future council meeting.

Councilmember McVey would also appreciate more info about people not building green roofs anymore.

c. Pousbo Complete Streets Consultant Contract

Civil Engineer Raney presented the results of the selection process for proposals to develop a Complete Streets Plan. Staff recommends the selection of Parametrix as the consultant in order to finalize the scope of the project and budget contract negotiations.

Councilmember Musgrove asked for the time frame with this plan. Civil Engineer Raney said it will be done over a year. It will feed into the Transportation Comp Plan update due in 2023.

Councilmember McVey asked when the last time we did a complete street plan and how long they last. Civil Engineer Raney said we adopted our Complete Streets Ordinance in 2016 or 2017, but we have not performed a Complete Streets Plan. There is not a requirement for a certain frequency update. Director of Engineering Lenius said the value is looking at the mobility of all users and how we transport all those facilities in the network we have. It is important to have this plan when we go to apply for grants.

Councilmember McGinty asked how it would be integrated in new areas that we would need to annex. Director of Engineering Lenius said they tend to look at the bigger picture and UGA during that process.

Councilmember Lord said this was thoroughly vetted through with the consultant selection process. She is happy with the candidate that was selected and recommended.

Councilmember McVey asked about parking demand and facilities, and if it would look at this downtown. Civil Engineer Raney said they will look at the facilities we have and some of the demand that is being put on that. It will come out with recommendations and identify improvements.

Motion: Move to approve Parametrix as the selected consultant for the Complete Streets Plan and approval for Engineering to finalize the scope and budget contract negotiations.

Action: Approve, **Moved by** McVey, **Seconded by** McGinty.

Motion carried unanimously.

d. Housing Action Plan Workshop

Senior Planner Coleman presented the Housing Action Plan (HAP). The funds were authorized as part of HB1923 to increase residential building capacity in WA communities. The HAP identifies strategies Poulsbo may implement to support housing opportunities for residents at all income levels. Providing a sufficient supply of both market-rate and income-qualified affordable housing also supports stability, vibrant neighborhoods, and economic vitality. While there is a strong need for housing solutions to address the needs of households struggling with homelessness – such as transitional housing and shelters – this plan primarily focuses on building or preserving permanent housing solutions. The timing for this HAP is ideal. Poulsbo will be updating its Growth Management Act Comprehensive Plan by June 2024. The update requires the city to make a variety of housing types available for all economic segments of the community. In addition, the Comprehensive Plan outlines how population growth will be accommodated out to 2044. This early action to focus on

the housing needs and develop strategies to address these issues is foundation to identifying the land use strategy for the 2024 update.

Presentation highlights included the timeline, the City's role in housing, Housing Needs Assessment Summary of Findings, HAP Objectives and Strategies, and next steps.

Councilmember Stern asked about mobile homes (they protect and house those on the lower end of middle income), and if this plan will help protect the existing housing stock. Senior Planner Coleman said this plan is for all levels of income. The action items do start to try to address maintaining existing housing. When it comes to mobile homes, there are state laws and how they can be transitioned into other types of housing. It is a tricky situation that she does not have an answer to right now. Councilmember Stern said we need to be brainstorming now on how to preserve them.

Councilmember Musgrove asked about Exhibit 5 and clarified that the graphs show we are ahead of the curve for the current rate of construction to meet our target. Therefore, it is not that we are not building enough, but that we may be building the wrong types. Senior Planner Coleman agreed; we are building apartments and single family, and we are missing that middle.

Councilmember Musgrove said our best option moving forward along this path is in our UGAs. He asked if there are options to modify the zoning in the UGA, much like the County is putting apartments in Silverdale. Do we have options to manipulate the UGA. Senior Planner Coleman said we always have options to up-zone areas, but we need to consider is the UGA is automatically zoned Residential Low when it comes into the city. If we were to rezone it to Residential High, it would be directly adjacent to Residential Low in the County. It might not be a compatible use side-by-side. Maybe we look at places along SR-305 that have transit and is more urban and consider up-zoning those areas. Councilmember Musgrove said the UGA would be a good area for the "missing middle." Senior Planner Coleman agreed townhomes would be a good fit.

Councilmember McVey said he likes the idea of the missing middle housing design tool kit. He concurs with Councilmember Stern's comments about manufactured homes being at risk and that we need more of them (they are a great answer to our demand of affordable housing). He said when it comes time to making decisions and putting the plans into action, they are going to need to have some courage. He

recalled a few projects that did not happen due to unpopular public opinion. The not-in-my-backyard syndrome is not unusual, but even more prevalent in a small community like ours with a lot of long term residents. But we will need to show some courage when the time comes to put some of these things into action.

Councilmember Lord said we have a corridor on 305 that will not mess up any views on the bay for higher structures and multi-use buildings. We have to build in incentives for developers to get creative. She is happy with all of the creativity that went into this plan. In Section 7, she would like to see some rewording to promote the research that can be done of existing examples of mobile home parks that can have a method to actual ownership of their own mobile home in a community fashion where everyone belongs together (like an HOA). It is a way to protect these parks that sit on valuable land. The protection for the people that live there is important. She would like a bullet added for taking advantage of existing proven programs.

Councilmember Livdahl said the only way to guarantee to maintain affordable housing stock in perpetuity is to do it ourselves. She keeps mentioning the Housing Authority. She knows Poulsbo small, but they like to take risks and set examples and try to lead that way. If they took that on in some capacity on their own, does that open them up for more grant opportunities. Senior Planner Coleman said it might, and it would be valid to add an action item of exploring what a Poulsbo Housing Authority might look like.

Councilmember Musgrove said the most important thing right now is having a plan. They need it because they cannot continue putting out fires as they come up. They can come at something effectively and efficiently. Having a plan requires less courage by putting them where they are most appropriate and where they fit. He looks forward to having a quick touch point on the December 1 meeting to make sure these added pieces are included.

Councilmember McGinty said they did the Comprehensive Plan and said if they start tweaking these things, they need to look at it wholistically. They need to look at their current densities and if they want to change it and if they have the road structure for it. He wants to make sure they use the plans they have created, and not put them on the shelf and do something else. Senior Planner Coleman said for the grant they applied for what they consider projects they can do before they do the wholistic look at the 2024 Comp Plan Update. But in 2022/23, they want to see the little things they

can do to help. Councilmember McGinty asked if they look at it in a wholistic plan. He doesn't want to paint themselves in a corner. He has seen it in Shoreline and Silverdale. Things need to be laid out well and not become traffic jams all the time.

Councilmember McVey asked about properties converting into AirBnBs and VRBOs and wondered who much of an issue it is in Poulsbo and should the HAP address it if it is starting to impact housing. Senior Planner Coleman said it is a hot button right now. There are not a lot of vacation rentals in Poulsbo right now, it is a few here and there. It is a tricky conversation to have with the public. Some have AirBnBs so they can continue to live in their homes. It is valid if you wanted to have it in as an action item for future discussion. Councilmember Livdahl said there really are not very many in our City limits (about a dozen). We are in a unique position where we have an overall housing shortage, but also a lodging shortage. It helps fill this missing space you might call executive rentals. They are not just weekend rentals; there are people here for work for months. The City of Poulsbo has never received a complaint regarding these. Mayor Erickson said the real issue is we didn't build any housing for a long time due to the recession, houses were abandoned all over the City. We are making up for lost time. Councilmember Livdahl added that HOAs of new developments don't allow AirBnBs either, which will create a natural limiting factor.

Mayor Erickson said this will be brought back on the December 1 to review the amendments and adopt on December 8.

7. COUNCIL COMMITTEE REPORTS

Community Services Committee: Councilmember Lord reported she attended the HDPa meeting, and they are doing a lot of work to get ready for the holiday season. They need to get a heads up on when the light poles are moved at The Sophie. She shared the plans for each weekend during the holiday season downtown.

Public Works Committee: Councilmember Musgrove reported they looked at 9th Ave traffic data (general direction is to go towards edge striping to narrow the lanes and radar signs to controlling the traffic speeds); they received a Sewer update, including the Kitsap County capacity conversation coming up – we are going to have to buy more capacity; update on the Lincoln Triangle Property (digging deeper into the history of that property).

8. BOARD/COMMISSION REPORTS

Councilmember Stern reported LTAC met yesterday, and they will be recommending a program that includes moving \$60K from ARPA and fully funding an event coordinator. He reviewed the other recommended awards. The details will be in the budget.

Councilmember Musgrove said the Business Recovery Task Force meets the fourth Monday of each month at 4:00 p.m.

9. CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord thanked staff for all of their hard work on these reports they are working on.

11. EXECUTIVE SESSION

Motion: Move to adjourn into executive session for 45 minutes and the Council will fully adjourn at the end of the executive session

Action: Approve, **Moved by** Stern, **Seconded by** Lord.

Motion carried unanimously.

At 9:10 p.m., Mayor Erickson adjourned the meeting into a 15-minute executive session to discuss personnel matters per RCW 42.30.110(1)(g). No action taken. At 9:25 p.m., Mayor Erickson adjourned the meeting into a 30-minute executive session to discuss real estate matters per RCW 42.30.110 (1)(b) and (c). No action was taken.


12. ADJOURNMENT

The meeting adjourned at 9:55 p.m.

DocuSigned by:

77AA4B38C18A4DA...
Rebecca Erickson, Mayor

ATTEST:

DocuSigned by:

B21DA14DCC754A8...
Rhiannon Fernandez, CMC, City Clerk