

## POULSBO CITY COUNCIL MEETING OF FEBRUARY 9, 2022

### MINUTES

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

Staff: City Clerk Fernandez, Finance Director Booher, Parks & Recreation Director Schoonmaker, Planning & Economic Development Director Wright, Transportation Engineer Bateman

**ABSENT:** Councilmember McGinty

### MAJOR BUSINESS ITEMS

- \* \* \* State of the City
- \* \* \* Minutes of January 5, 2022, Council Meeting
- \* \* \* Budget Amendment BA#22-0102 for PERC Casual Labor
- \* \* \* Ordinance No. 2022-01, City's Assumption of TBD
- \* \* \* 2021 Transaction Report of the Planning Commission
- \* \* \* Poulsbo Rotary Club Donation for the Play for All Project at Raab Park
- \* \* \* Phase 1 of Rotary Morrow Community Park Project

#### 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 said business agenda item 6e will be pulled and needs to be on a separate workshop at a future date.

**Motion:** Move to approve the agenda with the modification of pulling item 6e presented.

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

Motion carried unanimously.

#### 3. COMMENTS FROM CITIZENS

Paul Vaughan spoke in support of the Poulsbo Rotary Club's donation for the Play for All Playground.

Beth Javens, Visit Kitsap Director, announced the Maritime Washington National Heritage Area Draft Plan is available for public comment at [preservewa.org/ahoy](http://preservewa.org/ahoy).

City Clerk Fernandez read the following written comment into the record:

- Brenda Yates, owner of Tizley's EuroPub Poulsbo, requested planned power outages due to downtown construction work be planned to occur outside of business hours to avoid negative effects including loss of sales and loss of perishable products, and that sufficient notification (7-10 days requested) of planned power outages be provided to all downtown businesses.

#### **4. MAYOR'S REPORT AND COUNCIL COMMENTS**

In response to Brenda Yate's comments, Councilmember Livdahl said the Public Works Committee is very cognizant of the impacts the development has on downtown businesses.

Councilmember Lord said she is excited to get into the draft Maritime Heritage designation. She also noted Brenda Yate's comments, and said the committee is aware of the fact this will have to have some power shut offs. The City is very supportive of the downtown businesses and the impacts that might happen from development that is occurring. They cannot control what PSE will do in regard to compensation, but they are supportive of their dilemma and do what they can do to mitigate it.

Councilmember Musgrove mentioned the passing of Joe Mandio who was the great-grandson of Jorgen Eliason. He was a fixture downtown, loved by many, and they will certainly miss him.

Councilmember Stern said regarding urban pathways he has noticed the large increase in use and asked that people keep their pets on leashes and pick up after them, even on the trails in the woods. He believes all urban pathways should be signed at the entrances and exits that dogs are required to be on leashes, and also have the poop-bag boxes available. This could be an item to add to a future budget consideration if it requires such.

#### **Department Head Reports**

Transportation Engineer Bateman gave an update on what is happening with the Sophie construction site, the unavoidable construction impacts, and what can be expected. There will be some utility work in Jensen, they have an approved traffic control plan which will have some loss of parking to allow both lanes to keep moving. There are four power poles that will be removed or replaced by PSE, and is required to be done at night. PSE is required to do outreach and public meetings and will provide the required noticing to impacted businesses. The work will occur between February 14 to March 14. Three poles will be out for 3-4 hours, another pole will be 8 hours. It will be four individual outages. He has requested a detailed schedule for the outages. It will be out at 11pm, and back on at 7am. Marianne from the HDPa has been looped into the conversations.

Councilmember McVey asked if we know how wide of an area will be affected. Transportation Engineer has a spreadsheet with those who are affected. It will go all the way down to Anderson Parkway. He is discussing with Public Works Superintendent Lund what kind of signage they want to put up about that outage. He can forward the list of properties to the entire Council of who will be impacted.

Councilmember Musgrove asked if the list of addresses could be transferred to a map outline. This is extremely impactful; the lead time needs to be longer for businesses to avoid food spoilages and arrange for generators.

Councilmember Lord said the HDPa has a loose organization, but they are individual businesses, and may not have noticed an email that might have gone out. Frequent and thorough messaging is needed to get the information out.

Planning & Economic Development Director Wright reported the Planning Commission had a meeting last night and had their first discussion about the multi-family tax exemption. They are also looking at the rules of procedure. Ray Stevens will continue to be the chair and Mark Kipps is the vice-chair. They are looking forward to the joint meeting for the 2024 Comp Plan Kick-Off on February 23.

Mayor Erickson reported she had an interesting meeting with the Kitsap Sun, the Jewel Box Theater, and the Poulsbo Historical Society to plan a history walk in downtown Poulsbo. It will be at the end of June and will have actors along the walk telling the history of Poulsbo for a 2.2 mile circular walk.

Councilmember Stern reported he has been working on the "middle housing" legislation. It would be the state mandating minimum zoning in every City, and not leave it up to local control. He, the Mayor, and the City Lobbyist note that California has passed similar legislation. This bill would be tied to transportation networks in cities of 10,000 or more (Poulsbo) and gets even more intense for cities above 20,000 population. Cities generally support local authority, but since housing is such a pressing issue, the cities are divided. A lot of amendments have been offered to tweak it. He has also been involved in a lot of public works issues, including broadband. It has been a really busy couple of weeks. Police reform has also had a lot of testimony as well. He has also been pitching Morrow Manor Park and trying to get \$300k funding to move into Phase 2.

Mayor Erickson said she has been busy working on social service legislative activity (additional funding for the CARES team), the transportation package was released yesterday (\$72mm for Gorst, \$8.5MM for the Suquamish Way/305 interchange), but the housing issue has been a big deal with concern of a lack of infrastructure tied to the legislation.

Mayor Erickson had a meeting with Kathy Foresee and Viking Fest is on. They are working out a few kinks.

Councilmember Stern asked about the new Special Event Coordinator position. Mayor Erickson said the interview process has occurred and reference checks are currently happening.

Mayor Erickson congratulated the North Kitsap School District for both of their levies passing.

## **2022 State of the City**

Mayor Erickson gave the 2022 State of the City presentation. Presentation highlights included:

- Big issues
  - Robust growth in population
  - Change in our city: rapid growth and lack of affordability
  - The Pandemic- the vaccination challenge; the ever-changing guidance
  - How do we make Poulsbo more welcoming?
  - We are very BUSY!
- Police: State Legislation changed policing dramatically
  - Improved supervision with two Lieutenants
  - Navigator will be full time for Poulsbo
  - 1310- reasonable suspicion verses probable cause
  - More cops for our future as we grow: how will they be funded?
  - We hire Community Guardians who will reach out the Community!
- Housing Health and Human Services:
  - Poulsbo CARES- a joint program with Poulsbo Fire, 988
  - Massive, intensive response to the Pandemic; VOLUNTEERS
  - 1/10th of 1% for affordable housing passed by the council
  - We must build more affordable housing
- Parks and Recreation: home at last?
  - The PERC: what does it mean for Poulsbo?
  - The desire for more: Morrow Community Park, Play for All
  - Land donations: the O'Neil and Edwards Properties
  - Funding: are people willing to pay more?
  - 133 acres, 5.59 miles of trails, 64 miles of sidewalks
- Planning and Economic Development: Construction, Construction, Construction.
  - Long range planning- will we be 24,808 by the year 2050?
  - Many, many house coming online- but can we afford them
  - Buildable lands - the analysis - commercial verse residential zoning- Too much? Not enough?

- Code changes: will we need to be more flexible: ADUs, tax credits for affordability legislative wrestling match
  - How do we retain trees?
  - 803 apartments, 412 single family houses, 2,794 people in 3-4 years.
  - Project status update – November/December 2021
- Engineering and Building, Public Works: the challenges of infrastructure and construction
  - Noll Road, Johnson Parkway- Art is hard. Will be inclusive and beautiful. Roundabout and road, \$18.5 million project now beginning
  - Sewer capacity- growth will see increased demand
  - Building permits and dramatic increase- more staffing
  - Dogfish Creek: urban flooding and environmentally sensitive grant
  - What to do with the ARPA funds?
  - Local Road resurfacing with Transportation Benefit District
  - Snow Heroes!...PW, keeping the wheels on the bus!
- Executive Branch: regional obligations
  - Department of Emergency Management- pandemic response
  - Kitsap County Health District Board- pandemic response
  - Kitsap 911 Executive Board- new radio system- and a new tax
  - Housing Kitsap Board Chair- financial catching up, change in executive director
  - Kitsap Transit Vice Chair- Sunday service returns
  - Kitsap Economic Development Alliance- new executive director
  - Puget Sound Regional Council- Vice President
  - Operations Committee Chair, Executive Committee

Councilmember McVey said it would be helpful to schedule a retreat to discuss strategic priorities. Mayor Erickson agreed. She hopes she can get something going around the end of March.

Councilmember Lord said they adopted Council goals (high level view) which are somewhat out of date and need to be refreshed and expanded upon. It would help to have a copy sent out to them when they get closer to having a retreat.

Councilmember Musgrove said our meetings with the Planning Commission are going to be important, as well as the population allocation. There is an 18% rate of increase for the rate of growth. The opportunity here is economic development. A healthy and happy community with everything it needs is fantastic economic development. They can come up with something pretty successful. He thinks they can get there.

Mayor Erickson would like the Council to think about what they are missing and what it means for Poulsbo. The things missed are opportunities lost.

## **5. CONSENT AGENDA**

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

The items listed are:

- a. January 5, 2022 Council Meeting Minutes
- b. Budget Amendment BA#22-0102 for PERC Casual Labor

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

## 6. BUSINESS AGENDA

### a. Ordinance No. 2022-01, City's Assumption of TBD

Finance Director Booher presented the agenda summary and proposed ordinance for the assumption of rights, powers, functions, and obligations of the Poulsbo Transportation District (TBD) allowed by Chapter 36.74 RCW.

Councilmember Musgrove said Section 36 of RCWs mentions the TBDS are for supplemental projects, and asked if what we are going to use the TBD for is in fact not existing planning, or is it supplemental for planning of existing projects. Finance Director Booher said this was written broadly by the city attorney to allow them to use it for a permanent funding for neighborhood streets, for which there isn't any established funding. There is no current project for the ongoing maintenance of neighborhood streets, so it would fall under that.

**Motion:** Move to approve Ordinance 2022-01, an ordinance of the City of Poulsbo, Washington, assuming the rights, powers, functions, and obligations of the Poulsbo Transportation Benefit District; providing for severability; establishing an effective date; and approving an ordinance summary for publication.

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

Councilmember Musgrove asked if this moves all the rights and authorities from the Commission to the Council. Will the Council always be the new commission or will it change back eventually. Finance Director Booher said it will continue to stay under the governing body of Poulsbo.

### b. 2021 Planning Commission Transaction and Expenditure Report

Planning and Economic Development Director Wright presented the agenda summary and report, noting Pursuant to PMC 2.40.030, the Planning Commission, in or before its first regular meeting in February of each year, shall make a full report in writing to the City Council of its transactions and expenditures, if any, for the preceding year, with such general recommendations as to matters covered by its prescribed duties and authority as may to it seem proper.

At a regularly scheduled Planning Commission meeting on January 25, 2022, the Planning Commission reviewed the following attached report which captures the recommendations the Planning Commission made on land use permits (3) and a code amendment.

In terms of expenditures, the Planning Commission did not have a budget in 2021 and no expenditures were tracked. However, starting in 2022, the Planning and Economic Development Department will track the cost to notice Planning Commission meetings in which a recommendation is made.

Councilmember Lord said she appreciated this report. This is the first time she has seen this type of report. People have no clue how much work the Planning Commission does for the City, and their work is significant.

**c. Poulsbo Rotary Club Donation for the Play for All Project at Raab Park**

Parks and Recreation Director Schoonmaker presented an agenda summary, and donation form, noting that as part of their on-going support and collaboration with the Play for All playground at Raab Park project, Poulsbo Rotary would like to donate \$30,000 for the purchase of a "we go round". This is a fully wheelchair accessible, inclusive merry-go-round that allows kids and families of all abilities to interact and play together. This equipment will be installed as part of the Play for All project.

Councilmember Lord said this donation is invaluable. She has a 9-year-old disabled grand-daughter who will benefit from this type of park. As a past Rotarian, she knows what great work Rotary does, and is proud of the Poulsbo Club for all they do. This Park is fulfilling a big need. She is very grateful.

Councilmember Musgrove said Rotary has been a fantastic partner to Poulsbo and thanked them. He also asked if \$30,000 will cover the cost of the item, and learned it should cover the entire cost of the item, it was an all-in donation. It is a big help to both the department and the community.

Councilmember Phillips said the Community Services Committee recommended approval.

**Motion:** Move to accept the \$30,000 donation from Poulsbo Rotary to purchase and install a fully-accessible merry-go-round as part of the Play for All project at Raab Park.

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

Motion carried unanimously.

**d. Rotary Morrow Community Park - Phase 1 Project Acceptance**

Parks and Recreation Director Schoonmaker presented an agenda summary, final payment form, and slides, noting that staff is requesting the Rotary Morrow Community Park-Phase 1 project be accepted as complete. Phase 1 consisted of clearing, grading, and installation of gravel trails throughout the park. The City has successfully complete this project. The final contract amount was \$135,166.54. The final paid contract total was \$130,988.91.

Councilmember Musgrove asked if Phase 2 will scope in budget. Parks & Recreation Director Schoonmaker said Phase 2 and 3 will seek funding through RCO grants.

**Motion:** Motion: Move to approve acceptance of the Rotary Morrow Community Park - Phase 1 as complete.

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

Motion carried unanimously.

~~**e. Council Rules of Procedure – Continued**~~

**7. COUNCIL COMMITTEE REPORTS**

Public Works Committee: Councilmember Musgrove reported they had questions about the status of the artwork and center island on the Noll Road project (things are moving forward), they had a couple guests who gave commentary, and met a new staff member, Sam Snook. They discussed the Noll Road Supplement Contract that is in budget for wall modifications, the review process of the center island, and the tunnel camera design that has been recommended for approval on the consent agenda. They had the Engineering workplan update. They will send it out to all Councilmembers. They had a discussion on pick-up parking downtown (10 minute pick up spots) to increase activity in the downtown. They discussed street lighting and options available in the code (they cannot place priority on certain neighborhoods, they would have to review all neighborhoods).

Community Services Committee: Councilmember Phillips reported they reviewed two special events (Poulsbo Beer Run, March 12; June Toons, June 10). They discussed the PERC casual labor for Karla to complete the PERC study. They received an update on the Dan Thompson Memorial Grant Fund application for benches and tables – we are a finalist. The letter went out to the Strickland property to begin negotiations. Liberty Christian Church

in the recreation building has been given notice for the P&R department to expand their space. The sailing program has been suspended, because the gear and dock need repairs.

## 8. BOARD/COMMISSION REPORTS

Councilmember Stern reported he is active with KEDA – bylaw reviews, budget reviews, mission statement, and future focus of the organization. The Executive Director Joe Morrison wrote a piece for the newspaper and Kitsap Business Journal referencing WWU and the Poulsbo Campus opportunities.

Mayor Erickson said the next SR-305 meeting is tomorrow. There is a large sum of money for Suquamish Way improvements from the State Transportation Package, so she looks forward to finding out what that means.

## 9. CONTINUED COMMENTS FROM CITIZENS

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

## 10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord said they have a full plate for the rest of the year. She is looking forward to making a lot of policy decisions. She appreciates everyone very much.

Councilmember Musgrove asked everyone to be kind, caring and considerate.

Councilmember Phillips commended Councilmember Stern for everything he does.

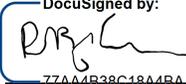
Councilmember Stern congratulated the school district for the passage for both of their ballot items.

## 11. ADJOURNMENT

**Motion:** Move to adjourn at 8:42 p.m.,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk