



City of Poulsbo
Planning & Economic Development Committee
QUORUM
City Hall – 200 NE Moe Street
2nd Floor Conference Room (Held Virtually)

Subject	Meeting Minutes	Date	10/27/2021
Recorder	Jess Rae, Planning Admin Assistant	Start Time	3:30 p.m.
Committee Chair	Britt Livdahl	End Time	5:00 p.m.
Committee Members	Connie Lord, David Musgrove		
Staff Present	Karla Boughton, PED Director; Nikole Coleman, Senior Planner		
Attendance	Becky Erickson – Mayor Ed Stern – City Councilmember Joe Morrison, KEDA Executive Director Kathi Foresee - Chamber of Commerce Executive Director Tom Rose –Port of Poulsbo Port Commissioner Holly Hill – WWU Director of Outreach and Continuing Education Tom Eckmann – OC Vice Chair, Board of Trustees		

Meeting Video: Video hyperlink (Vimeo) & Videos location: [Council Committees Video Hyperlink \(City webpage\)](#)

No	Topic	Action/Recommendation/Discussion
1.	Administrative: Questions & Concerns of the Committee Agenda and Extended Agenda Review Approval of Meeting Minutes 9/22/21 Next Meeting: 11/24/2021	<input checked="" type="checkbox"/> None. DM asked that Staff refer to the City resolution forming EDC and take steps necessary to change wording to "PEDC" throughout committee mentions in written resources. DM also asked that future agenda item "Council Goals" be changed to "Committee Review for targeting of Council Goals." <input checked="" type="checkbox"/> Agenda was rearranged to place OC/WWU discussion first, as item (a). <input checked="" type="checkbox"/> Minutes approved: DM/CL <input checked="" type="checkbox"/> Committee requested rescheduling of 11/24 and 12/22 meetings based on future agenda items, to be decided prior to noticing period as one meeting in December.
2.	Public Comment	None.
3.	Agenda Items a. OC/WWU Poulsbo Branch Campus Updates (Stern) b. Update on Housing Action Plan (HAP) (Boughton/Coleman) c. PED Department Updates (Boughton)	<input checked="" type="checkbox"/> Discussed. Councilmember Stern gave a history of educational resources development specific to Poulsbo. <input checked="" type="checkbox"/> Discussed – presentation given by NC. PowerPoint document attached to minutes. DM requested special meeting for review of HAP by EDC in preparation for CC workshop. CL requested hard copy of HAP document when complete. <input checked="" type="checkbox"/> Discussed – Long Range Planning Update slides (attached).

10/27/2021 Economic Development Committee Meeting DRAFT Minutes

[illegible]

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. To request an alternative format of the printed agenda, contact the City Clerk's office at 360.394.9880. Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk at 360.394.9880.



Poulsbo Housing Action Plan - Update

PED Committee

October 27, 2021



Housing Needs Assessment Findings:

- Since 2010, Poulsbo has grown at an average annual rate of 2.30%, which is well above the county average annual growth rate of 0.81%.
- Poulsbo's current housing stock lacks housing type variety.
- The median age is 42.5, which is above the County median age of 39.5 and well above the state median age of 37.9.
- Current housing stock is not aligned well with its population in terms of unit size.
- As of 2019, an estimated 64% of households owned their home, while 36% were renting. This represents a slight decline in the proportion of owner household units since 2010, when 68% of Poulsbo households were homeowners and 32% were renters.



39% of renters and 29% of homeowners are either cost burdened or severely cost-burdened.

Exhibit X: Cost-Burdened Households by Type and Income Level

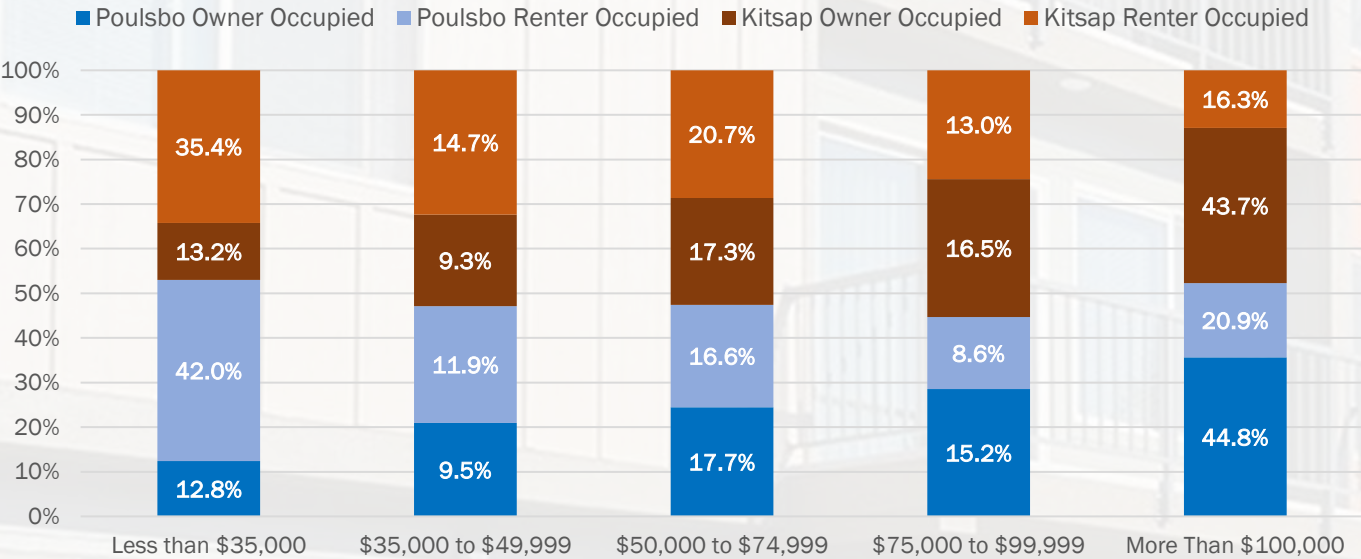
	Extremely Low Income ($\leq 30\%$ AMI)	Very Low Income (30-50% AMI)	Low Income (50-80% AMI)	Moderate Income (80-100% AMI)
Elderly Family	0	25	70	565
Small Family	170	120	130	1275
Large Family	10	25	75	130
Elderly Living Alone	190	300	120	320
Other	105	105	125	395
Total	475	575	520	2,685

Source: HUD CHAS (based on ACS 5-year Estimates, 2014-2018)



In 2019, the median household income (MHI) was \$89,333 for homeowners, \$47,321 for renters, and \$73,388 across all households. Poulsbo is below the median household income for Kitsap County (\$79,624) and Washington State (\$78,687).

Household Income Levels for Poulsbo and Kitsap County



- As of 2018, there were 6,880 jobs based in Poulsbo. The largest numbers of jobs in Poulsbo are available in the sectors of retail (1,392), health care and social assistance (1,340), and educational services (1,256).
- The average annual wages in the four largest employment sectors in Poulsbo, accounting for nearly 70% of the workforce, range between approximately \$19,000 and \$45,000.
- Based on 2018 numbers, Poulsbo has a jobs-housing ratio of about 1.5. This is just inside what's generally considered to be a "good" balance (0.75 - 1.5).
- However, of the 6,880 jobs located in Poulsbo, only 678 workers live in Poulsbo, or just 9.9%. Instead, nearly 90.1% of people working in Poulsbo commute in from home locations outside the city. And 82% of working residents of Poulsbo commute to jobs outside of the city.



From 2010 to 2019, median rent increased by about 48%, while the median household income increased by just 29%.

Rental Affordability, 2010-2019

	2010	2019
Median Rent	\$914	\$1354
Income Needed to Afford (at 30% of MHI)	~ \$36,500	~ \$54,300
Median Household Income (renters)	\$33,056	\$47,321

Source: U.S. Census Bureau. 2015-2019. American Community Survey 5-year Estimates.





Housing Action Plan

Objectives



Objective 1: Promote new market-rate and affordable housing that expands housing choices.

Objective 2: Encourage homeownership opportunities and support equitable housing outcomes.

Objective 3: Plan for forecasted growth and ensure the built environment promotes community and sustains the quality of life for Poulsbo's existing and future residents.

Objective 4: Preserve existing affordable housing stock to reduce displacement pressures.

Objective 5: Partner with housing educators, providers, non-profit organizations and faith-based to find equitable housing solutions.



Housing Strategies



NO. STRATEGY/ACTION
1. Advocate removing barriers at the state level in order to increase housing stock.
1.1 Advocate for state legislation to amend condominium laws.
1.2 Advocate for state legislation to streamline and simplify annexation processes.
2. Identify City code and process barriers for permit efficiencies.
2.1 Identify strategic amendments to development standards.
2.2 Evaluate permit processes and identify opportunities to streamline and provide permit efficiencies.
3. Identify opportunities to provide financial incentives and/or fee waivers to support affordable housing.
3.1 Evaluate fee waivers for affordable housing projects.
3.2 Increase funding for affordable housing through local option taxes, fees, and levies.
3.3 Provide density bonuses for projects that set aside income-restricted units.



NO. STRATEGY/ACTION
4. Partner with faith-based/non-profit/government housing programs that produce affordable housing stock.
4.1 <i>Continue to partner and collaborate with non-profit and faith-based organizations, Housing Kitsap, and social services community to support and create affordable housing.</i>
4.2 <i>Continue implementing the Poulsbo Affordable Housing Task Force’s recommendations as identified in Resolution 2020-03.</i>
5. Increase diversity in housing choice through expanding “missing middle” development opportunities.
5.1 <i>Develop a Missing Middle Housing Design Toolkit</i>
5.2 <i>Develop Unit Lot Subdivision standards.</i>
5.3 <i>Revise ADU standards to allow increased flexibility</i>
5.4 <i>Review street standards to identify barriers</i>
5.5 <i>Allow more housing diversity in some single-family areas.</i>



NO. STRATEGY/ACTION
6. Evaluate the Multifamily Tax Exemption (MFTE) Program.
6.1 <i>Evaluate the MFTE program to incentivize the construction of affordable housing units.</i>
7. Support current tenants and pathways to homeownership.
7.1 <i>Partner to distribute fair housing information.</i>
7.2 <i>Consider the creation of property maintenance incentive program.</i>
7.3 <i>Partner to provide first time homebuyer education programs.</i>
7.4 <i>Partner to provide tenant financial assistance.</i>
7.5 <i>Support third-party purchases of existing affordable housing to keep units affordable.</i>
8. Support the needs of an aging population.
8.1 <i>Pursue partnerships to support aging in place.</i>
8.2 <i>Examine property tax relief and utility rate/tax relief programs.</i>
8.3 <i>Examine development regulations if there are barriers to senior housing</i>
8.4 <i>Promote design that ensures accessibility for ages and abilities (e.g., universal design).</i>



NO.	STRATEGY/ACTION
9.	Encourage the development of multifamily housing.
9.1	<i>Support transit-oriented development along current transit corridors.</i>
9.2	<i>Allow greater flexibility in multifamily zones.</i>
9.3	<i>Consider flexible use on first floors in C zones</i>
9.4	<i>Explore “micro-housing” style developments.</i>
10.	Participate in strategies to reduce homelessness.
10.1	<i>Explore partnerships with the County and nonprofit service providers.</i>
10.2	<i>Support and reduce barriers to the development of permanent supportive housing.</i>
10.3	<i>Continue to support winter shelter programs.</i>
10.4	<i>Evaluate if there are barriers to single room occupancy housing</i>



Next Steps

- 10/27/21: PED Committee Briefing
- 11/1/21: Public Release of HAP
- 11/10/21: City Council Workshop, with PC and Task Force invited *(if 11/10 is too soon, we can schedule a workshop on a non-Council night, such as Nov. 18th or 30th. The workshop will provide overview of the HAP, answer questions).*
- 12/1/21: City Council 2nd Workshop *(if needed)*
- 12/8/21: City Council resolution





PED Department Update

Planning and Economic Development
Council Committee

October 27, 2021

Long Range Planning 10/27/21 Update

Shoreline Master Plan Update

- Awaiting DOE Director signature; expect to bring it to Council 11/17/21

Kitsap Buildable Lands Report

- Issued by Kitsap County Community Development
- https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Update.aspx

PROS Plan Update

- In final drafting; present to Parks and Recreation Committee 11/X/21
- Resolution before City Council in December or January
- Included as 2022 Comprehensive Plan Amendment

Commercial Land Market Analysis Report

- Final Report in a couple of weeks

KRCC - Countywide Planning Policies

- Ratification to Council 11/3/21
- Begin discussion on Population/Employment/Housing Targets 1/2022

Best Available Science Review

- Final draft review

Current Planning/Permitting

10/27/21 Update

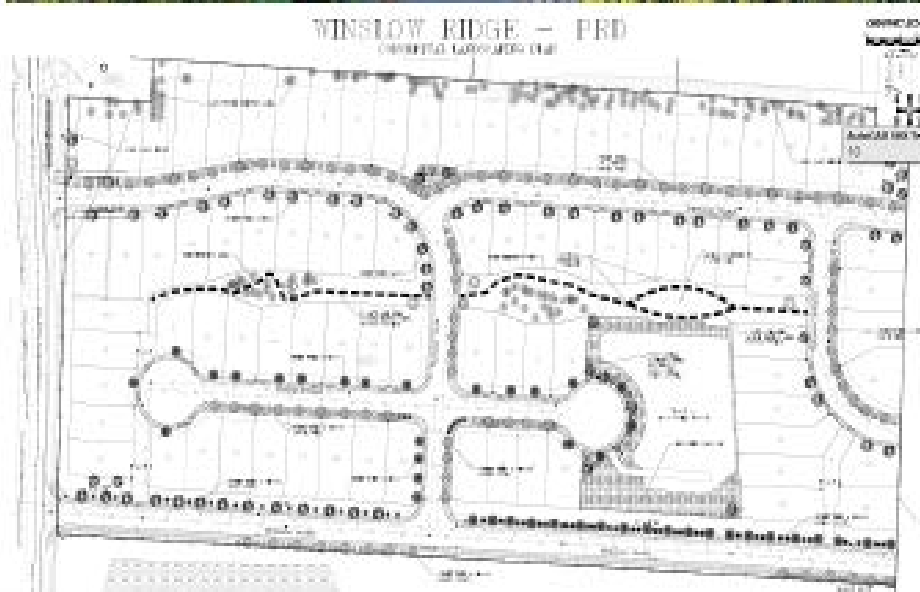
Projects Currently Under Land Use Review

Musick Multifamily	29 apartment townhomes	Viking Ave NW
Winslow Ridge PRD/Plat	85 single-family lots	Rhododendron Ln
Pacific Eye Center SPR	2nd floor expansion	Bond Rd NE
Oslo Bay Apartments SPR	468 multi-family residential units	SR-305/Bond
Ekelmann-Divoky Annexation	Annexation using Direct Petition Method	Johnson RD

In addition, staff continues to review smaller projects under design review, home occupation, accessory dwelling unit, mobile vendors, tenant improvement, single-family additions, tree cutting and clearing, signage, etc.



Current Planning/Permitting 10/27/21 Update



Projects Approved for Land Use (Grading Permit NOT Issued)

Discount Tire	8,200 SF commercial	7th Ave NE
College Mercantile	16,185 SF business park	College Marketplace
Fernwood II	3,100 SF footprint office	10th Avenue NE
Coppertop Storage	City Review of County Action	Ryen Drive NW
Vanaheimr	Mixed-use development	Hostmark/Front St
Old City Hall Apts	Mixed-use development	Jensen Way NE
Poulsbo Place Division 8	Mixed-use development	Jensen Way NE
Torval Townhomes	27 townhouse units	Torval Canyon and 1st Ave
College Marketplace Apts	90 multi-family residential units	College Marketplace
Harborview Apts SPR	4 infill units in existing development	NE Torval Canyon
Johnson Ridge PRD/Pre-Plat	61 single-family lots	Johnson Parkway
Liberty Landing Pre-Plat	8 single family lots	Hamilton Ct NE
Spencer PRD/Plat	81 single-family lots	Urdahl Rd
Haugen Short Plat/ACUP	4 single family lots	NE Haugen St
Martha and Mary ACUP	Conversion of garden unit to childcare	Front St NE
Poulsbo Elementary MSPR	Parking and landscaping revisions	NE Hostmark St
Port of Poulsbo	Breakwater Replacement/Marina Expansion	

Current Planning/Permitting

10/27/21 Update

Under Construction and/or Grading Permit Issued

Crystal View	41 single family lots	South of Sunrise Ridge Ave
Poulsbo Meadows	46 single family lots	Noll Rd NE
Blue Heron	85 single family lots	Noll Rd NE
Noll Terrace	31 single family lots	Noll Rd NE
Calavista	43 single family lots	Caldart Ave NE
Fairfield Hotel	101 guestrooms	College Marketplace
Jacobellis Industrial	12,000 SF	College Marketplace
Norland Trails	100 multi-family units	College Marketplace
Hawks Landing	4 single family lots	Viking Avenue NW
Mora Jean Short Plat	4 single-family lots	Morajeane Lane NW
Liberty Bay Bank	9,472 SF	7th Ave NE
NKSD Strawberry Field	Turf Replacement	NE Hostmark
Rotary Morrow Park	1-acre park	Noll Rd NE

