

**JOINT POULSBO CITY COUNCIL AND
PLANNING COMMISSION MEETING OF FEBRUARY 24, 2009**

M I N U T E S

PRESENT: Councilmembers: Berry-Maraist, Crowder, Erickson, McGinty, Stern.
Planning Commission Members: Hanson, Nordnes, Stevens,
Coleman, Thayer.
Staff: Berezowsky, Booher, Loveless, Kasiniak, Stephens.

ABSENT: Mayor Quade; Councilmembers Lord, Rudolph.

MAJOR BUSINESS ITEMS

* * * Capital Facilities Chapter
* * * Capital Facilities Plan

1. Call To Order and Pledge of Allegiance

Planning Commission Chair Stevens called the meeting to order in the Council Chambers at 6:01 PM.

MOTION: Stern/Erickson. Move that Ray Stevens act as Chair of the meeting for the purpose of the Comprehensive Plan review.
Motion passed unanimously.

Planning Commission Chair Stevens lead the Pledge of Allegiance.

2. Citizen Comments

- a. Molly Lee voiced concern on the increased sewer fees, the current growth rate, and the Capital Facility Plan included the draft Comprehensive Plan.
- b. Rick Hern, Courtesy Auto Group, commented on the need to revitalize the western corridor of Poulsbo, due to struggling businesses on Viking Avenue. Hern urged the City to pursue federal stimulus funds and focus on adaptive reuse on Viking Avenue in west Poulsbo.
- c. Craig Steinlicht, John L. Scott Real Estate, commented on the increasingly vacant buildings of Viking Avenue in west Poulsbo and requested the Council and Planning Commission create a vision and explore all options to market west Poulsbo.
- d. Art Castle, Home Builders Association (HBA), commented on revenue generated from the housing market and an analysis the HBA performed

looking specifically at the amount of property tax, real estate excise tax and sales tax generated.

- e. Jan Wold expressed concern on the growth rate in Poulsbo compared to surrounding jurisdictions, commenting on the number of units per net acre versus gross acre.

3. Capital Facility Chapter

Karla Boughton, kb Consulting, presented an overview of the Capital Facilities portion of the draft Comprehensive Plan, including:

- Policy direction
- Priorities for the City's CIP
- Level of Service standards
- Ensuring adequate Capital Facilities
- The Capital Facilities Plan
- Functional Plans
- Citing of essential public facilities

Boughton explained the level of service (LOS) policies and standards; how they relate to Capital Facilities, including water, sewer, storm water, parks and transportation facilities; and provided the current level of service standards.

4. Capital Facility Plan

Boughton explained the purpose of the Capital Facilities Plan (CFP), what is included in the CFP, and how it is incorporated in the annual budget. Functional plans are the critical piece for continuous Capital Facility planning, and the City uses the plans to guide the development of capital priorities and investments decisions for water utility, sewer utility, storm water and surface water management, parks and transportation.

Boughton explained the CFP brings together the City's adopted LOS, evaluated through its functional plans, where a long-range list of capital improvement projects are identified; and the priorities of these projects are identified in the City's 6-year Capital Improvement Plan (CIP), where they are funded through the City's annual budget and implemented through construction projects.

Boughton advised the complete 2025 City Capital Facility Project list and the 2009-2014 6-year CIP can be found in the Comprehensive Plan binders provided to the Council and Planning Commission. The CIP uses many revenue sources to fund capital improvements, including:

- Taxes
- State revenues
- Utility monthly rates and connection charges (Water, sewer, storm water and solid waste)
- Debt financing (Government buildings, utility improvements can utilize revenue bonds and schools/fire protection)
- Impact fees (Transportation, parks and schools)
- Grants and loans (Parks, transportation, utilities and schools)

Boughton explained, in the CFP there is section for each type of capital facility service, a list and description of needed capital facility projects identified to meet the LOS or 2025 growth demand, and a funding strategy for each facility section. For those services or facilities where a functional plan has not been included there is information included on existing system conditions, future system needs, LOS evaluation and the deficiencies identified.

Councilmember Crowder questioned whether the City could implement parking impact fees and if that would be included in the CFP; Boughton explained under the Growth Management Act impact fees are allowed only for transportation, parks and schools; parking would not be allowable.

Councilmember Erickson suggested the language be modified in Policy CF-2.1 (Level of Service standards-Stormwater), to clarify whether the State or County Stormwater manual will be used for storm water management.

Councilmember Stern questioned how the North Kitsap School District Capital Facilities plan fits in with the City's. Boughton explained the Comprehensive Plan is set up to support the collection of impact fees for the schools even though the City does not currently collect the impact fees for schools; the school district does provide the City with their Capital Facilities Plan and any changes to their plan would be submitted to the City to amend the Comprehensive Plan.

Commissioner Thayer requested clarification on where the responsibility lies with facility improvement specific to new projects and/or developments, referencing Policy CF-5.1. Planning Director Berezowsky explained developers would be responsible for keeping facilities adequate, and would clarify the language in the draft Comprehensive Plan.

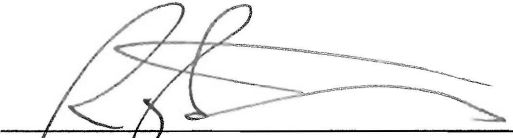
Councilmember Erickson questioned how often the functional plans and capital facility needs would be reviewed and updated; suggesting the plans be reviewed more frequently and systematically, than every six years as Boughton stated.

5. CONTINUED COMMENTS FROM CITIZEN

- a. Molly Lee advised the Planning Department has been provided an amendment application from residents of the western urban growth area (UGA) requesting removal from the UGA.
- b. Dan Baskins commented the City needs to review high risk buildable areas, such as the Bond Road triangle and South Noll Road; and whether it is sensible to include those areas in the Functional Plan.

6. ADJOURNMENT

Meeting adjourned adjourned at 8:30 PM.



Ray Stevens, Planning Commission Chair

ATTEST:



Nicole Stephens, Deputy City Clerk