

POULSBO CITY COUNCIL MEETING OF MARCH 17, 2021

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Lenius, Planning Director Boughton, Assistant Public Works Superintendent Svarthumle, Transportation Engineer Bateman, Engineer 1 Roberts, Senior Planner Coleman, Associate Planner Powers.

ABSENT: Councilmembers McVey and Phillips

MAJOR BUSINESS ITEMS

- * * * BA#21-0104 – Police Workspace Remodel
- * * * Resolution No. 2021-04, Astound Transfer of Parent Company Approval
- * * * Ordinance No. 2021-02, 4th Quarter 2020 Budget Amendments
- * * * Westside Well Pump Rehab Contract
- * * * Public Hearing: 2021 Comprehensive Plan Amendments
- * * * Public Hearing: Poulsbo Place Division 8 Redevelopment Master Plan Amendment and Site Plan Review

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

Motion: Move to approve the agenda as presented.

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

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

Pedro Valverde asked if the Council had a response to his several public comments regarding the art proposal on the roundabout project on SR-305.

Mayor Erickson said the art is evolving for the roundabout and the retaining wall to include coast Salish art and an inclusive design that involves all cultures in the center of the roundabout.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord said the Poulsbo Event & Recreation Center committee is holding two virtual open houses on March 27 and 30.

Councilmember McGinty said he toured the roundabout last week and encouraged people to take the tour to get a full understanding of what is going on.

Councilmember Musgrove said the Governor is putting Kitsap County into Phase 3 on March 22 and guidance for what that entails can be found at governor.wa.gov. He said the Parks & Recreation department is having a leprechaun hunt at Fish Park. He also noted it is Women's Month. He said at the local business owner meeting, the entire board is 100% from women-owned businesses in Poulsbo.

Mayor Erickson said vaccines are becoming more available in Kitsap County. If you qualify for a vaccine and are having trouble finding a location, please call 360-394-9795. She encouraged everyone to get vaccinated when it is their turn.

5. CONSENT AGENDA

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

The items listed are:

- a. BA#21-0104 – Police Workspace Remodel
- b. Resolution No. 2021-04, Astound Transfer of Parent Company Approval

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

Discussion: Councilmember Stern noted this item was discussed at Public Safety-Legal Committee, and Councilmember Lord noted Public Works Committee recommended approval of the Astound Resolution.

Motion carried unanimously.

6. BUSINESS AGENDA

a. Ordinance No. 2021-02, 4th Quarter Budget Amendments

Finance Director Booher presented the agenda summary, noting budget amendments for the 4th Quarter of 2020 were approved by Council during October, November, and December. Exhibit A includes these amendments and summarizes the revised budget by fund.

Mayor Erickson asked for any public comment on the budget amendment at 7:16 p.m. No comments were received.

Motion: Move to adopt Ordinance 2021-02, an ordinance for the City of Poulsbo, Washington, amending the 2019-2020 Biennial Budget adopted by Ordinance No 2018-27 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

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

Motion carried unanimously.

Councilmember Musgrove asked for reassurance because it did not give dollar amounts and asked if all of the financial pieces are listed in the document that is listed as "various." Finance Director Booher said the detail of the amendment is in the agenda item.

b. Westside Well Pump Rehab Contract

Assistant Public Works Superintendent Svarthumle presented the agenda summary, noting Public Works solicited quotes from three firms from the MRSC Small Works Roster and Gresham Pump and Drilling provided the lowest quote in the amount of \$68,263.65. This work will be completed ahead of the westside well treatment facility to regain lost well capacity. In addition, the work is scheduled while well demand is low as the City will be coordinating with Kitsap PUD to provide water while the well is offline. Public Works Committee has reviewed and recommended approval of this work on March 10, 2021. The budget is within the overall budget for the entire project.

Councilmember Lord said the Public Works Committee reviewed this item and recommended approval.

Motion: Move to hire Gresham Pump and Drilling to complete the work outlined in their scope and authorize the Mayor to sign an agreement with Gresham Pump and Drilling in the amount of \$68,263.65 and authorize the mayor to sign change orders up to 10%.

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

Motion carried unanimously.

c. Public Hearing: 2021 Comprehensive Plan Amendments

Senior Planner Coleman presented the agenda summary, noting the Council set the docket for the 2021 Comprehensive Plan Amendments in January which includes:

- Application No. P-11-17-20-01: a text amendment to Chapter 4, Transportation Policy TR 9-10 to update an existing policy regarding development of the Liberty Bay Waterfront Trail. The update links goals and public access requirements of the Shoreline Master Program with non-motorized policies of the Transportation Chapter.
- Application No. P-11-17-20-02: a text amendment to Chapter 12, the Capital Facilities Plan, to update Table CFP-4 (the City of Poulsbo 6-Year Capital Improvement Projects) to reflect the proposed projects listed in the 2020-2026 Capital Improvement Projects.

Comprehensive Plan amendments are processed using the Type IV public review process, which requires a public hearing before both the Planning Commission and City Council. The Planning Commission recommended approval of the amendments at their February 23, 2021 public hearing.

At 7:30 p.m., Mayor Erickson opened the public hearing, and receiving no comments, closed the hearing at 7:31 p.m.

Councilmember Lord asked for elaboration on the rational behind changing the 14' wide shared use path for the Liberty Bay Waterfront Trail down to a 6' wide one. Senior Planner Coleman said it is to provide flexibility for getting grants for the project. Engineer 1 Roberts added the federal standard for a shared use path is 10' wide asphalt with 2' shoulders for a total of 14' assuming use for pedestrians and bicyclists. When it comes to the shoreline, there are competing needs with not wanting to impact the shoreline, while still making the path usable. This change provides flexibility.

Motion: Move to approve: Application P-11-17-20-01, a text amendment to Chapter 4, Policy TR 9-10 to update an existing policy regarding development of the Liberty Bay Waterfront Trail and Application P-11-17-20-02, a text amendment to Chapter 12 to update Table CFP-4 to reflect the proposed projects listed in the 2020-2026 Capital Improvement Projects, and direct the Planning and Economic Development Director to prepare an adopting ordinance in support of this decision.

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

d. Public Hearing: Poulsbo Place Division 8 Redevelopment Master Plan Amendment and Site Plan Review

Mayor Erickson stated this is a quasi-judicial process, and the Council must disclose if they have had any ex-parte conversations or dealings with any of the participants in this hearing. Councilmember Lord disclosed she had to contact Planning Director Boughton, because she could not access two exhibits. Councilmember Musgrove said all probably have in public format, he has not had any private communication.

Associate Planner Powers presented the agenda summary, noting the Planning and Economic Development (PED) Department received an application for amendments to the 1995 Poulsbo Place Redevelopment Master Plan to be reviewed concurrently with Site Plan Review on June 3, 2020. The application was made following a Neighborhood Meeting held on February 21, 2019 (one of four Neighborhood Meetings held). The application was determined Technically Complete on October 5, 2020, and a joint Notice of Application and SEPA comment period began on October 23rd and closed on November 6, 2020. Requested revisions were received by PED on November 19, 2020 and the Staff Report was issued February 16, 2021. The Planning Commission Public Meeting was conducted via Zoom on February 23, 2021. The City Council is scheduled to hold a Public Hearing on March 17, 2021. Master plan amendments to an existing master plan are a Type III permit with the City Council as the review authority. A concurrent review is being conducted to include Site Plan Review (typically a Type II permit). PMC 19.20.040 provides for the consolidation of permits and requires that permits be processed at the highest level, which requires a public hearing before both the Planning Commission and City Council. The Planning Commission recommended approval of the proposal at their February 23, 2021, public hearing.

Architect Charlie Winslow said he has enjoyed working with Marla, Karla, and the Engineering staff. It has been a collaborative process. He has a long history with this property. He did his graduate thesis on it 25 years ago. The project has all the things he would yearn for as an architect. He gave a quick walk through the site and shared images from the computer model.

Councilmember Stern asked staff to compare this proposal to the previous one which was withdrawn, and said the pedestrian right-of-way needs to be as wide as possible to encourage flow from the upper residential district to the downtown.

Associate Planner Powers said the Master Plan requires 8-foot wide sidewalks, and the sidewalks meet that standard. There is a lot of pedestrian circulation built into the site. Planning Director Boughton said the prior submittal was an assisted living proposal, which is drastically different than what is being presented today. The prior proposal had 80% lot coverage and 45-50 feet in height. This is much scaled down and more in proportion to the surrounding residential area.

Councilmember Musgrove said the architectural work is very creative, and potential issues were side-stepped or skipped with the architecture. He asked about the

context of what was just presented, was it assuming all the exceptions would be approved. Associate Planner Powers said the site plan was reviewed as requested amendments were proposed by the applicant. It is a comprehensive packet.

Councilmember Lord said there was concern was with Sun Dial Park not being part of the urban trail system and who would be responsible to maintain it. Mike Brown had replied that maintenance of public spaces would be Division 8 HOA, but the Sun Dial Park HOA is a separate park. How will maintenance responsibilities be coordinated and impacts travelling back and forth.

Associate Planner Powers said there were two HOAs envisioned in the Master Plan (residential and commercial), and the commercial component has been developed in phases. She does not think it was envisioned that there would be any issues with maintenance costs or collaborative use of other division spaces. She knows that Mike Brown is one of the property owners who has heard these concerns and reached out to HOA presidents to talk about how they can work together on this. Planning Director Boughton said the City has very limited influence in this question. Poulsbo Place has been developed in the past 25 years in different phases with different ownerships. HOAs start with the developer operating as president until such time that a certain number of houses have been sold. The comment had to do with Phase 2 or Division 6 and 7, that concern about increased maintenance needs for the park and trail. The trail is a private trail (owned and maintained by the HOA). Mr. Brown explained his intention of how he wants to set up the HOA for Division 8. He plans to provide public access to perhaps a public access easement to allow full use of the urban plaza and how he sets up the maintenance will be something that he determines as they set up the transfers of ownership. Ultimately, it is a private matter.

Councilmember Lord asked questions from the public: 1) how is this new development going to interact with the Post Office traffic and employee parking, 2) where will the parking for the construction workers going to be, 3) concern about the daycare at Iverson and 3rd Ave pick-up and drop-off during constructions hours – how will it be mitigated, and 4) how will displaced critters be mitigated?

Charlie Winslow said an email was sent today responding to how they intend to deal with any animal within the property. They will have pest control visit to determine what is in the property and come up with a mitigation plan.

Regarding construction parking, they anticipate phased construction, with the first phase being along 3rd Ave. If this is true, they may be able to solve temporary parking on-site. If that is not the case, then they would have to work with City staff to come up with a parking plan, so they don't impact the neighborhood.

The daycare would be put in the same category. They are aware of the issue and would like to get input from the City as well in how they can manage the traffic during construction. But they are keenly aware of that interface.

The traffic conflict with the Post Office, he would have to defer to Engineering/Planning, because they reviewed the traffic analysis.

Councilmember Livdahl offered a different perspective on the daycare element. She believes the kids at the daycare are going to be wildly entertained by the heavy equipment, but traffic management will be important. She said Charlie's work is incredible and appreciates the use of big windows. She appreciates the design and open space that is above and beyond City requirements.

Motion: Move to approve the Poulsbo Place Division 8 Master Plan Amendment and Site Plan Review, planning file P-03-24-20-01 and adopt the Planning Commission Findings and Conclusions in support of this decision.

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

Motion carried unanimously.

7. COUNCIL COMMITTEE REPORTS

Housing, Health, and Human Services Committee: Councilmember Livdahl reported they discussed the City help line for vaccination help (great to hear 1/2 to 2/3 of the calls are from Spanish speakers); COVID numbers staying steady; testing in parking garage remain low (35 last Friday) – hours have been reduced from 9am-12noon; vaccinations have just begun at the OC campus in Poulsbo (more volunteers needed for the Medical Reserve Corp); Fire CARES program will start taking referrals from Bainbridge Island next month; update on the Coffee Oasis agreement and will have future discussions about the building and what to do with it.

Public Safety/Legal Committee: Councilmember Stern reported they discussed the State of Washington v. Blake decision (we are affected for policing and policies) and it is a retroactive decision going back decades which will have a huge impact on the State and Counties. Our police department is no longer pursuing simple possession. The police department remodel is mostly complete. The police department is hiring laterals, Sergeant Halsted is retiring, the lieutenant process is going well. Prosecuting Attorney Foster said there are 20 trials pending (large backlog for the City). The Fire department and Kim reported on the brand-new implementation of the Fire CARES team.

8. BOARD/COMMISSION REPORTS

Mayor Erickson said she had a meeting with the Kitsap Regional Coordinating Council PlanPol. Pretty soon the Countywide Planning Policies will be coming to the Council for

adoption. She has suggested a Council workshop. Discussion was held regarding the future workshop and issues that will be discussed.

Planning Director Boughton shared the City received the decision for the Shoreline Hearings Board, they agreed with the City of Poulsbo on every item. If it is appealed, it will go to Superior Court.

She also reported the Mayor received an email from Congressman Kilmer's office that there is an opportunity to apply for congressional earmarks. They will be applying for the PERC for this request. It will be competitive; it is due by Sunday.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord said this City government is so nimble. We may not be a huge government, but we are cooperative and collaborative. Everyone pulls together. She thanked staff for trying to apply for the grant and jumping on every opportunity that comes along.

Councilmember McGinty said it is exciting Karla is working on that.

Councilmember Musgrove asked everyone to be kind, be courteous, be considerate. Shop local and watch for the school speed zones, kids will be using them soon.

Councilmember Livdahl said she was driving on Hostmark and the red lights were flashing, and people didn't seem to know they have to stop and treat it as a four-way stop.

Councilmember Stern said he was driving down Hostmark and got stuck behind the school bus and realized this hasn't happened in a year.

11. ADJOURNMENT

Motion: Move to adjourn at 9:07 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk