

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
and
THE CITY OF LANGLEY COUNCIL**

JOINT SPECIAL MEETING

Held at Langley City Hall Council Chambers, 112 Second Street, Langley, WA
Tuesday, November 1, 2016 at Noon

AGENDA

SPECIAL MEETING CALL TO ORDER (Noon)

TOPICS FOR DISCUSSION

- **Fairgrounds**
- **City of Langley's Comprehensive Plan**
- **Update of Harbor & Environs Master Plan**
- **Rural County Economic Development Funds (RCEDF) Partnership**
- **Parking**
- **Other Items of Mutual Interest**

ADJOURNMENT (Approximately 2:00 p.m.)

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

And

THE CITY OF LANGLEY COUNCIL

Minutes of the Joint Special Meeting

November 1, 2016

Langley, Washington

Port Commissioners Present: Ed Halloran (Langley), Jack Ng (Freeland) and Curt Gordon (Clinton)

Port Staff: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Duncan McPhee (Harbormaster) and Roxy Taylor (Fairgrounds Property Manager)

City Council Present: Thomas Gill, Dominique Emerson, and Ursula Shoudy

Mayor and City Staff: Tim Callison (Mayor), Debbie Mahler (Clerk/Finance Director), and Brigid Reynolds (Director of Community Planning)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners and the City of Langley Council was convened on Tuesday, November 1, 2016, in the Langley City Hall Council Chambers at 112 Second Street in Langley, WA. As announced, the primary purpose of the Special Meeting was for the Port Commission and City Council to discuss the items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission and Council consideration and discussion on those specific issues and public participation was not on the Agenda.

Commissioner Ed Halloran (President) called the Joint Special Meeting to order at 12:00 p.m., followed by the Pledge of Allegiance.

TOPICS FOR DISCUSSION

- **Fairgrounds:** Brigid Reynolds (Langley Director of Community Planning) provided copies of Zoning Chapter 18.10 "Fairgrounds Overlay District" from the Langley Municipal Code. Commissioner Curt Gordon said Port Staff and City Planning would need to work together to come to terms on some of the possible obstructions. Reynolds suggested that if the Port's long-term goal is to expand the use from the current focus of special events to include more long-term tenants and different services, etc., a proposal to do so might be the best place to start. The City's Comprehensive Plan and the Shoreline Management Plan are the two high level policy documents that guide uses, etc. within the City, so it's a matter of making sure they address the Port's future proposals and intentions for the Fairgrounds in the Comp Plan. Since the City is currently updating its Comp Plan, the timing is perfect to make any needed changes. Reynolds distributed copies of the Goals and Policies relevant to the Port (for the Fairgrounds and the South Whidbey Harbor) that she compiled from the Draft Comp Plan. The draft Goals & Policies encourage partnerships, maximizing the use of the Fairgrounds, trying to establish year-round use of the Fairgrounds compatible with the surrounding neighborhood, etc. She asked the Commissioners to review the draft and provide comments. Mayor Tim Callison noted that the Port is in compliance with the Overlay as it is now, and the City is interested in working together with the Port to add family wage jobs and businesses to the area. Councilmember Dominique Emerson noted that the Overlay provided a list of allowed business activities. She asked the Port to identify business activities that are not currently included that the Port would like to have added to that list. Callison pointed out that if the Port had a particular event it wanted to have, the Port could simply request a Special Events Permit or Conditional Use for that event. If there are exceptions, the Port can bring those to the Planner and seek waiver/amendment from the Council if needed. Reynolds noted that if there is a change of use for buildings, the Port would also need to check with the City's Building Inspector regarding building code requirements.

- **City of Langley's Comprehensive Plan:** As previously noted, the Plan is in process and near completion, so the Port needs to provide input as soon as possible as to possible future uses in terms of zoning, etc.

- **Update of Harbor & Environs Master Plan:** In order to expand the South Whidbey Harbor further, the Port first needs the details on the parking requirements and other issues that the Port might need to mitigate. The Port wants to update the Harbor Plan before starting on any next expansion phase. Gordon suggested it would be good for both the City and Port to include in their respective budgets the cost of hiring a consultant to do that update. Makers Architecture & Urban Design (the consulting firm hired for the Port's current Comprehensive Scheme) has experience with Harbor Master Plans as well. Callison said the City's Shoreline Master Plan only requires one vehicle parking space per two permanent (non-transient) moorage vessels, but if there is commercial development of the property there are additional parking requirements for commercial activity. Unless the expansion includes commercial development, Callison didn't think there would be any additional parking requirements. Mozer noted that the Shoreline Master Plan also states: *"...a parking analysis by a qualified professional shall be required for future marine expansion projects."*

Gordon explained that by spending the money now to update the Harbor Master Plan with the specific details related to the Harbor, the City and Port could avoid costly and time-consuming problems later when the Port begins the next expansion phase. Reynolds noted the key factor in the Shoreline Master Plan is that public access must be maintained. Councilmember Dominique Emerson added that an updated Harbor Master Plan would provide institutional commitment going forward as Port Commissioners and City Councilmembers change.

- **Rural County Economic Development Funds (RCEDF) Partnership:** Callison and Mozer presented the Port/City application for RCEDF to the Island County Council of Governments (COG) last week. Mozer said it sounded like a "yes" coming out of the COG, with the caveat that the Port provides additional expanded information in written form and irons out some of the details. Gordon clarified that the vote by COG members to recommend approval by the Island County Commissioners was 8 in favor, 1 abstention, and 0 against. Gordon explained that the Port's interest in the RCEDF grant is business recruitment in all of South Whidbey, with the Port acting as an Economic Development Office as it did with the Due Diligence Study and Business & Marketing Plan for the Fairgrounds, and is currently doing with the Clinton Market Study. He added that the Port of Coupeville might also be interested in partnering with the grant application for its Greenbank Farm property.

- **Parking:** Halloran summarized that the City's parking study indicated there are 400+ parking spaces in Langley, but 200+ of those are "reserved" in some way (employees, etc.). He asked: If Langley successfully attracts new businesses and more tourists/visitors, where will they park? Callison noted that the City of Langley measures one square mile – the exact same size as Alderwood Mall in Lynnwood. And people are more than accustomed to parking quite a distance from the Mall entrance and walking. With the Complete Streets program, Langley is working on becoming more pedestrian-oriented and "walkable" with available parking outside of the core downtown area. Callison has also asked Island Transit to consider forming a Small Transit District for Langley, including the Harbor, and once South Whidbey Parks & Rec has built the new campground it could serve that area as well. Gordon noted that the Port looked into getting a shuttle that would loop from the Clinton ferry dock to Langley & Freeland and back, but stopped the effort because there is not parking available on the Mukilteo side.

- **Other Items of Mutual Interest:** Reynolds explained that the portion of Fairgrounds Road that runs through the Fairgrounds property was deeded to the City as a right of way. The City might want to widen that corner to make it safer.

Summary of Potential Action Items/Meeting Follow-Up Tasks:

- Port/City work together on Harbor Master Plan (specificity for ultimate goal)
- Port can make changes to Fairgrounds overlay; work with City first
- Port/City need to work together on parking solutions
- Port will look into possible “buoy field” at South Whidbey Harbor
- City will look into expanding/widening of Fairgrounds Road
- Improve circulation of Fairgrounds ingress/egress
- Port will review the City’s draft Comp Plan and the Fairground’s Overlay to make sure the Port’s vision for the property is consistent with the Overlay. Port will provide input to the City as needed.
- Continue discussions with South Whidbey School District regarding potential parking at Langley Middle School

ADJOURNMENT: The Special Meeting was adjourned at 1:23 p.m.

Approved:

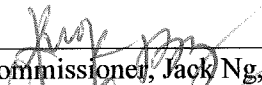
Minutes reviewed by:



Commissioner Ed Halloran, Langley



Angi Mozer, Executive Director



Commissioner Jack Ng, Freeland



Commissioner Curt Gordon, Clinton

Public Disclosure Statement: The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 101, Freeland WA 98249.