

MINUTES OF SILVERDALE PORT SPECIAL MEETING ON MARCH 10, 2022

Commissioner Reese called the meeting to order at 1:31PM at the Port office - 3550 NW Byron Street, Silverdale, WA. Also in attendance were: Commissioner Kitchens; Commissioner Scholfield; Attorney Phil Best; Administrator Theresa Haaland; Bridget Burke of Clam Island Rowing (CIR); Greg Jacobs of Kitsap Sailing Foundation (KSF); Erik Barr and Dan Leckman of EHDD/Patano Studio Architecture (EHDD/PSA); Henry Aus; Carla Larson; and Marvel Hunt. Those attending via ZOOM were: Suzan Dorazian of EHDD/Patano; and Julie Jablonski of KSF. Notice of the Special Meeting was placed on the Port office door days prior to the meeting and a Waiver of Notice of Special Meeting was signed by all Commissioners and is attached to these minutes.

Commissioner Reese turned the meeting over to Erik Barr.

Mr. Barr provided hardcopies of the March 10, 2022 Concept Design – 100% to the Port Commissioners and Port staff. The concept design was brought up on the Zoom screen for everyone to view.

The design as well as the pavilion designs were reviewed and discussed. Many questions were asked and answered. Further design suggestions were provided and EHDD/PSA personnel took note of the comments, of which are attached to these minutes.

At 2:50PM EHDD/Patano personnel left the meeting.

Commissioner Reese explained that the Port meeting would continue with discussion of the 3421 Byron Street rental and CIR insurance.

It was explained that the Port doesn't have a current certificate of liability insurance on file for CIR. Emails to CIR have been sent explaining that an updated certificate needs to be on file with the Port, but CIR hasn't responded. Ms. Burke said that CIR has continuous insurance and has requested their insurance company provide the Port with a current certificate. She said that it should be received either today or tomorrow.

The lease for the 3421 Byron Street property was discussed. Ms. Burke, on behalf of CIR, emailed the Port a Letter of Intent (LOI) for the property dated March 6, 2022. She proposed a one-year lease with the rent to be \$502.14 and it include the fenced side yard. It was also requested the ability to sublease a portion of the unit to KSF. Commissioner Kitchens had responded to Ms. Burke's LOI via email and explained that the adjacent yard is not included with the space and that although he did suggest CIR offer a somewhat lower rate to start a lease, that was based on a multi-year lease with

increasing rates so that in the second year, the rate would be at the \$1.00 per square foot rate the Port is asking.

Ms. Burke said that the LOI was basically a proposal and she realized it was at a lower rate than what the Port was asking, but explained that it will be a trial for CIR. They currently have thirty-seven members. She said that she is nervous to enter into the lease, but on the other hand she really wants the space as it will benefit the program greatly. That is why she proposed just a one-year lease. She anticipates boosted membership because of having an indoor space. Commissioner Kitchens explained that it needs to be leased at market value to the best tenant and that he cannot agree to the LOI.

Ms. Burke said that she understands the Port's stance. Greg Jacobs explained that KSF and CIR are trying to work together, but if the side yard is rented separately at \$400, that basically takes KSF out of the equation. Commissioner Kitchens explained that the grassy area is a rentable area or could be used by the Port as a laydown area or for storage.

Ms. Burke said that she was hoping the Port would rent to a waterfront activity tenant and allow for a reduced rate for the first year and increase it from there. Mr. Jacobs suggested the unrented time be a factor. Commissioner Kitchens explained that there have already been a lot of calls and interest in the unit.

Ms. Burke explained that CIR currently pays \$300 a month for their space at the Kitsap Mall, so at the \$600 rate that is doubled. She thought an additional \$200 a month more would be more doable.

Commissioner Reese said that his concern is that instead of talking through all these items, CIR sent the LOI, which is not in line with what the Port is planning for the unit. He said that when he first started as a Commissioner CIR and KSF were more upfront about what they were doing, but lately it seems more like what they can get out of the Port. He said that one item that is bothersome to him is that months ago Ms. Burke had mentioned that the rowing oars need to be out of the weather to avoid damage. The Port then offered the basement at the 3215 Lowell Street building and the oars haven't been moved, they are still out in the weather and ultimately, they are Port property. He also recently discovered that the chase boat that sits on the trailer across from the Port office is water logged and because of that it can't accommodate an eight-shell because it's too slow. And now CIR is asking for a break on the building rent at 3421 Byron. He said that personally he's having a hard time with all of this. Ms. Burke agreed and said that she has been frustrated with herself for not being able to keep up as she has a full-time job and has recently been helping her mom out of state. She said that CIR is truly

a non-profit organization. She has been working with the Programs since 2008 and now getting back on track after COVID. Regarding the water-logged chase boat, they bought it that way as it was all they could afford. She explained that they are just trying to get kids out on the water and rowing.

Mr. Jacobs mentioned that he was concerned about the new design of the boat house area being rented out for other events such as farmers markets and weddings

Ms. Jablonski said that no one is trying to pull the wool over on the Port. When the 3421 Byron Street property was first discussed there was no discussion about the side yard not being a part of the lease, so they were surprised when they found out it wasn't part of the \$600 lease. She explained that this is a big transition for the programs and they are trying to figure out how to grow them and purchase more equipment and hire more coaches. Ultimately, they are creating jobs on the waterfront. They are continually looking into new things to generate revenue. The programs bring people down to the area, which is conducive to the Port's economic development purpose. She said that the LOI was sent to the Port to begin negotiations for the lease of the property.

It was mentioned that CIR and KSF are not Port activities and the Port is not a sponsor of the activities. Basically, the programs just rent/use Port equipment. Ms. Jablonski said that the programs are filling a void since Silverdale is unincorporated there is no Parks and Recreation Department and there is no yacht club, yet it is the most desirable Inlet around for non-motorized recreation. The Port has more upland with smaller commercial buildings than any other nearby Port. She said we are in a unique position and hopes we can continue to figure out how to work together for the better of the community. Bridget agreed and said that the Programs cannot exist without the Port, but the Port can exist without them. With regard to the LOI she was hoping they could get a better rate and she submitted it as a negotiating tool. Commissioner Kitchens explained that it is highly likely that the unit could be rented at the full amount. Ms. Jablonski said that she has been in discussion with the Department of Revenue (DOR) to determine if the programs would be exempt from the Leasehold/Excise Tax since they are non-profit organizations. She has yet to hear back from the DOR. That would save 12.84% of the \$600, which would be closer to Ms. Burke's suggested amount in the LOI. Commissioner Scholfield said that it is up to them to determine if they are exempt and would need to provide the Port with a copy of their exemption. He explained that years ago the State Auditor suggested the Port enter into one-year leases vice multi-year leases as if it is longer than a year lease there are additional services required. Commissioner Kitchens questioned if those are Port required items, because in all his years as a commercial real estate agent he had never heard of that. He said that he realizes it is better to have a tenant rather than to be looking for one.

Commissioner Scholfield said one other thing to keep in mind for the Port is that if the grassy area isn't rented along with the unit the Port will be paying approximately \$150 a month for the landscaping of that area. He said that he sees that area as part of the unit. Commissioner Reese said that he is curious as to what CIR/KSF would plan to do with that grassy area. Ms. Burke said that they would like to be able to use the ergs in that area, weather permitting, and at times work on the shells. Ms. Jablonski said that she would like to have picnic tables with umbrellas. It would be a good area to build community and for the young members of the programs to hang out and also a great area for them to wait to be picked up by their parents. She reiterated that without the grassy area there is no sense for KSF to be involved. Commissioner Kitchens explained that if the grassy area is to be rented separately, the back door entry wall and steps would need to be realigned. Commissioner Reese said that CIR already has a boat yard to be used to maintain the shells and equipment. He could see the grassy area being used for the ergs at times, but not to be used to maintain boats and/or store boats. He has a hard time justifying a cut on rent when the programs already have a lot of area provided by the Port. Ms. Burke agreed that the area would more than likely just have picnic tables and it would be a nice fenced outdoor area to talk with the kids. She said that CIR is really looking for an indoor space that is close to the water so that on the colder wet days participants can get out of the water but still be able to regroup. Ms. Burke explained that the 3421 Byron space is going to be discussed during CIR's Board meeting this week. She said that she will let the Port know the outcome of their decision about renting the space by next week's Port meeting, probably include it in the monthly report provided to the Port. It was explained that the Port's leases generally are through the end of the year, so if they were to enter into the lease it would be through December 31, 2022.

Ms. Burke asked if there was any information about the reimbursement from Enduris for the Boston Whaler that caught fire due to arson. She said that they need a new boat to get the programs on the water. It was explained that there hasn't been an update from Enduris, but as far as we know they are working on it. Commissioner Reese suggested that CIR borrow one of KSF's chase boats. Ms. Jablonski explained that KSF uses their chase boats four days a week. Ms. Burke said that CIR is out on the water four days a week and it's within the same timeframe, so she doesn't see that working although she will talk to KSF coaches. Commissioner Reese said that over the years he has noticed a chase boat or two that seem to be regularly available. Ms. Jablonski said that three boats could be used, but it would all need to be planned out ahead of time.

Commissioner Scholfield said that he needs to abstain from any decisions regarding KSF as one of his family members is a paid employee of the program. He said that he will still ask questions, but will not be part of any decision making.


Mr. Jacobs said that he worries about being pushed out of the new development as it was mentioned that the boat shed area would be made available to the public in general. KSF has a Board meeting tonight and it will be discussed. Commissioner Kitchens said that he wants to do everything possible to keep the programs around. Commissioner Reese agreed and added that we just have to somehow pay for it. He said that it is going to be a community building not exclusively for KSF or CIR. If KSF or CIR wants exclusive use they will need to pay rent on it. Ms. Jablonski said that with the small classrooms it will need to be determined what other types of classes can be offered to the community. This is a big jump for the programs and is sure to promote growth. Commissioner Scholfield likened the rental of the boat shed area to the Central Kitsap School District ball fields. They are rented by the hour. It was agreed there are a lot of unknowns at this point.

The meeting adjourned at 3:30PM

Approved:


Commissioner


Commissioner

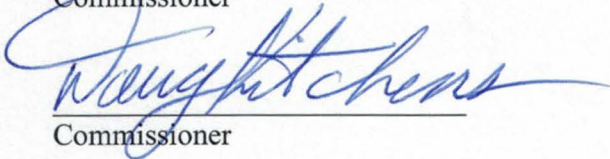

Commissioner

WAIVER OF NOTICE OF SPECIAL MEETING

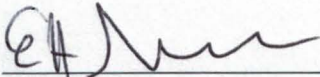
The undersigned, Port Commissioners for the Port of Silverdale, hereby waive the requirement of notice in writing of the special meeting of the Port of Silverdale held on March 10, 2022, at 1:30PM Port Office, is present at such meeting, 3550 NW Byron St, Silverdale and agrees to the conduct of the Port business as announced by the President in calling this meeting.



Commissioner



Commissioner



Commissioner

SPECIAL MEETING OF THE PORT OF SILVERDALE

WILL BE HELD AT THE PORT OFFICE – 3550 NW BYRON STREET, SILVERDALE

ON THURSDAY, MARCH 10, 2022 @ 1:30PM

TO DISCUSS THE 100% CONCEPT DESIGN OF THE FUTURE

WATERFRONT ACTIVITIES CENTER

* + Discussion of the 3421 Byron Street rental CIR Insurance
ATTENDANCE WILL ALSO BE AVAILABLE VIA ZOOM

The link to the meeting can be found on the Port's website (portofsilverdale.com)

under the "Port Commission" / "Meeting Notice" tabs

* added on 3/8/2022 After receipt of CIR's LETTER OF INTENT



Port of Silverdale Waterfront Center 100% Concept Design Presentation

Meeting Date: March 10, 2022, 1:30 PM
Location: Port of Silverdale Offices, Silverdale WA
Attendees: **Port of Silverdale:**

Commissioner Caleb Reese
Commissioner Doug Kitchens
Commissioner Ed Scholfield
Administrator Theresa Haaland

EHDD Architecture:

Erik Barr AIA, Senior Associate
Dan Leckman, Associate
Suzan Borazjani, Designer (remote)

Community Stakeholders:

Bridget Burke, Clam Island Rowing
Greg Jacobs, Kitsap Sailing Foundation
Henry Aus
Carla Larson
Marvel Hunt
Julie Jablonski, Kitsap Sailing Foundation (remote)

Introductions

Presentation:

The design team recapped the results of the February 3rd 50% Concept Design presentation. The design team noted comments from 50% presentation were incorporated into the 100% concept design, including:

- Desire for the "Old Town" scheme 'look' along Byron street with a floor plan similar to the "Water: Natural Environment" scheme.
- Combine the two first floor classrooms into larger multi-purpose classroom with and operable partition. Allows for possible expansion.
- Move main entry east to be more centrally located.
- Remove wind tunnel effect caused by a space between two buildings.
- Provide a larger south deck / terrace.

The design team introduced the 100% Concept Design inspirational images.

Site diagrams were presented, showing a proposed project phasing approach:

Phase 1: The Waterfront Center and the landscape design of the lawn area south of RTO parking and along the shoreline are constructed. Exterior fenced rowing / sailing is provided in the lot to the west of Waterfront Center site across McConnell.



Phase 2: New landscaped edge to existing port parking w/ proposed future retail is constructed. Additional future retail is constructed in the lot to the west of Waterfront Center site across McConnell.

Phase 3: New proposed boating center is constructed in the lot to the west of Waterfront Center site across McConnell.

Landscape design concept was presented:

Landscape design around the building consists of street trees and limited planting areas along McConnell and Byron and a paved plaza on the south side of the building facing the water. A seat wall is proposed in the terrace plaza to the south. Lawn / Shoreline design consists of a walking path east / west along the shoreline, open lawn area further inland, and 3 outdoor pavilions along the north edge of the lawn area abutting the RCO parking. A planted edge w/ future retail is proposed for the east edge of the port parking area. Flex grasscrete type paving is proposed for the RCP parking areas w/ removable bollards and chains. A widened / expanded bridge connection to the boat ramp to the lawn / shoreline path is proposed. The shoreline is slightly adjusted to create a more gradual slope to the water to allow better staging of non-motorized watercraft from the lawn area / shoreline path. Areas of native shoreline vegetation are proposed around the pump house, along the east end of the shoreline path and in the existing constructed bioswale. Native plantings / areas of remediation will likely be necessary due to the proximity of development to the shoreline.

Commissioner and stakeholder comments on Landscape Design and Phasing:

- Lawn area is at a premium during boating events, it may not be desirable to have 3 large pavilions on north end of lawn area. Additional open lawn area may be better, consider fewer pavilions.
- Plantings in the lawn area, existing constructed bioswale, and around the pump house / pump house plaza should be low on order to maintain view.
- Plantings in the lawn area should be minimized to maximize usable space, as the lawn area is at a premium during boating events.
- If the existing constructed bioswale needs to be retained desire is not to extend it beyond where it needs to be.
- Care should be taken to maintain ADA / accessible grade for waterfront path. The design team should review current design documents from the Pump Station 3 design to coordinate this.
- Care should be taken to maintain ADA / accessible site paths in general and also from Byron down to the Waterfront Center Plaza, and from the plaza to the green.
- Permanent seat wall / other site furniture may not be desirable in the plaza to the south of the Waterfront center as it will limit flexibility and provide opportunities for unwanted activity.
- Presented design will reduce parking in the Port parking area / around the waterfront center by +/- 10 parking spaces. Per the Port Commissioners the Port parking area east of the Waterfront Center is only needs to provide parking required by permit for the Waterfront Center + 5 spaces for the lawn shoreline park area.
- Port parking lot should accommodate two-way traffic out of parking area (at least at the outlet to the east / west drive) if the access from parking area east onto Washington Ave NW is eliminated.
- Provide removable bollards to restrict access to beachfront path if it is wide enough for vehicles.



The building 100% concept design was presented:

Proposed first floor plan consists of a large classroom area w/ divider, restroom / locker rooms with access to south plaza, two retail spaces, and a lobby with stair to the 2nd floor. Further to the west on the corner of Byron and McConnell a large non-conditioned multi-purpose boat shed area is proposed. A small retail area is proposed between the boat shed and the main Waterfront Center. Proposed second floor plan consists of a large event space (accommodating 105 persons), commercial kitchen, office space, and a large open deck to the south. The north façade of the building along Byron is more historic "old town", south façade to the water is more modern with expansive glazing and views to the water. General massing consists of three north / south gables for the main waterfront center w/ an east west cross gable for mechanical systems. General massing of the boat shed consists of one north / south gable.

Commissioner and stakeholder comments on building 100% concept design:

- **Consider providing additional roof cover to second floor terrace so it can be a year round space. Cover currently proposed is not unified / has gaps.**
- **Consider shading and different types of paving or plantings for the plaza area to the south of the Waterfront Center. During the summer the parking lot / boat ramp generate a lot of heat.**
- **Consider exactly matching the old town pub on the north end of Waterfront Center, w/ "western parapet".**
- **Consider more radius at southwest edge of the Waterfront Center plaza to better facilitate boat trailer turning from the boat ramp. Reducing the size of the island in the existing boat ramp to the west might also help with turning radius.**
- **Consider reducing the north / south dimension of the plaza to possibly fit more parking and / or allow a wider drive for easier maneuvering of boat trailers.**
- **Are two unisex restrooms enough for 2nd floor events space? Yes, the occupancy and code allow this.**
- **Boat shed sizing (Width / Length / Height) appear adequate for sailing / rowing uses.**

Closing / Next Steps

Unless the Architect is informed, in writing, within 10 days of receipt of this meeting report, the report will stand as written. It will be assumed that all in attendance and those receiving copies understand and agree to the accuracy of the statements and information herein.
