

AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, October 12, 2023 - 3:00 PM
Community Rooms

This meeting may also be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the public comment & decorum section at the end of this agenda for information on options for making public comments.

CALL TO ORDER/ROLL CALL

DISCUSSION ITEMS

1. **Quasi-Judicial Hearing Procedures**
City Attorney Daniel Kenny
2. **EV Charging Station Study**
Public Works Director Jeff Langhelm
3. **[Capital Improvement Projects Story Map](#)**
Public Works Director Jeff Langhelm
4. **Cultural Access Program Update**
City Administrator Katrina Knutson
5. **Climate Action Plan - Administrative Staff Proposed Action Items**

ADJOURN

PUBLIC COMMENT & DECORUM

Public comment will not be accepted at this study session.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the city clerk at cityclerk@gjgharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: October 12, 2023

SUBJECT: Quasi-Judicial Hearing Procedures

SUBMITTED BY: City Attorney Daniel Kenny

DEPARTMENT: Administration

PHONE:

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: The city council is identified as the decision maker in a limited number of permit types. Some of those decisions are legislative in nature, while others decisions are on permits pertaining to the specific legal rights of identifiable parties such as consideration of site-specific rezones and height restriction amendments. Those specific decisions go through quasi-judicial hearings which provide due process for the parties involved. As a result, such hearings tend to have stricter procedural requirements than legislative hearings.

The decisions made as a result of quasi-judicial hearings should be, and in some circumstances must be, based upon and supported by the “record” developed at the hearing.

Such hearings are subject to the Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact. The doctrine attempts to make sure that all parties to an argument receive equal treatment.

Our discussion will walk you through what to expect if/when a matter which requires a quasi-judicial hearing comes before council. We will talk through the requirements of the Appearance of Fairness Doctrine as well.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: N/A



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: October 12, 2023

SUBJECT: EV Charging Station Study

SUBMITTED BY: Associate Engineer Chloe Wiser

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: On September 26, the "Charge Where You Are" grant from the Department of Ecology opened for applications due November 16. This grant aims to increase level 2 charging access across Washington State in public areas where drivers will spend 1-4 hours.

The city has been working with our current charging station provider, Charge Point, in preparation for this grant. There are currently two Charge Point charging stations in Gig Harbor and the city would be interested in installing 10 more ports associated with this grant application. Staff has worked with the city operations team and local utilities to develop a map of five potential locations for the charging ports around the city.

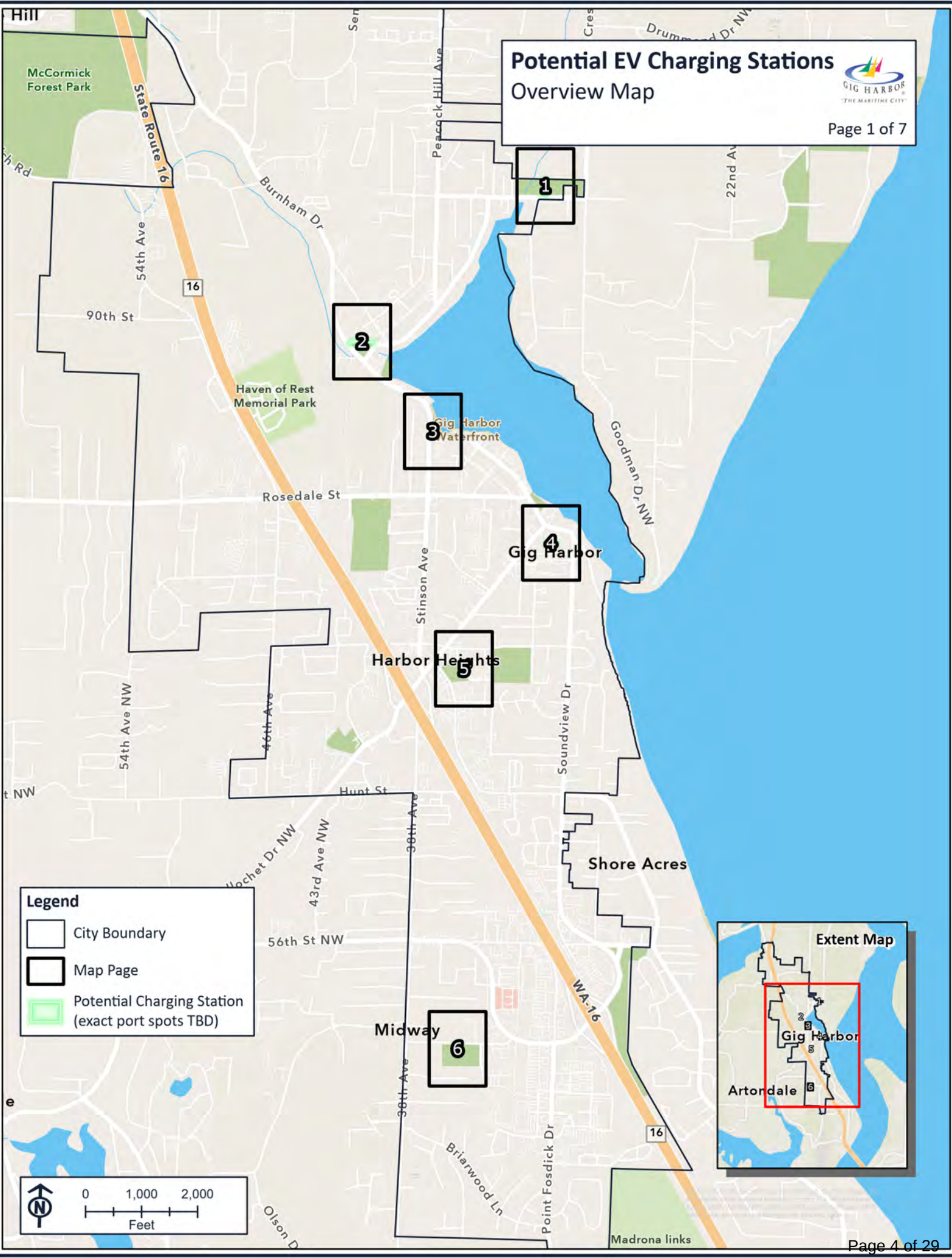
At the October 12 study session, staff will discuss the potential charging port locations noted on the attached map. Staff will also ask council at the end of the study session to provide general direction on how to proceed based on the options discussed in the study session.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Revised Charging Station Locations
2. EV Charging Station Study Presentation

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

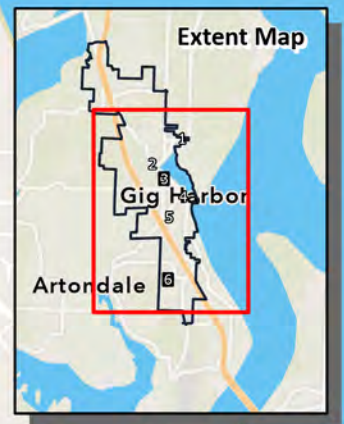
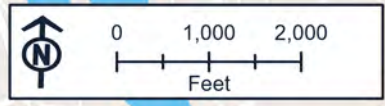


Legend

 City Boundary

 Map Page

 Potential Charging Station
(exact port spots TBD)



Potential EV Charging Stations

City Park at Crescent Creek

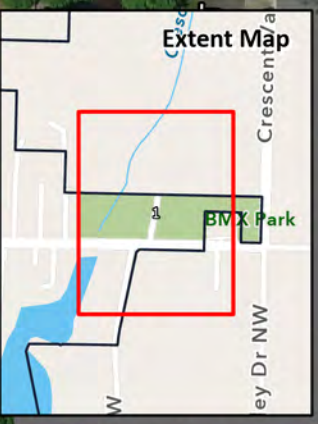
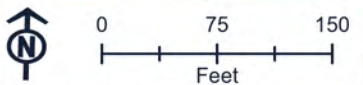


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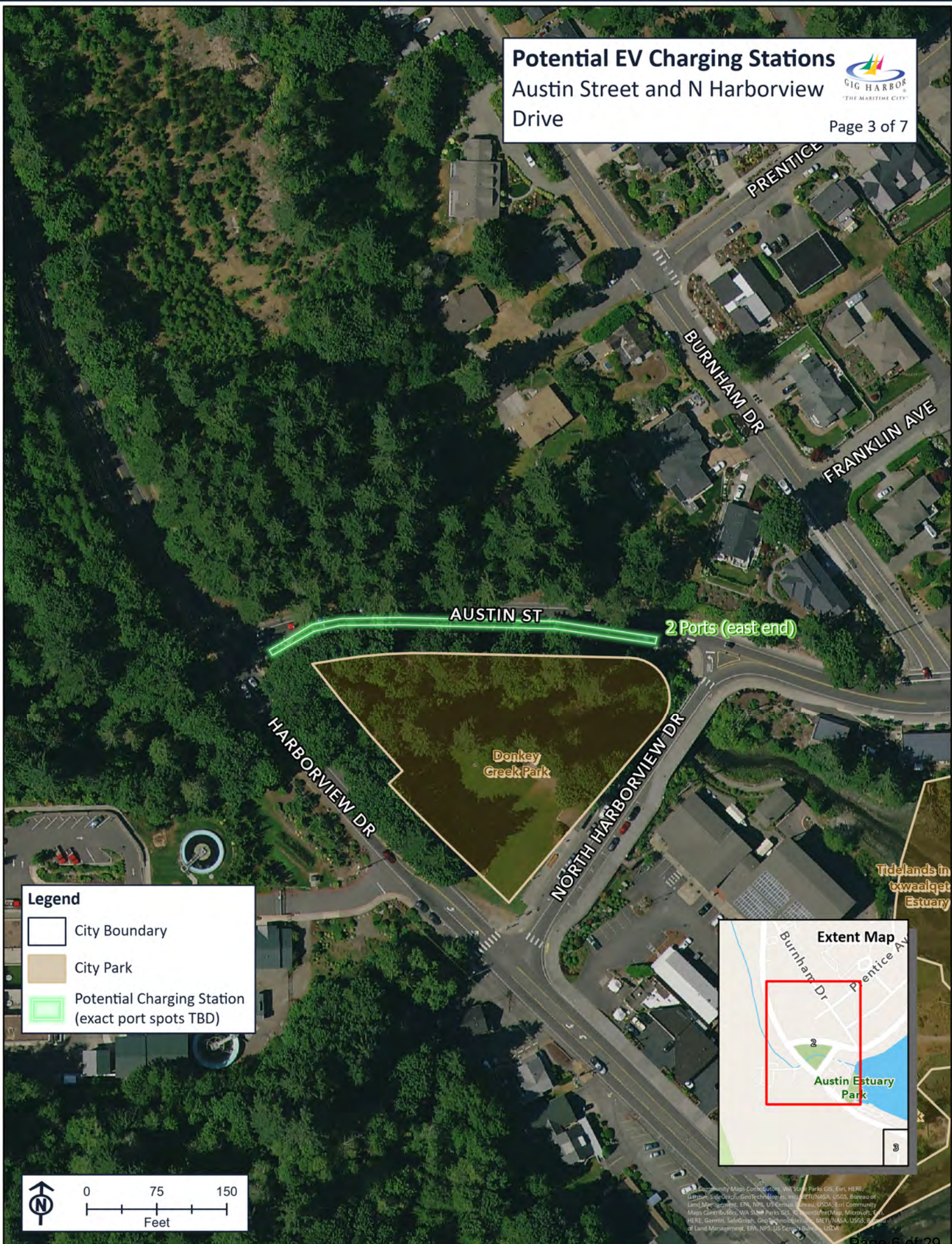


Legend

-  City Boundary
-  City Park
-  Potential Charging Station (exact port spots TBD)



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Potential EV Charging Stations

Eddon Boat Park



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BAYRIDGE AVE

HARBORVIEW DR

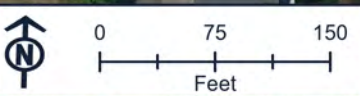
STINSON AVE

2 Ports

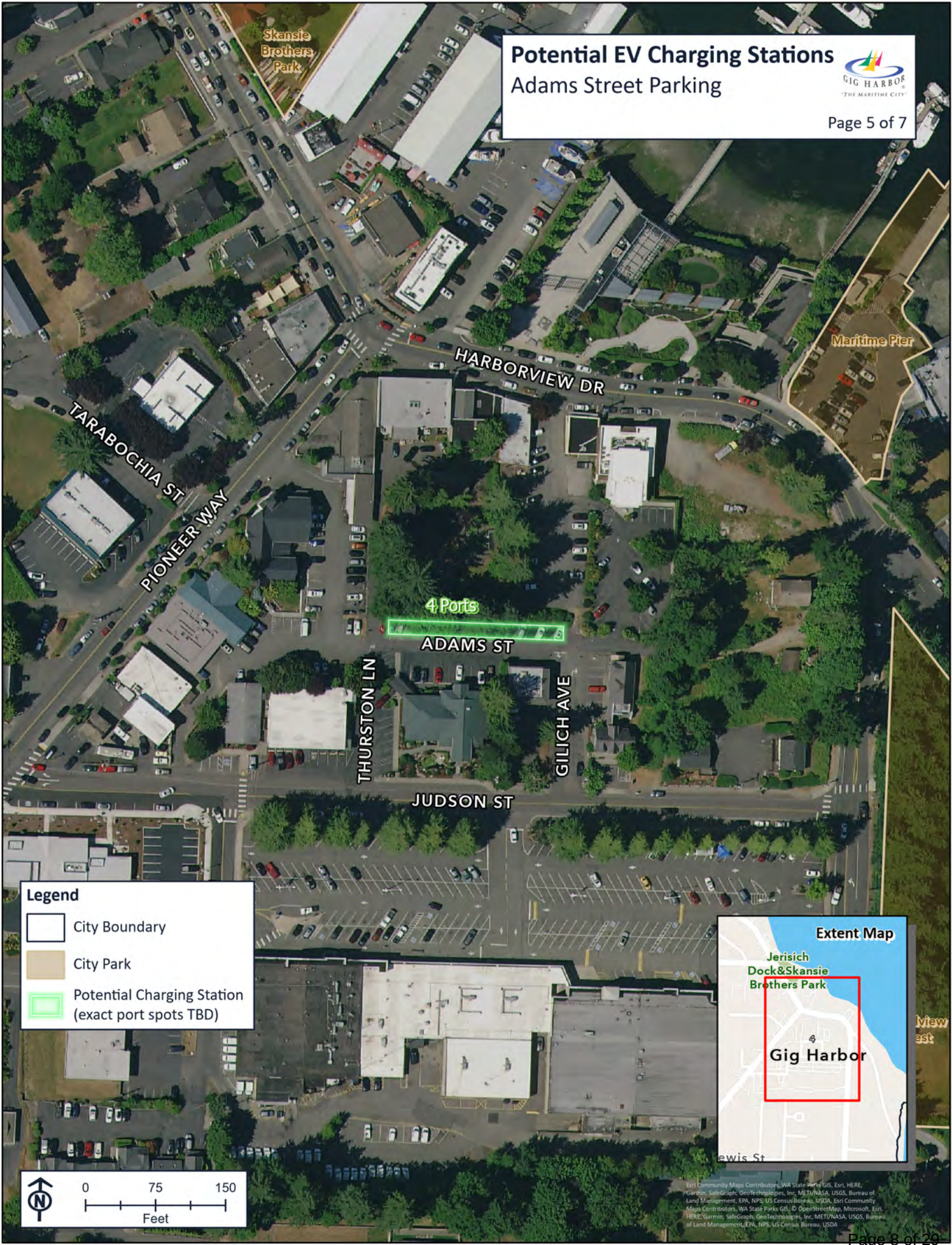
Eddon Boat Park

Legend

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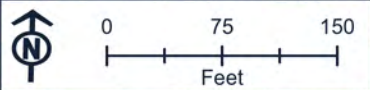


Legend

City Boundary

City Park

Potential Charging Station
(exact port spots TBD)



PIONEER WAY

GRANDVIEW ST

Civic
Center
Green

2 Ports

Skate Park

KIMBALL DR

Legend



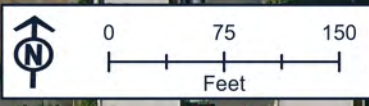
City Boundary



City Park



Potential Charging Station
(exact port spots TBD)



ERICKSON ST

Potential EV Charging Stations

KLM Veterans Memorial Park

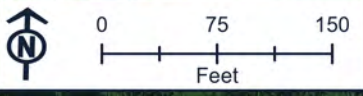


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Legend

- City Boundary
- City Park
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(exact port spots TBD)



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EV Charging Grants

Chloe Wiser

cwiser@gigharborwa.gov

253-853-8182

Important Terms

- **Level 2 Charger-** 240V AC charger that can charge a vehicle to 80% in 4-10 hours
- **DC Fast Charger-** 480V DC charger that can charge a vehicle to 80% in ~1 hour
- **Port-** physical connector from charging station to car. 1 port per 1 parking space*.
- **Charging station-** power supply that has 2 ports. 1 charging station per 2 parking spaces
- **ChargePoint-** brand of charging stations the city utilizes

- August most recent data
- 4 ports installed in city

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Grant Opportunity Requirements

Charge Where You Are

Department of Ecology

- Level 2 charging only
- Min. 4 ports per site
- Public, private, or fleet charging
- Eligible costs up to \$10k or 80%

Washington EV Charging Program

Department of Commerce

- Level 2 or DC fast charging
- Min. 2 ports per site
- Public, private, or fleet charging
- 75% of eligible costs covered

Application Sites

Charge Where You Are

Department of Ecology

- Fleet charging at operations center
 - 4 ports
- Fleet charging at civic center
 - 4 ports
- Sports complex public charging
 - 4 ports

Washington EV Charging Program

Department of Commerce

- Six public charging sites around the city
 - 14 ports total

Public Charging Site Map

- Sites selected by city operations staff and local utilities
- Presented to Downtown Waterfront Alliance and Chamber of Commerce for feedback



Charging Sites

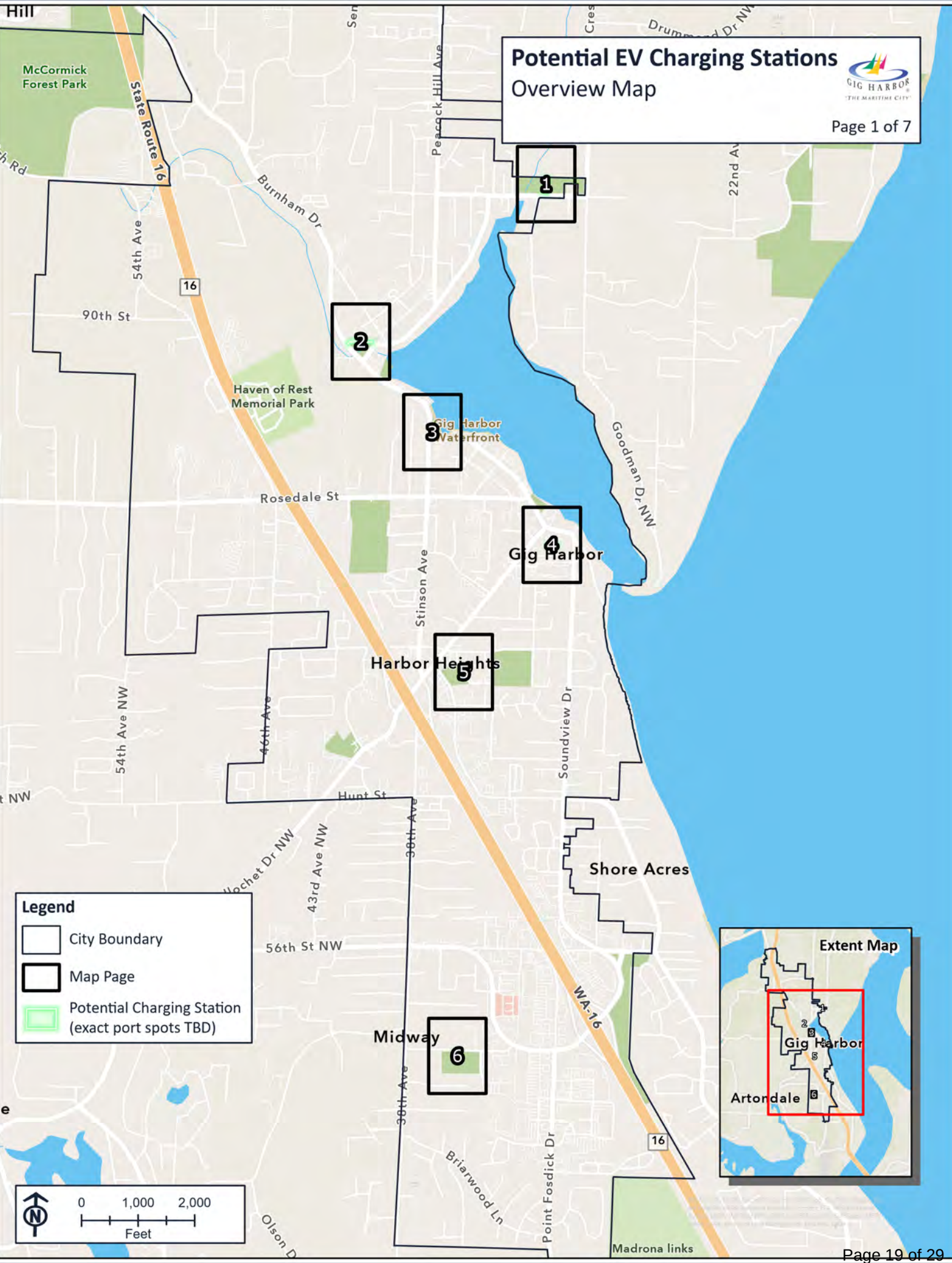
- EV charging spaces will require signage and will be reserved for electric vehicles (GHMC 17.72.090)



CP6021X-80A-L7
Pedestal mount,
dual port,
23' (7 m) cable

Next Steps

- **Charge Where You Are** (Department of Ecology)
 - Applications due November 16th
 - 360 days after contract execution to install stations
- **Washington EV Charging Program** (Department of Commerce)
 - Applications due December 1st (awarded after Jan 16th)
 - 270 days after contract execution to install stations

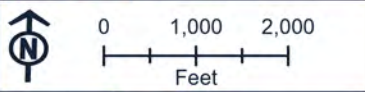


Potential EV Charging Stations Overview Map



Legend

- City Boundary
- Map Page
- Potential Charging Station (exact port spots TBD)



Potential EV Charging Stations

City Park at Crescent Creek

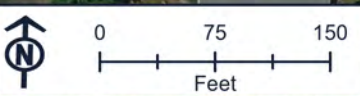


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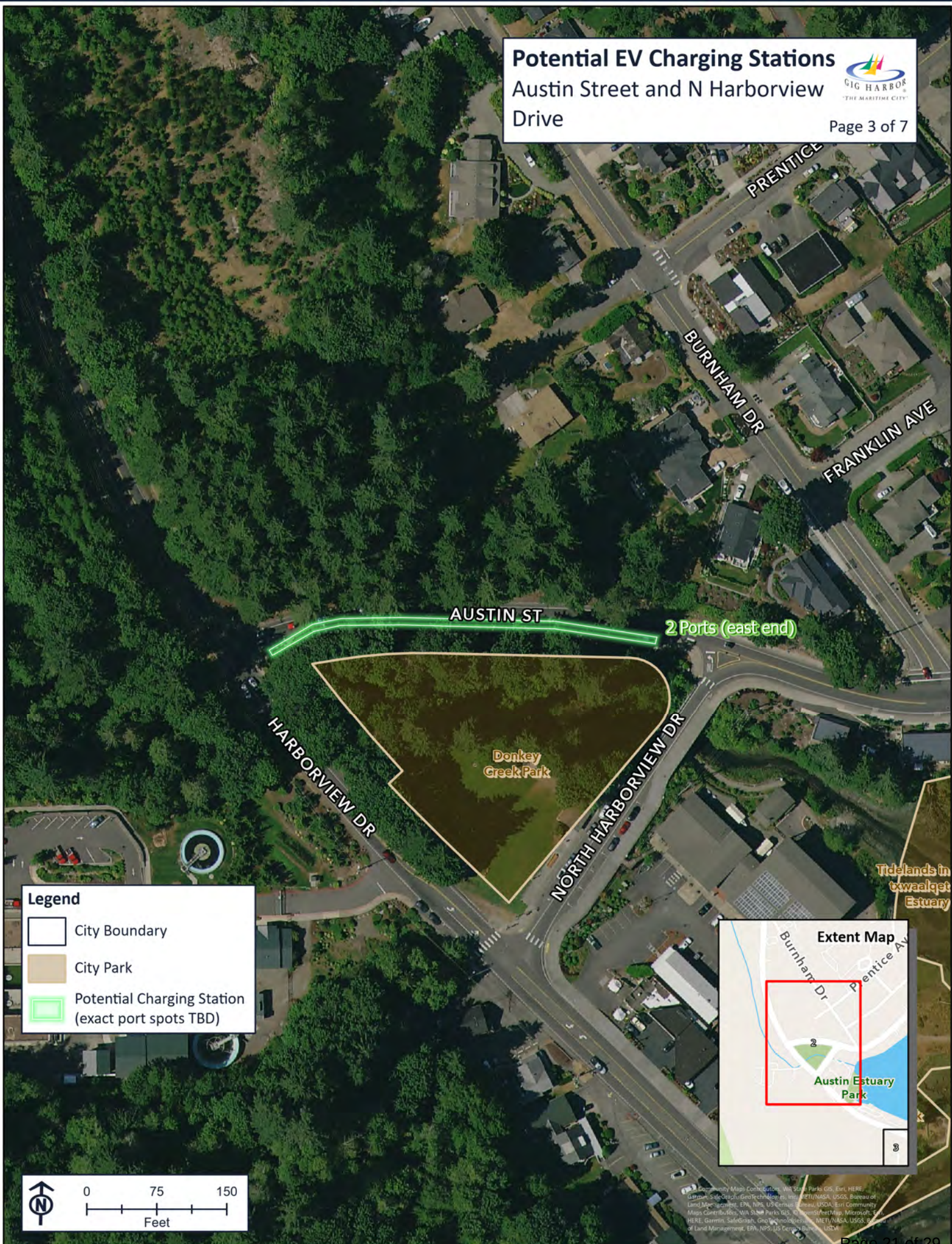


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Potential EV Charging Stations

Eddon Boat Park



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BAYRIDGE AVE

HARBORVIEW DR

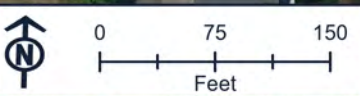
STINSON AVE

2 Ports

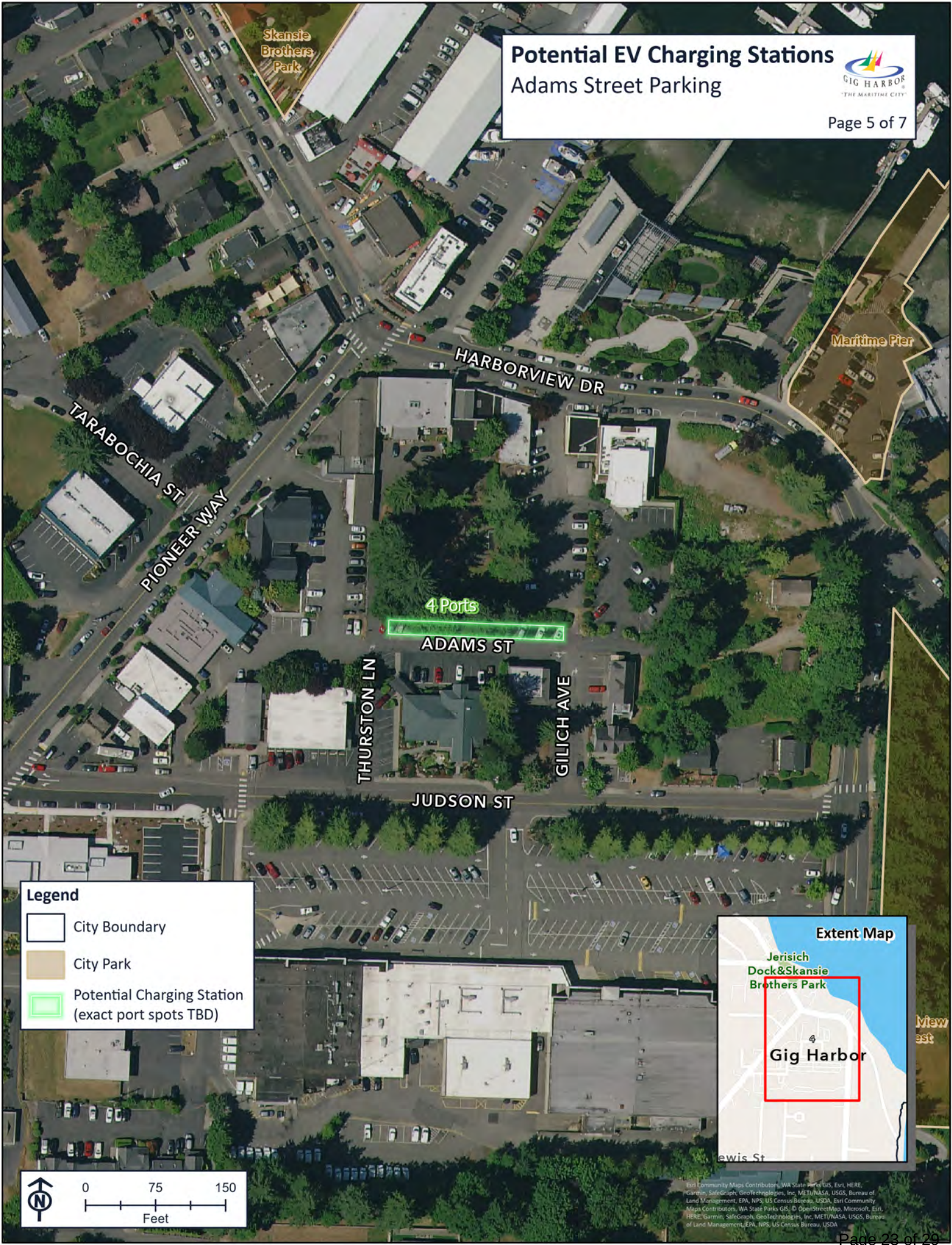
Eddon Boat Park

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PIONEER WAY

GRANDVIEW ST

Civic
Center
Green

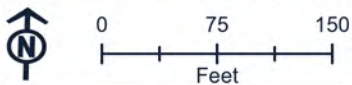
2 Ports

Skate Park

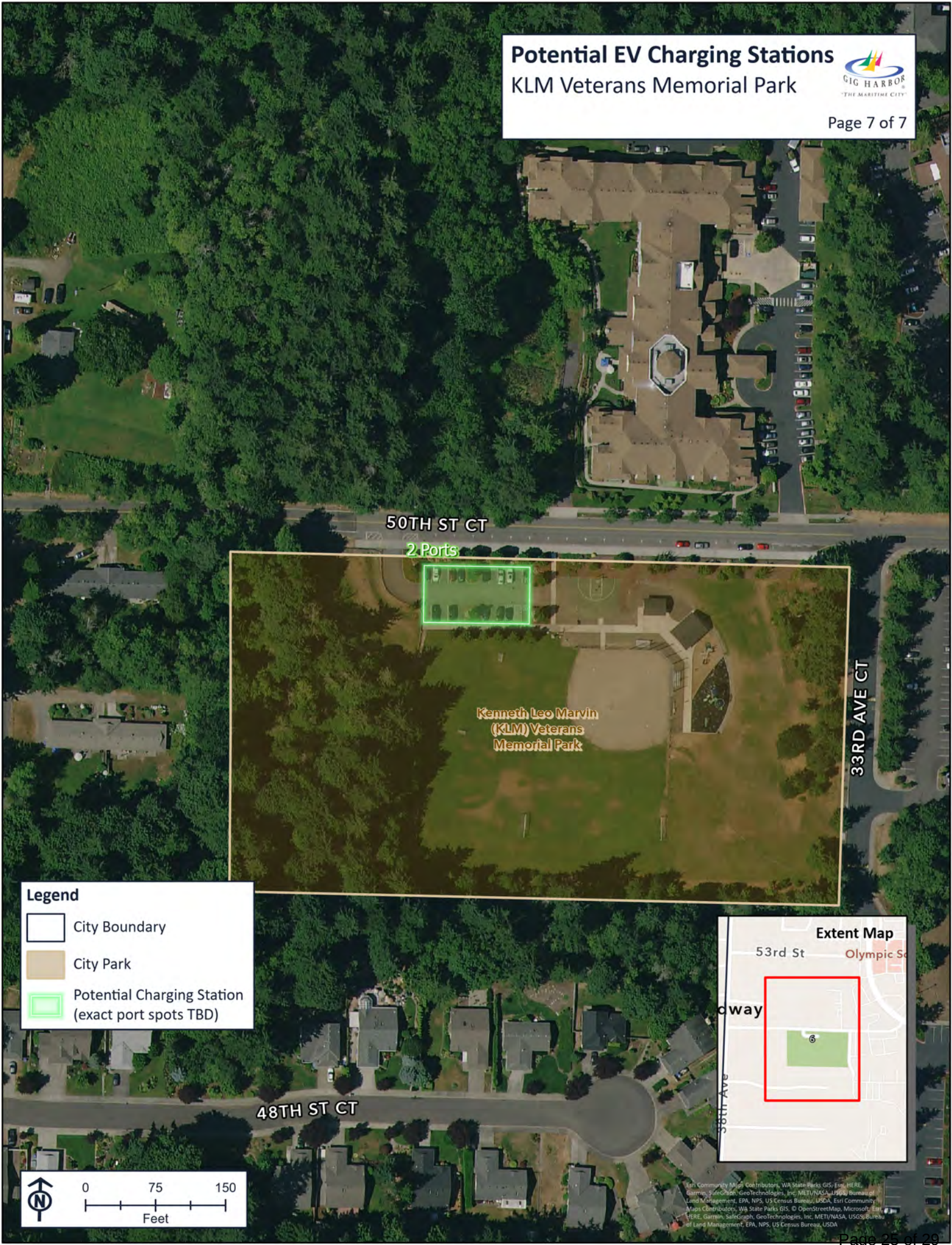
KIMBALL DR

Legend

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ERICKSON ST



Legend



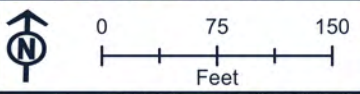
City Boundary



City Park



Potential Charging Station
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**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: October 12, 2023

SUBJECT: Cultural Access Program Update

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: At the July 13 study session, staff reported to council on the potential of creating a cultural access program in the city. Since that time, staff has met with stakeholders to discuss how a cultural access program could benefit the community. As beneficiaries of the program, the stakeholder group was largely supportive of the program.

Cultural access programs provide a mechanism for cities to support organizations that provide a cultural benefit to the community. Supported organizations must promote the advancement and preservation of science or technology, the visual or performing arts, zoology, botany, anthropology, heritage, or natural history. Within the city, there are numerous organizations who could benefit from the program, many of whom already receive grant funding from the city through creative endeavor and lodging tax grants.

A key component of the program is establishing and funding connections between cultural organizations and local schools. Partnership with Peninsula School District will be one of the key features of the program and we have already heard from the district that they are eager to work with us.

Funding for the program is provided through a .01% sales tax. This tax can be enacted by ballot measure or by direct councilmanic action. However, the tax cannot be collected until January 1, 2025, according to our City Attorney in concert with new legislation adopted in 2023. A .01% sales tax would generate roughly \$1 million in revenue for the program based on 2022 sales tax numbers.

The revenue collected can be used to pay for staffing costs associated with the program, including reimbursing the city for program setup expenses incurred prior to the tax being collected. In addition, state law allows for cities to contract with the Washington State Arts Commission to administer the program on the city's behalf. The state arts commission has not partnered with any cities to date but has expressed interest in exploring the possibility with Gig Harbor.

After funding the administrative costs of the program and the costs of supporting the public school programs, the remaining funds would be available to be allocated to cultural organizations in a manner similar to the lodging tax and creative endeavor grant programs.

Because the tax cannot be collected until 2025, staff recommends that council add this program to staff's work list for the second half of 2024. At that time, staff could begin working on the parameters for the program and begin discussions with council on the appropriateness of pursuing a sales tax increase.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: Provide a safe, healthy, and inclusive community



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: October 12, 2023

SUBJECT: Climate Action Plan - Administrative Staff Proposed Action Items

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: At the October 9 city council meeting, council adopted its Climate Action Plan. During the meeting, councilmembers expressed a desire to see staff implement the plan in meaningful and visible ways. Administration staff have been reviewing the suggested action items in the plan and have identified two steps the city can take in the immediate future.

1. Meetings where public interaction is minimal or not allowed could be conducted remotely. One of the actions put forward in the plan is to promote and encourage remote work as a means to reduce emissions from transportation and energy consumption in buildings. This concept extends to city meetings which require unnecessary car trips and after-hours utility usage.

This would be a highly visible way for the city council to lead by example and demonstrate its commitment to the principles of the climate action plan. It would greatly assist in the city's ability to communicate the plan to the public and provide an example to residents.

Remote meetings could be held for city council study sessions, as well as after-hours advisory board meetings of the design review board, planning commission, historic preservation commission, and parks commission.

During the COVID-19 shutdown the city was able to demonstrate that it can effectively run meetings remotely using the Zoom platform. As with many of the actions proposed in the plan, conducting remote meetings would have many other benefits to other areas of the city as well, including:

- Increased transparency to the community. The owl cameras do their best, but we still have persistent audio/video issues that would be eliminated if everyone had their own Zoom screen.
- More efficient and orderly meetings. Zoom naturally reduces the number of interruptions and encourages participants to wait for their turn to speak. With our current hybrid meetings, participants who cannot be at the meeting are often disadvantaged in their ability to contribute to the discussion.
- Reduced staff time to set up and take down meeting equipment.
- Increased productivity from staff who would not need to sit through meetings to wait for their topic to come up on the agenda.

- Reduced utility costs to keep the lights on after hours.

2. Close the Civic Center to the public on Fridays. The practice of closing government facilities to the public on given days is becoming more commonplace in Washington state. While the building would be closed on Fridays, staff would still be able to access the building to work and meet with residents by appointment, if needed.

Many staff members are currently not able to work remotely or have flex schedules due to the pressures of needing to have coverage to address the concerns of residents in-person. This change would allow for more opportunities for remote work and aligns perfectly with strategy CC2.1 of the plan: *Preserve and expand flexible scheduling and remote work options for staff.*

With a building closure, administration would need to ensure that essential services are still available, particularly for the police department or the court.

The official hours of the Civic Center are adopted by council resolution.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: Foster a healthy city organization.
Ensure sustainable future for public services and facilities.
Promote environmental sustainability and preserve Gig Harbor's natural beauty.