

# Port of Port Townsend Information Memo

**DATE:** 1/11/2021  
**TO:** Port Townsend Port Commission  
**FROM:** Eric Toews, Deputy Director  
**SUBJECT:** Herb Beck Marina, Quilcene – Planning Process Outline

---

## Introduction

The purpose of this informational memorandum is to briefly outline the purpose, context and suggested goals for the Quilcene planning process, as well as key work plan elements and timeline recommended by staff. It is hoped that this will facilitate the Commission's January 13, 2021 Workshop discussion. Based on the Commission's discussion, staff plans to present a revised process and timeline for the Commission to ratify and confirm during its January 27, 2021 Regular Meeting.

## The Planning Process & Context

The Port is initiating this effort in order to facilitate a discussion with the Quilcene community about the future of the Herb Beck Marina. The planning process is intended to result in a "blueprint" for the rehabilitation and improvement of the facility in a manner that is responsive to community aspirations, actionable, and financially sustainable. The process will provide a valuable platform to actively listen to constituents, better understand community needs, build relationships, and demonstrate that we can work together for the common good.

The end-product of the effort will be a specific program of capital improvements to be undertaken at the Herb Beck Marina that will be incorporated into the Port's Comprehensive Scheme of Harbor Improvements (CSHI). As such, it will outline and prioritize projects anticipated to occur in the next 1-5 years, 6-10 years, and 11-20 years. Once incorporated into the CSHI, the project priorities will guide the preparation of the Port's 5-year rolling capital plan and annual capital budgets.

We are focused on a planning process that meaningfully engages citizens and balances aspirations with financial and market realities. The end product will serve as an enduring guide for the Port Commission and staff in making future capital improvement decisions.

## Suggested Key Planning Process Goals

**Community Connections:** Advance the Port's commitment to all of Jefferson County by engaging with the Quilcene community in a transparent, accessible way that builds and sustains accountability and trust.

**Financial Sustainability:** Ensure that the projects recommended for inclusion in the CSHI are within the Port's financial capacity, are financially sustainable, and beneficial to the residents of Quilcene and Jefferson County. County-wide, the Port must take a strategic approach to how we invest limited resources. As is the case Port-wide, the investments made in Quilcene must balance the initial costs with long-term operation and maintenance costs and community benefits.

**Community & Environmental Stewardship:** Demonstrate that the Port is attentive in its role as a caretaker of the Herb Beck Marina facility for the Quilcene community. The Port seeks to protect the treasured community asset of the facility itself, as well as the natural ecology and beauty of the adjoining waters of Quilcene Bay for present and future generations.

**Organizational Success:** Create and sustain an open, transparent culture that is internally and externally aligned and successfully implements the capital projects prioritized for Quilcene.

### **Suggested Planning Process Milestones & Timeline**

**Blue** font indicates a staff phase of the effort. **Black** font indicates Port Commission meetings. **Red** font indicates Ad Hoc Planning Committee meetings.

**January 2021** – Review and Confirm Existing Conditions Information in Comp Scheme (staff)

**January 13, 2021** – Commission Workshop - Review Proposed Planning Process/Timeline

**January 27, 2021** – Commission Regular Meeting – Ratify Process/Timeline

**February 3, 2021** – Community On-Line Open House (Commission + staff)

- Outline Goals/Objectives of the Process
- Describe Planning Process/Timeline
- Describe How to Become Involved
- Obtain Initial Feedback on Community Concerns/Aspirations

**February 2021** – Conduct up to 100 One-on-One Phone Interviews with Quilcene/District #3 Residents (staff/consultant)

**February 10, 2021** – Commission Workshop

- Planning Process Update
- Discussion of Ad Hoc Planning Committee Membership and Composition

**February 24, 2021** – Commission Regular Meeting

- Ad Hoc Planning Committee Members Appointed
- Resolution Confirming Committee Responsibilities/Ground Rules

**Early March 2021** – Collate and Organize Results/Themes of Interviews (staff/consultant)

**March 10, 2021** – Commission Workshop

- Planning Process Update
- Report Results of One-on-One Interviews

**March 1–31, 2021** – Development of Capital Improvement Program Alternatives (staff/consultant)

**March 24, 2021** – Commission Regular Meeting – Review/Confirmation of Alternatives

**April 2021** – Ad Hoc Committee Meetings (4 - Online) to Review & Develop a “Preferred Alternative” Recommendation to the Commission:

- **April 8** – Kick Off Meeting – Review/Present Staff Draft Alternatives
- **April 15** – Review/Discussion – Discuss/Identify Changes/Preferred Alternative
- **April 22** – Review/Discussion – Confirm Changes/Preferred Alternative
- **April 29** – Review and Confirm Report and Recommendation to Commission

[Note: "Preferred Alternative" is anticipated to be presented in a form that can be incorporated into the CSHI]

**May 12, 2021** – Commission Workshop/Online Open House – **Ad Hoc Committee Presents Preferred Alternative** to Commission

**May 26, 2021** – Commission Regular Meeting – Discuss and Direct Modifications to Ad Hoc Committee's Recommended Alternative

**June 9, 2021** – Commission Workshop Meeting – Review and Discuss Final CSHI Amendatory Language (as modified following May 26, 2021 Commission Direction)

**June 9, 2021** – Commission Regular Meeting and Public Hearing (First Reading) – Amendments to Quilcene Chapter of the CSHI

**June 23, 2021** – Commission Regular Meeting and Continued Public Hearing (Second Reading) – Adoption of Amendments to Quilcene Chapter of CSHI

### **Suggested Methods for Community Engagement**

We want to hear from Quilcene community members about how the Port can prioritize capital improvements at the Herb Beck Marina in a way that aligns with the needs and values of the people who live, work and play in south Jefferson County. The COVID-19 situation makes this a particular challenge, as all Port meetings and community events are taking place online until further notice. To obtain citizen input that is broadly representative of the Quilcene community and District #3, the following outreach methods are recommended:

- **Individual Phone Interviews:** Up to 100 one-on-one phone interviews will be conducted with community members as follows:
  - "Self-selected" – individuals who request to participate and be interviewed via the Port's website; and
  - Interviewees identified/recommended by Commission and staff  
(Note: the object is to obtain the broadest possible range of participants from the community).
- **Email Updates:** Citizens will be able to sign up to receive Quilcene Planning email updates.
- **Online Open House(s):** Online Open Houses are planned on February 3 and May 12 with opportunities provided for public questions and comments.
- **Commission Workshop Meetings:** Following the Workshop on Wednesday, January 13, 2021, a total of four (4) Workshops are anticipated to keep the Commission and public informed and provide key check points throughout the planning process.
- **Commission Regular Meetings & Public Hearings:** A total of six (6) Commission Regular Meetings to discuss the process and substance of the effort are anticipated, including a formal public hearing preliminarily scheduled to occur on June 9, 2021.
- **Online Questionnaire/Survey:** The questions prepared for the phone interviews will also be made available online for residents to provide written feedback, if they are unable to schedule a phone interview in February

**Note:** Potential Phone Interview/Online Survey Questions are provided on page 4 of this memo.

**Possible Phone Interview/On-line Survey Questions**

1. *What is the most important project or improvement that the Port could undertake at the Herb Beck/Quilcene Marina in the next 5 years?*
2. *There are a number of ways the Port can use the IDD tax levy money (up to 17 million countywide over the next 20 years) paid by Jefferson County residents. Please rank the following choices:*
  - a. *Invest/reinvest in revenue producing projects*
  - b. *Rebuild existing marina infrastructure essentially in its current configuration (e.g., restroom, boat-ramp, docks/piers)*
  - c. *Reconfigure and redevelop marina infrastructure to increase trailer-boat use and reduce long-term operating costs*
  - d. *Build an RV campground and park for community and visitor use*
  - e. *Make passive park and open space improvements (e.g., picnic area, swimming float, etc.)*
3. *Are there different uses of the tax levy money (not listed in question #2) that you would recommend? If not, you can skip this question.*
4. *Ports play many different roles in communities. Which if these priorities do you think best help the Port of Port Townsend to serve the residents of Jefferson County, District #3, and Quilcene?*
  - a. *Maintain/create jobs*
  - b. *Maintain/renovate/rebuild infrastructure that supports jobs/economic development*
  - c. *Make more land available for industrial development (e.g., Airport Rural Light Industrial Park, expansion of the Boat Haven Boat Yard)*
  - d. *Recruit businesses to Jefferson County*
  - e. *Develop passive parks and open space areas*
  - f. *Build/redevelop recreational transportation facilities (e.g., marinas/boat launches)*
  - g. *Build/improve infrastructure throughout Jefferson County*
5. *Are there other ways that the Port can help District #3 and Jefferson County residents (not listed in question #4) that you would recommend? If not, you can skip this question.*
6. *Do you have any other comments or ideas the Port of Port Townsend should consider in the Herb Beck Marina planning process? Please note them here:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. *How did you find out about the Herb Beck Marina/Quilcene planning effort?*