

**DRAFT**

**RESOLUTION NO. 797-23**

**A Resolution of the Commission of the Port of Port Townsend**

**ADOPTING OBJECTIVES TO GUIDE THE SHORT FARM PLANNING PROCESS; ADOPTING A FARM PLANNING PROCESS AND SCHEDULE; AND ESTABLISHING A "SHORT FARM STEERING COMMITTEE" (FSC) TO DEVELOP THE "FARM PLAN".**

**WHEREAS**, the Port of Port Townsend (the Port) is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

**WHEREAS**, consistent with the authority provided under RCW 53.08.020, the Port has acquired the 253-acre Short Family Farm in Chimacum, Washington, with the intent of developing and maintaining on-site infrastructure and establishing uses of the property that will help support, sustain, and expand agriculture in Jefferson County; and

**WHEREAS**, the Commission has concluded that a Farm Plan is necessary to provide a clear vision and implementation actions to guide the Port's future development and use of the property in a manner that is responsive to the needs of the local ag community; and

**WHEREAS**, the Commission wishes to memorialize foundational goals for the effort to ensure that the Farm Plan advances the public interest and the Port's financial needs;

**WHEREAS**, the Commission desires to retain the special assistance of master's degree students and faculty from the University of Washington's Department of Urban Design (UW) to facilitate the planning effort and to effectively involve interested citizens and local subject matter experts in developing a Farm Plan to guide future development and use of the property;

**WHEREAS**, the Commission wishes to formalize the size, composition, and method of appointment of a Farm Steering Committee to work with UW students and faculty to develop the Farm Plan;

**WHEREAS**, the Commission desires to affirm its commitment to sustaining a high level of community engagement to build and sustain public trust and better inform its decision-making; and

**WHEREAS**, the Commission reviewed a Draft 2024 Short Farm Planning Process work plan and tentative schedule at its September 13, 2023 Workshop; and

**WHEREAS**, the Commission finds that adopting foundational goals for the effort, retaining the UW to facilitate the planning process, and formally appointing a Farm Steering Committee to develop the Farm Plan will further the public health, safety and welfare,

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Port Townsend, as follows:

1. **Findings:** The recitals above are incorporated into this resolution as findings.
2. **Adoption of Planning Process Objectives:** The Commission desires that the Farm Steering Committee established under section 3, below, have broad

latitude in developing a blueprint for future development and use of the Short Farm, ensuring that the Farm Plan achieve the following key objectives:

- 2.1 The Farm Plan (“the Plan”) should be consistent with all existing land use policy and regulatory requirements as well as applicable deed restrictions.
- 2.2 Port direct investments in the Short Farm should achieve the Port’s standard rate of a return of 9.5% (e.g., a \$500,000 investment would require a return of \$47,500 per annum).
- 2.3 The Plan must tangibly benefit local farmers and help to support, sustain, and expand agricultural production in Jefferson County.
- 2.4 The Plan must materially improve environmental conditions and habitat functions and values, especially for anadromous fish.
3. **Short Farm Steering Committee Established:** The Port Commission hereby establishes a Short Farm Steering Committee, hereinafter referred to as the “FSC” or “steering committee”.
4. **Role and Responsibility:** Consistent with the Planning Objectives set forth in Section 2, hereinabove, the role of the FSC shall be to develop a Farm Plan to guide future development and use of the Short Family Farm, as well as habitat and stream restoration activities. To this end, the FSC shall work with Port staff and the students and faculty of the UW to prepare a planning document with recommended implementation steps to be transmitted to the Port Commission.
5. **Farm Steering Committee Composition:** The FSC shall consist of nine (9) members formally appointed by the Port Commission as set forth in Section 6, below. The FSC shall be comprised as follows:
  - 5.1 One (1) member will represent the Jefferson County Board of County Commissioners.
  - 5.2 One (1) member will represent the Jefferson County Conservation District (JCCD).
  - 5.3 One (1) members will represent the North Olympic Salmon Coalition (NOSC).
  - 5.4 Six (6) members will represent the Jefferson County agricultural sector (e.g., farmers).
6. **Method of FSC Appointment:** The three (3) members representing the County, JCCD, and NOSC shall be appointed by the Port’s Executive Director. The six (6) members representing the agricultural sector shall be appointed as follows:
  - a. Port staff shall solicit applications from persons interested in serving on the FSC (see Exhibit “A”);
  - b. Applications received by Friday, November 10, 2023, will be reviewed by the Commission at their next regular meeting, with each Commissioner entitled to appoint two (2) steering committee members.
7. **UW to Provide Planning Process Assistance:** The Port is engaging graduate students from the University of Washington Urban Design and Planning Program (UW) to assist the FSC and Port staff with visioning, community engagement, meeting facilitation, and development of a preferred Farm Plan alternative for

ratification by the Commission. The planning process is anticipated to span from the autumn of 2023 through early summer of 2024. The process and schedule will be substantially consistent with the Scope of Services attached hereto (see Exhibit "B").

8. **FSC Meetings - Records:** The FSC will meet at the times and locations specified in Exhibit "B" to develop and recommend a preferred Farm Plan alternative to the Port Commission. Port staff shall be responsible for maintaining a public record of the steering committee's deliberations, findings, and recommendations, consistent with the Washington Open Meetings Act.

**ADOPTED this 27<sup>th</sup> day of September 2023, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.**

**ATTEST:**

\_\_\_\_\_  
Pamela A. Petranek, President

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Carol L. Hasse, Vice President

\_\_\_\_\_  
Peter W. Hanke, Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney

**EXHIBIT "A"**

**SHORT FARM STEERING COMMITTEE APPLICATION**

**General Applicant Information:**

Full Name: \_\_\_\_\_

Address and Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employer/Occupation: \_\_\_\_\_

**Personal Information:**

1. Are you a full-time resident of Jefferson County? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you a registered voter in Jefferson County? Yes \_\_\_\_\_ No \_\_\_\_\_

3. How long have you lived in Jefferson County? \_\_\_\_\_

4. What community service activities have you participated in over the past five years?

\_\_\_\_\_

\_\_\_\_\_

5. Please provide an overview of your background, including work experience, education, and qualifications for this appointment (attach an additional sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What challenges or concerns do you see facing the Short Farm Steering Committee, and how would you recommend they be addressed?

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7. What special knowledge, experience or skills do you possess that would contribute to the success of this Steering Committee?

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8. Up to nine (9) meetings of the Steering Committee will be conducted between January and July of 2024, with meetings frequently scheduled for the third Wednesday of the month. Are you available to actively participate in meetings on the following dates?

- Steering Committee Meeting #1: January 17, 2024
- Steering Committee Meeting #2: February 21, 2024
- Steering Committee Meeting #3: March 20, 2024
- Community Visioning Meeting: April 17, 2024
- Steering Committee Meeting: April 18, 2024
- Public Open House Meeting: May 15, 2024
- Steering Committee Meeting #5: May 29, 2024
- Steering Committee Meeting #6: June 5, 2024
- Port Commission Public Workshop: July 10, 2024

Are there any other limitations on your availability that we should be made aware of?

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**References:**

Please provide a list of at least three residents of Jefferson County you wish to use as personal references who could provide us with information pertinent to your application:

**Reference #1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Reference #2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Reference #3:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Acknowledgement and Signature:**

Agreement to Terms: *"I understand that, upon submission, all information on this form becomes a public record."* (For further information please call the Port's Administrative Assistant and Public Records Officer, Joanna Sanders at 360-385-0656).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT "B"**

### **SCOPE OF SERVICES Port of Port Townsend Graduate Student Assistance with Short Farm Planning Process**

#### **1. Overview**

The Port of Port Townsend ("Port") wishes to engage graduate students from the University of Washington Urban Design and Planning program ("UW") to provide assistance with visioning, community engagement, and development of plan alternatives to inform future use of the Port's Short Farm Property.

This project is conducted consistent with Port Resolution (792-23), which outlines the Port's objectives and requirements for the Short Farm Property.

The Port's study and planning process for how to use Short Farm is anticipated to span from the fall of 2023 through the summer of 2024. The UW students' involvement is anticipated to begin in January 2024 and last through the summer of that year.

The Port will convene a Farm Steering Committee (FSC) to consider community interests and issues raised by the public, and to develop objectives, a slate of potential alternatives, and eventually a preferred alternative. The FSC will be supported in this effort by both Port Staff and the students. Students will attend three Steering Committee meetings, as outlined in the following section.

Students will also plan and facilitate two meetings open to the public to provide an opportunity for (1) open-ended visioning for the Short Farm site and (2) review and comment of potential alternatives.

#### **2. Major Tasks and Objectives**

##### **2.1 Preparation and Coordination**

Student participation will begin in Winter Quarter, January 2024. Prior to student involvement and throughout the process, the Port and UW (Katie Cote) will coordinate on schedule, scope, student progress, deliverables, and updates from Steering Committee members.

##### **Port Responsibilities:**

- Work with Port Commission to approve the scope for this process; and
- Appoint and convene the Farm Steering Committee prior to January 2024.

##### **UW Responsibilities:**

- Provide periodic status updates to Port; and
- Coordinate early on meeting dates in order to secure venues.

## 2.2 Study of Existing Conditions

Students will study existing land uses, regulatory and environmental conditions, site characteristics, past uses, and other available land-related information the Short Farm property.

### Port Responsibilities:

- Provide access to known environmental and land information, including maps, studies, data sets, or contact information for knowledgeable individuals.
- Be available as a resource for students to ask questions. Attend midterm presentation (virtually in mid-February).

### UW Responsibilities:

- Prepare Initial Conditions Report and present this to the Steering Committee at Meeting #3 (see detailed schedule below).

## 2.3 Facilitate Public Decision-Making Process to Choose Future Uses of the Site

UW will facilitate both public open house events and discussions with the Steering Committee to explore options, propose alternatives, and ultimately help the Steering Committee choose a preferred course of action for the future use of the Short Farm property.

### Port Responsibilities:

- Work with UW to choose dates for outreach and Steering Committee events;
- Book venues in advance of events;
- Attend all Steering Committee meetings and be primary facilitator at Meetings 1, 2, and 6 (if needed);
- Review and provide comment on student agendas for outreach events; and
- Provide contact information for Steering Committee members or other stakeholders, as needed.

### UW Responsibilities:

- Plan a process to gather feedback and direction from the public at large and the Steering Committee in particular, on the future use of the Short Farm property; and
- Plan and facilitate outreach events and feedback meetings, including 2 public meetings and Steering Committee Meetings 3, 4, and 5 (detailed below).

The table on the following pages lists all planned Steering Committee, Public Outreach and Commission Meetings.



| <b>SHORT FARM PLANNING PROCESS</b>  |   |
|---|---|
| <b>Meeting/Event</b>  | <b>Meeting Scope and Objectives</b>   |
| <p><b><i>Steering Committee Meeting #1</i></b><br/>           January 17, 2024<br/>           Facilitated by the Port</p>   | <ul style="list-style-type: none"> <li>• Meeting attended by students</li> <li>• Introductory meeting for Steering Committee</li> <li>• Intros, set expectations, roles and norms</li> <li>• Discuss priorities for the process and requirements from Port</li> <li>• Possible venue: Chimacum Grange</li> </ul>  |
| <p><b><i>Steering Committee Meeting #2</i></b><br/>           February 21, 2024<br/>           Facilitated by the Port</p>  | <ul style="list-style-type: none"> <li>• Tour facilitated by Port, attendance by Rick and/or Katie</li> <li>• Site visit to Short Farm property</li> </ul>  |
| <p><b><i>Steering Committee Meeting #3</i></b><br/>           March 20, 2024<br/>           Presentation by UW Students</p> | <ul style="list-style-type: none"> <li>• Meeting attended by students to discuss Existing Conditions Research and Scoping</li> <li>• Present existing conditions, limitations</li> <li>• Facilitate exercise to guide work in the next quarter – frame potential solutions, seek feedback on how to design the public process</li> <li>• Possible venue: Chimacum Grange</li> </ul> |
| <p><b><i>Community Visioning Meeting</i></b><br/>           April 17, 2024<br/>           Facilitated by UW Students</p>    | <ul style="list-style-type: none"> <li>• Open house style public meeting</li> <li>• Steering Committee is introduced, attends as listeners</li> <li>• Discussion of what the community wants to see happen at Short Farm, such as stations with notecards, boards, maps, etc.</li> <li>• Possible venue: Chimacum Grange</li> </ul>   |
| <p><b><i>Steering Committee Meeting #4</i></b><br/>           April 18, 2024<br/>           Presentation by UW Students</p> | <ul style="list-style-type: none"> <li>• Report back on Visioning Event</li> <li>• Presentation and discussion of possible alternatives</li> <li>• Possible venue: Chimacum Grange</li> </ul>   |
| <p><b><i>Public Meeting on Alternatives</i></b><br/>           May 15, 2024<br/>           Facilitated by UW Students</p>   | <ul style="list-style-type: none"> <li>• Open house style public meeting</li> <li>• Presentation and discussion of possible alternatives with the public</li> <li>• Gather feedback on alternatives</li> <li>• Possible venue: Chimacum Grange</li> </ul>   |

**SHORT FARM PLANNING PROCESS, Cont.**

| <b>Meeting/Event</b>   | <b>Meeting Scope and Objectives</b>   |
|--|---|
| <b>Steering Committee Meeting #5</b><br>May 29, 2024<br>Presentation by UW Students                            | <ul style="list-style-type: none"><li>• Discuss community feedback on alternatives</li><li>• Present top 2 or 3 alternatives</li><li>• Steering Committee discusses and selects preferred alternative</li><li>• Possible venue: Chimacum Grange</li></ul> |
| <b>Steering Committee Meeting #6</b><br>June 5, 2024<br>Presentation by UW Students                            | <ul style="list-style-type: none"><li>• Follow-up meeting with Rick and/or Katie on next steps, delivery of final report.</li></ul>   |
| <b>Port Commission Workshop Meeting</b><br>July 10, 2024<br>Presentation by Steering Committee Representatives | <ul style="list-style-type: none"><li>• Commission Workshop Meeting, 9:30 a.m., July 10, 2024</li><li>• Steering Committee representatives provide report and recommendation to the Commission</li><li>• Venue: Pavilion Building, Point Hudson</li></ul> |

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### 3. Short Farm Planning Process Preliminary Flow Chart

