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COMMUNITY DROP-IN OPEN HOUSE

The Short Farm Project:
Supporting Community Resilience & Prosperity
October 18, 2023 - 5:30 – 7:00 pm

Tri-Area Community Center
10 West Valley Road, Chimacum, WA 98325

Brief Port Staff Presentation on the Upcoming Short Farm Planning Process and Opportunities for Public Participation @ 6:00 pm

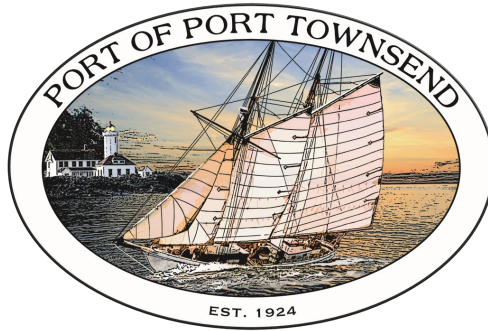


Specific topics will include:

- **Status of Property Acquisition & Next Steps**
- **Planning Objectives Adopted by the Port Commission**
- **Overview of the Upcoming Process & How to be Involved**
- **Farm Steering Committee (FSC) – Application & Appointment Process**
- **Role of UW Graduate Students to Help Support the FSC**

This informal meeting with Port staff will be held in-person at the Tri-Area Community Center. There will also be meeting access via Zoom or phone. *Although this meeting is an informal Open House, it has also been noticed as a Commission Special Meeting, as a quorum of the Port Commission is expected to attend and observe.*

Please join us to learn about the Short Farm Planning Process. The meeting will provide an opportunity for Port staff outline the overall objectives of the effort, and the process and schedule for developing the Plan. Staff will also explain how you can apply to serve on the Farm Steering Committee or voice your views and concerns during the process.



Special Commission Meeting

Agenda

10 West Valley Road, Chimacum, 98325)

Port Townsend, WA

In Person & via Zoom

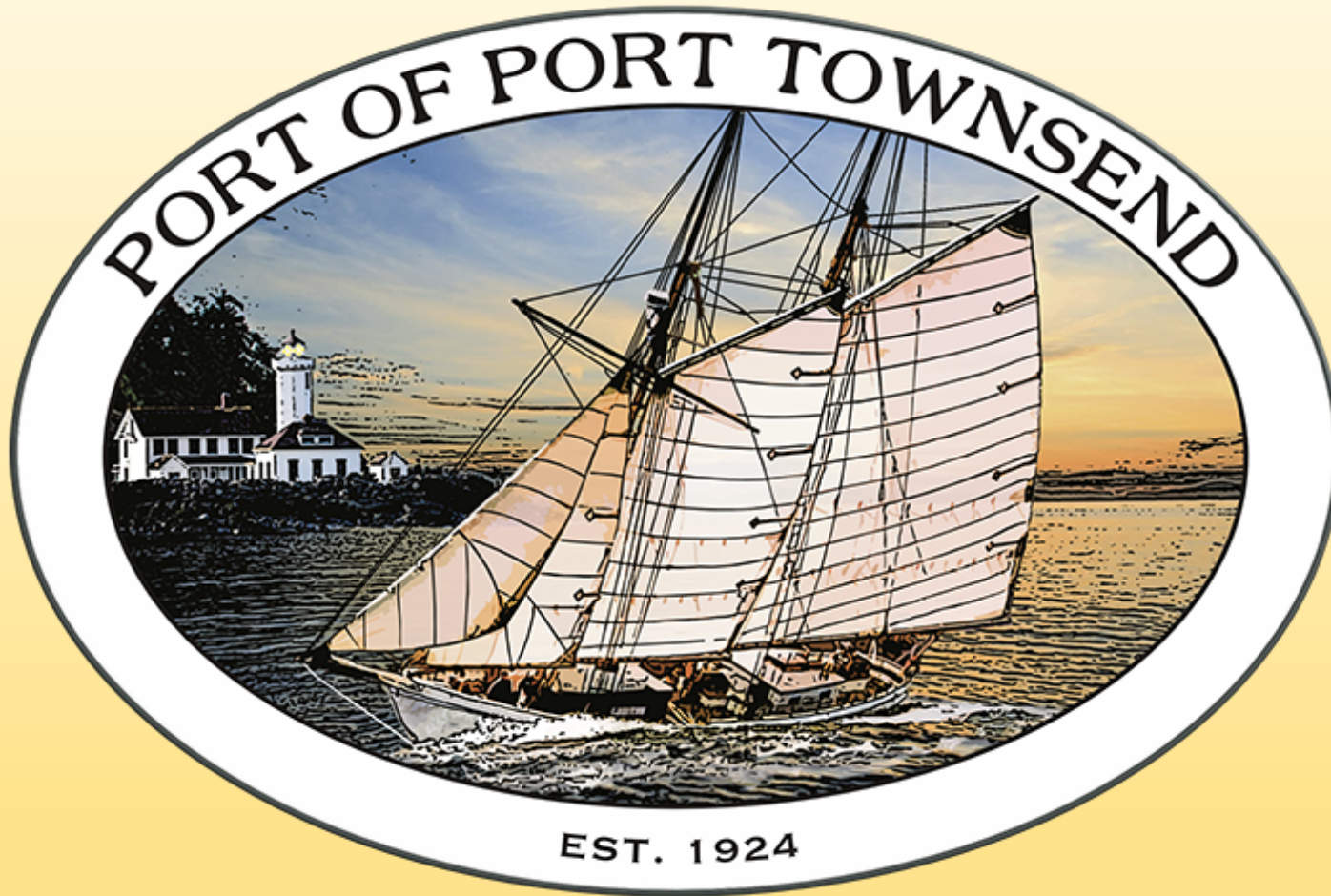
**<https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651,
Password: 911887**

Wednesday, October 18, 2023, 5:30 p.m.

The Short Farm Project Community Drop-In Open House

Discussion Topics:

- Status of Property Acquisition & Next Steps
- Planning Objectives Adopted by the Port Commission
- Overview of the Upcoming Process & How to be Involved
- Farm Steering Committee (FSC) – Application & Appointment Process
- Role of UW Graduate Students to Help Support the FSC



The Short's Farm Project

*Supporting Community
Resilience & Prosperity*



Public Open House

October 18, 2023



The Short's Farm Project

How can the Port help to strengthen our local ag economy and food system?



Short's Family Farm: Snapshot

- 253 acres - one of the county's largest ag land ownerships
- Began as a dairy farm in 1945
- 2016 - Grant Deed of Agricultural Easement to Jefferson Land Trust
- Presently used for pasture raised beef, silage & hay production
- Purchased by the Port for approximately \$1.4M in Summer of 2022
- \$1.0M funding support provided by Washington State
- Farm leased back to the Shorts through August 2024

Why did the Port get involved?!?! ---

- **Institutional Capacity** - Forging partnerships, managing complexity, and building infrastructure
- **Breathing Life into a Century-Old Vision** – Many ports throughout the State have developed facilities to support agriculture; in Jefferson County, the Port's very first voter-approved plan in 1926 envisioned Port facilities supporting local ag production
- **Navigating an Era of Uncertainty** - Strengthening local ag and our food system increases our community's ability to adapt to a changing world and overcome stress and adversity



A Look Ahead:

Planning the Future of the Farm

- Establishing Foundational Goals
- Engaging Specialists to Manage the Process
- Identifying Steering Committee Members (Local Experts)
- Pre-Planning/Developing Information to Share w/Stakeholders & Public
- Facilitating an Open Public Process to Identify/Select a “Preferred Alternative”





Commission Resolution No. 797-23: Planning Objectives

1. The Plan must tangibly benefit local farmers and help to support, sustain, and expand agricultural production in Jefferson County.
2. The Plan must materially improve environmental conditions and habitat functions and values, especially for migratory fish.
3. Direct Port investments in the Short Farm should achieve a rate of return of 9.5%.
4. The Plan should be consistent with all adopted county land use and regulatory requirements, and requirements of the Land Trust conservation easement governing the property.

Process Facilitation Help from Specialists

- The University of Washington's (UW) School of Planning & Urban Design will help facilitate the planning process.
- Students from the UW's Master's in Urban Planning Program (with faculty guidance) will work as "staff" to the Farm Steering Committee as the Committee develops the Plan.
- The UW is being retained to assist with the PROCESS of plan development, not the SUBSTANCE.
- Local subject matter experts on the Farm Steering Committee, informed by public input, will drive the SUBSTANCE of the Farm Plan.

Local Experts Will Guide Development of the Farm Plan

Nine (9) Member Farm Steering Committee:

- Six (6) members appointed by the Commission representing the Ag Sector (local farmers)
- 1 member representing the Jefferson LandWorks Collaborative
- 1 member representing the Conservation District (JCCD)
- 1 member representing the Salmon Coalition (NOSC)



Planning Process: Summary Schedule

Spring to Autumn 2023:

- Set Process Goals
- Appoint Steering Committee
- Develop Informational Materials

Winter 2024:

- Conduct Community Visioning
- Develop Alternatives (Farm Steering Committee)

Spring 2024:

- Community Workshop
- Select/Refine Preferred Alternative
- Present to Commission



How to be Involved

- Apply to serve on the Farm Steering Committee (FSC)
 - Applications returned by Friday, November 10, will be reviewed by the Commission
 - Each Commissioner will appoint two (2) members
 - Final membership/composition of the FSC will be announced at the 11/21/23 Commission Meeting
- Sign up to our email distribution list to receive notices of:
 - Workshops and open houses
 - FSC meetings
 - Project updates
 - Online and in-person public comment opportunities

Any comments or questions?



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 Plan must tangibly benefit local farmers and help to support, sustain, and expand agricultural production in Jefferson County.
 - 2.2 The Plan must materially improve environmental conditions and habitat functions and values, especially for anadromous fish.

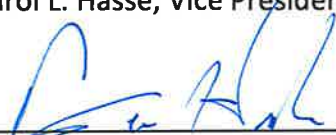
- 2.3 Port direct investments in the Short Farm should achieve the Port's standard rate of a return of 9.5% (e.g., a \$500,000 investment would require a return of \$47,500 per annum).
- 2.4 The Farm Plan ("the Plan") should be consistent with all existing land use policy and regulatory requirements as well as applicable deed restrictions.
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 representing the Jefferson LandWorks Collaborative (LandWorks Collaborative).
- 5.2 One (1) member representing the Jefferson County Conservation District (JCCD).
- 5.3 One (1) member representing the North Olympic Salmon Coalition (NOSC).
- 5.4 Six (6) members representing the Jefferson County agricultural sector (e.g., farmers).
6. **Method of FSC Appointment:** The three (3) members representing the LandWorks Collaborative, 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"); and
- b. Applications received by Friday, November 10, 2023, will be reviewed by Commissioners, with each Commissioner appointing two (2) steering committee members; and
- c. The Farm Steering Committee appointees will be announced at the Commission's November 21, 2023 regular meeting.
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 27th 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


Carol L. Hasse, Vice President

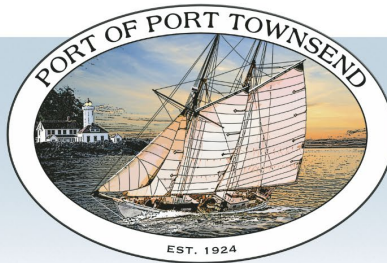

Peter W. Hanke, Secretary

APPROVED AS TO FORM:


Port Attorney



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P.O. Box 1180
Port Townsend, WA 98368



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info@portofpt.com

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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?

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

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 #4: 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?

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: _____

APPENDIX “A”

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
- Convene the Farm Steering Committee and have the membership appointments approved by the Port Commission 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 concerning the Short Farm property.

Port Responsibilities:

- Provide access to known environmental and land-related 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 a Future Use 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.

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

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

3. Short Farm Planning Process Preliminary Flow Chart

