A detailed site plan for the North Kitsap Regional Events Center. The plan shows several sports fields labeled Field #1 through Field #10. Other features include a 'Pool/Theatre' area, a 'Horticulture' area, and 'Church Parking'. The site is bounded by Caligari Avenue to the west, Hostmark Street to the north, and No. 11 Road to the east. A north arrow and a scale bar (0, 50, 100, 200, 400 feet) are located in the bottom left corner of the plan.

North Kitsap Regional Events Center: Master Plan Report

July 2006

ARC Architects
Bruce Dees and Associates
SvR Design Company
The Transpo Group



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EXECUTIVE SUMMARY



High School Campus



High School Stadium



Pool and Theatre Entry



Strawberry Fields

The North Kitsap Regional Events Center master plan provides a long term vision that will improve the quality of life for people within the North Kitsap School District boundaries (including the communities of Poulsbo, Hansville, Keyport, Indiannola, Kingston and Port Gamble) and those living on Bainbridge Island. The Events Center will be an easily reached, identifiable community focal point where people gather to socialize, participate in cultural activities and recreate. It also will accommodate regional sports tournaments.

Introduction

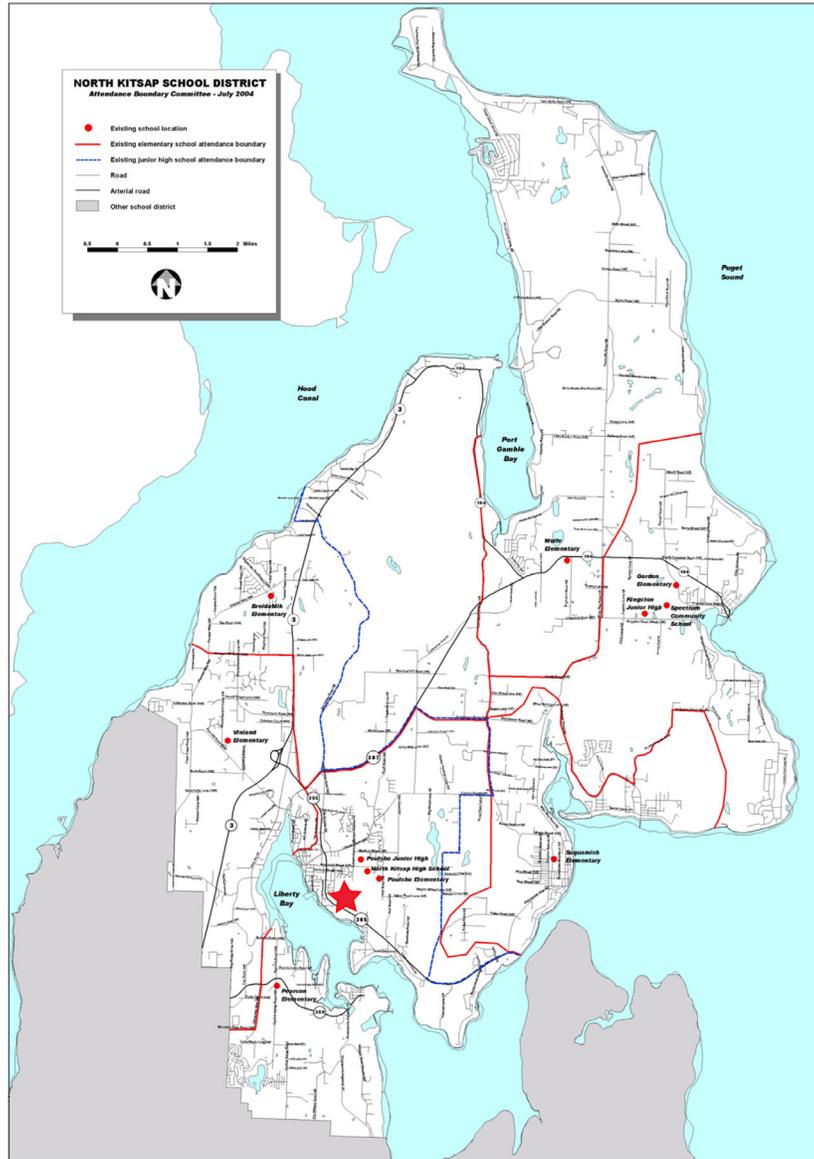
The North Kitsap Regional Events Center (NK REC) includes a positive benefit and view of the future. It will address currently unmet athletic, recreation and cultural needs of Kitsap County residents. These needs are documented by County research that reveals disproportionately greater need throughout the north area of Kitsap County for sports fields and gymnasiums. These needs were reiterated by broad citizen involvement in a public process that included the public, elected and appointed officials, other stakeholders, and partners in the NK REC master plan.

An important impetus for the master plan is NK REC eligibility for funding from the WA State Sales Tax Rebate (RCW 35.57.020) administered by the Kitsap Public Facilities District (RCW 82.14.390). This funding source is a part of the overall funding requirements. The master plan will provide the basis for improvements and priorities such that as funding becomes available project implementation can advance in a sequential and orderly manner.

Master Plan Elements

The NK REC master plan includes:

- Ten multi-use sports fields
- Trails
- Expanded parking
- Safer site circulation
- Design enhancements at N.E. Hostmark Street
- An addition to the Community Theatre
- More amenities for the Community Pool
- A 35,000 square foot Special Events Center



North Kitsap School District Boundaries

SITE

The NK REC is located in Poulsbo along N.E. Hostmark Street between Caldart Avenue N.E. and Noll Road N.E. It shares the site with the North Kitsap School District's Poulsbo Learning Campus, an 82-acre site that includes the Poulsbo Elementary School, Poulsbo Junior High School, North Kitsap High School, and Strawberry Fields. The site was identified for the NK REC based on:

- a central and known location that is also a transportation hub,
- proximity to many youth,
- easy access from State Highway 305 (a major arterial in Kitsap County that links Seattle to Port Angeles),
- the potential of multiple uses of the facilities,
- a significant number of existing athletic fields and gymnasiums,
- historic use by community-based athletic groups and Poulsbo Parks and Recreation Department,
- the NK Community Pool and Auditorium,
- available parking,
- willingness of the North Kitsap School District to make these facilities available for non-school-related community use,
- capitalizes on existing public space rather than acquiring new, and
- qualification for funding from the Kitsap Public Facilities District.



Portables at Junior High School



PARTICIPANTS AND PROCESS



Hopes, Dreams and Fears

The NK REC master plan is the result of an open, broad-based process that resulted in a design that meets many community-identified needs and developed broad community support.

The NK REC and this master planning process is a partnership of four key entities: the North Kitsap School District (NKSD), Kitsap County (the County), the City of Poulsbo (the City) and the Kitsap Public Facilities District (KPFDD). Each has responsibilities for different aspects of the quality of life of county residents.

Each of the four partners designated representatives for a Steering Committee. The Steering Committee structured the planning process, reviewed consultant design concepts and findings, and provided oversight on how best to communicate the master plan.

Steering Committee members were also liaisons to their respective boards of elected or appointed officials. Presentations were made to each board at key milestones. Two combined boards meetings provided a forum to share, discuss and, usually, resolve or address the concerns of each of the partners. The Steering Committee members were:

- Anne Blair, KPFDD
- Linda Berry-Maraist, KPFDD
- Walt Draper, KPFDD
- David Dumpert, NKSD
- Bror Elmquist, KPFDD
- Gregg Epperson, NKSD
- Cris Gears, Kitsap County
- Mark Mauren, Kitsap County
- Mary McCluskey, City of Poulsbo
- Robin Shoemaker, NKSD
- Craig Smith, NKSD
- Cy Wyse, KPFDD

Citizens—including user groups, athletes, school and volunteer coaches, businesses, the North Point Church, aquatic interests, theatre groups, teachers, and students—participated in development of the master plan. Three widely-publicized public workshops provided a venue for their input:

Public Workshop #1: Project Definition. October 18, 2005

This workshop introduced the master plan process and goals and the partners. Planning exercises provided an opportunity to hear



Steering Committee Charrette

people’s “hopes, dreams and fears.” The findings formed the early basis for thinking about uses for the NK REC and development of a Mission and Vision Statement.

Public Workshop #2: Visions and Values. November 29, 2005

The findings of Public Workshop #1 were reviewed, along with presentation of the draft Mission and Vision Statement. Three conceptual options were presented for the NK REC. The main variant in these options was location of the Special Events Center co-located with North Kitsap High School, as a separate building at Strawberry Fields, and adjacent to the Community Pool and Theatre near Poulsbo Junior High School. By consensus, the community favored this last location.

Public Meeting #3: Master Plan Presentation. February 23, 2006

The final master plan was presented along with graphics that clarified the main project elements: fields, trails, Special Events Center, Theatre and Pool, parking, pedestrian safety and street improvements along Hostmark.

As identified in the “Stakeholder and Focus Groups” section of the Appendix, additional opportunities for comment were provided. These included a Stakeholders Meeting early in the process to help frame specific issues affecting NKSD staff, community user groups, and Poulsbo business and social service agencies; meetings with the North Point Church that owns property contiguous to the NK REC; and areas-of-interest meetings with students and teachers and people interested in athletics and the performing arts.

MISSION AND VISION STATEMENT

A Mission and Vision Statement drafted early in the process set the stage for the master plan. The Statement was developed with input from Public Workshop #1, refined by those attending Public Workshop #2 and adopted by the Steering Committee.

Mission

The North Kitsap Regional Events Center (NK REC) will be a flexible, multi-use facility that increases and improves athletics, recreation, arts, educational and cultural offerings to area residents and visitors.

Vision

Above all else, the NK REC is community based. It will be defined by input from community users and stakeholders. The program and design will reflect consensus about what will best serve them.

The idea of “partnerships” is important, reflecting the strong willingness of the stakeholders to work together.

The NK REC will stimulate economic activity.

Increased field and gym use and an increased number of facilities are key to serving local and regional athletic and tournament needs.

The NK REC will enhance theatre and cultural facilities for the community.

The NK REC design will be based on common sense. It will use existing resources to the greatest degree practical; it will complement, not encroach, on school uses; it will address traffic flow, parking needs and safety.

The NK REC will be designed on environmentally sound principles.

The NK REC will be accessible to everyone.

The NK REC will create a sense of place and will be a community focal point, and will be high quality and timeless with aesthetics appropriate to the site, city and county. It will be a good neighbor.

THE MASTER PLAN

The master plan on the following page reflects the Mission and Vision Statement. The partners, citizens, steering committee, and consultants each had opinions and perceptions that helped shape the plan so that it fit the site, met stated community needs, and would become a center that had regional draw and economic benefit.

The master plan meshes with planning efforts of the four partners to meet county-wide needs. It considers multi-use fields, gymnasium and commons gathering venues at the new Kingston High School, and the School District's renovations at North Kitsap High School that may provide future larger gathering opportunities at the renovated commons area. The City of Poulsbo's future park at College Market Place (adjacent to Olympic College), the County's recent improvements at the Kitsap Fairground and Events Center, and the County's proposed improvements at North Kitsap Heritage Park also helped shape the NK REC master plan.



NK REC Master Plan



North Kitsap Regional Events Center
Master Plan

MASTER PLAN ELEMENTS

Proposed improvements of the master plan include:

Multi-Use Sports Fields and Tennis Courts. When the master plan is fully constructed, the NK REC will include ten sports fields, nine of them renovated or newly constructed. Field #1, in the northwest corner of the site, is in good condition. All ten fields are sized to support football, soccer, lacrosse, or other field sports, while six can also accommodate both softball and youth baseball. Six of the fields also are sized for fast-pitch softball and the existing varsity baseball field at North Kitsap High School will be renovated. Seven of the fields will be synthetic turf and lighted and three will be natural turf. Decisions about the type of turf were based on quality of existing natural turf and drainage and consolidating synthetic fields for regional tournaments.

There are six existing tennis courts. NKSD improved three of these in Summer 2006. Improving the other three will provide significant community benefit at relatively little cost. Bleachers are planned on the grade change east of the courts.



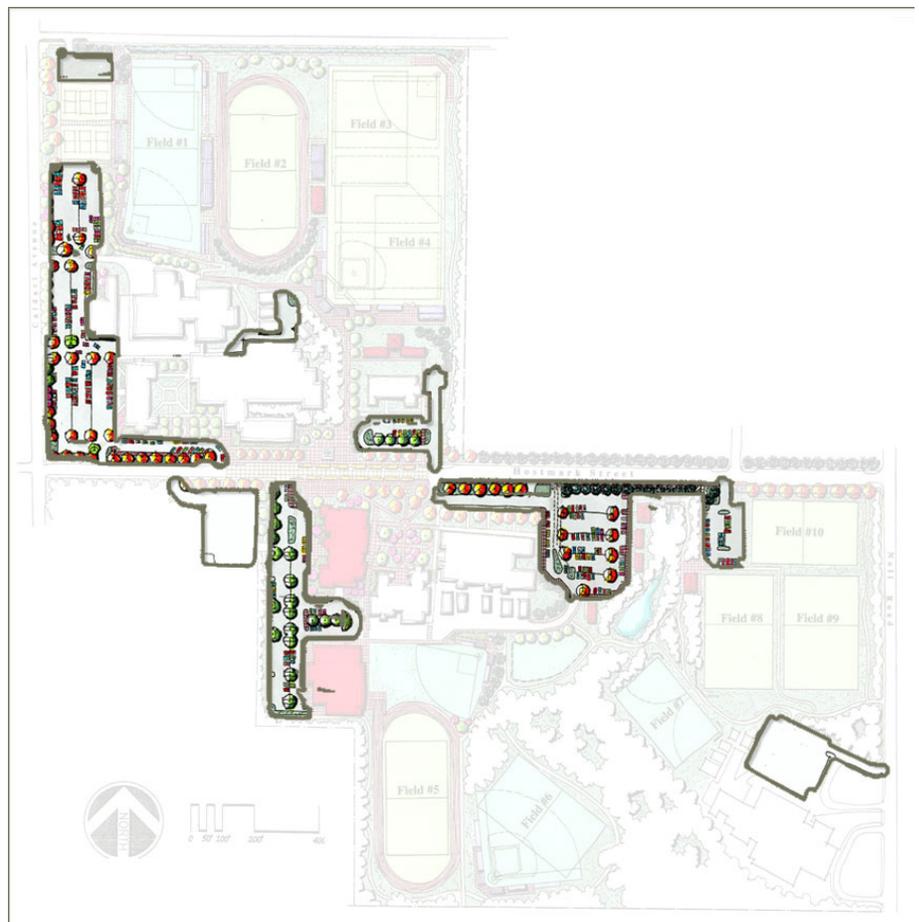
Multi-Use Fields

Trails. The trails accommodate bicycles, walkers, running, and rollerblading. The total length of the trail system will be 2 miles. The portion north of Hostmark will be 1/2 mile in length and the portion south of Hostmark will be 1.5 miles in length and designed for cross-country practices and meets. The trails will be 8 feet wide and, where not also a sidewalk, will be made of accessible compacted gravel.



Trails

Parking. The site currently has 950 existing parking spaces, excluding parking along NE Mesford Road. The master plan provides for an additional 350 spaces. North Point Church (on Hostmark, west of the pool and theatre) is willing to consider having 150 of the new spaces on their site. This shared-use parking lot meets the church needs and solves parking shortages at the Theatre and Pool, while also easing athletic field use parking pressures throughout the site. Should the School District's planning include relocation of the Horticulture Center (currently south of Hostmark), additional parking is provided in the area of the existing Horticulture Center, which will serve Poulsbo Junior High School and the fields. The School District's final determination of its needs will affect the number of parking spaces provided.



Site Plan - Parking

Site Circulation and N.E. Hostmark. To improve pedestrian and vehicular circulation, and enhance safe corridors for both, improvements and separations of pedestrian and vehicular traffic have been included in the master plan. Two notable areas are the existing fire-lanes at the high school and junior high school where youngsters are picked up and dropped off for school and sports. The picking up and dropping off functions at both schools have been relocated and fire-lanes will have bollards at each end to control access and to help make them safer for pedestrians.

N.E. Hostmark Street will be improved between Caldart Avenue N.E. and Noll Road N.E. The improvements will make Hostmark safer – while preserving its importance as an east-west arterial - and help make the Poulsbo Learning Campus and the NK REC more easily identifiable. Current issues include traffic conflicting with students crossing the street, and conflicts between bus loading and unloading with traffic and pedestrians. To address these issues, there will be sidewalks (also part of the trail system), pavement changes and expanded pick-up / drop-off and bus loading/unloading areas. Pavement changes are envisioned to be textured and colored to calm traffic (through visual and acoustic cues) and to focus kids toward certain crossing points. Landscape will also facilitate this and help improve the aesthetics of the Poulsbo Learning Campus and NK REC.



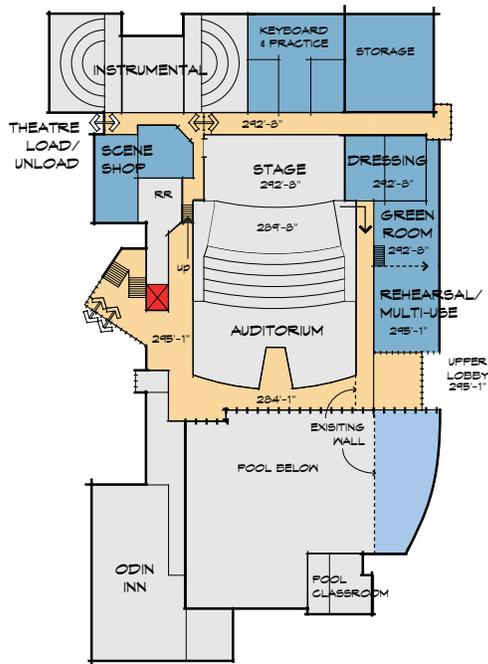
Site Plan - Site Circulation



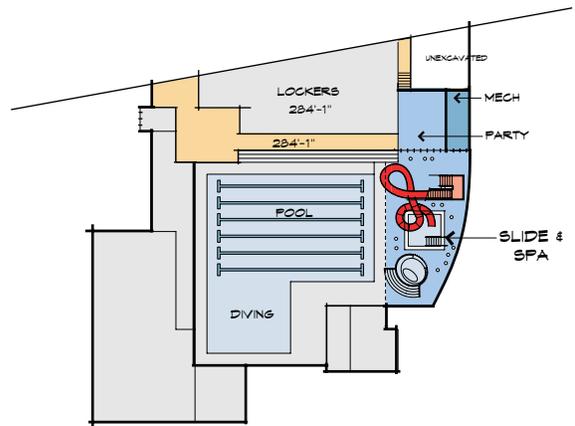
Site Plan - Pool and Theatre

Community Theatre. Community use of the theatre is severely limited and both school district and community uses are compromised by lack of support areas. An 8,000 square foot addition north and east of the auditorium will address these issues. Men's and women's dressing rooms are near a green room, all with easy access to the stage. The green room opens to and becomes a stage for a new rehearsal/ multi-use room. To facilitate rehearsals, the latter is slightly larger than the performing space of the stage. Keyboard and practice rooms west of the stage are relocated to provide space for a scene shop that has direct access to the stage and an exterior loading zone. Of note, proposed renovations at North Kitsap High School may have program elements that could provide interim improvements for performing arts use.

Community Pool. The existing pool lacks amenities that attract community use. A 2,000 square foot addition to the east of the pool will include a spa, water slide, party room and deck sitting area to increase pool use and revenues.



Pool and Theatre - Upper Level

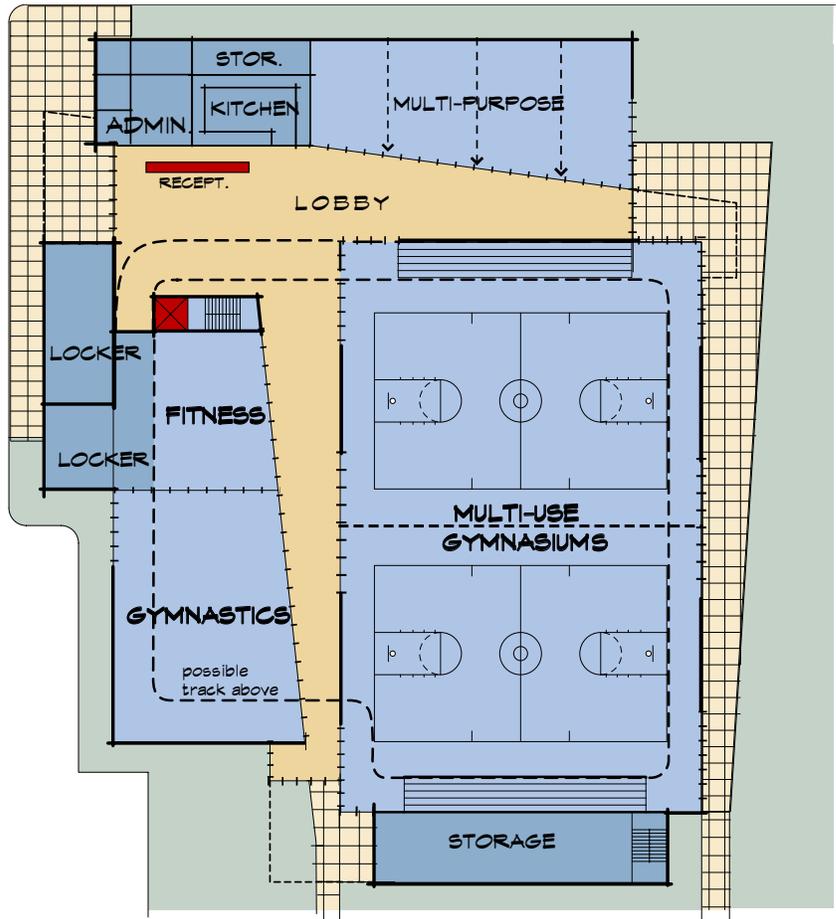


Pool and Theatre - Lower Level



Special Events Center

Special Events Center. This will be a 35,000 square foot, free-standing building south of the pool and theatre. Locating these uses near each other provides a hub away from entrances to the schools and becomes the “front door” of the NK REC. Its location also works well for after school activities. As programmed, the special events center design includes multi-purpose gymnasiums for courts sports (including basketball, volleyball, etc.), trade shows, large community events (with seating for 1000 people), dances, and batting practice. There will be three multi-use rooms for break-out sessions, meetings, and classes, as well as a dedicated gymnastics area, a lobby with modest food services and art display areas and an indoor track. Roll-up overhead doors with windows will offer a direct connection between the gym and the improved fields to the east.



Special Events Center

PHASING AND COSTS

Estimated costs in the following tables for the master plan elements are planning-level project costs (hard plus soft costs) and are for the first quarter 2006. Hard costs are estimated construction costs. Soft costs include, but are not limited to, design fees, Washington State Sales Tax, permits, testing, construction contingency, and furniture and equipment. Costs must be escalated to actual project schedules. Costs for project scope changes must also be considered. A more detailed list of costs is in the Appendix under "Cost Summary."

The list in the tables is a scenario of how the master plan might be phased. The rationale for the phasing, which is preliminary and will change, was to provide something for everyone early on, to quickly show improvements in parking, and to provide improvements soon that would allow year round use. Actual phasing will depend on many factors: funding, negotiations about community use of the site, NKSD constraints with State Superintendent of Public Instruction requirements, partner and stakeholder participation, and community benefit.

As a case in point, at the end of the master planning process it appears that Phase 1 (synthetic turf at the high school stadium field and tennis court improvements) and Phase 2 (improved grass at the unimproved fields at Strawberry Fields and lights at the existing improved field), as well as the south-side trails are relatively small-cost projects that would demonstrate to the community the ability of the partners to work together for the benefit of their shared and broad community.

PRIORITIES AND PROJECT COSTS

Phase	Description	Project Costs
1	Synthetic Turf at Field #2, Tennis Courts (3 to the north) and Bleachers	\$1,180,000
2	Improve Grass at Fields #8 and #10, Light Field #9	\$900,000
3	Parking at Church	\$450,000
4	Trail North of Hostmark	\$200,000
5	Theatre and Pool Enhancements	\$3,200,000
6	Special Events Center (SEC), Portables, Field #7, Parking at SEC, Hostmark Improvements, Fire Lane	\$11,690,000
7	Fields #3 and #4 Turfed and Lighted, Fire Lane, Concessions / Storage / Restrooms	\$2,730,000
8	Turf Fields #8, #9, and #10, Light Fields #8 and #10, Parking, Concessions Storage / Restrooms	\$4,580,000
9	Parking at Existing Horticulture	\$210,000
10	Field #5 Turfed and Lighted, Field # 6 Improved, Trail South of Hostmark	\$1,880,000
<i>Total Estimated Project Costs, All Phases</i>		\$27,020,000

PROJECT COST BY PROJECT TYPE

Description	Project Costs
10 Fields (6 synthetic / lighted, 4 natural, concessions / storage, restrooms)	\$10,110,000
Tennis Courts (3 to the north) and Bleachers	\$160,000
Parking (350 new for 1300 total) and Fire Lanes	\$2,590,000
Trail Loop (11,000 lineal feet, some on sidewalks)	\$660,000
Theatre Enhancements (back of house)	\$2,000,000
Pool Enhancements (2000 sf added, spa, slide, party room)	\$1,200,000
Special Events Center (including portables)	\$9,300,000
Hostmark Improvements	\$1,000,000
Total Estimated Project Costs, All Phases	\$27,020,000

IMPLEMENTATION AND CONCLUSION

Implementation

The master plan represents a shared view of the North Kitsap Regional Events Center. Moving forward with development will depend upon the partners' long-term ability to financially and politically support their currently strong commitment to the Center. In addition, implementation will depend on successfully completing use and fee agreements and funding.

Signed agreements and policies that address community access, scheduling, and user fees must be in place prior to further investments of time or money. Interlocal agreements among the public agencies will be required to address operations, maintenance, and replacement costs.

Capital funding also will be key. The partners realize that as a regional facility no single public or private entity can be, nor should be, responsible for all costs. The magnitude of the financial commitments to develop NK REC is such that multiple public and private resources will be required. Funding sources are likely a mix of partner allocations, grants, community support, and bond issues, depending on the nature of the improvement.

Conclusion

The NK REC is the outcome of a broad-based public process fostered by a strong commitment by four public entities to partner in its development. Shared and mutual commitment is key, since it provides a foundation for a master plan that will improve the quality of life for the citizens of Kitsap County. The partners understand the dynamic nature of implementing the master plan and the importance of moving the process forward.

As is typical with master plans, at the time this report was completed there were changes in priorities based on funding opportunities. A grant proposal for funding Strawberry Fields improvements was underway with a response expected in September 2006. If funded, there will need to be decisions by the end of 2006 about the construction of Strawberry Fields and other priorities, for example, improvements to Field #2.

There was broad financial support for a first phase. A potential funding contribution goal, which has been discussed but not yet fully committed to by all partners, was \$900,000 from the KPFD, \$150,000

in cash and \$150,000 in kind from the NKSD, \$300,000 each from the City and County, 12,000 volunteer hours, \$18,000 from North Kitsap Soccer Clubs. The total, including the \$300,000 from the grant, would be \$1,980,000. Should any of these funds not be available, the public entity partners and the community will reconvene to reconsider the master plan, moving ahead with the implementation of the project components recognizing the funding realities.



Master Plan



North Kitsap Regional Events Center
Master Plan

APPENDIX

Supplemental Reports and Information

- Cost Summary
- Civil Engineering
- Traffic Engineering
- Master Plan Options

Meetings

- Stakeholders and Focus Groups
- Governing Boards
- Steering Committee
- City of Poulsbo

COST SUMMARY

The following costing spreadsheets describe a possible phasing of projects and summarize the costs by project type for the NK REC. Costs are in first quarter 2006 costs and include both hard and soft costs. The soft cost percentages varied by the potential for unknown conditions and construction difficulties. These percentages will be refined when a project commences and more detailed information is made available.

**NORTH KITSAP REGIONAL EVENTS CENTER
PROJECT COSTS ESTIMATES
SPRING 2006**

COSTS BY PROJECT PHASE

NOTE: Costs are for Spring 2006 and should be escalated to actual construction date

ITEM	SIZE	UNIT COST	CONST COST	SOFT COST RATIO	PROJECT COST	PROJECT COST ROUNDED
Phase #1: TURF AT FIELD #2, TENNIS COURTS						
Soccer Field #2	64,800 SF	\$9.75	\$631,800			
Lights	1 LS		\$100,000			
			\$731,800	140%	\$1,024,520	\$1,020,000
Tennis Court Upgrade and Bleachers						\$160,000
Total						\$1,180,000
Phase #2: IMPROVE GRASS AT FIELDS #8 AND #10, FIELD #9 LIGHTED						
Natural Turf at Field #8	75,600 SF	\$4.00	\$302,400			
Natural Turf at Field #10	71,400 SF	\$4.00	\$285,600			
Lights at Field #9	1 LS		\$70,000			
			\$658,000	140%	\$921,200	
Total						\$900,000
Phase #3: PARKING AT CHURCH						
Parking at Church	55500 SF	\$6.50	\$360,750	125%	\$450,938	
Total						\$450,000
Phase #4: TRAIL NORTH OF HOSTMARK						
Clearing subgrade erosion control and gravel and north and east	2,000 LF	\$70.00	\$140,000	140%	\$196,000	
Total						\$200,000

**NORTH KITSAP REGIONAL EVENTS CENTER
PROJECT COSTS ESTIMATES
SPRING 2006**

ITEM	SIZE	UNIT COST	CONST COST	SOFT COST RATIO	PROJECT COST	PROJECT COST ROUNDED
Phase #5: THEATRE AND POOL ENHANCEMENTS						
Pool	2,000 SF	\$325.00	\$650,000	140%	\$910,000	
Contingency (difficult reno)				30%	\$273,000	
Pool Total					\$1,183,000	\$1,200,000
Theatre	8,000 SF	\$180.00	\$1,440,000	140%	\$2,016,000	\$2,000,000
Total						\$3,200,000

Phase #6: SPECIAL EVENTS CENTER (SEC), PORTABLES, FIELD #7, PARKING, HOSTMARK IMPROVEMENTS

Special Events Center	35,000 SF	\$180	\$6,300,000	140%	\$8,820,000	\$9,000,000
Portables	3 LS	\$100,000				\$300,000
Field #7 Enhanced (natural turf)	75,600 SF	\$4	\$302,400	140%	\$423,360	
Wall at Field #7					\$15,000	
Field #7 Subtotal					\$438,360	\$440,000
Parking at Center	115,000 SF	\$6.50	\$747,500	125%	\$934,375	\$930,000
Fire Lane at JHS	1 LS					\$20,000
Hostmark Improvements	1 LS					1,000,000
Total						\$11,690,000

Phase #7: FIELDS #3 AND #4 TURFED AND LIGHTED, CONCESSIONS / STORAGE / RESTROOMS

Synthetic Turf at Field #3	75,600 SF	\$9.75	\$737,100			
Synthetic Turf at Field #4	71,400 SF	\$9.75	\$696,150			
Lights at Field #3	1 LS		\$80,000			
Lights at Field #4	1 LS		\$80,000			
Subtotal Fields			\$1,593,250	140%	\$2,230,550	\$2,230,000
Fire Lane at JHS	1 LS					\$50,000
Concessions / Stor / Restrms	1,600 SF	\$200.00	\$320,000	140%	\$448,000	\$450,000
Total						\$2,730,000

**NORTH KITSAP REGIONAL EVENTS CENTER
PROJECT COSTS ESTIMATES
SPRING 2006**

ITEM	SIZE	UNIT COST	CONST COST	SOFT COST RATIO	PROJECT COST	PROJECT COST ROUNDED
Phase #8: TURF FIELDS #8, #9 AND #10, LIGHT #8 AND #10, PARKING, CONCESSIONS / STORAGE RESTROOMS						
Synthetic Turf at Field #8	75,600 SF	\$9.75	\$737,100			
Synthetic Turf at Field #9	70,200 SF	\$9.75	\$684,450			
Synthetic Turf at Field #10	71,400 SF	\$9.75	\$696,150			
Lights at Field #8	1 LS		\$80,000			
Lights at Field #10	1 LS		\$80,000			
Subtotal Fields			\$2,277,700	140%	\$3,188,780	\$3,200,000
Parking at Fields #8, #9 #10	24,200 SF	\$6.50	\$157,300	125%	\$196,625	\$930,000
Concessions / Stor / Restrms	1,600 SF	\$200.00	\$320,000	140%	\$448,000	\$450,000
Total						\$4,580,000
Phase #9: HORTICULTURE AND PARKING AT EXISTING HORTICULTURE						
Parking At Existing Horticulture	24,200 SF	\$5.00	\$121,000	125%	\$151,250	\$150,000
Planting	10,000 SF	\$5.00	\$50,000	125%	\$62,500	\$60,000
Total						\$210,000
Phase #10: FIELD #5 TURFED AND LIGHTED, FIELD #6 IMPROVED, TRAIL SOUTH OF HOSTMARK						
Synthetic Turf at Field #5	75,600 SF	\$9.62	\$727,272	140%	\$1,018,181	\$1,020,000
Natural Turf at Field #6	71,400 SF	\$4.00	\$285,600	140%	\$399,840	\$400,000
Trail South of Hostmark	6,600 LF	\$50.00	\$330,000	140%	\$462,000	\$460,000
Total			\$1,342,872	140%	\$1,880,021	\$1,880,000
TOTAL FOR ALL PHASES						\$27,020,000

**NORTH KITSAP REGIONAL EVENTS CENTER
PROJECT COSTS ESTIMATES
SPRING 2006**

COSTS BY PROJECT TYPE

10 Fields (6 Synthetic / Lighted, 4 natural)	\$10,110,000
Tennis Courts (3 to the North) and Bleachers	\$160,000
Parking (350 New for 1300 Total) and Fire Lanes	\$2,590,000
Trail Loop (11,000 lineal feet, Some on Sidewalks)	\$660,000
Theatre Enhancements (Back of House)	\$2,000,000
Pool Enhancements (2000 sf added, spa, slide, party room)	\$1,200,000
Special Events Center	\$9,300,000
Hostmark Improvements	\$1,000,000
TOTAL ALL PROJECT TYPES	\$27,020,000

CIVIL ENGINEERING

Key civil engineering issues for the master plan include strategies for storm water runoff mitigation, traffic issues and classification of Bjorken Creek.

Utilities

Water and sewer services for the master plan improvements can be provided from existing infrastructure. City of Poulsbo/Kitsap County water mains and sanitary sewer lines are present in both Caldart Avenue NE (west of the high school) and along NE Hostmark Street (between Caldart Avenue NE and Noll Road NE). In addition, sanitary sewer and water mains exist in NE Mesford Street, north of the high school.

Water main improvements may be needed to meet code required fire protection flows for future Master Plan improvements. Additional coordination with Kitsap Public Utility District and City of Poulsbo fire marshal will be necessary.

Storm Drainage

The City of Poulsbo Code has adopted the Kitsap County Management Manual for the design of storm water systems. The NKSD should establish a Developer's Agreement with the City to vest the master plan to current storm water drainage codes. This is an important step as future codes may result in larger required detention volume for flow quantity control mitigation.

The predominant topography is sloped to the south and east; however, the northwest portion of the site, west of the high school, is sloped to the west. The subject property is lower than those properties to the north and likely receives some runoff from the north.

There are two drainage basins on site. The smaller drainage basin includes the northwest portion of the high school campus and drains to the west to an existing stream. The larger drainage basin includes the remainder of the property including the eastern portion of the high school campus, the junior high school, and elementary school. The south basin drains to a stream to the south located between the junior high and elementary schools.

Phasing of the master plan components should consider a comprehensive detention approach. A number of smaller detention facilities throughout the campus would avoid displacing master plan

components with a large centralized facility. There are a variety of strategies for reducing the amount of required detention volume under current code. Strategies may include the following:

- The City, in conjunction with WSDOT is in the process of adding a detention pipe in the high school parking lot. Additional capacity should be negotiated with WSDOT to compensate for future detention needs associated with improvements within the northerly basin including the tennis courts and adjacent parking lot.
- Concentrating development in areas where existing development has already occurred.
- Provide detention within the under drain system of the proposed fields.
- Mitigate increased runoff flows by using low impact development measures such as pervious pavements, amended soils, and green roofs.
- Provide localized detention facilities for point source flow control. Facilities would be built in coordination with master plan improvements.
- Oversize detention facilities for some master plan components to provide compensatory storage for improvements elsewhere within the site.

Water quality control will be required for all new impervious areas subject to vehicular traffic. The Developer's Agreement with the City should also address water quality treatment as future codes may require enhanced treatment for waters that discharge to stream, creeks, or wetlands.

Environmental

The master plan components will take into consideration the location of Bjorken Creek, a separate unclassified stream, and several associated wetlands with both streams. Per Kitsap County Maps, this area is also within a Kitsap County Aquifer Recharge Area with significant biological habitat.

Future development in the vicinity of the streams should consider this twenty five foot setback above areas with twenty five percent slopes or a forty foot buffer from the ordinary high water mark of streams and the edge of wetlands in project area, whichever is greater. These setbacks and buffers will be considered in the final locations of fields and other proposed amenities.

TRAFFIC ENGINEERING

The primary traffic issues analyzed were parking and site circulation. Approximately 1300 total parking spaces are recommended campus-wide for the proposed uses. Scheduling of overlapping, heavily attended events will need to be coordinated and, in some cases, may need to be avoided. Signage and parking assignment for event parking management may be needed, depending on the combination of scheduled events. Traffic impacts were only generally considered. Future planning may trigger traffic studies and improvements, depending on project size and timing. Refer to the memos following.

MEMORANDUM

Date: February 6, 2006 **TG:** 05145.00

To: Project Team

From: Jennifer Lowe

cc: Milton Lim

Subject: Estimated Peak Parking Demand

As requested, we have developed parking demand estimates for the North Kitsap Regional Events Center. Our work provides planning level analysis in order to aid in the site design process. We have reviewed the schematic site design and building program. The objective is to look at the various uses on campus and determine the cumulative parking demand based on different combinations of event scenarios. The attached chart includes the major parking generators (except the schools). Parking demand for each space that is an independent parking generator is calculated, depending on the type of activity that is assumed to take place in each area. We also looked at four different general time periods:

- Weekday mid day (when school might be in session)
- Weekday evening
- Weekend Day
- Weekend Evening

The chart indicates when the different kinds of events are expected in the different venues. Total parking demand would be estimated based on the combination of parking generated events that would be held simultaneously. There are a few spaces that can generate varying parking demand, depending on the type of activity going on (such as the pool for open community swim vs. hosting a league swim meet). These “or” situations are indicated by an arrow between the alternative configurations.

For example, a typical high activity weekend evening, might have games scheduled at the lit fields (112 spaces needed) while a sold out musical event is in the new multipurpose room (500 spaces needed). At the same time, regularly scheduled open swim occurs at the pool (20 spaces). The combination of these events would generate the need for about 630 parking spaces. Any additional evening events at the schools would be added into the parking needed. A worst case scenario would also include a sold out performance at the theater, generating need for another 300 parking spaces. Generally, 950 to 1,000 spaces would be needed for these high activity scenarios. Though we don’t have current school utilization counts, total parking for the three schools combined would likely be in the range of 400 to 500, not including bus and passenger load spaces. However, full use of the sports fields would not be expected to occur simultaneously with the daytime school parking demand.

From a campus wide standpoint, a supply of 1,000 to 1,300 should be adequate to meet almost all occasions. Regional soccer tournaments coupled with large productions in the performance venues may require shuttles from off-site locations. A well monitored campus management plan that required coordination of event scheduling could result in a reduction of needed parking spaces. Because parking would be located in several locations through out the campus, well signed internal connections as well as special signing with parking assignments for different events will help assure that parking closer to the target venue is available. This can all be part of a campus parking management plan.

Venue	Space	Variables	Rate	Source	Parking Demand	Weekday mid day	Weekday Evening	Weekend Day	Weekend Evening
Events Center:	meeting rooms (4)	1,500 sf, assume 30 people per room for four rooms	.5 per seat	ULI Shared Parking, conference rooms	60	•	•	•	•
		Gym Configuration (2 games, seat 200 plus players)	.5 per seat	ULI, Shared Parking Convention Area	100	•	•	•	•
	Multipurpose room	OR							
		Event full Seat (1,000), 16,000 sf	30/1,000 sf or .5 per fixed seat	ULI, Shared Parking Convention Area	500	•	•	•	•
Performing Arts Building/ Pool	Gymnastics (4,000 sf)	Gymnastics practice	2, 16/1,000 sf	JHK Peak Parking for City Recreation Center	10		•	•	
		Recreational	Flat rate for recreational pool	Estimate based on observation	20	•	•	•	•
	Pool	OR							
		Swim Meets	Up to 60 spectators, plus swimmers, timers, etc.	Info from pool manager.	45		•	•	•
	Studio/recreational classes	1,200 sf	Based on class attendance of 10-15	Estimate based on observation	10		•	•	
		Performance Venue (seats 600)	Seats 600	30/1,000 sf or .5 per fixed seat	ULI, Shared Parking Convention Area	300	•	•	•
Fields		attendance 40 per game, 2.5 ACO = 16 per field plus .25 for overlap		Sandpoint Magnuson Park EIS	200 (evngs 112) Tournament 600+		•	•	•
		OR							
		Home football game, seats 1,200	ACO 3.0	ENO Foundation Parking for Institutions and special events	400				•

MASTER PLAN OPTIONS

Three options were developed for presentation to the public at Public Workshop #2. The primary difference among the three options was where the Field House (later called the Special Events Center) was located. The public favored the option with the Field House at the Junior High School. The main reason was that it created a hub away from entrances to schools and a "front door" for the NK REC.



Field House at High School



Field House at Junior High School



Field House at Strawberry Fields

STAKEHOLDER AND FOCUS GROUPS

Stakeholders Meeting. October 21, 2005

This was an opportunity for representatives of potentially affected groups to view the three design options. Equally important, participants talked with each other and the Steering Committee about the benefits and impacts the NK REC might have on their respective constituency. In addition to the Steering Committee groups (staff and board members), constituent groups represented included:

- Martha & Mary Early Childhood Program
- North Kitsap Rotary
- Downtown Poulsbo Association
- Paladin Data Systems
- North Point Church
- Zone Sports Plex
- North Kitsap Soccer
- North Kitsap School District Athletic Department (AD and coaches), administrators and building principals
- Girls Lacrosse

North Point Church. December 14, 2005 and February 16, 2006

KPFD and Design Team representative met with the church to discuss their site design issues and the possibility of developing parking that would serve church and NK REC needs. The KPFD and Church representatives also met on other occasions.

Focus Groups Meetings. February 8, 2005

These gave user groups with important design requirements an opportunity to have impact on how the NK REC master plan could be refined to work more effectively, both from the perspective of the school district and the community user-groups. One meeting was with NKSD teachers, staff and students; another was with those interested in the performing arts (orchestra, band, choral, drama and individual concerts/performances.)

GOVERNING BOARDS

There were meetings and presentations to each board and to all of the boards collectively.

Individual Partner-Board Presentations

Presentations were made to the boards on the following dates.

- North Kitsap School District Board. August 25, 2005; October 20, 2005; January 19, 2006; and, March 23, 2006.
- Poulsbo City Council. October 19, 2005 and January 18, 2006;
- Poulsbo Community Services Committee. October 12, 2005 and March 8, 2006.
- City of Poulsbo Mayor Kathryn Quade. February 28, 2006.
- Kitsap County Commissioners. October 10, 2005 and March 13, 2006.
- Kitsap Public Facilities District. January 21, 2006; March 13, 2006; and, April 24, 2006.

Shared Board Meetings

There were two shared board meetings with members from each of the partners' respective boards.

- November 3, 2005. This provided an overview of what was heard at Public Workshop #1 and a presentation of design concepts that came out of a steering committee design charrette. The concepts were primarily differentiated by a field house (later re-named the Special Events Center) at Strawberry Fields and the field house west of the gymnasium at North Kitsap High School. Those present discussed jurisdictional overlaps and raised concerns about capital costs, as well as on-going operations and maintenance costs.
- April 11, 2006. The Design Team presented the NK REC master plan, followed by partner presentations of other master plans and master planning efforts currently underway. There was a general discussion of user agreements and funding. Board members quickly took the discussion toward implementation of a first project that would show the community that the partnership could work. By shifting the discussion to project implementation issues, Board members tacitly acknowledged that Phase I, Master Plan was complete. The remainder of the meeting focused on Phase 2, Master Plan Implementation.

STEERING COMMITTEE

The steering committee included representatives for each partner in the NK REC. They spoke on behalf of their respective agencies, while also contributing input from their perspectives as community residents. This input assured that the master plan addressed broader community needs too. Also on the steering committee were members of the Design Team. Each meeting became an opportunity to review design updates and to structure and fine-tune the planning process. In addition, the Steering Committee planned and prepared the Agendas for the community workshops and combined board meetings. They also critiqued any community /board meetings that had occurred since the last Steering Committee meeting.

Steering committee meeting dates:

- September 20, 2005
- October 21, 2005
- October 26, 2005 (design charrette)
- November 18, 2005
- December 20, 2005
- January 4, 2006
- January 12, 2006
- January 25, 2006
- February 8, 2006
- March 22, 2006
- April 25, 2006

CITY OF POULSBO

There were two meetings with the City of Poulsbo to address regulations that will affect development of the NK REC.

- July 13, 2005. This meeting discussed general requirements including storm water, traffic, creek buffers, site plan review, and master plans adoption by city (best to avoid this to allow future flexibility). See notes following.
- March 16, 2006. This meeting delved deeper into the issue of vesting the project. Two concepts were discussed: A Conditional User Permit and Developer's Contract. In general, it was the city's perception – to be verified with the city attorney – that the latter offered the greatest flexibility. See notes following.



MEETING NOTES

EARLY PRE-APPLICATION MEETING WITH CITY

DATE: 7/13/05
PROJECT: Kitsap Regional Events Center
PRESENT: Bror Elmquist, Jeff Lincoln, Barry Berezowsky, Stan Lokting.
SENT TO (VIA E-MAIL): Bror Elmquist, Anne Blair, Bruce Dees, Tom von Schrader, Dave Rutherford

ITEM #	DESCRIPTION
1.1	GIS Maps. Must be paid for unless Interlocal Agreement provides otherwise. City GIS mapping has property lines, utilities (storm, sewer), parcels. GIS in AutoCadd 2005. No critical areas indicated. Issue here is creek east of Junior High.

May be able to get same info on Kitsap County web / FTP site for no charge. Needs familiarity with certain program. Also check with PUD.

1.2	Creek Classification. Creek should be classified in order to determine buffer requirements. Buffer dimensions are from city and based on classification.
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1.3	Storm Water. Design based on Kitsap County Storm Water Manual. Detention and management will be on site. School has made minor site improvements that fell below threshold for storm water improvements. There is no need to make storm water improvements for these; city will not look backwards. Any new work that comes in on school property will need to be fully compliant.
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City is working on regional stormwater basin. There is a design – in limbo and about 75% complete – west of St. Olaf’s.

- 1.4 Land Use / Master Plan Adoption. Barry indicated that the master plan should not be adopted by city council. City's experience is that these always change, making the adopted master plan obsolete. This matches the intent of a master plan to guide future, phased development.
- 1.5 Land Use / Conditional Use Permit / Site Plan Review. The master plan will not need to go through a Conditional Use Permit process in the short-term, since it wouldn't be formally adopted by city council. There will a future CUP depending on the scope of improvements.
- A change like re-surfacing a parking lot would not trigger a CUP but would require a SPR. SPR's currently take 60 – 80 days.
- Making a parking lot larger and traffic issues associated with non-school events will trigger a CUP. CUPs include a Planning Commission meeting and City Council hearing. CUP's currently take 90-120 days.
- 1.6 Land Use Zone. Low Density Residential. School is there under an existing CUP.
- 1.7 Traffic Impacts: Impact fees / concurrency charges are paid if traffic increases. Traffic report needs to model impacts including at impacts at affected intersections. Caldart/Lincoln has been recently signalized. Acceptable level of service is "E." David Evans and Associates is working with city to help with traffic modeling.
- 1.8 Frontage Improvements. Frontage improvements are on half the street along the street that is the address for a project. Caldart improvements are already complete. NE Hostmark would require improvements. Improvements include sidewalks, curb, gutter. Utilities are in.

Please contact ARC if any revisions are required to the above notes.



MEETING NOTES

EARLY PRE-APPLICATION MEETING WITH CITY

DATE: March 16, 2006
PROJECT: Kitsap Regional Events Center

PRESENT: Barry Berezowsky, Andre Kasiniak, Mary McClusky, Robin Shoemaker (via phone), Bror Elmquist, Tom von Schrader, Bruce Dees, Stan Lokting.

SENT TO (VIA E-MAIL): Bror Elmquist, Anne Blair, Bruce Dees, Tom von Schrader

The meeting was convened to review the master plan and the permits and regulatory controls that need to be considered. The primary goal was to determine how best to vest the intent of the master plan to allow incremental improvements over time within the boundaries of existing regulations.

General

For future flexibility, the master plan itself should not be adopted by the city.

Zoning

The school property is zoned Low-rise Residential.

Setbacks are 20' at front, 5' at sides, 10' at rear. The master plan meets these.

Building height is 35'. The master plan meets this.

An issue if the Events Center is built is screening of mechanical equipment. The main issue is the view from the homes above and south of the site.

Conditional Use Permit.

A CUP is one appropriate method to vest development rights under existing regulations. A CUP can be flexible, with discretion by decision makers and with an appropriate level of public involvement. To allow for future flexibility, you vest through the CUP process only those things which will most affect future development, and avoid including too much detail. The master plan can be developed one phase at a time under the CUP.

Development Standards to Consider Vesting

- a. Storm water management
- b. Stream and wetlands setbacks and buffers
- c. Zoning standards
- d. General components of master plan (but not the details)

Development Standards to Avoid Vesting

- a. Building footprints and sizes
- b. Phasing
- c. Which fields are turfed and lighted

Triggering a CUP.

- a. Fields: Maybe. Construction or reconstruction of fields into turf or grass doesn't need a CUP. Barry felt that it might be required, however, if there was a significant increase in field use.
- b. Parking: No. Increased parking doesn't trigger CUP but Site Plan Review is required.
- c. Buildings: Yes, depending on scale. The Events Center would trigger it. Additions – like the pool and theatre – requires a Site Plan Review.

Schools require a CUP in a low-density residential zone. It is not clear that the existing campus, however, exists within a CUP. Barry and Robin indicated that they would investigate.

A CUP is close to a rezone. It is not possible to have it done at an administrative level. It will be reviewed by the Hearings Examiner.

Developer's Contract

An option to a CUP is a contract between, in this case, the partners in the master plan (through an interlocal agreement) and the city. Barry or Mary will talk to the city attorney to discuss this option. This option may allow the greatest flexibility. The strategy is still to vest only those things that could, if changed, restrict future development. It is possible to write a DC such that you can take advantage of future regulations that are less restrictive.

Storm Water

- a. Should be reviewed on basin-wide basis
- b. Can not be handled with "fee-in-lieu-of" improvements. Improvements will need to be built.
- c. The vault installed in the SW high school parking lot is not sized for any proposed improvements shown in the master plan. It could be extend later. Extending it now is not likely since future improvements are unknown.
- d. Fields can be used for infiltration with increased flows handled by detention. The engineering of this would be done at the time of the improvements.
- e. Incremental improvements have to anticipate future impacts. The city wants to avoid small improvements that don't trigger storm water improvements that, in the aggregate, have significant impacts.
- f. Strategy at this master plan level is to not do any detailed engineering but just know that it is doable.
- g. For the school, past developments that did not individually trigger stormwater improvements may need to be addressed through this project.

Traffic

There are three areas of traffic analysis / improvements: frontage improvement, impact fees and concurrency issues.

Impact fees are based on trip generation analysis. These fees will be more predictable in the future. They are assessed at each phase of development.

An issue with concurrency is that a proposed change at the Regional Events Center could trigger and be responsible for an expensive traffic improvement at, for example, some intersection.

Andre and Barry felt that the proposed changes at Hostmark were acceptable since they calm traffic, which is desirable with the school uses, and still allow traffic to flow through.

Miscellaneous

Bollards at the fire lanes are fine. Details need to be worked out with the Fire Department.

Fire lanes need to be 20' wide with an all-weather surface. Using "Grass-Crete" or similar product would need to be reviewed with the Fire Department.

Please contact ARC if any revisions are required to the above notes.