



**City of Poulsbo  
Community Services Committee  
Poulsbo City Hall**

<b>Subject</b>	<b>Regular Meeting Minutes</b>	<b>Date</b>	May 10, 2017
<b>Recorder</b>	Mary McCluskey	<b>Start Time</b>	4:00 pm
<b>Committee Chair</b>	Connie Lord	<b>End time</b>	5:00 pm
<b>Committee Members</b>	Jim Henry, Connie Lord, Ken Thomas		
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Mayor Erickson; Karla Boughton, Planning and Economic Development; Keith Svarthumle, Public Works		

<b>Agenda</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative</b>	
A.	Questions & Concerns of the Committee	Ken reported that the Vietnam Veterans Day on May 7 went well, though there only a few who attended.
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 04/12/2017 and 5/3/2017	M/S/A KT/JH
<b>2.</b>	<b>Comments from Citizens</b>	None
<b>3.</b>	<b>Agenda items</b>	
A.	Park Impact Fees - ordinance	Karla presented the technical document and draft ordinance for review. There is nothing new here, as this was approved through the adoption of the Park, Recreation and Open Space Plan in January 2016. Both the Park Impact Fee (PIF) and Transportation Impact Fee (TIF) updates will go to Council May 17. The fee is revised every 6 or 8 years, and is based on the Capital Facilities Plan. The implementation step is to update the impact fees via ordinance. This work justifies how the city came up with the fee. The PIF will go from \$1195 to \$1173. In addition, staff is proposing 2 minor amendments: (1) To establish the PIF renewal every 6 years (to coincide with the PROS plan update) or no more than every 8 years (to be in line with the TIF update and Comp Plan); and (2) Adding in the cost indexing, allowing the PIF to be adjusted via Seattle index CPI. Ken asked about the

		obvious triggers that would change the PIF. These include land acquisition, grants, donations, etc. The fee is per new residential structure, including apartments. This is part of GMA, where new growth helps pay for new infrastructure. Becky would like to review commercial impact fees in the future. Karla said that some cities do it, but it is hard to quantify. Impact fees cannot pay for all the capital park program. Poulsbo plans for a 50% - 50% split.
B.	\$1 House Progress	Mary reported that she is meeting with the Rotary Committee that will be involved with the house demolition project on Friday, May 12. She estimates that the City will need \$5,000 for due diligence including asbestos inspection and removal, septic clean out and decommissioning, a Flood Plain Permit and a Demolition Permit. Becky talked about how this property will help get people to Highway 305. She would like to see a pedestrian underpass to bring people from the Rose Property to Fish Park. In the future, people can walk from the Rose Property to downtown on trails. Keith has disconnected the water meter, and will check on the electricity connection. Karla reminded Mary that silt fencing will be needed for the house demo.
C.	Openings on City Commissions	Mary reported that there will be an opening on the Parks and Recreation Commission at the end of June as Amanda Cheatham is moving out of NK. Bill Lockard will be retiring from the Tree Board at the end of the year.
D.	Waterfront Park Restrooms	On tonight's Council agenda there is a business item to discuss the old City Hall real estate proceeds and projects. The Waterfront Park restrooms are one of the mayor's priorities. There was a stop on the project a year ago. We previously had \$100k budgeted for the project, and have spent \$4500 on design options. Option #4 was the choice. It opens up the view, pulls the building back, and adds sidewalks. The plan also removes the brick seating circle and making the entry way ADA. The seat wall will account for the elevation. Mary had a recent meeting with the Public Works staff to hear their priorities. They want to be sure that short term maintenance and long term maintenance is considered. Mary has talked with two vendors: Public Restroom Company (pre-fab) and Romtec (stick built products). The price estimates are very close. The budget for the project is \$345k; Mary is estimating a cost between \$327k and \$337k. She also needs to do design, permits, site improvements, and building installation. The building will be the same size - 3 stalls and 2 sinks on each side with a maintenance closet. Keith commented that the pre fab

		<p>option looks better for long term maintenance. Stainless features are also easier to maintain. Because the building site is on the salt water, they want to be sure that long term maintenance such as re-finishing the building is not an issue. The restroom building at the new Public Works site is pre-fab. The siding can have any color or texture. Everyone agreed that the building should have a similar look to the pavilion. Becky is favoring the look of the stick built even though she likes both options. She wants to see Norwegian trim or paint. She also wants stark white on the inside to make it look brighter. Timbers and gable are Norwegian looking. Connie and Jim like the crew's feedback.</p> <p>The other piece to the project is the new dumpster enclosure. It will be located on the back side (parking lot side) of the restroom. Ken asked if the dumpster might be smelly, but Keith said he doesn't think so because it is dumped every morning. One fir tree on the parking lot side of the building must come down due to damage. It will not be a heated building, but the maintenance closet will have some heat to keep the pipes warm. Mary said that there is a 4 month turnaround on the pre-fab structure. Public Works can start on the benches and sidewalks September 11, and the building will probably be done in October. The committee concurred that the project should move forward.</p>
<b>4.</b>	<b>Department Reports</b>	None
<b>5.</b>	<b>Misc. Mayor &amp; Board Comments</b>	Ken reported that the American Legion Post is selling the bricks for the ALP memorial for \$100.

Minutes respectfully submitted by: Mary McCluskey