

**City of Poulsbo
Community Services Committee
Meeting Minutes**

Location	Poulsbo City Hall, 3rd floor conference room	Date	April 10, 2019
Committee Chair	Connie Lord	Time Started	4:00 pm
Council Present	Connie Lord, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Karla Boughton, Planning & Economic Development Director; Kris Goodfellow, Parks & Recreation; Anita Albala and Carol Ingles, HDPA; Kathi Foresee, Viking Fest		

Key Points Discussed

No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	Ken reported that Mike Lund met with American Legion Post Commander Dan Phillips about the American Legion Park project. They have found a hidden boulder with a plaque, and have decided to use it in the new brick project.
B.	Agenda and Extended Agenda Review	No changes
C.	Approval of Minutes: 03/13/2019	M/S/A KT/CL
2.	Agenda Items:	
A.	Public Works site – park discussion	<p>Mary reviewed with the committee the status of the current Public Works site, and that staff would like some direction on how to move forward. The Mayor and Mary recently met with Coffee Oasis, and they may be interested in purchasing the corner parcel depending on whether there would be more parking to go with the parcel, the cost of the property, and if the flooding issues were solved. They would need to put together a capital campaign. Karla distributed copies of an aerial photo showing the property with the urban section of Dogfish Creek, 50' critical area buffers and 25' building setbacks. There can be no new buildings within the setbacks, but existing buildings can be renovated on its footprint.</p> <p>The site is currently one parcel, encompassing the PW site, Coffee Oasis, ROW of Iverson Street and the 9 parking stalls at the library. The City doesn't</p>

		<p>have to do a short plat, but it only makes sense if Coffee Oasis wants to buy a piece of it. A short plat would take 18-24 months. Karla consulted the 2009 South Fork of Dogfish Creek Restoration Plan to make sure that any plans that are made respond to the plan. Buffer enhancements and restoration would be welcomed. Karla said that a good option would be to have the property appraised based on 2 parcels – Coffee Oasis with additional parking, and the rest of it that may be developable. Since short plats can only be done every 6 years, the City needs to do it correctly the first time.</p> <p>Connie asked whether the Quonset hut could be restored and Karla said that it could on its existing footprint. Becky feels that the property has little value due to the critical areas and potential environmental impacts. Karla and Mary will put together a project and bring it back to the full council in early June. This would include an environmental assessment, appraisal, short plat, and assessment of covering the two storm ponds across the street. Becky mentioned that she will be coming forward with an extension to Coffee Oasis’s existing lease.</p>
B.	Spring-Summer Program review	<p>Kris Goodfellow did a review of the spring-summer recreation programs. The department just complete three spring break camps. The Easter Candy Hunt is coming up, and the Kids Fair will be June 1. This is an event for organizations who want to advertise summer programs to the community. New spring programs include the ongoing partnership with SEA Discovery Center. In the current catalog, WWU purchased 4 pages for their summer programs in addition to two ads.</p>
C.	Earth Day tree replacement project along Viking Avenue	<p>Mary reported that WWU will be planting 12 replacement trees along Viking Avenue in celebration of Earth Day on April 22.</p>
D.	Special Events: (new) HDPa Car Show Sept 7; Repeats: SONS Easter Egg Hunt April 20; Kitsap Color Classic Bicycle Ride Sept. 22; Poulsbo Community Church Concert July 27; Viking Fest May 17-19	<p>The CSC reviewed one new special event application: the HDPa Viking City car show. There will be no road closures, but classic cars will be parked along the east row of parking stalls along Front Street and north up Jensen Way; and along</p>

		the west perimeter of Anderson Parkway. The HDPA membership is supportive of this event. Recommend to City Council - KT/CL. The four returning events they reviewed included Viking Fest (no major changes); the Sons of Norway Easter Egg Hunt on April 20; The Outdoor Concert sponsored by Poulsbo Community Church on July 27; and the Kitsap Color Classic Bicycle Ride on Sept. 22. Recommend approval of all four returning events: KT/CL.
3.	Department Head Reports	
A.	Park Project Updates	Mary reminded the CSC that the Arbor Day celebration is Saturday, April 13 at Centennial Park. The park parcel at Morrow Manor is now in the City's name. This was effective around April 1.
4.	Mayor/Council Member Reports	None.

Minutes respectfully submitted by Mary McCluskey