



City of Poulsbo Park & Recreation Commission Virtual Meeting

| | | | |
|--------------------------|---|-------------------|---------------------------|
| Subject | Meeting Minutes | Date | September 27, 2021 |
| Recorder | Pat Hightower | Start Time | 7:02 pm |
| Committee Chair | Steve Calhoun | End Time | 8:59 pm |
| Committee Members | Steve Calhoun, Mari Gregg, Erik Hovey, Justin Johnson, Kelly Michaels, JoAnn Schlachter, Mary Swoboda-Groh, Amy Zinkhon | | |
| Staff Present | Dan Schoonmaker, Pat Hightower, Parks & Recreation ; Nikole Coleman, Planning | | |

Meeting Video: <https://cityofpoulsbo.com/parks-recreation-parks-and-recreation-commission/>

| No. | Topic | Action/Recommendation/Discussion |
|-----|---|---|
| 1. | Questions and Concerns of the Commission | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None. |
| 2. | Approval of Minutes: | <input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: 6/28/21: M/S/A JJ/MSG; 7/26/21: M/S/A JJ/MSG |
| 3. | PROS Plan Update | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: <p>The commissioners reviewed Chapters 1-4 in July. The updated plan was sent to the commissioners prior to the meeting and Chapters 5 & 6 were reviewed. A decision has been made to hold off on updating Chapter 7 immediately. Due to the significant rise in property costs in the past six years, the current formula of Park Impact Fees will cause the fees to be raised by \$1000. This is a huge jump, and Nikole said they need to look at it and make sure it is fair and equitable to developers and homeowners. Dan added that the Mayor would like them to look at commercial impact fees as well. The research will most likely begin in November and discussion will be held early next year.</p> <p>The commissioners discussed additional changes to chapters 1-4, and then discussed chapters 5 and 6.</p> <p>Chapter 2: Table 2.2, Betty Iverson Kiwanis Park- Add Disc Golf Putting Green. Pump Track- Remove "Undeveloped". Change Lions Park from Neighborhood section to Community section. Hattaland Park- Remove Trails. Fjord Drive Waterfront Trail- Says 2.47 miles, JoAnn thinks this is incorrect. Nikole will check and confirm miles. Recreational Programs- Kelly thought it was very appropriate to add the section about the impact of Covid-19 to the recreation programs.</p> <p>Chapter 3: Par. 2- Remove online community open house and in-person comments verbiage, as well as further down in the Online Open House/Pop-ups in the Park section. Chapter 4: Parkland Development- 2nd sentence, remove word "existing" park plans. First bullet point, remove Indian Hills Park and add West Poulsbo Waterfront Park. Dan mentioned there are also phased plans for Nelson</p> |

Park, Raab Park for Play for All, and for Indian Hills Park. Indian Hills Park was stopped due to issues with the soil. Kelly would like to see the complete phased plans of all parks and what phases they are in. Mary suggested consideration of a name change for Indian Hills Park. **Urban Paths of Poulsbo**-The last paragraph refers to Figure PRO-3, but it was not included in this version of the comp plan document. Nikole will include it and added that it's on the website. **Figure PRO-1**- Justin feels the overlay of green lines are confusing. A better description is needed, and the color is too similar to the other green on the map. Nikole will change the color of the lines to blue. They are meant to show the 200-foot buffers from streams. **Chapter 5: Table 4-2:** Change to **Poulsbo Middle School. SR305 Wetland Mitigation Acreage**-Reword paragraph, transfer is no longer five years out. **Tables 4.1-3:** Kelly wondered if Table 4.1-3 included all undeveloped parks and if their development or lack of development figures into the Level of Service numbers. They are all included, and development status doesn't figure into the LOS numbers. Kelly also wondered if the new roundabout and trails could be figured into the total trail mileage. Nikole and Dan will confirm with Karla and Mary as to how trails were counted, since the roundabout project is partly in and partly out of the city limits. Nikole will also check with Engineering on the timeline of when the project will be completed. **Chapter 6: Parkland Acquisition:** Discussion was held about Parkland Acquisition and if Conservation Futures money had ever been used by Poulsbo. Dan will take a look at it. He will also talk to the Community Services Committee and City Council about the need to be more aggressive on property acquisition since it's not getting any cheaper. Nikole added that Conservation Futures would need to be used for properties used for conservation but could also include trails. **First Paragraph**- Nikole will update the paragraph regarding the Public Works move so that the timeline is accurate as of the report's publication date. **East Liberty Bay Shoreline Property**-The waterfront park on Fjord across from the Whitford houses is currently cut off from the public. Nikole will move it to the Parkland Improvement section in case the Whitford HOA wants to do more improvements. **Johnson Creek Wildlife Corridor**- Mary enquired about the location of this property. It is located on the corner of Olhava Way NW & Finn Hill Road, just west of Walmart. The 9.2-acre property contains the headwaters of Johnson Creek and is currently for sale. **Parkland Improvements- Fish Park Improvements**- Remove environmental education learning center sentence, unable to build at the park. **Accessible Playground Improvements**- The sentence regarding fundraising will be left in, even though grants have been awarded to cover the cost of the build. The two community groups will continue to fundraise in order to add additional features. This project will also be listed as site-specific to Raab Park. **Splash Pad:** Justin asked about the relevance of including the Splash Pad since no one has heard from Lindsey Kravitz in over a year. Dan said that a splash pad is still being considered as part of the PERC. Nicole added that it went through the Comp Plan update process last year and was adopted by the city council as part of the plan then. **Park Funding Strategy: City Park & Recreation Funding**- Mari suggested changing the wording of collecting mitigation fees for 20 years to the actual year it started and changing the wording of the percentages to a numeral for easier readability. **Conservation Easements**- Mari felt this paragraph sounded negative and suggested removing the "severely restricted" language and rewording it to put a more positive spin on it.

Nikole would love to have updated photos for the plan if the commissioners have some they'd like to send her. Council will begin the review of the plan in January and should have it completed by April. The commissioners all thanked Nikole for

| | | |
|----|---|---|
| | | doing a great job. |
| 4. | Meeting Schedule for the Remainder of 2021 | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: The committee meetings have gotten off of the every-other-month schedule due to the Comp Plan. Dan will talk to Nikole to see if they will need one or two more meetings to finish up the plan and will contact the commissioners by e-mail. The December meeting is generally rescheduled earlier in the month due to Christmas. |
| 5. | Department Head Reports | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: Troll Project- Dan will be having a meeting with Scan Design this week. Raab Park Master Plan- The cost of a full Master Plan would be \$60,000-80,000. Dan and Karla have come up with a solution to have Fischer Bouma do a less extensive plan that would look at uses and amenities and help the city design those features and figure out the best way to make them work within the park. The less extensive plan would still fulfill the need to plan in a mindful way but would only cost \$8,000-\$12,000. Dan will keep them posted. Edwards & O'Neill Properties- Dan is working with the city attorney to obtain two properties, Edwards at Olhava, and O'Neill at the north end of Fish Park. The O'Neill property will allow the city to connect the Fish Park property all the way up to SR305. Dan thanked Tom Nordlie, who started the process by reaching out to the O'Neill property owners. P&R Revenues- The department has accomplished 114% of their revenue goal for the year. Steve said he really appreciates the staff's work. PERC- Dan shared the latest site plan of the project with the commissioners and discussion was held regarding the many uses and amenities. He thank Mari for her positive comments at the last PERC meeting regarding the process of reaching this point. Every space in the plan has been developed for multiple uses. Dan encouraged them all to go to the PERC page on the city's web site and listen to the presentation that was given by the architect. Pump Track- Evergreen Mountain Bike Alliance maintains the Pump Track. They had asked for water to be brought in to water the track this summer. They came up with someone to do the installation if the city purchased the parts. The parts cost the city \$4500 and are currently being stored at Public Works, as the work has not been done. Dan is working with Jon Phelps of EMBA to try and have it installed before winter. P&R Staffing- Helen Cook has been hired as the department's 30-hour Administrative Support Clerk. She has been with the department for three weeks and is doing a fantastic job. She has become a great part of the team. |
| 6. | Commissioner Comments | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Mari has been noticing that many of the park paths are gravel, which is very bumpy and scary for those in wheelchairs. She would like to see more smooth-surfaced paths considered during the planning process for trails. She feels a smoother surface would meet a lot of needs and could also be used for roller skating and other youth activities. Discussion was held about asphalt verses |

| | | |
|----|--|--|
| | | permeable pavement. Dan said he gets comments about Fish Park all the time. He added that the Rotary Morrow Park project has plans for shared use paths, which will connect to the Johnson and Noll paths. |
| 7. | Meeting Adjournment Next Meeting: TBD | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A JS/KM |