



## City of Poulsbo Community Services Committee Virtual Meeting

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>December 8, 2021</b>
<b>Recorder</b>	Rachel Cornette	<b>Start Time</b>	4:00 pm
<b>Committee Chair</b>	Connie Lord	<b>End Time</b>	4:46 pm
<b>Committee Members</b>	Britt Livdahl, Connie Lord, Andrew Phillips		
<b>Staff Present</b>	Dan Schoonmaker Parks and Recreation, Mayor Becky Erickson, Nikole Coleman, Planning, Anita Albala Historic Downtown Poulsbo Association		
<b>Meeting Video:</b> <a href="https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/">https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/</a>			
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
1.	<b>Questions and Concerns of the Committee</b>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None	
2.	<b>Agenda and Extended Agenda review</b>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Item orders changed so that Special Events would be discussed first.	
3.	<b>Approval of Minutes: October 13, 2021</b>	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <b>M/S/A BL/AP</b>	
4.	<b>Special Events Permits- Lighted Ship Parade and Bonfire</b>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Anita reviewed the activities and timeline for the event scheduled on Dec. 11 at 5 pm. The boats will launch from the Poulsbo Yacht Club and float by waterfront park around 5:15. Crossroads rotary will host bonfire. Permit already approved. Emerald Heights elementary children’s choir will carol around downtown as well.	
5.	<b>PROS Plan Review</b>	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Dan and Nikole presented a power point to describe the plan and process. <b>The PROS plan update is needed to:</b> -Remain eligible for state/federal grant fund - Be consistent with the city’s comprehensive plan and with the Comprehensive plan update in 2024 <b>The update process consists of:</b>	

- Community survey and staff review in Spring 2021
- Parks and Rec commission review June-November
- Park and Recreation Commission approval on NOV. 15

The PROS plan will be adopted as part of an annual comprehensive plan amendment process in Jan. 2022.

Notable changes to the plan from the previous 2016 iteration include the removal of Chapter 7, which covered park impact fees. The Parks and Recreation Commission will meet and discuss potential impact fee adjustments in 2022. Based on property value change, population growth, and commercial opportunities, there will likely be an adjustment to how fees are assessed. Additionally, Lions Park was changed from being defined as a neighborhood park to be accounted as a community park.

The PROS plan itself is broken into six parts:

1. Intro-sets the purpose and groundwork
2. Inventory- We have 20 parks ranging from .24 acres to 36 acres. The inventory is broken into park type.
3. Public Involvement- Describes input from the Park and Rec commission, 227 survey responses, and 5 pop-up in the park outreach events.
4. Vision/Goals/policy- Reviewed to be consistent with the Comprehensive Plan, as it is Chapter 8 of said plan.
5. Demand and Needs Analysis-Looks good for now, but will need to make sure levels of service remain consistent with the needs of a growing city.
6. Park System Acquisition and Improvements Plan  
We will need 31.6 acres of park space above and beyond what we already have in inventory to meet required levels of service as our city grows. This section maps areas we'd like to develop more as well as potential

improvements. It also include the PROS “sister” plan, the Urban Paths of Poulsbo plan.

After the Community Services Committee approves the PROS plan, the next steps include City Council review and approval, Recreation Conservation Office (RCO) review and approval and subsequent incorporation into 2022 Comprehensive plan amendment process.

Question from Connie Lord- Are there definitions of park types? Answer-Yes, 1<sup>st</sup> page in chapter 2.

Question from Mayor Erickson- Has adding the valuable asset of the shoreline/water of Liberty Bay been considered in the math calculations for establishing required levels of service for persons/acreage? Answer: It was actually removed from the 2016 plan because the numbers became skewed. The Mayor then suggested that we add a note in the plan to acknowledge the ample recreation opportunities the bay and shoreline provide.

Dan mentioned that the new acreage additions of the O’Neill property and the Edwards property, we will have another 10.5 acres to add to inventory.

Question from Andrew Lord-What is being done to update the trail system as indicated within the Urban Paths of Poulsbo? Answer: Trail connectivity and loop design, increased signage and an easily interpreted map are a top priority for the department in 2022. Connie suggested a “Adopt a Trail” program. Britt posited that it may be a donation incentive. The mayor suggested trail specific teams and volunteers to build trails.

**M/S/A BL/ AP Approved**

**6. Department Head Report**

Discussed  Recommended to Council  
 Further Action Requested:

Youth Basketball leagues are up and running due to Joe Schiel’s tenacity.

		<p>The department will meet on 12/10 to map out goals for 2022.</p> <p>The job description for the Special Events coordinator is almost finished. Will recruit pending council budget approval.</p>
7.	<b>Mayor/Council Member/Other Reports</b>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council  <input type="checkbox"/> Further Action Requested:</p> <p>Shawn Olmsted donated 750 Douglas Fir seedlings to the city. Up to five seedlings per citizen will be distributed on Dec. 11, along with planting instructions. The remaining trees will be planted at Poulsbo's Fish Park.</p>
8.	<b>Adjournment.</b>	Next Meeting: January 12,2022