

AGENDA
GIG HARBOR PARKS COMMISSION MEETING
Wednesday, November 2, 2022 – 5:30 p.m.
Virtual Meeting

Virtual Meeting Link: <https://us06web.zoom.us/j/92140715051>
Call-in: (253) 215-8782 Meeting ID: 921 4071 5051

- I. CALL TO ORDER / ROLL CALL**
- II. APPROVAL OF MINUTES:** Minutes of October 5, 2022
- III. PUBLIC COMMENT**
- IV. DISCUSSION ITEMS**
 - A. Parks Commission Work Plan – City Clerk Josh Stecker
- V. STAFF REPORTS**
 - A. Parks Division Update – Public Works Director Jeff Langhelm
 - B. City Administration Update – City Clerk Josh Stecker
- VI. COMMISSIONER REPORTS & COMMENTS**
- VII. ADJOURN**

Next Regular Meeting: December 7, 2022

This meeting may also be viewed live in the Executive Conference Room at the Civic Center. All participants will be engaging in the meeting via Zoom.

MINUTES
GIG HARBOR PARKS COMMISSION MEETING
Wednesday, October 5, 2022 – 5:30 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Chair Ben Coronado called the meeting to order. Commissioners Louise Tieman, Les McCallum, and Will Appleton were present. Stace Gordon and Stephanie Lile were excused.

APPROVAL OF MINUTES: The minutes of August 3, 2022, Parks Commission meeting were unanimously approved.

DISCUSSION ITEMS:

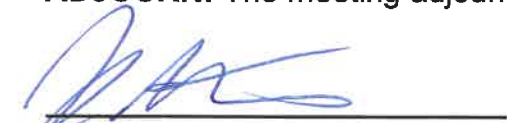
1. **2023-24 Budget Overview** – Public Works Director Jeff Langhelm reviewed Parks projects that will be included in the 2023-24 Preliminary Budget. The Preliminary Budget is due to be released on October 10.
2. **Work Plan Discussion** – The Commission reviewed draft work plan items and provided guidance to staff to add items to the work plan related to park data collection, park standards, and park access. A draft work plan will be ready for the Commission to review and approve at the next meeting.

STAFF REPORTS:

1. **Parks Division Update** – Public Works Director Jeff Langhelm reported on capital project status in parks.

COMMISSIONER REPORTS: Ben Coronado reported on attending the Pierce County Trails Conference.

ADJOURN: The meeting adjourned at 6:35 p.m.



Joshua Stecker, CMC
City Clerk

**GIG HARBOR PARKS COMMISSION
2023-24 WORK PLAN
Adopted by Resolution XXXX**

The purpose of the Parks Commission is to advise the Mayor and City Council on parks and recreation facilities, open space acquisition and development, maintenance and operation of parks and recreation public facilities, operation of parks and recreation programs, and other matters as directed by the City Council ([GHMC Chapter 2.50](#)).

In consultation City Staff, the Parks Commission has identified the following goals as keys areas to focus on in 2023-24.

Advise and Support City Staff on the City's Budgeted Parks Operating Goals:

- ☐ Per PROS Plan, identify priorities and processes to guide the City's land conservation interests.
- ☐ Establish Park Standards that address park safety, desired outcomes, and instruct maintenance expectations.
- ☐ Develop Open Space Management Plan(s): Identify public lands and conserved critical lands for coordinated management approaches.
- ☐ Design, locate, and install sign and trail program for all parks and trails, including specifically speed signs along the Cushman Trail and coordinated with Peninsula Metropolitan Park District.
- ☐ Evaluate and improve ADA access in a Transition Plan for Parks with goals and evaluation criteria.
- ☐ Develop a formal recycling program in city parks through participation, education, and support from local businesses and interest groups.

Advise and Support City Staff on the City's Budgeted Parks Development Goals:

- ☐ Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction
- ☐ Gig Harbor North Trails
- ☐ Cushman Trail Connection to Harborview Drive
- ☐ Crescent Creek Park – Master Plan and Phase 1A Conceptual Design, and Construction
- ☐ Shaw Park Analysis and Remediation
- ☐ Cushman Trail Phase 5A Scoping and Value Engineering Study
- ☐ Gig Harbor Sports Complex Phase 2 Scoping and Conceptual Design
- ☐ Veteran's Memorial Park Phase 2 Improvements

Additional Parks Commission Goals:

- ☐ Develop data collection systems and evaluation tools for use by commissioners, staff and residents to provide information on Parks usage and needs. Explore opportunities for opportunities for public outreach to encourage feedback.
- ☐ Create an inventory of trails, walking routes, waterfront access and other parks features and explore ways to increase access for the public.
- ☐ Organize an annual citywide Parks Appreciation Day volunteer cleanup event.

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
PARKS PROJECTS		
Skansie Netshed Reroof and Repaint Project Budget: \$300,000 Fund: Parks Development Objective No.: 6	This project consists of design, permitting, and construction of minor repairs, siding repairs, repaint the exterior of the building, and re-roof the building.	- o The City approved a professional services contract with Helix Design Group on March 23, 2022. - o Helix has submitted 90% plans/technical specifications and structural assessment. - o Staff submitted review comments of structural assessment to Helix. - o Staff provided a project update and presented the structural assessment report to Council at the Study Session on 07/14/22 - City Council recommended structural stabilization of the netshed. - o On 8/8/22 Council approved Amendment #1 to the professional services contract added design work for structural stabilization of the netshed. - o On 8/16/22 Staff met an environmental materials on-site to sample roofing material and paint to test for asbestos and lead. - o On 8/17/22 Staff met with consultant (Helix Design Group) to discuss design of interior stabilization to improve load bearing of structure - o On 08/30/22 The environmental materials consultant submitted the Hazardous Materials Report. No asbestos was detected, however lead paint was found in one interior window frame. - o Consultant submitted structural improvement design on 09/29/22. Staff has provided comments and are awaiting revised design plans. - o <i>This project requires a Certificate of Appropriateness through the Design Review Board and a Building Permit. City staff will apply for those permits when we receive final design from the consultant which is scheduled to be submitted</i>
Gig Harbor Sports Complex Phase 1B - Design, Permitting, and Construction Project Budget: \$1,000,000 Fund: Parks Development (Federal Grant, RCO LWCF Grant, HBZ, Park Impact Fees) Objective No.: 1 Project No.: CPP-2007	The City has been proceeding with developing a sports complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the sports complex and the scope of the complex increased until 2018 when the project developed into the phased development that we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and an RCO grant. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project is scheduled to be completed in 2022 with construction beginning either at the end of 2022 or in early 2023.	- o City Council approved BCRA, Inc.'s professional services contract for design, permitting, and bid support on 03/28/22. - o A kick-off meeting was held with BCRA on 03/31/22. - o Site survey is completed. • Completed topographic survey of Phase 1A and Phase 1B parcels. This is necessary to construct Phase 1B. • Comprehensive tree survey of all Sports Complex parcels. • Survey of all Sports Complex parcel lines to create a Binding Site Plan. - o The City hosted an informational open house on 05/07/22 for the entire Sports Complex project where Phase 1B was presented. - o Council conducted a Study Session on 05/26/22 to examine the status of the Sports Complex and to hear staff suggestions regarding next steps, particularly in light of public comment. - o A public open house occurred on 06/28/22 from 5:00 pm - 6:30 pm in the Civic Center Lobby where Staff and the consultant received options for certain facility design details. - o Staff made a presentation to the Parks Commission at their 07/06/22 meeting. - o Staff provided an update and requested Council input at the 07/14/22 Council Study Session. - o 30% plans and estimate package was reviewed by the City on 09/02/22. The construction cost estimate for construction of Phase 1B only was originally \$2.8 million but is now \$5.1 million for very little change in scope. - o Engineering Staff is working with Planning Staff and the City Attorney to review binding site plan options prior to submittal of the land use application for the site. - o <i>A Professional Services Contract with BCRA will be presented to Council for approval on 11/14/22.</i>

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
Community Paddler’s Dock Project Budget: \$300,000 Fund: Parks Development (HBZ, Park Impact Fees, GHCKRT Donation, Gen. Fund) Objective No.: 5 Project No.: CPP-1824	Design, permit, and construct a new gangway and float system for use by human powered craft from the existing Jerkovich Pier.	- o A Certificate of Occupancy has been issued. - o Additional foam billets have been installed by the Contractor. - o Signage will be considered for site interpretation/history, operations, and notices. - o Vendor bids were received for fabricating security fencing to provide additional protection for the private dock next door. - o Due to the value of the fencing the Shoreline Master Program permit is being updated to reflect the extension of the security fence. - o The security fencing has been fabricated and delivered to the Shop. The Public Works Operations staff will install the fencing upon approval of the revised Shoreline Master Program permit.
Commercial Fishing Homeport Design/Permitting Project Budget: \$110,000 Fund: Parks Development Objective No.: 10 Project No.: CPP-2204	Design and permit for a new float system for the commercial fishing homeport at Ancich Park.	- o Project total costs are currently estimated at \$3,345,366.45, with the construction cost at \$2,525,259.40. - o The Consultant is planning to submit 90% documents to the City for review in November.