

AGENDA
GIG HARBOR PARKS COMMISSION MEETING
Wednesday, February 1, 2023 – 5:30 p.m.
Community Rooms

Optional 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 December 7, 2022
- III. PUBLIC COMMENT**
- IV. ELECTION OF CHAIR & VICE CHAIR**
- V. DISCUSSION ITEMS**
 - A. Crescent Creek Park Master Plan
 - B. Naming of Conservation Properties
 - C. Consumption of Alcohol Within Leased Park Facilities
 - D. Parks Appreciation Day
- VI. STAFF REPORTS**
 - A. Parks Division Update – Parks Manager Jennifer Haro
 - B. City Administration Update – City Clerk Josh Stecker
- VII. COMMISSIONER REPORTS & COMMENTS**
- VIII. ADJOURN**

Next Regular Meeting: March 1, 2023

MINUTES
GIG HARBOR PARKS COMMISSION MEETING
Wednesday, December 7, 2022 – 5:30 p.m.
Community Rooms

CALL TO ORDER / ROLL CALL: Chair Ben Coronado called the meeting to order. Commissioners Will Appleton, Les McCallum, Stace Gordon, and Stephanie Lile (via Zoom) were present. Louise Tieman joined the meeting at 5:45 p.m.

APPROVAL OF MINUTES: The minutes of the November 2, 2022, Parks Commission meeting were unanimously approved.

DISCUSSION ITEMS:

Introduction of Parks Manager Jennifer Haro – Jennifer Haro introduced herself to the Commission and spoke about her background in local government.

Naming of Conservation Properties – City Clerk Josh Stecker and Jennifer Haro reported on the process for selecting a name for the newly acquired conservation parcels.

Ancich Waterfront Park Paver Replacement – Jennifer Haro presented a proposal to replace the pavers at Ancich Waterfront Park that name the historic fishing vessels. These would be donated by the fishermen's club. The Commission expressed consensus that the project would be worth pursuing.

Consumption of Alcohol Within Leased Park Facilities – Jennifer Haro reported that the City has been approached by the BoatShop about allowing alcohol in the BoatShop and the Brick House. The Commission expressed consensus that the City should pursue options that would allow licensed alcohol use for special events within leased buildings.

STAFF REPORTS:

1. **Parks Division Update** – Jennifer Haro reported on the un-groundbreaking event for Conservation Property Phase 2 and code revisions to prevent jumping off City docks. Permits will be submitted soon for Phase 1B of the Sports Complex.
2. **City Administration Update** – City Clerk Josh Stecker reported on vacancies on Parks Commission and City Council.

ADJOURN: The meeting adjourned at 6:43 p.m.



Joshua Stecker, CMC
City Clerk



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Date January 11, 2023

Project No. 2022-18

Project Name Crescent Creek Park Master Plan

Attendees

Merit Oviir (HBB)

Juliet Vong (HBB)

Sheenam Arora (HBB)

Rich Murakami (Rolluda)

Chris Wiest (PND)

Maureen Whitaker (City of Gig Harbor)

Jeff Langhelm (City of Gig Harbor)

Roxanne Robles (City of Gig Harbor)

Jeff Olsen (City of Gig Harbor)

Kyle Neiman (City of Gig Harbor)

Jennifer Haro (City of Gig Harbor)

Items Discussed

Project Kick-Off Meeting & Site Visit

9:30 -10:30 In-Person Meeting at Gig Harbor Civic Center

11:00 - 1:00 Site visit – Meet at parking lot

Team Introductions

Juliet Vong (HBB) – Project Manager, primary contact

Merit Oviir (HBB) – Principal-In-Charge, quality control reviews

Sheenam Arora (HBB) – not present at meeting, secondary day-to-day contact

Rich Murakami (Rolluda Architects (RAI)) – Architectural assessment, park structures.

Roxanne (Roxy) Robles (COGH) – Senior Planner; Environmental guidance and code

Maureen Whitaker (COGH) – Project Admin; include on all email correspondence

Jeff Olson (COGH) – Public Works Superintendent, including Parks

Kyle Neiman (COGH) – Field Supervisor, current on-site maintenance

Jennifer Harow (COGH) – Parks Manager, project lead

Jeff Langhelm (COGH) – PW Director, liason to council and city admin / mayor, historical reference

Chris Wiest (PND Engineers) – Civil engineering, structural assessment

Communication Protocols

Email subject line: CCP – Subject

Email correspondence to include:

- HBB – cc Juliet and Sheenam

jvong@hbbseattle.com

sarora@hbbseattle.com

- City - cc Jennifer Haro and Maureen Whitaker

JHaro@gigharborwa.gov

mwhitaker@gigharborwa.gov

Invoicing:

- Invoices to HBB by the 5th of each month – invoices to City sent out by the 5th of the month.

Notice for Site visits:

Provide an advance 1-day minimum notice to City for any site visits, including to Masonic Lodge for daycare coordination

Project Scope Overview

HBB provided a brief scope overview and following topics were discussed:

Masonic Lodge

- Building originally had 3 stories (2 above + basement).
- When Masons took it over in the late 40s top level was removed and lodge was expanded to west.
- The Lodge is not listed as a historic building and likely not much interest to nominate for historic building.
- City has photos of the original building, current lodge is about 1/3rd larger than the original structure.
- There was a recent flooding at Masonic Lodge, the whole park site has high groundwater.
- Windows on the upper level are boarded over on the exterior, interior still has windows. Basement has windows.
- Top floor currently vacant, preschool occupies basement level and has been a long-term tenant (10+ years).
- During the time of city purchase of the Masonic Lodge, no thorough structural analysis was performed. Original report was focused on identifying basic fatal flaws (cracking, etc.) and no fatal flaws were obvious at that time. City aware that the Lodge does not meet code.

Structural Analysis of the Lodge

- Perform structural analysis up-front, get City Council guidance prior to developing concept alternatives and doing first round of outreach.
- City would like to get a thorough understanding of structural condition of the lodge so informed decisions can be made down the road. It is important to understand feasibility to preserve the lodge and what would be required efforts/investment to bring the lodge up to current code compliance.
- Various groups have reached out regarding renting/occupying the upper level of the lodge but due to potential liability and not having thorough understanding of structural condition of the lodge, City has deferred from active use of space on the upper level.
- Structural Analysis work would need to be coordinated with the daycare and their schedule for access. Generally late afternoons better, follows school district schedule. Main floor can be accessed any time – coordinate access with City.
- Only restrooms downstairs in the building

- No detailed building drawings are available, there is a schematic from the initial building evaluation at the time of City Purchase which City can forward to design team.

Property Annexation

- The sliver along north property line and Masonic Lodge property, are owned by the City but are outside of current City boundary.
- Both properties though, are within Urban Growth Area (UGA).
- City was curious on the need and timing of property annexation for these properties in relation to park master planning.
- HBB explained that City can still proceed and wrap up full master plan process without the need to annex the properties.
- City is interested in formally adopting the Master Plan for the park.
- SEPA is required for formal Master Plan adoption by City Council.

Existing Park Elements & Design Criteria

- Playground is new – relatively new, less than 10 years old, much loved and well used by the community. Existing playground is to remain and to be integrated to the rest of the park design.
- Picnic Shelter from the WPA to remain. Historic significance, no interest in modifying, unless there is a safety issue.
- Restroom is WPA structure.
- Sewer lift station – needs to remain.
- Parking – potential to explore minor improvements to the existing parking lot. Parking lot is moderately full during winter, does not provide sufficient amount of parking during summer months.
- Adjacent roads are county roads – Crescent Valley Drive NW (north-south direction) is a county road; West Passage Rd, partially owned by county. Parking occurs on shoulders of both streets but no safe crossing currently.
- Creek and lower area along the creek – CPTED and accessibility focus, but no public access to the other side of creek.
- ADA Restroom – current restroom is not ADA compliant. City received a claim and needs to provide ADA restroom on park site. Port-A-Potty would not be an acceptable solution.
- Wells – there are two artesian wells on park property. Well #2 and well #10. Well #2 is located within the well house in the parking lot. Well #10 is not actively used but cannot be disturbed as both wells (#2 and #10) interact with each other. Well #10 is a back-up in case anything should happen to well #2.
- There is another well near the sheds, at the north-east corner of the park property. It is hand dug, about 70 feet deep. Currently not used. City would be ok, to permanently close this well but hasn't looked into the process/documentation at this point.
- There are also two sheds on the northern sliver – one of the sheds (the eastern one) is in a better shape and is currently used by City's Operations and Maintenance.

Schedule Overview

- HBB to update schedule based on input from the meeting.
- Initiate Structural Analysis and move up before any public engagement
- After structural analysis is complete, can begin visioning and master plan concept development.
- Visioning and concept development delayed a bit – probably May/June/July timeframe, with the first round of outreach. HBB will update once have talked through structural analysis timeline more with the consultant performing the work.

- Preferred Alternative - November/December 2023 and Final Master plan in the first quarter of 2024 with adoption in March/April.

Stakeholder Outreach and Process Diagram

Community Advisory Council (CAC)

Who should be included?

- A member from Planning Commission
- A member from Park Commission
- No representative from City Council
- Daycare representative
- Volley Ball group representative
- BMX (no official group) representative would be great to include
- Little League/ baseball
- Tennis/ Pickleball – get one person from pickleball
- Adjacent neighbors - all direct adjacent property owners
- Crescent Valley Alliance – they run and manage the native garden
- KGI – Key Peninsula-Gig Harbor-Islands Watershed Council
- Harbor Wild Watch (e-mail only)
- No Pen Met Parks (e-mail only)
- No Pierce County Parks (e-mail only)
- Any specific events in the park? Park Shelter Users? City to research and follow up
- Soccer/Lacrosse – e-mail notices, but not as part of CAC
- Evergreen Mountain Bike Alliance
- History Museum
- Representative from HOA of adjacent condos to South
- Tribes / historic – Jennifer Keating

Outreach Process Diagram

- First input from CAC
- Keep Parks Commission informed on the Park Master Planning process. Mostly City staff, engage HBB as needed.

City Council Study Session:

- Structural Analysis of Masonic Lodge – to occur before any public outreach begins
- Preferred Master Plan Alternative

E-mail Update to City Council:

- Pre outreach update/check-in
- Post outreach update/check-in
- Final Master Plan

Council Meeting:

- Adoption of the Master Plan



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HBB will develop a Public Involvement Plan based on input from this meeting and forward on to City review.

After Master Plan adoption, City has a small budget (approx. 35K for design & 65K for construction) allocated for Phase 1A improvements. Phase 1A will be established at the completion of the Master Plan.

Action Items	By Whom	Date Due
Forward City GIS contact	City	1/20/23
Forward updated Project Schedule and Public Involvement Plan to City	HBB	1/27/23
Establish bi-weekly City Meeting time	City/HBB	1/20/23
Forward Masonic Lodge schematic drawings	City	1/27/23
Follow-up on events/ shelter use in the park	City	1/27/23
Forward previously completed wetland report to consultant team	City	1/27/23

We believe the above record to be an accurate summary of decisions and related discussions. We would appreciate notification of exceptions to this record within ten (10) days of its receipt. Failing such notification, we will consider this a statement of fact with which you concur.

Copy to Attendees & File

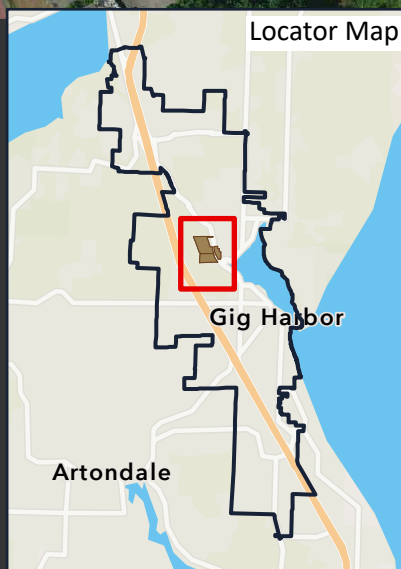
Signed: Merit Oviir



North Creek Salmon Heritage Site



0 250 500
Feet



Locator Map

Gig Harbor

Artondale

Legend

- City Boundary of Gig Harbor
- Existing City Park
- Existing City Trail
- North Creek Salmon Heritage Site
- Stream

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. The City assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED "AS-IS" AND "WITH ALL FAULTS". The City makes no warranty of fitness for a particular purpose. The information on this map will change over time without notice.

WA State Parks GIS, Esri, HERE, Garmin, SateGraph, METI, NASA, USGS, Bureau of Land Management, EPA, NPS, USDA



PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: City Council

FROM: Jennifer Haro, Parks Manager

DATE: January 26, 2023

SUBJECT: Code and lease changes related to alcohol in parks

The City was approached by the Gig Harbor BoatShop about their desire to be able to serve alcohol in City-owned buildings that they lease at Eddon Boat Park. In the Eddon Boat Building, they hold fundraising events to support their mission as a 501c(3) non-profit. They would also like renters of the Boatyard House to be able to serve alcohol at events.

Similarly, the Skansie Netshed Foundation would also like to serve alcohol at fundraising events, and Harbor WildWatch may want to in the future.

Currently, Gig Harbor Municipal Code 9.24.020 prohibits alcohol in parks, except for on a vessel at Jerisich Dock. We are proposing minor amendments to GHMC 9.24 to allow exceptions to the prohibition of alcohol in leased areas, as long as they follow all Liquor and Cannabis Board permitting and licensing requirements.

In addition, the specific leases are proposed to be amended to allow alcohol at events that support their mission as non-profits, such as concerts, auctions and other fundraising events. In the case of the Boatyard House, the lease amendment would allow alcohol for private events for people who rent the House. The lease currently limits events at the Boatyard House to 30 people.

In all cases, the non-profits and the Boatyard House renters would need to comply with Washington Liquor and Cannabis Board requirements. Most events require either a banquet permit or a special occasion license.

Staff will be asking Council to provide comments and direction on whether to proceed with the proposed municipal code change and lease amendments.

9.24.020 Alcohol prohibited in parks.



Except as permitted in GHMC [9.04.010](#) or except if consumed on a vessel moored at Jerisich Dock, and except if consumed in a leased area or rental area pursuant to the terms contained in the lease or rental agreement, no person shall open a package containing liquor or consume liquor in a park Alcohol consumed pursuant to one of the above exceptions must be in accordance with Washington State Liquor and Cannabis Board permit and license requirements. This section shall be prosecuted as set forth in Chapter [9.04](#) GHMC. (Ord. 1454 § 1, 2021).

9.24.040 Park operating hours.



All city parks shall be closed from dusk to dawn unless otherwise provided for in the municipal code, a lease or rental agreement, or posted by the city of Gig Harbor. It is unlawful to enter or remain on any park property while closed unless operating under the authority of a special event or special use permit. (Ord. 1478 § 3, 2021; Ord. 1454 § 1, 2021; Ord. 1369 § 1, 2017. Formerly 9.24.015).

**FIRST AMENDMENT
TO
LEASE AGREEMENT BETWEEN
THE CITY OF GIG HARBOR AND
SKANSIE NETSHED FOUNDATION**

THIS FIRST AMENDMENT to the Lease Agreement between the City of Gig Harbor and the Skansie Netshed Foundation entered into on August 21, 2007 is made and entered into as of the date signed below by and between the CITY OF GIG HARBOR, a Washington municipal corporation (the "City"), and the SKANSIE NETSHED FOUNDATION, a Washington nonprofit corporation ("Foundation"), collectively referred to as the "parties."

RECITALS

WHEREAS, the City currently leases to the Foundation the property located at 3207 Harborview Drive, Gig Harbor, Washington, which includes the building commonly known as the Skansie Netshed. This lease is memorialized in the Lease Agreement dated October 27, 2015 (the "Lease Agreement").

WHEREAS, the Foundation hosts fundraising and community events as part of their mission as a nonprofit and desires to serve alcohol at some of these events in accordance with State law and permitting requirements at the Skansie Netshed; and

WHEREAS, Gig Harbor Municipal Code 5.28.105 states that *"Consumption of alcohol is illegal on public property. No special event shall allow the sale or consumption of alcoholic beverages. The only exceptions to this rule is where the city leases a structure to a tenant. In those instances, their approved lease may allow consumption of alcoholic beverages for approved events within the leased structure...; and*

WHEREAS, GHB's current lease does not mention consumption of alcoholic beverages for approved events in accordance with Gig Harbor Municipal Code 5.28.105; and

WHEREAS, the City Parks Board was unanimously in favor of allowing alcohol at events at leased buildings in Parks at their December 7, 2022 meeting; and

WHEREAS, the City Council considered allowing alcohol at events at leased buildings in Parks at their January 26 study session and recommended approval.

NOW, THEREFORE, in consideration of the mutual promises below, the parties hereby amend the Lease as follows:

AMENDMENTS

Section 8. Restrictions on Use. A new Subsection A(5) shall be added to Section 8 as follows:

5. Events at the Skansie Netshed that support their mission as stated in the original lease may serve alcohol provided that they get permits from the Washington Liquor and Cannabis Board and comply with the terms of the permits. Alcohol consumption is limited to the building and may not be consumed in Skansie Park. A violation of this subsection will result in a written warning from the City. Further violations may result in penalties, including possible termination of the lease.

EXCEPT AS MODIFIED BY THIS FIRST AMENDMENT TO LEASE AGREEMENT, ALL TERMS AND CONDITIONS OF THE FOUNDATION LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Amendment effective this _____ day of _____, 2023.

CITY OF GIG HARBOR

SKANSIE NETSHED
FOUNDATION

By: _____
Mayor Tracie Markley

By: _____
President

APPROVED AS TO FORM:

City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that he/she
signed this instrument, on oath stated that he/she was authorized to execute the
instrument and acknowledged it as the _____ (officer) of the Board
of Directors of Skansie Netshed Foundation to be the free and voluntary act of such
party for the uses and purposes mentioned in the instrument.
SUBSCRIBED AND SWORN to before me this _____ day of _____, 2016.

Printed name: _____
 NOTARY PUBLIC in and for the
 State of Washington, residing at
 _____.
 My commission expires: _____.

[illegible]

I certify that I know or have satisfactory evidence that Tracie Markley is the person who appeared before me, and said person acknowledged that she signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as the Mayor of the City of Gig Harbor to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument. SUBSCRIBED AND SWORN to before me this _____ day of _____, 2023.

Printed name: _____
 NOTARY PUBLIC in and for the
 State of Washington, residing at
 _____.
 My commission expires: _____.

First Amendment to Lease