

**AGENDA**  
**GIG HARBOR PARKS COMMISSION MEETING**  
Wednesday, March 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:** February 1, 2023
- III. PUBLIC COMMENT**
- IV. DISCUSSION ITEMS**
  - A. Parks Appreciation Day Planning
- V. STAFF REPORTS**
  - A. Parks Division Update – Parks Manager Jennifer Haro
  - B. City Administration Update – City Clerk Josh Stecker
- VI. COMMISSIONER REPORTS & COMMENTS**
- VII. ADJOURN**

Next Regular Meeting: April 5, 2023

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

**CALL TO ORDER / ROLL CALL:** Chair Ben Coronado called the meeting to order. Commissioners Les McCallum, Stephanie Lile and Doug Smith (via Zoom) were present. Stace Gordon was excused. Louise Tieman joined the meeting at 5:40 p.m.

**APPROVAL OF MINUTES:** The minutes of the December 7, 2022, Parks Commission meeting were unanimously approved.

**ELECTION OF CHAIR & VICE CHAIR:** Ben Coronado was unanimously elected as Chair and Louise Tieman was unanimously elected as Vice Chair.

**DISCUSSION ITEMS:**

**Crescent Creek Park Master Plan** – Parks Manager Jennifer Haro went over the steps for the upcoming master planning process. Louise Tieman was selected as the Parks Commission’s representative on the Citizen Advisor Committee.

**Naming of Conservation Properties** –Jennifer Haro reported on the process for selecting a name for the newly acquired conservation parcels, including the naming rights given to Dick Shaw for Phase 2 parcels.

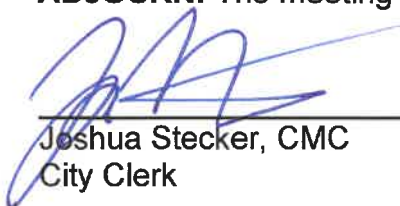
**Consumption of Alcohol Within Leased Park Facilities** – Jennifer Haro reported that the City has been approached by the BoatShop about allowing alcohol in the BoatShop and the Brick House. The Commission expressed consensus that the City should pursue options that would allow licensed alcohol use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

**Parks Appreciation Day:** The Commission discussed possible options for Parks Appreciation Day events.

**STAFF REPORTS:**

1. **Parks Division Update** – Jennifer Haro reported on activities in the Parks Department.
  
2. **City Administration Update** – City Clerk Josh Stecker reported on short term rentals, vacancies on the Parks Commission, and other administrative activities.

**ADJOURN:** The meeting adjourned at 7:12 p.m.

  
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Joshua Stecker, CMC  
City Clerk

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<b>PARKS PROJECTS</b>		
<p><b>Skansie Netshed Improvements</b>  <b>2023 Project Budget:</b> \$330,000  <b>Funding:</b> HBZ Funds  <b>Objective No.:</b> PD-7</p>	<p>This project proposes to complete the structural and siding repairs, repaint the exterior, and re-roof the building. The City will review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements.</p>	<ul style="list-style-type: none"> <li>o City Council approved a professional services contract with Helix Design Group on 03/23/22.</li> <li>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.</li> <li>o On 08/08/22 Council approved Amendment #1 to the professional services contract for added design work for structural stabilization of the netshed.</li> <li>o On 08/17/22 Staff met with consultant to discuss design of interior stabilization to improve load bearing of structure.</li> <li>o Staff met with Skansie Netshed Foundation representatives on 10/25/22 and met with DAHP representatives on 10/27/22 to review the proposed design. At each meeting, City staff received general support for the proposed design.</li> <li>o This project requires a Certificate of Appropriateness through the Design Review Board (DRB) and a Building Permit.</li> <li>o Staff and consultant will present the project to the DRB at a regularly scheduled meeting in early 2023.</li> <li>o Council approved Amendment #2 to the professional services contract on 01/09/23 to finalize structural stabilization using steel.</li> <li>o Staff met with the consultant on 01/30/23 to discuss structural stabilization and final design.</li> </ul>
<p><b>Gig Harbor Sports Complex Phase 1B - Design, Permitting, and Construction</b>  <b>Project Budget:</b> \$5,250,000  <b>Funding:</b> Legislative Appropriation, RCO LWCF Grant and Local Parks Grant, HBZ Fund, Park Impact Fees  <b>Objective No.:</b> PD-1  <b>Project No.:</b> CPP-2007</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>o City is working with AHBL, YMCA, and City Planning Division to iron out the land use process for Phases 1A and 1B.</li> <li>o The construction cost estimate for construction of Phase 1B only was originally \$2.8 million. 60% Design Construction Estimate is now \$6.2 million with a design and market contingency.</li> <li>o The City's consultant BCRA submitted a land use application documents with a binding site plan to the Planning division on 12/19/22. The land use application was deemed incomplete 01/24/23; amended and resubmitted on 01/25/23.</li> <li>o RCO Grant Agreement was amended 12/30/22 to include another \$500,000 from Local Parks Grant Funding. Total grant obligated is \$1 million.</li> <li>o BCRA working on 90% design plans. City will have BCRA add (place) 8 benches into site plan. Placement of the concrete pads for the benches will be included in the contract documents and installed by the contractor. Public Works will install benches after project is completed.</li> <li>o City staff working with AHBL and YMCA to coordinate their Phase 1A land use application with Phase 1B since they share the same binding site plan.</li> </ul>
<p><b>Crescent Creek Park - Master Plan and Phase 1A Design and Construction</b>  <b>Combined 2023-24 Project Budget:</b> \$225,000  <b>Funding:</b> HBZ Funds  <b>Objective:</b> PD-5  <b>Project No.:</b> CPP-1925</p>	<p>The City's Crescent Creek Park (previously known as "City Park") has developed, redeveloped, and expanded in a sporadic fashion. Staff, with the support of a consultant, will conclude the public visioning that began in 2022, then establish with Council support, a master plan for the Park. The momentum of the planning effort will go into the immediate implementation of Phase 1A improvements.</p>	<ul style="list-style-type: none"> <li>o Professional Services Contract awarded to Hough Beck &amp; Baird (HBB) on 11/14/22.</li> <li>o Kickoff meeting and site visit with HBB and staff on 1/11/23.</li> <li>o Bi-weekly meetings began on 02/02/23 – one of first tasks is developing the public participation plan.</li> </ul>

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>Commercial Fishing Homeport Design/Permitting</b>  <b>Project Budget:</b> \$3,200,000  <b>Funding:</b> HBZ, Port of Tacoma Funding, Commercial Fishing Operators Donation, Capital Development (REET), Capital Improvement (REET)  <b>Objective No.:</b> PD-10  <b>Project No.:</b> CPP-2204</p>	<p>This objective will complete the design and permit effort, then initiate a construction contract for a new float system for the commercial fishing homeport at Ancich Park.</p>	<ul style="list-style-type: none"> <li>o Project total costs are currently estimated at <b>\$3,438,112.71</b>, with the construction cost at <b>\$2,602,754.60</b>.</li> <li>o Staff is reviewing the 90% submittal documents.</li> <li>o Awaiting comments from US Army Corps and National Marine Fisheries on the pending permit applications.</li> <li>o As of 01/09/23 we have reached out to both WDFW and NMFS directly about the project and have already received some feedback.</li> <li><b><i>o On 02/15/23 the City's consultant has been speaking with the Corps reviewer and has been answering her questions. We are still trying to get the project moved into consultation.</i></b></li> <li><b><i>o The City is preparing to submit an application to the Port of Tacoma's Local Economic Development Investment Fund (LEDIF) for the Homeport construction funding. Applications are due Feb 24.</i></b></li> </ul>