

**AGENDA**  
**GIG HARBOR PARKS COMMISSION MEETING**  
Wednesday, August 3, 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 July 6, 2022
- III. PUBLIC COMMENT**
- IV. DISCUSSION ITEMS**
  - A. Parks Commission Work Plan – City Clerk Josh Stecker
- V. STAFF REPORTS**
  - A. Crescent Creek Master Plan Update – Public Works Director Jeff Langhelm
  - B. Parks Division Update – Public Works Director Jeff Langhelm
  - C. City Administration Update – City Clerk Josh Stecker
- VI. COMMISSIONER REPORTS & COMMENTS**
- VII. ADJOURN**

Next Regular Meeting: September 7, 2022

**MINUTES**  
**GIG HARBOR PARKS COMMISSION MEETING**  
**Wednesday, July 6, 2022 – 5:30 p.m.**  
**Virtual Meeting**

**CALL TO ORDER / ROLL CALL:** Chair Ben Coronado called the meeting to order. Commissioners Georgina Armstrong, Stephanie Lile, Les McCallum, and Stace Gordon were present. William Appleton was excused at roll call and joined the meeting at 5:49 p.m. Louise Tieman was excused.

**APPROVAL OF MINUTES:** The minutes of June 1, 2022, were unanimously approved.

**DISCUSSION ITEMS:**

1. **Sports Complex Phase 1B Project Update** – Public Works Director Jeff Langhelm reported on the current status of the Sports Complex Phase 1B Project and an Open House held on June 28. The Commission reviewed design elements of the pickle ball courts, bocce ball courts, performance stage and playground.
2. **Council Guidelines and Procedures** – Commissioners discussed the recently implemented guidelines for advisory boards.
3. **Work Plan Discussion** – The Commission reviewed a draft Work Plan and will individually provide prioritization rankings of each item. Discussion will continue at the August 3 meeting, with continued budget discussion on September 7 and finalization of the Work Plan on October 5.

**STAFF REPORTS:**

1. **Adopt-A-Park Program** – Parks Manager Matthew Keough reported that the City is roll out a pilot partnership in Crescent Creek Park.
2. **Parks Division Update** – Parks Manager Matthew Keough reported on capital project status in parks.
3. **City Administration Update** – City Clerk Josh Stecker reported on an upcoming change to have the Mayor make Parks Commission appointments in the future and reported that the City will be rolling out the SeeClickFix resident engagement platform soon.

**COMMISSIONER REPORTS:** Georgina Armstrong reported on the most recent Climate Change Comprehensive Plan Advisory Committee meetings. Will Appleton commented on identifying public access paths on the waterfront.

**ADJOURN:** The meeting adjourned at 8:14 p.m.

  
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Joshua Stecker, CMC  
City Clerk

WORK PLAN ITEM	DESCRIPTION	RANKING
<b>1.Park Evaluation</b>	Data collection and application regarding demographics, user experience, etc.	HIGH
a. Community Input, User Experience	Conduct outreach through commission meetings, surveys, interviews, QR Codes at parks, and through tours/meetups at parks	HIGH
b. Use Monitoring Tools for Park Status	Utilize evaluation tool(s) designed for Commissioners, Council, staff, & users	LOW
c. Park Standards	Establish Park Standards that address park safety, desired outcomes, and instruct maintenance expectations	HIGH
<b>2. Capital Improvement Program of the PROS Plan</b>	Investigate cost savings concepts for projects and implementation strategies ahead of biannual budget	LOW
<b>3. Local Recreation Access Improvements</b>	Ensure local recreation access in equitable manner	HIGH
<b>4. Shoreline Access for Recreation</b>	Investigate waterfront access for public and underserved populations, coordinate efforts with Shoreline Master Program in places like Old Ferry Landing	HIGH
<b>5. Accessibility (ADA) Planning for Parks</b>	Evaluate and improve ADA access; Establish goals and evaluate progress	MEDIUM
<b>6. Natural Conservation Protections/Open Space Acquisition and Management</b>	Coordinate across City Plans for Natural Conservation and Open Space Management	HIGH
a. Develop Conservation Strategy	Per PROS Plan, identify priorities and processes to guide the City's land conservation interests	MEDIUM
b. Develop Open Space Management Plan	Identify public lands and conserved critical lands for coordinated management approaches	MEDIUM
<b>7. Coordination of Environmental Protection, Enhancement, Sustainability efforts in Parks</b>	Support efforts for urban forestry management, natural creek protection, and wildlife corridors, including daylighting and culvert removals	HIGH
a. Critical Area Enhancement	Investigate and recommend enhancement efforts, as budgeted	In Budget
b. Recycling Program in Parks	Review and Promote Recycling Program in Parks, through partnerships	In Budget
<b>8. Development of Trail Program: Coordinate with City plans; Review Trail Projects; Coordination of non-motorized systems</b>	Create an inventory of trails, walking routes, standards, and access to them throughout the city	HIGH
<b>9. Park Master Planning</b>	Revisit the master plans for parks regularly, tracking phases and anticipate needs for new plans; advise on stakeholder outreach	LOW
<b>10. Historic Structure preservation to include programming</b>	Ensure Historic Preservation Plans and leverage support	MEDIUM
<b>11. PROS Plan Monitoring</b>	Conduct an annual review of plan with staff	LOW
<b>12. Parks Appreciation Day</b>	Lead an annual, volunteer citywide parks cleanup each spring	MEDIUM
<b>13. Adopt-A-Park Program</b>	Support and expand Volunteer Program Opportunities	LOW
a. Donation List for Parks	Assist with donation policy and programming, recommend policies to Council	In Budget
<b>14. Promotion of the Parks Facilities</b>	Ensure there is a complete inventory of existing park facilities for optimal public access, QR code and maps at sites	MEDIUM
a. Park Reservation System	Review the system and make recommendation on policies, fees, access.	In Budget
b. Development of Sign Program	Create system for coordinated signage in parks, on trails	LOW

WORK PLAN ITEM	DESCRIPTION	RANKING
<b>15. Old Burnham Properties Feasibility and Long-use Plan/Visioning</b>	Study trail options across properties which would include obtaining public access to connect the two sections of public land.	LOW
<b>16. Public Access to the Shoreline at Ferry Landing</b>	Study options for safe public access to the beach.	LOW
<b>17. Continuing Review of Funded Park Capital Projects at milestones:</b>	Remain apprised of status and updates on capital projects occurring in city parks.	MEDIUM
a. Anich Park, Homeport	Received reports from the stakeholder reviews as well as staff efforts towards fundraising	In Budget
b. BMX/Bike Playground, Pump Track	Formulate a plan for BMX/bike interests in coordination of master park plan for Crescent Creek Park	In Budget
c. Crescent Creek Visioning (incl. Masonic Lodge Study)	Complete a visioning and programming process that includes public input to develop a Master Plan for the park properties encompassing Crescent Creek Park and the associated public waters	In Budget
d. Cushman Trail, Phase 5	Complete the scoping for the Phase 5A limits then perform a value engineering study for the Cushman Trail crossing at Borgen Boulevard, including a cost estimate, and prepare for project implementation with partners	In Budget
e. Cushman Trail Spur to N. Harborview	Support a feasibility study for a spur that would connect Cushman trail to Harborview Drive near Austin Estuary	In Budget
f. Gig Harbor Sports Complex	Ensure the goals of the project are met, i.e. constant monitoring of master plan, strategic use of investment, and careful development of complex	In Budget
<del>g. Harbor Hill Open Space</del>	<del>Work with local interests including planning an environmental sanctuary on private property</del>	
h. KLM Veterans Park	Support planning of a loop trail within the open space on the park, improving access	In Budget
i. Shaw Park	Perform a site analysis, provide specifications to improve soils and drainage, and then complete the construction of the proposed improvements	In Budget
j. Wilkinson Farm Park Visioning	Facilitate a visioning process that includes public input for the parcels encompassing the park.	<del>In Budget</del>
k. Wilkson Barn Stabilization	Assist with Planning and Funding Barn Stabilization	<del>In Budget</del>

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>Skansie Netshed Reroof and Repaint</b>  <b>Project Budget:</b> \$300,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 6</p>	<p>This project consists of design, permitting, and construction of minor repairs, siding repairs, repaint the exterior of the building, and re-roof the building.</p>	<ul style="list-style-type: none"> <li>o The City approved a professional services contract with Helix Design Group on March 23, 2022.</li> <li>o <b>Consultant submitted 90% plans &amp; technical specifications; city needs to decide resolution of risk related to structural loads</b></li> <li>o <b>City Staff submitted review comments of structural report to consultant</b></li> </ul>
<p><b>Gig Harbor Sports Complex Phase 1B - Design, Permitting, and Construction</b>  <b>Project Budget:</b> \$1,000,000  <b>Fund:</b> Parks Development (Federal Grant, RCO LWCF Grant, HBZ, Park Impact Fees)  <b>Objective No.:</b> 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. 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.</p>	<ul style="list-style-type: none"> <li>o City Council approved BCRA, Inc.'s professional services contract for design, permitting, and bid support on 03/28/22.</li> <li>o A kick-off meeting was held with BCRA on 03/31/22.</li> <li>o Site survey underway on 04/12/22. <ul style="list-style-type: none"> <li>• Complete survey of Phase 1A and Phase 1B parcels. This is necessary to construct Phase 1B.</li> <li>• Comprehensive tree survey of all Sports Complex parcels.</li> <li>• Survey of all Sports Complex parcel lines to create a Binding Site Plan.</li> </ul> </li> <li>o The City hosted an informational open house on 05/07/22 for the entire Sports Complex project where Phase 1B was presented.</li> <li>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.</li> <li>o An Open House is scheduled on 06/28/22 from 5:00 pm - 6:30 pm in the Civic Center Lobby to present options for facility design details.</li> <li>o <b>Presentation July 6th w/ Parks Commission</b></li> <li>o <b>July 14th Council Study Session</b></li> </ul>
<p><b>Community Paddler's Dock</b>  <b>Project Budget:</b> \$300,000  <b>Fund:</b> Parks Development (HBZ, Park Impact Fees, GHCKRT Donation, Gen. Fund)  <b>Objective No.:</b> 5  <b>Project No.:</b> CPP-1824</p>	<p>Design, permit, and construct a new gangway and float system for use by human powered craft from the existing Jerkovich Pier.</p>	<ul style="list-style-type: none"> <li>o All contract work on the project has been completed and a Certificate of Occupancy has been issued.</li> <li>o Additional Foam billets have been installed by the Contractor and the contract is now moving forward to closeout.</li> <li>o Signage will be considered for site interpretation/history, operations, and notices.</li> <li>o Security fencing is going out to bid for fabrication as a separate project before the end of June as a Small Works project. Public Works Operations staff will install the fence after fabrication.</li> </ul>
<p><b>Austin Estuary Honoring Symbol</b>  <b>2021 Project Budget:</b> \$75,000 (\$25,000 donations, \$50,000 Public Arts Capital Projects)  <b>Fund:</b> Public Arts Capital Projects  <b>Objective No.:</b> 1  <b>Project No.:</b> CPP-1926</p>	<p>In conjunction with the Puyallup Tribe of Indians, the Gig Harbor Kiwanis Foundation, and the City's Arts Commission, the City Council awarded a contract in 2019 for the placement of an "honor symbol" in Austin Estuary Park to acknowledge the importance of the Tribe as the original residents of Gig Harbor. This project received funding in the 2019 and 2020 budget. Staff is working with the Puyallup Tribe of Indians, a citizen group, and directed by City Council.  Honor Symbol, carved from a California Redwood by master carver Guy Capoeaman.</p>	<ul style="list-style-type: none"> <li>o Staff is coordinating with the Tribe for the unveiling of the artwork. Dates for the unveiling ceremony are being coordinated between the Tribe and the City. Staff is tentatively looking at dates in July.</li> <li>o The City's material testing contractor (MTC) was on-site the week of 6/6 to verify the site had met the required bearing capacity for the foundation. It was determined that it had not met the bearing capacity. City staff worked with MTC to determine a quick fix to keep the contractor, KPC, on schedule.</li> <li>o The City's contractor (Key Peninsula Contracting) began construction on June 6, 2022.</li> <li>o The City requested a modification to the base plate design that connects the artwork to the concrete foundation prior to fabrication of the plate. This modification will allow minor adjustments in the plumbness of the artwork but will extend the time the contractor has to complete their work. <b>The modification was completed and is now at the galvanizer.</b></li> <li>o Staff is coordinating with the artist for final work to be completed once it is mounted on the foundation.</li> <li>o <b>Staff will place the contract on hold while we wait for the base plate to be returned from the galvanizer.</b></li> </ul>

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>Commercial Fishing Homeport Design/Permitting</b>  <b>Project Budget:</b> \$110,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 10  <b>Project No.:</b> CPP-2204</p>	<p>Design and permit for a new float system for the commercial fishing homeport at Ancich Park.</p>	<ul style="list-style-type: none"> <li>o The City submitted an application for Port of Tacoma Local Economic Development Investment Funds on 02/25/2022.</li> <li>o Beach mitigation has been identified throughout the Harbor as possible mitigation. City Staff has met with representatives from commercial fishing fleet on the 30% design and possible mitigation. The 60% design will address comments from the fleet representatives.</li> <li>o 60% design was received from DCG on 05/27/22 and were distributed to stakeholders for discussion with Council and commercial fishing operators at the Study Session on 06/16/22.</li> <li>o DCG submitted for City Planning Land Use permits on 05/17/22.</li> <li>o DCG submitting for Federal permits 06/22.</li> <li>o Project total costs are currently estimated at \$3,345,366.45, with the construction cost at \$2,525,259.40.</li> <li>o <b><i>A PSC Amendment will be going to council for the increased cost in the electrical design.</i></b></li> </ul>
<p><b>Eddon Boat Park - Brick House Remodel</b>  <b>2021 Project Budget:</b> \$100,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 10  <b>Project No.:</b> CPP-1403</p>	<p>Remodel and rehabilitate the historic Eddon Residence.</p>	<ul style="list-style-type: none"> <li>o Certificate of Occupancy is dependent on completion of the new parking stalls associated with the construction of the Harborview/Stinson intersection improvements.</li> <li>o <b><i>A use agreement is under development between the City and Eddon Boat House, the subject of upcoming meetings ahead of opening the building to reservations by community groups.</i></b></li> </ul>