

**MINUTES
CITY OF GIG HARBOR
PUBLIC WORKS COMMITTEE
Tuesday, May 11, 2021
3:00 p.m. – 4:00 p.m.**

Due to public health concerns, this meeting was held remotely.

CALL TO ORDER / ROLL CALL

Public Works Committee Chair Jim Franich called the meeting to order at 3:01 p.m.

Public Works Committee Members Present (remotely): Jeni Woock, Bob Himes, and Jim Franich

Staff Present (remotely): City Administrator Bob Larson, Public Works Director Jeff Langhelm, City Engineer Trent Ward, Senior Engineer Aaron Hulst, and Executive Assistant Maureen Whitaker (scribe)
Mayor Kuhn joined the meeting during the discussion of the Ancich Human Powered Craft Storage Implementation.

APPROVAL OF MINUTES: April 13, 2021

MOTION: Move to approve the April 13, 2021 Public Works Committee Minutes.

Himes / Woock – Motion passed unanimously.

OLD BUSINESS: none.

NEW BUSINESS:

1. Release of Easement – 9322 Goodman Ave.

Due to a scheduling conflict, this item was discussed after the Six-Year Transportation Improvement Plan (TIP) 2022-2027 (Agenda Item #2). Mr. Langhelm stated that property owner Adam Schmid is requesting the release of an undeveloped 15-ft. easement on his property. Mr. Schmid is requesting that the easement be released to have more buildable area on his property. Mr. Langhelm explained that the original intent of the easement was to connect water, sewer, and stormwater through this easement, but the City used Hall Street for this purpose instead. Mr. Langhelm stated that he has had conversations with City Engineer Trent Ward, Wastewater Treatment Plant Supervisor Darrell Winans, and Public Works Supervisor Ken Andrews and it was determined that this easement is not needed. He further noted that this easement is not shown in any existing comprehensive plans. Councilmember Franich said that this lot was recently purchased substantially less than the assessed value. Mr. Langhelm showed a topographic map of the property and noting that the property is on a steep slope. He said that it is highly unlikely that the City would ever need to utilize this easement to go through the property. Councilmember Woock asked if building on this lot would affect the downhill property. Mr. Langhelm said that the property owner would have to mitigate for it via permitting. Councilmember Franich asked if the property owner could still build if the easement remains. Mr. Langhelm stated that the property owner could only build in the building envelope which is approximately 34-ft. x 50-ft., or 1,700 sq. ft. Councilmember Himes said that Community Development should have a look and go through the process since there is no issue with Public Works. Councilmember Woock agreed with Councilmember Himes and recommended the release. Councilmember Franich stated that he would like to hear from Community Development before making any recommendations.

RECOMMENDATION

The Public Works Committee recommended presenting this to the full City Council to decide if the easement should be released and if the City can receive renumeration for vacating the easement.

2. Six-Year Transportation Improvement Plan (TIP) 2022-2027

Senior Engineer Aaron Hulst led the presentation and discussion on the Six-Year TIP for 2022-2027. He stated that RCW 35.77.010 requires the Six-Year TIP to be adopted prior to July 1st each year and explained that adopting the TIP prior to this date demonstrates compliance with state law and ensures the City will not miss any state or federal grant opportunities. He stated that he was only presenting the map as there have been no changes made to the 2022 TIP from last year's TIP update. The 2022 TIP is scheduled for public hearing and adoption by resolution at the June 28th council meeting and an updated report and related construction costs will be presented at that time. Mr. Hulst stated that prior to the public hearing he will go through each project and update the project costs using WSDOT's online website and FHWA's Construction Cost Index.

Councilmember Himes said that the Burnham Drive Half-width Roadway Improvements Phases 1A and 1B need to be reflected in the TIP in terms of priority. He stated that the Burnham Drive Half-width Roadway Improvements needs further discussion and moved up substantially. He further stated that in discussions with our state House and Senate Representative, Representative Jesse Young still thought that we were widening Wollochet Drive to four lanes. Councilmember Himes wanted the City's priorities reflected on the TIP and said he will continue to lobby to ensure that the numbers on the TIP map are in priority order. Councilmember Himes next discussed #14 - 38th Ave Phase 2 improvements and said that Phase 2 supersedes Phase 1B and 1C. He said that he looked back on traffic studies and there is not much traffic in this area and added that the shoulder on the Pierce County side was humongous from the edge of the road. He wanted #14 to be moved up in priority. He further stated that the other project that got buried was #20 - Pedestrian Crossing at SR-16 near Borgen Boulevard and said the delays are on the rise and now the dedicated lane to get on westbound SR-16 is backing up and suggested that #9 - Ramp Metering needs to be moved up.

Councilmember Woock asked if the numbering mattered in terms of priority. Mr. Hulst said that the numbering is only associated with the corresponding TIP Report. Councilmember Woock asked about the Half-width Frontage Improvements at Prentice Avenue/Fennimore Street and said that this project was not on the TIP. Mr. Langhelm stated that if the project is locally funded, it is okay for it not to be included on the TIP. It was further stated that there is \$215,000 in the 2021 Budget for smaller projects to be designed. Councilmember Woock wanted to keep the Prentice/Fennimore in the Budget going forward.

Councilmember Franich stated that he completely agrees with Councilmember Himes. #14 - 38th Ave Improvements Phase 2 should be moved up. He asked if the City owned both sides of the road. It was confirmed that yes, the City owns both sides.

Councilmember Franich stated that he would like to see some assemblance of prioritization. City Engineer Trent Ward responded that this could be done.

There was further discussion on the Burnham Drive Half-width Roadway Improvements Phase 1B. Councilmember Himes said that Phase 1B is defined as going from the Harbor Hill Drive Roundabout to Borgen Boulevard. He said that there are two redundant bike ways to get to Borgen Boulevard therefore Phase 2 should be pulled off and we should focus on Cushman Trail Phase 5 going over Borgen Boulevard. Councilmember Franich said that Cushman Trail Phase 5 can wait and went back to the discussion about Burnham Drive Half-width Roadway Improvements Phase 1B. He said that there is no sense in pulling out existing sidewalks over a miniscule grade when we don't have sidewalks in other parts of the City. He further stated from a physical/community response to get

sidewalks, Phase 1B should not even be considered or it should be placed low on the list instead of ignoring sidewalk improvements on 38th Avenue. There was further discussion on when Phase 1B got initiated. Mr. Ward explained that there was a gap in the sidewalks from North Harborview Drive up to the Puerto Vallarta restaurant and this portion received TIB grant funding, which was ultimately returned to the funding agency based on a Council action. Mr. Langhelm stated that Phase 1 became so large that it was segmented and broken down into smaller parts with the Public Works Committee recommending beginning at the Hi IU Hee Hee and the Eagles. There was discussion about the Heritage Point frontage improvements, however this development's permits are running short on time and could lose vesting. Councilmember Woock asked if the City should go ahead and put in the sidewalk or wait. Mr. Langhelm stated that the grant that was returned was to promote pedestrian connection from downtown Gig Harbor to the Cushman Trail. Discussion ensued about the variance that the Heritage Point Plat received and if Public Works could issue a variance similar to Heritage Point.

Councilmember Franich stated that he would like to discuss with the full City Council #11 - Harborview Dr./Pioneer Way Intersection Improvements out of compliance curb and suggested installing a rectangular rapid flashing beacon (RRFB) at the west side of the brick wall. Mr. Langhelm stated that a RRFB is not allowed at a full stop-controlled intersection as RRFBs are for midblock crossings only.

Councilmember Himes suggested seeing how we do from the Eagles to the Harbor Hill roundabout to see how fast we should move with installing sidewalks up to the Puerto Vallarta restaurant.

Councilmember Himes said that it had been about four years since we have done a city-wide traffic study. It was noted that it was in last year's Budget but had been removed. Discussion ensued about doing a city-wide traffic study in 2022 and Councilmember Himes said that he thinks that we will see changes in traffic. Mr. Hulst acknowledged its importance and stated that Covid-19 has affected traffic patterns and explained that currently there are a variety of different school hours that has affected peaks in traffic. He said that during this Covid-19 phenomenon it is not worth doing a traffic study until traffic patterns get back to normal.

Councilmember Woock asked if any traffic calming is proposed for Gig Harbor North. Mr. Hulst responded that only roundabout metering, pedestrian crossing improvements, and striping are on the TIP for Gig Harbor North. Mr. Langhelm stated that there are a variety of traffic calming measures that could be added to the Public Works Standards based on roadway classifications. He further added that City Council can make recommendations as they see fit.

3. Parks Recreation and Open Space Plan (PROS) Plan Update

Mr. Langhelm stated that in his summary memo to the Public Works Committee, the current 2016 PROS Plan needs to be updated and submitted to the Washington State Recreation and Conservation Office (RCO) in early 2022. The City's 2016 PROS Plan is current until the end of February 2022 and a new plan is due to RCO by March 1, 2022. Mr. Langhelm said that he requested an extension of this due date but RCO denied the request.

Mr. Langhelm discussed the plan to move forward. He said that he is working with the Parks Commission to complete the final draft of the parks' facilities inventory. He briefly outlined the Parks Commission schedule as follows:

- 05/05/21 – Provide a draft of the condition of the parks' facilities, if there is anything missing, and anything that needs maintenance
- 05/05/21 – Develop a conceptual Public Outreach Plan
- 05/11/21 – Provide the Public Works Committee an update and schedule review
- 06/2021 – Engage with the public to receive input
- July-Oct. – Develop PROS Plan draft

- Oct 2021– Review LOS, and Policies and Goals, Capital Needs Assessment, CIP Estimates, O&M Needs, and Cost Estimates

Councilmember Himes asked if the Plan factors in open space in subdivisions. Mr. Langhelm stated that the Plan notes them.

Mr. Langhelm said that we will make every effort to approach the public first if costs aren't a factor, then schedule two separate meetings to discuss the Capital Needs Assessment and O&M Needs and Cost Estimate. Councilmember Franich disagreed, and wanted these items discussed first. He added that he felt doing this in any other order puts the City in a bad position. Mr. Langhelm stated that if we had more time, we would do it this way. He said what if the LOS shows that we need 5-12 more playground equipment? He further stated that until we do the LOS review, we won't know what we need. Councilmember Franich asked who decides the LOS. Mr. Langhelm replied that the City Council makes the final decision. He further added that the current LOS in the 2016 PROS Plan identifies where we are short. Councilmember Franich stated that he thinks the City Council as a whole should be involved in the LOS discussion. Mr. Langhelm stated that this could come back to the Public Works Committee for future discussion or go directly to full City Council.

Councilmember Woock said that it is important to have the O&M Needs completed before the end of this month and would like to see this at the first meeting in June. Councilmember Himes agreed and said the only alternative is to put a disclaimer in the 2022 Budget.

RECOMMENDATION

The Public Works Committee recommended to start engaging with the public on 06/21/21 on what the O&M needs/costs are today and immediately come back with the LOS standards to City Council maybe through a study session or back to the Public Works Committee.

Councilmember Franich expressed his thanks to Mr. Langhelm for providing the Public Works Committee the opportunity to review and have input on the schedule.

4. Ancich Human Powered Craft Storage Implementation

Mr. Langhelm stated that the storage racks inside of the building were initially discussed with the Parks Commission on 05/05/21. He explained that the Parks Commission put together a wide variety of options for Administration and City Council to consider when developing the rental terms and user fees for the public use portion of the Ancich Park boat storage building. He requested further input on the boat storage building rental terms before providing a final summary to Administration for the development of the terms. Later this year, Administration will proceed to City Council with a recommended fee schedule. Mr. Langhelm and the Public Works Committee had an in-depth discussion centered around the Parks Commission's Summary Table that depicted each Parks Commissioner's recommendations of the following:

- **Initial Offering** (Lottery or First-come, First-served) – The majority of the Parks Commission were in favor of a 6-month lottery system.
- **Types of Crafts** – The majority of the Parks Commission were in favor of SUP, kayaks, and limited canoes (due to size) and to request input from the public via Survey Monkey.
- **Rental Term** – To be developed by Administration. The majority of the Parks Commission were in favor of 6 months (Jan-Jun, Jul-Dec) with no automatic renewals. A new lottery drawing could be performed every 6 months (assuming demand is high) to ensure equity and the storage units are not used as a place to abandon boats.
- **Rental Amount** – To be decided by City Council.
- **Surcharge** - The general consensus was there should be a surcharge for peak season.
- **Locks** – The majority of the Parks Commission were in favor of user-provided locks but with a City-provided mechanism built into the storage racks.

- **Locker Option** – The general consensus was to have lockers available if well-ventilated with user-provided locks and charge a fee for the lockers.
- **Other** – The Parks Commission expressed concern for the security of the boat storage building if a user leaves the person-door and/or garage door open. This item was discussed further with the Public Works Committee. Mr. Langhelm said currently you must hold the button for the garage door to close. He questioned if the door could close automatically by code. He further stated that he is working with Police Chief Kelly Busey and Public Works Ken Andrews to address the security concerns.

Councilmember Franich asked if the rental terms will have indemnification language. Mr. Langhelm said yes. Councilmember Franich also asked what the utility costs will be. Mr. Langhelm said that number is not yet known. There is no HVAC in the storage building, just a heater keeping the temperature in the building just above freezing. He said there is also a dehumidifier in the building.

There was a brief discussion on how the rentals will be managed. Mr. Langhelm explained that City staff will need to manage the system, most likely using Springbrook. The Finance department will also be required to perform audits.

There was a discussion about how the size of the racks will be determined. Mr. Langhelm stated that he will discuss this further with the manufacturer. Since kayaks are different sizes, 1-person, 2-person, or 3-person, there may be a rate developed for additional square feet of a craft. Councilmember Franich suggested setting dimensional limits by having a standard-length rack for kayaks and SUPs.

Mayor Kuhn thanked Mr. Langhelm for all of his work on this. He spoke briefly about the security concerns of leaving the doors open. He said that he likes the idea of lockers for users to store their personal flotation devices. He said that he also likes the idea of having a lock fee with the City supplying the locks and combinations. Two of the Parks Commissioners also were in favor of that idea. Mayor Kuhn also supported the idea to break up the term of the rentals to 6 months, or every 3 months and gave the example of May-Jul, Aug-Oct, Nov-Jan, and Feb-Apr. He said that rack sizes can be tricky and said we need to make sure that we have enough racks with double kayaks paying more but said we need to start simple and urge everyone who rents a rack to do a survey.

Mr. Langhelm said that the Parks Commission did some leg work by visiting other jurisdictions. Councilmember Himes said that we have a very interesting problem and suggested looking at what Green Lake does. Mr. Langhelm stated that Green Lake has a full-time person there that handles the rentals to the public. Councilmember Himes suggested that the Parks Commission take the comments offered here and come to some understanding or consensus and make their recommendations with key points and why they feel this way. He added that this would assist City Council in their decision making. Mr. Langhelm stated that the only thing that will come back to City Council is the decision on the fee and input on the amount of racks and sizes.

Mr. Langhelm stated that we are trying to get the boat storage building rental to pay for staff time used to manage the program. Councilmember Himes asked if the upper limit rental fee for the public is the same amount that we are asking from the Kayak Club to pay. Mr. Langhelm said that the fee structure is not apples to apples because the Kayak Club is providing their own racks and the public is not.

CIP REVIEW

Mr. Langhelm said that he went through each tier at the recent Quarterly Update Council Study Session. Tier 1 is five pages now. Tier 2 was drastically reduced with most projects moved over to Tier 1. Tier 3 and 4 were also discussed. Mayor Kuhn discussed the crosswalks at Soundview and 50th Street Court at Veterans Memorial Park. Mr. Langhelm stated that the ADA Self Evaluation and

Transition Plan Program is a priority and now a Tier 1 confirmed by a letter from WSDOT stating that the City could lose future funding.

PUBLIC COMMENT

Adam Schmid, 9322 Goodman Avenue, Gig Harbor, WA. Mr. Schmid said that he drove through Gig Harbor one day, fell in love with it and purchased the subject property. He stated that he has engaged a local builder, engineer, and designer and wants to build his family home and is ready to submit plans at the end of the month. He thanked the Public Works Committee for their time and consideration on his request to release the easement on his property.

ANNOUNCEMENT OF UPCOMING MEETING: June 15, 2021

ADJOURN

MOTION: Move to adjourn at 5:21 p.m.

Woock / Himes – Motion passed unanimously.