Committee Members present: Council members Bek Ashby, Fred Chang, & Jeff Cartwright
City Staff Present: Development Director Nick Bond, Public Works Director Mark Dorsey, DCD Front Counter Clerk Lisa Stone, Associate Planner Elle Davis, and Code Enforcement Officer Kathy Woodside
Guests: Mayor Tim Matthes

The meeting was called to order at 8:30 a.m. by Councilmember Jeff Cartwright.

1. Discussion: Sidewalk Tables/Merchandise. Development Director spoke with the city attorney about the issue and the city attorney suggested creating a Right of Way permit and permit process for sidewalk tables and merchandise when businesses seek to use the city ROW. The permit would be issued through an administrative process and would focus on insurance requirements, ADA access, and ensuring that a lease with WSDOT was in place for requests to use the state highway. Councilmember Bek Ashby stated the ROW permit needed to state it excludes signs. The committee held a discussion about merchandise being allowed or disallowed on downtown sidewalks. Ashby also suggested the City send someone to talk to the Port Orchard Bay Street Association about how to get an airspace lease from Washington State Department of Transportation and how much it would cost. The committee discussed the marquee being in the ROW. Bond said he talked to WSDOT about the cost of leasing sidewalk on both sides of Bay Street. WSDOT said such a lease would cost about $10,000 per year. Councilmember Jeff Cartwright suggested getting the lease from WSDOT and the merchants could get leases from the City. Bond will get the exact price to lease ROW from WSDOT for the next meeting.

2. Discussion: Park Rules. Bond contacted risk management and they reviewed the park rules. Ashby asked if park rules are on the city website. Dorsey stated the city doesn’t have park hours; the parks are open from dawn to dusk. Councilmember Rob Putaansuu had emailed with questions about the watercraft restrictions because of kayaks next to motel. Councilmember Fred Chang stated he still has issues with the no camping rule. Ashby stated if the city allowed camping there would have to be specific provisions provided. The committee recommended the park rules be taken back to full Council at next work study meeting.

3. Discussion: Parks Plan. Bond stated park impact fees can be spent on projects listed in the six year action plan matrix of City’s 2011 Comprehensive Parks Plan. Bond said currently only Paul Powers Park and Lundberg Park can be planned with impact fees. Cartwright asked to get public input before improving parks. Cartwright stated this committee should create a parks plan with public input this year. Bond suggested doing a light update to the Parks Plan then spending the next three months getting the community’s input about parks with help from MindMixer Software. Bond will bring MindMixer presentation to next meeting and start on an internal update of Parks Plan.

4. Discussion: Bay Street Parking. Code Enforcement Officer Kathy Woodside stated City owns 1962 Arnold Ave, but in front is on-street parking. County put up a two hour parking sign then this area got annexed into the City and the sign remains. Woodside stated Police cannot enforce parking sign unless it is added to the list of 2 hour zones in code. Public Works Director Mark Dorsey stated
if city keeps the sign, then it has to be turned into an actual parking lot. Dorsey noted turning this property into a parking lot would trigger a lot of environmental reviews. Dorsey suggested taking the sign down. Committee recommended that Public Works take the two hour parking sign down.

5. **Discussion: 640 Bay Street.** Bond stated the City is in agreement to buy this property and during demolition existing damage to the adjoining building was exposed. Bond stated the owners of adjacent property were also claiming adverse possession for an access easement. The seller is seeking a survey of property and a share of the survey cost to be paid by the city. Bond wanted to let Council members know ahead of the January 13th Council meeting.

6. **Discussion: Annexation Petition.** Bond provided Committee members with a map of an annexation request. Bond said in February the Council will get to decide if they want to move forward with this possible annexation. If Council approves, then the person who requested the annexation will have to provide signatures of the property owners within the annexation representing at least 60% of the total taxable valuation.

7. **Discussion: Impact Fees.** Bond provided the committee with a draft of an impact fee ordinance. Bond stated this does not include Traffic Impact Fees at this time and would replace the existing impact fee ordinance. Bond stated the City Attorney recommended adopting this ordinance as soon as possible. Bond will be sending this ordinance to the next Work Study session.

8. **Discussion: Active Club.** Dorsey brought to the committee’s attention the Active Club’s need for $64,000 in repairs to fix an ongoing flooding problem. Bek suggested making this building part of the parks plan and making it into something useful for the community. Cartwright suggested demolishing the building and putting up a portable building in its place. Committee decided to take this issue to the next Work Study session.

With that discussion, Cartwright closed the meeting.

Meeting Adjourned: 10:10 a.m.

Next Meeting/Location: February 9, 2015, 8:30 a.m. Council Conference Room