



MEETING MINUTES SEQUIM CITY PARKS, ARBOR & RECREATION BOARD

Sequim Civic Center
152 West Cedar Street

Sequim, WA

October 18,

2021

4:00 PM

Members: Maria Seabolt (present), Bill Wrobel, Bill Biery (present), Patricia Knapp (present), Karen Kremkau (present), Wren Fierro- Burdick (present), Cathy Kurtz (not present)
Council Liaison: Tom Ferrell (present) **Staff Liaison(s):** William Langevin (present) & Ty Brown (present) & Matt Klontz (present) & Sarah VanAusdle (present)

Agenda Item

1. CALL TO ORDER – 4 PM

Maria Seabolt calls the meeting to order at 4:09. Meeting is quorate.

2. ROLL CALL / INTRODUCTIONS

Cathy Kurtz and Bill Wrobel are absent.

3. APPROVAL OF MINUTES

3.1 [Minutes of September 20, 2021 Meeting](#)

Hearing no objections, the minutes are approved as presented.

4. OLD BUSINESS

4.1 None

5. NEW BUSINESS

5.1 Review [Parks Master Plan draft](#) with Steve Duh from Conservation Technix

Maria S introduces draft and Matt Klontz shares general appreciation for the data collected in the plan.

Steve Duh speaks to where they are at in the process. Aiming for draft plan in final form by the end of the fiscal year to maximize grant eligibility for the City. This date is semi-flexible if more time into the new year is needed. Explains the PARB's need to recommend adoption to City Council. Shares the status of the other component of the plan which is the Park Impact Fee Study.

Bill Biery asks who presents to RCO. Steve D shares that the jurisdiction submits a form online with the Parks Plan attached and decisions are made in the following summer.

Steve D shares overview of how plan differs from previous version of the City's Parks Master Plan. Uses an example of park acres recalibration to tell a better story of what space is available for future park development and how that should inform the park impact fee use.

Patricia Knapp asks if acres per resident is proportionate to other similar cities. Steve D shares there are City specifics that make a one to one comparison of acres per resident challenging.

Wren Fierro- Burdick asks how community parks and commercial parks are defined. Steve D shares specifics of both definitions and how they differ by size and use.

Steve D moves to recommendation section. Names the strong public interest in wayfinding. Named the community's interest in park acquisition. Asks if there are any other comments on recommendations sections.

Sarah VanAusdle shares the distinction between fund use from capitol, impact fee, and maintenance. Matt K shares the importance of RCO grant opportunities that the City will soon be eligible for.

Patricia K asks where the numbers used for acre calculation came from. Steve D shares this data is based on City of Sequim city limits. Karen Kremkau shares the importance on finding funding for small park improvement and expansion.

Sarah V shares that once the project list is approved then funding is assigned. Steve D shares how this list informs staff on project priorities. Matt K shares how the list reflects how this project list shows community priorities for their parks.

Tom Ferrel asks if there is a prioritization for the project list. Steve D shares how they line item the projects by year but that is the extent of it. Tom F asks if Steve predicts a parks district to break even at a city Sequim's size. Steve D shares he is not the expert on the parks district topic.

Steve D asks the Board if there were any gaps they would like addressed. Sarah V asks if this project list identifies ties to growth. Steve D says this categorization is the next step to define projects that are impact fee eligible.

Matt K shares the collection of this fee on the permit of a single family home building permit for growth related capitol improvements. Karen K asks if this fee applies to manufactured homes. Matt D shares that it does apply.

Matt K shares that the prior study had a list of projects with the fee price outlined then the City Council voted to cut in half. Shares that the Council will have a new policy decision to make. Steve D shares the Council has discretion to fund this to 100% of the fee recommendation or less. Tom F asks if HOA requirements for open spaces solves the impact fee need. Steve D shares that this is also a policy issue for Council to determine how to handle HOA deferrals.

Steve D shares the next step to refine the plan further and requests PARB members share any further feedback. William Langevin asks what edit preference PARB members prefer. Board members prefer pdf. Maria S asks for timeline. Steve D shares feedback within a week.

Maria S asks where the list of projects is. Steve D shares that project list is on page 58 of the draft. Maria S asks if there are any other questions.

Patricia K asks about the City Manager section in plan. Steve D shares the need from staff for section content. Bill B asks how the list of City officials is updated for years going forward. Tom F shares this information will be finalized by November 23rd.

Matt K shares that Steve D will need a recommendation from PARB to City Council for approval.

6. BOARD MEMBER REPORT

None.

7. COUNCIL LIAISON REPORT

None.

8. STAFF LIAISON REPORT

None.

9. NEXT MEETING

10.1

November 15, 2021

Maria S asks if there is any other business. Matt K shares that the Sequim City Band will be at the next PARB meeting to share Swisher Hall updates. Next meeting will be on November 15th.

ADJOURNMENT

Maria S ends meeting at 5:12 pm.

DRAFT