POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.e

MEETING DATE: February 11, 2026

AGENDA ITEM	Raab Park Caretaker House ADU Contract and MOU
EXHIBITS	Raab Park Caretaker House Contract - 1.26.26_for approval Raab Park Caretaker House MOU_KBA signed RAAB PARK CARETAKER HOUSE Contract and MOU Presentation_2.11.26
STAFFED BY	Lenius
ESTIMATED TIME	10 mins

SUMMARY STATEMENT

At the August 13 City Council workshop, Planning and Economic Development Director Wright and Berni Kenworthy of Axis Land Consulting presented a proposed partnership between the Kitsap Building Association (KBA) and the City of Poulsbo for construction of a replacement caretaker's residence at Raab Park. The proposal contemplated use of the City's pre-approved accessory dwelling unit (ADU) model, known as the Sinclair.

Under the proposed framework, the City would provide the land, complete site work, obtain permits, and assume long-term maintenance responsibilities for the caretaker's unit. KBA's proposed role included directing and coordinating volunteer labor and securing community support for construction. A draft memorandum of understanding outlining the responsibilities of both parties was included for Council review. Following discussion, City Council expressed support for continuing to explore the partnership and requested that the proposal return to a future Council agenda after construction bids were received. Since that workshop, Habitat for Humanity has agreed to assume the lead role in construction of the ADU using volunteer labor. This partnership supports the shared goal of providing affordable housing. The ADU will be restricted to occupancy by a household earning no more than 80 percent of the Area Median Income (AMI) for Kitsap County, as published annually by the U.S. Department of Housing and Urban Development (HUD).

The City and KBA will continue to collaborate on development of a marketing plan for the project.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? Yes	Included in Budget? Yes Amount: $25,000

SAMPLE MOTION:

Move to approve the contract with Habitat for Humanity for the construction of the Raab Park Caretaker House

and authorize the Mayor to sign the contract on behalf of the City.

Move to approve the Memo of Understanding (MOU) with Habitat for Humanity and Kitsap Building Association for the construction of the Raab Park Caretaker House and authorize the Mayor to sign the MOU on behalf of the City.