



Parks, Recreation and
Cultural Services/Tree
Board

March 27, 2014



**Parks, Recreation and Cultural Services Board
2014 Meeting Schedule**

Date:	Time	Location:
April 24	7:00 p.m.	Shoreline City Hall, Room 303
May 22	7:00 p.m.	Shoreline City Hall, Room 302
June 26	7:00 p.m.	Shoreline City Hall, Room 303
July 24	6:00 p.m.	Annual Tour of Parks and Facilities
August 28	7:00 p.m.	Shoreline City Hall, Room 303
September 25	7:00 p.m.	Shoreline City Hall, Room 303
October 23	7:00 p.m.	Shoreline City Hall, Room 303
December 4	7:00 p.m.	Shoreline City Hall Room 303



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

Thursday, March 27, 2014
7:00 p.m.

Room 303 • Shoreline City Hall
17500 Midvale Ave North

Estimated Time

- | | | |
|------------------------------------|--------|------|
| 1. CALL TO ORDER/ATTENDANCE | | 7:00 |
| Board Vacancy/Appointment | | |
| 2. APPROVAL OF AGENDA | Action | 7:05 |
| 3. APPROVAL OF MINUTES | Action | 7:06 |
| 4. PUBLIC COMMENT | | 7:08 |

During General Public Comment, members of the public may sign in to address the Board on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. PRCS/Tree Board meetings are audio recorded and available to the public.

- | | | |
|--|--|--------------|
| 5. COMMENTS FROM THE BOARD | | 7:10 |
| 6. STAFF REPORT | | 7:15 |
| 7. DIRECTOR'S REPORT | | 7:30 |
| <ul style="list-style-type: none">• Community Garden Update• New Park Maintenance Worker II Position• Extra Help Staff Discussion with City Council• Staff Performance Evaluation Process | | |
| 8. UNFINISHED BUSINESS | | |
| <ul style="list-style-type: none">• Urban Forest Strategic Plan Draft Development• Wayfinding Signage Strategy Update | | 7:50
8:20 |

- | | | |
|-------------------|--|------|
| 9. ADJOURN | | 8:30 |
|-------------------|--|------|

The PRCS/Tree Board meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2230 in advance for more information. For TTY telephone service call 546-0457.

Dates to Remember

ShoreDog and Shoreline Off-Leash Dog Area User Meeting

- Date: 04/01/2014 07:00 PM - 08:30 PM
- Location: City Hall Room 301

Sunset School Park Dedication

- Date: 04/05/2014 10:00 AM
- Location: 17800 10th Avenue NW (NW corner of the park near the parking lot)

Richmond Beach Saltwater Park Volunteer Work Party

Habitat Restoration Project

- Date: 04/05/2014 10:00 AM - 2:00 PM
- Location: Richmond Beach Saltwater Park

Eastside Off-Leash Dog Area Volunteer Work Party

- Date: 04/05/2014 11:00 AM - 1:00 PM
- Location: Eastside Off-Leash Dog Area at Fircrest

Urban Forest Strategic Plan Public Open House

Discussion of the Draft Plan

- Date: 04/08/2014 7:00 PM - 8:30 PM
- Location: Shoreline City Hall Council Chambers

April Pool's Day

- Date: 04/12/2014 1:15 PM - 3:15 PM
- Location: Shoreline Pool



**Meeting Minutes for the Parks, Recreation
and Cultural Services Board / Tree Board
Regular Meeting**

**February 27, 2014
7:00 p.m.**

**Shoreline City Hall
Room 303**

1. Call to Order/Attendance

The meeting was called to order by Vice Chair Sycuro at 7:00 p.m.

Park Board Members Present: Jesse Sycuro, John Hoey, Christine Southwick, Betsy Robertson, Kevin McAuliffe, Garry Lingerfelt, Vadim Dolgov

Excused absence: Katie Beth

City Staff Present: Dick Deal, Director; Maureen Colaizzi, Parks Projects Coordinator; Kirk Peterson, Parks Maintenance Superintendent; Mary Reidy, Recreation Superintendent; Ros Bird, Public Art Coordinator; Lynn Gabrieli, Administrative Assistant III

2. Approval of Agenda: Vice Chair Sycuro called for a motion to approve the agenda as written. So moved by Mr. Hoey and seconded by Mr. Lingerfelt. The motion carried.

3. Approval of Minutes: Vice Chair Sycuro called for the motion to approve the January, 2014 minutes as written. So moved by Mr. Lingerfelt and seconded by Mr. McAuliffe. The motion carried.

4. Public Comment

None

5. Comments from the Board

Ms. Southwick reported on the installation of owl boxes in several area parks. A banding project is scheduled in conjunction with Shoreline Community College.

Mr. Sycuro reported on the Public Art Subcommittee meeting that was held just prior to the Board meeting. In attendance from the Board were Mr. Sycuro, Ms. Southwick, and Ms. Robertson. The meeting was led by Ros Bird, Public Art Coordinator.

6. Staff Reports

Kirk Peterson, Parks Maintenance Superintendent, reported on the following:

- Installation of owl boxes,
- Eastside dog park volunteer cleanup,
- Ball field renovations,
- A wind storm at Ballinger Open Space resulted in a fallen alder tree. Mr. Peterson illustrated the snag that was left by the maintenance crew to encourage habitat,
- Power washing the tennis courts.

Mary Reidy, Recreation Superintendent, reported on the following:

- Youth and Teen Development has launched a new music program called (REC)ord,
- Rec N Crew volunteered at the local food bank,
- The pool is closed for annual maintenance over a two week period. Short-term projects resulting from the pool assessment are being addressed during this time,
- Mid-winter Camp Shoreline was full. This will be the last year that summer Camp Shoreline will be held at Meridian Park. City staff will be looking for an alternate location,
- 165 students who are enrolled in Youth Dance are preparing for a May 31 recital in the new Shorewood High School Theater.

Maureen Colaizzi, Park Development Coordinator, reported on the following:

- ShoreDog has held several recent meetings and events to determine their future direction,
- UW student work parties have begun at RBSW Park,
- Plots are under construction at the community garden at Sunset School Park. The plots were assigned via lottery on Monday, February 24th. There is now a wait list of 24 people,
- Bids go out late March for the Echo Lake Project.

Ros Bird, Public Art Coordinator

- The City will be issuing four calls for artists:
 - Sunset School Park: creative entry way to the new park. The Friends of Sunset Park will fund this project at \$10,000,
 - Sculpture Stroll: year-long loans of significant sculpture,
 - From the Ground Up: outdoor temporary sculpture made from recycled materials,
 - Piano Time: piano painters for up to 6 new donated pianos
- Deadlines are all in early April.

7. Unfinished Business

Urban Forest Strategic Plan, Consultant Elizabeth Walker

Ms. Walker has reviewed all of the feedback about the Urban Forest Strategic Plan (Plan) gathered at the January Open House including comments on the Matrix, comment forms submitted electronically and in person, feedback on the Vision and Mission Statements, and all additional feedback received by the City in all forms. All feedback is available in the February online agenda packet.

Major themes from the comments were identified:

- Public vs. private trees
 - The intent of the UFSP is to address public rather than private trees. Private property issues will not be included.
- The Street Tree List
 - Issues such as tree risk management and the safety of people in public areas
- The need for coordination between the City and public utilities

Ms. Walker referred to the revised Matrix (included as Attachment A to minutes) and the revised Priorities sheet (included as Attachment B to minutes), both of which incorporate public comment. She reviewed the Matrix with the Board and staff, clarifying particular points of public confusion:

- "Relative Canopy Cover" refers to the climate-appropriate tree cover across the community. According to this definition Shoreline meets this criterion.
- "Species Distribution" refers to the diversity within the street tree population to ensure canopy health. As trees fail in the ROW they may be replaced by trees that are not represented in such abundance to move toward the diversity desired.

- Language in the Matrix related to private trees has been removed to clarify the intention of the Matrix to focus only on public trees. The City's planning process contains regulations regarding private property. Open house comments revealed public concern that this Plan will further regulate private property rights.

Ms. Walker led the Board through a conversation about the Draft Vision and Mission Statements included in the Agenda Packet.

Next Steps: Ms. Walker will compile the feedback into a draft Plan which will come back to the Board for discussion at the March meeting. A second public meeting is scheduled for April 8, 2014 to hear comments about the Plan. The Council will review the Draft on April 28, 2014 with final Council approval anticipated in May. An application for additional funding from DNR to implement the first phase of the UFSP has been submitted.

(Mr. Deal requested a change in the Agenda to move the Shoreline Pool Assessment to the next item in the agenda. Vice Chair Sycuro agreed.)

Shoreline Pool Assessment, Geoff Anderson, ORB Architects

Final draft recommendations for short and long-term major capital improvements were presented (Attachment C). The final report will include all of the information gained from the investigation plus the projects already completed by the pool staff. Short-term improvements are intended to extend the life of the pool by 5 years, mid-term improvements for 6-20 years, and long-term for the next 20 to 25 years. A final report is anticipated in May.

195th Street Trail, John Vicente, Capital Projects Manager

Trail Corridor funding was identified in the 2006 Parks Bond. The original 2.5 million has largely been spent; this project will complete this bond fund. The project involves a 10 to 12 foot wide separated trail between 1st and 5th Ave NE. This is the last piece of the connectors between the IUT and the Burke Gilman Trail. \$317,000 in grant monies and \$150,000 in bond monies are available. Mr. Vicente presented the study's most recent findings and drawings. Pervious pavement will likely be used to save cost. Project is currently in design with expected completion of design in summer of 2014. Construction is anticipated for fall, 2014 and completion early in 2015.

8. New Business

Approval of kiosk at Hillwood Park, Ann Erickson, Chair of the Hillwood Neighborhood Association
A 2012 CleanScapes award is the funding source for a kiosk at Hillwood Park. The four surrounding neighborhoods are free to use it to publicize events, meetings and notices. The proposed location is near the play and exercise equipment along the path through the park. **Vice Chair Sycuro called for the motion to approve the new kiosk at Hillwood Park. So moved by Ms. Robertson and seconded by Ms. Southwick. The motion carried.**

9. Adjournment

Hearing no further business Vice Chair Sycuro called for the motion to adjourn. So moved by Mr. McAuliffe. The meeting of the PRCS Board adjourned at 9:00 p.m.

Signature of Chair
Katie Beth

Date

Signature of Minute Writer
Lynn Gabrieli

Date



Urban Forest Strategic Plan

Draft Vegetative Resource Criteria and Indicators

Green = Desired Level

Orange = Top Objective

Criteria	Performance Indicator Spectrum				Key Objective	
	Low	Moderate	Good	Optimal		
1. Relative Canopy Cover	The existing canopy cover equals 0-25% of the <u>potential</u> - available planting space.	The existing canopy cover equals 25-50% of the potential.	The existing canopy cover equals 50-75% of the potential.	The existing canopy cover equals 75-100% of the potential.	Achieve climate-appropriate degree of tree cover, community-wide	* C
2. Age distribution of trees in the community	Any diameter class (size range equating to age) represents more than 75% of the tree population.	Any diameter class represents between 50% and 75% of the tree population.	No diameter class represents more than 50% of the tree population.	25% of the tree population is in each of four diameter classes.	Provide for uneven-aged distribution city-wide as well as at the neighborhood level.	
3. Species suitability	Less than 50% of trees are of species considered suitable for the area.	50% to 75% of trees are of species considered suitable for the area.	More than 75% of trees are of species considered suitable for the area.	All trees are of species considered suitable for the area.	Establish a tree population suitable for the urban environment and adapted to the regional environment.	*
4. Species distribution	Fewer than 5 species dominate the entire tree population city-wide.	No species represents more than 20% of the entire tree population city-wide.	No species represents more than 10% of the street tree population.	No species represents more than 10% of the entire tree population at the neighbourhood level.	Establish a genetically diverse tree population city-wide as well as at the neighborhood level.	
5. Condition of Publicly-managed Trees (including ROW trees)	No tree maintenance or risk assessment. Request based/reactive system. The condition of the urban forest is unknown	Sample-based inventory indicating tree condition and risk level is in place.	Complete tree inventory which includes detailed tree condition ratings.	Complete tree inventory which includes detailed tree condition and risk ratings.	Detailed understanding of the condition and risk potential of all publicly-managed trees	*

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6. Publicly-owned natural areas (e.g. woodlands, sensitive areas, etc.)

<p>No information about publicly-owned natural areas.</p>	<p>Publicly-owned natural areas identified in a “natural areas survey” or similar document [PROS plan].</p>	<p>The level and type of public use in publicly-owned natural areas is documented</p>	<p>The ecological structure and function of all publicly-owned natural areas are documented through an Ecosystem Analysis and included in the city-wide GIS</p>	<p>Detailed understanding of the ecological structure and function of all publicly-owned natural areas.</p>	
<p>No program of integration</p>	<p>Voluntary use of native species on publicly and privately-owned lands; invasive species are recognized.</p>	<p>The use of native species is encouraged on a project-appropriate basis in actively managed areas; invasive species are recognized and discouraged; some planned eradication.</p>	<p>Native species are specified where appropriate in publicly managed areas; invasive species are aggressively eradicated.</p>	<p>Preservation and enhancement of local natural biodiversity, where appropriate.</p>	<p>*</p>

7. Native vegetation



**Urban Forest Strategic Plan
Draft Resource Management Criteria and Indicators**

Green = Desired Level

Orange = Top Objective

Criteria	Performance Indicator Spectrum				Key Objective	
	Low	Moderate	Good	Optimal		
1. Tree Inventory	No inventory	Complete or sample-based inventory of publicly-owned trees	Complete inventory of publicly-owned trees AND sample-based inventory of privately-owned trees.	Complete inventory of publicly-owned trees [AND <i>sample-based inventory of privately-owned trees</i>] included in city-wide GIS	Comprehensive inventory of the tree resource to direct its management. This includes: age distribution, species mix, tree condition, risk assessment.	*
2. Canopy Cover Assessment	No inventory	Visual assessment	Sampling of tree cover using aerial photographs or satellite imagery; I-Tree;	Mapped urban tree cover using aerial photographs or satellite imagery included in city-wide GIS	High resolution assessments of the existing and potential canopy cover for the entire community.	C
3. City-wide management plan	No plan	Existing plan limited in scope and implementation	Comprehensive plan for publicly-managed forest resources accepted and implemented	Strategic multi-tiered plan for public and privately-managed forest resources accepted and implemented with adaptive management mechanisms.	Develop and implement a comprehensive urban forest management plan for public property.	*
4. Municipality-wide funding	Funding for only emergency reactive management	Funding for some proactive management to improve the public portion of urban forest.	Funding to provide for a measurable increase in urban forest benefits.	Adequate private and public funding to sustain maximum urban forest benefits.	Develop and maintain adequate funding to implement a city-wide urban forest management plan	*

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<p>5. City staffing</p>	<p>No staff.</p>	<p>Limited trained or certified staff.</p>	<p>Certified arborists and professional foresters on staff with regular professional development.</p>	<p>Multi-disciplinary team within an urban forestry program.</p>	<p>Employ and train adequate staff to implement city-wide urban forestry plan</p>	<p>*</p>
<p>6. Tree establishment, planning and implementation</p>	<p>Tree establishment is ad hoc (no plan or budget)</p>	<p>Limited tree establishment occurs on an annual basis with minimal budget.</p>	<p>Tree establishment is directed by needs derived from a tree inventory or strategy</p>	<p>Tree establishment is directed by needs derived from a tree inventory and is sufficient to meet canopy cover objectives (see Canopy Cover criterion in Table 1)</p>	<p>Urban Forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species distribution objectives</p>	<p>*</p>
<p>7. Maintenance of publicly-owned, intensively managed trees (not open space)</p>	<p>No maintenance of publicly-owned trees</p>	<p>Publicly-owned trees are maintained on a request/reactive basis. No systematic (block) pruning.</p>	<p>All publicly-owned trees are systematically maintained on a cycle longer than five years; <i>all immature trees are structurally pruned.</i></p>	<p>All mature publicly-owned trees are maintained on a 5-year cycle. All immature trees are structurally pruned.</p>	<p>All publicly-owned, intensively managed trees are maintained to maximize current and future benefits. Tree health and condition ensure maximum longevity.</p>	<p></p>
<p>8. Tree Risk Management</p>	<p>No tree risk assessment/remediation program. The condition of the urban forest is unknown</p>	<p>Sample-based tree inventory which includes general tree risk information; Request based/reactive risk abatement system.</p>	<p>Complete tree inventory which includes detailed tree failure risk ratings; risk abatement program is in effect <i>reducing</i> hazards within a maximum of one month from confirmation of hazard potential.</p>	<p>Complete tree inventory which includes detailed tree failure risk ratings; risk abatement program is in effect eliminating hazards within a maximum of one week from confirmation of hazard potential.</p>	<p>All publicly-owned trees are managed with safety as a high priority.</p>	<p>*</p>

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<p>9. Tree Protection Policy Development and Enforcement</p>	<p>No tree protection policy</p>	<p>Policies in place to protect public trees.</p>	<p>Policies in place to protect public and private trees with enforcement desired.</p>	<p>Integrated municipal wide policies that ensure the protection of trees on public and private land are consistently enforced and supported by significant deterrents; <i>education component included in process</i></p>	<p>The benefits derived from large-stature/mature trees are ensured by the enforcement of municipal wide policies.</p>	
<p>10. Publicly-owned natural areas management planning and implementation</p>	<p>No stewardship plans or implementation in effect.</p>	<p>Reactionary stewardship in effect to facilitate public use (e.g. hazard abatement, trail maintenance, etc.)</p>	<p>Stewardship plan in effect for each publicly-owned natural area to facilitate public use (e.g. hazard abatement, trail maintenance, etc.)</p>	<p>Stewardship plan in effect for each publicly-owned natural area focused on sustaining the ecological structure and function of the feature.</p>	<p>The ecological structure and function of allpublicly-owned natural areas are protected and, where appropriate, enhanced.</p>	<p>*</p>



CITY OF SHORELINE Urban Forest Strategic Plan
Draft Community Framework Criteria and Indicators

Green = Desired Level

Orange = Top Objective

Criteria	Performance Indicator Spectrum				Key Objective	
	Low	Moderate	Good	Optimal		
1. Public agency cooperation (inter-departmental and with utilities)	No communication or conflicting goals among departments and or agencies.	Common goals but no coordination or cooperation among departments and/or agencies.	Informal teams among departments and or agencies are functioning and implementing common goals on a project-specific basis.	Municipal policy implemented by formal interdepartmental/interagency teams on ALL municipal projects.	Ensure all city department cooperate with common goals and objectives	*
2. Involvement of large institutional land holders (ex. hospitals, campuses, utility corridors)	No awareness of issues	Educational materials and advice available to landholders.	Clear goals for tree resource by landholders. Incentives for preservation of private trees.	Landholders develop comprehensive tree management plans (including funding).	Large private landholders embrace city-wide goals and objectives through specific resource management plans.	
3. Green industry cooperation	No cooperation among segments of the green industry (nurseries, tree care companies, etc.) No adherence to industry standards.	General cooperation among nurseries, tree care companies, etc.	Specific cooperative arrangements such as purchase certificates for “right tree in the right place”	Shared vision and goals including the use of professional standards.	The green industry operates with high professional standards and commits to city-wide goals and objectives.	
4. Neighborhood action	No action	Neighborhood associations/HOA's exist but are minimally engaged or a limited number are engaged.	City-wide coverage and interaction; <i>Neighborhood associations are engaged with the program (education, advocacy, stewardship)</i>	All neighborhoods/HOA's organized and cooperating.	At the neighborhood level, citizens understand and cooperate in urban forest management.	*

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5. Citizen-municipality-business interaction	Conflicting goals among constituencies	No interaction among constituencies.	Informal and/or general cooperation <i>with focus to improve relationship with businesses.</i>	Formal interaction e.g. Tree board with staff coordination.	All constituencies in the community interact for the benefit of the urban forest.	
6. General awareness of trees as a community resource	Trees not seen as an asset, a drain on budgets.	Trees seen as important to the community.	Trees acknowledged as providing environmental, social and economic services.	Urban forest recognized as vital to Shoreline's environmental, social and economic well-being.	The general public understanding the role of the urban forest <i>through education and participation</i>	*
7. Regional cooperation	Communities independent.	Communities share similar policy vehicles.	Regional planning is in effect	Regional planning, coordination and /or management plans	Provide for cooperation and interaction among neighboring communities and regional groups.	

DRAFT Identified Key Objectives/Priorities
Shoreline's Urban Forest Strategic Plan
February 2014

1. Achieve climate-appropriate degree of tree cover, community-wide. (V1)*
 - a. Currently mapped urban tree cover using satellite imagery and included in city-wide GIS. (M2)*
2. Establish a tree population suitable for the urban environment and adapted to the regional environment. (V3) - Age and species diversity as well (V2,4)
3. Comprehensive inventory of the tree resource to direct its management. (M1)
 - a. Detailed understanding of the condition and risk potential of all publicly-managed trees. (V5)
 - b. Urban forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species/age distribution objectives. (M6)
 - c. All public trees are managed with safety as a high priority. (M8)
4. Develop and implement a comprehensive urban forest management plan for private and public property. (M3)
 - a. The ecological structure and function of all publicly-owned natural areas are protected and, where appropriate, enhanced. (M10)
 - b. Preservation and enhancement of local natural biodiversity, where appropriate. (V7)
5. Develop and maintain adequate funding to implement a city-wide urban forest management plan. (M4)
6. Employ and train adequate staff to implement city-wide urban forestry plan/program. (M5)
 - a. Ensure all city departments and other public agencies cooperate with common urban forestry goals and objectives. (C1)
7. At the neighborhood level, citizens understand and cooperate in urban forest management. (C4)
 - a. The general public understanding the role of the urban forest through education and participation. The urban forest is recognized as vital to Shoreline's environmental, social, and economic well-being. (C6)

V = Vegetative Resource; M = Resource Management; C = Community Framework

= Criteria in component matrix

* = Already meet

Highlight = new priority from public feedback



24 February 2014

The City of Shoreline
17500 Midvale Avenue North
Shoreline, WA 98133-4905

Attention: Maureen Colaizzi, Project Manager and Parkd Project Coordinator

Re: Shoreline Swimming Pool Repair /Replacement Needs Analysis,

ORB Architects, Inc. (ORB) and our team of engineers have performed the initial building conditions assessment for the Shoreline Swimming Pool. To date, we have performed an on-site visual inspections and reviewed available historical documentation.

The following attempts to summarize the array of findings by our team.

Summary to Date

In August 2013 our team performed an initial site investigation of the Shoreline Pool. In October, our team presented summary reports created by each discipline with cost estimates. Based on those summaries we then created a list of short-term and long-term needs recommendations.

Short-Term Needs

The short-term needs of the facility include those items which we have categorized as relating to health, safety, and welfare. This includes accessibility requirements in order to comply with the Americans with Disabilities Act (ADA).

In addition, we have categorized several items that would be beneficial in order to improve the operations of the facility making it more economically viable to operate in the short-term.

We estimate that completing the short-term needs of the facility would allow it to continue to operate for another 5 to 10 years, until

Long-Term Needs

In order to extend the life of the facility for the long-term there are some recommended additional scope items that would need to be performed. This includes more significant items at the facility that may not have favorable economic pay-back, but rather offer a community benefit that is less tangible.

These long-term measures would renew the life of the pool for another generation of users by adding an estimated 20 to 25 years of operations to the existing facility.

At that time, we also proposed some additional in-depth investigation tasks.

COMMUNITY INSPIRED ARCHITECTURE

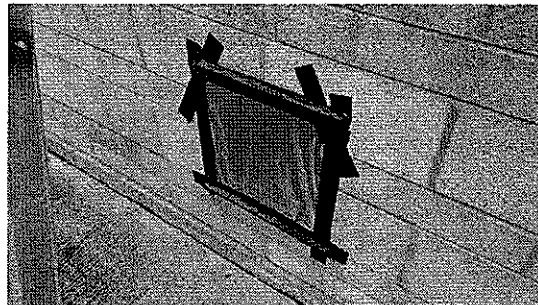
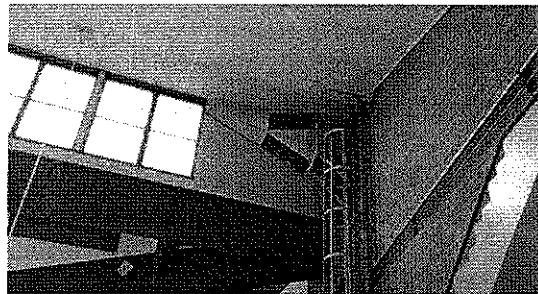
Additional Investigation

On Sunday, January 12th, 2014 BCRA conducted the additional in-depth investigation. These tasks included onsite air leakage testing and destructive investigation of some roof and wall areas to physically examine some of the internal structural conditions where it was suspected that water damage and/or rot may exist, or had existed in the past.

Fortunately, the additional investigation found that the conditions were as good as we could have hoped, and no significant internal rot found.

The air leakage was found to be at a rate of 0.4 cfm/sf, which is considered to be slightly below average, and is also the rate required for new buildings by the Washington State Energy Code. Therefore the Shoreline Pool building is actually performing slightly above average for air leakage. In general (and as expected) the air leakage appears to primarily come from the roof to wall connection, with some minor leakage round the clerestory windows as well.

The BCRA Assessment report has been updated to reflect the additional investigation.



Forward Thrust Pools

At the October 24th, 2013 Parks Board Meeting, it was asked "What is the status of other Forward Thrust ear pools?" To answer that question, I compiled the data our team had, as well as completed some research to fill in a few blanks about all 22 Forward Thrust Pools (which includes 7 Seattle Park indoor pools).

Of those 22 pools, only 3 have been closed down. Of those 3, 2 were essentially replaced by new pools, and one is being considered for renovation under private ownership.

Most pools were turned over by King County between 2002 and 2008 to a local jurisdiction. In nearly every case, the new owner was the city, a municipal park district, or a school. Many are operated by non-profit companies under contract with the jurisdiction.

When the pools were turned over, most pools also underwent some level of renovation improvement to extend the life of the pool facilities.

February Shut-Down Work

We understand that you are starting some maintenance and repair work today as part of your annual February shut down. The basis for most of the scope is from the recommendations we sent on October 31, 2013, with a few exceptions and some other regular maintenance tasks.

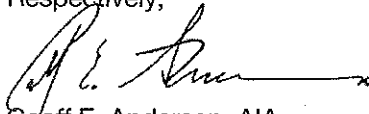
At the conclusion of this maintenance work, we will verify the completed tasks, and make sure to incorporate this into the final report.

Next Steps

Per the scope of work description, we have now nearly completed all the tasks and based upon any comments received regarding the additional investigation shall begin to wrap up the final report document.

One remaining task that we shall need to work on the formatting of with the City is the presentation of data for the future Asset Management Database. We have a sample from a prior job that we could use as a guide.

Respectively,



Geoff E. Anderson, AIA
Principal

Shoreline Pool Assessment

Building Maintenance and Improvement Recommendations

	Recommended Task	Short-Term Need	Operational Cost Savings	Cost Totals
Pool Tank & Deck				
4	Repair Pool and Deck Tile	X		\$63,000
3	Add Depth Markings and No Diving Symbol Tiles	X		\$4,000
7	Provide a Screened Cage at Gutter Outlet Pipe	X		\$600
	SUBTOTAL	\$67,600		
Building Enclosure /Structure				
4	Roof Repairs & Cleaning, Gutter & Downspout Repairs, Trim Overhanging Trees	X		\$5,000
	SUBTOTAL	\$5,000		
Building Interiors				
1	Repair Damaged Tile at Base of Walls	X		\$1,500
	SUBTOTAL	\$1,500		
Site / Civil				
1	Maintenance - clean storm drains and downspouts	owner		\$0
Miscellaneous				
2	Replace Damaged Dressing Room Sink/Counter Supports	X		\$400
	SUBTOTAL	\$400		
ADA				
2	Add Vertical Grab Bars to ADA Toilet Stalls	X		\$300
4	Install Insulated Cover at Waste Pipes and Traps	X		\$400
	SUBTOTAL	\$700		
Mechanical - HVAC / Plumbing				
1	Clean and balance HVAC systems (controls contractor review)	X	X	\$24,000
3	Replace Lineal Diffusers at Pool Deck	X	X	\$16,000
	SUBTOTAL	\$40,000		
Mechanical - Pool				
2	Replace Chemistry Controller	X		\$15,000
11	New Digital Flow Meter	X		\$6,000
12	Make-up Water Monitoring System	X		\$3,000
	SUBTOTAL	\$24,000		
Electrical				
	SUBTOTAL	\$0		
	Total All Scope Items	\$139,200		\$139,200



16 October 2013

The City of Shoreline
17500 Midvale Avenue North
Shoreline, WA 98133-4905

Attention: Shoreline Parks Board

Re: Shoreline Swimming Pool Repair /Replacement Needs Analysis, Initial Assessment

ORB Architects, Inc. (ORB) and our team of engineers have performed the initial building conditions assessment for the Shoreline Swimming Pool. To date, we have performed an on-site visual inspections and reviewed available historical documentation.

The following attempts to summarize the array of findings by our team. Dozens of pages of data have been generated to this point by BCRA for the Building Envelope, PCS Structural Solutions, Enginuity for the plumbing and mechanical, and Cross Engineers for the electrical. All of our final data will be provided in the final report delivered to the City of Shoreline.

Approach

Our approach for this project is to identify all the existing maintenance and deficiency items in the building as well as envision future improvements that will allow it to operate or perform better.

Short-Term Needs

The short-term needs of the facility include those items which we have categorized as relating to health, safety, and welfare. This includes accessibility requirements in order to comply with the Americans with Disabilities Act (ADA).

In addition, we have categorized several items that would be beneficial in order to improve the operations of the facility making it more economically viable to operate in the short-term. This includes some maintenance items as well as items that might be classified as "low-hanging fruit" related to improving the energy efficiency of the building. The final report will provide more detail on our assumptions of the cost benefits as compared to current operating costs.

We estimate that completing the short-term needs of the facility would allow it to continue to operate for another 5 to 10 years, until

Long-Term Needs

In order to extend the life of the facility for the long-term there are some recommended additional scope items that would need to be performed. This includes more significant items at the facility that may not have favorable economic pay-back, but rather offer a community benefit that is less tangible. It would include things like significant upgrades to the pool and systems as well as architectural changes and seismic upgrades to the buildings.

These long-term measures would renew the life of the pool for another generation of users by adding an estimated 20 to 25 years of operations to the existing facility.

COMMUNITY INSPIRED ARCHITECTURE

Assessment

The pool facility is approximately 14,400 SF with a 215,820 gallon swimming pool, built around 1970 with Forward Thrust funds. A lobby addition and changing room upgrades were done in 2001.

Based on the initial investigations, we can tell that the Shoreline Pool has been well cared for. In general, the facility appears to be in good condition. In fact, we observed that as compared to other Forward Thrust Pools our team has evaluated, the Shoreline Pool is in better condition than most. That being said, there are some items that are near the end of their useful life, and the building is not very energy efficient.

All "square box" lap pools operate at a loss and require some form of a subsidy in order to operate. As pools age, the cost to operate, and hence that subsidy, is bound to increase as more and more maintenance is required and systems become less efficient. If maintenance items are deferred, that cost will accumulate, and become more of a burden on the community. In order to better understand these costs at Shoreline Pool, we have requested operational data from the last couple years. Finding ways of cutting operational costs alone could add life to the facility by allowing it to be more viable to operate.

For this summary we are focused primarily on the short-term recommendations. While there are some repair and maintenance items that cannot be ignored, it is important to also make the point that the swimming pool facility cannot viably operate without addressing the buildings considerable energy consumption – much of it lost through the minimally insulated building.

Included with this Initial Investigation summary is an Area of Magnitude cost breakdown of most of the items that have been identified by our team. The costs are separated by the recommended short-term actions as well as the long-term actions. These costs will continue to evolve and be refined as more information is known, and will be provided in the final report.

Shoreline Pool Recommendations

Our goal is to identify and recommend a range of maintenance items that are inevitable with building of this age, as well as recommend upgrades that can improve the facility in general.

The following are some of the short-term actions we recommend. See the attached spreadsheet:

- Repair and replace tiles around the pool, while also adding code compliant depth markings and reconfiguring the pool wall to correct eh diving profile
- Repair the concrete deck and improve some areas of deck drainage
- Repairs to the Building Envelope, including sealing the masonry and rebuilding the clerestory's with new insulated walls, thermal glazing, and metal siding.
- Replace the natatorium ceilings with new insulated enclosure and finishes. Check the condition of the plywood diaphragm, and provide seismic improvements
- Replace exterior doors
- Replace the concrete slabs at the changing room to provide sanitary drainage and resolve moisture problems with new capillary break and vapor barrier
- Replace aging gutters and downspouts and prune trees to protect the building
- Provide ADA improvements such as vertical grab bars at restroom stalls, and shower stalls
- Clean, balance, and retro-commission the mechanical system
- Provide new chemistry controller for the pool system
- Provide covers at the filter tank and pool for energy conservation
- Upgrade lighting throughout for better quality, and controls

Some of the more long-term solutions for the pool would be to replace some or all of the pool decks, re-plaster the pool and replace the bulkhead.

Long-term mechanical improvements include additional water quality and energy efficiency items that may not have quick pay-back periods such as a HVAC heat reclaim, UV treatment, and replacement of aging water piping systems.

Additionally, as a long-term item, we would recommend upgrading the structure to meet current seismic codes.

Next Steps

Per the scope of work description, this Initial Conditions Assessment Summary for the Shoreline Swimming Pool provides a description of the findings of our team based on one day of on-site review. This summary has been prepared for discussion purposes with the Shoreline Parks staff in preparation for the Parks Board meeting.

The following information is requested from the City of Shoreline:

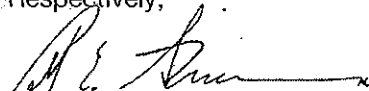
- The past year or two of operational cost data
- Utility usage (bills) - *partially received*

As noted in the scope of work description, based on our initial investigation, we are requesting some further investigations. If deemed worthwhile, these could help refine the data regarding scope and costs. The additional investigation requested is as follows:

- Perform additional infrared thermography done under optimum climate conditions, (December?) and perform Air Leakage Testing of the entire building. These tasks would be performed on the same visit to save on fee. The purpose of these investigations is to better understand how some of the recommended building improvements improve the energy efficiency
- Open up a portion of the ceiling (north side?) and clerestory walls (access at ladder?) to check for rot
- Hire a diver with a camera to investigate the condition and type of pool piping that exists under the pool at the return (or perform during the February shut-down)
- Review the existing pump motors to better understand the implementation of a VFD option

Continuing with our assessment through Task 2 would entail gathering more detailed information as described above that will help in preparing of a more refined scope, analysis of the benefits to the facility, and more accurate cost estimates.

Respectively,



Geoff E. Anderson, AIA
Principal

Shoreline Pool Assessment

Building Maintenance and Improvement Recommendations

	Recommended Task	Short-Term Need	Long-Term Need	Operational Cost Savings	Cost Totals
Pool Tank & Deck					
1	Chemical Grout Cracks at Bottom of Pool		3-5 years		\$3,000
2	Re-Plaster Pool		3-5 years		\$130,000
4	Repair Pool and Deck Tile	X			\$63,000
3	Add Depth Markings and No Diving Symbol Tiles	X			\$4,000
5	Reconfigure Diving Well Bottom Profile	X			\$13,000
6	Replace Movable Bulkhead		X		\$130,000
7	Provide a Screened Cage at Gutter Outlet Pipe	X			\$600
8	Improve Drainage at Pool Deck (address ponding areas)	X			\$700
9a	Option A - Repair Pool Deck at North Deck Cracked Areas Note: This option would repair and coat the area	X			\$20,000
9b	Option B - Replace Pool Deck at North Deck Cracked Areas Note: This option would remove & replace slabs to match		X		\$37,000
10	Repair Lineal Diffuser Concrete Curbs	X			\$26,000
Building Enclosure /Structure					
1	Re-seal masonry (water repellent), Patch Cracks and Voids	X		X	\$23,000
2	Replace Metal Siding and Repair/Insulate Clerestory Walls	X		X	\$44,000
3	Roof Structure/Ceiling Repairs, Add Insulation & Acoustic Panels, Paint Trim & Beams (includes remove & re-hang ceiling light fixtures and ceiling supported pipes & ducts)		X	X	\$270,000
4	Roof Repairs & Cleaning, Gutter & Downspout Repairs, Trim Overhanging Trees	X			\$5,000
5	Replace Roofing		10 years		\$115,000
6	Replace Clerestory Windows, Paint Trim & Beam Below	X		X	\$40,000
7	Replace Damaged Exterior Metal Doors	X		X	\$8,000
8	Replace Balance of Exterior Metal Doors		X		\$8,000
9	Add an Entry Vestibule		X	X	\$43,000
10	Seismic - Roof Diaphragm and Ties to CMU Walls Note: This work also requires Items 3 and 5 above to be done at same time for a complete system assembly	not req'd	X		\$200,000
11	Seismic - Bracing Pipes/Furnishings	not req'd	X		\$18,000
12	Dry Rot Repair - Wood Roof & Wall Construction	Further Investigation is Required			TBD
Building Interiors					
1	Repair Damaged Tile at Base of Walls	X			\$1,500
2	Remove Access Panel in Upper Level Men's Room		X		\$500
3	Replace Lobby & Dressing Room Floor Finishes, Replace Slabs at Dressing Rooms and Add Floor Drains, Provide Ground Water Control with VR & CWB Below Dressing Room Slabs	X			\$146,000
4	Replace Rusted Interior Metal Door Frames and Hinges; reuse balance of hardware	X			\$18,000
Site / Civil					
1	Maintenance - clean storm drains and downspouts	owner			\$0
Miscellaneous					
1	Front Desk Upgrades, Remove Projections & Add Coiling Door		X		\$10,000
2	Replace Damaged Dressing Room Sink/Counter Supports	X			\$400
3	Replace Mounting Feet at Filter Tank	X			\$2,500

Shoreline Pool Assessment

Building Maintenance and Improvement Recommendations

	Recommended Task	Short-Term Need	Long-Term Need	Operational Cost Savings	Cost Totals
ADA					
1	Add Access to Upper Floor (Elevator) and Reconfigure Restrooms for Accessibility	Cost Prohibitive			
2	Add Vertical Grab Bars to ADA Toilet Stalls	X			\$300
3	Provide 3rd Wall with Grab Bar at ADA Showers	X			\$2,500
4	Install Insulated Cover at Waste Pipes and Traps	X			\$400
5	Provide ADA Lockers in Dressing Rooms	X			\$10,000
6	Provide ADA Bench in Dressing Rooms	X			\$3,000
Mechanical - HVAC / Plumbing					
1	Clean and balance HVAC systems	X		X	\$24,000
2	Retro-commissioning system w/controls	X		X	\$45,000
3	Replace Lineal Diffusers at Pool Deck	X		X	\$16,000
4	Repair AC in meeting room	X			\$1,000
5	Replace upper level restroom fixtures		X	Min. - water usage	\$4,000
6	Add VFD to exhaust fans	X			\$5,000
Mechanical - Pool					
1	Replace DE filters with Pressure DE system (includes platform over existing tank and electrical service)		X		\$165,000
2	Replace Chemistry Controller	X			\$15,000
3	ADD UV System (includes electrical services)		X		\$62,000
4	Replace Pool Tank Piping Below Pool Bottom	Further Investigation is Required			
5	Replace Pool inlet Covers (at time of new piping)		X		
6	Provide Solid Cover at Filter Tank for Vapor Control	X		X	\$16,000
7	Provide Pool Cover and Wall Mounted Storage Reels (includes electrical service for motor operators)	X		X	\$147,000
8	Replace Pool Water Piping (in mech room)		X		\$50,000
9	Replace Pool Pump with VFD Pump (remove Griswold valve)		X	X	\$12,000
10	Replace Pool Water Heat Exchanger (new in '01)		X	X	\$10,000
11	New Digital Flow Meter	X			\$6,000
12	Make-up Water Monitoring System	X			\$3,000
13	Add High Efficiency Boiler for Pool Water (location?)		X	X	\$30,000
14	Permanent Plug Pool Drain Valves in Sump Pit		X		\$700
15	Reduce Pool Water Temperature	X		X	\$0
16	Add Solar Hot Water (roof loading?)	Further Investigation is Required		X	\$0
Electrical					
1	Provide New Lighting at Meeting Room w/ Controls (includes ceiling and hvac grille work)	X		X	\$20,000
2	Provide New Lighting at Natatorium w/ Controls	X		X	\$96,000
3	Provide New Lighting at Exterior of Building w/ Controls	X		X	\$33,000
4	Provide New Lighting at All Other Areas w/ Controls	X		X	\$70,000
5	New sound system (includes lifeguard chair com system)	X			\$60,000
Total All Scope Items		\$988,900	\$1,298,200		\$2,287,100
Estimated Replacement Cost for "like" Building					\$4,500,000



Memorandum

DATE: March 20, 2014

TO: Parks, Recreation and Cultural Services/Tree Board

FROM: Maureen Colaizzi, Park Project Coordinator

RE: **Draft Urban Forest Strategic Plan**
Executive Summary
Strategic Planning Process – Public Feedback
Strategies and Initial Implementation

For your review prior to your March 27 meeting, the staff has posted a copy of the entire Draft Urban Forest Strategic Plan at your online packet at <http://shorelinewa.gov/community/calendar/-item-5881>

I have attached a few specific pieces of the draft Plan that Elizabeth will be referring to during her presentation and discussion at next week's meeting. Attached you will find a copy of the Table of Contents, Executive Summary, Strategic Planning Process, Identified Key Priorities, Next Steps – Initial Implementation, and Appendix C Shoreline Strategies and Appendix D Initial Implementation for Key Priorities. A detailed list of the Goals and Strategies is located on Page 11-22 of the document.

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Executive Summary

Shoreline is a community that has a passion around its urban forest. Realizing it is a valued asset that needs to be taken care of, the City needed direction on how to build a sustainable urban forestry program. Through a guided process considering all aspects and components of an initiative, City staff, the Shoreline Tree Board, and interested citizens developed a comprehensive set of goals for urban forestry. Of the key objectives, Shoreline identified these priorities to focus short-term strategies:

- Achieve climate-appropriate degree of tree cover community-wide
- Establish a diverse tree population suitable for the urban environment and adapted to the region
- Acquire a comprehensive understanding of the tree resource to direct its management
- Implement a comprehensive urban forest management plan for public trees
- Develop and maintain adequate staff and funding to implement a city-wide urban forestry program
- Citizens understand and cooperate in urban forest management, recognizing the urban forest as vital to Shoreline's environmental, social, and economic well-being

With a clear vision of where the City wants to go, several strategies have been provided in this plan to develop the road map. Many are suggested as short-term tasks and relatively cost-effective in moving Shoreline toward a city urban forestry program. The success of the plan heavily relies on support of these strategies by both the City decision makers and the community. Adequate funding and resources committed to a program are critical to move forward and cultivate a more sustainable urban forest. In an effort to continue the momentum, the City is seeking ways to begin implementing a number of the critical strategies and further develop a program and budget proposal as soon as possible.

Introduction

There are many definitions for an *urban forest*, but it most commonly refers to all the trees and associated vegetation in a community. Often trees are planted as individuals in the suburban and urban environment, though many preserved natural areas in a city have remnant native forests. Vegetation in residential and commercial landscapes also contributes to the urban forest. Therefore, a healthy urban forest is best managed as an entire forest ecosystem.

Like other progressive municipalities, Shoreline has a goal to better manage its urban forest. The City emphasized its commitment by becoming a Tree City USA in 2012. Currently the city has thousands of trees that provide tremendous benefit and have high value, but no cohesive plan for managing these assets. Realizing its limited resources, the City sought assistance in developing a strategic plan toward a more sustainable urban forestry program. With a grant from the Washington State Department of Natural Resources, in partnership with the USDA Forest Service, the City will have a clear direction for a more effective and cost-efficient management of public trees and urban forest. Terra Firma Consulting was contracted to work with City staff and the Tree Board to develop a strategic plan that addresses how to manage and maintain public trees and lead the City to more specific action plans and budgets over time.

Assessment of the Current Urban Forest

Recently, Shoreline had two important studies done on its urban forest. In 2011, AMEC conducted an assessment of the urban tree canopy cover for Shoreline. In 2013, Community Forestry Consultants performed a street tree inventory on the ten major corridors of the city. Both provided some interesting information about Shoreline's trees:

- The overall tree cover in Shoreline is estimated at 30.6%, an acceptable level to achieve significant ecosystem benefits.
- The average tree cover for Shoreline has remained steady for the last 20 years.
- Trees occupy over half of the possible planting area in the city.
- Over half of the city's area is covered with vegetation (grass, shrub, trees)
- The ecosystem value of the canopy for its stormwater storage capacity (compared to the cost of stormwater facility construction) is \$10.3 million.
- Air pollution removal is estimated at 203,000 lbs annually, which is valued at approximately \$457,000 in indirect costs.
- The 1,602 trees inventoried are estimated to have an appraised value of \$5 million.
- No trees on the ten major corridors were rated high risk.
- Only ten maintenance tasks of "high priority" or "immediate action" were identified.
- Majority of the street tree population (> 94%) on the corridors is in good or fair condition.
- The streetscape on the corridors is fairly well stocked with only 29 planting spaces identified.

Strategic Planning Process

In order to begin the conversation about a sustainable urban forestry program for the City of Shoreline, an "urban forest sustainability" matrix was used. The three categories - vegetative resource, resource management, and community framework, along with performance indicator spectrum and key objectives, are based on a sustainability model developed by Clark, et al (1997). The criteria in each category are comprehensive in order to demonstrate all the aspects of an urban forestry program to consider when setting goals and priorities.

The matrix was distributed to the internal city Tree Team and the Tree Board (Parks, Recreation and Cultural Services Board) to introduce these concepts. Other city staff groups (Green Team and Surface Water Environmental Services) were given the matrix as well. Each recipient was instructed to indicate on the spectrum for each criterion where they see the City is *currently* and which level is the *desired* performance benchmark to achieve for Shoreline. They were also to consider which of the 24 key objectives would be potential top priorities to focus on short-term, all the while understanding that each criterion will be addressed in the strategic plan.

The numerous responses were combined onto one matrix template that was presented to the Tree Board and City staff at a retreat on October 19, 2013. Understandably, there was a broad range of responses to contend with. The entire meeting was devoted to go over each criterion in the three categories in order to reach consensus on both the desired level (goal) and the top objectives (priorities) for the strategic plan to focus on for short-term strategies. There was no discussion on

budget, required resources, or timeline for any of these items, as that will be addressed in the strategic plan. The resulting matrix with the proposed goals and priorities is [Appendix B](#).

The Shoreline Tree Board hosted a public Open House on January 27, 2014 to talk about many aspects of trees. Along with the Street Tree List and Trees in Planning & Development, the three categories of the matrix with proposed benchmarks and priorities and the draft vision statement were on display at separate stations. Board members, City staff, and the consultant were available to discuss the criteria, and the public had several ways during the event to provide input on the proposed framework for the strategic plan.

In addition to the Open House, the City offered opportunity for public comment on the draft Urban Forest Sustainability Matrix and Vision Statement via online until February 7th. Comments from both the Open House and the online forum are in Appendix C. The major themes of the feedback were:

- Public tree focus over trees on private property
- Need to balance tree canopy with other values, such as solar access, views, land use, and other landscaping desires
- Native plants have a place and need more emphasis
- The importance of making sure trees are safe (tree risk) needs to be highlighted
- Better coordination of tree work within the city and with other agencies (Seattle City Light)

At the same time, there were a few critical *misunderstandings* about the strategic plan:

- Plan will require an increase in canopy, especially on private property
- Plan will result in more private tree regulations
- Plan will prevent the removal of hazard trees because of tree canopy priority
- Increasing the diversity in the tree population will require removal of existing trees

The public input was very informative and resulted in some changes to both the vision statement and the key objectives.

The draft plan was presented to the Tree Board at their March 27, 2014 meeting and at the second Open House on April 8th for further comment. The final draft was introduced to City Council on April 28th for final adoption in May.

Vision & Mission Statements

The City has several established documents and plans that have guided its programs and policies, and at least four of them resonate well with an urban forest strategy. The following language in these plans support the value of an urban forestry program.

City of Shoreline Parks, Recreation, and Open Space (PROS) Plan (2011)

Provide quality parks, recreation, and cultural services, to promote public health and safety; protect our natural environment; and enhance the quality of life of our community.

Identified Key Priorities

With the work with City staff, the Tree Board, and the feedback from the public, the identified key objectives for the Shoreline Urban Forest Strategic Plan are as follows:

1. Achieve climate-appropriate degree of tree cover, community-wide.
 - a. Currently mapped urban tree cover using satellite imagery and included in city-wide GIS.
2. Establish a tree population suitable for the urban environment and adapted to the regional environment.
3. Comprehensive inventory of the tree resource to direct its management.
 - a. Detailed understanding of the condition and risk potential of all publicly-managed trees.
 - b. Urban forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species/age distribution objectives.
 - c. All public trees are managed with safety as a high priority.
4. Develop and implement a comprehensive urban forest management plan for public property.
 - a. The ecological structure and function of all publicly-owned natural areas are protected and, where appropriate, enhanced.
 - b. Preservation and enhancement of local natural biodiversity, where appropriate.
5. Develop and maintain adequate funding to implement a city-wide urban forest management plan.
6. Employ and train adequate staff to implement city-wide urban forestry plan/program.
 - a. Ensure all city departments and other public agencies cooperate with common urban forestry goals and objectives.
7. At the neighborhood level, citizens understand and cooperate in urban forest management.
 - a. The general public understanding the role of the urban forest through education and participation. The urban forest is recognized as vital to Shoreline's environmental, social, and economic well-being.

Shoreline's Urban Forestry Goals & Strategies

This section explains the criteria in the three categories of a sustainable urban forestry program, states Shoreline's goal for each, and offers some suggested strategies. The **bolded criteria** are the identified priorities for the program, and therefore, have strategies that can be done in the near future to progress toward those goals.

to invest the required funding and staff to implement. Once the appropriate resources are in place, many strategies could be tackled on a shorter timeline.

As with any strategic plan, the priorities and actions can evolve, and subsequent work plans are often crafted to match the current reality of what can reasonably be accomplished. The beauty of the strategic plan is that it is just one set of navigation instructions to get from where you are to where you want to go. The City may find other ways to get to the same destination and can adjust the duration of the trip, so to speak.

Next Steps – Initial Implementation

The relationship of the short-term strategies to the key priorities for Shoreline are shown in [Appendix D](#). They are considered low-hanging opportunities and/or cost-effective activities and are identified as critical to generate the necessary momentum for a sustainable urban forestry program for the Shoreline community. If the City has no capacity to take on these tasks, outside assistance may be needed to further analyze the needs and resources, develop a work plan and budget proposal, and provide a cost-benefit analysis for key initiatives.

Conclusion

Shoreline is a community that has a passion around its urban forest. Realizing it is a valued asset that needs to be taken care of, the City needed direction on how to build a sustainable urban forestry program. Through a guided process considering all aspects and components of an initiative, City staff, the Shoreline Tree Board, and interested citizens developed a comprehensive set of goals for urban forestry. Of the key objectives, Shoreline identified these priorities to focus short-term strategies:

- Achieve climate-appropriate degree of tree cover community-wide
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- Citizens understand and cooperate in urban forest management, recognizing the urban forest as vital to Shoreline’s environmental, social, and economic well-being

With a clear vision of where the City wants to go, several strategies have been provided in this plan to develop the road map. Many are suggested as short-term tasks and relatively cost-effective in moving Shoreline toward a city urban forestry program. However, the success of the plan will heavily rely on support of these strategies by both the City decision makers and the community. Adequate funding and resources committed to a program are critical to move forward to a more sustainable urban forest. In an effort to continue the momentum, the City is seeking ways to begin implementing a number of the critical strategies and further develop a program and budget proposal as soon as possible.

APPENDIX C: Shoreline Strategies with Timeline & Budget

	STRATEGY	SHORT 1-5 YRS	MID 6-10 YRS	LONG >10 YRS	BUDGET
1	Update Street Tree List	√			\$
2	Establish policy for street tree management	√			\$
3	Analyze inventory – increase diversity		√		\$
4	Heritage Tree Program		√	√	\$-\$\$
5	Improve compliance – right tree, right place, incentives, enforcement		√		\$\$
6	Develop work plan from street tree inventory	√			\$\$
7	Young street tree pruning project	√			\$
8	Integrate inventory into new Asset Management System	√			\$
9	Ecosystem Analysis of city open space		√		\$-\$\$
10	Stewardship/regeneration plans from existing plant studies and GIS	√	√		\$-\$\$
11	Review city projects for native species use	√	√	√	\$
12	Obtain detailed list of native species		√		\$
13	Support community invasive species removal efforts	√	√		\$-\$\$
14	Urban Tree Canopy Assessment update		√		\$
15	Annual program work plan using strategic plan (include performance measures)	√	√	√	\$
16	Conversation with Surface Water Environmental Services for program funding	√			\$
17	Framework & budget for a city program	√			\$\$-\$\$\$
18	Staff to CTMI training	√			\$
19	Develop tree risk management program for street trees and parks	√	√		\$-\$\$
20	Strengthen education component for tree protection		√		\$
21	Forest Stewardship training & volunteer program		√		\$\$
22	Formalize City Tree Team – intercity, interagency communication, coordination	√			\$
23	Stewardship plan framework with landholders and managers		√	√	\$
24	Work with local nurseries, utilities to promote right tree, right place		√		\$
25	List of approved tree care companies for street tree work		√	√	\$
26	Partner with other stewardship programs		√		\$
27	Expand Arbor Day celebration – public awareness	√			\$-\$\$
28	Interact with regional cities		√		\$

\$ = \$1-5k; \$\$ = \$5-15k; \$\$\$ = at least \$25k

APPENDIX D

Shoreline's Initial Strategies for Key Priorities

1. Relative Canopy Cover

- Identify appropriate potential planting space on public property through I-Tree/GIS analysis using UTC Assessment (2011) base

2. Species Suitability

- Update ROW Tree Species List (improved and unimproved ROW categories) and include detailed information for proper selection
- Review city projects for native species use

3. Tree Inventory

- Develop a work plan from inventory addressing priority action
- Coordinate the integration of inventory data into new Asset Management system
- Implement a young street tree pruning project

4. City-wide Management Plan

- Develop stewardship/regeneration plans from existing open space/park plant studies
- Develop policy for ROW trees - removal, replacement, proper pruning, etc.
- Develop a tree risk management program for street trees and parks

5. City Funding

- Develop framework and budget for a city program
- Annual program work plan using strategic plan (with performance measures)
- Conversation with Surface Water & Environmental Services for program funding

6. City Staffing

- Formalize City 'Tree Team' with guidelines/policy for inter-departmental and inter-agency coordination
- Staff to CTMI training

7. Neighborhood Action/Increased Awareness

- Cost/benefit analysis of a Shoreline Urban Forest Steward Program
- Support community invasive species removal efforts
- Expand Arbor Day event to increase public awareness



Memorandum

DATE: March 20, 2014

TO: Parks, Recreation and Cultural Services Board

FROM: Noel Hupprich, Capital Projects Manager II
Public Works

RE: Regional Trail Signage Project - City Wayfinding Design Guidelines
Document

INTRODUCTION

The 2011 Transportation Master Plan identifies the development of a wayfinding signage and mapping system as an important element in the goal to develop a non-motorized transportation system in Shoreline. The City also recognizes the value in a wayfinding system that supports pedestrians and motorists in finding our public facilities and parks.

As part of the Regional Trail Signage project; a City Wayfinding Design Guidelines document has been created. The document develops a strategic wayfinding signage plan for pedestrians, bicyclist and motorists, and outlines policy, provides sign design themes and specifications, identifies destinations, signed routes and proposes sign locations.

Staff and the City's consultant, KPG, have completed the City Wayfinding Design Guidelines and are providing the document to the Parks, Recreation and Cultural Services (PRCS) Board for review and to request approval.

BACKGROUND AND DISCUSSION

A Wayfinding Steering Committee (WSC) was created consisting of community volunteers, technical advisory group and City staff from PRCS and Public Works. Through several meetings the WSC identified destinations, bicycle routes, developed sign types and specified sign locations.

Staff and their technical advisory group presented the results of the WSC meetings to the PRCS Board on October 24, 2013. A public open house was held on December 5, 2013 where the plan and information presented was received positively

City staff and KPG used the information gathered at these meetings along with the 2011 Shoreline Bicycle System Plan and the 2011, Shoreline Pedestrian System Plan to create the layout of the signed routes (Attachment A). Vehicular sign styles and specifications are also included in the guidelines however sign locations have not been determined and are not mapped out. Sign types follow AASHTO and MUTCD guidelines (Attachment B). Wayfinding signs will be installed in phases and only after pedestrian and bicycle facilities are in place.

The document is intended as a resource to be used by staff and updated in the future as opportunities arise to further develop the City's wayfinding system through other capital and development projects (Attachment C available in online packet at <http://shorelinewa.gov/community/calendar/-item-5881>). Phase I implementation will focus on signage on or near the Interurban Trail.

The project is funded by the 2007 six-year King County voter approved trail levy and identified in the 2014-2019 Capital Improvement Plan. The Regional Trail Signage project will use \$168,491 of the Levy for development of the City Wayfinding Design Guidelines document and Phase I sign implementation.

With PRCS Board approval of the document, Phase I implementation design will begin immediately. There is approximately \$125,000 available for Phase I sign implementation. Contract documents are expected to be complete by June, 2014 and construction complete December, 2014.

Attachment A: City Wayfinding Signing Plan
Attachment B: City Wayfinding Sign Family
Attachment C: City Wayfinding Signign Guidelines available online

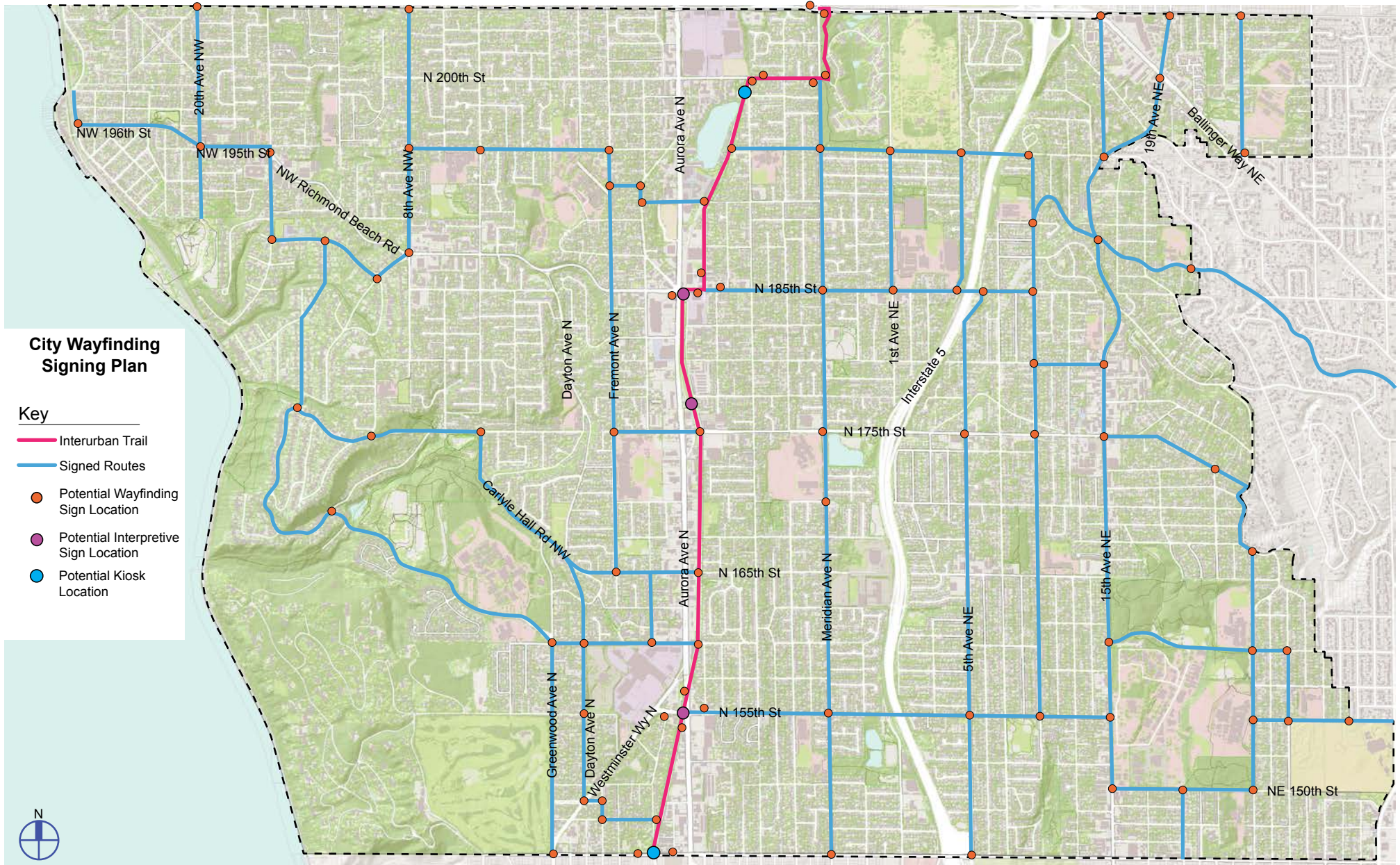


Figure 2: City Wayfinding Signing Plan

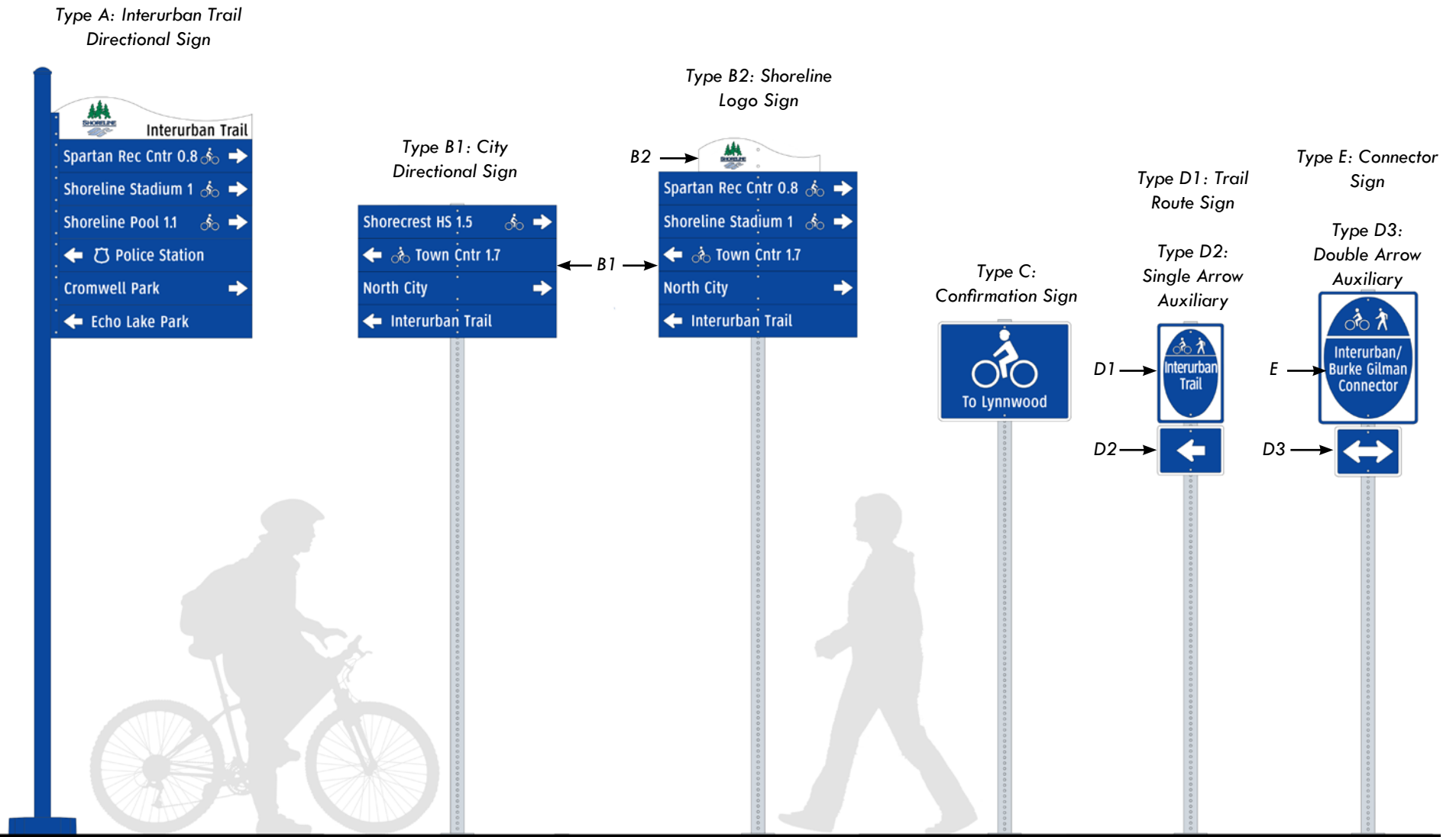


Figure 5: City Wayfinding Sign Family