



Parks, Recreation & Cultural Services/ Tree Board

Regular Meeting Agenda Packet

February 22, 2018



**Parks, Recreation and Cultural Services Board
2018 Meeting Schedule**

March 22	7:00 p.m.	Shoreline City Hall, Room 303
April 26	7:00 p.m.	Shoreline City Hall, Room 303
May 24	7:00 p.m.	Shoreline City Hall, Room 303
June 28	7:00 p.m.	Shoreline City Hall, Room 303
July 26	6:00 p.m.	Annual Tour
August 23	7:00 p.m.	Shoreline City Hall, Room 303
September 27	7:00 p.m.	Shoreline City Hall, Room 303
October 25	7:00 p.m.	Shoreline City Hall, Room 303
December 6	7:00 p.m.	Shoreline City Hall, Room 303



AGENDA
PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD
REGULAR MEETING

February 22, 2018
7:00 p.m.

Shoreline City Hall Room 303
17500 Midvale Ave N

		Estimated Time
1. CALL TO ORDER/ATTENDANCE		7:00
2. APPROVAL OF AGENDA	Action	7:02
3. APPROVAL OF JANUARY MEETING MINUTES	Action	7:03
4. PUBLIC COMMENT		7:05
<i>Members of the public may address the PRCS/Tree Board on agenda items or any other topic for three minutes or less. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. *</i>		
5. DIRECTOR'S REPORT	Information	7:10
6. FIRLANDS WAY PROPOSAL	Information	7:20
7. ADA COMPLIANCE AND FACE-TO-FACE RESOLUTION POLICY	Discussion	7:50
8. PARK LAND MANAGEMENT PROCEDURES	Action	8:05
a. Parkland Acquisition Procedure		
b. Areas and Facilities Development Policies and Procedure		
c. Defense Against Encroachment Procedure		
d. Disposal of Lands Procedure		
9. COMMENTS FROM THE BOARD	Discussion	8:45
10. ADJOURN	Action	9:00

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.



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

Regular Meeting

City Hall Room 303

1. Call to Order/Attendance

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

Park Board Members Present: Betsy Robertson, John Hoey, Katie Schielke, Cindy Dittbrenner, Bill Franklin, Erik Ertsgaard

Absent: Christina Arcidy, Christine Southwick, Natalia Ablao Sandico

City Staff Present: Recreation Superintendent Mary Reidy (Acting Director), Senior Management Analyst Susana Villamarin, Parks Maintenance Superintendent Kirk Peterson, Senior Maintenance Worker Tony Hamilton, Administrative Assistant III Lynn Gabrieli

2. Approval of Agenda: Chair Robertson called for approval of the agenda. So moved by Ms. Schielke and seconded by Mr. Franklin. The motion carried.

3. Approval of Minutes: Chair Robertson called for approval of the December minutes. So moved by Mr. Hoey and seconded by Mr. Franklin. The motion carried.

4. Public Comment

Boni Biery, Shoreline, requested consideration of a proposal to re-develop Firlands Way into a walkable street with gathering areas and greenspace. She requested PRCS/Tree Board support of funding to study the proposal and she requested 30 minutes on the February PRCS/Tree Board agenda.

Janet Way, Shoreline Preservation Society, voiced support of Ms. Biery's proposal. She advocated for the preservation of Firlands Way as a historic area and the transition of the roadway into a walkable street for small community events and public art spaces.

5. Director's Report

Mary Reidy, Acting Director

- Applications for the Recreation Supervisor position closed last week. Ten applicants will be interviewed for the position.
- The annual pool closure is the last week of February through the first week of March for maintenance and cleaning.
- The Hamlin Shop remodel is nearly complete.
- A new accessible van will be incorporated into the fleet by the end of February.
- Shoreline A & B turf replacement bids have been received. Twin Ponds field users will be surveyed to collect information that will inform field surface choice for Shoreline A & B.
- The Shoreline Lake Forest Park Senior Center has a new Assistant Director: Teresa LeCroix. She is

working with City staff to develop a comprehensive strategy for aging adults programming.

- Community partners from Shoreline Libraries, Kruckeberg Botanic Garden, Shoreline Historical Museum, and Shoreline Lake Forest Park Senior Center met with PRCS staff this week to share ideas and vision.

6. King County Library Operations Update

Denise Bugallo, Library Regional Manager

PowerPoint presentation available by request

- Ms. Bugallo shared the library system's mission, vision and values and remarked on the similarities between a public park and recreation system and the public library system. She reported KCLS statistics and updated the Board on library programming.
- Current library initiatives:
 - Early literacy and education including reading challenges and summer meals
 - Valuing and supporting teens - a new teen space will be added to the Shoreline Library
 - Homework assistance for students K-12
 - Welcoming immigrants and refugees including ESL classes, citizenship and talk time
 - Engaging communities in conversation & discussion including topics such as race, social justice, citizen activism, local history, privacy, and homelessness
 - One-on-one assistance for things like computer help, tax preparation, and adult tutoring
- Public libraries offer the following services:
 - Scanning
 - Printing
 - Personal librarian services for 30 minutes
- Chair Robertson asked how sunsetting the Library Board has impacted Shoreline's libraries and how the PRCS/Tree Board can be supportive. Ms. Bugallo reflected that the current process is working. She feels connected to the City through staff contacts and she appreciates sharing information with the Board. Ms. Bugallo values the similarity of missions between the PRCS Department and the libraries.
- Mr. Franklin requested Shoreline-specific data, including trends.
- Mr. Hoey reflected on the physical connection between parks and the local library at Richmond Beach Community Park, and asked what it would take to keep the Richmond Beach library open on Sundays. Answer: more funding for additional staff.
- Mr. Ertsgaard expressed interest in exploring opportunities for teens at the library.

7. 2017 Tree Report

Kirk Peterson, Park Maintenance Superintendent; and Tony Hamilton, Senior Park Maintenance Worker provided statistics on 2017 public tree maintenance, removals and plantings.

PowerPoint presentation based on agenda packet materials available upon request.

- Ms. Dittbrenner requested clarification on the number of trees planted in 2017. Mr. Hamilton stated that the 45 trees planted refers to the right-of-way only, not including volunteer planting efforts. Depending on the survivability of the newly planted trees, more will be planted.
- Narrow parking strips make planting trees a challenge.
- Mr. Hamilton shared his plan for maintaining tree corridors in 2018 including raising canopies and

clearing site lines.

- Mr. Peterson showed pictures of the dying Lombardy Poplars at Twin Ponds Park. These trees will be removed and replaced at a ratio of 3:1 with native trees. The public will be noticed prior to removal.
- Ms. Way was given permission to speak by Chair Robertson. She requested chipping the downed trees to mulch the new trees.
- Mr. Franklin requested an update on the status of dead Birch trees near the YMCA. Mr. Hamilton is working with Public Works staff to resolve this issue.

8. Cityworks Demonstration

Mr. Peterson and Mr. Hamilton demonstrated how Cityworks software is used to inventory trees and manage work orders throughout the park system and rights of way.

9. Concept Design Update

Ms. Villamarin updated the Board on Park Concept Designs following the December 13, 2017 open house. Information generated from that open house is currently in the hands of the consultants for analysis. Parks have been prioritized for continued master planning based on the 2017-2023 Parks, Recreation, and Open Space Plan prioritization criteria. Further design efforts will be concentrated on the following parks:

- Hillwood
- Shoreview
- Richmond Highlands
- Ridgecrest
- James Keough
- Hamlin
- Bruggers Bog
- Westminster

Emerging themes include: public art, trails, pickle ball courts, dog parks, sports, restrooms, drinking fountains, parking, picnic shelters and playground improvements.

Mr. Peterson and Ms. Villamarin discussed each of the 8 parks listed above, mentioning the preferred improvements heard from the community.

There will be open houses on March 6 and March 10 to evaluate additional designs. Next steps were reviewed which include a presentation to the City Council scheduled for August 6, 2018. More information at www.shorelinewa.gov/parksdesign.

10. Comments from the Board

Mr. Franklin reflected on the Twin Ponds cork field, wondering whether the undesirable effects are related to something other than the cork itself. He asked whether mockups could be examined prior to making a decision on Shoreview turf replacement materials. Ms. Dittbrenner echoed Mr. Franklin's desire to analyze possible reasons why the cork material may be underperforming before making a decision on further field replacements.

Chair Robertson reported on the Public Art Jury's initial work on the major Public Art commission for the Park at Town Center. 20 artists nationwide have submitted proposals to date. The deadline for proposals is January 31.

11. Adjourn

Hearing no further business, Chair Robertson called for a motion to adjourn. So moved by Ms. Dittbrenner and seconded by Ms. Schielke. The meeting adjourned at 8:59 p.m.

_____ Signature of Vice-Chair John Hoey	_____ Date
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_____ Signature of Minute Writer Lynn Gabrieli	_____ Date
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Memorandum

DATE: February 22, 2018
TO: PRCS/Tree Board
FROM: Eric Friedli, Director
RE: Proposed Improvement to Firlands Way
CC: Boni Biery

Requested Board Action

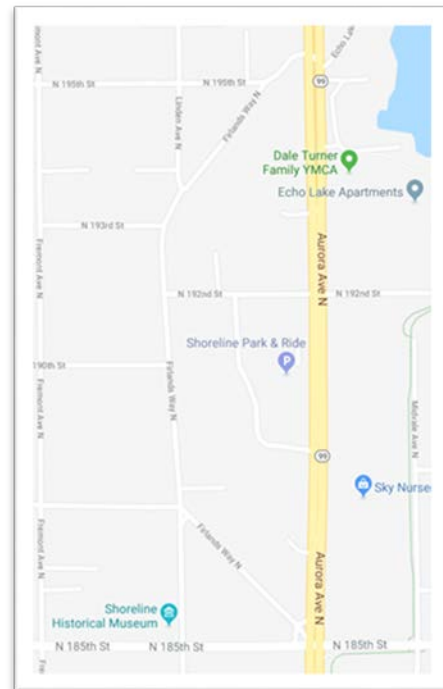
No action is requested at this time. This is for information only.

Project or Policy Description and Background

Firlands Way is located just west of Aurora Ave N between N 185th and N 195th Streets. Boni Biery has developed a proposal to develop a ‘beautiful park-like setting while also controlling traffic, mitigating surface water run-off and connecting bus commuters to local businesses, building a sense of history and fostering a new restaurant business district.’ Ms. Biery will present more details about her proposal at the February 22, 2018 meeting.

Ms. Biery submitted her proposal during the development of the PROS Plan in 2016. The PROS Plan includes mention of Firlands Way in two places.

- In the description of Strategic Action Initiative 7: Ensure Adequate Park Land for Future Generations. The PROS Plan recognizes that “Other ways to add capacity to the park system



- may include multi-use of other public property such as public rights of way. Examples include redevelopment of Firlands Way and the street ends of 195th Street at Echo Lake.
- In Capital Improvement Plan Table 6.13: Other Great Ideas. The PROS Plan lists a preliminary costs estimate of \$200,000 that would be needed to fund a planning process for the redevelopment of Firlands Way.

During the City's budget process in late 2017, Ms. Biery approached the Council about adding \$200,000 to the city's capital improvement budget in 2018 to fund a study/pan for the Firlands Way redevelopment proposal.

Key Policy Issues

The key policy issue is a consideration of the level of priority the Firlands Way proposal should receive compared to other potential projects needing funding.

Public Involvement Process

The proposal for the redevelopment of Firlands Way was considered during the development of the PROS Plan in 2016/17 and during the City's budget process in late 2017.

Schedule

Proposals such as this would be considered during the City's budget process in the fall of 2018.

Additional Information

Ms. Biery will provide additional information during her presentation to the Board.



Memorandum

DATE: February 22, 2018
TO: PRCS/Tree Board
FROM: Eric Friedli, PRCS Director
RE: Proposed ADA Grievance Procedure

Requested Board Action

The Board is asked to review and offer comments on the Proposed ADA Grievance Procedure (Attachment 1) and Question and Answer Sheet (Attachment 2).

The Board is not being asked for a formal recommendation because this is a general, Citywide procedure not specific to Parks, Recreation and Cultural Services' facilities and programs.

Project or Policy Description and Background

This Grievance Procedure is established to meet the requirements of the American with Disabilities Act of 1990 (ADA). This Grievance Procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, facilities, or benefits by the City of Shoreline. This procedure does not apply to employment-related complaints of disability discrimination. Use of this procedure is not a prerequisite to the pursuit of other remedies, such as filing a complaint with the U.S. Department of Justice.

The City has a companion procedure related to Title VI of the Civil Rights Act of 1964 which can be found at <http://www.shorelinewa.gov/government/departments/city-clerk-s-office/non-discrimination>.

Having an ADA Grievance Procedure is a parks and recreation industry best management practice and would satisfy one of the standards for national accreditation.

Public Involvement Process

The City Council would adopt a formal Resolution formalizing this Grievance procedure. The community will have an opportunity to provide comments at that time.

Schedule

This Grievance procedure is expected to go to the City Council for approval in late spring 2018.

Additional Information

Eric Friedli, PRCS Director, efriedli@shorelinewa.gov, 206-801-2601

**GRIEVANCE PROCEDURE
UNDER THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedures is established to meet the requirements of the American with Disabilities Act of 1990 (ADA). This Grievance Procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, facilities, or benefits by the City of Shoreline. These procedures do not apply to employment-related complaints of disability discrimination. Use of these procedures is not a prerequisite to the pursuit of other remedies, such as filing a complaint with the U.S. Department of Justice.

If you believe you have been subject to unlawful discrimination based on a disability, submit a written complaint as soon as possible, but no later than 60 calendar days after the alleged violation to:

City of Shoreline
ADA Coordinator – Customer Response Team Supervisor
17500 Midvale Avenue N
Shoreline, WA 98133-4905
206-801-2700

The written complaint should contain the following information:

- Name, address, and contact information of the person alleging discrimination;
- Name and contact information of representative of complainant, if any;
- Description of the service, activity, program, facility, or benefit alleged to be inaccessible;
- Date and location of incident giving rise to this grievance; and
- City department and/or personnel involved.

Alternative means of filing complaints, such as personal interviews or audio/video recordings of the complainant, will be made available for persons with disabilities upon request.

Within 15 calendar days after receipt of the complaint, the City of Shoreline’s ADA Coordinator and/or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the City’s ADA Coordinator or designee will respond in writing, or where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Shoreline and offer options for substantive resolution of the complaint.

If the response by the City’s ADA Coordinator or designee does not satisfactory resolve the issue, the complainant may seek reconsideration of the decision within 15 calendar days after receipt of the response to the City Manager. Any request for reconsideration by the City Manager should be in writing.

Within 15 calendar days after receipt of the request for reconsideration, the City Manager will meet with the complainant to discuss the complaint, the previously issued decision, and possible resolutions. Within 15 calendar days of the meeting, the City Manager will respond in writing, or

where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received and responses given by the City ADA Coordinator and/or City Manager shall be retained by the City of Shoreline for at least three years.

**COMPLAINT OF DISCRIMINATION ON THE BASIS OF
DISABILITY AGAINST THE CITY OF SHORELINE,
WASHINGTON**
Americans with Disability Act of 1990, 42 USC § 12101
Washington’s Law Against Discrimination, chapter 49.60 RCW

Complainant Contact Information

Name

Street address/City/State/ Zip code

Work phone #/ Home phone # Message phone #

Email address

Additional mailing address

Aggrieved party contact information (if different from complainant):

Name

Street address/City/State/ Zip code

Work phone #/ Home phone # Message phone #

Email address

Relationship to aggrieved party

Name of respondent – City of Shoreline, Washington

Department or agency (if known): _____

Address/location (if known): _____

Date(s) of Incident _____

I believe the above actions were taken because of my disability. My primary type of disability is:

_____ (e.g. mobility, vision, developmental)

Statement of Complaint – How were you discriminated against. Explain as clearly as possible what happened, who was involved, and where it happened. Include all facts upon which the complaint is based. Attach Additional sheets if needed.

Name, position, and department of City employees you have contacted regarding the incident(s).

Witnesses or other involved – provide name, address, telephone number(s) and e-mail (if available). Attach additional sheets if needed.

If you have filed a grievance, complaint or lawsuit regarding this matter anywhere else, give name and address of each place where you have filed. Attach additional sheets if needed.

In the complainant's view, what would be the best way to resolve the grievance?

I affirm that the foregoing information is true to the best of my knowledge and belief. I understand that all information becomes a matter of public record after the filing of this complaint.

Complainant

Date

Aggrieved Party

Date

Question and Answers

GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) AGAINST THE CITY OF SHORELINE, WASHINGTON

Who can file an ADA Grievance?

- A person who believes he or she has been discriminated against, on the basis of disability in the provision of services, activities, programs, facilities, or benefits by the City of Shoreline may file an ADA Grievance.
- Someone may file on behalf of classes of individuals.

How do I file a complaint?

- Fill out the City's ADA Grievance Form completely to help us process your complaint. Submit the completed form to the ADA Coordinator within 60 calendar days of the alleged discriminatory act.

What happens when I file a complaint?

- The City will send you a written receipt of your Grievance and will forward a copy of your completed complaint form to the City department named as Respondent. The City will designate a person to facilitate and coordinate responses to your ADA Grievance, and this person will contact you within 15 days.

What if I don't agree with the ADA Coordinators letter of resolution?

- A complainant who does not agree with the letter of resolution may submit a written request for a different resolution to the City Clerk within 30 days of the date the complainant receives the City's response.

Do I need an attorney to file or handle Grievance?

- No. However, you may wish to seek legal advice regarding your rights under the law.

Return this form to:

- City of Shoreline City Clerk's Office 17500 Midvale Avenue N
- Shoreline, WA 98133
- Telephone: 206-801-2230 Email: clk@shorelinewa.gov

This form is available in alternate formats upon request. Contact the City Clerk with questions on completing this form or about the grievance procedure.



Memorandum

DATE: February 22, 2018
TO: PRCS/Tree Board
FROM: Eric Friedli, PRCS Director
RE: Proposed Parkland Management Procedure

Requested Board Action

The Board is asked to recommend approval of the Draft PRCS Parkland Management Procedure (Attachment 1).

Project or Policy Description and Background

The purpose of this Land Management Procedure is to outline procedural steps to assist in the achievement of the Parks, Recreation and Open Space (PROS) Plan **Goal 1: Preserve, enhance, maintain and acquire built and natural facilities to ensure quality opportunities exist** and to implement related policies adopted by the City Council with Resolution 412.

City Council Resolution 412 adopted the Parks, Recreation and Open Space Plan 2017-2023. Policies included in the adoption of that PROS Plan include:

- Policy 1.1: Preserve, protect and enhance natural, cultural and historical resources, and encourage restoration, education and stewardship.
- Policy 1.2: Provide a variety of indoor and outdoor gathering places for recreational and cultural activities.
- Policy 1.3: Plan for, acquire and develop land for new facilities to meet the need of a growing population.

The draft Procedure is an internal PRCS Procedure for Park Land Management. This will be a PRCS Procedure designed to 1) implement Council adopted Goals and Policies and 2) acknowledge the overriding role of the CMO, City Attorney and City Council.

DRAFT PARK LAND MANAGEMENT PROCEDURE

The attached Draft Procedure addresses

- Property acquisition
- Property development
- Encroachments
- Property disposal

Having policies and procedures related to property acquisition, development and disposal and encroachments onto parkland from neighboring properties are a parks and recreation best management practice. This would satisfy four standards necessary for national accreditation.

Public Involvement Process


This review by the PRCS/Tree Board constitutes the public involvement process for the Procedure. The goals and policies being implemented by this procedure were the subject of review and discussion during the development and adoption of the PROS Plan in 2016/2017.

Schedule

This Procedure would be adopted in the late spring 2018 following final review by the City Attorney and City Manager.

Additional Information

Eric Friedli, PRCS Director, efriedli@shorelinewa.gov, 206-801-2601

<p>City of Shoreline Parks, Recreation and Cultural Services Procedure</p>  <p>Land Management</p>	
Division / Facility: Effective Date: Last Review Date: Next Review Date: Page:	<p>Approved by (<i>signature</i>):</p> Print Name, Title _____

1.0 Purpose for the Procedure

The purpose of this Land Management Procedure is to outline procedural steps to assist in the achievement of the Parks, Recreation and Open Space (PROS) Plan **Goal 1: Preserve, enhance, maintain and acquire built and natural facilities to ensure quality opportunities exist** and to implement related policies adopted by the City Council with Resolution 412.

2.0 Related Policies or Procedures

City Council Resolution 412 adopted the Parks, Recreation and Open Space Plan 2017-2023. Policies included in the adoption of that PROS Plan include:

- Policy 1.1: Preserve, protect and enhance natural, cultural and historical resources, and encourage restoration, education and stewardship.
- Policy 1.2: Provide a variety of indoor and outdoor gathering places for recreational and cultural activities.
- Policy 1.3: Plan for, acquire and develop land for new facilities to meet the need of a growing population.

3.0 Affected Departments/Divisions

- Parks, Recreation and Cultural Services
- City Attorney’s Office
- City Manager’s Office

4.0 Procedural Detail

This Land Management Procedure implements PROS Plan Policies 1.1, 1.2 and 1.3 by describing procedures related to property acquisition, property development, protection against encroachment and property disposal.

a. Property Acquisition

The City of Shoreline may seek to acquire additional land for park purposes per PROS Plan Goal 1 and Policy 1.3. Property acquisition is a decision made by the Shoreline City Council following its established operating and decision making procedures. The PRCS Director will make recommendations to the City Manager and City Council concerning potential property acquisitions.

The following matters should be considered as part of the Director’s analysis of whether to recommend acquisition of certain land:

1. Whether and to what extent the acquisition and proposed use of the land will enhance the recreation and leisure activities the City can provide to its residents and/or enhance the preservation of the natural environment.
2. Whether acquisition, development, and maintenance of the land is consistent with the City’s current Capital Improvement Plan and Level of Service standards, as established in the most recently adopted Capital Improvement Plan (CIP) or PROS Plan.
3. Whether the PRCS Board has been consulted or has provided a recommendation.

Procedures for potential property acquisition:

1. Property offered by private landowners for purchase or gift:
 - a. If a staff member is asked if the City would be interested in purchasing or receiving as a gift a parcel of land the staff member should direct the individual or organization to contact the Director;
 - b. Review the “desired property list” of the PROS Plan to determine if it is a parcel or located in an area that was identified for acquisition in the Comprehensive Master Plan;
 - c. City Manager direction shall be obtained prior to staff initiating any negotiations with private land owners for purchase or gift.
 - d. The City Attorney and the City Economic Development Manager will be consulted and involved throughout the acquisition process as directed by the City Manager.
 - e. Any acquisition will follow applicable operating and decision making procedures of the City Council.
2. City acquisition of property:
 - a. The PROS Plan identifies the need to for acquisition of additional parkland and priority locations for new parkland. The PRCS Director will use that as the guide for potential property acquisition.
 - b. Review the “desired property list” of the PROS Plan to identify specific parcels located in areas identified for acquisition in the PROS Plan.

DRAFT PARK LAND MANAGEMENT PROCEDURE

- c. The PRCS Director will present a list of parcels desired for acquisition to the City Manager. Funding options and process considerations will be determined in consultation with the City Manager and other key city staff.
- d. City Manager direction shall be obtained prior to staff initiating any negotiations with private land owners for purchase or gift.
- e. The City Attorney and the City Economic Development Manager will be consulted and involved throughout the acquisition process as directed by the City Manager.
- f. Any acquisition will follow applicable operating and decision making procedures of the City Council.

b. Property Development

The City of Shoreline may seek to enhance parkland per PROS Plan Goal 1 and Policies 1.2 and 1.3. PRCS Director will make recommendations to the City Manager and City Council concerning property development. Property development and improvements may also be generated by the City Council or City Manager. All improvements and development will be approved by the Shoreline City Council through adoption of the City's capital budget.

All parkland controlled by the City shall serve an intended park, recreation or open space purpose which provides public benefit. The type of use may vary from a highly developed parkland which provides for active, programmed recreation and park services to one which is undeveloped and utilized as a passive open space site. The intended use of each park is defined by the most recently adopted PROS Plan.

Procedures for potential property development:

1. Prior to committing to the development of a previously undeveloped open space, or redeveloping a park which significantly modifies its previous use and purpose, PRCS will review and approve a Park Master Plan. The Master Plan will govern the park sites development and will protect and preserve desirable qualities of the site.
2. Park Master Plans will be developed consistent with, and guided by, the most recently adopted PROS Plan.
3. Each Park Master Plan shall consist of a concept drawing which shows the spatial arrangements of various components of the plan, such as playground areas, athletic fields, buildings, pathways, landscape, etc. Park Master Plans development will consider the vision, mission, goals and policies adopted with the most recent PROS Plan. The Demand and Needs Assessment included in the PROS Plan will be used to inform development ideas for inclusion in the Park Master Plan.
4. Prior to adopting a park Master Plan, PRCS will engage in a thorough public review process to gather input from the community and surrounding neighborhood. Input gathered from these meetings, along with recommendations and standards included in community and PRCS planning documents, will be used by staff in developing the Master Plan.
5. The Park Master Plan will be presented to the PRCS Board during development and for final recommendation to the City.
6. The City Council may approve the Park Master Plan.

DRAFT PARK LAND MANAGEMENT PROCEDURE

7. The City Council ultimately decides the appropriate funding for the implementation of Park Master Plans.

c. Protection against encroachments

The City of Shoreline strives to be responsible stewards of the City's assets including parkland per PROS Plan Goal 1 and Policy 1.1. The City seeks to be a good neighbor to adjoining property owners and at the same time protect the public parkland from encroachment.

Examples of minor parkland encroachment:

1. Neighbor uses the adjoining park land as a dump for grass clippings and yard waste.
2. Neighbor uses buffer areas in which they attempt to plant flower or vegetable gardens.
3. Neighbor parks their vehicle or equipment on adjoining park land.

Examples of major parkland encroachment:

4. Neighbor extends their backyard landscaping/fencing on to the adjacent park land.
5. Neighbor has a structure or utility system fully or partially located on parkland

Procedures for defense against encroachment include:

1. Staff identifies or is notified of a potential encroachment.
2. Staff will report it to the Park Superintendent and take photographs if possible for evidence.
3. The Park Superintendent is to contact the PRCS Director if the encroachment is valid to report the details of the encroachment.
4. The Park Superintendent may refer to geographic information system and tax parcel research as appropriate detailing the possible encroachment.
5. The Director will determine if the encroachment is minor or major.

Minor encroachments:

1. If Director determines that the encroachment is minor, the Superintendent will notify the encroaching adjoining property owner by mail and give a minimum 30 day notice to remove the encroachment.
2. After the 30 day notice, if the encroachment has been remediated, the Superintendent will communicate with the property owner our appreciation for their assistance.
3. If no remediation has occurred after the 30 day notice, the Superintendent will inform the PRCS Director who will contact the City's attorney to determine the proper legal action.
4. The PRCS Director will inform the City Manager of the encroachment.
5. The City will follow the legal process set out by the City Attorney.

Major Encroachments:

1. Major encroachments will be forwarded to the City Manager and City Attorney for determination of appropriate steps and legal action.
2. The City will follow the legal process set forth by the City Attorney.

d. Property Disposal

DRAFT PARK LAND MANAGEMENT PROCEDURE

The City may, from time to time, decide to liquidate or surplus certain assets that it has accumulated, including land, buildings, equipment, and other tangible items. Washington State Law prescribes the process for disposing of public owned assets, including parkland.

The following matters should be considered as part of the Director's determination whether to recommend disposal of parkland:

1. Whether the parkland is necessary to provide the recreation and leisure activities the City provides to its residents nor is it necessary to enhance the preservation of the natural environment.
2. Whether ownership and maintenance of the land is consistent with the City's current Capital Improvement Plan and Level of Service standards as established in the most recently adopted CIP or PROS Plan.
3. Whether the PRCS Board has been consulted and offered its recommendation.

Procedures for potential property disposal:

1. If a staff member concludes, or is asked if the City would be interested in selling a parcel of parkland, the staff member should direct the individual/organization to contact the Director.
2. Review the PROS Plan to determine if the parcel is or is located in an area that was identified in the PROS Plan as being overserved by parkland.
3. PRCS Director will consult with the City Manager and other City departments to determine if the property can be used for any other city purpose. If so, the PRCS Director will work to transfer responsibility for the property to the other department and remove it from parkland inventory.
4. City Manager direction shall be obtained prior to staff initiating negotiations with private land owners.
5. The City Attorney and the City Economic Development Manager will be consulted and involved throughout the disposal process as directed by the City Manager.

6. Notification Process

This Procedure will be shared with all effected departments and staff and will be posted on the PRCS policies and procedures web pages.