



# **Parks, Recreation & Cultural Services/ Tree Board**

**Regular Meeting Agenda Packet**

**December 2, 2021**



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

**2022**

January 27	7:00 p.m.	TBD
February 24	7:00 p.m.	TBD
March 24	7:00 p.m.	TBD
April 28	7:00 p.m.	TBD
May 26	7:00 p.m.	TBD
June 23	7:00 p.m.	TBD
July 28	7:00 p.m.	TBD
August 25	7:00 p.m.	TBD
September 22	7:00 p.m.	TBD
October 27	7:00 p.m.	TBD
December 1	7:00 p.m.	TBD



## AGENDA

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

December 2, 2021  
7:00 p.m.

Zoom Meeting  
Estimated Time

In an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may join the meeting via Zoom Webinar; or listen to the meeting over the telephone.

The PRCS/Tree Board is providing opportunities for public comment by submitting written comment. Your written comment must be received by 6:30 p.m. the night of the meeting. Please see the information listed below to access all of these options:



**Attend the Meeting via Zoom Webinar:** <https://us02web.zoom.us/j/83045312085>



**Call into the Live Meeting:** (253) 215 8782 - Webinar ID: 830 4531 2085



**[Click Here to Submit Written Public Comment](#)**

*Written comments will be presented to PRCS Tree Board and posted to the website if received by 6:30 p.m. the night of the meeting.*



**[Click Here to Sign-Up to Provide Oral Testimony](#)**

*Pre-registration is required by 6:30 p.m. the night of the meeting.*

- 1. CALL TO ORDER / ATTENDANCE / WELCOME** 7:00  
Land Acknowledgement: We acknowledge the land on which our work started as the traditional home of the Coast Salish and Snohomish peoples. We take this opportunity to thank the original caretakers and storytellers of this land who are still here, and to recognize the immense culture of these peoples by remembering their history and traditions. We invite you to recognize our government's history of unfair treatment and lack of accountability against Indigenous communities as we push to raise visibility and education about them.
- 2. APPROVAL OF AGENDA** Action  
*Bill Franklin, Chair*
- 3. APPROVAL OF OCTOBER 28, 2021 MEETING MINUTES** Action  
*Bill Franklin, Chair*
- 4. APPROVAL OF NOVEMBER 10, 2021 SPECIAL MEETING MINUTES** Action  
*Bill Franklin, Chair*
- 5. PUBLIC COMMENT** 7:05  
Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be

allowed to attend in-person. Written comments received by 6:30 p.m. on December, 2021 will be entered into the Public Comment portion of the meeting for Board consideration. Instructions for submitting written comments can be found at [www.shorelinewa.gov/parkboard](http://www.shorelinewa.gov/parkboard)

- |  |                            |      |
|--|----------------------------|------|
| <b>6. DIRECTOR'S REPORT</b><br><i>Colleen Kelly, RCCS Director</i><br><i>Mary Reidy, RCS Superintendent</i><br><i>Dan Johnson, Parks, Fleet and Facilities Manager</i> | Presentation and Questions | 7:15 |
| <b>7. PUBLIC ART AND MUNICIPAL ART FUND OVERVIEW</b><br><i>David Francis, Public Art Coordinator</i>   | Presentation and Questions | 7:25 |
| <b>8. CITY FINANCIAL OUTLOOK</b><br><i>Rick Kirkwood, Budget and Tax Manager</i>   | Presentation and Questions | 8:00 |
| <b>9. COMMENTS FROM THE BOARD</b><br><i>Bill Franklin, Chair</i>   | Discussion                 | 8:30 |
| <b>10. ADJOURN</b>   |                            | 9:00 |

October 28, 2021

Zoom Meeting



## Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

### Call to Order/Attendance/Welcome

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

**Park Board members present:** Chair William Franklin, Vice Chair Jeff Potter, Genny Arredondo, David Lin, Jean Hilde, Sara Raab McInerney, Noah Weil.

**Absent:** Dustin McIntyre, Hayley Berkman

**City Staff present:** Recreation, Cultural and Community Services (RCCS) Director Colleen Kelly, Recreation Superintendent Mary Reidy, Parks Superintendent Kirk Peterson, Public Art Coordinator David Francis, Parks, Fleet and Facilities Manager Dan Johnson, RCCS Administrative Assistant III Lori Henrich, Planning & Community Development Department Senior Planners Catherine Lee and Steve Szafran.

### Land Acknowledgment read by David Lin

We acknowledge the land on which our work started as the traditional home of the Coast Salish and Snohomish peoples. We take this opportunity to thank the original caretakers and storytellers of this land who are still here, and to recognize the immense culture of these peoples by remembering their history and traditions. We invite you to recognize our government's history of unfair treatment and lack of accountability against Indigenous communities as we push to raise visibility and education about them.

### Approval of Agenda

**Chair Franklin called for a motion to approve the agenda. So moved by Ms. Raab McInerney and seconded by Ms. Hilde. The motion carried.**

### Approval of September Meeting Minutes

Chair Franklin offered a minor clarification to page 11 of the agenda packet related to the pickleball discussion. His suggestion was to use the budget to restripe the courts instead of hiring a consultant to evaluate the sound.

**Chair Franklin called for a motion to approve the September minutes as amended. Mr. Weil made the motion and Ms. Arredondo seconded. Ms. Rabb-McInerney abstained as she was only present for half of the meeting. The motion carried.**

### Approval of the October Retreat Meeting Minutes

Chair Franklin offered a few minor clarifications to the minutes.

October 28, 2021

Zoom Meeting

- On page 56, James Keough Park was referenced as being on the ‘wrong side of town.’ He clarified that wasn’t the opinion of any board member, but it was something a board member had heard from someone else.
- On page 59, clarification of the bullet point ‘process vs facility themes.’ His comment was intended to facilitate a way to organize the bullet point discussion. Several ideas were related to process and other ideas were related to physical (facility) improvements.

**Chair Franklin called for a motion to approve the minutes as amended. Mr. Weil made the motion and Ms. Hilde seconded. Vice Chair Potter abstained as he was not in attendance. The motion carried.**

## Public Comment

Chair Franklin called for public comment. Ms. Henrich stated that there are four people signed up to give Public Comment tonight.

1. [Bruce Amundson](#), Shoreline, spoke in support of strengthening the Public Art Program and urged the Board to advocate strongly for it.
2. [Kathleen Russell](#), Shoreline, on behalf of the Tree Preservation Code Team, expressed support for the Tree Code amendments and requested a path to compromise so that trees can coexist with the rapid development in the neighborhoods.
3. [Isis Charest](#), Shoreline, written comments were provided after the meeting.
4. [Nancy Morris](#), Shoreline, spoke in support of establishing a new Urban Forestry Advisory Panel to focus on the community tree canopy.

## Director’s Report

*Colleen Kelly, RCCS Director*

*Mary Reidy, Recreation Superintendent*

*Dan Johnson, Parks Superintendent*

*(See Attachment A for the PowerPoint presentation)*

Ms. Kelly provided general updates on the following:

- The status of the Citywide Network outage and when access can be restored
- A reminder for Board members to submit Vaccine Verification documents
- Upcoming Council Items
  - November 1, formal action on the Park Board Ballot Measure
  - November 15, adoption of the mid-biennial budget
    - Includes a proposal for two fulltime Youth and Teen Development staff to support after school programming
  - Early work being done on the CAPRA Reaccreditation process
  - Plan for online written Public Comment library, available approximately December 1
    - Public Comment will be summarized in the meeting minutes

October 28, 2021

Zoom Meeting

Recreation and Cultural Services:

*Mary Reidy, Recreation Superintendent*

Ms. Reidy updated the Board on the following:

- Successful year for the Twin Ponds Giving Gardens
  - Ample supply of volunteers
  - 18 plots have produced 2200 lbs of donated produce
  - Garden funding supported by a neighborhood grant applied for by volunteers
  - Special education features (a Mason bee house and a bug 'hotel') were created in the Children's Garden
- The new registration software system is fully functional
- The free 'Hang Time' after school program at the middle schools are well-attended and popular
  - This is a partner program with the YMCA and Shoreline School District
- Hamlin Haunt was attended by over 800 guests in a COVID safe environment
- YOLO 'Shoreline SCARE' event at Spartan Recreation center was well attended and successful
- In partnership with the cities of Bothell, Kenmore, and Lake Forest Park, the [Winter Porch Light Parade 2021](#), runs from December 1 through December 31, 2021

Park Operations Updates:

*Dan Johnson, Park, Fleet and Facilities Manager*

Mr. Johnson provided updates on the following:

- Council approved land acquisition (a PROS Plan goal) of three Rotary Park expansion properties
- A joint use agreement with SCL will create a total of 4.37 of parkland
- A grant request has been submitted for funds to purchase an additional parcel
- If the 2022 Park Bond measure is approved, one final parcel will be sought for purchase
- Parks Operations participated in the [Orca Recovery Day](#) event
- Grant request submitted to Evergreen Carbon Capture. If awarded, the grant would supply 200 trees to be planted in James Keough, Shoreview Park and Edwin Pratt Memorial Park
- Richmond Highlands Community Center (RHCC) is scheduled to reopen at the end of the year
- A sound consultant measured readings at Richmond Beach Community Park during pickleball games at the tennis court. A final report will be issued shared with the Board at next month's meeting.

Questions:

- Regarding the City's vaccination verification requirements for staff and volunteers, what is the City's plan for those that don't comply?
  - In the absence of approved exemptions, Staff and Board members are not eligible to serve beginning December 1, 2021.
- What is the lifespan of the temporary Sport Court?
  - It's portable and can be relocated easily.
  - Grant constraints will dictate where it can be moved.
- What is the funding source for the land acquisition?

October 28, 2021

Zoom Meeting

- The funding was comprised of park impact fees and bond anticipation notes. Fund sources and exact dollar amounts can be found in the staff report.
- Are the 'Giving Gardens' the same as Community Gardens and were there waitlists for the last two years?
  - The 'Giving Gardens' are plots within the Community Gardens. Waitlists vary from year to year, and she will follow-up about waitlist data for the last two years.
- What is the construction status of the RHCC?
  - The roof was in worse shape than anticipated. There was design error when the building was constructed and voluntary life/safety functions were added to the scope.
- What is the progress of the potential pavilion at the former pool location?
  - The construction drawings are being prepared.

## Public Art Purchase Recommendations

*David Francis, Public Art Coordinator*

*(See Attachment B for the PowerPoint presentation)*

Mr. Francis presented recommendations for adding two works to the permanent outdoor collection and one work to the portable collection.

He reviewed the selection criteria and the Public Art policy. The works listed meet the criteria.

The pieces recommended for purchase for the permanent outdoor collection are:

- 'Polyhelix' by Rodger Squirrell, steel sculpture located at the Park at Town Center.
  - The cost, including tax, is \$9,375.
- 'Restoration' by Will Schlough, steel sculpture located in Brugger's Bog.
  - The cost, with tax is \$1,434.

The piece recommended for purchase for the portable indoor collection is:

- 'City of Shoreline' by Laura Brodax, ceramic plate located at Modern Glaze.
  - The cost, including tax is \$155.00

Questions:

- Are agreements with the artist in place for potential future repairs needed for pieces in the permanent art collection?
  - A maintenance plan is part of the purchase. The maintenance would be administered by the Public Art program.
- Has the City retired any art pieces and how much has the City spent on art pieces per year?
  - The City has not decommissioned a permanent work. Expenditures on Public Art for the last three years is over 140K on one sculpture, 'Sound Shell,' located at Town Center.
  - \$1300 is budgeted for acquisitions to the portable works collection for 2021 and 2022.

Mr. Francis will be back before the Board in December to talk more broadly about the Art Program and tonight's focus should be on the recommended purchases action item.



October 28, 2021

Zoom Meeting

- Where will the plate be displayed?
  - It will be displayed primarily at the City Hall gallery.

**Vice Chair Potter moved to approve the purchase recommendation purchase the pieces as recommended, Ms. Arredondo seconded. All in favor, the motion carried.**

## Development Code Related to Trees

*Catherine Lee, Senior Planner, Planning and Community Development*

*Steve Szafran, Senior Planner, Planning and Community Development*

*(See Attachment C for the PowerPoint presentation)*

Ms. Lee stated that one aspect of her daily role is to review development code applications for consistency with the City's land development regulations.

Her portion of the presentation included a summary of the current code on tree regulation on private property and an example of how the current code is applied to a site within the city. Mr. Szafran presented the potential changes to the tree code.

- In the Shoreline Municipal Code (SMC), Title 20 is the Development Code
  - Subchapter 5 is the Tree Conservation, Land Clearing and Site Grading Standards Code.
    - Provides exemptions from obtaining a tree permit and
    - Provides tree retention, replacement, and protection standards

Mr. Szafran stated that amendments are mostly privately initiated and are related to the regulation of trees which includes new and revised definitions, protection of trees during development, tree retention, and replacement, and public notification when trees are removed in the public right-of-way.

Eleven amendments were submitted by a private citizen group, the Tree Preservation Code Team. One amendment was submitted by staff. The proposed code amendments submitted are:

- Amendment 1 – Adding definitions for CRZ (critical root zone)
- Amendment 2 – Related to changes to definitions (tree canopy, hazardous tree, landmark tree, significant tree and add a definition for a heritage tree and a nonsignificant tree)
- Amendment 3 – Would add a new definition for urban forest and urban tree canopy
- Amendment 4 – Purpose is to add policies related to trees.
- Amendment 5 – Add language from proposed Amendment 4 to a new section (20.50.290) of the SMC clarify the tree purpose section of the code.
- Amendment 6 – Proposes adding new sections into the General Requirements
- Amendment 7 – Revises the maximum number of trees that may be removed without a permit
- Amendment 8 – Would increase amount of significant trees that must be retained and adds incentives for retaining more trees above the minimum
- Amendment 9 (Staff initiated amendment) – Allows the Director to waive/reduce significant tree retention percentage to facilitate other priorities
- Amendment 10 – Pertains to tree replacement and site restoration.
- Amendment 11 – Proposes tree protection standards
- Amendment 12 – Pertains to SMC Title 12 - Street trees, to require public notification for Right of way trees (trees managed by Public Works and Parks Maintenance (ASD) Departments)

October 28, 2021

Zoom Meeting

- An associated request was submitted to create an Urban Forestry Advisory Panel. This request is under the City Council's purview.

Next steps:

- Planning Commission has seen the proposed amendments and will discuss again on November 18. It may be extended to an additional meeting if they feel they need more time to discuss the amendments.
- Will go back to Planning Commission for Public Hearing where they will make a recommendation to Council.
- Council discussion
- Council action

Questions:

- Regarding the DBH/caliper designation for significant and nonsignificant trees mentioned in the Staff Report, under the staff recommendation, the last sentence says, "In addition, most of the jurisdictions researched define significant trees as 8-inch DBH for conifers and 12-inch DBH for non-conifers." Which jurisdictions were being referring to?
  - They were based on the City's arborist recommendations. Edmonds, Lynnwood, Lake Forest Park, Duvall, Redmond, Kirkland, Kenmore, and Bellevue. The more rural communities like Duvall and Banbridge are bigger, like 16 inches. After doing more research, the majority in our area seems to be 6-8 inches and appears to be consistent to what their significant tree is.
  - Defined as any tree, doesn't distinguish between conifer/non-conifer
  - Mr. Szafran will put his research into the next Staff Report to the Planning Commission so they will have that code reference in front of them for each of the jurisdictions looked at.
- What are the Planners looking for from the Board? The purview of the Board is trees in public right of way not tied to development projects.
  - Mr. Szafran and Ms. Lee presented at the Board's invitation. Comments are welcome, but they are not looking for direction from the Board.
  - Comments from the Board are appreciated as that informs Staff discussions with the Planning Commission. The Board members are residents of Shoreline, and their comments are welcome.
- What are the fees used for?
  - To purchase and install a tree within city limits.

Additional Comments from the Board:

The Board has received public comments from Save Shoreline Trees, and it was difficult because the tree code / development code discussion doesn't fall under the PRCS Board purview. One member expressed appreciation for Save Shoreline Trees' thoughtful work and their follow-up with the Planning Departments processes.

- Question about Amendment 10. Does the proposed amendment eliminate the opportunity to provide tree replacement on site or pay the fee in lieu as opposed to the hybrid approach already in place now? Do staff understand or know the Tree Preservation Code Team's intent?

October 28, 2021

Zoom Meeting

- The intent is to provide replacement trees on a site that is losing trees. The fee-in-lieu is high so it's uncertain if that option would be used. The intent was to have those trees planted on site.
- Comment on Tree protection fencing – rigid, 6 ft chain link fence is standard. Applicants could request exceptions for site specific issues.
- The inner and outer critical root zones are also standard; glad they are proposed to be added.
- Regarding the proposal to establish an Urban Forestry Advisory Panel, was there a staff response for denial or adoption?
  - The City Council would have to consider establishing another Advisory Panel. It's not under the purview of the Planning Commission or Staff.
  - It can go forward as a proposal from the Tree Preservation Code Team but it wouldn't go through the Planning Commission's process of consideration and recommendation; Staff would not recommend approval or denial of the proposal.
- References to a City Arborist – is that term different than the current Urban Forester?
  - The City has multiple certified arborists on staff. Mr. Callaghan serves as the primary and is often referred to as Shoreline's Urban Forester.
- Regarding the changes that have been made to the PRCS and ASD Departments.
  - The status of reorganization is settled.
  - The Parks Director position has been eliminated. Functions related to oversight of Parks facilities have been delegated by the City Manager to Mr. Johnson, Manager of the Parks, Fleet and Facilities Division of ASD.
  - Changes to / cleanup of the code are pending (i.e., references to PRCS Director, etc.) and remain a piece of internal work for Staff to catch up to.

## Comments from the Board

*Chair Franklin*

- Chair Franklin asked if they should go long tonight to discuss the Retreat debrief or move that item to the next meeting.
  - Ms. Rabb McInerney and Mr. Weil cannot go long tonight. Ms. Arredondo suggested that the item be push out to next meeting.
- The Board reached a consensus that a special meeting could be held. Once the Retreat subcommittee provides Staff with proposed dates, Staff will send out a Doodle poll to find an agreeable date for all.
- Regarding written public comments received. Do Staff need to respond to Ms. Biery's comments?
  - Staff interpreted Ms. Biery's comments to be questions she wanted the Board to ask. It's considered complete. The intent was not to ignore the question but to understand the purpose of the comment.

October 28, 2021

Zoom Meeting

## Adjourn

**Hearing no further business, Chair Franklin called for a motion to adjourn. So moved by Ms. Arredondo and seconded by Ms. Raab McInerny. The motion carried. The meeting adjourned at 9:07pm.**

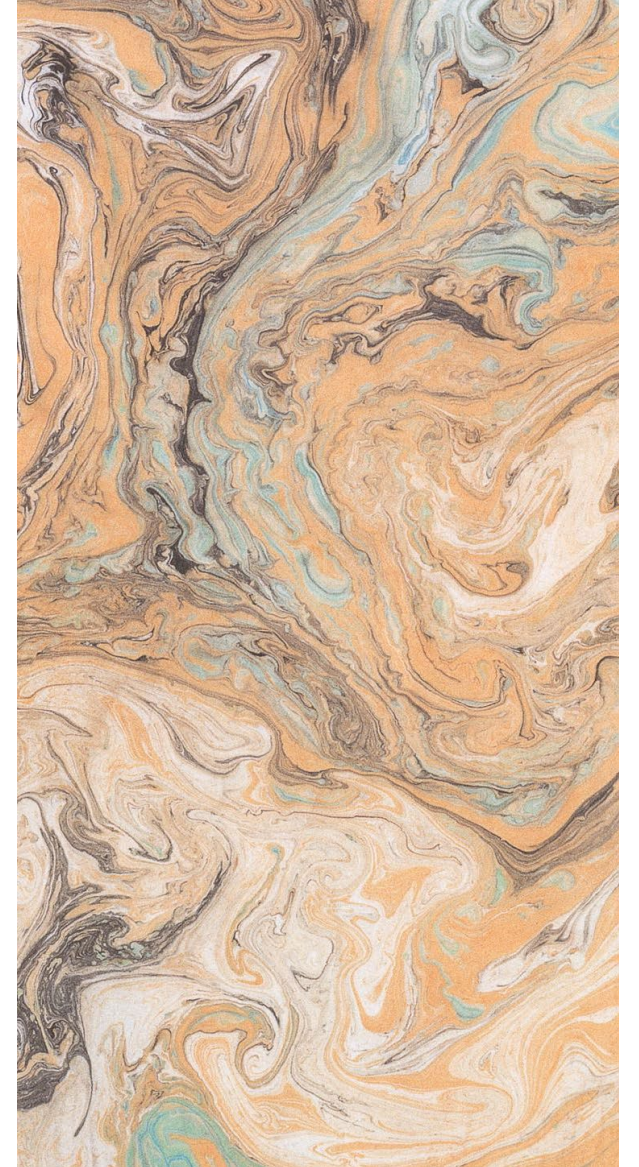
_____ / _____	_____ / _____		
Signature of Chair	Date	Signature of Minute-Writer	Date
William Franklin		Lori Henrich, Administrative Assistant III	

DRAFT

---

# PRCS/Tree Board Director's Report

October 28, 2021



# General Updates

Colleen Kelly  
Director,  
RCCS

- Citywide Network Outage
- Vaccine Verification reminder
- Upcoming City Council Items
  - Nov 1—Formal action on the Park Bond Ballot measure
  - Nov 15—Adoption of the mid-biennial budget
    - Includes a proposal for a pilot program through June, 2022 to increase two Youth and Teen Development staff to full time in support of after school programming for 6<sup>th</sup> graders
- CAPRA Reaccreditation Process
- Plan for Public Comment access—available online by Dec 1

# Recreation and Cultural Services Updates

Mary Reidy  
RCS  
Superintendent

## Twin Ponds Giving Garden

- Ample supply of volunteers, even with vaccine requirement
- Volunteers regularly met on Tuesdays and Thursdays to do most of the gardening, harvesting and donating of produce
- Richmond Highlands Greenhouse continues to donate plant starts
- **18 plots** have produced **2200 pounds** of donated produce
- Volunteers successfully applied for and received a City of Shoreline neighborhood grant to help fund the garden
- Volunteers have created some special educational features in the garden, including a mason bee house and a bug “hotel” in the children’s garden





# Recreation and Cultural Services Updates

- Transition to our new registration software system had a few glitches over the past week or so. The team was immediately on it, working to resolve with minimal impact. The site is back to full functionality for the community.
- The free Hang Time middle school after school program is seeing high levels of attendance, illustrating the desire for youth to reengage in after school programming. Staff continue to work with the YMCA and Shoreline School District to ensure all a safe, quality program is provided for all youth who want to attend.

# Hamlin Haunt

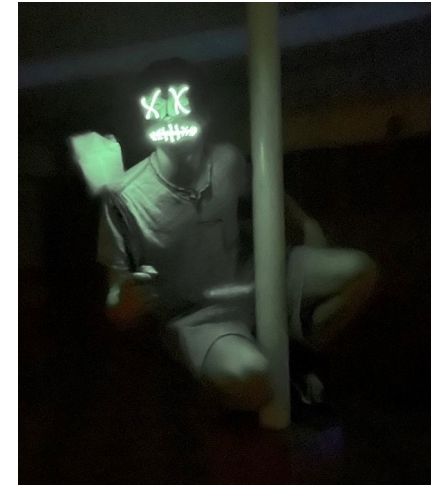
Recreation  
and Cultural  
Services  
Updates



Modified but not virtual!  
Attended by over 800 guests

# Shoreline SCARE - YOLO event SRC

Recreation  
and  
Cultural  
Services  
Updates



Put on by YOLO staff for Middle Schoolers  
44 youth @ Spartan Saturday night  
Haunted House, games, and other seasonal fun ☺

Recreation  
and Cultural  
Services  
Updates

WINTER  
PORCH  
LIGHT  
PARADE  
2021

Partnership with Bothell,  
Kenmore and Lake Forest  
Park

Households invited to create a  
light display and register to be  
part of the parade

More info here:  
[Winter Porch Light Parade  
\(google.com\)](https://www.google.com)

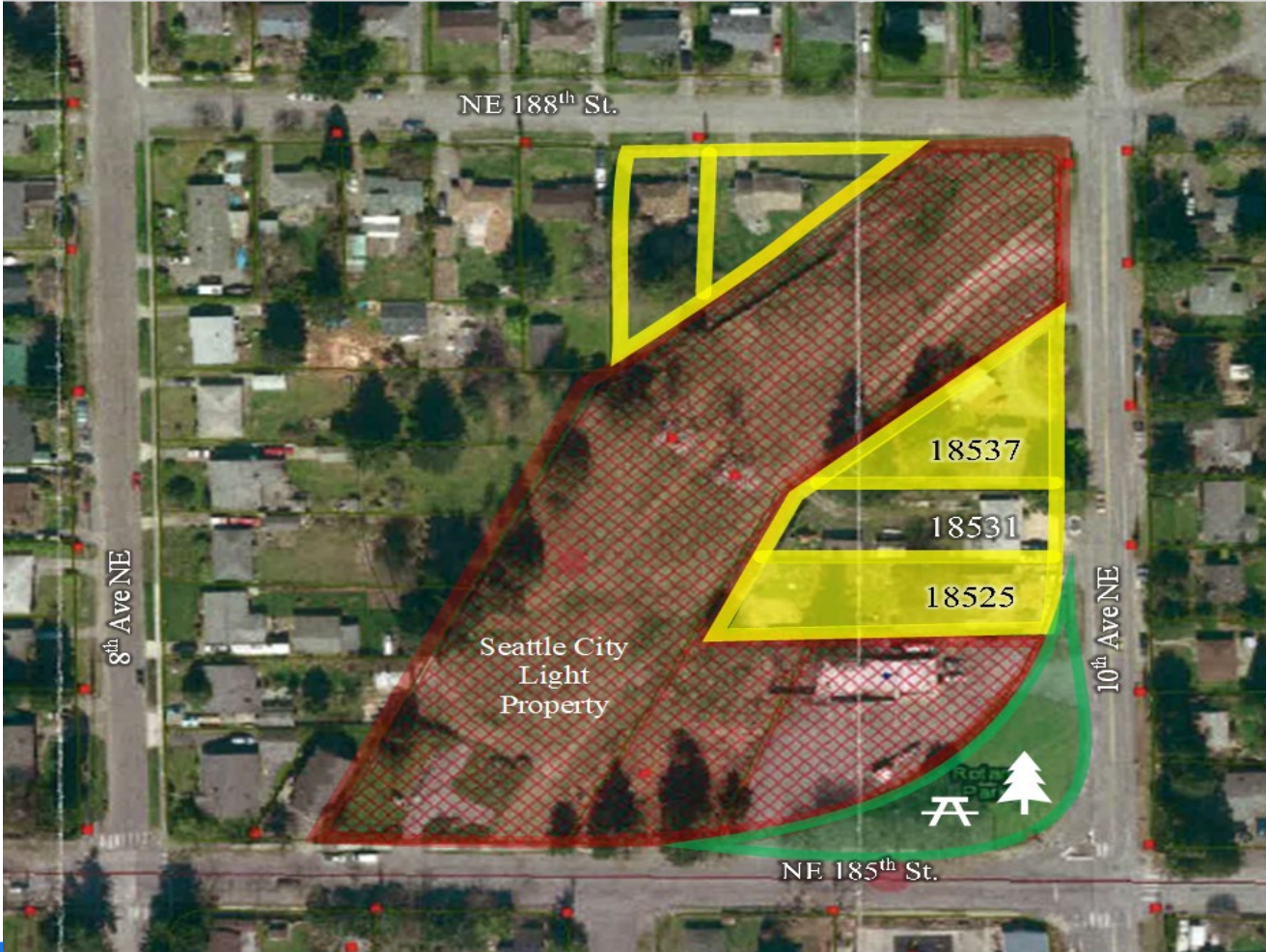
# Park Operations Updates

Dan Johnson  
Parks Fleet and  
Facilities Manager

## Rotary Park Land Acquisitions

- On October 18th, the City Council approved acquisition of three Rotary Park expansion properties at 18525, 18531, 18537 10th Ave NE.
- When factored into the potential joint use of Seattle City Light parcels (3.07 acres), and existing Rotary Park (+/-0.40 acre of ROW), adding the three 10th Avenue parcels together total 4.37 acres of parkland.
- Staff also recently submitted a grant request for funds to support the purchase of the parcel at 841 NE 188<sup>th</sup> (seen as the outlined triangle in the photo to follow)
- 835 NE 188<sup>th</sup> (just west of the triangle) is the last of five Rotary Park acquisitions prioritized in the PROS Plan and would be sought for purchase should a 2022 Park Bond measure succeed.

# Park Operations Updates



# Park Operations Updates

## Orca Recovery Day Restoration Event

- Held on Saturday Oct 16 at Brugger's Bog Park
- 13 volunteers participated
- 33 PNW endemic plants were installed into freshly prepared mulch which was also lined with a double thick layer of recycled cardboard (donated by Gregg's Cycle in Green Lake)
- All planting material was donated by the Native Plant Society and kept viable over the winter by Grounds Maintenance
- The mulch covered up about 200 sq. ft. of non-endemic plants and was chipped up from trees removed within the city, making this event as sustainable for the watershed as possible.



Orca Recovery Day Volunteers in Action



# Park Operations Updates



Shoreline has submitted a grant request to Evergreen Carbon Capture

	Douglas Fir	Western Red Cedar	Western Hemlock	Grand Fir	TOTAL
James Keough	15	15	15	15	60
Shoreview Park	30	10	10	30	80
Edwin Pratt	10	20	20	10	60
<b>TOTAL</b>	55	45	45	55	200

**Estimated carbon sequestered by ECC program for City of Shoreline in 100 years = 973 tons**

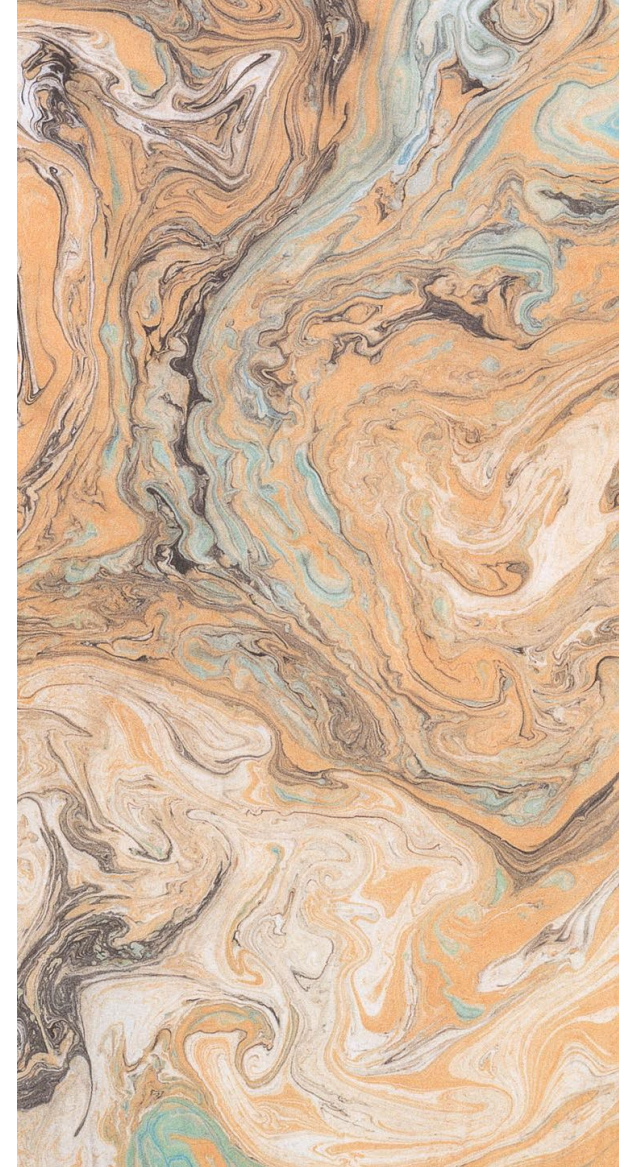


# Park Operations Updates

- Richmond Highlands Community Center Update
- Richmond Beach Park Pickleball Update

---

# Questions?



# CITY OF SHORELINE PUBLIC ART PROGRAM

## *2021 PURCHASE RECOMMENDATIONS*

October 28, 2021



# Criteria for Selecting Public Art

(from Public Art Policy; Resolution 477, Policy #1000-05)

## 3.0 POLICY

The City will acquire and display Public Art for the benefit, enjoyment, and education of all of its residents.

### 1. Public Art should:

- a. Speak, in a significant way, to a large portion of the City's population
- b. Bring meaning to public spaces that make them more engaging
- c. Reflect the rich cultural diversity of the community; and
- d. Be of high quality, as determined by a panel or jury



## Rodger Squirrel, "Polyhelix"

10' x 32" x 28" welded steel, kinetic elements.

A series of 7 abstract polyhedral shapes spin when touched.

South end of the Park at Town Center.

- ▶ "Polyhelix" has been exhibited throughout the region, including at Percival Landing Sculpture Park (Olympia). It was then requested by the City of Coeur d'Alene, Idaho and later by the City of Auburn, WA.
- ▶ It has been back in Shoreline since 2020 and is currently contracted to be on loan until August, 2022.
- ▶ This piece was recommended to the Board in 2016-2017 but other purchases were favored at that time.
- ▶ The artist is a Lake Forest Park resident of Native ancestry and is well known regional sculptor who formerly taught welding at Green River Community College for decades

- ▶ Cost:
- ▶ \$8,500 plus tax = \$9,375

## WILL SCHLOUGH, "RESTORATION" 2018

SHAPED STEEL RODS, PAINT, FLOWER POT,  
SITE SPECIFIC TO STUMP IN BRUGGER'S BOG  
APPROX. 5' X 3' X 3'

On Loan since 2017; City has spent \$3700;

Will Schlough-- selected by Richmond Highlands Neighborhood association in 2018-2019 to create the Spiro's mural. He has had recent commissions for public art in Issaquah and Lake Oswego, Oregon. Shoreline helped him emerge as a public artist.

Cost to purchase is \$1,300 plus tax= \$1,434



## LAURA BRODAX



“City of Shoreline” ceramic porcelain plate with transfer print. 2021. Approx. 10”x10”x1”

Regionally recognized artist ceramicist especially known for skill with transfers of photographic medium onto porcelain and other ceramics; owner of Modern Glaze; ShoreLake Arts Festival participant, arts advocate.

Cost:

\$150 plus tax=\$155



# QUESTIONS?



# Tree Code: Existing and Proposed

Parks, Recreation and Cultural Services/Tree Board  
October 28, 2021



# Agenda

Zoom Video  
is shown here

- Staff introductions
- Current code summary
- Example of how to apply current code
- Review potential changes to the code
- Discussion/questions



Presenter: Cate Lee



# Current Code Summary

Zoom Video  
is shown here

## Subchapter 5. Tree Conservation, Land Clearing and Site Grading Standards

- 20.50.290 Purpose.
- 20.50.300 General requirements.
- 20.50.310 Exemptions from permit.
- 20.50.320 Specific activities subject to the provisions of this subchapter.
- 20.50.330 Project review and approval.
- 20.50.340 Basic operating conditions and standards of performance.
- 20.50.350 Development standards for clearing activities.
- 20.50.360 Tree replacement and site restoration.
- 20.50.370 Tree protection standards.

## Title 20 DEVELOPMENT CODE

### Division I. Unified Development Code

- 20.10 General Provisions
- 20.20 Definitions
- 20.30 Procedures and Administration
- 20.40 Zoning and Use Provisions
- 20.50 General Development Standards
- 20.60 Adequacy of Public Facilities
- 20.70 Engineering and Utilities Development Standards
- 20.80 Critical Areas
- 20.93 Aldercrest – Planned Area 3
- 20.94 Point Wells – Planned Area 4
- 20.100 Special Districts



Presenter: Cate Lee

# Current Code Summary

Zoom Video  
is shown here

- Is a permit required?
- If not exempt, how many trees need to be retained?
- If not exempt, how many replacement trees are required?
- If any development is taking place on a site, what protection measures are required?



Presenter: Cate Lee



# Current Code Summary

Zoom Video  
is shown here

- Is a permit required?
  - Is it 30" DBH or greater?
  - Is it located in a critical area or buffer?
  - Is the count to be removed more than six (6)?
  - Is it not located in a residential, MUR-35' or MUR-45' zoning district?
- If the answer to any of these questions is "yes" then a permit is required



Presenter: Cate Lee



# Current Code Summary

Zoom Video  
is shown here

- “DBH” means “diameter at breast height”
- The diameter of any tree trunk, measured at four and one-half feet above average grade



Presenter: Cate Lee

39

Photo credit: Harvard University



# Current Code Summary

Zoom Video  
is shown here

- If not exempt, how many trees need to be retained?
  - 20 percent of significant size trees
  - “Significant size tree” means any tree 8 inches or greater in diameter at breast height if it is a conifer and 12 inches or greater in diameter at breast height if it is a nonconifer
  - The 20 percent is calculated after removing partially exempt trees from the number on which to base the percentage



# Current Code Summary

Zoom Video  
is shown here

- The PCD Director may allow a reduction in the minimum significant tree retention percentage if all of the following criteria are satisfied:  
The exception is necessary because:
  - There are special circumstances related to the size, shape, topography, location or surroundings of the subject property.
  - Strict compliance with the provisions of this Code may jeopardize reasonable use of property.
  - Proposed vegetation removal, replacement, and any mitigation measures are consistent with the purpose and intent of the regulations.
  - The granting of the exception or standard reduction will not be detrimental to the public welfare or injurious to other property in the vicinity.

# Current Code Summary

Zoom Video  
is shown here

- If not exempt, how many replacement trees are required?
  - Conifer
    - 8" to 11" DBH = 1 replacement tree
    - 11.1" to 14" = 2 replacement trees
    - 14.1"+ = 3 replacement trees
  - Deciduous
    - 12" to 15" = 1 replacement tree
    - 15.1" to 18" = 2 replacement trees
    - 18.1"+ = 3 replacement trees
  - Replacement size requirement is 6' tall for conifers, 1.5" caliper for deciduous



Presenter: Cate Lee

# Current Code Summary

Zoom Video  
is shown here

- To the extent feasible, all replacement trees shall be replaced on site. When an applicant demonstrates that the project site cannot feasibly accommodate all of the required replacement trees, the Director may allow the payment of a fee in lieu of replacement at the rate set forth in Chapter 3.01 SMC, Fee Schedules, for replacement trees or a combination of reduction in the minimum number of replacement trees required and payment of the fee in lieu of replacement at the rate set forth in Chapter 3.01 SMC, Fee Schedules, if all of the following criteria are satisfied:
  - There are special circumstances related to the size, shape, topography, location or surroundings of the subject property.
  - Strict compliance with the provisions of this Code may jeopardize reasonable use of property.
  - Proposed vegetation removal, replacement, and any mitigation measures are consistent with the purpose and intent of the regulations.
  - The granting of the exception or standard reduction will not be detrimental to the public welfare or injurious to other property in the vicinity.

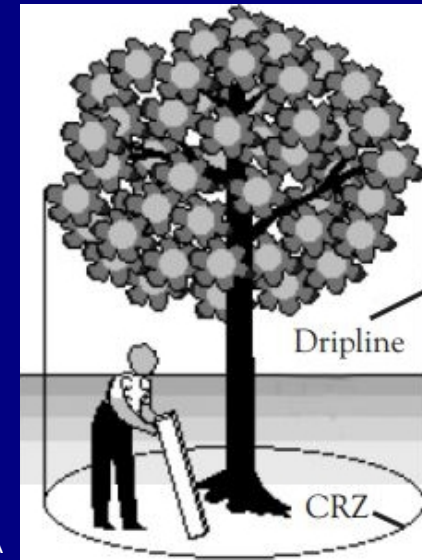


Presenter: Cate Lee

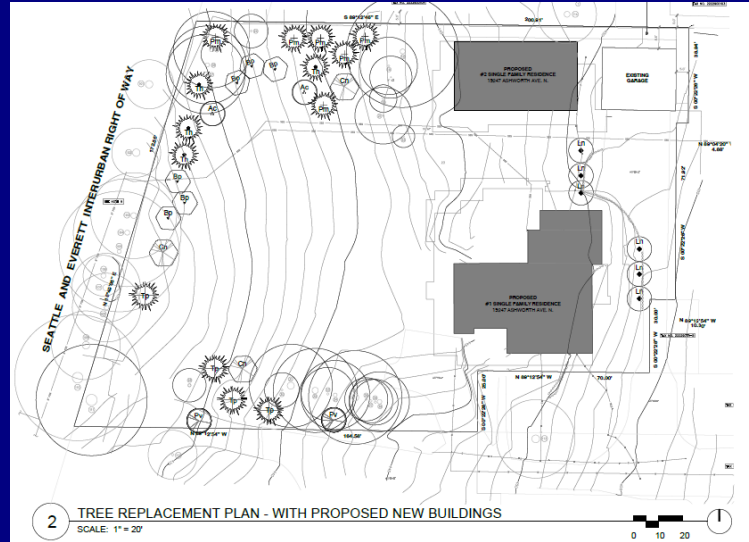
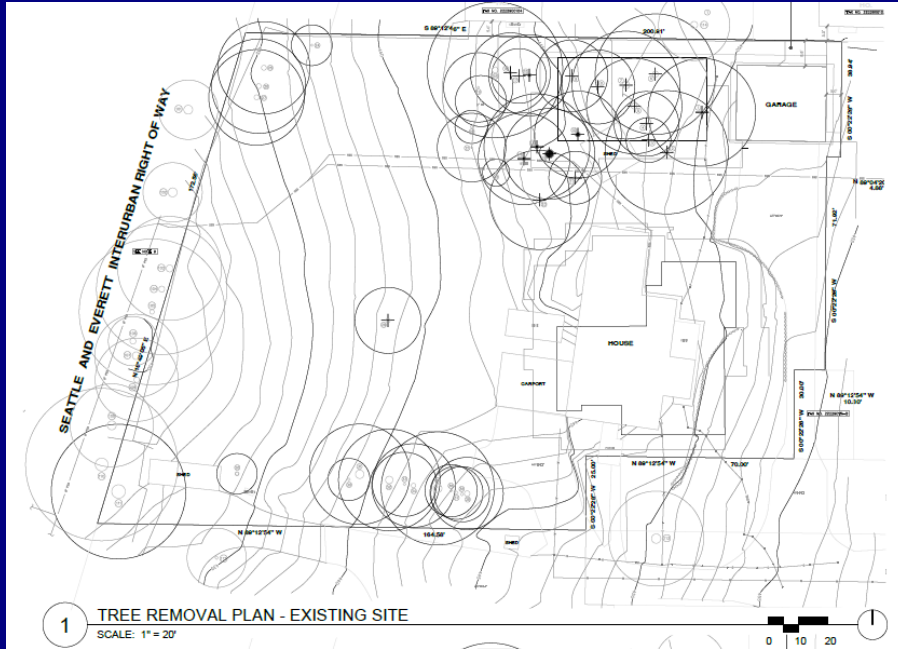
# Current Code Summary

Zoom Video  
is shown here

- If any development is taking place on a site, what protection measures are required?
  - Tree dripline areas or critical root zones (tree protection zones) as defined by the International Society of Arboriculture shall be protected.
  - The International Society of Arboriculture defines CRZ as an area equal to a 1-foot radius from the base of the tree's trunk for each 1 inch of the tree's diameter at 4.5 feet above grade (referred to as diameter at breast height).



# Current Code - Example



Tree Calculations	Totals
Significant Trees on Lot/Site (A)	40
Significant Trees to be Removed	19
Significant Trees to be Retained (Min 20%)	21
Exempt from Replacement (B) (Table 20.50.310(B)(I) Below)	6
Trees Requiring Replacement	13
Replacement Trees (C)	28

Percent Calculation:

$$40 - 6 = 34$$

$$21 / 34 = 0.6176, \text{ so } 62\% \text{ retention}$$



Presenter: Cate Lee

# Background

Zoom Video  
is shown here

The mostly privately-initiated amendments discussed tonight are related to the regulation of trees which includes new and revised definitions, protection of trees during development, tree retention, tree replacement, and public notification when trees are removed in the public right-of-way.

# Amendments

Zoom Video  
is shown here

11 amendments submitted by the Tree Preservation Code Team – a private citizen group.

1 amendment submitted by staff.



Presenter: Steve Szafran

# Amendment #1

Zoom Video  
is shown here

<u>Critical Root Zone (CRZ)</u>	<u>This means the International Society of Arboriculture (ISA) definition of CRZ as an area equal to one-foot radius from the base of the tree's trunk for each one inch of the tree's diameter at 4.5 feet above grade (referred to as diameter at breast height). Example: A 24-inch diameter tree would have a critical root zone radius (CRZ) of 24 feet. The total protection zone, including trunk, would be 50 feet in diameter. This area is also called the Tree Protection Zone (TPZ). The CRZ area is not synonymous with the dripline.</u>
---------------------------------	--

<u>Critical Root Zone, Inner</u>	<u>The ICRZ means an area encircling the base of a tree equal to one-half the diameter of the critical root zone. This area may also be referred to as the interior critical root zone. Disturbance of this area would cause significant impact to the tree, potentially life threatening, and would require maximum post-damage treatment to retain the tree.</u>
----------------------------------	--



# Amendment #2

Zoom Video  
is shown here

Tree Canopy	<del>The total area of the tree or trees where the leaves and outermost branches extend, also known as the “dripline.” <u>The uppermost layer of the tree or group of trees, formed by the leaves and branches of dominant tree crowns.</u></del>
-------------	---

Tree Canopy	The total area of the tree or trees where the leaves and outermost branches extend, also known as the “dripline.” <u>The uppermost layer of the tree or group of trees, are formed by the leaves and branches of dominant tree crowns.</u>
-------------	--

# Amendment #2

Zoom Video  
is shown here

Tree, Hazardous	A tree that is <u>either</u> dead, <u>permanently damaged and/or is continuing in declining health</u> or is so affected by a significant structural defect or disease that falling or failure appears imminent, or a tree that impedes safe vision or traffic flow, or that otherwise currently poses a threat to life or property.
-----------------	--

# Amendment #2

Zoom Video  
is shown here

## Tree, Heritage

Any viable tree that is worthy of long-term protection due to a unique combination of size, aesthetic quality for its species, cultural/historic or ecological importance, age, location. To qualify, this tree must be nominated, and risk assessed with a final approval by the Urban Forestry Advisory

Panel (UFAP) (to be established). It may not be removed unless recommended by a qualified arborist for reasons pertaining to hazard or death and approved by the UFAP. Heritage native tree species threshold, diameter at breast height (dbh), including but not limited to the following:

Bigleaf Maple, *Acer macrophyllum* 42"

Douglas Fir, *Pseudotsuga menziesii* 42"

Western Red Cedar, *Thuja plicata* 42"

Pacific Madrone, *Arbutus menziesii* 12"

Grand Fir, *Abies grandis* 30"

Western Hemlock, *Tsuga heterophylla* 30"

Western White Pine, *Pinus monticola* 36"

Sitka Spruce, *Picea sitchensis* 30"

Pacific Dogwood, *Cornus nuttallii* 12"

Pacific Yew, *Taxus brevifolia* 20"

# Amendment #2

Zoom Video  
is shown here

Tree, Landmark

Any healthy viable significant tree over 24 30 inches in diameter at breast height (dbh). A permit is required for removal. ~~or any tree that is particularly impressive or unusual due to its size, shape, age, historical significant or any other trait that epitomizes the character of the species, or that is an regional erratic.~~

Tree, Landmark

Any healthy tree over 30 inches in diameter at breast height that is worthy of long-term protection due to a unique combination of size, aesthetic quality for its species, cultural/historic or ecological importance, age, location, or any tree that is particularly impressive or unusual due to its size, shape, age, historically significant or any other trait that epitomizes the character of the species, or that is an regional erratic.

# Amendment #2

Zoom Video  
is shown here

<u>Tree, Nonsignificant</u>	<u>Any tree under six inches diameter at breast height (dbh).</u>
---------------------------------	---

# Amendment #2

Zoom Video  
is shown here

Tree, Significant

Any viable tree six eight inches or greater in diameter at breast height (dbh) if it is a conifer and ten 12 inches or greater in diameter at breast height if it is a nonconifer excluding those trees that qualify for complete exemptions from Chapter 20.50 SMC, Subchapter 5, Tree Conservation, Land Clearing, and Site Grading Standards, under SMC 20.50.310(A).



Presenter: Steve Szafran

# Amendment #3

Zoom Video  
is shown here

## Urban Forest

All trees within the city limits and the various ecosystem components that accompany these trees (soils, understory flora, diverse species, and habitats) under any public or private ownership and land use type, developed or undeveloped. This includes public parks, city streets, private yards and shared residential spaces, community spaces (such as libraries) and commercial and government property.

## Urban Tree Canopy

From an aerial view during summer, the percentage of ground that is obscured from view by trees.

# Amendment #4

Zoom Video  
is shown here

Subchapter 5.

Tree Policy, Tree Conservation, Land Clearing and Site Grading  
Standards

20.50.280 – Policy (New Proposed Section).

*This amendment adds “tree policy” to the title of Subchapter 5 and also adds a new Section, 20.50.280, that includes policy statements that aim to protect and preserve the City’s tree canopy.*



Presenter: Steve Szafran



# Amendment #5

Zoom Video  
is shown here

SMC 20.50.290 – Purpose (Tree Conservation, Land Clearing and Site Grading Standards)

*Proposal – These amendments change the section title from purpose to policy, adds tree preservation and protection language, and adds property owner and developer information to the section.*



Presenter: Steve Szafran

# Amendment #6

Zoom Video  
is shown here

20.50.300 – General Requirements (for Tree Conservation, Land Clearing and Site Grading Standards)

*These proposed amendments added to this section include:*

- 1. Best Management Practices*
- 2. Site Violations*
- 3. Restoration Plans*
- 4. Site Investigations*
- 5. Monetary Penalties*
- 6. Financial Guarantees (Performance and Maintenance Bonds)*

# Amendment #7

Zoom Video  
is shown here

## SMC 20.50.310 – Exemptions From Permit

*The proposed amendments to this section revise the maximum number of trees that may be removed without a permit.*



Presenter: Steve Szafran

# Amendment #8

Zoom Video  
is shown here

20.50.350 – Development standards for clearing activities.

*This amendment increases the minimum tree retention requirements and adds incentives for retaining more trees above the minimum.*



Presenter: Steve Szafran

# Amendment #9

Zoom Video  
is shown here

## Exception 20.50.350(B)(1) – Significant Tree Retention

*This is a staff proposed amendment to allow the Director to waive or reduce the minimum significant tree retention percentage to facilitate several other priorities such as preservation of a greater number of smaller trees, landmark trees, recommendations by a certified arborist, perimeter buffers, or other tree preservation goals.*



Presenter: Steve Szafran

# Amendment #10

Zoom Video  
is shown here

Exception 20.50.360 – Tree replacement and site restoration

*This proposed amendment requires an applicant to either provide replacement trees for significant trees removed during development or pay the fee-in-lieu of tree replacement to the dedicated tree fund if trees cannot be replaced on-site.*

# Amendment #11

Zoom Video  
is shown here

20.50.370 Tree protection standards.

*This amendment proposes tree protection measures that clarify the best management practices that need to be implemented to improve and safeguard the survival of the designated trees to be retained during construction.*



Presenter: Steve Szafran

# Amendment #12

Zoom Video  
is shown here

## SMC Title 12 – Street Trees

*These proposed amendments will require public notification when trees in the right-of-way are proposed to be removed.*



Presenter: Steve Szafran



# Associated Request

Zoom Video  
is shown here

Establish an Urban Forestry Advisory Panel to establish consistent oversight and accountability for the city-wide urban forest and tree management decisions. A single source of expertise should be created to better coordinate and respond to the public's questions about the trees in Shoreline.

# Next Steps

Zoom Video  
is shown here

Planning Commission Discussion

Planning Commission Public Hearing

City Council Discussion

City Council Action

# Discussion/Questions

Zoom Video  
is shown here



Special Meeting  
November 10, 2021 via Zoom



## Parks, Recreation & Cultural Services/Tree Board Special Meeting Minutes

### Call to Order/Attendance/Welcome

**Park Board members present:** Chair William Franklin, Vice Chair Jeff Potter, Genny Arredondo, Jean Hilde, Dustin McIntyre, Sara Raab McInerney, Noah Weil.

**Absent:** Hayley Berkman, David Lin

**City Staff present:** Recreation, Cultural and Community Services (RCCS) Director Colleen Kelly, Recreation Superintendent Mary Reidy, Administrative Assistant III Lori Henrich

### Retreat Debrief and Next Steps

*William Franklin, Chair*

Chair Franklin began the discussion by asking the Retreat Subcommittee to outline the expectations for the Special Meeting. Chair Franklin also noted that he wanted:

- An end goal at the conclusion of the meeting
- Agreement on Subcommittees to be established
- A solid bullet point list of priorities to work towards in the coming year

The Retreat Subcommittee discussed emerging themes and how best to approach them.

Having the Special Meeting Agenda and Retreat Meeting notes sent out ahead of time helped prepare for the Special Meeting and ensured Board members were on the same page. The Retreat was notable in the following ways:

- It was an opportunity to meet in person and to get to know each other
- Formulating plans for future Board work were started
- Discovered what other Board members cared about, what they wanted to work towards and the best ways to accomplish those interests
- Subcommittee formation
- The 'dot system' was used to prioritize work items
- Discussed the Board's role in making recommendations to the City Council
- Increase public engagement
- Broadly discuss the three main themes that emerged:
  - Equity of access and amenities across all parts of the city
  - Integrated/quality design overall high-quality park experience
  - Increase public engagement

## Special Meeting

November 10, 2021 via Zoom

Vice Chair Potter was not able to attend the retreat and after reviewing the retreat notes, offered his input on the priorities of future Board work.

- How do we create action, set goals and be outcome oriented?
- In many cases our output is actioned in recommendations to the City Council and Staff
- How do we invest strategically in our parks, specifically capital investments? We have an opportunity to focus on equity and how we invest in our parks citywide, so we are not making ad hoc decisions that potentially don't lead to equitable decisions.
- How do we solicit broader public opinion from folks that cannot attend these meetings or don't know about them?
- One of the challenging pieces that he has seen in his tenure on the Board is that in previous iterations, members have taken stances on things, some of these items were actioned and others were not.
  - Made recommendations for Public Art and looking into a separate Arts Commission that but neither were acted on by City Council.
  - We will be looking at the Public Arts Plan, and this is a unique opportunity to engage the public on the plan to build it for the community and not just who is on the Board.

Chair Franklin thanked Vice Chair Potter for his input. He stated that the idea of improving public engagement was one area focused on at the retreat and it seemed like a logical subcommittee to create.

Ms. Kelly mentioned that the Board work coming up in the next year, specifically the Public Art Plan update and the start of PROS Plan are both heavily dependent on successful public engagement. Having the Board invested and engaged will be very helpful to that process and that would be infused in the bulk of the work.

A more robust discussion should take place regarding an overall approach and what the best strategy for public engagement would be. Collaborate with staff by providing ideas for effective public engagement ideas.

Vice Chair Potter offered these questions to spur discussion:

- What is it that we want that subcommittee to accomplish?
- Does the Board want to revisit how we engage with the public and propose new and different ways? If that is the purpose, he is in favor of forming a subcommittee.
- If the purpose is to be sure that we are engaging with the public on broader issues, a subcommittee may not be needed because that would be implicit in the work.

Chair Franklin stated that it based on the dot exercise at the retreat, it was a fairly important issue that could use some serious attention.

Several Board members also asked what the Board wanted the outcomes of the subcommittees to be; maybe the problem to be solved is:

- Does the Board have confidence that they understand what the community needs?
  - Provide ideas for mechanisms (data from the satisfaction survey, public hearing, etc) to solve a problem?
- Is the Board confident that we know what the public wants or do we want strategic direction on the PROS Plan, for example.

## Special Meeting

November 10, 2021 via Zoom

- Regarding the public outreach survey, will we be capturing the data accurately? Will the development and design of the survey engage users or is it onerous? So much hinges on the outcome of the survey.

Ms. Reidy mentioned that there are two surveys with some overlap and data is pulled from the Citizen Satisfaction Survey to inform the PROS Plan:

- A Citizen Satisfaction Survey (longer, sent out every couple of years)
- PROS Plan survey (RCCS has full control over how this survey is developed)

Ms. Arredondo offered the idea of outlining major points to focus on (three - four of the bigger issues). Bandwidth and time are a concern.

Chair Franklin stated that we could target three subcommittees but not more than four. Each one would have at least two members but not more than three. Board members could be on more than one. He wants to continue to focus on Public Art.

Emerging themes and strategies from the Retreat::

- Equity of access and amenities across all parts of the city
- Integrated/quality design, overall high-quality park experience
- Increased Public Engagement

Chair Franklin suggested that Public Art could be added to this list.

Creating 'Ad Hoc' committees was discussed. Create standing committees as well as 'Ad Hoc' committees when needed.

Chair Franklin talked about his experience on the 'Parks Subcommittee' with Vice Chair Potter and Ms. McNerny. They were able to focus on Prop 1 and create a body of work. Without creating a subcommittee, they wouldn't have been able to accomplish everything they did. He is in favor of having both subcommittees and 'Ad Hoc' committees.

Vice Chair Potter echoed that it makes sense to have standing committees for some of the bigger bodies of work. A subcommittee that's doing a deeper dive into a specific topic and then bringing that information back to the full Board is valuable as is the opportunity to brainstorm and come up with new ideas.

Subcommittees with goals (can be open and not specific) are a more effective use of Board members' time and provide an opportunity for Board members to have an impact and enact change for the community. Some already fit in to the bigger work the Board needs to do (like the Public Art Plan). Equity may not fit into a specific plan, but we already have specific bullets that could become the tangible goals of those committees.

Chair Franklin clarified that even if a Board member is not on a subcommittee, they are still part of the process. The Board talks as an entire Board and all members weigh in on all issues.

Ms. McNerny suggested that Equity and public engagement are interwoven. How do we hear from people who are not represented by the people who currently sit on the Board?

## Special Meeting

November 10, 2021 via Zoom

Ms. McIntyre asked how we bridge the gap between what the survey data says and unheard communities? View public engagement as a lens for the equity of access/amenities theme.

Ms. Hilde suggested that the question of how the Board influences the CIP upfront could be incorporated into the park quality committee. The way the Board came up with important goals at the retreat do seem to nicely fit into committees with goals underneath.

- Equity/Public Outreach Committee
- Parks quality/Capital Projects Committee

Regarding the use of the terms 'subcommittee' or 'committees,' the Board Bylaws refer to 'committees.'

Mr. Franklin views equity as separate from public outreach. The type of equity he is passionate about is the equity of the park experience for everyone in the city. Equity would be a part of both committees.

Several Board members agreed that equity is interwoven in everything, is a core value and an equity filter/lens would apply to all the Board's work.

Vice Chair Potter agreed that unless we have specific equity work and goals that we want to accomplish that would justify a committee, it would be clearer to have committees that have a goal or project they are working towards.

Ms. McInerney added that the entire Board was invited to participate in Diversity and Inclusion training that was administered by the City. Does staff anticipate the City offering additional training for new Council members, Planning Commission members and new Board members?

Ms. Kelly does anticipate that it will be offered. Training opportunities were sidetracked by COVID but if there is a specific request from the Board, she will find out what the opportunities might be.

The Board members had substantial conversation about equity and opportunities for the Diversity and Inclusion training. There was no real resolution, the discussion will continue at future Board meetings. Takeaway from the retreat is that it would be an ongoing conversation.

Ms. Kelly shared the Proposed Approach document she developed listing upcoming Board work in 2022. Highlights include:

- Public Art Plan Update/Public Engagement – this will set the foundation for investments and the overall approach (end of 2022)
- PROS Plan Update/Beginning of public engagement - working on in 2022 and 2023
  - CIP is driven by the PROS Plan
- The Park Bond results will inform decision making going forward
- Bylaws clean-up
- Check-ins regarding specific public art acquisitions

The Board discussed the possibility of an creating an ombudsman/rotating Board member that could attend other city sponsored meetings and bring information back to report to the Board. The Council of Neighborhoods was cited as an example. A community engagement committee could go out and solicit

## Special Meeting November 10, 2021 via Zoom

feedback from different organizations in the community that would inform what the Board is working on. No clear parameters were decided upon.

Also discussed was a desire for more interaction and engagement with the City Council and Planning Commission.

From these discussions, three general topics emerged:

- Public Engagement
  - The scope of work for this committee would be tied into the Public Art Plan and the PROS Plan and informs all work that the Board does.
- Public Art/Cultural Services Committee
  - The work of this committee would support the Public Art Plan
- Park Amenities Access and Experience Committee
  - Climate change could be discussed as a contextual piece of the advising the Board does to establish a connection.
  - Would this body of work inform the PROS Plan in terms of climate change?
  - Work could start right away

The Board continued discussing if there are other big emerging topics that wouldn't fall into one of the above categories and the Board's purview to advise and recommend ideas to City Council and staff. The work the Board does will inform the plans that shape where the City goes. If recommendations are tied to the planning documents (the PROS Plan and Public Art Update) and the city Council priorities, there's a better chance the recommendations would move forward. Once the City Council adopts the plan, it's codified. Budgets are set according to the plan and staff workplans are developed.

There was consensus to keep the conversation about committees going but no committees were finalized. The committees can be fine-tuned at future meetings in December and January. Several Board members shared what committees each may be interested in joining.

Question:

- The Public Art Plan will include Cultural Services. Would that mean the Public Art Committee would be Public Art Plan and Cultural Services?
  - Ms. Reidy stated that Cultural Services is already woven into the previous plan but as the city has evolved and grown, it became apparent that we have to define what public art the city owns and how to bring more art and cultural services to the Shoreline community.

## Adjourn

**The meeting adjourned at 8:40pm.**

\_\_\_\_\_/\_\_\_\_\_  
Signature of Chair  
William Franklin

Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Minute-Writer  
Lori Henrich, Administrative Assistant III

Date





## Memorandum

**DATE:** December 2, 2021  
**TO:** Parks, Recreation & Cultural Services/Tree Board  
**FROM:** David Francis, Public Art Coordinator  
**RE:** Public Art and Cultural Services Overview

---

### **Requested Board Action:**

No action requested. This is intended to be part of the Board's ongoing conversation about Public Art and Cultural Services.

### **Project or Policy Description and Background:**

The Public Art Coordinator looks forward to the opportunity to present key components of the Public Art Program at the juncture of the previous 2017-2022 Public Art Plan and the upcoming 2023 – 2028 Public Art and Cultural Services Plan.

Like much of the City, the Public Art Program has experienced a period of change over the past few years that will likely accelerate in the near future. Three main areas of shifting emphasis are outlined in the presentation; to some extent, they intertwine and overlap:

1. Programming:

With passage of Ordinance 874 in early 2020, the funding mechanism for the 1% CIP Program shifted to include more kinds of construction projects as well as certain Surface Water Utility Projects. In 2021, three major projects (145<sup>th</sup>, 148<sup>th</sup>, 175<sup>th</sup>) are anticipated to contribute to the Municipal Art Fund along with Pump Station 26 from Surface Water Utilities.

Because capacity has been limited to .5 FTE for staff, the shift from managing primarily temporary public art projects (exhibitions in City Hall; Pop Up Pianos, temporary sculpture projects) to managing larger CIP-driven permanent public art projects is beginning to emerge and is anticipated to increase for the new Public Art Plan.

## 2. Sustainability

One of the primary goals of the 2017-2022 Public Art Plan focused on the sustainability of the Municipal Art Fund, which budget analysis had predicted would eventually decline steeply as CIP projects have a tendency to be few and far between. At the time, only certain CIP Projects qualified for 1% contributions (major remodels, like the Police Station, for example, did not contribute). With the prioritization of a major (\$150k+) work of public art in the 2017-2022 timespan, funding became increasingly tight, as 50% of the staff position is also funded by the 1% Program.

In 2019, the PRCS Department invited University of Washington Evans School of Public Policy and Governance to study the sustainability of Shoreline's Public Art Program; graduate students Amy Gabriel and Morgan Owens conducted interviews with public art administrators in eight different Washington cities and made recommendations. One of these recommendations, to revise the way in which CIP projects qualified for the 1% for Art program, was eventually adopted by City Council as Ordinance 874. While this solution greatly increased the sustainability for the Public Art Program, the unpredictability of CIP projects due to project delays, grants, and other highly contingent funding, creates the need to budget somewhat conservatively year to year.

## 3. Staffing

The Public Art Coordinator staff position has evolved with the Public Art Program. Initially an Extra Help role from 2007 – 2016, and expanded to .5 FTE in 2017, the potential for continued shifts in staffing is high, as the program responds to the new funding mechanism. In 2019 and 2020 the PRCS Board unanimously recommend the position be made full-time; the City is fully aware of the recommendation as it balances a wide variety of needs across many departments city-wide.

For further information on Ordinance 874 and the updated Public Art Policy outlining the role of the Board related to Public Art, please see these documents:

- [Public Art Plan, 2017 – 2022](#)
- [Public Art Policy \(2020 Update\)](#)
- [Ordinance 874](#)

### **Next Steps:**

No additional steps are needed; the information is provided as background in anticipation of the upcoming Public Art and Cultural Services Plan 2023 – 2028.



## Memorandum

**DATE:** December 2, 2021  
**TO:** Parks, Recreation & Cultural Services/Tree Board  
**FROM:** Sara Lane, Administrative Services Director  
Rick Kirkwood, Budget & Tax Manager  
**RE:** 2021-2022 Mid-Biennial Budget Update

---

---

### **Requested Board Action:**

No action requested. This item is intended to provide general contextual information.

### **Project or Policy Description and Background:**

State law requires that a mid-biennial budget review be completed during the first year of the biennium between September 1 and December 31. The mid-biennial budget review provides an opportunity to formally review revenues and appropriations and adjust the budget as needed to address various issues that emerged or became better understood than when the original budget was approved.

At the November 1, 2021 City Council Regular Meeting, the City Council was presented a brief financial update, recommended adjustments to the 2021-2022 Biennial Budget, and provided information on related policy issues. Details on each proposed amendment are included in the full staff report for this Council discussion, which is available here: [November 01, 2021 Staff Report](#)

*Revenues:* In general, the City has been impacted less-than-anticipated financially by the impacts of the COVID-19 public health emergency. Many economists fully anticipated that the associated COVID recession would significantly reduce budgeted revenues. While some revenue streams have been impacted, notably recreation fees, gas tax and utility tax, other revenues like sales tax and development fees, while lower than pre-pandemic are still strong and are exceeding our forecast. This is in large part due to the continued strength in development activity occurring throughout Shoreline.

*Expenditures:* Currently, expenditure forecasts for 2021 are lower than was originally anticipated in the budget. This is due to a combination of staff conscious efforts to be good stewards, staff vacancies and associated salary savings, and lower police and jail contract costs due to police vacancies and lower jail usage.

*Staffing:* The mid-biennial update proposed increasing the net number of full-time equivalent (FTE) positions in the City’s personnel complement by 1.74 FTE for 2021 and 8.90 FTE for 2022 as discussed below.

- Information Technology – 1.0 FTE Increase (0.5 FTE IT Specialist, 0.5 FTE GIS Analyst): This will allow us to increase IT help desk staffing by 0.5 FTE to address the support impacts of remote work. Additionally, we will convert GIS Extra Help budget to a regular 0.5 FTE position in recognition of the ongoing nature of this work.
- Youth & Teen Development Pilot Program – 0.5 FTE (Recreation Specialists I): RCCS is piloting a program to address the increased needs of 6th grade students entering Middle School and are increasing two existing 0.5 FTE positions to 0.75 FTE each in 2022. This program will be evaluated for potential ongoing inclusion in the 2023-2024 biennial budget.
- Wastewater Utility – 4.0 FTE (2.0 FTE Engineer II, 1.0 FTE Construction Inspector, 1.0 FTE AAI): The City completed the assumption of the Ronald Wastewater District earlier this year. Given that the Assumption was still in-process during the initial 2021-2022 Budget process, we delayed addressing related wastewater staff until the mid-biennium process. The addition of this staffing will allow us to begin the process of bringing the Wastewater Capital Project Planning and Management in house. Most of this work has traditionally been contracted out, so the cost for the internal staff will be paid for by reducing future contracted services and using the monies to pay for the internal staff.
- Grounds Maintenance – 1.0 FTE Grounds Maintenance Worker 1: An additional FTE Grounds Maintenance Worker 1 to allow for more work to be accomplished during the shoulder and off-peak seasons and reduce some administrative time spent hiring Extra Help positions. The ongoing cost of this position is funded in part by extra help savings and partly by increased workload resulting from completion of Westminster Way and 155th project.

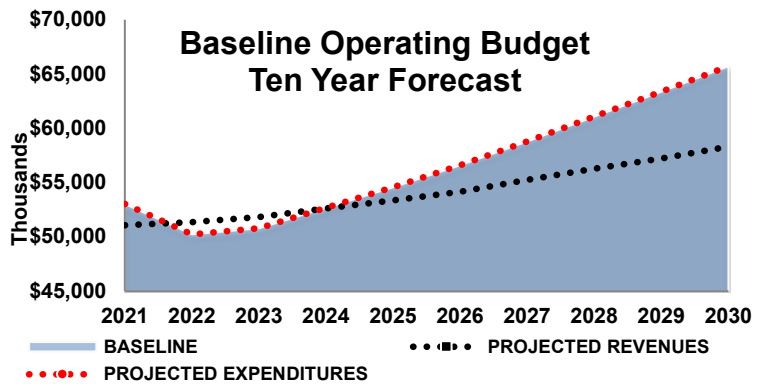
*One-Time Cost True-Ups:* There are several budget amendments that are one-time in nature and impact multiple funds that address increased costs or costs that were unknown at the time of budget development. These include things like equipment replacement, debt payments, capital projects, plans, etc. The details of the amendments are included in the November 1 staff report.

*COVID-19 Related Costs:* The mid-biennial update also provides budget amendments for some costs associated with COVID-19 response and/or recovery, supported by American Rescue Plan Act (ARPA). This includes the funding for 1.4 FTE Limited-Term Community Support Specialist, allocations for human services, business support and infrastructure investments supported by ARPA funds.

*Impact on our 10-Year Forecast:* The combination of greater-than-forecast revenues and lower-than-forecast expenditures has a positive impact on our 10-year financial forecast. You might recall that our 2021-2022 Biennial Budget anticipated the use of General Fund Reserves to balance our budget for this biennium. With the adjustments presented in the

mid-biennial update our forecast now shows that the 10-year forecast is balanced through 2023. In 2022, staff will be working with a Financial Sustainability Advisory Committee to make a recommendation regarding the renewal of the City’s Levy Lid Lift that expires at the end of 2022 and address the long-term sustainability of the City’s forecast.

The updated 10 Year Financial Sustainability Model chart reflects the impacts of all ongoing revenues and expenditures, including those proposed in the mid-biennial budget modification, throughout the forecast for the City’s operating budget (General and Street Funds). This forecast does not reflect a renewal of the regular property tax levy lid lift for 2023-2028. Based upon this update, the City’s budgets are forecast to be balanced through 2023. This is an improvement from the forecast prepared for the 2021-2022 proposed budget, which forecast shortfalls for the 2021-2022 biennium and beyond.



At the November 8, 2021 City Council Regular Meeting, the City Council conducted two public hearings on the 2021-2022 Biennial Budget and the 2021-2026 Capital Improvement Plan prior to action on Ordinance No. 945 providing for the mid-biennial budget modifications, Ordinance No. 946 setting the 2022 regular property tax levy, Ordinance No. 947 setting the 2022 fee schedule for impact fees, and Resolution No. 484 setting the 2022 fee schedule for rates, fees and charges for services. The links to the staff reports are available here:

- [November 8, 2021 Staff Report, Agenda Item 8a](#)
- [November 8, 2021 Staff Report, Agenda Item 8b](#)

At the November 15, 2021 City Council Regular Meeting, the City Council adopted Ordinance Nos. 945, 946, and 947, and Resolution No. 484.