



Parks, Recreation & Cultural Services/ Tree Board

Regular Meeting Agenda Packet

April 27, 2023



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

2023

May 25, Council guest	7:00 p.m.	Room 303 and Zoom
June 22	7:00 p.m.	Room 303 and Zoom
July 27	7:00 p.m.	Room 303 and Zoom
August 24, Council guest	7:00 p.m.	Room 303 and Zoom
September 28	7:00 p.m.	Room 303 and Zoom
October 26	7:00 p.m.	Room 303 and Zoom
December 7, Council guest	7:00 p.m.	Room 303 and Zoom



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

Thursday, April 27, 2023
7:00 p.m.

Hybrid Meeting: Room 303, City Hall
and Zoom (link below)

This meeting is conducted in a hybrid manner with both in-person and virtual options to attend.



Attend the Meeting via Zoom Webinar: <https://zoom.us/j/97515984680>



Call into the Live Meeting: (253) 215 8782 - Webinar ID: 975 1598 4680



[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 Remotely](#)

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



In person public commenters sign up in person prior to the start of the meeting in Room 303 at City Hall

- 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. ELECTION OF BOARD OFFICERS** 7:05
Mary Reidy, Interim RCCS Director

- 3. APPROVAL OF AGENDA** Action
Board Chair

- 4. APPROVAL OF [MARCH 23 MEETING MINUTES](#)** Action
Board Chair

- 5. PUBLIC COMMENT** 7:15
The PRCS/Tree Board provides several options for public comment: in person; remote via computer or phone; or through written comment. Members of the public may address the Board during regular meetings for three minutes or less, depending on the number of people wishing to speak. Please be advised that each speaker's comments are being recorded. Written comments received by 6:30 p.m. on April 27, 2023, will be entered into the

Public Comment portion of the meeting for Board consideration. Instructions for submitting written comments can be found through the link above or at www.shorelinewa.gov/parkboard

6. DIRECTOR'S REPORT <i>Mary Reidy, Interim RCCS Director</i> <i>Nickolas Borer, Parks, Fleet and Facilities Manager</i> <i>Kirk Peterson, Parks Superintendent</i> <i>Jacob Bilbo, Park Bond Project Manager</i>	Presentation and Questions	7:20
7. COMMITTEE UPDATES <u>Arts and Culture Committee</u> <i>Park Committee</i> <i>Public Engagement Committee</i>	Discussion	7:25
8. <u>DONATION REVIEW</u> <i>Carmen Murrell, Recreation Supervisor</i>	Action	7:35
9. <u>PUBLIC ART SITE APPROVAL</u> <i>Mylinda Sneed, Public Art Coordinator</i>	Action	7:45
10. <u>PROSA PLAN DATA REVIEW</u> <i>Beckwith Consulting</i>	Discussion	7:55
11. BOARD COMMENTS	Discussion	8:45
12. ADJOURN		9:00

March 23, 2023

Hybrid Meeting



Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

The purpose of these minutes is to capture a high-level summary of the Board's discussion and action. This is not a verbatim transcript. Meeting audio is available on the [City's website](#) (in the 'Event' column, select a meeting to listen to).

Call to Order/Attendance/Welcome

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

Board members present: Chair William Franklin, Vice Chair Dustin McIntyre, Jean Hilde, Jeff Potter, Sara Raab McNerny, Youth Representatives Hayley Berkman and Millie Wang (Millie joined after roll call).

Absent: Genny Arredondo

Guests: Design/Build Team FORMA/Mithun

City Staff present: Recreation, Cultural and Community Services (RCCS) Director Colleen Kelly, Recreation and Cultural Services Superintendent Mary Reidy, Parks, Fleet and Facilities Manager Nick Borer, Parks Superintendent Kirk Peterson, Parks Bond Project Manager Jacob Bilbo, Public Art Coordinator Mylinda Sneed, RCCS Administrative Assistant III Lori Henrich.

Land Acknowledgment read by Hayley Berkman

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 McNerny and seconded by Mr. Potter. All were in favor, the motion carried.

Approval of February 2023, Meeting Minutes

Chair Franklin called for a motion to approve the meeting minutes. Chair Franklin added an amendment to the meeting minutes to include his comments during the discussion with Mayor Scully to swing the needle more towards development of parkland to catch-up in some areas of the City from an equity standpoint. Chair Franklin moved to accept the minutes as amended. Ms. Raab McNerny seconded the motion. All were in favor, the motion carried.

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Public Comment

No members of the public were signed up to speak. An archive of written comments submitted to the Board are available on the [City's website](#).

Director's Report

Colleen Kelly, Recreation, Cultural and Community Services Director

Mary Reidy, Recreation and Cultural Services Superintendent

Nick Borer, Parks, Fleet and Facilities Manager

[\(See Attachment A for the presentation\)](#)

Ms. Kelly reported on new Board member appointments, recognition of outgoing Board members, Council Retreat follow-up action items, the schedule and content for PROSA Plan small group meetings, updated engagement data, Board member compensation, and park naming follow-up.

Recreation and Cultural Services

Mary Reidy, Recreation and Cultural Services Superintendent

Ms. Reidy reported on program registration, various events and recruitment efforts for summer camps.

Park Operations

Nick Borer, Parks, Fleet and Facilities Manager

Mr. Borer reported on tree planting by Parks staff, workplan priorities and position updates, baseball field maintenance, ongoing graffiti mitigation, land acquisition and grant requests.

Questions/Comments:

- Why were red maples planted at Shoreview?
 - Mr. Borer noted that they are strong, durable trees.

Committee Updates

Bill Franklin, Chair

Arts and Culture Committee

Dustin McIntyre, Chair

[\(See Attachment B\)](#)

Mr. McIntyre shared the meeting summary from the committee's recent meeting. Highlights included an update on the civic art collection, upcoming exhibits, artwork loans, the art cottage residency selection panel, creative economy efforts, committee recruitment, and a mission statement discussion.

Questions/Comments:

- Please clarify the removal of the water balloons. Will there be replacement art?

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- Ms. Sneed replied that the artist felt that it no longer reflected his work, and it was meant to be a temporary piece. It's early in the planning process but more permanent art would be placed there.

Public Engagement Committee

Jean Hilde, Chair

Ms. Hilde commented that the presentation of the outreach data in the Director's Report meets the expectations of the committee. A survey on the PRCS/Tree Board webpage has been added and the committee would like to meet with staff to discuss options for displaying it more prominently on the page. Board members to possibly attend monthly Council of Neighborhoods (CON) meeting.

Questions/Comments: None

Rules of Procedure/Bylaws Update

Colleen Kelly, Recreation, Cultural and Community Services Director

[\(See Attachment C\)](#)

Ms. Kelly recapped comments received from the Board after their recent review of the proposed Rules of Procedure/Bylaws update.

One Board member noted that in Article 4, Section B, Election of the Chair, the requirement for election is a majority of the whole and that should be four affirmative votes, not five. During the motion to adopt, that correction was addressed.

Another Board member asked for clarification on the terminology used in summarizing the changes. "Allowing" for 2-year terms should've been "providing" for 2-year terms for Chair and Vice Chair. This was clarified during the discussion.

Additional points of view were offered and addressed during the Board's discussion. The Board reached a consensus on amending the 2-year term limit for Chair and Vice Chair to be a 1-year term limit to allow for opportunities for new Board members to hold that role. It was also clarified that approval of the new Rules of Procedure would supersede the current Bylaws and Rules of Procedure Regarding Remote Participation documents. The new rules are evergreen and can be amended by future Boards.

Chair Franklin moved to approve the rules as presented with two modifications: four is the number of affirmative votes needed for the election of the Chair and Vice Chair and establishing 1-year terms for Chair and Vice Chair. Mr. McIntyre seconded. All were in favor, the motion carried.

Park Committee Recommendations

Sara Raab McInerny, Chair

Ms. Raab McInerny presented and opened up discussion on three standalone recommendations to City Council and the PROSA Planning Team. The recommendations were reviewed, discussed and voted on separately.

Ms. Raab McInerny reviewed Recommendation 1.

1. Establish Baseline Minimum Amenities for All Parks to Include:

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Identification and Rules Signage – Every park property shall be clearly identified with the following information: A Shoreline standard Park Sign with Park name, and standard post-mounted signs with Park hours and Park rules, including disallowed activities.

Pedestrian Access – Every park shall have one or more clearly visible entry point(s) and basic pedestrian access, such as a trail or walkway, to access and move through the public park space.

Further, we recommend City Council and staff consider establishing additional minimum park amenities by specific park type during the PROSA Planning process.

Chair Franklin called for a motion to approve Recommendation 1. So moved by Mr. McIntyre and seconded by Ms. Hilde. All were in favor, the motion carried.

Mr. Potter reviewed Recommendation 2. The Board discussed the definitions, the committee and staff clarified several points, and the Board came to a consensus on the following language:

2. Define Equity Metrics and Benchmarks:

Equity Metrics: Research and adopt industry standard best practices for equity metrics as they apply to parks and recreation facilities, and incorporate into the PROSA Plan update.

Walkshed Metrics: Research and adopt best practices in walkshed analysis to identify gaps in both park distribution/access and park amenity access, and incorporate into the PROSA Plan update. Examples: Measure walkshed radii from park entry points, rather than park perimeter; field-verify actual walk distances estimated digitally; analyze separate walkshed distances to specific park amenities, such as Play Equipment, to identify amenity-specific gaps across our City.

Chair Franklin called for a motion to approve Recommendation 2. So moved by Ms. Hilde and seconded by Mr. Potter. All were in favor, the motion carried.

Ms. Raab McInerney introduced Recommendation 3. The Board discussed the concept of banking land, communication with the public and the committee and staff clarified multiple points. The Board came to a consensus on revised language for the recommendation:

3. Study and Address Best Practices Related to “Banking Land”

The purpose would be to clearly communicate expectations to the public about newly acquired, undeveloped park land, and associated plans for future development.

Chair Franklin made a motion to approve the recommendation based on the revised language offered by Ms. Raab McInerney. Mr. McIntyre seconded. All were in favor, the motion carried.

Park Bond Update

Kasia Keeley, FORMA/Mithun

Dorothy Faris, FORMA/Mithun

Rob Wettleson, FORMA/Mithun

[\(See Attachment D for the presentation\)](#)

Mr. Bilbo introduced the Forma/Mithun team. The team provided an update that included the newer

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phased approach and status of Bundle 1 and also discussed the results of the public engagement efforts and how that data is being used to influence design development. Plans for Bundles 2 and 3 were also discussed. Mr. Bilbo noted that this was an opportunity for the Board to provide feedback on the next two bundles.

An update on Bundle 1 was provided.

- Ridgecrest Park:
 - The team is working with the City through a series of workshops to identify play equipment and design requirements. Identifying stormwater on the site is also being done.
- Kruckeberg Botanic Garden:
 - More detail will be presented to the Kruckeberg Board next week.
- Upper Shoreview Park:
 - Improvements to the off-leash area were discussed.

The Board was invited to provide further feedback via email after the presentation due to meeting time constraints.

Questions/Comments:

Richmond Highlands Park:

- What is being proposed for the topography of the existing parking lot and the play area?
 - The parking lot will be reconfigured. Several rock walls will be removed and it is being re-graded to make a more accessible, welcoming entrance.
- The accessible access point at the northeast corner will be maintained if possible and potentially have a parking spot or allow for drop off there.
- Is the play equipment accessible?
 - Yes, it is.
- Regarding the relationship between the ball field and the play space –is there a way to keep the ball play from interfering with the park? The organic design was appreciated.
 - No fence is currently planned for the edge of the ball field. Ideally trying to leave the space as open as possible and we also heard a strong desire for field space for youth soccer in the fall.
- Bleacher style seats by the basketball court was appreciated.
- Currently there is a fence dividing the playground area and the field. How will the sprinklers be placed?
 - There will be a new irrigation system installed, likely drip irrigation though the design is not at that level yet. The fence will be removed.

James Keough Park:

- How many parking spaces are there?
 - There are eleven parking spaces.
- Is there room for a circular turnaround?
 - The space is constrained between utilities and the cellular tower there. The right of way width is to be maintained.

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Brugger's Bog:

No comments or questions from the Board.

Comments from the Board

Bill Franklin, Chair

Bord members congratulated Ms. Raab McInerny on her appointment to a 2-year term.

Board members thanked outgoing members Chair Franklin and Mr. Potter for their service on the Board.

Chair Franklin and Mr. Potter offered their thanks to the Board and staff for their support.

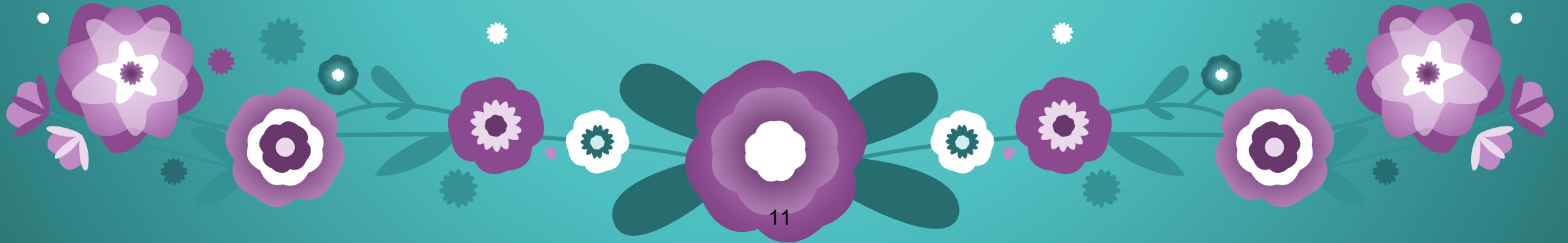
Hearing no further business, Chair Franklin called for a motion to adjourn. So moved by Mr. Potter and seconded by Ms. Hilde. All were in favor, the motion carried. The meeting adjourned at 9:02 pm.

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

DRAFT

PRCS/Tree Board

March 23, 2023



General Updates/New Business

PRCS/Tree Board Appointments

Congratulations to **Sara Raab-McInerny** who will continue on the Board through March, 2025

Welcome to three new Board Members who will start their terms at next month's meeting and continue through March, 2027:

Jonathan Garner

Katie Lorah

Cindil Redick-Ponte

Council Retreat Follow Up—New Action Item

Explore adding resources at the mid-biennium or next biennial budget, if financially feasible, to support more tree planting on public and private property, including expansion of the Trees for Shoreline program and additional staffing for tree planting and maintenance on City property and in the right-of-way

General Updates/New Business

Small Group Meetings Reminder

Two opportunities for Board members to hear about public input to date and discuss preliminary thoughts about Strategic Action Initiatives for the next six years. Two meeting times currently available:

Wednesday, March 29

5-6 pm or 6-7 pm

City Hall Room 440 or via Zoom

Please let Lori if you are planning to attend either meeting in either format

Your Voice Matters and Park Board Survey Data

February 24 - March 23, 2023			
	Number of contacts	General topic	Follow-up
Your Voice Matters	0		N/A
Park Board Survey	0		N/A
Public Comment	0		N/A
Webform	0		N/A
Direct email to Board	2	Porta Potty location at Sunset Park, signage in Ronald Bog Park	Staff responded
Direct email to Staff	1	Tree vandalism	Staff responded

Old Business

Board Compensation

- The administrative rules governing Board compensation have been finalized and will go into effect beginning with the start of the new Board terms in April.
- Staff will be reaching out next month with process details.

Park Naming Follow Up

Two Parcels:

- 192nd – will definitely need to be named
- West Echo Lake – pending purchase may need to be named

Once the outcome of the Echo Lake parcel is known, staff will schedule time on a Board agenda to discuss the naming of both parks

Recreation and Cultural Services

Summer Camp Registration

- First week of registration
- 4,883 Total Registrations
- 4,578 Resident Registrations
- 305 Non-Resident Registrations
- 861 Waitlisted
- 838 Open Spots

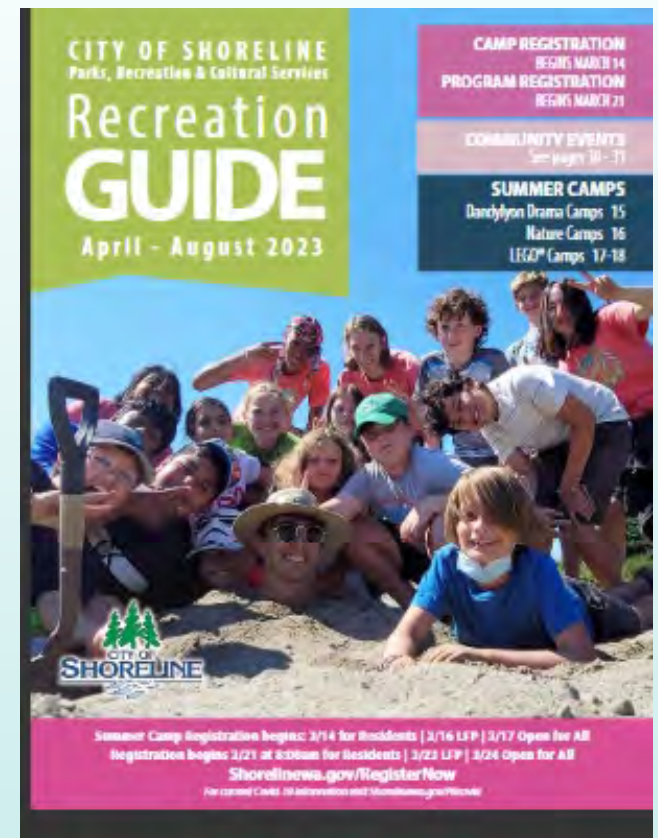
Spring/Summer non-camp Registration this week.

Camp Positions

- Assistant Camp Director currently open

<https://www.governmentjobs.com/careers/shorelinewa/jobs/3935854/extra-help-assistant-camp-director>

- Day Camp Leader positions opening soon



Recreation and Cultural Services

PRIDE Celebration with Shoreline Farmer's Market

- 2nd Saturday June 10th at the Shoreline Farmer's Market
- LGBTQIA: vendors, nonprofits, and an all-queer marching band to kick off the festivities.



Juneteenth Celebration with Black Coffee NW and ShoreLake Arts



- Monday June 19th at City Hall
- Concert, Art Show, Food Trucks, Black owned small business' vendors, and a short walking tour to visit the finished mural
- Documentary film will be made about the making of the mural and what Juneteenth means to Shoreline.

Park Operations



Tree Planting

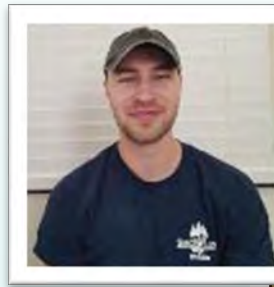
-24 Red Maples (*Acer rubrum*) planted at Shoreview Park in March
-Tree planting by parks staff will continue through April/May, pause for the summer, and continue next Fall



Park Operations

Workplan Priorities/Updates

- New Parks Maintenance Worker I, Joseph Tangney
- Ad closing on 3/27 for new Parks Maintenance Worker II
- Baseball field prep
- Removing pitcher's mound and irrigation modifications at Shoreview upper ballfield
- Ongoing graffiti mitigation, anti-graffiti coating pilot
- King County Conservation Futures grant requests



FAREWELL AND THANK YOU

Bill Franklin (2015-2023)

Board Chair and Park Committee member

Jeff Potter (2019-2023)

Former Vice Chair and Park Committee member

City Council Recognition scheduled for April 17

Attachment B

PRCS/T Board Arts and Culture Committee

Summary for the upcoming March 23, 2023, PRCS/T Board Meeting

Civic Art Collection

- Condition Surveys underway, Cleaning and repair beginning as the weather warms.
- Facilitating a public process in April to select a work from the current exhibit at City Hall
- Loan of artworks to Shorecrest High School

Exhibits

- Spartan RC
 - o Employee Art Show April through May, reception Tuesday April 11, 1-2pm
 - o Tempestry Project on view in April, Earth Day Celebration April 22, 12-2pm
- City Hall
 - o “Running with the Wild” Vincent Keele through April

Artwork Loans

- “Water Balloons” by Will Schlough removed in the next few months from Hillwood Park

Art Cottage Residencies

- RFP Call to Artists closed on March 17th, Selection Panel scheduling last week of March.

Creative Economy (working with Economic Development)

- Shoreline Film Office & ShoreLake Arts: [Short/Short Film Festival coming April 22nd](#)
- Pride Month Celebration: Neighborhoods Program will facilitate tree wraps, working with the Farmers Market for a celebration day, 1st Shoreline Pride event!
- Juneteenth Celebration: collaborating with ShoreLake Arts, Black Coffee NW, Shoreline Film Office for an event at City Hall on Monday June 19th, concert, mural, vendors

Recruitment for this Committee

- 2 spots for board members to participate.
- Staff & committees work integration.

Mission Statement Discussion

- Examples and first thoughts will create an initial draft before our April meeting.

MEETINGS occur on the 2nd Thursdays at 9am

CITY OF SHORELINE
Parks, Recreation & Cultural Services and Tree Board
Rules of Procedure

ARTICLE I - AUTHORITY AND PURPOSE

The Parks, Recreation and Cultural Services Advisory Board ("Parks Board") serves as an advisory body to the City Council. The purpose of the Parks Board, as set forth in Shoreline Municipal Code (SMC) Chapter 2.55 is to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, recreation and cultural activities including public art, and management of trees located in City-owned public property and in City rights-of-way.

Pursuant to SMC 12.30.020, the Parks Board serves as the City's Tree Board. The primary responsibility of the Tree Board is to make policy recommendations concerning the management of public trees. For the purpose of these Rules of Procedure, the Parks Board refers collectively to the Parks Board and Tree Board.

Pursuant to SMC 2.55.040, the Parks Board is authorized to adopt such rules as are necessary for the condition of its business and the business of the Parks Board. These Rules of Procedure are such rules.

ARTICLE II – MEMBERSHIP

A. Appointment and Term

1. The Parks Board shall consist of seven (7) voting Board members and two (2) non-voting Youth Board members, appointed and reappointed by majority vote of the City Council.
2. Each Board member shall be appointed for a term of four (4) consecutive years. No Board member shall serve longer than two (2) consecutive terms. Board member terms shall expire on the 31st day of March.
3. Each Youth Board member shall be appointed for a term that begins on September 1st and expires on June 30th. No Youth Board member shall serve longer than four (4) consecutive September-June terms. Youth Board members shall be between the ages of 15 and 19 at the beginning of each term.
4. A Board member who has served more than half a term is considered to have served a full term.

B. Resignation of Position.

A Board member desiring to resign from the Parks Board shall provide written notice of their resignation as soon as reasonably possible, but no less than thirty (30) calendar days prior to the effective date of resignation except under extenuating circumstances. Written notice shall be submitted to the City staff member assigned to provide administrative support who shall promptly present the resignation to the City Council and the Recreation, Cultural and Community Services Director.

C. Vacancy, Removal, or Forfeiture of Position.

1. A Board member shall be a resident of, own property within, or be employed in the City during their term. If at any time during a Board member's term a Board member fails to reside, own property, or be employed in the City, then that position shall be deemed vacant. Vacancy is

effective immediately as the individual no longer satisfies the qualifications of membership set forth in SMC 2.55.020.

2. A Board member shall have forfeited their position with unexcused absences from three (3) regular consecutive meetings of the Parks Board. Forfeiture results in a vacancy
3. A Board member may be removed by a majority vote of the City Council for neglect of duty, conflict of interests, malfeasance in the position, or other just cause, including unexcused absence.
4. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms by the City Council in the same manner as for appointments as provided in SMC 2.55.030.

ARTICLE III - DUTIES OF THE PARKS BOARD, OFFICERS, AND SUPPORT STAFF

A. Duties of the Parks Board

1. The Parks Board shall undertake the duties and responsibilities as set forth in SMC 2.55.060 and any other duties as may be conferred upon the Parks Board from time to time by ordinance, resolution, or motion of the City Council.
2. When participating in a recommendation, it shall be the obligation of every Board member to be familiar with the facts on a matter in order to reach an informed, reasoned decision. If a Board member was absent from a meeting, the Board member shall familiarize themselves with the subject matter, using such things as the file of record and the recording of the meeting.

B. Officers

Parks Board Officers shall consist of a Chair and a Vice-Chair; both voted into office by the Parks Board from its Board members. A Youth Board member shall not serve as an Officer.

1. Chair of the Parks Board
 - a. The Chair shall be a full voting member of the Parks Board. The Chair shall serve as the Presiding Officer for all meetings and public hearings and shall:
 - ii. Call the meeting to order and adjourn the meeting,
 - iii. Keep the meeting to its order of business,
 - iv. Control discussion in an orderly manner,
 - v. Give each Board member an opportunity to speak when recognized by the Chair,
 - vi. Permit public participation at the appropriate times, and
 - vii. Maintain the decorum, respect, and order of the meeting or hearing.
 - b. The Chair may call for a special meeting.
 - c. The Chair shall appoint all committees and their respective chairs. Prior to making such appointments, the Chair shall solicit interest from Board members as to service.
 - d. The Chair may delegate duties to other Board members with the consent of the Parks Board.
 - e. The Chair may speak on behalf of the Parks Board before the City Council, the public, and City staff. When the Chair is representing the Parks Board, the Chair must support and advocate the official position of the Parks Board, not a personal viewpoint.
 - f. The Chair shall sign all official papers involving the authority of the Parks Board, including those transmitted to the City Council.
2. Vice Chair of the Parks Board

The Vice Chair shall assume the duties and powers of the Chair when the Chair is absent.
3. Chair Pro Tem of the Parks Board

In absence of both the Chair and Vice Chair, Board members shall elect a Chair pro tem in the

same manner as the Chair is appointed in Article IV Elections.

4. **Term**

The term of an Officer shall be defined as two (2) consecutive years. An Officer may serve in the same capacity for no more than two (2) consecutive terms.

C. Administrative Support Staff

1. A City staff member from the Recreation, Cultural and Community Services Department, or its successor, shall provide administrative support to the Parks Board.
2. Support Staff shall prepare and post the agendas of all regular and special meetings and all notices of cancellation for such meetings. The agenda shall provide the method for remote attendance at a meeting by the Public.
3. At the minimum, the Support Staff shall post agendas and notices of cancellation on the bulletin board at the Shoreline City Hall and on the City's website.
4. The Support Staff shall prepare summary minutes, which must be approved by the Parks Board.
5. The Support Staff may record each meeting of the Parks Board either by audio or audio/visual.
6. Support Staff shall retain such recordings, minutes, and any official records of the Parks Board, including staff reports and recommendations, in conformance with chapter 40.14 RCW and the Local Government Common Records Retention Schedule.

ARTICLE IV – ELECTIONS

A. Elections

The Parks Board shall elect a Chair and a Vice Chair every two (2) years. Generally, the Chair and Vice Chair shall be elected and take office at the first regular public meeting of the Parks Board in April. Such election shall take place as the first item of new business of that meeting, and elected Officers shall immediately assume their duties at the close of elections.

B. Election of the Chair

1. The election of Chair will be conducted by the Support Staff for the Parks Board.
2. No one Board member may nominate more than one (1) person for a given office until every Board member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second.
3. Support Staff will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, Support Staff will ask again for further nominations and if there are none, Support Staff will declare the nominations closed. A motion to close the nominations is not necessary.
4. After nominations have been closed, voting for the Chair takes place in the order nominations were made. Only affirmative votes shall be given, and Board members will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote of the Parks Board as a whole (five (5) affirmative votes), Support Staff will declare that Board member elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, Support Staff will call for nominations again and repeat the process until a single nominee receives a majority vote.

C. Election of Vice Chair

Upon election, the Chair conducts the election for Vice Chair following the same process set forth for the election of the Chair.

D. Vacancies

1. Should the Office of Chair be vacated prior to the completion of the term, the Vice-Chair shall become the Chair and assume the duties and responsibilities of the Chair for the remainder of the said Term. The new Chair shall then conduct an election for a new Vice-Chair.
2. Should the Office of the Vice-Chair be vacated prior to the completion of the term, the Chair shall conduct an election for a new Vice-Chair to serve out the remainder of the term at the next regular meeting.
3. Time spent fulfilling a vacated term for an Officer shall not count towards the two (2) consecutive term limit for Chair and for Vice-Chair.

ARTICLE V - MEETINGS

All Parks Board regular and special meetings and hearings shall be properly noticed and open to the public in compliance with the requirements of the Open Public Meetings Act (OPMA), chapter 42.30 RCW, as amended from time to time, and this Article.

Meetings of the Parks Board shall be held at Shoreline City Hall, 17500 Midvale Avenue N, Shoreline, Washington. All meetings shall be held at this location except when the adequate public notice is provided stating otherwise.

A. Regular Meetings.

1. The Parks Board shall hold a minimum of eight (8) regular meetings per year during the months of January to July and September. A more frequent meeting schedule may be established by the board.
2. Regular meetings shall begin 7:00 pm Local Time and end not later than 9:00 pm Local Time, unless extended by majority vote of the Board members in attendance at the meeting. Should a regular meeting day be an observed legal holiday, the scheduled meeting shall be cancelled, unless a majority of the Parks Board vote to select another day.
3. Any Parks Board meeting, regular or special, may be cancelled by a majority vote of the Parks Board in attendance at the meeting where cancellation is being considered. The Chair, or Vice Chair if serving as Chair pro tem, may cancel a Parks Board meeting for lack of agenda items.
4. Support Staff shall post timely notice of the cancelled meeting as provided in this Article.

B. Special Meetings

1. Special meetings may be called by the Chair of the Parks Board, the Director of Recreation, Cultural, and Community Services, or successor, the City Council or Mayor, City Manager, or by the request of any five (5) Board members by delivering written notice personally or by electronic mail to each Board member at least 24 hours before the time specified for the proposed special meeting.
2. Notices of special meetings shall conform to the requirements of the Open Public Meetings Act (OPMA) and specify the time and place of the special meeting and the subjects to be considered, and no subject other than those specified in the notice shall be considered.
3. No special meetings shall be scheduled between December 15th and the end of the year.
4. The agenda for a special meeting need not conform to that specified in Section C of this Article.

C. Order of Business

1. The order of business for each regular meeting of the Parks Board shall, at the minimum, include the following:
 - Call to Order
 - Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - General Public Comment
 - Study and/or Action Items
 - Adjournment

D. Public Comment

1. Parks Board regular meetings may allow the public to express its views in-person or remotely through the telephone or online during General Public Comment
2. During General Public Comment, the Parks Board will take public comment on agenda items or any other topic. General Public Comment at a Special Meeting is not required.
3. Individuals may speak for three (3) consecutive minutes or less, depending on the number of people wishing to speak. If more than ten (10) people are signed up to speak for any of the comment periods, each speaker will be allocated two (2) minutes.
4. The Chair or the Vice Chair, acting as Chair pro tem, has discretion to limit or extend time limitations and the number of people permitted to speak.
5. Support Staff shall be the timekeeper for all public comment or testimony.
6. The Chair shall advise all speakers that their comment is being recorded. Individuals appearing in-person wishing to speak will be required to sign up prior to the start of the Public Comment period. Individuals participating remotely must sign up at least thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers. Speakers will generally speak in the order in which they have signed up. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.
7. Prior to closing the comment period, if time permits, the Chair shall inquire if there are any additional speakers, in-person or remote, other than those that have signed up and previously spoken, and if there are, they shall be allowed to speak.
8. Any person making disruptive, impertinent, slanderous or threatening remarks while addressing the Parks Board or during the meeting shall be asked to leave the meeting and barred from further audience before the Parks Board at that meeting. If the person is participating in the meeting remotely, the Chair shall ask Support Staff to remove them from the online video conferencing application or telephone connection.
9. Speakers will not be permitted to present comments via electronic methods (e.g. PowerPoint or screen sharing). Speakers may utilize visual aids; hardcopies of visual aids may be submitted to Support Staff for distribution to the Parks Board.

E. Noticing

1. Support Staff shall cause the preliminary agenda for the forthcoming Parks Board meeting to be posted on the bulletin board at Shoreline City Hall and on the City's website at least twenty-four (24) hours in advance of the meeting's start time.
2. Except when not reasonably possible, Support Staff shall make staff reports and supporting documentation for any meeting available on the City's website at least seven (7) days in advance of the meeting. No staff report shall be made available less than five (5) days in advance of a hearing.

3. Support Staff shall provide notice of the agenda, staff reports, and supporting documentation available through any other means, including electronic mail to persons requesting notice, as deemed necessary by the Parks Board, the Director of Recreation, Cultural, and Community Services, or successor, or the City Manager.

ARTICLE VI - RULES OF MEETINGS

A. Attendance

1. Attendance is expected of each Board member at all regular and special meetings. In the event that a Board member must miss a meeting, that Board member must notify Support Staff as soon as reasonably possible prior to the meeting. If a Board member is unable to contact Support Staff, the Board member shall contact the Director of Recreation, Cultural, and Community Services, or successor, who shall convey the message to the Chair.
2. If a Board member fails to provide the required notice, the absence will be considered unexcused.
3. Remote Attendance.
 - a. The Parks Board recognizes the benefits of full attendance of its members at regular, special, and emergency meetings and expects Board members to attend meetings in-person. However, remote attendance by a Board member who is not able to be physically present, whether for all or part of a meeting, is allowed as needed subject to the following:
 - b. Notice: A Board member shall contact the Chair and support Staff no later than 12:00 pm Local Time on the day of meeting for which they will attend remotely. If the Board member is unable to contact the Chair or Support Staff, the Board member shall contact the Director of Recreation, Cultural, and Community Services, or successor, who shall convey the message to the Chair.

B. Remote Attendance Requirements – Board members

1. Remote attendance by a Board member shall be through the City's approved online videoconferencing application.
2. A Board member's camera should be turned on when participating in the meeting.
3. In order to effectively preside over the meeting, the Chair needs to be physically present at the meeting, unless the entire Parks Board is remote. The Chair may attend the meeting remotely with the Vice Chair or another Board member presiding over the meeting from the physical meeting location.
4. A Board member attending remotely will be marked present, counting towards a quorum and, for voting Board members, can vote during the meeting as if they were physically present.
5. A Board member attending remotely must be able to hear public comment and staff's presentation in real time.
6. If a Board member attending remotely cannot maintain a stable connection, the remote Board member shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Board member is not able to request an excused absence, the Chair shall note the excused absence and Support Staff will make an appropriate notation in the minutes.

C. Remote Attendance – City Staff

The Director of Recreation, Cultural, and Community Services, or successor, will work with City Staff to determine whether attendance at a Parks Board meeting should be in-person or whether remote

attendance is appropriate for City Staff.

D. Quorum

At all Parks Board meetings, the presence of four (4) voting Board members constitutes a quorum and is required for transaction of business and the taking of action, except adjournment. In the absence of a quorum, the Board members present at the meeting shall adjourn that meeting to a date and time certain.

E. Rules of Procedure

The most current edition of Robert's Rules of Order Newly Revised shall provide the basis for meeting structure and decisions shall be made by motion and vote of the Parks Board.

F. Voting

1. Each voting Board member shall have one (1) vote.
2. Only Board members present at a meeting may vote. No vote may be cast by proxy.
3. Except for approval of the minutes and meeting adjournment, all votes shall be taken by roll call.
4. In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present).
5. If a Board member abstains, it shall be recorded as an abstention and not included in the vote tally.
6. The Chair may vote on any issue. In the event of a tie, additional discussion will be followed by a second vote. If a tie persists, the motion shall be postponed until a mutually determined date.
7. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

G. Adjournment

1. Meetings shall be adjourned by a majority vote of the Parks Board or by the Chair when it appears that there is no further business to be conducted.

ARTICLE VII - COMMITTEES

Committees may be appointed by the Chair and serve at the pleasure of the Parks Board.

A. Committees

1. A Committee shall consist of no more than three (3) Board members, with the chair of the committee selected by the Chair.
2. A Committee shall be formed based on subject areas and shall analyze issues and receive subject matter briefings as needed in advance of full Parks Board consideration.
3. A Committee shall establish their own meeting schedule, and the deliberations thereof shall take the form of verbal or written reports, shared with the entire Parks Board.

B. Committee Meetings

Meetings of committees are not required to conform to the notice and record keeping provisions of Article III or Article IV. However, if a member of the public requests to attend a committee meeting, the committee shall accommodate such a request.

ARTICLE VIII - CODE OF ETHICS AND DECORUM

- A. A Board member is a representative of the City of Shoreline and, therefore, a Board member's actions should reflect that representation.
- B. Members of the Parks Board shall fully comply with chapter 42.23 RCW, Code of Ethics for Municipal Officers, and the most current version of the City of Shoreline Code of Ethics, as adopted by the City Council.
- C. Members of the Parks Board shall fully comply with chapter 42.30 RCW, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- D. While the Parks Board is in session, a Board member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Parks Board, nor disrupt any Board member while speaking nor refuse to obey the orders of the Chair.
- E. To preserve the integrity of the Parks Board, if a Board member reasonably believes that they have a conflict of interest in regard to a matter before the Parks Board, the Board member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A Board member may seek advice from the City Attorney or Assistant City Attorney in making this determination.
- F. If a Board member is not meeting with, speaking to, or otherwise appearing before a member of the public, group, or other governmental agency on behalf of the City, the Board member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Parks Board.

ARTICLE IX - AMENDMENTS

- A. These Rules of Procedure may be amended at any regular meeting or special meeting by a majority vote of the Parks Board as a whole (four (4) affirmative votes).
- B. Prior to amending these Rules of Procedure, the Chair may appoint a committee to prepare proposed amendments and said committee shall present its recommendation to the Parks Board. Any Board member may propose an amendment at any time provided that a copy of any proposed amendments shall be furnished to each Board member at least three (3) working days prior to the date of the meeting that it will be considered.
- C. The Chair shall timely cause the City Council to be advised of all adopted amendments and shall direct Support Staff to reflect such amendments in the public record.



Parks, Recreation & Cultural Services Advisory Board BY-LAWS

ARTICLE I - MEMBERSHIP

The Parks, Recreation and Cultural Services Advisory Board (“Parks Board”) shall consist of nine (9) members. Only persons who reside and/or own property or who are employed in the city of Shoreline shall be eligible for membership on the Parks Board. Two members shall be between the ages of 15 and 19 at the beginning of their term in addition to meeting other eligibility requirements and shall be nonvoting members. Members shall serve without compensation, but may be reimbursed for reasonable expenses pursuant to city ordinances and policies. The position of a member shall become vacant upon such member’s ceasing to reside within, own property within, or be employed within the Shoreline city limits.

The position of a member shall be forfeited and become vacant for failure to attend three regular consecutive meetings of the board, unless such absence is excused by a majority of the Parks Board. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

Members shall serve four-year terms; provided, however, that youth appointed to the two age-restricted positions shall serve two-year terms. No member shall serve more than three consecutive four-year terms, and youth members shall be limited to two consecutive two-year terms. Terms shall expire the thirty-first day of March.

ARTICLE II - STATEMENT OF PURPOSE

The Shoreline Parks Board will serve in an advisory capacity to the City Council. It will be their responsibility to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, leisure and cultural activities.

ARTICLE III - OFFICERS AND DUTIES

SECTION 1: OFFICERS

Officers shall be a Chair and Vice-Chair, both elected by the Parks Board from members of the Parks Board. In absence of both, members may elect a Chair *pro tem*. All officers will serve one-year terms and are elected each May.

SECTION 2: RESPONSIBILITIES OF THE PARKS BOARD

- A. The Parks Board shall serve in an advisory capacity.
- B. The Parks Board may make reports and recommendations to the City Council concerning park maintenance and design of parks, and program activities in sports, leisure and cultural services. The Parks Board will make recommendations concerning the acquisition, care, maintenance, utilization and disposition of buildings, property and equipment related to parks, recreation and cultural services programs.
- C. The Parks Board may review, advise and make recommendations to the Parks, Recreation and Cultural Services Director and the City Council concerning the development and enforcement of rules and regulations concerning the use of parks, buildings and equipment, and rules of conduct and behavior of persons using the same. The Parks Board shall advise and make recommendations relative to the scope and quality of services provided or to be provided, including instructional and park materials.
- D. The Parks Board shall forward meeting minutes to the City Clerk and provide an annual review of their activities.

SECTION 3: DUTIES OF THE OFFICERS

A. CHAIR

The Chair shall preside at all meetings and call special meetings when necessary. The Chair shall be a full voting member of the Parks Board. The Chair shall sign minutes and official papers and may delegate duties to other Parks Board members with the consent of the Parks Board. The Chair shall speak on behalf of the Parks Board before the City Council and to the public.

B. VICE CHAIR

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.

C. ELECTIONS

Generally, officers shall be elected annually and take office at the April public meeting of the Parks Board. In the event of an early departure of an officer from the Parks Board, the Parks Board shall elect a new officer to fill out the unexpired term at the next regular meeting.

ARTICLE IV - MEETINGS

SECTION 1: SCHEDULE

The Parks Board shall hold a minimum of eight regular meetings per year. The meetings shall begin at 7:00 p.m. and end no later than 9:00 p.m., unless extended by the Parks Board. Should a regular meeting day fall on a legal holiday, the scheduled meeting shall be canceled, unless a majority of the Advisory Committee votes to select another day.

A special meeting may be called by the Chair of the Parks Board, the Director of Parks, Recreation & Cultural Services, the City Council or Mayor or by the written request of any five (5) Parks Board members, providing a 24-hour public notice period.

SECTION 2: ORDER OF BUSINESS

The order of business for each meeting of the Parks Board shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. PUBLIC COMMENT
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. REPORTS FROM STAFF
9. ADJOURNMENT

ARTICLE V - RULES OF MEETINGS

SECTION 1: ABSENCES

Unexcused absence from three (3) consecutive meetings shall be cause for removal. Members shall communicate with the assigned City staff representative prior to the meeting with requests for excused absences. Emergency requests may be considered. The Parks Board may approve the excused absence.

SECTION 2: QUORUM

The presence of four (4) voting members constitutes a quorum, and is required for the Parks Board to take any action other than to adjourn.

SECTION 3: RULES OF PROCEDURE

The current edition of Robert’s Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Parks Board.

SECTION 4: VOTING

In instances where a vote is necessary, the present majority is sufficient to act (providing a quorum is present). Each voting member shall have one vote and no proxies shall be allowed. The Chair may vote on any issue. In the event of a tie, additional discussion will be followed by a second vote. If a tie persists, the motion shall be postponed until a mutually determined date. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

SECTION 5: CONTINUATIONS

Continuations of meetings shall be to a definite time and place, by majority vote of present members.

ARTICLE VI - COMMITTEES

The Parks Board Chair may appoint standing and ad hoc committees. Standing committees shall serve at the pleasure of the Parks Board and special committees shall also serve for such purposes and terms as the Parks Board approves. Committees shall establish their own meeting schedule and the deliberations thereof shall take the form of written reports, submitted to the entire Parks Board.

ARTICLE VII - AMENDMENTS

These By-laws are to be approved by the City Council. They may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the Parks Board. A copy of the proposed By-laws or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the By-laws shall be submitted to the Mayor and City Council for their information.

SIGNED BY:

Parks, Recreation and Cultural Services
Board Chair

Parks, Recreation and Cultural Services
Director

Date

Date



Rules of Procedure

Pertaining to Remote Participation in PRCS/Tree Board Meetings

Remote Attendance. The Board recognizes the benefits of full attendance of its members at meetings and prefers Board members to attend meetings in-person. However, should a Board member have a need or preference to attend remotely, this is allowed subject to the following:

A. Remote Attendance Requirements:

1. Remote attendance by a Board member shall be through the City's approved online video conferencing application.
2. A Board member's camera should be turned on when participating in the meeting.
3. A Board member attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
4. A Board member attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
5. If a Board member attending remotely cannot maintain a stable connection, the remote Board member shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Board member is not able to request an excused absence, the Board Chair shall note the excused absence and staff will make an appropriate notation in the minutes.

Public Comment.

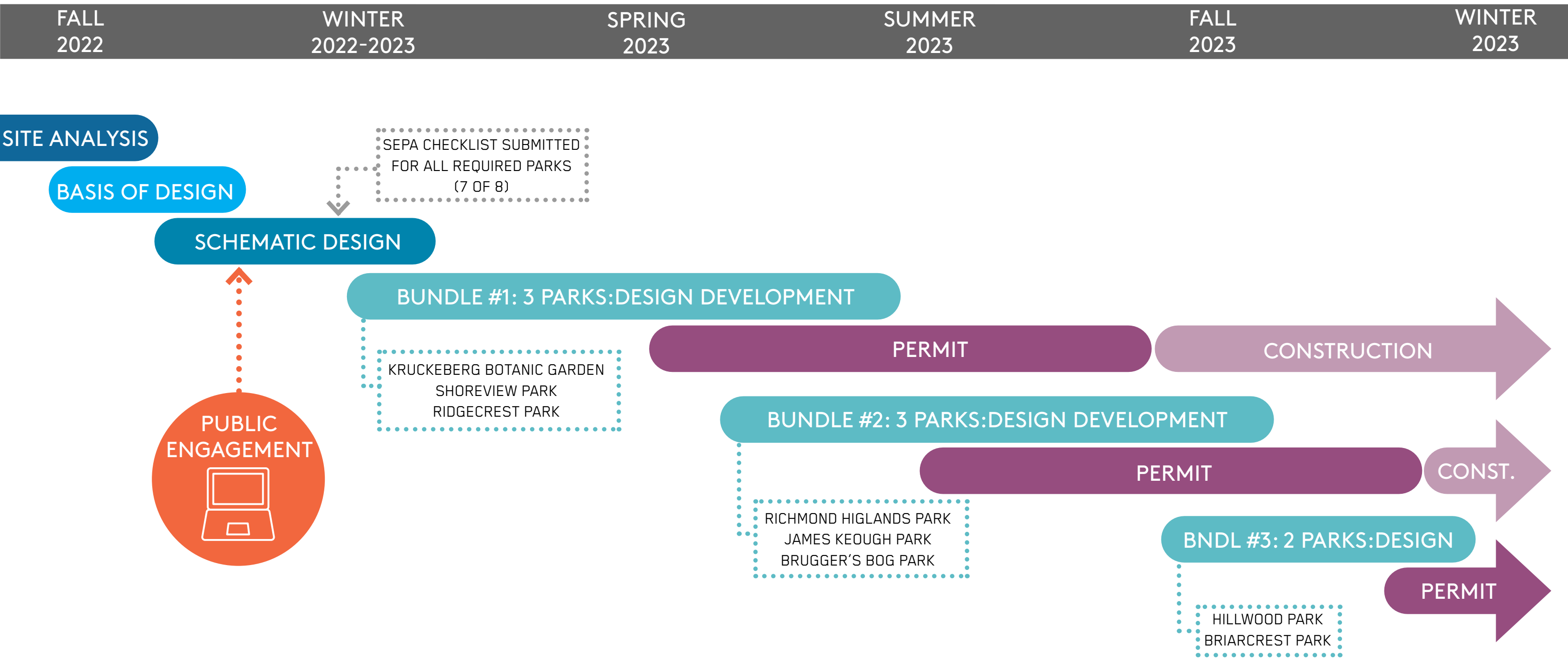
- A. Members of the public may address the Board in-person or remotely through the telephone or online during the "Public Comment" portion of the meeting. Individuals may speak to agenda items or any other topic for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. Individuals wishing to speak at the meeting will be required to sign up prior to the start of the Public Comment period. Individuals participating remotely wishing to speak must sign up thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers, generally in the order in which they have signed up. If time is available, the Board Chair may call for additional in-person and remote unsigned speakers.
- B. Speakers will not be permitted to present testimony via electronic methods (e.g. PowerPoint or screen sharing). Speakers attending in-person may provide hard copies of materials to all Board members and dedicated Board staff if they wish.

PRCS TREE BOARD DISCUSSION

SHORELINE PARKS DESIGN BUNDLE

FORMA | MITHUN

PROJECT TIMELINE



RIDGECREST PARK SURVEY INFORMATION

As decided by Shoreline residents, Ridgecrest Park improvements include a play area, an offleash dog park, and benches and plantings throughout. The new play area will feature slides, climbing features and swings. The handball (wallball) courts will remain.

Which of the **THEMES** below show an idea you would like to see at Ridgecrest Park? (PICK ONE)



BOULDER HILL: INSPIRED BY LARGE ROCKS THAT ARE CARRIED AND DROPPED BY GLACIERS



MAGICAL TREES: INSPIRED BY A FOREST FILLED WITH FALLEN LOGS AND HIDDEN WALLS

Which of the **PLAY EXPERIENCES** below best show the type of play you would like to see at Ridgecrest Park and how you would like to use the park? (PICK ONE)



HILLSIDE SLIDES AND CLIMBING STRUCTURES INSPIRED BY LARGE ROCKS



CLIMBING POSTS, BALANCE LOGS, AND DISCOVERY PLAY IN A FOREST

Which of the **MATERIALS AND COLOR** below show what you would like to see at Ridgecrest Park? (PICK ONE)



NATURAL AND MANUFACTURED MATERIALS WITH BOLD COLORS

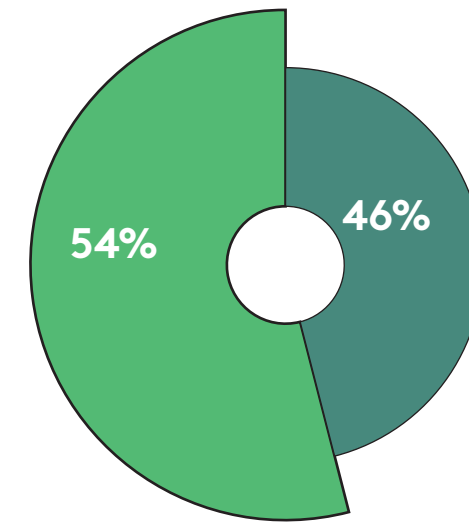
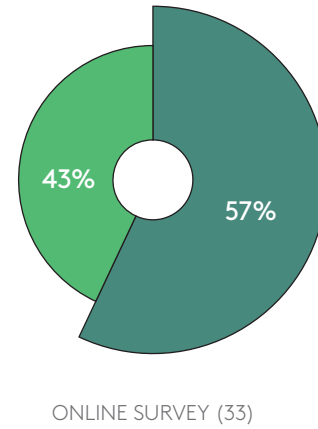
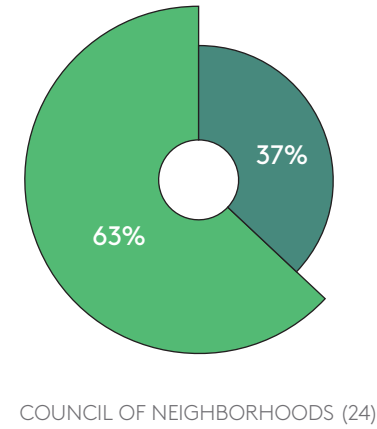
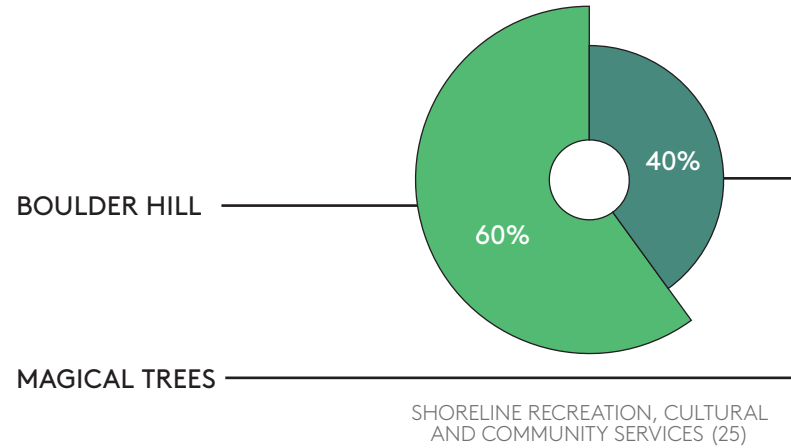


WOOD LOG STRUCTURES WITH NATURAL COLORS

Please share any additional comments you have about the park features shown above.

RIDGECREST PARK SURVEY

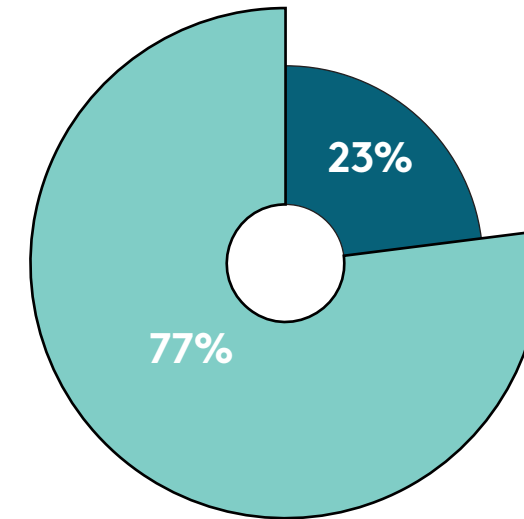
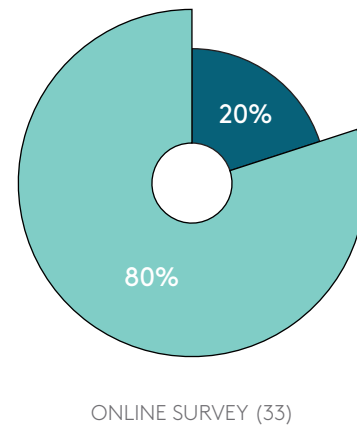
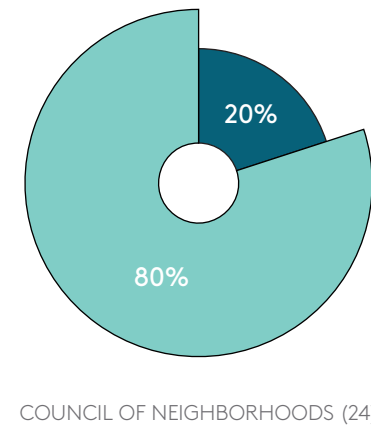
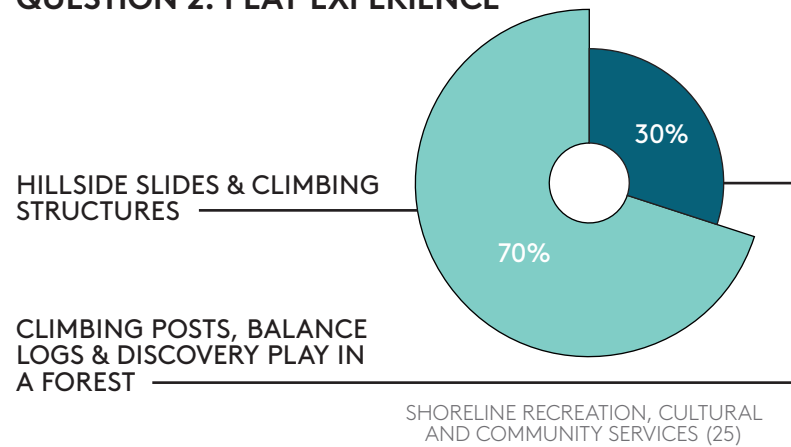
QUESTION 1: THEME PREFERENCE



Q1 THEME PREFERENCE:

NO CLEAR PREFERENCE

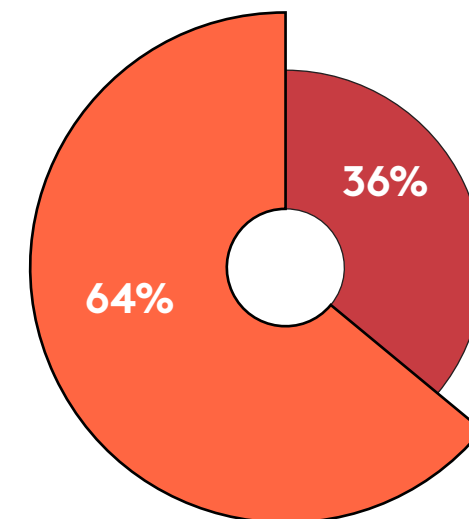
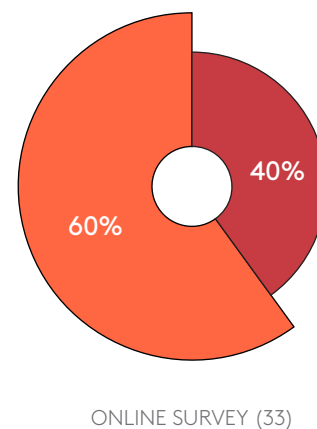
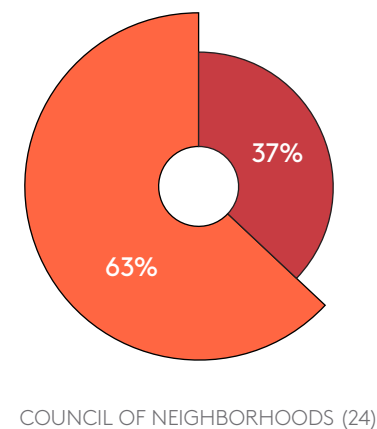
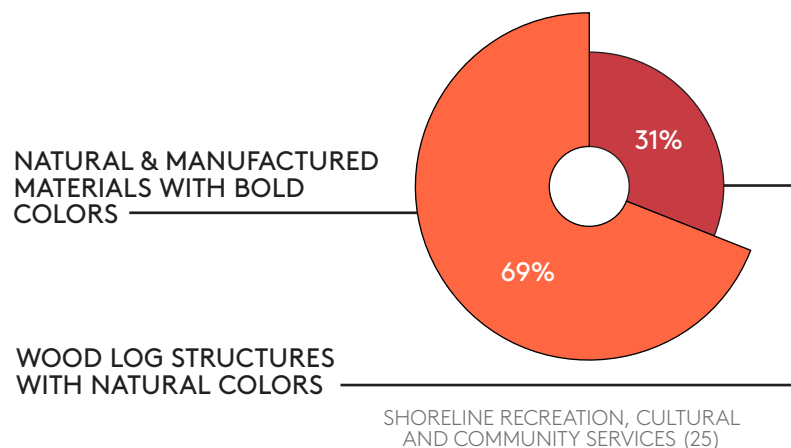
QUESTION 2: PLAY EXPERIENCE



Q2 PLAY EXPERIENCE:

HILLSIDE SLIDES & CLIMBING STRUCTURES

QUESTION 3: COLOR & MATERIAL



Q3 MATERIALS & COLORS:

NATURAL & MANUFACTURED MATERIALS WITH BOLD COLORS

*Survey response is cumulative among park staff, neighborhood council members and the community online survey. No weighting is used.

RIDGECREST PARK SURVEY: OPEN COMMENTS

COMFORTABLE ENVIRONMENT



NEW INFRASTRUCTURE



MATERIALS AND AESTHETIC



FITNESS, PLAY AND COMMUNITY



SIGNAGE AND EDUCATION



*Comments can be referenced in the attached Appendix

"Shade area. Graffiti wall?"

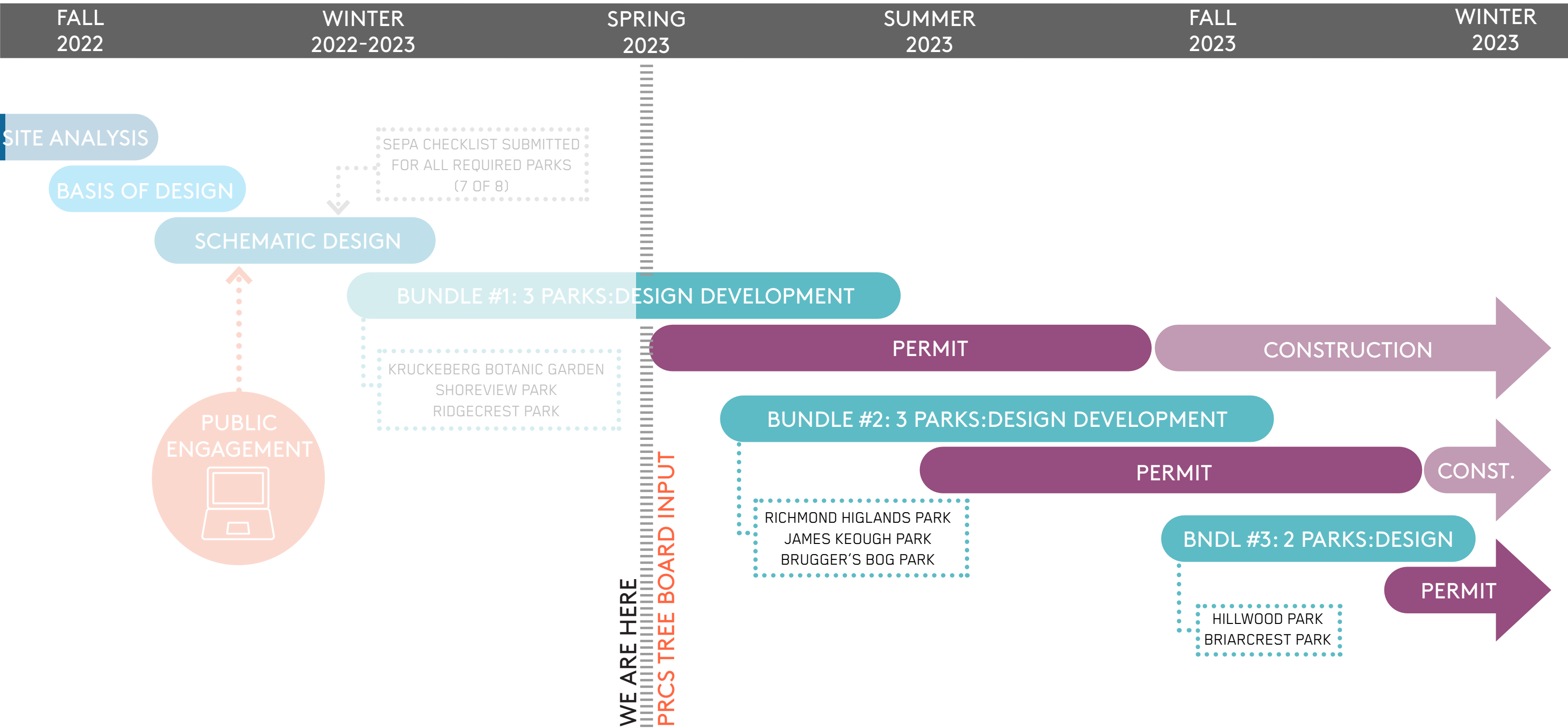
"Park is a little hidden, would be good to have direct sightlines to the street."

"Keep play area away from the freeway noise. Need sound barrier. "

"I really want to get see several of our native Garry Oaks planted at this park."

Bundle 2 —

PROJECT TIMELINE



BRUGGER'S BOG PARK

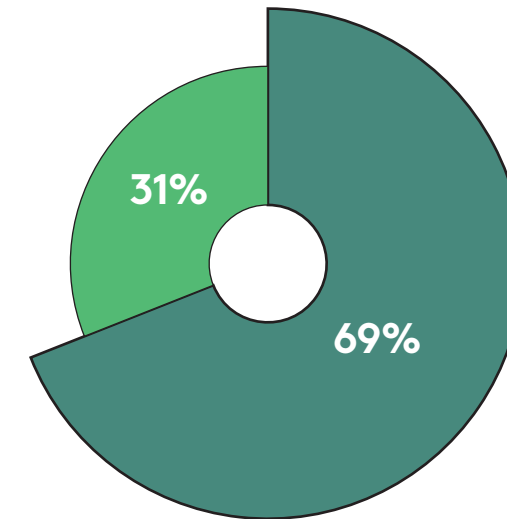
CONCEPT: SALMON JOURNEY



SURVEY MAJORITY

COMBINED TOTAL RESPONSES (80)*

Q1 THEME PREFERENCE:

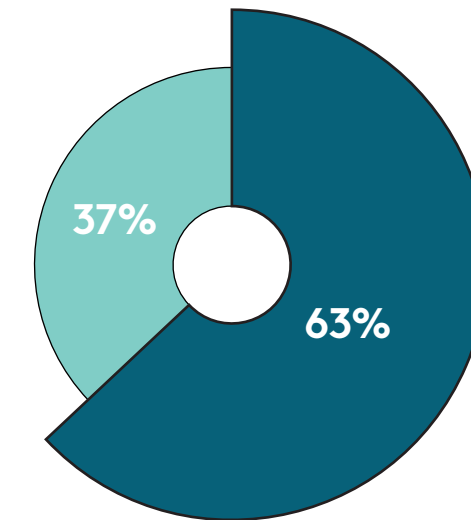


FISH TRAPS

OR

RAPIDS AND POOLS

Q2 PLAY EXPERIENCE:

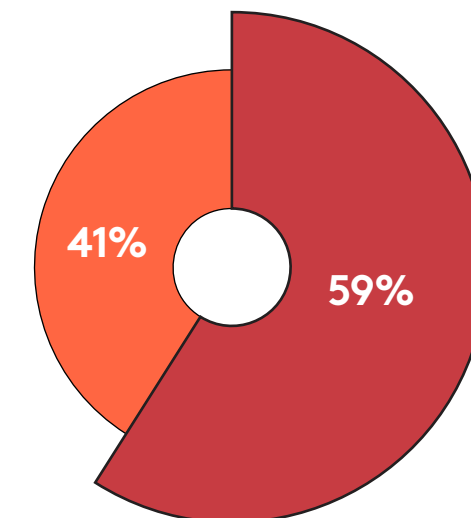


SEVERAL CLIMBING STRUCTURES (FALLEN LOGS, BOULDERS AND WATER)

OR

LARGE NET CLIMBING STRUCTURES (FISH TRAPS)

Q3 MATERIALS & COLOR:



METAL NET STRUCTURE

OR

NATURAL MATERIALS (WOOD & STONE)

*Survey response is cumulative among park staff, neighborhood council members and the community online survey. No weighting is used.

BRUGGER'S BOG PARK: SALMON JOURNEY



BRUGGER'S BOG PARK: MITIGATION PLAN



- LEGEND**
- EXISTING CONDITIONS**
- PARCEL BOUNDARY
 - - - APPROXIMATE WETLAND BOUNDARY (NON-DELINEATED)
 - - - APPROXIMATE OHWM (NON-DELINEATED)
 - - - COMBINED CRITICAL AREA BUFFER
 - ★ SIGNIFICANT TREE
 - ~ EDGE OF VEGETATION
- PROPOSED CONDITIONS**
- WORK LIMITS
 - EXISTING PERMANENT BUFFER IMPACT TO BE REMOVED (8,715 SF)
 - NEW PERMANENT BUFFER IMPACT (9,670 SF)
 - TEMPORARY WETLAND / BUFFER IMPACT (53,895 SF)

NOTES

1 SITE PLAN PROVIDED BY MITHLIN (PIER 56, 1201 ALASKAN WAY #200, SEATTLE, WA 98101, 206-823-3344)



CITY OF SHORELINE - PARKS BOND PROJECTS
 BRUGGER'S BOG PARK - CONCEPT MITIGATION PLAN - 30% PROGRESS SET
 16923 27TH AVENUE NE
 SHORELINE, WA
 PROJECT #PDR00046-000

PROJECT:	PRINCIPAL:	
PROJECT MANAGER:	DRAWN BY:	
CHECKED BY:	JOB NO.:	
DATE:	DATE:	
REVISION:		
NO.	DESCRIPTION	DATE

NOT FOR CONSTRUCTION
 SCHEMATIC DESIGN
 02/13/2023
 IMPACTS ASSESSMENT

L002
 1 OF 3

NOT TO SCALE



JAMES KEOUGH PARK

CONCEPT: BUILDING BLOCKS

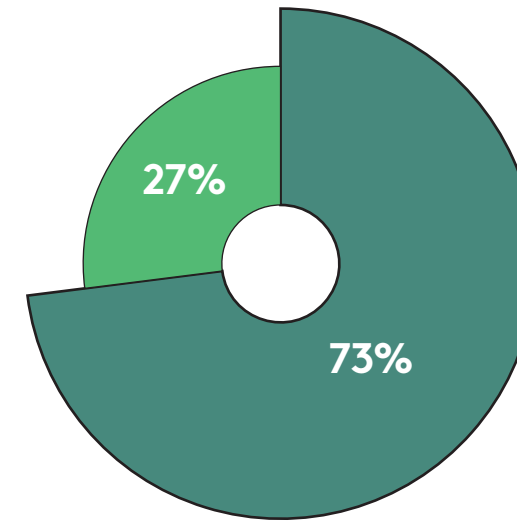


CONCEPT: SOUND WAVES



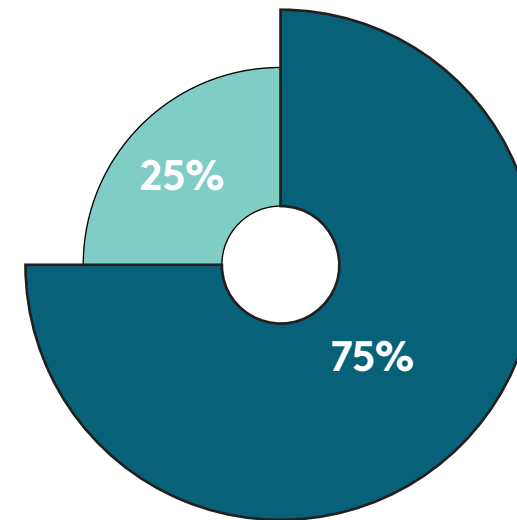
SURVEY MAJORITY

COMBINED TOTAL RESPONSES (81)*



Q1 THEME PREFERENCE:

BUILDING BLOCKS
OR
SOUND WAVES



Q2 PLAY EXPERIENCE:

PLAY EQUIPMENT INSPIRED BY
CONSTRUCTION MATERIALS PLAY
OR
EQUIPMENT & LARGE HILLS INSPIRED
BY WAVES

*Survey response is cumulative among park staff, neighborhood council members and the community online survey. No weighting is used.

JAMES KEOUGH PARK CONCEPT: SOUND WAVES

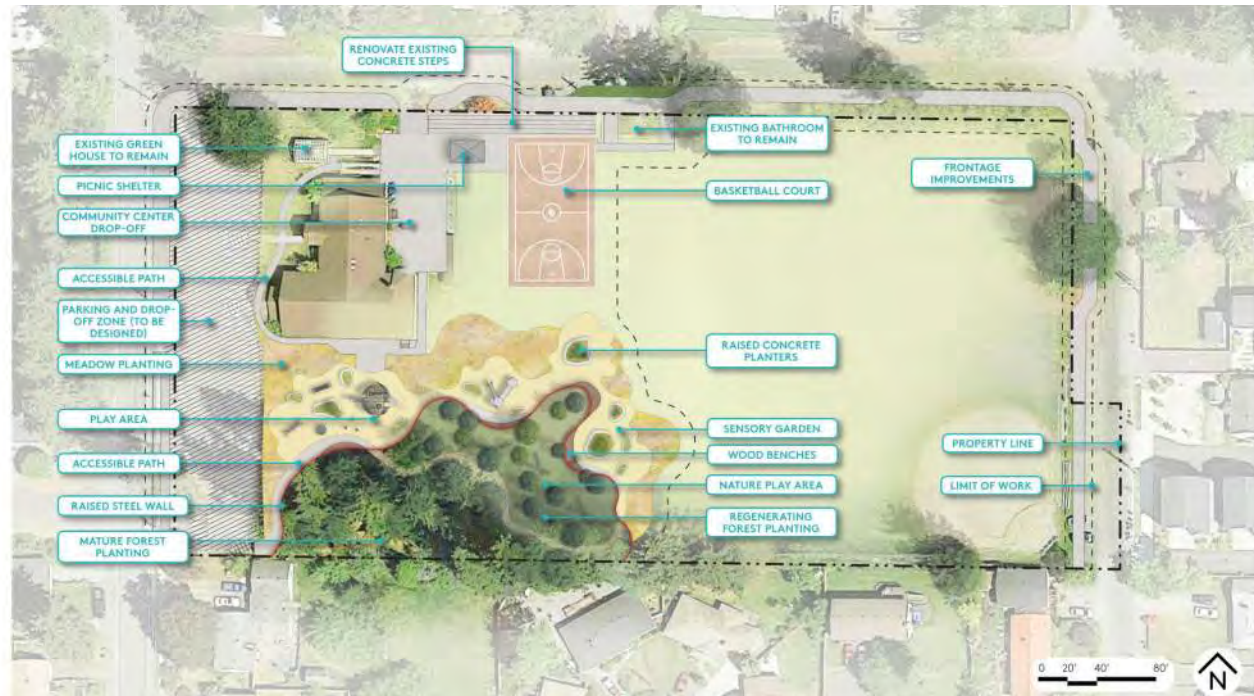


RICHMOND HIGHLANDS PARK

CONCEPT: WINDING SEEDS



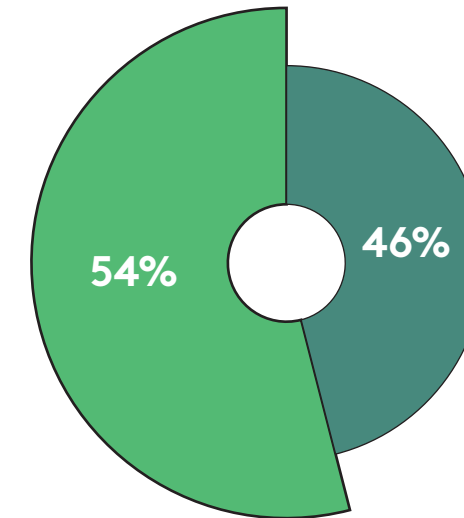
CONCEPT: FIRE MEADOWS



SURVEY MAJORITY

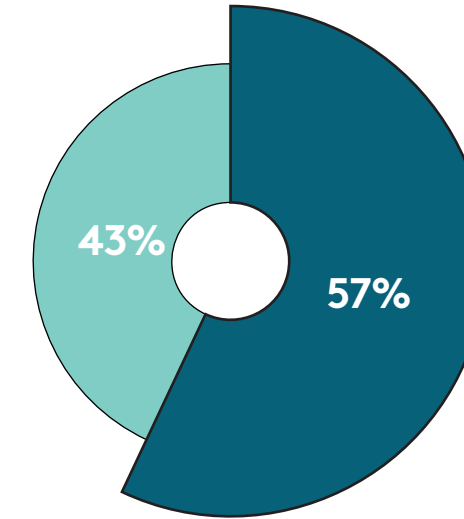
COMBINED TOTAL RESPONSES (89)*

Q1 THEME PREFERENCE:



NO CLEAR PREFERENCE

Q2 PLAY EXPERIENCE:

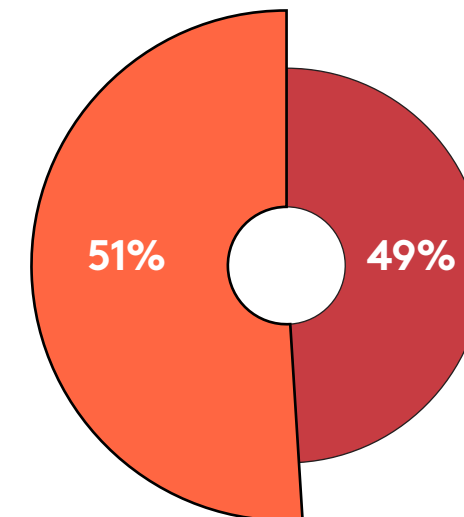


FLAT AREA WITH INCLUSIVE CLIMBING STRUCTURES

OR

HILL WITH INCLUSIVE SLIDES AND PLAY EQUIPMENT

Q3 MATERIALS & COLORS:



NO CLEAR PREFERENCE

*Survey response is cumulative among park staff, neighborhood council members and the community online survey. No weighting is used.

RICHMOND HIGHLANDS PARK: WINDING SEEDS



EXISTING GREEN HOUSE TO REMAIN

PICNIC SHELTER

ACCESSIBLE PATH

PARKING AND DROP-OFF ZONE (TO BE DESIGNED)

PLANTED MOUNDS

PLAY AREA

FOREST AREA

RAMP

RENOVATE EXISTING CONCRETE STEPS

EXISTING BATHROOM TO REMAIN

BASKETBALL COURT

CRUSHED ROCK PATH

LAWN

CONCRETE SENSORY PLAY LOOP

SENSORY GARDEN

BERM

FRONTAGE IMPROVEMENTS

PROPERTY LINE

LIMIT OF WORK

0 20' 40' 80'



Bundles 2 Discussion—

THOUGHTS AND REACTIONS

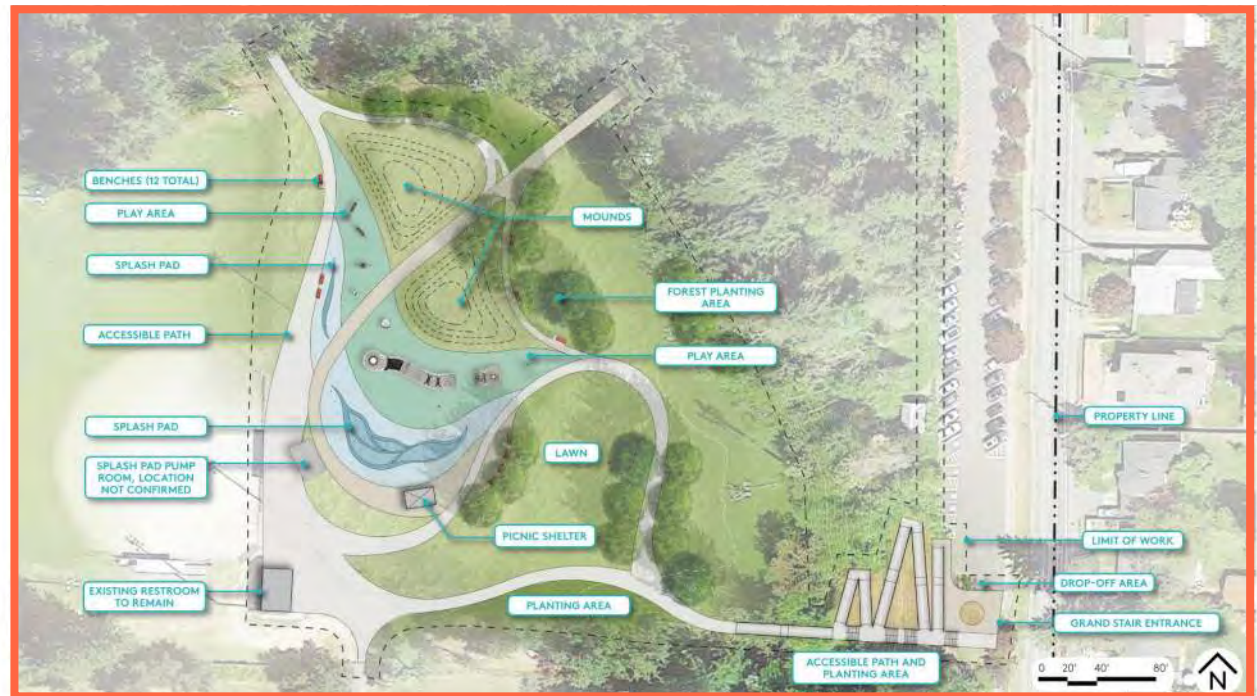
...UP NEXT BUNDLE 3 PREVIEW

BRIARCREST PARK

CONCEPT: SKYTOP CASTLE



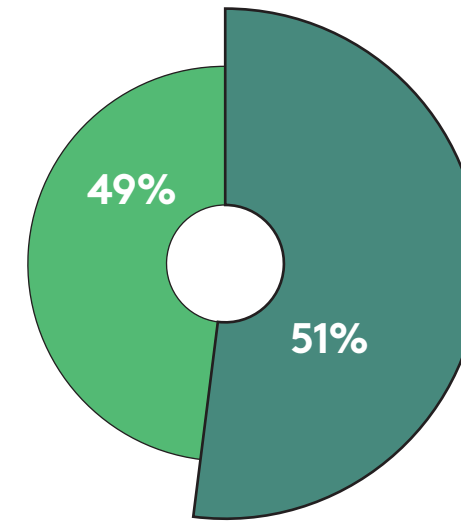
CONCEPT: BENDING RIVER



SURVEY MAJORITY

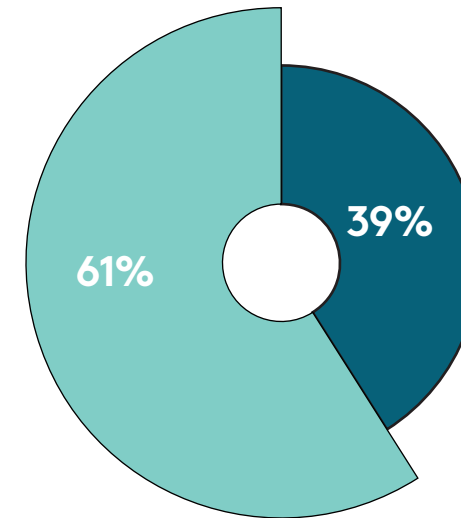
COMBINED TOTAL RESPONSES (85)*

Q1 THEME PREFERENCE:



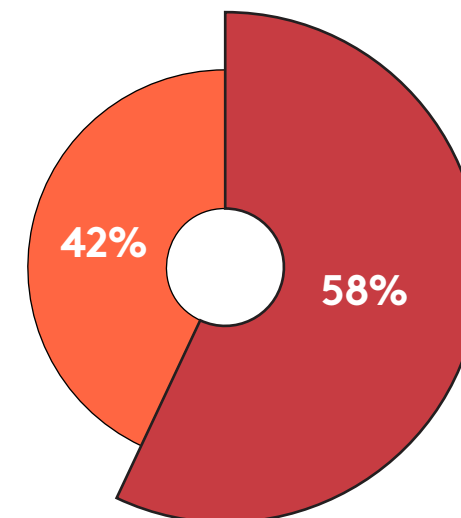
NO CLEAR PREFERENCE

Q2 PLAY EXPERIENCE:



SINGLE LARGE PLAY (MAGIC CASTLES)
OR
MULTIPLE PLAY AREAS (RIVERS)

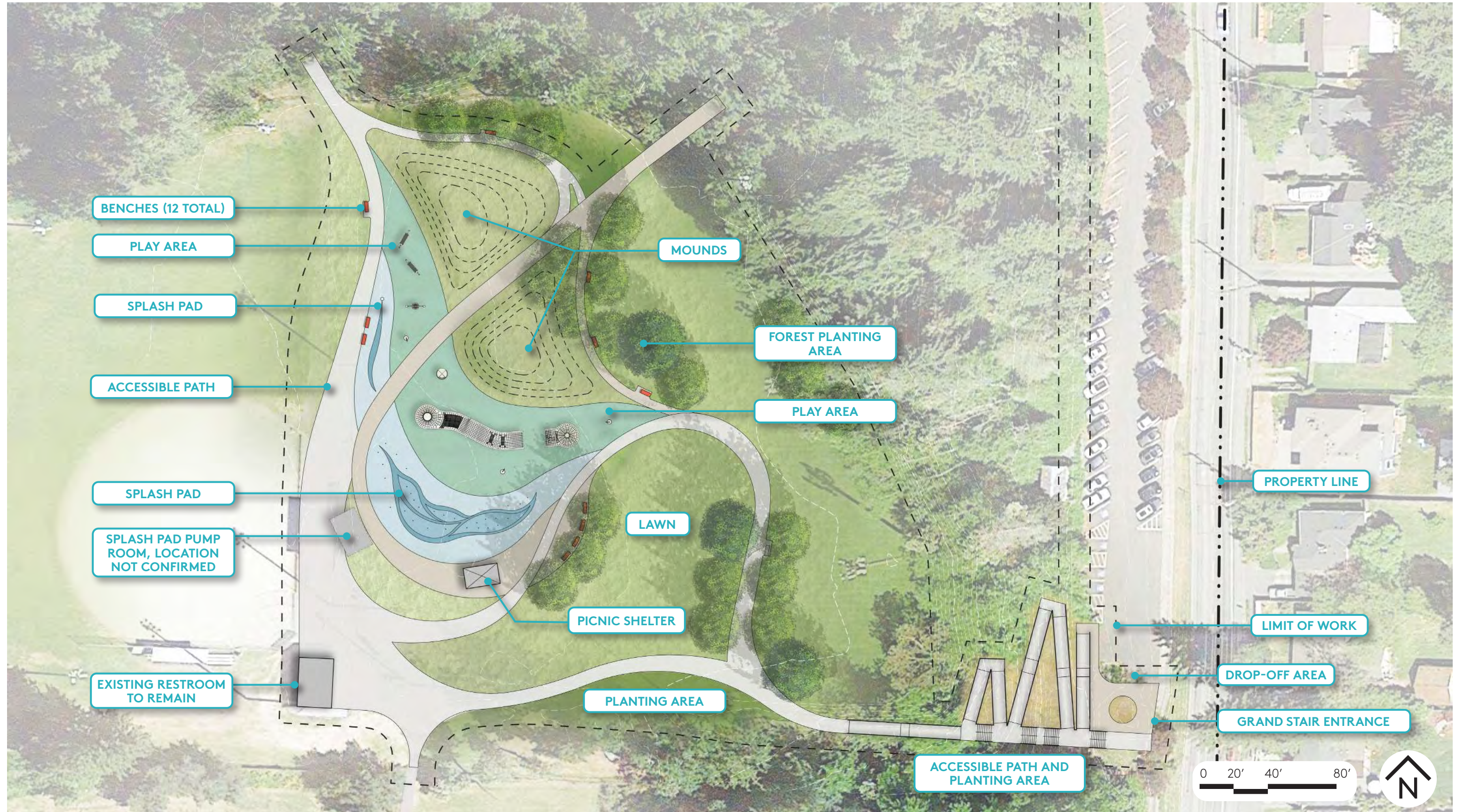
Q3 SPLASH PAD



CENTRAL SPLASH PAD (OPEN PLAZA)
OR
MULTIPLE SPLASH PAD FEATURES ALONG PATH

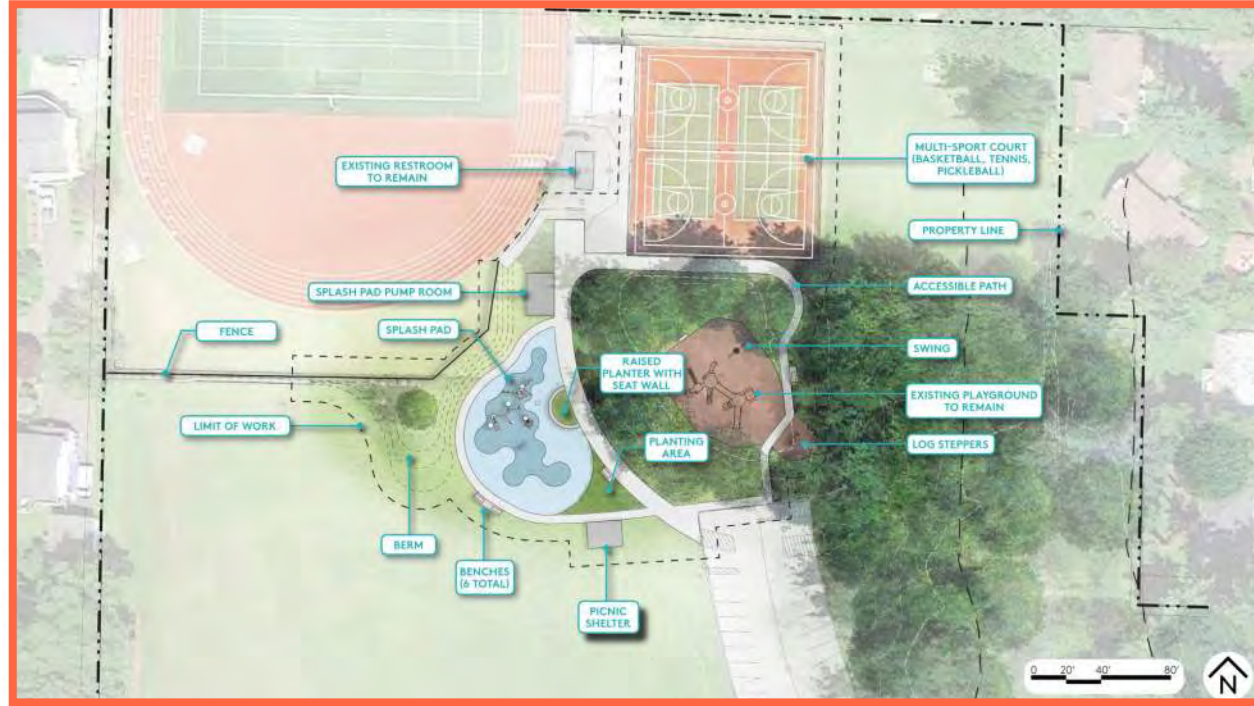
*Survey response is cumulative among park staff, neighborhood council members and the community online survey. No weighting is used.

BRIARCREST PARK: BENDING RIVER



HILLWOOD PARK

CONCEPT: PIPES AND PUDDLES



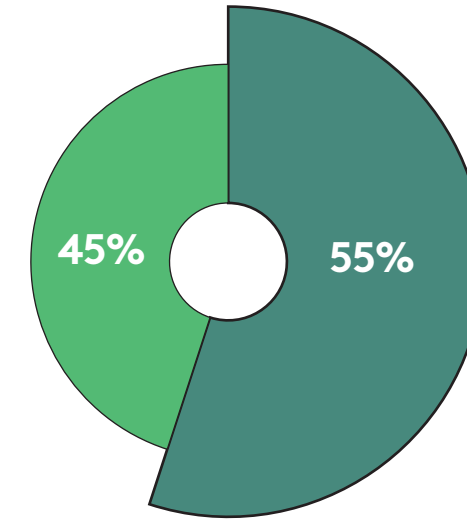
CONCEPT: STRAWBERRY FIELDS



SURVEY MAJORITY

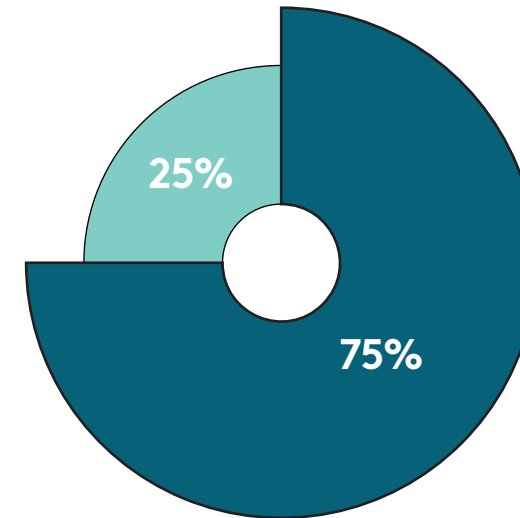
COMBINED TOTAL RESPONSES (82)*

Q1 THEME PREFERENCE:



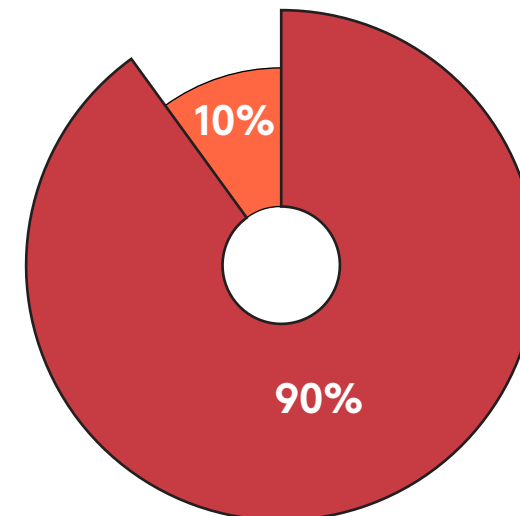
STRAWBERRY FIELDS OF SHORELINE
OR
PIPES AND PUDDLES OF BOEING
CREEK

Q2 PLAY EXPERIENCE:



COLORFUL PLAY EQUIPMENT
OR
NATURAL WOOD PLAY EQUIPMENT
IN A FOREST SETTING

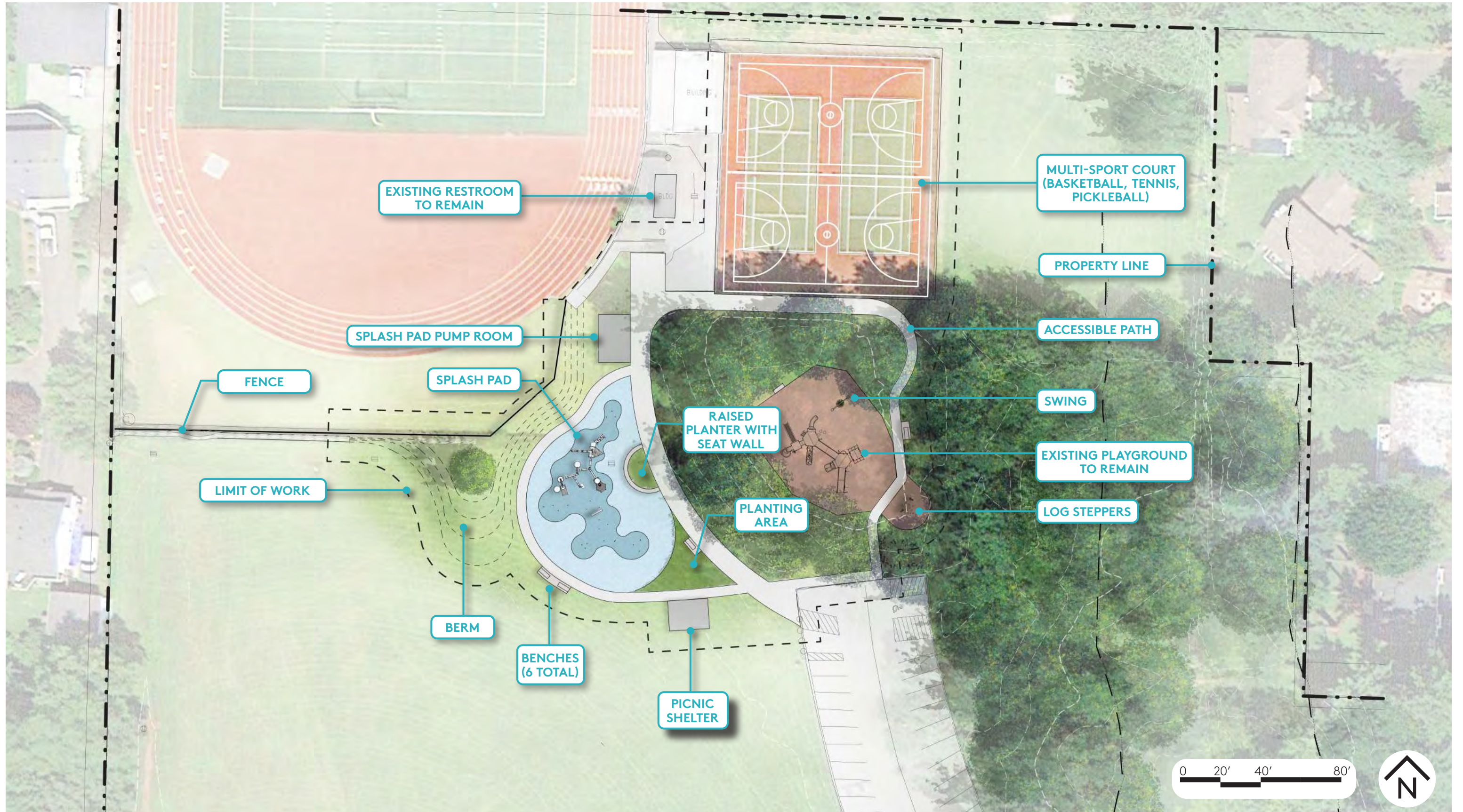
Q2 PLAY EXPERIENCE:



LARGE BRIGHT SPRAYERS
(OPEN PLAZA)
OR
SPLASH PAD FEATURES &
MECHANICAL WATER PLAY
EQUIPMENT IN NATURAL SETTING

*Survey response is cumulative among park staff, neighborhood council members and the community online survey. No weighting is used.

HILLWOOD PARK: PIPES AND PUDDLES

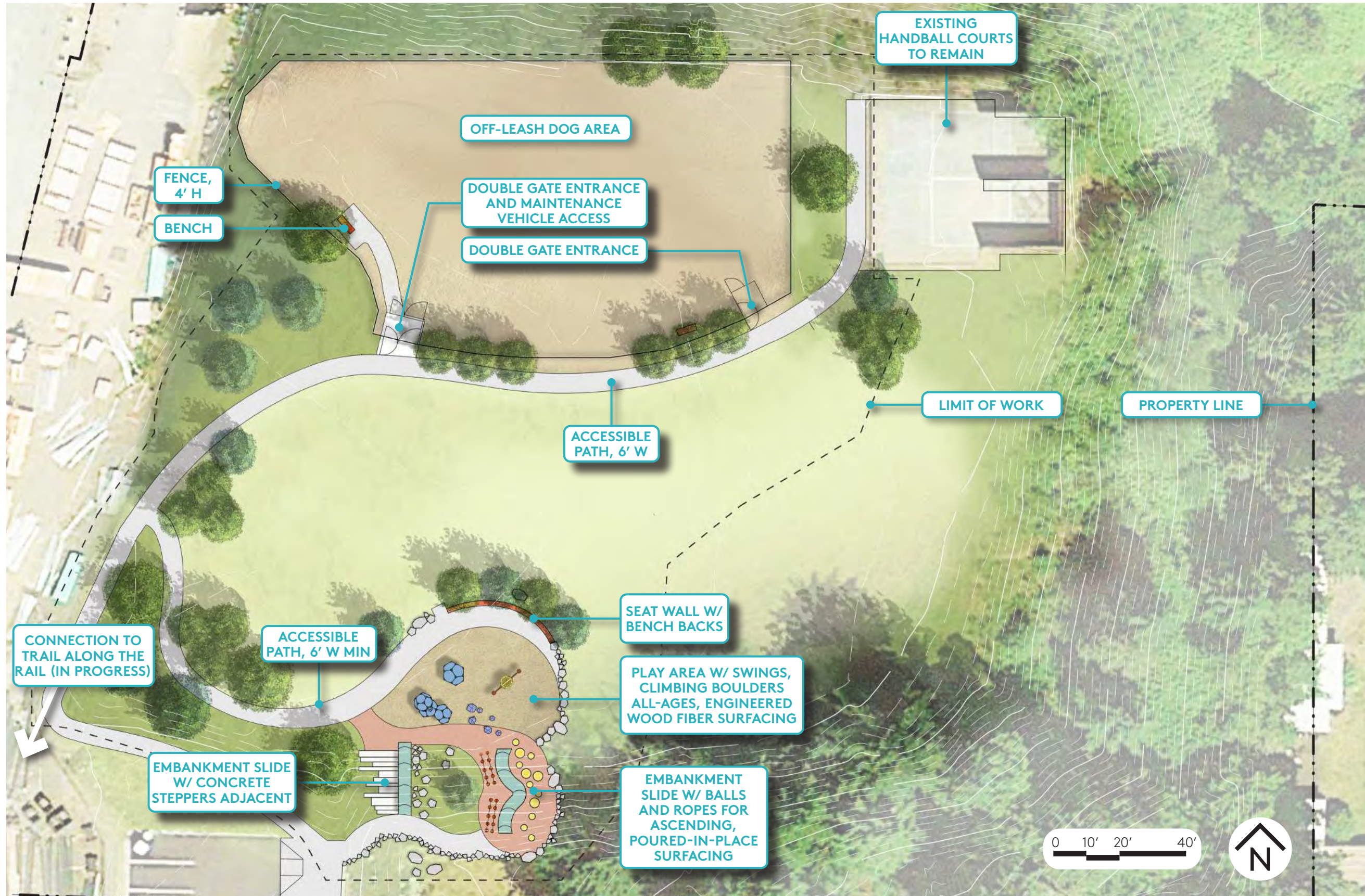


Bundles 3 Discussion—

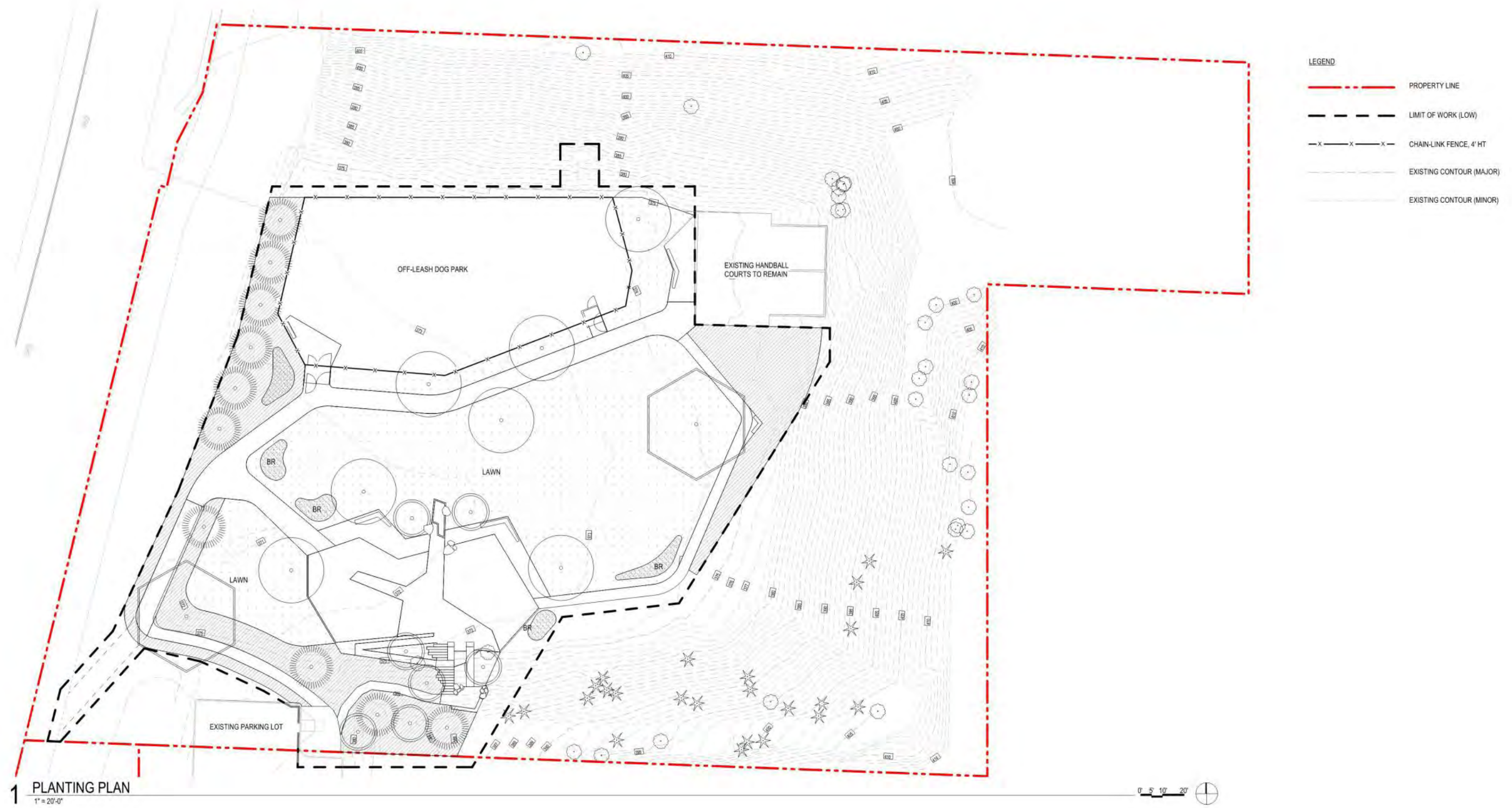
THOUGHTS AND REACTIONS

...UP NEXT BUNDLE 1 UPDATE

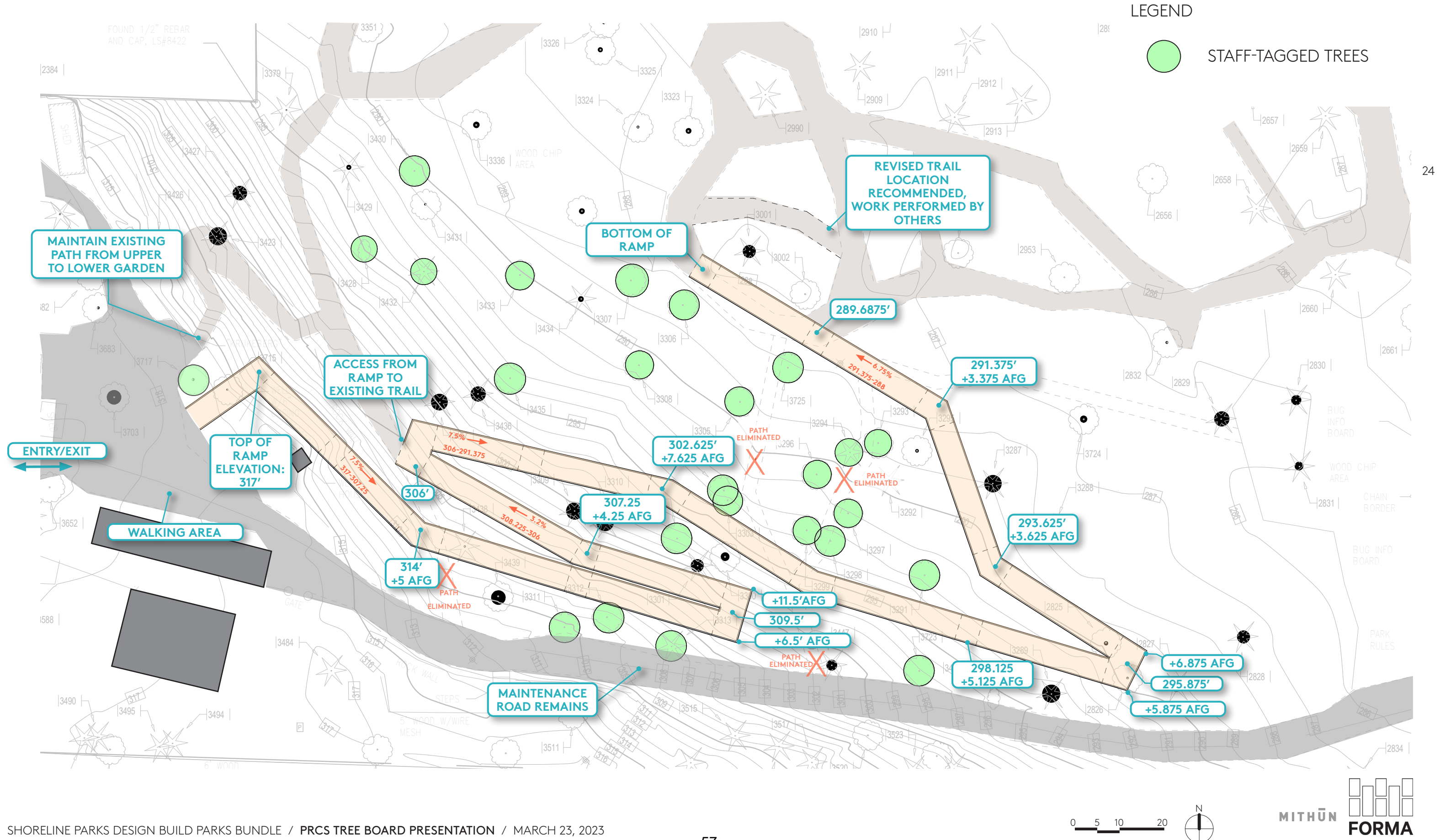
RIDGECREST PARK CONCEPT: BOULDER HILL



RIDGECREST PARK: DESIGN DEVELOPMENT



KRUCKEBERG BOTANIC GARDEN: DESIGN DEVELOPMENT



KRUCKEBERG BOTANIC GARDEN SITE VISITS: TREE BOARD AND STRUCTURAL



SHOREVIEW PARK - UPPER: DOG ZOOMIES



PRCS/T Board Arts and Culture Committee

Summary for the April 27th, 2023, PRCS/T Board Meeting

Civic Art Collection

- Cleaning and repairs begin as the weather warms.
- Carry over funds requested for deferred maintenance; we will know if this was accepted soon.

Portable Works

- Acquisition / Donation
 - o Meet the Artist: Vincent Keele Thursday April 27, 5pm-7pm
 - o Hybrid: voting at City Hall and using an online Cognito form voting will be open for two weeks.

Exhibits

- Spartan Recreation Center
 - o The “Shoreline Employee’s Show their Resiliency through Art” exhibit is on view through May. An opening was held on Tuesday, April 11.
 - o [Tempestry Project Earth Day Celebration Saturday, April 22, 12-2pm](#), in conjunction with Community Gardens, Farmers Market, Environmental Services, brings attention to Shoreline’s Climate Action Plan.
 - o Planning shows with four month length of time around celebrations and events.
 - o Asian American Pacific Islander Exhibit in May in cases.
- City Hall
 - o Vincent Keele “Running with the Wild” show extended through the end of April, deinstall in May.
 - o June – Sept: Juneteenth Celebration, 3-5 Artists, curated by Vincent Keele.

Art Cottage Residencies at Richmond Beach Saltwater Park

- Artists Selected:
 - o Jacinthe Demmert: weaver, interested in connecting with the community.
 - o Salome MC: multimedia and installation artist, wants to create a short film inspired by the site.
 - o Roldy Aguero Ablao: modern fashion, upcycling artist, would like to have a fashion show at the end of the residency.
 - o Three alternates were selected.
- Engagement opportunities and programming of the residencies will be shared once scheduled.

Capital Projects

- Writing a Charter
 - o Sidewalk Poetry Projects (145th Street Corridor and Twin Ponds projects) are in the planning stage.
 - Sample sidewalk poetry is at the old pool site, in the new sidewalk concrete pour.
-

PRCS/T Board Arts and Culture Committee

Summary for the April 27th, 2023, PRCS/T Board Meeting

- Park Bond Projects
 - o Focusing on three sites for permit submittals: Ridgecrest, Kruckeberg, Shoreview
 - o Planning site integration. Artist selections for these opportunities will come up soon. We will bring artist designs to the Board once we have a concept to share.

Cultural Events

- **Noon Concerts** - Free events
 - o July 11, **Halau Hula O Napualani** – *Pacific Island Dance*
Richmond Beach Saltwater Park, 2021 NW 190th Street
 - o July 18, **Miho & Diego** – Musical Trip Around the World, (*Music in Japanese, Spanish and English*) Cromwell Park, 18030 Meridian Avenue N
 - o July 25, **Reptile Isle** – *Reptile Show*
Cromwell Park, 18030 Meridian Avenue N
 - o August 1, **Mikey Mike the Rad Scientist** – *Discovering science and nature through music*
Spartan Recreation Center Field, 202 NE 185th Street
- **Karaoke in the Park** – Free events
Tuesdays, July 11 – August 1, 5:30pm - 8:00pm
Cromwell Park, 18030 Meridian Avenue N
Come to Cromwell Park each Tuesday this summer and sing your heart out. Karaoke is free and open to everyone. This is a family friendly event.
- **Swingin' Summer Eve** Free Family Friendly Event
Wednesday, July 19 from 5:30pm - 8:30 pm
Cromwell Park, 18030 Meridian Ave N
Enjoy a midweek festival featuring live music, food trucks, photo booth, inflatables, and hands on activities. This is a free event, there is a cost for food from the food trucks.
- **Celebrate Shoreline**
August 19, 2023, 12pm - 9pm
Cromwell Park, 18030 Meridian Avenue N
Come celebrate the City of Shoreline's birthday. The festival has two stages with live music and shows, beer garden, pony rides, children's theater, food trucks, petting zoo, hands on activities and more!
This is a free family friendly festival. There is a cost for food, beverages and some activities.

Creative Economy (working with Economic Development)

- Shoreline Film Office & ShoreLake Arts: [Short/Short Film Festival coming April 22nd](#)
- [Spotlight North Studio Tour](#), May 6 and 7 12pm – 5pm.

PRCS/T Board Arts and Culture Committee

Summary for the April 27th, 2023, PRCS/T Board Meeting

- Inaugural Pride Month Celebration: Neighborhoods Program will facilitate tree wraps, collaborating with the Farmers Market for this one-day festival.
- Saturday, June 10, 10am – 2pm, at the Farmers Market, LGBTQIA+ vendors, nonprofits, and a queer marching band.
- Juneteenth Celebration: collaborating with ShoreLake Arts, Black Coffee NW, Shoreline Film Office for an event at City Hall.
The festival will be held on Monday, June 19, 4pm – 8pm, and includes a step team, concert, mural, vendors, food trucks, and art exhibit.

Recruitment for this Committee

- Two spots are available for Board members to participate. Please let Dustin or Mylinda know if you are interested in serving on this committee.

Mission Statement Discussion

- We'd like to draft this with our new committee members.
- Background information, research, and thoughts to date will be shared with committee members, prior to the next meeting to begin thinking about.
- Draft during May, finalize by June meeting.

Meetings (typically scheduled for the 2nd Thursday at 9am, schedules permitting.)

Next Meeting: Thursday, May 4th at 9am

Following Meeting: Thursday, June 8th at 9am



Memorandum

DATE: April 27, 2023
TO: Parks, Recreation & Cultural Services/Tree Board
FROM: Carmen Murrell, Recreation Supervisor, City of Shoreline
RE: Electric Wheelchair Donation

Requested Board Action:

Review the offer of the donation and take action on advising staff on the acceptance of the donation.

Project or Policy Description and Background:

SMC 2.55.070 Gifts states that:

The board may make recommendations to city council regarding the acceptance or rejection of all gifts of money or property made for the benefit of the parks programs.

This current SMC has not been reviewed since 1998. It has been the standard operating procedure for the recreation department to accept donations from community members when the donations are beneficial to our programs and leverage City resources. Ideally, under a certain valued amount, staff would be able to accept these donations without having to bring it to the board. Staff are currently updating the asset management guidelines, which then will inform an update to the SMC addressing donations for Parks, Recreation and Cultural Services so that they reflect the most updated and current City policy and practices.

Next Steps

Once the Parks Board has recommended the acceptance of the donation, staff will obtain the electric wheelchair. At that time, staff as well as participants will be trained on how to use the chair safely and the protocols in the handbook will be implemented.



Memorandum

DATE: April 27, 2023
TO: Parks, Recreation & Cultural Services/Tree Board
FROM: Mylinda Sneed, Public Art Coordinator, City of Shoreline
RE: “Gnomon” Sculpture Re-siting

Requested Board Action:

Approve site at Shoreline Park for placement of concrete footing and installation of “Gnomon” sculpture.

Project Description and Background:

The “Gnomon” sculpture is an artwork owned by 4Culture (King County Cultural Authority) which was previously sited at the Shoreline Pool since 1976.

In fall of 2021, the pool was demolished, and the sculpture was moved into storage until a new permanent site was decided. As this piece is owned by King County, the Public Art Coordinator has been working with 4Culture to negotiate costs for re-installation and site selection.

After looking over several sites and conferring with Board members and 4Culture, the site at Shoreline Park (19030 1st Avenue NE) near the original site, is the most appropriate space for re-siting this artwork for several reasons:

- Small urban forest
- City-owned
- Adjacent to the former site
- An underserved area for public art
- The clearing area has adequate distance from the tree canopy (less organic matter dropped onto artwork)
- Good access from nearby trail and near a picnic table
- Offers good visibility from the entrance on 1st Avenue NE
- The park has playfields and tennis courts. The sculpture would bring additional interest and amenity to a high use area
- The artwork will stay in Shoreline

Next Steps

The City is working with 4Culture to finalize selection of an art handling contractor, and this contractor will schedule delivery of the sculpture to the fabricator to update pins for the reinstallation on a new footing.

Parks Operations will pour a new concrete footing at the approved site.

Once the pins are finished at the fabricator, the sculpture will be picked up by the contractor, delivered to the approved new site and installed onto the newly poured footing.



“Gnomon” in situ at the former pool site



Proposed Shoreline Park Site



Memorandum

DATE: April 27, 2023
TO: Parks, Recreation & Cultural Services/Tree Board
FROM: Jacob Bilbo, Project Manager, City of Shoreline
RE: PROSA Plan Update

Requested Board Action:

No formal action is requested at this time. This item has been scheduled to provide updates on the progress that has been made on the PROSA Plan including public outreach and project timeline.

Project Description and Background:

The City previously engaged with one consultant who conducted both the community engagement and technical components of the current PROS plan. There was a significant effort to ensure community engagement in this plan and staff and the Parks Recreation and Cultural Services/Tree Board recognized the need to focus more intentionally on engaging those who are often overlooked in outreach and engagement efforts. With this in mind, and with a condensed timeline, staff decided to separate the public engagement work from the technical work, and as such engaged with Stepherson & Associates to conduct public outreach and engagement.

Elements of public engagement included interviews, focus groups, tabling events, surveys, an interactive map hosted on an online open house, meetings with athletic rental users, small group meetings with the PRCS/Tree Board and interviews with local jurisdictions and agencies. Our technical consultant, Beckwith Consulting, has analyzed the data from the public engagement efforts and will be sharing those results with the PRCS/Tree Board.

The immediate next steps will be to begin drafting the Strategic Action Initiatives and conduct public open houses at the beginning of May. We are also working with the Comprehensive Plan and across departments to update our equity mapping.

Next Steps

The team would like an opportunity to hear questions and comments from the Board on the public engagement process and results.