

## AGENDA

### Parks & Recreation Commission

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6:30 PM - Wednesday, October 2, 2019

City Hall Council Chambers, Sammamish, WA

Page

Estimated  
Time

**CALL TO ORDER**

6:30 pm

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF THE MEETING SUMMARY**

3 - 5

[Meeting Summary - Sep. 4, 2019](#)

**PUBLIC COMMENT**

*This is an opportunity for the public to address the Parks & Recreation Commission. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. Please be aware that the Parks & Recreation Commission meetings are recorded.*

**TOPICS**

6 - 33

1. Parks Capital Improvement Plan (CIP) Update

[Presentation](#)

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2. Parks Code Revisions

[Presentation](#)

**CHAIRMAN'S REPORT**

1. Parks & Recreation Commissioner Appointments

**DIRECTOR'S REPORT**

Angie Feser, Parks & Recreation Department Director

**PARKS COMMISSION LIAISON REPORTS**

1. Sammamish Friends - Sid

2. **Sammamish Community Wildlife Habitat - Kathe**
3. **Native Plant Stewards -Cheryl/Sid**
4. Sammamish Walks - Hank
5. Trail Stewards - Nancy
6. Sammamish Youth Board
7. Sammamish YMCA -Sarvinder
8. Sammamish Market - Seth
9. Community Garden -Eirlys

## **OTHER**

### **MEETING CALENDAR**

62

1. [Park and Recreation Commission Agenda Calendar](#)

### **ADJOURNMENT**

**8:30 pm**

*Parks & Recreation Commission meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request.  
Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.*

**Draft**



## **MEETING SUMMARY**

### **Parks & Recreation Commission**

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**6:30 PM - September 4, 2019**

City Hall Council Chambers, Sammamish, WA

**Commissioners Present:**

Chair Hank Klein, Parks & Recreation Commissioner, Position 9  
Vice-Chair Sid Gupta, Parks & Recreation Commissioner, Position 5  
Katherine Low, Parks & Recreation Commissioner, Position 2  
Cheryl Wagner, Parks & Recreation Commissioner, Position 3  
Seth Van Grinsven, Parks & Recreation Commissioner, Position 6  
Sarvinder Marwaha, Parks & Recreation Commissioner, Position 7  
Nancy Way, Parks & Recreation Commissioner, Position 8

**Commissioners Absent:**

Eirlys Vanderhoff, Parks & Recreation Commissioner, Position 1  
Sara Houpis, Parks & Recreation Commissioner, Position 4

**Staff Present:**

Angie Feser, Director of Parks & Recreation  
Anjali Myer, Deputy Director of Parks & Recreation  
Belle Stanley, Administrative Assistant  
Grayson Court, Management Analyst

**CALL TO ORDER**

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Chair Klein called the Sammamish Parks & Recreation Commission meeting to order at 6:41 PM.

**ROLL CALL**

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Roll call was called.

**APPROVAL OF THE MEETING SUMMARY**

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Meeting summary was approved with one correction; Katherine Low was not in attendance at last meeting as originally shown on the summary.

**APPROVAL OF AGENDA**

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The agenda was approved as presented.

**PUBLIC COMMENT**

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**Draft**

Fred Nystrom - On behalf of the Klahanie HOA; Fred spoke to the preservation of Klahanie Park in its present state, citing the bordering neighborhoods and the volume of current programming in the usable space.

Mary Wictor - Mary addressed native growth protection; instead of buying the land through land acquisition strategy, it is less expensive to purchase the easement. She presented a packet with current information from King County's current native growth protection easement practices for consideration.

## TOPICS

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### **Parks & Recreation Facilities Municipal Code Revision - Grayson Court, Management Analyst**

The objective of the topic is to review existing park code and to recommend updates. Grayson provided a definition and framework of municipal code, how it is put into place, infractions, penalties and enforcement. In his research, Grayson found that several current issues were not addressed in detail by Sammamish code: drones, e-bikes, mountain bikes, cannabis, commercial activities and political campaigning. The goal moving forward would be to provide clarity and consistency with City and State laws, respond to current events and issues and communicate those changes to the public. Grayson presented the steps necessary to reach the goal of updating existing code including organization of content, updating language, adding new topics and review. The timeline would continue through Fall 2019 and into Winter/Spring of 2020 when recommendations from the Parks & Recreation Commission may be presented to Council.

### **Surveillance Cameras in Parks - Grayson Court**

The purpose of this topic is to review and recommend proposed park video surveillance policy. Grayson examined how park video surveillance plays into public safety including crime prevention, crime detection, aiding in criminal prosecution, threat identification and measuring park activity. He provided background from Homeland Security and a 2019 Sammamish Police Services Study and approached policy development taking into consideration public safety vs. personal privacy. Policy development and review would involve the Parks & Recreation and Facilities Departments, the City Clerk's Office, Police Department and the City's Security Assessment Team. The next steps would include privacy impact assessment, policy development, Parks & Recreation Commission review/recommendation, Council approval, camera installation/monitoring, update of privacy impact assessment and the assessment for other City buildings. Discussion followed the presentation.

### **Parks & Recreation Department Update - Anjali Myer, Parks & Recreation Deputy Director**

Anjali presented the current department configuration which now includes Facilities/Fleet reporting to Angie Feser along with Recreation, Planning and Maintenance. Facilities/Fleet includes 12 buildings along with all of the City vehicles and equipment. Another departmental change was the addition of a second Lead in the Parks Maintenance division. Parks & Recreation is currently fully staffed. A review of the 2019-2020 draft requests for the Mid Biennial Budget was presented. It includes: Arts Strategic Plan, Parks and Recreation Guide, additional park property maintenance, Reard House change of use, additions to the Maintenance & Operations Center (MOC), and CCTV for MOC and City Hall.

## CHAIRMAN'S REPORT

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Hank reported on the July Parks & Recreation Commission's park tour which included Big Rock Park Site B at the tree house, Beaton Hill Park and Sammamish Landing.

## DIRECTOR'S REPORT

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Angie brought in mock-ups of new way-finding signage for our parks. Also, 90% drawings and specs for Big Rock Park Site B were presented to give a tangible example of the scope of time investment into the planning and

**Draft**

designing of a park. Beaver Lake shop is having the roof replaced and siding work completed. In addition, the Beaver Lake Lodge deck and ramp are being redone to meet ADA code and to replace worn deck materials. The Transportation Master Plan was launched earlier this year and progress continues. We now have a finalist for the Deputy City Manager position. Two interim directors have been named for Community Development and Public Works and the search is on for a Human Resource Director. The Volunteer Dinner is coming on November 21st.

#### **PARKS COMMISSION LIAISON REPORTS**

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Sammamish Friends - Sid

Sammamish Community Wildlife Habitat - Kathe

Native Plant Stewards -Cheryl/Sid

Sammamish Walks - Hank

Trail Stewards - Nancy

Sammamish Youth Board - Sara

#### **Sammamish YMCA -Sarvinder**

No report

#### **Sammamish Market - Seth**

According to Deb Sogge, profits are down for the year perhaps due to more rain during market days. Come out and continue to support the vendors. Dogs are now allowed in the market and volunteers are helping to enforce the guidelines. There have been a few issues with campaigning occurring at the market. Last day of the Farmers Market is September 25th.

#### **Community Garden -Eirlys**

No report

#### **OTHER**

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#### **MEETING CALENDAR**

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[Parks & Recreation Commission Meeting Calendar](#)

## Agenda Bill

Parks and Recreation Commission Regular Meeting  
October 02, 2019



<b>SUBJECT:</b>	Parks Capital Improvement Plan (CIP) Update		
<b>DATE SUBMITTED:</b>	September 23, 2019		
<b>DEPARTMENT:</b>	Parks & Recreation		
<b>NEEDED FROM COMMISSION:</b>	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
<b>RECOMMENDATION:</b>	N/A		
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - Parks CIP Presentation</a>		
<b>BUDGET:</b>			
Total dollar amount	N/A	<input type="checkbox"/>	<b>Approved in budget</b>
Fund(s)	Parks Capital Improvement Fund	<input type="checkbox"/>	<b>Budget reallocation required</b>
		<input checked="" type="checkbox"/>	<b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation		
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

### NEEDED FROM COMMISSION:

Parks Capital Improvement Plan (CIP) Update

### KEY FACTS AND INFORMATION SUMMARY:

#### **Summary:**

The Parks Capital Improvement Plan (CIP) is a planning document, updated every two years, that identifies parks capital improvement programs and projects the City foresees undertaking over the next six years. The Parks CIP by itself does not authorize projects to move forward, nor does it authorize funding for any of the listed projects. Funding authorization occurs through the City's biennial budget process.

The Parks CIP implements the vision for the future of park facilities in our City, as well as meeting state requirements for a six-year capital plan that is consistent with the Comprehensive Plan. The plan assures that adequate public facilities are available to serve existing and future development and maintains the City's eligibility for grant funding.

The Parks CIP identifies specific improvement projects, funding sources and project timelines over the six-year period. Capital projects may include acquisition, repair, renovation, replacement and development. The updated Parks CIP includes recommended capital projects and proposed schedules which are balanced to accommodate project priorities, planning, construction seasons and the resources needed to complete the work.

**Timeline:**

The City first adopted a Parks CIP in 2006, the same year the Parks Impact Fees were adopted. The current 2018-2023 CIP is included in and adopted through the 2018 Parks, Recreation and Open Space (PRO) Plan, although it is a stand-alone planning document on its own.

We anticipate discussing the Parks CIP Update at the following meetings:

- Meeting #1 – Overview of the Parks CIP Program (October 2019)
- Meeting #2 – Review of current CIP projects, additions/deletions (Winter 2019-20)
- Meeting #3 – Prioritization of projects, recommendations to City Council (Spring 2020)

**Parks CIP Funding Overview:**

Parks CIP funding comes from several sources as shown on the last page of the Parks CIP Plan and as further described below.

**Beginning Fund Balance**

This is the estimated starting balance of the Parks CIP Fund (Fund 302) at the beginning of the 6-year period.

**Real Estate Excise Tax (REET)**

REET is collected from the sale of real estate in the city and a portion of this revenue is allocated for parks capital projects.

**Park Impact Fees**

Impact fees are collected on new development in the City. The last impact fee increase was implemented in 2015.

**King County Levy**

A portion of the King County Parks Levy provides funding for local jurisdictions to support parks capital projects. The City of Sammamish receives approximately \$150K annually through the 2014-19 Levy. The 2020-2025 renewal of the Levy recently passed in the August elections.

**Operating Contribution – General Fund**

Funds may be transferred from the General Fund to the Parks CIP fund as designated in the biennial budget.

#### Other sources

A small amount of interest is earned on the Parks CIP fund. In the past, the City has received grant funding for a number of park capital projects. Grant funding has become very uncertain in recent years, so we do not include anticipated grant revenue in the Parks CIP. We will, however, continue to apply for grants when funding is available and our projects meet grant criteria. The King County Transfer of Development Rights (TDR) program is another source of revenue for the Parks CIP.

#### **FINANCIAL IMPACT:**

There is no financial impact at this time. The 6-year Parks CIP is a planning document and as such does not commit the City to any financial obligations. Council will encounter and address the financial impacts in the future as they appropriate funding in the biennial budget for the various projects listed in the 6-year Parks CIP. Listing a project on the Parks CIP allows it to be eligible for grant funding.

#### **OTHER ALTERNATIVES CONSIDERED:**

An alternative would be to leave the Parks CIP as adopted. The consequence would be that we would be working off an outdated document and priorities would not be clear.

#### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[2018 Parks Recreation and Open Space \(PRO\) Plan](#)



# Parks CIP Update

Parks & Recreation Commission  
Meeting  
October 2, 2019





# Presentation Topics

- Overview of Parks CIP (What)
  - Project Categories
  - Revenue Sources
- Need for the Update (Why)
- Project Outline (How)
- Next Steps



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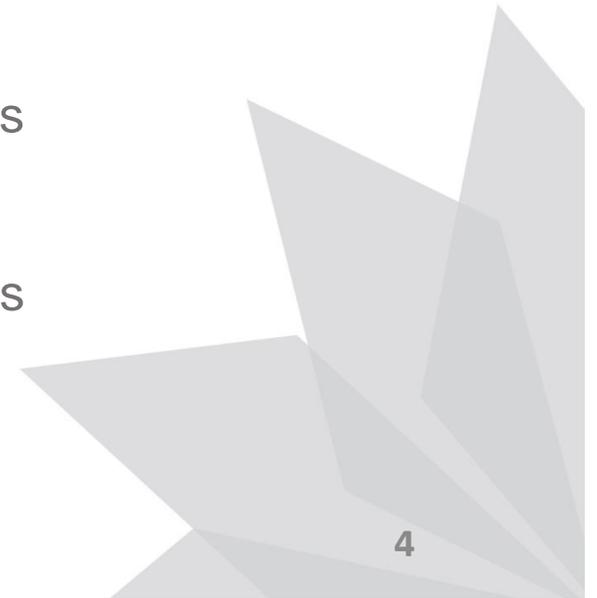


# Overview of the Parks CIP



# Overview of the Parks CIP

- What is a Parks Capital Improvement Plan (CIP)?
- Project Categories
  - Design/Construction Projects
  - Planning Projects
  - Other/Miscellaneous projects
- Revenue Sources





# What is a Parks Capital Improvement Plan?

- Six-year planning tool
- Guides the acquisition and development of parks and recreation facilities
- Planning level cost estimates
- Proposed time frames
- Not an official budget document
  
- Current PRO\* Plan adopted in 2018
- Includes the 2018-2023 CIP Plan
- Last update to CIP, 2018

*\*Parks, Recreation and Open Space (PRO) Plan*





# Parks CIP Components – Project Categories

- Parks CIP Projects  
Renovation and Development
- Parks Planning Projects  
Development and Master Plans
- Other Parks CIP Projects  
Land Acquisition  
Park System Development, less specific
- Not included  
Overall park system planning projects such as the PRO Plan, Athletic Field Study



# Parks CIP Components – Designated Revenue Funding

- **Park Impact Fees**
  - Updated in 2015
  - \$6,739 per single family unit
  - \$4,362 per multi-family unit
- **King County 2014-2019 Levy Funding**
  - ~\$150,000 per year
  - 2020-2025 renewal passed in August elections
- **King County Transfer of Development Rights**
  - 25% of any TDR credit sold to a developer



# Parks CIP Components – Other Revenue Funding



- **Real Estate Excise Tax (REET)**
  - 1/4 of one percent
- **Operating Contribution - General Fund**
  - used for transfers from the general fund
- **Anticipated Grants**
  - possible funding from successful grant applications for park acquisition and development projects.





# Need for a Parks CIP Update



# Need for an Update to the Parks CIP

- CIP is typically reviewed annually or biennially and revised to prioritize projects
- Currently operating under the 2019-2020 budget
- Last update was part of 2018-2023 PRO Plan
- Planning level estimates are outdated
- Do not reflect current Construction Cost index
- New Storm Water Code requirements
- New Development regulations
- New Acquisitions
- New partnering opportunities (LWSD field scheduling)

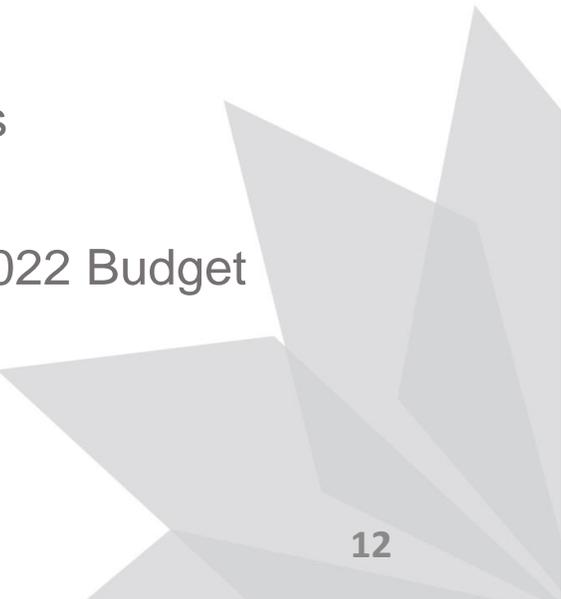




How will we get there?



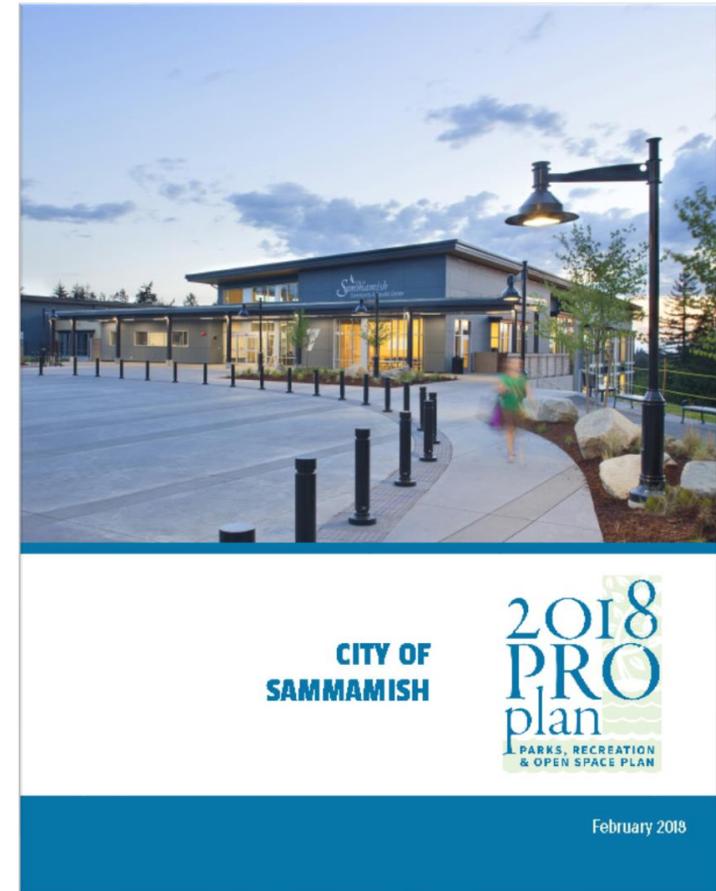
# Project Outline

- 
- Revisit PRO Plan Priorities
  - Review Current CIP List
    - Completed Projects
    - Project Underway
    - Changes, Additions, Deletions
  - Ranking Criteria
    - Prioritize projects for 2021-2022 Budget
  - Update Costs, if necessary

# PRO Plan Priorities

## What is a PRO Plan?

- The Parks, Recreation & Open Space Plan (PRO, for short) is a 6-year guide and strategic plan for managing and enhancing parks, open space, trails, and recreation opportunities for Sammamish.
- The last plan was adopted in 2018.



# Key Project Recommendations

1. Acquisitions for Open Space Preservation & to Fill Gaps
2. Park & Trail Connections
3. Recreation Programming
4. Sports Fields Enhancements
5. ADA Enhancements & Park Enhancements
6. Wayfinding & Signage
7. Communications & Promotions



# Current CIP List

- Completed Projects
- In Progress Projects

PROJECT	6-year Total
<b>1 Mystic Lake - Trail Extension</b> City to design and pay construction costs over \$15K, wetland buffer mitigation, developer to construct trail of approx. 650 lf.	\$25,000
<b>2 Big Rock Park - Site B - Phase I Improvements</b> ROW improvements, driveway and parking lot, utilities, tree house ADA and general site improvements to allowing of opening of Parcel B.	\$2,200,000
<b>3 Inglewood Middle School - Phase I- Synthetic Turf &amp; Field Overlay</b> Upgrade existing football field with synthetic turf and lights. Includes restroom, soccer/lacrosse overlay, new drainage, irrigation.	\$3,220,000
<b>4 Beaver Lake Park - Athletic Fields</b> Reconfigure 3 existing natural turf softball fields to 3 artificial turf little league baseball fields, drainage, irrigation, fencing. One multi-use rectangular synthetic field with lighting.	\$3,500,000
<b>5 Beaver Lake Park - Westside Plaza</b> New restroom, picnic shelter, sports plaza & play area between fields. Requires 3 baseball field reconfiguration.	\$2,000,000
<b>6 Plant Salvage Program/Facility</b> Location and development of a facility to storage, water and maintain salvaged plant material for restoration/planting projects.	\$50,000
<b>7 East Sammamish Park - Playground</b> New playground	\$1,100,000
<b>8 East Sammamish Park - Parking &amp; Access Improvements</b> Parking lot expansion, frontage improvements, pedestrian lighting, tennis court access and trail to Margaret Mead.	\$750,000

# Current CIP List

- Completed Projects
- In Progress Projects

PROJECT	6-year Total
9 <b>Pine Lake Park - Field Upgrades</b> Replacement irrigation in outfield, new infield surface and drainage, safety fencing, replacement backstop	\$350,000
10 <b>East Sammamish Park - Baseball Field Rehab</b> Infield/outfield remodel and drainage, natural turf replacement, potential new amenities	\$640,000
11 <b>Off-leash Dog Park - site TBD</b>	\$50,000
12 <b>Beaver Lake Park - Lakeside Improvements</b> Swim beach/shoreline improvements, parking lot expansion, new playground, stormwater, landscape and irrigation.	\$2,800,000
13 <b>Evans Creek Preserve - Trail System &amp; Habitat Improvements</b> Completion of internal trail system and habitat improvements.	\$50,000
14 <b>Lower Sammamish Commons - Restroom</b> Permanent restroom building with adjacent maintenance storage space. Sewer connection provided via Town Center developer	\$550,000
15 <b>Skate Park - Rehabilitation/Repairs</b> Minor repairs to concrete, address design issues with planter boxes, expand skate bowl on north end of Skate Park.	\$300,000

# Current CIP List

- Completed Projects
- In Progress Projects

PROJECT	6-year Total
16 <b>Big Rock Park - Site A - Phase II - Restroom</b> Site A: Permanent restroom and septic field upgrade.	\$385,000
17 <b>Evans Creek Preserve - Highway 202 Access</b> Connect Alcott Elementary via a soft surface trail through the North Property and an enhanced crosswalk on 202.	\$130,000
18 <b>Eastlake Community Sports Field 3 - Synthetic Turf Replacement</b> Turf and infill replacement. Includes new pad and anticipated coated crumb rubber infill material or suitable alternate. (9-year estimate)	\$1,400,000
19 <b>East Sammamish Park - Pickleball Courts</b>	\$150,000

Total Parks CIP Projects: **\$19,650,000**

# Current CIP List – Planning Projects

Completed Projects  
 In Progress Projects

PROJECT		6-year Total
20	<b>YMCA Property Development Plan</b> Preliminary plan for recreation facility improvements for property meeting YMCA/City lease agreement requirements.	\$100,000
21	<b>Klahanie Park Master Plan</b> Complete Master Plan for Klahanie Park. Includes consultant, site analysis, public engagement and final plan.	\$250,000
22	<b>Athletic Field Study</b> Complete a community-wide gap analysis and prioritized implementation plan for outdoor athletic facilities.	\$50,000
23	<b>Park Systemwide Wayfinding Program</b> Unified directional signage for wayfinding to and through parks.	\$57,000
24	<b>Lower Commons - Master Plan Update</b> Update to reflect changed use with Town Center, Green Spine, Regional Stormwater	\$100,000
25	<b>Indoor Field House - Feasibility Study</b> Feasibility study to include an operations analysis for an indoor field house to be considered on the YMCA/Pine Lake Property.	\$100,000
26	<b>Environmental Interpretation/Habitat Certification</b> Interpretative and habitat certification signage within the parks	\$25,000

Total Parks Planning Projects: **\$682,000**

# Current CIP List - Other

- Completed Projects
- In Progress Projects

PROJECT	6-year Total
27 <b>Community Garden</b> Placeholder for future community garden(s) with 40 to 50 planting beds in a location to be determined.	\$100,000
28 <b>Land Acquisition</b> Placeholder to acquire land for future parks and open spaces as opportunities become available.	\$13,000,000
29 <b>Capital Repair/Replacement Program (includes ADA upgrades)</b> This ongoing program allocates funds for the repair and replacement of parks structures and equipment.	\$1,200,000
30 <b>Capital Contingency Reserve (based on projects)</b> 10% contingency for Parks CIP projects	\$1,965,000
31 <b>Sammamish Commons Trail Connection Phase 1</b> Lower Sammamish Commons to Big Rock Park Trail	\$300,000
32 <b>Future Trail Connections</b> Placeholder for future trail projects to be determined upon completion of the PRO Plan and TMP. (Includes \$500k carryforward from 2016 and 2017).	\$2,000,000
33 <b>Town Center Park Projects</b> Placeholder for future Town Center projects to include urban plaza, central green, playground relocation and/or other projects.	\$2,075,000

Total Other Parks CIP Projects: **\$20,640,000**

Total Parks CIP Expenditures: **\$40,972,000**

# Parks CIP Revenue

PARKS CIP REVENUE	2018	2019	2020	2021	2022	2023	6-Year Total
Real Estate Excise Tax (REET)	\$2,450,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$13,450,000
Park Impact Fees	\$1,985,000	\$1,985,000	\$1,985,000	\$1,985,000	\$1,985,000	\$1,985,000	\$11,910,000
King County 2014-2019 Levy Funding	\$120,000	\$120,000	-	-	-	-	\$240,000
King County TDR	-	-	-	-	-	-	\$0
Operating Contribution - General Fund	-	-	-	-	-	-	-
Investment Interest	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
Anticipated Grants	-	\$50,000	-	\$50,000	-	\$50,000	\$150,000
<b>(E) TOTAL PARKS CIP REVENUE</b>	<b>\$4,560,000</b>	<b>\$4,360,000</b>	<b>\$4,190,000</b>	<b>\$4,240,000</b>	<b>\$4,190,000</b>	<b>\$4,240,000</b>	<b>\$25,780,000</b>



# Athletic Field Study Components

## Activities

- Study current field usage
- Research sports and population trends
- Review data and feedback from sports leagues
- Assessment of current facilities





# Athletic Field Study Components

## Timeline

- Study current field usage: **Complete**
- Research sports and population trends: **Complete**
- Review data and feedback from sports leagues: January 2020
- Assessment of current facilities: Spring 2020

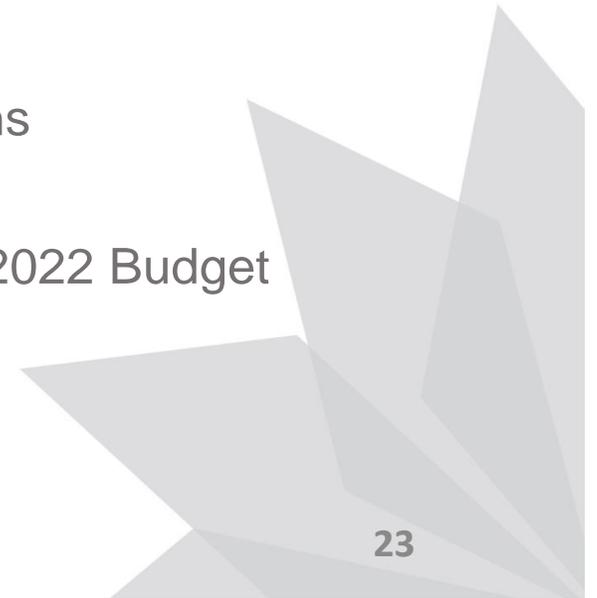




# Timeline



- ✓ Revisit PRO Plan Priorities
- Review Current CIP List
  - ✓ Completed Projects
  - ✓ Project Underway
    - Changes, Additions, Deletions
- Ranking Criteria
  - Prioritize projects for 2021-2022 Budget
- Update Costs, if necessary





# Next Steps

- Review projects on the list
- Establish general ranking criteria
- Prioritize the list





Questions / Comments?

# Agenda Bill

Parks and Recreation Commission Regular Meeting  
October 02, 2019



<b>SUBJECT:</b>	Parks Code Revisions																										
<b>DATE SUBMITTED:</b>	September 27, 2019																										
<b>DEPARTMENT:</b>	Parks & Recreation																										
<b>NEEDED FROM COMMISSION:</b>	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational																										
<b>RECOMMENDATION:</b>	<p>Provide guidance to City staff on several key topics (drones, electric and small motorized mobility devices, large groups, private business, mountain bikes, marijuana use and other items) in order to move forward on the regulation and enforcement of certain park activities.</p>																										
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - Presentation</a>																										
<b>BUDGET:</b>	<table> <tr> <td>Total dollar amount</td> <td>\$0</td> <td><input type="checkbox"/></td> <td><b>Approved in budget</b></td> </tr> <tr> <td>Fund(s)</td> <td></td> <td><input type="checkbox"/></td> <td><b>Budget reallocation required</b></td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><b>No budgetary impact</b></td> </tr> </table>			Total dollar amount	\$0	<input type="checkbox"/>	<b>Approved in budget</b>	Fund(s)		<input type="checkbox"/>	<b>Budget reallocation required</b>			<input checked="" type="checkbox"/>	<b>No budgetary impact</b>												
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<b>WORK PLAN FOCUS AREAS:</b>	<table> <tr> <td><input type="checkbox"/></td> <td></td> <td>Transportation</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>Community Safety</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Communication &amp; Engagement</td> <td><input type="checkbox"/></td> <td></td> <td>Community Livability</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>High Performing Government</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>Culture &amp; Recreation</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Environmental Health &amp; Protection</td> <td><input type="checkbox"/></td> <td></td> <td>Financial Sustainability</td> </tr> </table>			<input type="checkbox"/>		Transportation	<input checked="" type="checkbox"/>		Community Safety	<input type="checkbox"/>		Communication & Engagement	<input type="checkbox"/>		Community Livability	<input checked="" type="checkbox"/>		High Performing Government	<input checked="" type="checkbox"/>		Culture & Recreation	<input type="checkbox"/>		Environmental Health & Protection	<input type="checkbox"/>		Financial Sustainability
<input type="checkbox"/>		Transportation	<input checked="" type="checkbox"/>		Community Safety																						
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<input type="checkbox"/>		Environmental Health & Protection	<input type="checkbox"/>		Financial Sustainability																						

## NEEDED FROM COMMISSION:

How should Parks & Recreation staff move forward on developing new or updated park regulations related to drones, electric and small motorized mobility devices, large groups, private business, mountain bikes, marijuana use and other items?

## KEY FACTS AND INFORMATION SUMMARY:

### Summary

City staff is requesting feedback and guidance on several key topics in order to move forward on the regulation and enforcement of certain park activities in relation to the *SMCTitle 7: Parks & Recreation (Chapter 7.12 Park Rules)* update. These City code revisions will replace current code with new and

updated language, to provide greater clarity of park rules and enforcement, maintain consistency with City and state laws, respond to current events and issues, and improve the department's ability to communicate park rules to the public.

### **Background**

Over the last several years the Parks & Recreation Department has been facing new issues surrounding use of City parks. While staff have been able to use existing code to interpret enforcement, the department aims to revise current code to provide greater clarity regarding these new issues. City staff is requesting feedback and guidance in order to move forward on the regulation and enforcement of the following activities:

#### **1. Mountain bikes**

With a number of popular mountain biking areas near and around the City, park users are now becoming increasingly attracted to mountain biking opportunities within City parks. There are several trails and park areas which have seen an increase in mountain biking which are not equipped for this type of activity and no specific rules have been issued to enforce public safety.

#### **2. Marijuana use**

Washington State Law (RCW 69.50.445) states it is unlawful to open a package containing marijuana, useable marijuana, marijuana-infused products, or marijuana concentrates, or consume marijuana, useable marijuana, marijuana-infused products, or marijuana concentrates, in view of the general public or in a public place. These restrictions include publicly owned parks, beaches, playgrounds, and all other places of like or similar nature to which the general public has unrestricted right of access, and which are generally used by the public.

#### **3. Unmanned Aircraft Systems (UAS, also known as drones)**

As UAS activity has grown over the last several years, state and local governments have been establishing UAS-specific regulations that extend beyond the guidelines and restrictions established for non-recreational and recreational UAS users by the Federal Aviation Administration (FAA). However, in 2018 the FAA explicitly stated that cities are not permitted to have their own rules or regulations governing the operation of aircraft (which includes UAS), except to determine the location of aircraft landing sites.

#### **4. Toy Motorized Devices**

Toy motorized devices such as cars, trucks and boats can interfere with recreational activities enjoyed by park users. In some cases, the operation of these devices can present safety hazards, such as the operation in swimming areas (toy motorized boats).

#### **5. Electric and small motorized mobility devices used for travel**

Electric and small motorized mobility devices used for travel are becoming increasingly popular in park areas which has prompted the Parks & Recreation Department to identify solutions to regulate use in order to promote public safety. Devices include mopeds, electric personal assistive mobility devices, motorized foot scooters, personal delivery devices, and electric-assisted bicycles.

#### 6. Use of public parks to conduct private business

Organizations, businesses and individuals have approached the Parks & Recreation Department requesting the ability to operate a portion or all of their business activities in City parks. In some cases, organizations have operated without the permission of the department and have been asked to leave. At this time there are no specific rules on what type of organizations are allowed to conduct business (e.g. yoga classes vs. outdoor preschool vs. education vs. for-profit vs. nonprofit) in City parks or the process (e.g. special use permit vs. agreement/contract vs. competitive bidding) in obtaining approval from the department.

#### 7. Large groups visiting public parks

Recently, large groups of more than 50 individuals have used City parks for traditional day use. While currently allowed, the size of the groups have an impact on maintenance and safety which is not explicitly addressed in the City code. At this time there are no specific rules on the size of groups that are allowed in City parks or the process in obtaining approval (e.g. special use permit) from the department for traditional day use activities.

#### **FINANCIAL IMPACT:**

The agenda bill is a discussion item with no budgetary impact

#### **OTHER ALTERNATIVES CONSIDERED:**

##### **Alternative #1**

Not incorporate elements of the topics discussed to create changes to current park code. If not approved, City code may be unclear to the general public, remain outdated and inconsistent with other City, state and federal laws, or may no longer be consistent with current events and issues that impact park usage. City staff will need to plan on how to interpret old code in order to ensure consistency in the enforcement of park rules.

##### **Alternative #2**

Add new rules or clarify language to outdated park code resulting from discussion related to topics. Adding new rules, or clarifying old rules, will allow the department to directly address and regulate these new activities within City parks.

#### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[2018 Parks , Recreation and Open Space \(PRO\) Plan](#)



# Parks Code Update

Parks & Recreation Commission Meeting  
October 2, 2019



1



# Presentation Topics

- Discussion Topics (7)
- Next Steps



# Discussion Topics



## Topics

1. Mountain Bikes
2. Marijuana Use
3. Unmanned Aircraft Systems
4. Toy Motorized Devices
5. Electric & Small Motorized Mobility Devices
6. Private Businesses
7. Large Groups

## Feedback/guidance on options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*



# 1. Mountain Bikes



# Mountain Bikes

## Background

- Users are mountain biking in areas that may not be designated for this activity.
  - Impacts public safety
  - Impacts quality of trails
  - Impacts maintenance efforts
- Creates conflicting use of travel due to the narrow width of the trail.

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





## 2. Marijuana Use

# Marijuana Use



## I-502 legalized recreational use of cannabis (2012)

### Restrictions/limitations include

- *“...it is unlawful to open a package containing marijuana... or consume marijuana... in view of the general public or in a public place. These restrictions include publicly owned parks, beaches, playgrounds, and all other places of like or similar nature to which the general public has unrestricted right of access, and which are generally used by the public.” (RCW 69.50.455)*

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





# 3. Unmanned Aircraft Systems

# Unmanned Aircraft Systems (UAS)



## Background

- Commonly referred to as “drones”
- Regulated by the U.S. Federal Aviation Administration
- Cities/municipalities are not permitted to have their own rules or regulations governing the operation of aircraft
  - May determine the location of aircraft landing sites
- City currently has rules regulating aircraft landing/take off (SMC 7.12.600 Aircraft)





# Unmanned Aircraft Systems (UAS)

***“Flying a drone in a reckless manner is a violation of Federal law and FAA regulations and could result in civil fines or criminal action”.***

(FAA Q&A, December 2018)

- Keep your unmanned aircraft within your visual line-of-sight
- Do not fly above 400 feet in uncontrolled airspace
- Never fly near other aircraft
- Always give way to all other aircraft
- Never fly over groups of people, public events, or stadiums full of people
- Never fly near emergency response activities
- Never fly under the influence of drugs or alcohol





# Unmanned Aircraft Systems (UAS)

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *Allow all park properties to serve as a landing site?*
  - *Allow limited park properties to serve as a landing site?*
  - *Other regulations?*





## 4. Toy Motorized Devices



# Toy Motorized Devices

## Background

- Types of devices
  - Cars/trucks
  - Boats
- Can interfere with recreational activities
- Can present safety hazards (swimming areas)
- SMC 7.12.460(2) – Swimming/boating rules:  
*“...the use or operation of toy motorized boats in designated swimming areas is prohibited.”*

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Limited devices?*
  - *Other regulations?*





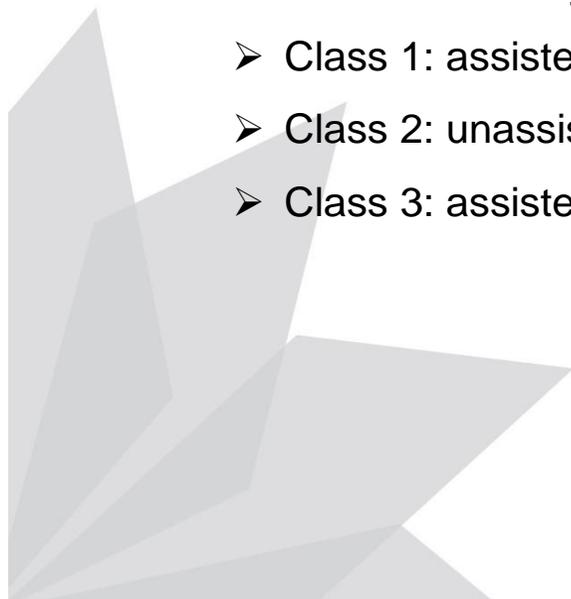
# 5. Electric & Small Motorized Mobility Devices



# Electric and Small Motorized Mobility Devices

## Types of devices

- Mopeds
- Electric personal assistive mobility devices
- Motorized foot scooters
- Electric-assisted bicycles (Class 1, 2 & 3)
  - Class 1: assisted pedaling up to 20 miles/hr.
  - Class 2: unassisted pedaling up to 20 miles/hr.
  - Class 3: assisted pedaling up to 28 miles/hr. Includes speedometer.





# Mopeds

## State regulations

- Not allowed on:
  - Bicycle path/trail
  - Bikeway
  - Equestrian trail
  - Hiking/recreational trails

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





# Electric personal assistive mobility devices

## State regulations

- Obey all speed limits
- Yield the right-of-way to pedestrians
- Must give audible signal before passing
- Same rights/duties of pedestrians
- City may regulate the operation within boundaries of any area used for recreation, open space, habitat, trails or other conservation purposes

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





# Motorized foot scooters

## State regulations

- May be parked to the same extent as bicycles
- May be operated on a shared-use path designed for bicycles
  - City can restrict/limit access
  - City can regulate use in facilities/properties
- Not allowed on trails designated as nonmotorized or has natural surface
  - City can allow operation
- May be used only when signs explicitly allow motorized foot scooters

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





# Electric-assisted bicycles

## State regulations

### General

- Not allowed on trails specifically designated as nonmotorized or has natural surface
  - City may allow operation

### Class 1 & 2

- May be operated on a shared-use path designed for bicycles
  - City can restrict/limit access
  - City can regulate use in facilities/properties

### Class 3

- Not allowed on shared-use paths
  - City may allow operation
- City can regulate use in facilities/properties

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





# 6. Private Businesses



# Private Businesses

## Background

- Services provided in exchange for payment in non-reservable areas of City parks.
- Some organizations have operated without permission.
- Examples: yoga classes, daycare, educational, etc.

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





# 7. Large Groups



# Large Groups

## Background

- Large groups are using City parks for traditional day use
- Impacts maintenance and safety

## Options for regulation

- *Incorporate into updated Parks Code? (Yes/No)*
- *If Yes*
  - *All park sites?*
  - *Limited park sites?*
  - *Other regulations?*





# Next Steps

## Next Steps

- Specific topics/Commission feedback
- Proposed code updates – review by Commission and recommendations
- Planning Commission review
- City Council presentation for adoption



## PARKS & RECREATION COMMISSION PROPOSED AGENDA CALENDAR

*Current as of: 9/26/2019*

Date*	Time	Type	Staff	Topics
January 9	6:30 PM	Regular Meeting	Angie Feser Anjali Myer Becky Smith Chris Jordan	<ul style="list-style-type: none"> <li>• Parks CIP Project: Park Signage and Wayfinding</li> <li>• Klahanie Master Plan update</li> <li>• City's 20<sup>th</sup> Anniversary Funding</li> </ul>
February 6	6:30 PM	Regular Meeting	Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Chair/Vice Chair Elections</li> <li>• Reard Freed House Programming</li> </ul>
March 6	6:30 PM	Regular Meeting	Angie Feser Anjali Myer Shelby Perrault	<ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #1 of 3</li> <li>• Chair/Vice Chair Elections</li> <li>• LC-BRP Trail Easement</li> </ul>
April 3	6:30 PM	Joint Meeting – Human Services Commission	Angie Feser Anjali Myer Rita Badh Mike Sugg	<ul style="list-style-type: none"> <li>• Commission's Roles and Overlapping programming</li> <li>• Sammamish Youth Board Annual Report</li> </ul>
May 1	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Volunteer Scheduling Software, Galaxy Presentation</li> <li>• Scheduling of LWSD Fields</li> </ul>
June 5	6:30 PM	NO MEETING		
June 11	6:30 PM	Joint Meeting – City Council	Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #2 of 3</li> </ul>
July 10	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Tree House Programming</li> </ul>
August 7		NO MEETING		
September 4	6:30 PM		Angie Feser Anjali Myer Grayson Court	<ul style="list-style-type: none"> <li>• Parks Code Update Presentation</li> <li>• Surveillance Cameras in Parks Update</li> </ul>
October 2	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Parks CIP Overview (CIP 101) Meeting #1 of 3</li> <li>• Parks Code Discussion</li> </ul>
November 6	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #3 of 3</li> <li>• Surveillance Cameras in Parks Policy</li> </ul>
December 4	??			<ul style="list-style-type: none"> <li>•</li> </ul>

\* Wednesdays unless otherwise noted