



# KIRKLAND PARK BOARD

Date: April 8, 2015

Time: 7:00 p.m.

Place: Council Chambers, City Hall

*The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland.*

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**  
March Park Board Meeting Minutes *5 minutes*
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
6. **PRESENTATIONS**  
Metropolitan Park District *30 minutes*
7. **COMMUNICATIONS** *10 minutes*
  - a. Correspondence
  - b. Staff Reports – April update
  - c. Committee Reports
  - d. Comments from the Chair
8. **UNFINISHED BUSINESS**
  - a. 2015-2020 Capital Improvement Program *30 minutes*  
Topic: Review proposed 2015-2020 Parks Capital Improvement Program  
Action: Provide recommendation to City Council
9. **NEW BUSINESS**
  - a. Park Impact Fee Methodology *20 minutes*  
Topic: Receive update on Park Impact Fees  
Action: Discussion only
  - b. North Juanita Open Space Naming Process *10 minutes*  
Topic: Provide comment on proposed site naming process  
Action: Discussion only

**10. GOOD OF THE ORDER**

*5 minutes*

**11. ADJOURNMENT**

*Estimated meeting completion: 9:00 p.m.*

Next meetings:  
May 13, 2015  
June 10, 2015  
July 8, 2015

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# KIRKLAND PARK BOARD

## Minutes of Regular Meeting

### March 11, 2015

#### 1. CALL TO ORDER

The March Park Board regular meeting was called to order at 7:00 p.m. by Chair Adam White.

#### 2. ROLL CALL

Members present: Chair Adam White, Vice Chair Kevin Quille, Sue Contreras, Sue Keller, Ted Marx, Rick Ockerman, Jim Popolow and Rosalie Wessels.

Staff present: Michael Cogle, Jason Filan, Linda Murphy and Jennifer Schroder.

Recording Secretary: Cheryl Harmon

#### 3. UNFINISHED BUSINESS

##### a. Aquatics, Recreation and Community Center Project

Ms. Schroder presented an updated report on the study of a potential Aquatics, Recreation and Community (ARC) Center in Kirkland including an overview of sites evaluated and community outreach completed.

Ms. Schroder introduced Dominick Martin of EMC Research, Inc., the consultant hired to perform a telephone survey of Kirkland voters regarding opinions on a potential ARC Center.

Questions were answered by staff and the consultant.

A public comment period was held. Comments were heard from the following:

Terri Fletcher

John Putt

Tina Holt

Robin Lesh

Kevin Brown

Phil Boulton

Elaine Darling

Karen Lightfeldt

Sherill Aumiller

Nancy Peterson

Jon Erickson

Ken Albinger

Llew Johnson

Rob Martin

Shelly Stockman

Keith Dunbar

Jamie Rector

Angelina Henry

Lloyd Pernela

The Board discussed facility components and asked clarifying questions of staff. Ms. Contreras moved that the Park Board reaffirm the desired facility with the additional components of the ARC as originally proposed in September, 2014, and re-emphasize the importance of developing and operating a financially self-sustaining facility. Mr. Ockerman seconded. Motion carried (6-2; yes: Ms. Contreras, Mr. Marx, Mr. Ockerman,

Mr. Popolow, Ms. Wessels and Mr. White; no: Ms. Keller and Mr. Quille). Additional discussion was had.

The Board discussed publicly-owned sites and asked clarifying questions of staff. Mr. Quille moved that the Juanita Beach and NKCC sites be permanently removed from consideration for the location of the ARC. Ms. Contreras seconded. Additional discussion was had. Motion carried (5-3; yes: Ms. Contreras, Mr. Marx, Mr. Ockerman, Mr. Quille and Mr. White; no: Ms. Keller, Mr. Popolow and Ms. Wessels).

The Board discussed privately-owned sites. Mr. Ockerman moved that the city continue to aggressively pursue a private site for the ARC, preferably in the Totem Lake area. Ms. Keller seconded. A clarifying question was asked. Motion carried (8-0).

The Board discussed project timing. Ms. Keller moved to recommend that the City should continue to work diligently, responsibly and decisively with the community to consider a voter-approved ballot measure to fund and build the ARC as early as the City Council deems prudent. Mr. Quille seconded. Additional discussion was had. Motion carried (8-0).

The Board discussed community partners. Mr. Ockerman moved to recommend that the City should continue to seek strong community partners for the ARC but should be prepared to move forward in order to maintain project momentum and complete the project in a timely manner. Ms. Keller seconded. Additional discussion was had. Motion carried (8-0).

The City Council will receive this presentation at a Study Session on March 17<sup>th</sup>.

#### **4. ADJOURNMENT**

Mr. Ockerman moved to adjourn. Ms. Wessels seconded. Motion carried (8-0). Meeting was adjourned at 9:33 p.m.

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Jennifer Schroder, Director  
Parks and Community Services

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Adam White, Chair  
Park Board

# **KIRKLAND PARK BOARD**

## **Minutes of Special Meeting**

### **March 18, 2015**

#### **1. CALL TO ORDER**

The March 18, 2015, Park Board Special Meeting was called to order at 7:00 p.m. by Chair Adam White.

#### **2. ROLL CALL**

Members present: Chair Adam White, Vice Chair Kevin Quille, Sue Contreras, Sue Keller, Ted Marx and Rosalie Wessels.

Rick Ockerman and Jim Popolow were excused.

Staff present: Michael Cogle, Jason Filan, Linda Murphy and Jennifer Schroder.

Recording Secretary: Cheryl Harmon

#### **3. APPROVAL OF MINUTES**

The minutes of the February 11<sup>th</sup> meeting were reviewed. Ms. Keller moved to approve the minutes as presented. Mr. Quille seconded. Motion carried (6-0).

#### **4. ITEMS FROM THE AUDIENCE**

Comments were heard from Ken Albinger.

#### **5. REVIEW OF ACTION ITEMS**

Ms. Schroder reported on the City Council's acceptance of the Landguth property donation and naming of the property as Neal-Landguth Wetland Park.

#### **6. PRESENTATIONS**

No items.

#### **7. COMMUNICATIONS**

##### **a. Correspondence**

No items.

b. Staff Reports

Questions were asked regarding the pea patch behind City Hall.

Ms. Murphy reported on recreation registrations.

Mr. Cogle reported on the upcoming Green Kirkland Open House on March 24<sup>th</sup>.

c. Committee Reports

Mr. Quille reported on an ARC Open House at Kamiakin Middle School, the Juanita Neighborhood meeting, a proposed trail at Juanita Bay Park and maintenance at East Norway Hill Park.

Mr. Marx reported on Juanita Neighborhood meeting, and storage space at Juanita Bay Park.

Ms. Contreras reported on the Kirkland Alliance of Neighborhoods, clock repair, an ARC Open House at Kirkland Middle School, South Rose Hill/Bridle Trails Neighborhood meeting, City Council Study Session, questions were asked about the Dog Off-leash Area program, the proposed private dock near Juanita Beach, pedestrian access on Lake Avenue West, and electricity for special events.

Ms. Wessels reported on the Moss Bay Neighborhood meeting.

Ms. Keller reported on the Kirkland Alliance of Neighborhoods State of the City meeting, the ARC Open House at Kamiakin Middle School, and the City Council study session on the ARC Center.

d. Comments from the Chair

Mr. White commented on Houghton Neighborhood Association, an ARC Open House at Kirkland Middle School and Juanita Neighborhood Association.

**8. UNFINISHED BUSINESS**

a. 2015-2020 Capital Improvement Program Update

Mr. Cogle presented information on the policy framework for the update of the CIP and shared the project ranking from the criteria proposed at an earlier meeting. Discussion was had about the projects, proposed projects and next steps.

b. Aquatics, Recreation and Community Center Project Update

Ms. Schroder reported on the March 17<sup>th</sup> City Council Study Session regarding the ARC Center and discussed upcoming steps in the planning process including the structure of a possible ballot measure.

c. Waverly Beach Park Renovation

Mr. Cogle presented an update on the park renovation process and discussed project components to be included in the expanded first phase of work.

**9. NEW BUSINESS**

a. Park Facility Naming Request

Mr. Cogle shared a request from the Lindahl family to name the picnic shelter at Rose Hill Meadows for Shirley Lindahl.

Board members requested that staff further discuss the request with the Lindahl family.

b. Appointment to the Cross Kirkland Corridor/Kalakala Art Committee

Board members discussed their ability to serve on a committee involved with the installation of sections of the Kalakala as pieces of art along the Cross Kirkland Corridor.

Mr. Quille volunteered to serve on the committee; Ms. Rosalie will serve as a backup.

**10. GOOD OF THE ORDER**

Mr. White and Ms. Schroder shared appreciation for outgoing Park Board members Ms. Keller and Mr. Marx.

**11. ADJOURNMENT**

Mr. Marx moved to adjourn. Ms. Keller seconded. Motion carried (6-0). Meeting was adjourned at 8:55 p.m.

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Jennifer Schroder, Director  
Parks and Community Services

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Adam White, Chair  
Park Board



**CITY OF KIRKLAND**  
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## MEMORANDUM

**To:** Park Board  
**From:** Jennifer Schroder, Director  
**Date:** March 31, 2015  
**Subject:** Presentation: Metropolitan Park Districts

### **RECOMMENDATION**

That the Park Board receive a presentation from Deputy City Manager Tracey Dunlap regarding the concept of Metropolitan Park Districts.

### **BACKGROUND DISCUSSION**

At the Board's April 8<sup>th</sup>, meeting Deputy City Manager Tracey Dunlap will present information to the Board on Metropolitan Park Districts (MPDs). The concept of formation of an MPD is being considered by the City Council as a possible mechanism to fund major City projects such as the ARC Center and the Cross Kirkland Corridor.

MPDs in brief:

- Under Washington State law (RCW 35.61), a metropolitan park district (MPD) may be created for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities.
- MPDs have the authority to levy up to \$0.50 per \$1,000 of assessed valuation for operations and maintenance and another \$0.25 per \$1,000 of assessed valuation for capital projects, for a total of \$0.75 per \$1,000.
- The purpose of an MPD is "to manage, control, improve, maintain and acquire parks, parkways, boulevards and recreational facilities within a defined area."
- MPDs are also permitted access to property taxes available to Junior Taxing Districts, thus granting an MPD an increment of taxing authority that is not otherwise available to cities. In effect, an MPD provides new resources that are outside the competition with other City departments for General Fund resources.
- Tacoma voters approved an MPD one month after the original law was enacted in 1907. In 2001, the State amended the legislation in order to make the creation of MPDs more accessible for all cities, counties and unincorporated areas. The new legislation made it possible for an MPD to be created within a single jurisdiction and allowed existing city councils or county commissioners to act as the governing board of the MPD. As of 2015 there are 17 metropolitan park districts in Washington. The City of Seattle is the most recent city jurisdiction to form an MPD, with Seattle voters approving the Seattle Park District in November 2014.



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**To:** Park Board  
**From:** Jennifer Schroder, CPRP, Director  
**Date:** April 3, 2015  
**Subject:** April Staff Update

## RECREATION DIVISION

- The 2015 spring and summer Recreation Brochure was delivered to homes and was well received. First day registration did very well as shown on the table below.

First Day Registration March 18, 2015	Number of Enrollments	% of Transactions	Revenue collected
In-person or telephone – Parks office & community centers	726	28%	\$46,117
Online – KirklandParks.net	1,922	72%	\$194,182
<b>Total</b>	<b>2,648</b>		<b>\$240,300</b>
2015 compared to 2014	+267		+ \$58,515

- Below is the month-to-month revenue report.

	JAN	FEB	MAR	TOTAL
<b>2014</b>	\$46,858	\$37,019	\$357,148	\$441,025
<b>2015</b>	\$79,882	\$47,661	\$406,953	\$534,496
<b>variance</b>	<b>\$33,024</b>	<b>\$10,642</b>	<b>\$49,805</b>	<b>\$93,471</b>

- Sport Coordinator, NeSha Thomas-Schadt, will be presenting alongside two other professionals at the Washington Recreation and Parks Association's (WRPA) annual conference later this month. NeSha is a member of the WRPA Student Connections Committee which works as a support network and liaison between college students majoring in recreation, tourism or sport management, and working professionals within the field. NeSha will present on professional networking and conference etiquette.
- Seattle Tilth has started its first site improvement at McAuliffe Park with installing a demonstration/learning garden. Stop by and see the six new plots: Blueberry Guild, Raised Bed, Amended Garden Bed, Double-digging Bed, Sheet Mulch & Straw Bale Garden, and Herb Spiral. The improvements are adjacent to the pea patch and are sparking the interest of gardeners and gaining volunteers.

### North Kirkland Community Center

- Spring registration is off to a great start for program offerings at the North Kirkland Community Center. In just over a week all of the Preschool Cooking classes, Two's in Tutu's dance classes, and all ten weeks of Junior Summer Day Camp are completely full. Staff is also seeing waiting lists in Art, Spanish, Movement, Tumbling, Gardening, and Preschool and Youth Dance; they are currently working on adding classes where there is instructor and room availability.

- Day Camp interviews have been completed and selections made to staff the popular Peter Kirk and Junior Summer Day Camps. Staff is happy to announce that Peter Kirk Camp Director Amy Rayl is returning for her fifth season, and Junior Camp Director Kari Bachle is returning for her third season. Returning staff are a big help transitioning in new leaders, but also greeting returning campers with a friendly, familiar smile.

### **Aquatics & Youth Sports**

- The aquatics planning and hiring process continues. Over 60 applicants have applied for seasonal employment. Selected candidates will staff Houghton, Waverly, and Juanita beaches and the Peter Kirk Pool as well as teach a variety of programs including swim team, swim lessons, and stroke lessons.
- Spring and summer registration had a very successful start for aquatic programs. After one week of registration, 1,200 participants are registered for Peter Kirk Pool aquatics programming such as swimming lessons, generating over \$115,000 in revenue.
- New this summer are youth sailing camps at Waverly Beach which have been received well! Many camp sessions are already full with waitlists. These new camps are representing \$15,000 in revenue after one week of registration.

### **Sports and Fitness**

- The pee wee soccer program is now at capacity with 400 children registered to participate. In addition, 74 coaches committed to leading the 40 teams participating. The season will start on April 25<sup>th</sup> and end June 13<sup>th</sup>. Registration for the fall season will open on July 13<sup>th</sup>. Staff hopes that the 84 children on the current waitlist will be able to join in for the fall season.
- Registration for the spring season of softball is picking up. There are currently 11 teams registered between two divisions which surpasses the totals for spring, 2014. Staff will be stepping up marketing efforts over the next few weeks to hopefully garner a few more teams before the season begins the first week in May.
- The summer beach volleyball league is showing strong numbers with 11 teams already registered. The program provides four divisions of play: two co-ed and two women's. Last year, there were 18 teams; staff is confident that we will surpass those numbers this season, which starts the week of July 6<sup>th</sup>.

## **COMMUNITY SERVICES DIVISION**

### **Special Events**

- The Special Events Team continues to meet the first Thursday of every month at City Hall.
- On April 2<sup>nd</sup>, the Special Events Team reviewed permit applications for Kirkland Summerfest, Kirkland Wednesday Market and NAMI Walk at Marina Park; Summer Concerts (Kids) and FroYo 10k & 5k at Juanita Beach Park; Corpus Christi Procession and Holy Family Pilgrimage in the South Rose Hill Neighborhood; Park Lane Grand Opening and Ben & Jerry's Free Cone Day to be held downtown.
- Notable Events:
  - In recognition of Autism Awareness month, the inaugural WAAAIk for Our Champs event will be held at Marina Park on Saturday, April 4<sup>th</sup>. Over 500 people are anticipated to attend the event in support of the thousands of families and individuals that Washington Autism Alliance & Advocacy serves statewide. It is a celebration of all who are touched by autism and recognition of the many gifts the unique group brings into people's lives.
  - St. John's Episcopal Church held its annual Ecumenical Good Friday Service and Procession at Marina Park on Friday, April 3<sup>rd</sup>.
  - Eastside Foursquare Church held its annual Good Friday Devotional Walk in the north and south Juanita neighborhoods on Friday, April 3<sup>rd</sup>.

- Juanita Friday Market
  - Applications are trickling in from vendors, performers and non-profit organizations.
  - A handful of businesses are in the process of finalizing sponsorship commitments at Friend of the Market Gold Sponsor (\$300) and Friend of Market Silver Sponsor (\$100) levels.
  - Staff is actively seeking vendors interested in participating during scheduled events: Small Business Fair on June 26<sup>th</sup>, Health Fairs on July 31<sup>st</sup> and August 28<sup>th</sup>, Community Fair on September 25<sup>th</sup>, and Kid's Day held the first Friday of each month.

## **MAINTENANCE DIVISION**

### **Notes from the Field**

- PLEASE READ – Cyanobacteria, also known as blue-green algae, has been producing toxic scums in Lake Washington over the past several months. The toxin can be harmful to people and dogs if exposed, mostly through ingestion. These algae blooms have not been identified at any of the Kirkland public beaches to-date in 2015. However, the scums move easily with wind and have been seen in other areas all around the lake. While normally more abundant in late summer through fall, the warm winter has extended the algae's presence. This algae can appear in colors from yellow-green through bluish, even red, and may appear as flecks, foam or scum on the water surface, concentrated along the shoreline. If you observe an algae bloom at a Kirkland beach, please promptly contact Park Operations Manager Jason Filan.
- Jasper's Park at Heronfield Wetlands will receive a drinking fountain this summer compliments of Kirkland Dog Off-leash Group (KDOG). Special thanks to Ann McLean and Jean Guth for their hard work and perseverance in helping to make this amenity happen. If all goes well, the visitors of the site will be able to get a refreshing drink of water by June.
- This off-season, staff has been working to install several new picnic tables throughout the parks system. With high demand for rentable locations, additional picnic spots are being created at O.O. Denny, Juanita Beach, Doris Cooper Houghton Beach, Phyllis Needy Houghton Neighborhood and Crestwoods parks.
- Boat launch regulation began April 1<sup>st</sup>. For the months of October through March, the Marina's boat launch "scud" remains in the down position with access being unregulated. During spring the scud is energized and access is via a card that customers can purchase. Additionally, staff oversees operation of a boat launch north of O.O. Denny Park which is closed October through March. This free launch is regulated by a gate that is opened and closed daily April - September.
- Special thanks to Kudo's Kirkland for their recent volunteerism at Crestwoods Park. The gravel trail on the south end that leads to the CKC was freshened up with gravel. This walkway is a highly-used area with several students living east of Kirkland Middle School using the trail to get to school. Kudos has been a great partner over the years. They have done everything from landscaping at Heritage Park, weeding in the right-of-way, to painting Memorial crosses for the Cemetery. Great community group!

## **GREEN KIRKLAND PARTNERSHIP**

- In March, Green Kirkland Partnership (GKP) hosted ten volunteer events in eight different parks. Nine of these volunteer events were hosted by GKP Stewards with one event hosted by EarthCorps (contractor) taking place at Juanita Beach Park.

- The following table summarizes GKP events and other activities conducted by volunteers in February. It includes volunteer information from events led by stewards, staff and contractors, and ongoing volunteering.

February Event Type	Number of Events	Number of Volunteers	Volunteer Hours	Dollar Equivalent <sup>1</sup>
Steward Led Events	11	137	435.50	\$9,881.50
Staff Led Events	0	0	0	0
Contractor Led Events	0	0	0	0
Ongoing Volunteering	N/A	15	103	\$2,339.34
All February Volunteering		152	538.5	\$12,220.84
<b>Groups Engaged:</b> UW-REN, Cub Pack 595, Lake Washington High School Students, UW Bothell students and Eastside Preparatory School students				

<sup>1</sup> Dollar Equivalent = Hours x \$22.69

**In the Field Highlight**

- In March, volunteers completed the potting of 1,000 bareroot plants to be cared for over the summer in the GKP Native Plant Nursery. Nursery Steward, Marilee Henry, led three volunteer events to complete this potting feat. GKP received 390 of these plants for free from the leftover stock after the King Conservation District’s Bareroot Plant Sale. These plants will be planted in parks throughout Kirkland during next fall and winter.

**Restoration Highlight: Juanita Bay Park**

- The southwest portion of Juanita Bay Park continues its rapid transformation from blackberry bramble to young forest. In March, Juanita Bay Stewards Nona Ganz and June Fletcher hosted students from the Environmental and Adventure School, and EarthCorps conducted two crew training days. Students and crew members worked on clearing blackberry, mulching cleared areas, and placing large woody debris (see photo).
- At the end of March, an EarthCorps crew funded by the Melody S. Robidoux Foundation worked for two days conducting blackberry removal in wet, muddy restoration sites that are unsuitable for volunteers.



Cleared and mulched area of Juanita Bay Park with large logs

**Other Notable Items**

- On March 24<sup>th</sup>, the GKP hosted an Open House to update the community on the Partnership’s accomplishments and gather input to incorporate into the updated 20-year Forest and Natural Areas Restoration Plan, which will be finalized by the end of 2015. Over 30 community members, partners, and volunteers attended the Open House. Participants included two Park Board members: Sue Contreras and Rosalie Wessels. Presentations were given by Jennifer Schroder, Sharon Rodman, Joanna Nelson de Flores (Forterra), Kim Frappier (Forterra), and Karen Story (Green Kirkland Steward). Katie Cava provided entertaining trivia games that were interspersed between presentations. The evening was concluded with facilitated breakout sessions to gather community input. The Partnership has posted an online survey to gather feedback from community members who were unable to attend the Open House: <http://goo.gl/ks8wdj>

- Presentations were given by Katie Cava at the Central Houghton, North Rose Hill, Moss Bay, Market, and Fin Hill Neighborhood Association meetings, to highlight the restoration work that Green Kirkland Partnership does in Kirkland parks and to encourage community members to participate in opportunities such as the GKP Open House (March 24<sup>th</sup>), New Steward Orientation (May 9<sup>th</sup>), and upcoming volunteer events.
- The Environmental and Adventure School spent two days volunteering with GKP at Juanita Bay Park and Crestwoods Park on March 5<sup>th</sup> and 6<sup>th</sup>. Both days, 20 students participated in a mix of restoration activities including blackberry removal, mulching, and invasive plant removal. EAS students will be returning to volunteer with Green Kirkland Stewards in June at Juanita Heights Park.

### **What's Coming up**

- **Earth Day Event:** Saturday, April 18<sup>th</sup>, 10am-2pm at Juanita Bay Park. For more info and to register visit [www.greenkirkland.org](http://www.greenkirkland.org)
- Upcoming March Events:
  - Wednesdays, April 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> at Cotton Hill, 9:30am-11:30am. Contact Karen Story [karen@nwnative.us](mailto:karen@nwnative.us)
  - Wednesdays, April 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> at Carillon Woods, 9am-10am. Contact Lisa [kirby994@frontier.com](mailto:kirby994@frontier.com)
  - Thursday, April 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> at Juanita Bay Park, 10am-noon. Contact Nona, [nonaganz@frontier.com](mailto:nonaganz@frontier.com)
  - Saturday, April 4<sup>th</sup>, Everest Park 10am-2pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, April 11<sup>th</sup>, North Juanita Open Space 10am-1pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, April 11<sup>th</sup>, Juanita Beach Park 10am-noon register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, April 11<sup>th</sup>, Kiwanis Park 9am-noon register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, April 18<sup>th</sup>, Juanita Bay Park 10am-2pm register at [www.earthcorps.org/volunteer.php](http://www.earthcorps.org/volunteer.php)
  - Sunday, April 19<sup>th</sup>, Watershed Park 1pm-3pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Wednesday, April 22<sup>nd</sup>, Crestwoods Park 2pm-4pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, April 25<sup>th</sup>, Juanita Bay Park 10am-1pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, April 25<sup>th</sup>, Juanita Heights Park 9am-11am register at [www.greenkirkland.org](http://www.greenkirkland.org)
- Photos of recent volunteer events can be viewed at [www.facebook.com/GreenKirkPartnership](http://www.facebook.com/GreenKirkPartnership)

**CITY OF KIRKLAND****Department of Parks & Community Services**

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[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** April 3, 2015

**Subject:** 2015-2020 Capital Improvement Program (CIP)

**RECOMMENDATION:**

That the Park Board forward a recommendation to the City Manager and City Council for the 2015 – 2020 Parks CIP. A recommendation from staff is provided herein.

**BACKGROUND DISCUSSION:**

Building upon information provided to the Board over the past two months, staff has prepared the attached recommendation for the Parks Capital Improvement Program for 2015 through 2020.

The staff recommendation is based on:

- The adopted 2013 – 2018 CIP;
- Projects identified in the PROS Plan;
- Project rankings based on adopted scoring criteria (reviewed by the Board in March);
- Policy direction from the City Council via Resolution 5118 (reviewed by the Board in March).

The Parks CIP is funded from two revenue sources: Real Estate Excise Tax (REET) and the 2012 Park Levy. The attached spreadsheet shows year-by-year proposed projects for each funding source.

The CIP is a budgetary document presented as a recommendation by the City Manager to the City Council for their review and approval. The staff/Park Board CIP recommendation will be provided to the City Manager for his consideration in developing and presenting his formal CIP recommendation to Council in July.

Attachment

Attachment A

RECOMMENDED Parks 2015 - 2020 CIP

**PROPOSED REET-FUNDED PROJECTS**

Project #	Project	2015	2016	2017	2018	2019	2020	Total
	<b>REET Funding Available:</b>	<b>\$ 762,000</b>	<b>\$ 785,000</b>	<b>\$ 809,000</b>	<b>\$ 833,000</b>	<b>\$ 858,000</b>	<b>\$ 884,000</b>	<b>\$ 4,931,000</b>
PK0066000	Park Play Area Enhancements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 350,000
PK0114101	<sup>(1)</sup> Mark Twain Park Renovation (Design)			\$ -		\$ -		\$ -
PK0119000	Juanita Beach Park Development			\$ 100,000	\$ 708,000			\$ 808,000
PK0121000	Green Kirkland Forest Restoration Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 450,000
PK0131000	<sup>(1)</sup> Park/Open Space Acquisition Program							\$ -
PK0133300	Neighborhood Park Land Acquisition	\$ -	\$ -	\$ -	\$ -		\$ 734,000	\$ 734,000
PK0134000	132nd Square Park Playfields Renovation	\$ 637,000						\$ 637,000
PK0138000	<sup>(2)</sup> Everest Park Restroom Replacement					\$ 708,000		\$ 708,000
PK0139000	Totem Lake Park Development		\$ 660,000	\$ 584,000				\$ 1,244,000
	<b>Total Funded Park Projects:</b>	<b>\$ 762,000</b>	<b>\$ 785,000</b>	<b>\$ 809,000</b>	<b>\$ 833,000</b>	<b>\$ 858,000</b>	<b>\$ 884,000</b>	<b>\$ 4,931,000</b>

**PROPOSED PARK LEVY PROJECTS**

Project #	Project	2015	2016	2017	2018	2019	2020	Total
	<b>Levy Funding Available:</b>	<b>\$ 1,250,000</b>						
PK0087100	Waverly Beach Park Renovation Phase 2	\$ -	\$ -			\$ 250,000	\$ 1,000,000	\$ 1,250,000
PK0119100	Juanita Beach Bathhouse Replacement	\$ 200,000	\$ 1,000,000	\$ -				\$ 1,200,000
PK0133100	Dock and Shoreline Renovations	\$ 250,000	\$ 250,000	\$ -		\$ 250,000	\$ 250,000	\$ 1,000,000
PK0133200	City-School Playfield Partnership	\$ -	\$ -	\$ 500,000	\$ 500,000			\$ 1,000,000
PK0133300	Neighborhood Park Land Acquisition	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000		\$ 2,250,000
PK0133400	Edith Moulton Park Renovation	\$ 800,000						\$ 800,000
	<b>Total Funded Park Projects:</b>	<b>\$ 1,250,000</b>	<b>\$ 7,500,000</b>					

Notations: <sup>(1)</sup> The following projects are recommended to be de-funded:  
 Mark Twain Park Renovation Design  
 Park/Open Space Acquisition Program

<sup>(2)</sup> The following project is recommended to be deferred:  
 Everest Park Restroom Replacement (move from 2016 to 2019)

**CITY OF KIRKLAND****Department of Parks & Community Services**

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**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** April 3, 2015

**Subject:** Park Impact Fee Methodology

**RECOMMENDATION:**

That the Park Board receive an update from staff on City Council discussions regarding Park Impact Fees.

No action is requested of the Board at this time.

**BACKGROUND DISCUSSION:**

At their meeting of April 7, 2015, the City Council is scheduled to hold a study session related to Park and Transportation Impact Fees. A copy of the staff report is attached.

Impact fees are charges assessed by local governments against new development projects that attempt to recover the cost incurred by government in providing the public facilities required to serve the new development. Kirkland began charging park impact fees to residential development in 1999.

At the Board's April meeting, staff will provide a synopsis of Council discussions related to park impact fees and the methodology used to determine Kirkland's rates. The methodology selected has implications for how we determine our level of service (LOS) for the park system and how the LOS is described in the Park, Recreation, and Open Space (PROS) Plan.

Attachment



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
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**www.kirklandwa.gov**

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Deputy City Manager  
Kathy Brown, Public Works Director  
Robin Jenkinson, City Attorney  
Jenny Schroder, Director of Parks & Community Services

**Date:** March 26, 2015

**Subject:** IMPACT FEE INTRODUCTION AND POLICY DISCUSSION

### **RECOMMENDATION:**

City Council receives background information on impact fees, an overview of policy issues related to Park and Transportation impact fees, and a tentative schedule for impact fee adoption.

### **BACKGROUND DISCUSSION:**

As part of the Kirkland 2035 efforts, staff is in the process of updating the Park and Transportation impact fees charged to new development. The update of the Comprehensive Plan is an ideal time to review impact fees, since the fees are directly related to the levels of service defined in the Parks and Transportation elements and impact fees need to be expended consistent with the Capital Facilities Plan element.

The purpose of this introduction is to provide background on the legal basis for impact fees, a brief historical recap of the City's impact fee program, highlight policy issues related to this impact fee update, and provide a tentative schedule for impact fee adoption.

#### *Legal Basis*

The Municipal Research and Service Center (MRSC) describes impact fees as follows:

"Impact fees are charges assessed by local governments against new development projects that attempt to recover the cost incurred by government in providing the public facilities required to serve the new development. Impact fees are only used to fund facilities that are directly associated with the new development. They may be used to pay the proportionate share of the cost of public facilities that benefit the new development; however, impact fees cannot be used to correct existing deficiencies in public facilities."

Impact fees are governed by Revised Code of Washington (RCW) [82.02.050](#)-.110 and the Washington Administrative Code (WAC) [365-196-850](#). Pertinent provisions include:

- RCW 82.020.050(3) provides that impact fees:
  - "Shall only be imposed for system improvements that are reasonably related to the new development;
  - Shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development; and
  - Shall be used for system improvements that will reasonably benefit the new development."
- RCW 82.020.050(4) provides that "impact fees may be collected and spent only for the public facilities defined in RCW 82.02.090 which are addressed by a capital facilities plan element of a comprehensive land use plan...continued authorization to collect and expend impact fees shall be contingent on the county, city, or town adopting or revising a comprehensive plan in compliance with RCW 36.70A.070, and on the capital facilities plan identifying:
  - Deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time;
  - Additional demands placed on existing public facilities by new development; and
  - Additional public facility improvements required to serve new development."
- RCW 82.02.060(8) provides that the local ordinance "May provide for the imposition of an impact fee for system improvement costs previously incurred by a county, city, or town to the extent that new growth and development will be served by the previously constructed improvements provided such fee shall not be imposed to make up for any system improvement deficiencies."
- RCW 82.02.070(2) provides that "Impact fees for system improvements shall be expended only in conformance with the capital facilities plan element of the comprehensive plan."
- WAC 365-196-850(2)(a) defines "System improvements" (in contrast to "project improvements") as public facilities included in the capital facilities plan that are designed to provide service to service areas within the community at large.
- RCW 82.02.070(3)(a) provides that "impact fees shall be expended or encumbered for a permissible use within ten years of receipt, unless there exists an extraordinary and compelling reason for fees to be held longer than ten years," with the governing body providing extraordinary or compelling reasons in writing.

### *City Program*

The City currently imposes Transportation, Park, and School impact fees. The discussion that follows focuses on Park and Transportation impact fees, which are being updated as part of the Kirkland 2035 process. The School Impact Fees were first imposed in 2011 and are passed

through to Lake Washington School District. Revised fees were adopted by the City Council at their [December 9, 2014 meeting](#), with single family residential fees currently set at \$9,623.

Kirkland originally adopted Transportation (Road) impact fees effective in 1999 based on 1998 project costs and Park impact fees were imposed in late 1999. The rate studies completed at that time calculated the maximum supportable charge that the City could implement and, as a matter of policy, the City Council implemented 50 percent of that maximum amount, as shown in the table below for single family residential. Note that Park impact fees are collected from single family and multifamily residential projects only, while Transportation impact fees are also collected from commercial development projects.

<b>Single Family Residential Impact Fees – 1999 Study</b>	
<b>Transportation</b>	
Full Cost	\$1,931
@ Current 50% Recovery	\$ 966*
<b>Parks</b>	
Full Cost	\$1,224
@ Current 50% Recovery	\$ 612*

\*City of Kirkland impact fee collected from 1999 through 2007

In 2007, a major impact fee update was conducted that reflected the following City Council policy direction:

- Set the fees at 100 percent of the full cost;
- Provide for administrative indexing of fees with inflation;
- Base Transportation impact fees on concurrency projects rather than all capacity projects;
- Evaluate alternate methods during the next impact fee update.

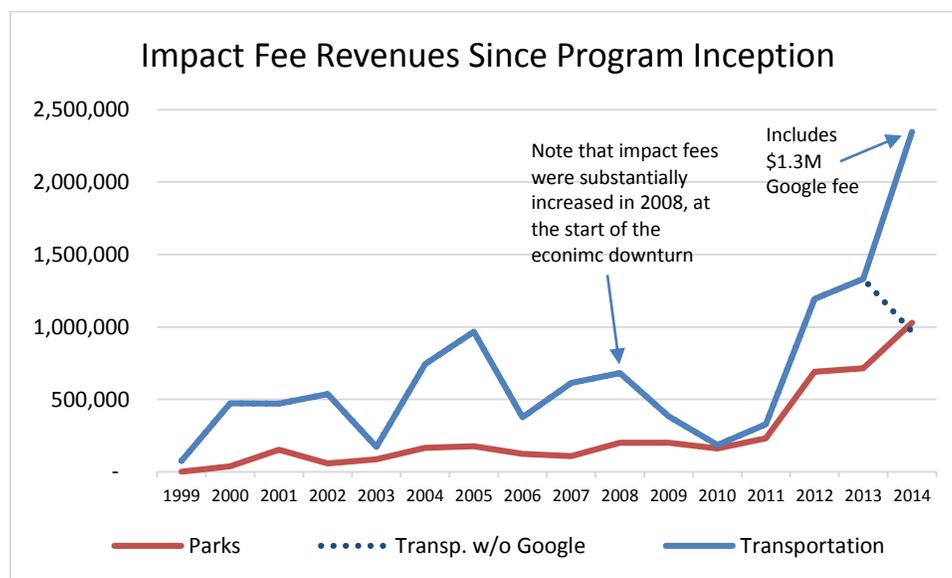
The resulting impact fees shown below were adopted effective January 1, 2008.

<b>Single Family Residential Impact Fees – 2007 Study</b>	
<b>Transportation</b>	\$3,432
<b>Parks</b>	\$3,621

Impact fees were subsequently indexed with inflation, resulting in the current impact fees shown in the table that follows. Note that the six-year moving average of the WSDOT Construction Cost Index (CCI) is used for Transportation and the June-to-June CPI-W is used for Parks, so the fees increased at different rates. No inflationary increases were applied in some years due to the economic downturn and/or that the inflation measures were negative. No change was made after 2013 pending the outcome of the Comprehensive Plan update.

<b>Single Family Residential Impact Fees – Current</b>	
<b>Transportation</b>	\$3,942
<b>Parks</b>	\$3,949

The graph below summarizes the revenues collected since the inception of the impact fee program. Note that the fees increased substantially in 2008, however, that year marked the beginning of the economic downturn, so the higher fees did not result in higher revenue collections. Also note that the 2014 Transportation revenues include a \$1.3 million impact fee paid related to the Google campus expansion.



The current adopted Capital Improvement Program reflects the use of impact fees of \$350,000 per year for Transportation projects, well below the current level of collections. The Parks impact fees are used, if available, to pay the debt service on McAuliffe Park (bonds will be retired in 2021) and a part of the debt on the Teen Center (bond will be retired in 2019). In years where the Parks collections have fallen short, the debt service was backfilled by Real Estate Excise Tax (REET). When those bonds are retired, the related REET is planned to be used to pay debt service on the Build America Bonds that were used to finance the Kirkland Justice Center and Park impact fee revenues will be available for other projects.

As required by statute, the City Council receives a report on each impact fee account showing the source and amount of all moneys collected, earned, or received and system improvements that were financed in whole or in part by impact fees.

### *Policy Context for the Update*

The evaluation of alternate impact fee approaches has been part of the development of the Parks, Recreation & Open Space (PROS) Plan and the Transportation Master Plan.

There are a number of policy issues related to the approach to Park impact fees that will be presented at the April 7 Study Session by Michael Cogle and consultant Randy Young. The City's current approach uses the level of service standards by program area in the existing PROS Plan. This approach results in limiting the use of impact fees to program areas with no deficiencies to the standards, specifically Community Parks (such as McAuliffe Park) and Indoor Non-Athletic Recreation Space (such as the Teen Center), resulting in the use of impact fees for the payment of debt service on the facilities as described above. Attachment A is a technical memorandum discussing the principles behind the alternate approach of using investment per capita as a basis for impact fees. If this approach is selected for implementation, the draft PROS plan will need to be modified to include the required policy language. The key issues include:

- Should Kirkland change its methodology for determining Park impact fees? Kirkland's current methodology for Park impact fees uses level of service standards based on acres of park land and square feet of indoor recreation space. An alternative methodology developed in other cities is to assess new development a fee based on the replacement value of the existing overall park system, divided by population to determine the park value per person (investment per capita).
- Should Kirkland assess Park impact fees to commercial development? Kirkland does not charge Park impact fees to commercial (i.e. non-residential) development. Some cities have determined the impact of commercial development on parks by determining "equivalent population" for different types of development. Park impact fees for commercial development are then assessed on a per square foot basis.

The City Council received a briefing on Transportation impact fee policy issues in November 2014. David Godfrey and consultant Don Samdahl of Fehr & Peers will present additional information regarding the policy basis for Transportation impact fees, as summarized in Attachment B, as part of the April 21 Study Session on the Transportation Master Plan. The key issues include:

- Because of the multimodal nature of the Transportation Master Plan (TMP), a wider variety of transportation improvements will be included in the calculation of impact fees including improvements on the Cross Kirkland Corridor.
- Also because of the multimodal TMP, future impact fees will be based on person trips rather than vehicle trips.
- Although the amount of eligible project costs is increasing, the number of person trips is also increasing, giving a larger basis over which to spread the costs resulting in a per trip impact fee cost that is similar to the existing impact fee.
- Staff will be developing, for Council consideration, a land use designation that would remove the need to pay an impact fee when building tenants change. This is in keeping

with the current suspension of impact fees relating to change in use (Kirkland Municipal Code 27.04.035).

Once staff receives feedback on these policy issues, the impact fee consultants will proceed with preparing the formal rate studies necessary to support revised impact fees, which will result in more refined figures than those presented in the attachments.

#### *Tentative Schedule*

Concurrent with the impact fee process, the detailed evaluation of the Capital Improvement Program (CIP) and closely related development of the Capital Facilities Plan (CFP) will be occurring. Impact fees are a key funding source, so we expect to include discussion of the impact fee recommendations as part of both these processes.

Key Council meeting dates are summarized in the table on the following page, resulting in adoption by December 2015. Depending on the outcome of the rate studies, the need for additional public outreach will be determined and can occur during the Fall.

Date/Time	Meeting	Topic
March 31	Finance & Admin Committee	Draft - Impact Fee Introduction and Policy Discussion
April 7	City Council Study Session	Impact Fee Introduction and Park Impact Fee Policy Discussion
April 21	City Council Study Session	TMP, including Transportation Impact Fee Policy Discussion
May 29	Council Retreat	CIP Funding Discussion (including impact fees)
July 21	City Council Meeting	Draft CIP/CFP (including status report on impact fees)
July or August	Finance & Admin Committee	Draft Impact Fee Rate Studies
September 1	City Council Meeting	Draft Impact Fee Rate Studies/CIP Public Hearing
November 17	City Council Meeting	CIP Study Session (including impact fees)
December 15	City Council Meeting	Impact Fee Adoption

Henderson,  
Young &  
Company

## MEMORANDUM

TO: Michael Cogle  
Deputy Director, Department of Parks and Community Services  
City of Kirkland

FROM: Randy Young  
Henderson, Young & Company

DATE: March 25, 2015

RE: Park Impact Fee Methodology

This memo describes two changes that could be made to Kirkland's park impact fee methodology:

1. Level of Service Used in Park Impact Fees
2. Types of Development That Pay Park Impact Fees

Each of these changes will be described using the following topics:

- Kirkland's current methodology
- Limitations of the current methodology
- An alternative methodology developed in other cities
- An explanation of the alternative methodology
- Comparison to other cities

## **1. Level of Service Used in Park Impact Fees**

### ***Kirkland's Current Methodology***

Kirkland's existing park impact fee uses levels of service standards based on the number of acres of park per 1,000 population and the number of square feet of recreation space per 1,000 population, as shown in Table 1.

**Table 1: Level of Service Standards in Existing Park Impact Fee**

<b>Type of Park</b>	<b>Level of Service Standard</b>
Neighborhood Parks	2.1 acres per 1,000 population
Community Parks	2.1 acres per 1,000 population
Nature Parks	5.7 acres per 1,000 population
Indoor Athletic Recreation Space	700 sq. feet per 1,000 population
Indoor Non-Athletic Recreation Space	500 sq. feet per 1,000 population

### ***Limitations of the Current Methodology***

The current method has the following limitations:

1. Standards based on acreage do not reflect the improvements at the parks, such as docks, boardwalks, tennis courts, basketball courts, landscaping, lighting, fences, picnic facilities, etc.
2. When the City has less park acreage than required by its standard, the City has an existing deficiency that cannot be paid by impact fees. The 2007 park impact fee excluded neighborhood parks and indoor athletic recreation spaces because the actual level of service provided by those facilities was less than the City's standard, thus causing a "deficiency" that precluded charging park impact fees for those facilities.
3. The standards for different types of parks based on land limits the City's flexibility to expend park impact fees in ways that best meet the needs of growth.

### ***An Alternative Methodology Developed in Other Cities***

An alternative methodology is to determine the replacement value of the City's existing park land and all improvements, then divide that total value by the existing population which results in the value per person of the existing park system. The park impact fee is calculated to have new development pay the same amount per person, thus ensuring that new development matches the City's current park assets per person.

Cities in Washington that use this methodology include Edmonds (2013), Renton (2011), Sammamish (2006), and Issaquah (1999, and updated in 2008 and 2014). Some cities and counties in other states also use this methodology.

### ***An Explanation of the Alternative Methodology***

Here is an example of how the park value per person method would work in Kirkland. Most of the amounts in the example have been rounded in order to be easier to follow, but they are comparable to more precise amounts for the City.

Table 2 shows the replacement value of Kirkland's parks and recreational assets being divided by the current population. The result is the value per person.

**Table 2: Kirkland Park System Value per Person**

<b>Replacement Value of Existing Park System</b>	<b>Current Population</b>	<b>Value per Person</b>
\$332,000,000	83,000	\$4,000

Table 3 shows the value per person being multiplied by the growth in population. The result is the investment needed for growth. This amount needs to be supported by an adopted Capital Improvement Plan with projects that increase the capacity of the park system by at least that amount.

**Table 3: Park Investment Needed for Growth**

<b>Value per Person</b>	<b>Population Growth</b>	<b>Investment Needed for Growth</b>
\$4,000	4,000	\$16,000,000

Table 4 shows the investment needed for growth being reduced by the amount of revenue from other sources, such as the special levy, REET and grants. The example assumes that those revenues will pay for 60% of the needed investment. The result of the reduction is the investment that will be paid by growth through park impact fees.

**Table 4: Park Investment to be Paid by Growth**

<b>Investment Needed for Growth</b>	<b>Portion Paid by Other Sources of Funding (assume 60%<sup>1</sup>)</b>	<b>Investment to be Paid by Growth</b>
\$16,000,000	\$9,600,000	\$6,400,000

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<sup>1</sup> The percent that is paid by other sources of revenue is directly affected by the City's choices and policies about other funding sources and how they are used. If the percentage is lower, the impact fees will be higher, and vice versa.

Table 5 shows the investment to be paid by growth being divided by the growth in population. The result is growth's cost per person that will be paid through park impact fees.

**Table 5: Growth Cost per Person**

<b>Investment to be Paid by Growth</b>	<b>Population Growth</b>	<b>Growth Cost per Person</b>
\$6,400,000	4,000	\$1,600

Table 6 shows the growth cost per person being multiplied by the average number of persons per dwelling unit. The result is the park impact fee for each type of dwelling unit.

**Table 6: Park Impact Fee Rates**

<b>Type of Development</b>	<b>Growth Cost per Person</b>	<b>Persons per Dwelling Unit</b>	<b>Impact Fee per Dwelling Unit</b>
Single-family	\$1,600	2.5	\$4,000
Multi-family	\$1,600	1.9	\$3,040

***Comparison to Other Cities***

Table 7 lists park impact fees in Kirkland and 13 cities to which Kirkland is often compared. The list is in order from the highest impact fee per single-family dwelling unit to the lowest.

**Table 7: Park Impact Fees in Comparable Cities**

<b>City</b>	<b>Single-Family Dwelling Unit Park Impact Fee</b>	<b>Multi-Family Dwelling Unit Park Impact Fee</b>
Issaquah	\$5,659.81	\$4,874.36
Bellingham	4,808.35	3,523.53
Kirkland (current fee)	3,949.00	2,583.00
Auburn	3,500.00	3,500.00
Redmond	3,291.36	2,645.80
Edmonds	2,734.05	2,340.16
Sammamish	2,605.82	2,340.00
Kenmore	2,329.26	1,522.98

City	Single-Family Dwelling Unit Park Impact Fee	Multi-Family Dwelling Unit Park Impact Fee
Vancouver	2,084.00	1,523.20
Bellevue	2,000.00	2,000.00
Renton	1,827.58	1,239.92
Woodinville	1,726.00	1,726.00
Bothell	1,345.00	1,883.00
Kent	5% of land @ 150% of assessed value	5% of land @ 150% of assessed value

## **2. Types of Development That Pay Park Impact Fees**

### ***Kirkland's Current Methodology***

Kirkland's existing park impact fee is charged to new residential development, including both single-family and multi-family dwelling units based on the impact per dwelling unit as measured by the average number of persons per dwelling unit (at the time the 2007 study was prepared).

**Table 8: Impact per Unit of Development in Existing Park Impact Fee**

Type of Development	Impact per Unit
Single-family Residences	2.547 persons per dwelling unit
Multi-family Residences	1.666 persons per dwelling unit

### ***Limitations of the Current Methodology***

The current method does not charge park impact fees to commercial (i.e., non-residential) development, thus creating the following limitations:

1. The benefits that new businesses receive from Kirkland's parks are charged to Kirkland's new residences.
2. Charging new residences for the benefits to new businesses causes the residential impact fees to be higher than they would be if new businesses paid their proportionate share.

### ***An Alternative Methodology Developed in Other Cities***

An alternative methodology is to determine the impact of commercial development on parks using the “equivalent population” at different types of development. Equivalent population accounts for the number of employees, customers, visitors, and the amount of time they spend in the City. The residential population is also adjusted to “equivalent population” to account for the time that they are at their residence, excluding the time that they are at work, school, or other locations.

The park impact fee is calculated on the amount per “equivalent person”, and each type of new development pays an impact fee for the number of equivalent persons associated with their development.

Cities in Washington that use this methodology include Edmonds (2013), Redmond (year not known), Issaquah (2014), and eleven others. Some cities and counties in other states also use this methodology.

### ***An Explanation of the Alternative Methodology***

The following is an example of how the “equivalent population” method would work in Kirkland. Some of the amounts in the example have been rounded in order to be easier to follow, but they are comparable to more precise amounts for the City.

Table 9 (on the next page) shows the equivalent population coefficient<sup>2</sup> for different land uses being multiplied by Kirkland’s resident population or employment. The result is Kirkland’s 2014 equivalent population. The residential equivalent population is 74% of the total equivalent population, therefore residential development will pay 74% of growth’s cost instead of 100% if commercial development is not charged.

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<sup>2</sup> Equivalent Population Coefficients are calculated from variables that include the number of employees per 1,000 square feet, the number of hours the employee works at the location, the number of visitors per employee, and the number of hours per week that the establishment is open.

**Table 9: Kirkland's Equivalent Population (2014)**

Type of Land Use	Equivalent Population Coefficient	2014 Population or Employment	2014 Equivalent Population
Permanent Population	0.9375	82,590	77,428
Construction	0.1986	2,454	488
Finance, Insurance, Real Estate	0.5056	2,874	1,453
Manufacturing	0.5814	1,429	831
Retail	2.0038	4,055	8,126
Services	0.5056	22,098	11,174
Wholesale, Transportation and Utilities	0.6004	1,991	1,195
Government	0.7060	4,376	3,090
Education	0.5357	2,561	1,372
Total	n.a.	124,838	105,156

Tables 10 - 14 use the same format and sequence as Tables 2 – 6, but substitute equivalent population for residential population.

**Table 10: Kirkland Park System Value per Equivalent Person**

Replacement Value of Existing Park System	Current Equivalent Population	Value per Equivalent Person
\$332,000,000	105,000	\$3,162

**Table 11: Park Investment Needed for Growth**

Value per Equivalent Person	Equivalent Population Growth	Investment Needed for Growth
\$3,162	6,000	\$18,970,000

**Table 12: Park Investment to be Paid by Growth**

Investment Needed for Growth	Portion Paid by Other Sources of Funding (assume 60%)	Investment to be Paid by Growth
\$18,970,000	\$11,380,000	\$7,590,000

**Table 13: Growth Cost per Equivalent Person**

Investment to be Paid by Growth	Population Growth	Growth Cost per Equivalent Person
\$7,590,000	6,000	\$1,265

**Table 14: Park Impact Fee Rates**

Type of Development	Growth Cost per Equivalent Person	Equivalent Population Coefficient	Impact Fee per Dwelling Unit or Square Foot
Single-family	\$1,265	2.3438	\$2,964
Multi-family	\$1,265	1.7813	2,252
Retail	\$1,265	0.0020	2.53
Office	\$1,265	0.0005	0.64
Manufacturing	\$1,265	0.0006	0.74

***Comparison to Other Cities***

Table 15 lists park impact fees for commercial development in the three cities to which Kirkland is often compared.

**Table 15: Park Impact Fees in Comparable Cities**

City	Park Impact Fee per Square Foot of Commercial Development
Issaquah	\$0.49 – 4.94
Redmond	0.49 – 1.12
Edmonds	1.34

**Conclusion**

The City of Kirkland should consider two changes to its park impact fee methodology based on the approaches developed in other cities that are described in this memo:

1. Level of service based on the replacement value of the park system per person.
2. Developing equivalent population factors and using them to charge park impact fees to commercial development in addition to residential development.



**CITY OF KIRKLAND**  
**Department of Public Works**  
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 www.kirklandwa.gov

**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** David Godfrey, P.E., Transportation Engineering Manager  
 Kathy Brown, Public Works Director

**Date:** March 26, 2015

**Subject:** TRANSPORTATION MASTER PLAN UPDATE: IMPACT FEES

**RECOMMENDATION:**

It is recommended that City Council receive a briefing and provide direction concerning the updating of Transportation Impact Fees.

**BACKGROUND DISCUSSION:**

Council received a briefing on transportation impact fees in November 2014. Since that time, staff has refined the 20 year project list and land use forecasts and has made preliminary calculation of impact fee rates.

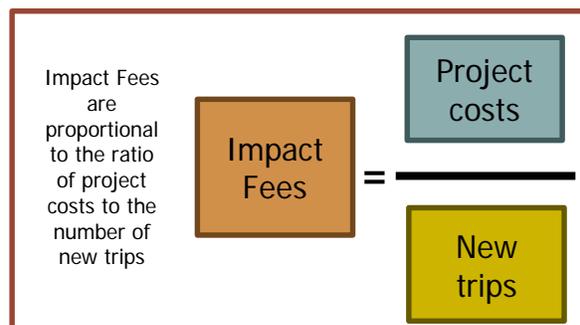
Transportation impact fees are designed to collect a fair share of transportation improvement costs from new development. The Growth Management Act allows impact fees to be charged for system improvements that reasonably relate to the impacts of new development and specifies that fees should be proportionate to the costs of improvements.

Impact fees are part of a development's transportation mitigation requirements. Developments also must undergo a concurrency evaluation, which determines whether there is sufficient transportation infrastructure to support the new development. Assuming that concurrency is achieved, the development moves forward, and pays an impact fee to cover its share of the transportation system costs. Developments are also subject to SEPA review and to required improvements that arise from code requirements; for example installing sidewalk along a property's frontage.

As shown in the illustration to the right, impact fee rates are a function of the ratio of:

1. The costs of capital capacity projects to support growth to
2. The number of new trips that are expected from new development over the same period.

As part of the Transportation Master Plan, city staff and the consultant have proposed a 20 year network of roadway, biking, walking and transit projects. To help implement this multimodal vision, it is being proposed that the breadth of transportation projects considered for impact fees be expanded to include a wider range of project types, including pedestrian and bicycle projects. This approach provides person trip capacity across multiple



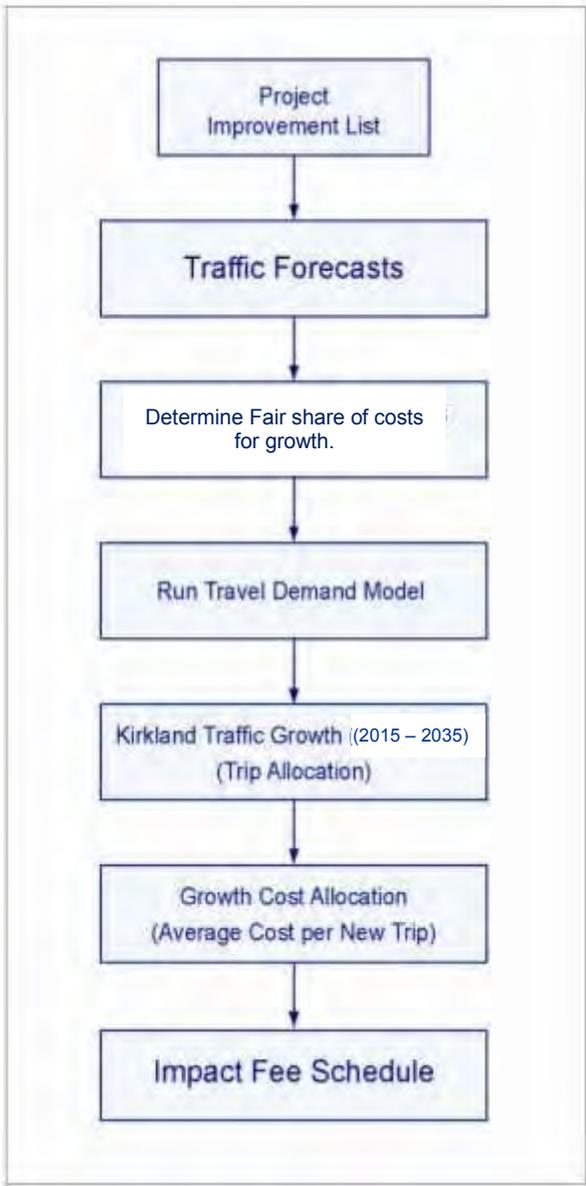
transportation modes, rather than only auto trip capacity. This proposal would be a departure from the current impact fee program that was developed 15 to 20 years ago.

This change in approach to impact fees allows for a larger project list, with impact fees used to fund a wider range of projects. This means that there will be more costs to be accounted for by impact fees. At the same time, however, the growth forecasts for the City over the next 20 years are higher than they were when the current impact fee program was developed. This higher growth rate yields a larger base over which to spread the impact fee costs, counteracting the effect on rates of increasing the number of projects. The end result is that impact fee rates would remain relatively unchanged.

#### Methodology

As shown below, the key steps involved in the Kirkland impact fee process include:

- Establishing travel forecasts and trip patterns (based on land use data and the future transportation network);
- Identifying growth-related transportation projects and costs; and,
- Preparing the fee schedule.



### Project List

The City compiled a multimodal project list that goes beyond the traditional roadway and intersection capacity projects. The total project list includes the following modal components:

Element	Cost
Motor Vehicles (traffic capacity; efficiency-ITS)	\$55 million
Transit (speed & reliability; passenger environment)	\$10 million
Walk (sidewalks; CKC)	\$29 million
Bike (bike lanes; greenways)	\$24 million
<b>Total Impact Fee Project List</b>	<b>\$118 million</b>

The total project list cost of \$118 million is over double the amount of the current impact fee program.

These projects all add person capacity to the City's transportation network. Notably, the list includes a portion of the Cross Kirkland Corridor (CKC) costs, since the CKC will provide a vital north-south transportation link within the City. To facilitate calculation of the CKC component and other non-motorized portions of the fee, we are focusing on person movement rather than traffic volumes as the base for the impact fee program.

Based on the Council discussion on February 17, the project list is not settled, but for the purposes of estimating impact fees is adequate to illustrate a close approximation of the final list.

### Costs and trips for Impact Fees

Impact fees can only be charged for the portion of project costs reasonably related to the impacts of new growth within Kirkland. Adjustments are made to account for existing trips on the transportation system and the growth impacts that occur from growth outside of Kirkland.

The analysis to date indicates that approximately \$40-50 Million (34-42%) of the total project costs could be attributable to impact fees. The percentage allocated to impact fees accounts for the fair share of costs attributable to new development. The final dollar value will be determined when the project list is finalized.

The new 20-year growth forecasts are about 70 percent higher than the previous forecasts at 14,800 trips.

### Impact Fee Rate

The impact fee eligible costs are divided by the travel growth to produce a "cost per trip." Dividing the \$40 to \$50 million by the 15,000 trips gives a PM Peak Hour Cost per Person Trip of \$2,670 to \$3,330.

To compare this rate to the current impact fee rate (which is based on vehicle trips), we converted the person trips to vehicle trips, resulting in an approximate range of \$3,500 to \$4,400 per vehicle trip end. The current rate is \$3,903.26 per vehicle trip end. This rate is at the lower to mid-range of impact fee rates being charged on the Eastside.

In the final step of the impact fee process, the “cost per trip end” will be converted into an impact fee schedule that shows fees as dollars per unit of development for different land use categories. **Table 1** gives a preliminary comparison of impact fee rates for selected land use types. The housing rates would be relatively higher under the new program, since housing generates proportionately higher numbers of person trips compared to other land uses.

**Table 1:** Preliminary Comparison of Impact Fees for selected land use.

Land Use Type	Unit of Measure	Existing Rates	New Rates (Low End)	New Rates (High End)
Detached Housing	Dwelling	\$3,942	\$4,350	\$4,830
Attached Housing	Dwelling	\$2,311	\$2,961	\$3,290
Restaurant	Square Feet	\$22.72	\$21.30	\$23.70
Shopping Center	Square Feet	\$4.62	\$4.30	\$4.80
General Office	Square Feet	\$7.63	\$6.90	\$7.70
Industrial Park	Square Feet	\$5.33	\$4.40	\$4.90

A final fee schedule will be produced as part of the rate study and ordinance.

Change of Use

Based on Council’s comments at the November 18, 2014 Council meeting, revisions to the ‘change of use’ code provisions are needed to streamline land uses changes within activity centers such as downtown and Totem Lake. Staff will be developing, for Council consideration, a land use designation that would remove the need to pay an impact fee when building tenants change. Uses within this category would function similarly to a shopping center, which by its nature has a mixture of land uses that change over time. Change of use impact fees would still apply when a building is replaced, enlarged, or substantially redeveloped. This is in keeping with the current suspension of impact fees relating to change in use City Code (27.04.035).

**CITY OF KIRKLAND****Department of Parks & Community Services**

505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** April 3, 2015

**Subject:** Naming Process for North Juanita Open Space

**RECOMMENDATION:**

That the Park Board provide comment on staff's proposed process for naming of the park/open space property known as the North Juanita Open Space Tract.

**BACKGROUND DISCUSSION:**

Over the past two years, the Department of Parks and Community Services, including the Park Maintenance Division and Green Kirkland Partnership staff and volunteers, have been working to reclaim the North Juanita Open Space (NJOS) for neighborhood use. Restoration work is ongoing, and installation of a small children's playground is scheduled for this fall.

Staff would like to initiate a formal naming process for the site beginning this spring. Name suggestions would be solicited from citizens (youth and adults), with a list compiled and brought to the Park Board for consideration at a future meeting. A Board recommendation would then be presented to the City Council for final approval.

**Proposed schedule:**

1. May 1: begin outreach, to include:
  - a. News release
  - b. Outreach to Juanita Neighborhoods Association
  - c. Outreach to immediate neighbors of NJOS via letter
  - d. Outreach to Helen Keller Elementary School
  - e. Outreach to NJOS Green Kirkland volunteer list
  - f. Provide information and suggestion forms at NJOS Green Kirkland Event on May 9
2. May 31: deadline to submit name suggestions
3. June 10: Park Board review and recommendation
4. July/August: Present recommendation to City Council
5. Fall 2015: Ceremony and sign unveiling in conjunction with playground installation.

**Attachments:**

- 1 – Site Map
- 2 – Naming Policy



Fire Station

Open Space

Park and Ride

High School



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## **MEMORANDUM**

**To:** Dave Ramsay, City Manager  
**From:** Jennifer Schroder, Director  
**Date:** December 10, 2009  
**Subject:** Naming of Public Parks and Facilities

### **RECOMMENDATION:**

That the City Council review and consider, the Park Boards recommendation to adopt a new Park Naming Policy.

### **BACKGROUND DISCUSSION:**

The Park Naming Policy R-3215 was adopted on August 19, 1985 for the purpose of setting policy considerations and procedures to follow in naming a park or a recreation facility. The Park Board requested staff to research and present samples of how other agencies have addressed criteria to re-name a park or facility, naming an element within a park, naming a park after an individual, business or group and other considerations.

After careful review and thoughtful discussion on how to improve the current naming policy, on December 9<sup>th</sup>, the Park Board passed a motion to recommend to the City Council approval of a new park naming policy. (Attached)

The proposed policy includes all the criteria of the current policy and (1) includes procedures for naming a park or facility after a civic group or organization; (2) provides that a numeric designation will be used for new parks and facilities until a permanent name is selected; and (3) clarifies that the naming of a park or facility should be considered permanent under ordinary circumstances.

RESOLUTION R-4799

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ESTABLISHING POLICIES AND PROCEDURES FOR THE NAMING OF PUBLIC PARKS AND FACILITIES.

WHEREAS, the City Council adopted Resolution R-3215, establishing policies and procedures relating to the naming of public park property and facilities on August 19, 1985; and

WHEREAS, the Park and Recreation Board recommends updating the park naming policy to: (1) include procedures for naming a park or facility after a civic group or organization; (2) provide that a numeric designation will be used for new parks and facilities until a permanent name is selected; and (3) clarify that the naming of a park or facility should be considered permanent under ordinary circumstances; and

WHEREAS, the City Council wishes to set forth the policies and procedures for naming public parks and facilities by resolution;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. It is the general policy of the City of Kirkland to choose a name for a public park or facility based upon the relationship of the land or facility to one of several criteria:

1. Neighborhood or geographical identification (e.g. Houghton, Bridle Trails, Rose Hill, etc.);
2. A natural or geological feature (e.g. Forbes Creek);
3. Historical or cultural significance;
4. An individual (living or deceased) who has given outstanding civic service to the Kirkland park system, or has donated substantial funds or land to the Kirkland park system, or has been otherwise instrumental in the acquisition or development of critical park acreage (e.g. Marsh Park). Parks or facilities shall not ordinarily be named for a living person, unless that person has made a significant and outstanding contribution of land, money, or civic service. A waiting period of at least one year should expire before naming a park or facility under the policy of this subparagraph;

5. A civic group or corporation whose mission statement is compatible with City goals and objectives and that has made a significant contribution of land, money or civic service to the Kirkland park system;
6. The wishes or preference of residents of the neighborhood surrounding the public park or facility should in all cases be considered.

Section 2. In establishing or designating the name of a public park or facility, the final authority on name selection is the responsibility of the City Council. In making such selection the City Council will normally consider suggestions for names received from organizations, individuals or neighborhoods, and may request the Parks Department or the Park Board to solicit such suggestions. The City Council will not make its final selection until after it has received the recommendation of the Kirkland Park Board.

Section 3. Until a park or facility name is selected for a new park or facility, a numeric designation shall be used to identify the park or facility.

Section 4. Under ordinary circumstances, the naming of a park or facility should be considered permanent. Any proposal to change the name of a park or facility shall be subject to the procedures set forth in this Resolution.

Section 5. Upon selection of a park or facility name by the City Council, the Parks Department shall identify the park or facility with appropriate signage specifying the established name.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2010.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk