



KIRKLAND PARK BOARD REGULAR MEETING

Date: September 8, 2021

Time: 7:00 p.m.

Place: Meeting to be held virtually, via Zoom

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. **ITEMS FROM THE AUDIENCE**
4. **APPROVAL OF MINUTES**
 - a. August 11, 2021
5. **BUSINESS ITEMS**
 - a. PROS Plan Focus Group
6. **COMMUNICATIONS**
 - a. Correspondence
 - b. [Department Monthly Report](#)
 - c. Staff Updates and Information
 - i. Neighborhood Liaison Updates
 - d. Park Board member reports
 - e. Comments from the Chair

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KIRKLAND PARK BOARD

Minutes of Regular Meeting

August 11, 2021

1. CALL TO ORDER

August 11, 2021, Park Board Regular meeting was called to order at 7:01 p.m. by Chair Amanda Judd.

2. ROLL CALL

Members Present: Chair Amanda Judd, Uzma Butte, Tammy Cohen, Alison Cunningham, Tessa Hansen, Mike Holland, Roshan Parikh (arrived 7:09 p.m.), Crystal Thimsen

Members Absent: none

Staff Present: Lynn Zwaagstra, John Lloyd, Mary Gardocki, Jason Filan, Heather Lantz-Brazil

Recording Secretary: Sarah Rock

3. ITEMS FROM THE AUDIENCE

4. APPROVAL OF MINUTES

Uzma Butte moved to approve the June 9, 2021 meeting minutes. Motion seconded by Mike Holland. The motion passed unanimously.

Uzma Butte moved to approve the July 14, 2021 special meeting minutes. Motion seconded by Tammy Cohen. The motion passed unanimously.

5. BUSINESS ITEMS

a. Training Presentations

Lynn Zwaagstra, Director of Parks and Community Services gave a presentation on the financial overview of the department. Staff answered questions from the Board.

PARK BOARD RECESSED AT 8:02 PM FOR 10 MINUTES

PARK BOARD RECONVENED AT 8:13 PM

b. Park, Recreation, and Open Space (PROS) Plan Check-In

Heather Lantz-Brazil, Management Analyst gave an update on the PROS Plan focusing on the current timeline related to the process and opportunities that will be coming. Staff answered questions from the Board.

c. Joint Meeting with City Council Introduction

John Lloyd, Deputy Director of Parks and Community Services introduced the joint Park Board and City Council meeting scheduled for October 19, 2021 at 6 p.m. Staff answered questions from the Board.

Chair Judd proposed delaying the joint meeting. There was discussion and general agreement to delay the joint meeting until more PROS findings are available

6. COMMUNICATIONS

a. Correspondence

b. Department Monthly Report

Staff answered questions from the board related to the Parks Maintenance tasks data and appreciation events and activities for volunteers.

c. Staff Updates and Information

- i. John Lloyd, Deputy Director of Parks and Community Services announced the See Spot Splash event on September 11 and the Harvest Festival planned for October 16. He gave an update on recreation programs and announced that 108 scholarship recipients. Fall registration opens on August 17.

d. Park Board member reports

Vice Chair Holland gave an update about the new sculpture at Juanita Beach Park. He also shared a Seattle Times article about new park playgrounds in King County including three playgrounds in Kirkland: Juanita Beach Park, North Kirkland Community Center Park and Totem Lake Park. He attended the July 24, 2021 Plaza of Champions induction.

e. Comments from the Chair

Chair Judd reached out to the Finn Hill Neighborhood Alliance to promote the PROS Plan. Highlighted continuing to reach out to neighborhoods in creative ways to share Park news and gather feedback. She thanked everyone for their service and commitment.

ADJOURNMENT

Roshan Parikh moved to adjourn the meeting. Uzma Butte seconded. The meeting was adjourned at 8:50 p.m.

Sarah Rock, Recording Secretary
Parks and Community Services

Amanda Judd, Chair
Park Board

DRAFT



MEMORANDUM

To: Park Board

From: Heather Lantz-Brazil, Management Analyst
Mary Gardocki, Park Planning and Development Manager
Lynn Zwaagstra, Director of Parks and Community Services

Date: September 8, 2021

Subject: 2021 Parks, Recreation and Open Space Plan

RECOMMENDATION

That the Park Board receive an update to the Parks, Recreation and Open Space (PROS) Plan process and milestones and participate in a focus group providing input and feedback to GreenPlay LLC, consultant for the PROS Plan.

BACKGROUND DISCUSSION

Comprehensive Planning

The PROS Plan is a six-year guide and strategic plan for managing and enhancing park and recreation services in Kirkland. It provides a vision for Kirkland's park and recreation system and establishes a path forward for providing high-quality, community-driven parks, trails, open spaces and recreational opportunities. The PROS Plan creates a framework that will allow the City to respond to new opportunities as they arise, and to ensure that parks, facilities, and recreation programs meet the needs of Kirkland's residents, employees and visitors now and into the future.

Developing the PROS plan also improves project outcomes and demonstrates public support for community programs and grant proposals. Most grant programs require applicants to develop a comprehensive plan before applying for a grant. For Washington State Recreation and Conservation Office (RCO) grants, the Parks and Community Services (PCS) department must have a complete plan on file at least three calendar months before the RCO grant board meets per [Washington Administrative Code 286-13-040\(2\)](#). Once a comprehensive plan is accepted, the PCS department is eligible to submit grant applications for six years. That is why the PROS Plan is updated in six-year cycles.

The PROS Plan is part of the larger City's comprehensive plan that establishes a vision, goals and policies, and implementation strategies for managing growth within the City over the next 20 years. The PROS Plan is found in [Chapter 10](#) of [Kirkland's Comprehensive Plan](#).

The structure of the [current PROS Plan](#) has five sections:

- Overview – introduction and summary of community engagement
- Goals – listing of goals and objectives
- Needs – identification of community needs and key project recommendations
- Actions – neighborhood-specific recommendations, service standards, capital plans, and implementation strategies

- Data – summaries of information gathered and studies

Update Process and Milestones

The [current PROS Plan](#) was updated in 2015 to comply with State grant eligibility requirements and needs to be fully updated to reflect substantial growth and changes in the community and to the park system.

To update the PROS Plan in 2021, staff issued a [Request for Qualifications Job Number 08-21-PCS](#) notice in February 2021 requesting a Comprehensive Parks, Recreation and Open Space Planning scope of work that complies with [Manual 2 "Planning Guidelines"](#) as provided by the State of Washington RCO Funding Board. The PROS Plan must also be consistent with the Washington State Growth Management Act (GMA), a series of state statutes codified under [Chapter 36.70A of the Revised Code of Washington](#). Consultant selection interviews were conducted in March 2021, and [GreenPlay LLC](#) was awarded the contract in April 2021.

The project scope of work includes the following approach and milestones:

Strategic Kick-Off and Determination of Critical Success Factors

GreenPlay and staff held a strategic kick-off meeting in May 2021 to discuss the scope, schedule, and master planning process; park inventory and levels of service; communication; public input; survey; advisory groups; studies and plans; project administration; and marketing and branding for the master plan. GreenPlay and staff both provide monthly progress reports that cover recent progress, outstanding issues or information needed, upcoming meetings, and next steps throughout the project.

Community and Stakeholder Engagement

The community engagement strategy approach was designed to assure all stakeholders and community members are provided a chance to participate in the development of the plan. In May 2021, staff provided information of existing known factors such as athletic and recreation use, vision, priorities, funding possibilities to name a few to inform the consultant. A campaign strategy to fuel the PROS Plan update process and engage the community was developed, known as *Play It Forward – imagine the future of Kirkland's parks, recreation and open spaces*.

In June 2021, several focus groups and stakeholder interviews were conducted as an opportunity for key community members to share information in a more detailed manner. PCS department staff provided insight during a Strengths, Weaknesses, Opportunities, and Threats analysis and discussion on June 9, 2021. The first public forum was held on June 17, 2021, to allow all community members a chance to provide information to GreenPlay.

In July 2021, staff launched the outreach initiative, "Catch the Butterfly" that aligned with the National Recreation and Park Association's theme for Park and Recreation Month – "Our Park and Recreation Story". The campaign was designed to collect stories and hear from the youth in the community while educating parents and adults on the PROS Plan process. The Butterfly initiative was able to collect stories from 118 youth across 6 events as well as from PCS youth day camp participants.

In August 2021, more outreach events and focus groups were conducted that were tailored towards adults, as well as diverse and underrepresented voices. On August 23, 2021, the City Manager's office lead focus groups specifically designed to address Diversity, Equity and Inclusion. On August 24, 2021, internal stakeholder interviews were held with City staff including areas such as Surface Water, Planning, Capital Improvements Projects, Transportation and Volunteers. The goal for August was to inform the community of the upcoming statistically valid survey that will be mailed to 5,000 randomly selected residents in early September 2021.

A second public forum is scheduled for December 2021 that will present the initial findings and will provide an overview of all the data sets collected, including such items as park assessments, park inventory, recreation and athletic programs and demands, focus groups, stakeholder interviews, and

survey results. A third public forum is scheduled for late January 2022 where a draft presentation of the PROS Plan will be shared with the community.

Statistically Valid and Open Community Survey

In early September 2021, GreenPlay in conjunction with [RRC Associates](#) (RRC) will mail a statistically valid survey to Kirkland residents to get the needs and opinions of both non-users and users of parks, recreation facilities, and programs in the community. A follow-up "open link" survey where the rest of the community will be encouraged to respond will be made available to the entire community in October 2021. RRC will tabulate the results from these two survey groups separately and expects to have enough responses to measure community priorities quantitatively.

Inventory and Level of Service Analysis

GreenPlay began collecting current inventory and Level of Service (LOS) data of existing recreational programs, services and facilities in May 2021 and will continue analysis through September 2021. This information will be used to make Capital Improvement Program recommendations and ways for improving the City's LOS. Throughout this time, GreenPlay will also conduct a demographics and trends analysis, evaluation of existing standards of programs and facilities, and a programs and services gaps analysis.

Assessment and Analysis

From September 2021 through January 2022, GreenPlay will assess the data and information collected to develop recommendations for needs regarding land acquisition; budget; development of parks, trails, open space, and recreation facilities; partnerships; adoption and employment of technologies or management practices; operations; staffing; maintenance; programming; and future needs.

Findings and Financial Analysis

Additionally, from September 2021 through January 2022, GreenPlay will identify alternative funding and partnerships; identify probable operating maintenance and capital costs; make recommendations for potential funding sources in the next five to ten years; conduct a department organizational analysis; and recommend a LOS that is feasible and aligned with current cost recovery policy and methodology.

Draft and Final Plans, Presentations, and Deliverables

A draft of the PROS Plan will be complete in early 2022 and will include all findings, needs assessment, public engagement results, written goals, plans, objectives, and policy statements that articulate a clear vision and model for the City's future. Staff will review and provide additional comments that will be incorporated into the final PROS Plan. GreenPlay will ensure the final PROS Plan adheres to Washington State RCO and the State GMA requirements as they pertain to parks and recreation planning.

Additional scopes of work are being conducted and integrated into the PROS Plan:

ADA Evaluation and Transition Plan

The Americans with Disabilities Act (ADA) assessment was performed by [Bureau Veritas](#) using methods and procedures consistent with good commercial and customary practice for assessing compliance with the Title II provisions of the ADA and applicable state and local requirements. This information informs the Transition Plan which identifies and prioritizes current barriers to participation, provides a schedule for barrier removal, as well as establishes procedures for addressing future accessibility issues. The ADA Transition Plan serves as a pragmatic application tool that will identify existing and future accessibility needs, document accessibility facility standards, and provide design criteria for future facilities development. Staff will review the evaluation from Bureau Veritas. A coordinated focus group on the ADA Evaluation and Transition Plan will take place in October 2021.

Athletic Field Use and Demand Analysis Study

GreenPlay will work with [Site Workshop](#) and the PCS department to assess the current athletic fields inventory and field allocation process. An Athletic Field Demand Survey was sent to 55 athletic field user groups and stakeholders on August 4, 2021. The survey has closed, and the data collected will be used to provide recommendations regarding the use of fields, reconfiguration of current fields, and the

construction of new fields to meet demand. Improvements to the field allocation process will also be addressed to improve equity and meet the unmet needs of users that are not currently being served. Findings will be discussed with the survey participants and athletic field user groups on September 9, 2021.

Park Board Input Process

GreenPlay and the PROS Plan team would like to hear from the Park Board regarding the following questions:

- How long have you been a resident of the City of Kirkland?
- What are the strengths of the PCS department related to parks, trails and recreation facilities/activities that should continue over the next 5 years?
- Conversely, what are the weaknesses that need to be addressed in the parks and recreation master plan?
- How satisfied are you with the overall quality of the existing facilities and services in the following categories? Would you say they are Excellent, Very Good, Good, Fair, or Poor for each category?
 - Parks
 - Trails
 - Recreation facilities
 - Recreation programs provided by the PCS department
- Are there areas in the City (geographic or market segments) that are underserved?
- What new recreational components or amenities would you like to see available?
- What new recreational activities would you like to see available?
- What key partners and stakeholders in the community can assist with the implementation of the Comprehensive Master Plan recommendations?
- What key issues or values in Kirkland should we be aware of?
- What priorities in Kirkland need to be considered while developing the Comprehensive Master Plan?

Park Board Role

The Park Board's feedback and input regarding the above questions will help inform recommendations and prioritize community demand and will be included in the engagement results. As mentioned above, a second public forum "Findings Presentation" is scheduled for December 2021. At this second public meeting, Park Board members are invited to participate along with the community. Participation will allow Park Board members a chance to validate the accuracy of the findings and share any additional issues or opportunities for consideration in the final draft PROS Plan. Park Board will not be taking formal action at the second public meeting, and any recommendations or feedback from individual Park Board members will be treated as feedback from a community member.

In late January, a third public forum will be held to present the final draft of the PROS Plan. Park Board is invited to attend this forum to hear input from community members on the final PROS Plan, which may inform adoption recommendations.

The final PROS Plan will be presented to the Park Board in March 2022. At this time, the Board will make a formal adoption recommendation that will go to City Council in April 2022. Factors that should be considered when making a recommendation to adopt the PROS Plan include but are not limited to the following:

- Accurately reflects the community's interests as seen in the survey data and community engagement meetings while considering the profile of the community and demographic trends
- Provides holistic recommendations on levels of service standards for parks and facilities that are both feasible and aligned with the desires of community members as expressed through the public involvement process
- Reflects substantial growth and changes in the community and to the park system
- Aligns with other relevant City plans (Sustainability Master Plan, City's Comprehensive Plan, etc.)

- Provides alternative public and private park and recreation service providers, and identifies market opportunities and potential for new facilities and services
- Provides finance and funding mechanisms to support the development and sustainability of the system
- Identifies and categorizes recommendations into themes with goals, objectives and an action plan for implementation
- Provides an action plan for capital improvements including cost, funding source potentials, and timeframes to support the implementation of the plan
- Provides a pragmatic application tool that will identify existing and future accessibility needs, document accessibility facility standards, and provides design criteria for future facilities development
- Provides recommendations regarding the current use of fields, reconfiguration of current fields to better meet demand, the construction of new fields to better meet demand, and improvements to the field allocation process that would improve equity and help meet the identified needs
- Adheres to Washington State RCO and the State GMA requirements as they pertain to parks and recreation planning

NEXT STEPS

Staff has set up the webpage kirklandwa.gov/PlayItForward where Park Board members can direct the community for information as well as sign up for the [PROS Plan email list](#) to receive updates. There is a dedicated email, playitforward@kirklandwa.gov and a phone line, 425-587-3315 that Park Board members can direct community members to reach the PROS Plan team to provide input or feedback.

Staff recommends that Park Board monitor the PROS Plan webpage, PCS Department monthly reports, and City email for future opportunities to participate in the PROS Plan process. More participation and engagement with community members will assist the Board in final adoption recommendations.



MEMORANDUM

To: Park Board
From: John Lloyd, Deputy Director, Parks and Community Services
Date: September 8, 2021
Subject: Park Board Liaison Assignments

RECOMMENDATION

That the Park Board receive the updated neighborhood liaison assignment list. It is recommended that the Park Board update the community about various ongoing programs and projects associated with the Parks and Community Services Department.

BACKGROUND DISCUSSION

The Park Board mission statement is as follows:

“The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services (PCS) 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.”

The job description of the Park Board discusses involving the community and meeting with volunteer groups and neighborhoods to determine needs and interests. Some years ago, the Park Board decided to assign each board member to be the liaison with one or more neighborhood organizations. These assignments are typically made just after new Park Board members are appointed by City Council.

Park Board members have requested assistance in meeting liaison role expectations. After discussion, it was determined that the following two strategies would be used to prepare Park Board members for neighborhood meetings.

- Park Board members should use the monthly report provided by staff and pick out key items to convey to the neighborhoods. This could be followed by questions and feedback.
- Staff will highlight a topic or a discussion question for use with neighborhoods that would solicit community input for consideration. Discussion questions could be related to upcoming Park Board agenda items or be generic.

RECOMMENDED DISCUSSION TOPICS

The following items are possible discussion items to be conveyed to the community.

- Community interest in various park amenities like tennis, pickleball, sports courts, and disc golf
- Community interest in various types of recreation programs for seniors, adults, youth and preschoolers

Additional discussion items may be found in the monthly report or may be raised by individual community members.

- Be on the lookout in August for a postcard with information on our statistically valid mail-in survey. This survey has been designed to assess community needs and is scheduled to be distributed to the community in September. In October, the survey will be opened to anyone who wants to provide feedback.
- Construction on David Brink Park began on August 30, 2021. The park will be closed during construction, which is expected to be complete in early 2022.
- Construction at 132nd Square Park is progressing with the focus on the storm water facility. This month, the contractor intends to begin work on the park aspect of the project which will result in the closure of the playground area of the park until the project is finished. The softball outfield area will remain available for public use in addition to the Kirkland Heights Apartments' field located between 135th Place NE and 136th Place NE along NE 132nd Street.
- The pop-up dog park at Juanita Beach Park will remain in place while we evaluate permanent options and continue to gather feedback from the community as a part of the PROS Plan outreach efforts.
- See Spot Splash will take place on September 11, 2021 at the Peter Kirk Pool. Bring your dog to splash and play as we celebrate the end of the season at the pool. Register your dog in advance to enjoy a splashy good time with other pups. There are five sessions to choose from, including one for large, small, and mixed-sized dogs. For more info, please see the [news release](#).
- Planning is underway for Kirkland's Harvest Festival scheduled for October 16, 2021. The event celebrates the fall harvest with food trucks, music, contests, and a Kids Korral full of games and activities. Rounding out the event will be a vendor marketplace and craft and artisan food vendors.
- A new proclamation from Governor Inslee requires staff, contractors and volunteers who provide early learning, childcare or youth development programs to be fully vaccinated against COVID-19 by Oct. 18, 2021. The requirement also applies to health care workers who provide services at Peter Kirk Community Center. The new requirement impacts approximately 40 current staff and contractors, and potentially over 100 volunteers. Staff are proactively working with affected workers and volunteers to ensure everyone can be vaccinated by the deadline. However, if workers do not get vaccinated and we do not have sufficient staffing to run programs, we may have to cancel or adjust programs. We are communicating proactively with participants registered for fall recreation programs to let them know of the potential impact.

LIAISON ASSIGNMENTS

Neighborhood Liaison assignments were most recently reviewed at the June 9, 2021 Park Board meeting. Current Neighborhood Liaison assignments are listed below. The Board may assign representation in any manner desired. This may include opening all assignments and selecting new representation or only assigning unassigned neighborhoods. Many neighborhood associations are holding meetings virtually. Please visit the City's [neighborhood association website](#) for up-to-date information about each neighborhood.

Neighborhood	Park Board Member	Frequency	Website Kirkland neighborhood association website
Central Houghton	Tessa Hansen	Second Tuesday of odd months (No summer or Dec meetings)	Central Houghton Neighborhood Website
Everest	Mike Holland	Fourth Tuesday odd months (No summer meetings)	Everest Neighborhood Website
Evergreen Hill	<i>Unassigned</i>	Third Wednesday of every month (No meetings in Nov, Dec, July, Aug)	Evergreen Hill Neighborhood Association Facebook Page
Finn Hill	Amanda Judd	Meets as needed	Finn Hill Neighborhood Alliance Website
Highlands	Mike Holland	Third Wednesday odd months (Nov–May)	Highlands Neighborhood Website
Juanita	Amanda Judd	Second Monday of odd months (No summer meetings)	Juanita Neighborhood Website
Lakeview	<i>Unassigned</i>	Inactive - No meetings at this time	
Market	Roshan Parikh	Third Wednesday odd months (No summer meetings)	Market Neighborhood Website
Moss Bay	Uzma Butte	Second Monday odd months (No summer meetings)	Moss Bay Neighborhood Website
Norkirk	Tammy Cohen	First Wednesday even months (No summer meetings)	Norkirk Neighborhood Website
North Rose Hill	Uzma Butte	Third Monday of every month (No July or Dec meetings)	North Rose Hill Neighborhood Association Facebook Page
South Rose Hill/Bridle Trails	Allison Cunningham	Second Tuesday odd months (No summer meetings)	South Rose Hill/Bridle Trails Neighborhood Website
Totem Lake	<i>Unassigned</i>	Inactive - No meetings at this time	