



# KIRKLAND PARK BOARD REGULAR MEETING

Date: October 13, 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. September 8, 2021
5. **BUSINESS ITEMS**
  - a. PROS Plan Update
  - b. Update Neighborhood Liaison assignments
  - c. Joint Meeting with City Council preparation
6. **COMMUNICATIONS**
  - a. Correspondence
  - b. [Department Monthly Report](#)
  - c. Staff Updates and Information
  - d. Park Board member reports
  - e. Comments from the Chair

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# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **September 8, 2021**

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

The September 8, 2021, Park Board Regular meeting was called to order at 7:00 p.m. by Chair Amanda Judd.

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

Members Present: Chair Amanda Judd, Vice Chair Mike Holland, Tammy Cohen, Alison Cunningham, Tessa Hansen, Roshan Parikh, Crystal Thimsen

Members Absent: Uzma Butte

Staff Present: John Lloyd, Mary Gardocki, Jason Filan, Sara Shellenbarger, Heather Lantz-Brazil

Guests: Tom Diehl and Jeff Milkes from GreenPlay, LLC

Recording Secretary: Sarah Rock

#### **3. ITEMS FROM THE AUDIENCE**

#### **4. APPROVAL OF MINUTES**

Vice Chair Mike Holland moved to approve the August 11, 2021 meeting minutes as presented. Motion seconded by Tammy Cohen. The motion passed unanimously.

#### **5. BUSINESS ITEMS**

##### **a. PROS Plan Focus Group**

Jeff Milkes and Tom Diehl from GreenPlay, LLC conducted a focus group to gather input and feedback for updating the Parks, Recreation and Open Space (PROS) Plan.

**PARK BOARD RECESSED AT 8:35 PM FOR 5 MINUTES**

**PARK BOARD RECONVENED AT 8:40 PM**

#### **6. COMMUNICATIONS**

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

##### **b. Department Monthly Report**

c. Staff Updates and Information

- i. John Lloyd, Deputy Director of Parks and Community Services announced that the joint session with Kirkland City Council has been rescheduled for Tuesday, January 4, 2022. He also noted that City Council approved the purchase of a large LED screen by the department at the September 7, 2021 meeting.
- ii. Neighborhood Liaison updates will be addressed at the next meeting in October.
- iii. Sara Shellenbarger announced two upcoming events: Kirkland's Treasured History on Friday, September 10 and See Spot Splash on Saturday, September 11.

d. Park Board member reports

Tammy Cohen reported she had visited the Juanita Beach pop-up dog park and received positive feedback from park visitors.

e. Comments from the Chair

Park Board Chair Judd noted that tonight's focus group was a good starting point for the joint session with City Council in January 2022.

**ADJOURNMENT**

Roshan Parikh moved to adjourn the meeting. Alison Cunningham seconded. The meeting was adjourned at 8:51 p.m.

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Sarah Rock, Recording Secretary  
Parks and Community Services

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Amanda Judd, Chair  
Park Board



**CITY OF KIRKLAND**  
**Department of Parks and Community Services**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Park Board

**From:** Heather Lantz-Brazil, Management Analyst  
Mary Gardocki, Park Planning and Development Manager

**Date:** October 13, 2021

**Subject:** PROS Plan Update

## **RECOMMENDATION**

That Park Board receive an update on the Parks, Recreation and Open Space (PROS) Plan process and upcoming milestones.

## **BACKGROUND DISCUSSION**

Each month staff will provide the Park Board with a monthly progress report. In September, a postcard was sent to 5,000 randomly selected Kirkland homes to support the statistically valid survey component. The paper survey then arrived at these same homes. The survey may be completed either as a mail-in survey or community members can take the survey online with a unique login and password. To date, we have received 313 completed online responses and 125 paper surveys, for a total of 438 surveys.

Additionally, the consultant met with the Park Board for a focus group on September 8th, and staff met with the Youth Council on September 13th to gather their feedback and relay the youth survey information to the consultant. Staff conducted a community conversation about Off-Leash Dog Areas and the Pop-up Dog Park program on September 29th. The meeting was recorded and can be viewed on our webpage. We had 118 registrants with 74 attendees for the conversation. Information from all these meetings will be used by the consultant to assist in making recommendations for the PROS Plan.

Lastly, we have made progress on the following:

- Athletic Field Use and Demand Analysis Study – Preliminary findings from the Athletic Field Demand study were presented to City Council on October 5th.
- Park Inventory Assessment Reports – Staff have received and approved the park inventory reports that include data the consultant collected from park visits that include an inventory of each park's design and ambiance, comfort and convenience amenities, and the number and quality of park components.
- Americans with Disabilities Act (ADA) Evaluation and Transition Plan – Staff have begun their review of the ADA reports on all relevant facilities, programs, and services to identify existing and future accessibility needs.

- Internal Stakeholders Meetings – The consultant will interview both Parks Maintenance and Operations staff and the Recreation and Programming staff on October 20th.

The following schedule outlines major milestones to reach the end goal of adoption of the PROS Plan by City Council.

October	Mail postcard to every resident for follow-up survey Media push for online survey Online survey goes live
December	2nd Public Forum – results presentation
Late January	3rd Public Forum – draft presentation
March	Park Board recommendation to City Council
April	City Council
To Be Determined	ADA Transition Plan and Outreach

### **NEXT STEPS**

This planning process is being fueled by a campaign strategy known as *Play It Forward – imagine the future of Kirkland’s parks, recreation, and open spaces*. Staff recommend that Park Board join staff in celebrating this process and engaging our community. The PROS Plan team has set up the webpage [www.kirklandwa.gov/PlayItForward](http://www.kirklandwa.gov/PlayItForward) where you can direct the community for information as well as sign up for our email list. You will notice there is also a dedicated email, [playitforward@kirklandwa.gov](mailto:playitforward@kirklandwa.gov), and a phone number, 425-587-3315 that community members can reach us to provide input.



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## **MEMORANDUM**

**To:** Park Board  
**From:** John Lloyd, Deputy Director, Parks and Community Services  
**Date:** October 13, 2021  
**Subject:** Park Board Liaison Assignments

## **RECOMMENDATION**

That the Park Board discuss neighborhood liaison assignments and make representative appointments. Additionally, 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.

## **LIAISON ASSIGNMENTS**

Current Neighborhood Liaison Assignments are listed below. This was last updated at the June 9, 2021 Park Board meeting following the appointment of the newest Park Board members. Not all members of Park Board were present at this meeting, so it was requested that this list be updated. 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.

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



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## **MEMORANDUM**

**To:** Park Board

**From:** John Lloyd, Deputy Director, Parks and Community Services

**Date:** October 13, 2021

**Subject:** Joint Meeting with Council

## **RECOMMENDATION**

That the Board begin considering topics for the joint Park Board and City Council meeting scheduled for February 15, 2022.

## **BACKGROUND DISCUSSION**

Each year, the Park Board typically has a joint meeting with City Council. Originally, Park Board was scheduled to meet with City Council on October 19, 2021. At the August 11, 2021 Park Board meeting it was requested to delay this meeting until the PROS Plan was further along and to provide the new members of the Board to become more familiar with the issues and concerns of the community prior to meeting with City Council. Staff have rescheduled this joint meeting to February 15, 2022.

Past topics for these joint meetings have focused on top City Council priorities and priorities for Park Board, including park acquisition, growth and development strategies and other specific areas of interest to the Board, such as the desire for an indoor aquatic/recreation center in Kirkland and off leash dog opportunities.

Staff will check in with Park Board on this topic at all meetings moving forward in order to develop a draft list of discussion items. Additionally, staff will continue to provide updates on the progress of the PROS plan and other relevant issues. In January, Park Board will review and finalize the list of discussion items. Staff will use this list to write a memo for City Council that outlines the identified discussion items and will provide additional background information as appropriate. At the February 9, 2022 Park Board meeting, staff will prep the Park Board for the joint meeting with City Council by reviewing the final list of discussion topics, discuss any feedback received from City Council, and discuss the flow and logistics of the meeting.

**From:** Sandeep Krishnamurthy <sandeepresearch@gmail.com>  
**Sent:** Wednesday, September 29, 2021 2:26 PM  
**To:** eParks; Park Board  
**Subject:** Advocating for the Forbes Creek Stairs.

Dear Colleagues,

I write to you today as a long-term resident of the City of Kirkland.

I believe the city has simply not paid attention to the Forbes Creek Steps. At best, I think the city has treated it as a peripheral adjunct doing the absolute bare minimum possible.

Today, the state of neglect of this community asset is so bad that it poses a **risk** to the health and well being of the citizens and a **serious liability** to the city. It is entirely possible that the poor condition of the steps will lead to someone slipping and breaking a leg (or worse).

Even more importantly, the City of Kirkland should recognize this as a **beloved community asset** that is cherished by so many. Those that climb these steps are diverse and come to this as part of their **health process**.

At a minimum, I believe the city should take these steps:

- 1- Install signs at the base and the top of the park to help citizens navigate the steps. Include signs such as "Slippery, When Wet" and "Requires Cardio Fitness". Currently, there is a nondescript "No Dumping" sign!
- 2- Install an anti-slip strip on every step. This should be a relatively easy fix.
- 3- Remove rotted boards and replace them with fresh ones.
- 4- Install a board at the Forbes Creek Dr. entrance naming the stairs and providing a narrative extolling its importance to the community.
- 5- Fix the current parking lot with proper paving.
- 6- Install a second railing to support those who are stepping down- not just those that are climbing.
- 7- Consider adding a bench at the bottom and top to help those that need 2 minutes of rest before climbing again.

I send this message with the confidence that **we can get together and do much better**.

I hope to see engagement from all of you. I suspect that the current condition is due to some arcane jurisdictional divide with the utility company. If so, let us engage and get those that can make a decision in one room.

I hope to see you climbing soon!

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Best,  
Sandeep Krishnamurthy