



KIRKLAND PARK BOARD

September 23, 2026; 7:00 p.m.

Peter Kirk Room, Kirkland City Hall

123 5th Avenue Kirkland, WA 98033

Land Acknowledgement

We acknowledge that the Southern Salish Sea region lies on the unceded and ancestral land of the Coast Salish peoples, the Duwamish, Muckleshoot, Puyallup, Skykomish, Snoqualmie, Snohomish, Suquamish and Tulalip tribes and other tribes of the Puget Sound Salish people, and that present-day City of Kirkland is in the traditional heartland of the Lake People and the River People. We honor with gratitude the land itself, the First People – who have reserved treaty rights and continue to live here since time immemorial – and their ancestral heritage.

Mission Statement

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 26, 2026

5. BUSINESS ITEMS

- | | |
|--|------------|
| a. Finance Training for Board Members | 20 minutes |
| b. Park Rules Draft Implementation Plan | 20 minutes |
| c. Castle Playground Concept Review | 20 minutes |
| d. CIP Dashboard | 15 minutes |
| e. Park Board Work Plan & Joint Session Prep | 10 minutes |

6. COMMUNICATIONS

- a. Parks and Community Services 2026 Quarter 2 Report
- b. Correspondence
- c. Park Board Member Reports
- d. Staff Updates and Information
- e. Comments from the Chair

7. FUTURE AGENDA PREVIEW

8. ADJOURNMENT

Next Park Board Meeting: October 28, 2026

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The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

KIRKLAND PARK BOARD
Minutes of Regular Meeting
August 26, 2026

1. CALL TO ORDER

The August 26, 2026 Park Board regular meeting was called to order at 7:00 PM by Chair Jared Silvia.

2. ROLL CALL

Members Present: Board Member Berenice Bortoni, Board Member Denise Lindberg, Board Member Shivani Jain, Board Member Ava Spainhower, Chair Jared Silvia

Members Absent: Board Member Paul Stull, Vice-Chair Juliana Born

Staff Present: Deputy Director John Lloyd, Parks Superintendent Jason Filan, Parks Planning & Development Manager Sara Shellenbarger, Events & Services Manager Maryke Burgess, Recreation Manager Sara Shellenbarger, Senior Management Analyst Nick Greenlee, Administrative Assistant Emily Lima Welch

Recording Secretary: Administrative Assistant Emily Lima Welch

3. ITEMS FROM THE AUDIENCE

Erika Schliep

4. APPROVAL OF MINUTES

The May 27, 2026 Park Board meeting minutes were approved as presented.

The June 24, 2026 Park Board meeting minutes were approved as presented.

The July 22, 2026 Park Board meeting minutes were approved as presented.

John Lloyd notified the Board that Kathy Kearny has resigned her position. New board members Shivani Jain and Ava Spainhower were introduced. Senior Management Analyst Nick Greenlee was introduced. All other Board and Staff introduced themselves.

5. BUSINESS ITEMS

a. Donation Recognition

The Park Board recognized the Kirkland Dance Center for their donation of \$10,000 in support of the recreation scholarship fund and dance programs at the North Kirkland Community Center.

b. Team Building - A Great Day in Our Parks

The Park Board and Staff participated in a team building activity "A Great Day in Our Parks" as an introduction to the team for new Board Members.

c. Green Loop Branding & Wayfinding

The Park Board received a report on the Green Loop Branding and Wayfinding project from Parks Planning & Development Manager Mariah Gill. She reported that branding concepts are still in progress, and the Park Board will be asked to provide feedback at the September session. A final design is expected by Winter 2026.

Manager Gill and Parks Superintendent Jason Filan confirmed that once branding and wayfinding is established as part of the Green Loop, the methodology will be applied to other signage in the park system as signs are replaced.

Staff answered questions from the Board.

d. Park Board Work Plan Revisited

The Park Board revisited their Work Plan in a discussion led by Administrative Assistant Emily Lima Welch.

The Board accepted all staff recommendations to be added to future drafts of the Park Board Work Plan, including the additions of the Green Loop and Former Church Property (13230 NE 132nd St) Activation to the Work Plan. The Board plans to continue discussing the Draft Park Board Work Plan at future sessions.

THE BOARD RECESSED AT 8:00 PM

THE BOARD RECONVENED AT 8:07 PM

e. Capital Improvement Projects (CIP) Dashboard

The Park Board reviewed the CIP Dashboard presented by Planning Manager Gill, including an update on damage to the skatepark elements that were being stored at Houghton Park & Play after a car accident occurred over the summer, an update that the O.O. Denny bridge construction would begin in about 8-12 weeks, and the park expansion at Juanita Bay.

Planning Manager Gill also notified the Board that the 'Castle Playground' theme was selected to continue as the playground theme for the North Rose Hill Woodlands playground replacement. A concept challenge is currently underway, and 3-4 concepts will proceed to outreach and community voting in September.

Staff answered questions from the Board.

6. COMMUNICATIONS

a. Parks & Community Services 2025 Annual Report

The Board received a copy of the Parks & Community Services 2025 Annual Report.

Suggestion to promote the annual report online.

b. Correspondence

None

b. Park Board Member Reports

Board Member Ava Spainhower reported on surveying staff about conservation and sustainability in parks and recreation and that she plans to bring the topics to a youth sustainability summit.

Chair Silvia reported that he attended the Juanita Neighborhood community picnic and heard community members express interest in the Green Loop and the future of the Wiviott Parcel. He reported tabling with the Park Board at Juanita Friday Market on August 14, 2026. Chair Silvia also noted to Staff that the current process for swim tests at the pool is to keep records on paper and sort them by testing date, not alphabetically, making them difficult to search for.

Board Member Berenice Bortoni also reported attending the Juanita Friday Market in August and noted that community members who stopped by were very interested in receiving a physical copy of the Fall/Winter, and suggested to Staff that they reconsider mailing physical issues for the Fall/Winter season. Board Member Shivani Jain also suggested that the department could offer limited physical copies of the Recreation Guide at the local libraries, or provide flyers with a QR code to view the digital Recreation Guide.

No further reports were presented.

c. Staff Updates and Information

Events & Services Manager Maryke Burgess reported that the second annual International Night Market on August 19, 2026 went well, with an estimated 5,000 attendees. The next upcoming events hosted by the division will be Coco en Español on September 5, 2026, See Spot Splash on September 12, 2026, and Harvest Festival on October 3, 2026.

Recreation Manager Sara Shellenbarger reported that summer camps have come to an end for the 2026 season, and that the Peter Kirk Pool will continue with open swim sessions every afternoon through Labor Day and that there will also be some night swim sessions. Lifeguards will be on duty at the beaches through Labor Day as well. The rest of the division is beginning to transfer into fall programs and the new school year.

Parks Superintendent Filan reported that Parks Seasonal Laborers are beginning to return to college, and on the success of the 2026 Little League Softball World Series.

No further reports were presented.

d. Comments from the Chair

None.

7. FUTURE AGENDA REVIEW

The Board reviewed the tentative agendas for the next three months.

Staff answered questions from the Board.

8. ADJOURNMENT

Chair Silvia adjourned the meeting at 8:49 PM by unanimous consent.

Emily Lima Welch, Recording Secretary
Parks and Community Services

Jared Silvia, Chair
Park Board



MEMORANDUM

To: Park Board
From: Lynn Zwaagstra, Director
Date: September 23, 2026
Subject: Financial Overview Training

RECOMMENDATION:

That the Park Board receive a training on the Parks and Community Services budget.

BACKGROUND

With several new Park Board members appointed this year and last year, staff recognized the need to provide a financial overview training to help orient new and current Park Board members. Park Board has received general training on the Department and the role of Park Board. However, City finances can be complicated and challenging to understand without some background.

This presentation will focus on providing an overview of the City's financial structure, Department budget, budget process, and service packages. Also, Attachment 1 has a spreadsheet that shows the Department's capital project spending this biennium.

Information that will be presented includes a summary of all funding sources combined, analysis of each fund individually and additional examination of breakdown by division. Funding sources include the following.

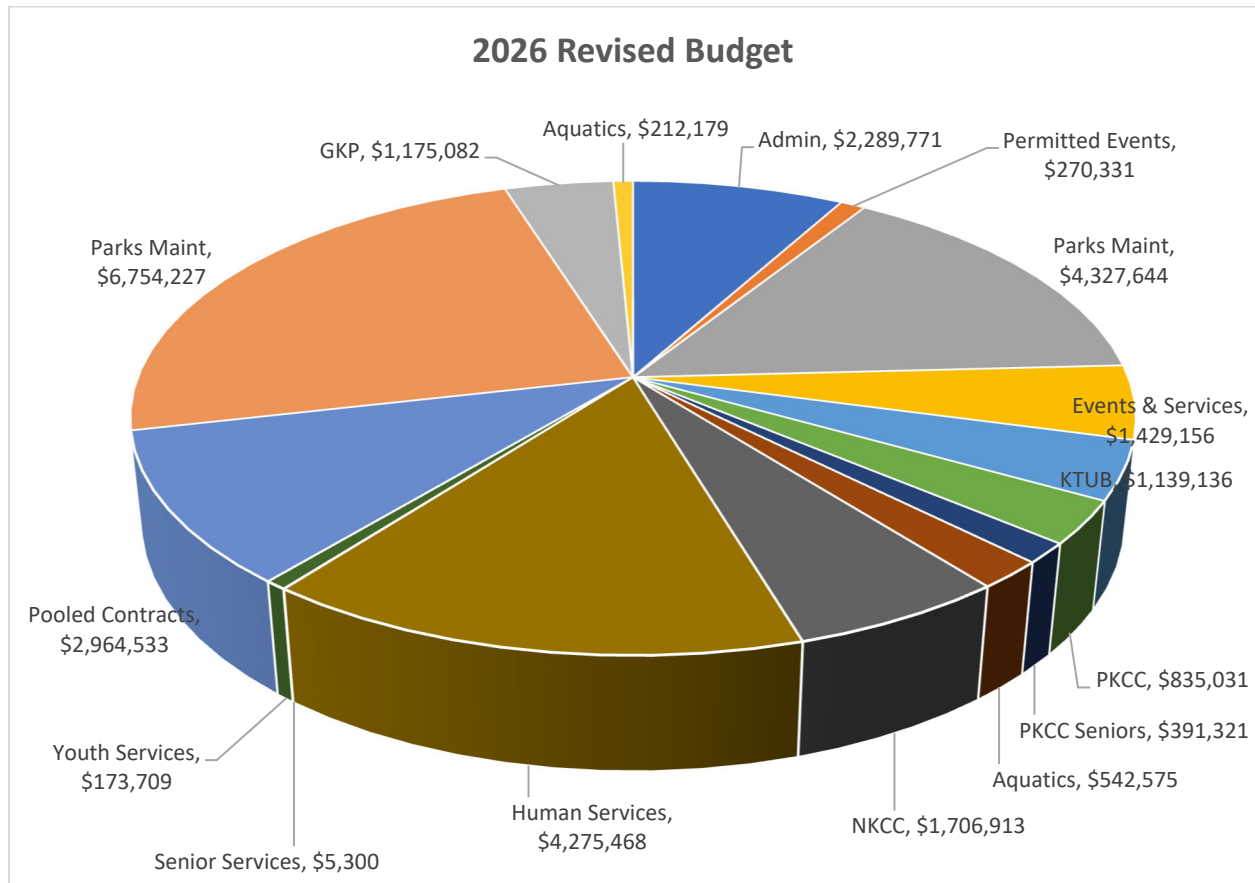
- General Fund
- Parks Levy Fund (128 Fund)
- Cemetery Fund (122 Fund)

The information in the presentation comes from information in the City's financial software. This is slightly more updated than what is shown in the City's Budget Documents webpage¹. Budget numbers are from the current biennium as the 2027-2028 budget is not yet available.

Chart 1 below shows the complete Department budget that serves as the base component of the presentation. The 2026 annual budget is shown, however, the City of Kirkland actually uses a biennial budget system. The total of the 2026 annual budget is \$28,492,376.

¹ <https://www.kirklandwa.gov/Government/Departments/Finance-and-Administration/Budget-Information/Budget-Documents>

Chart 1: 2026 Annual Operating Budget for Parks and Community Services



NEXT STEPS:

This presentation is for informational purposes only. Park Board members are invited to ask questions or provide specific topics for future presentations on finances.

ATTACHMENTS:

Attachment 1 – Park Investments 2025-2026

Attachment 1: Parks Investments 2025-2026

Acquistions and Expansions			
(Newly acquired or expanded properties)	Year	Description	Investment Amount
Juanita Bay Expansion	2025	Acquisition of 1.5 acres on Forbes Creek Road acquired in Nov 2025	\$ 1,275,000.00
Mark Twain Expansion	2026	Acquisition of "Lamas" property (0.61 acres) to be completed before the end of the year	\$ 2,540,000.00
LDS Church Acquisition	2026	Acquisition of 3.28 acres for future community center in Kingsgate to be completed before the end of the year	\$ 10,000,000.00
Fisk Family Park Dedication	2025	Fisk family park was dedicated, plaques and bench installed, connection to CKC completed in Nov 2025, new roof added to Fisk shack	\$ 805,000.00
Crabby Old Pharts Pea Patch	2026	Acquisition (donation) of 0.81 acres to expand Rose Hill Meadows Park. Demo'd existing structures, constructed 46 new community garden beds including ADA beds	\$ 162,530.00
New Items			
(New park amenities/services)	Year	Description	Investment Amount
Juanita & Houghton Beach Park Automatic Gates	2025-2026	Automatic gates have been installed at Juanita Beach and are wrapping up at Houghton beach	\$ 170,000.00
Houghton & Marina Park Security Cameras	2025-2026	Cameras will be installed at Marina Park this Sept and at Houghton this fall	\$ 30,655.00
OO Denny Park- Picnic Shelter	2025	New picnic shelter installed at OO Denny park	\$ 894,272.00
Synthetic Turf Feasibility Study	2025	Completed a feasibility study for 132nd Square and Crestwood infields to be converted to synthetic turf *feasibility estimate only, does not include design costs	\$ 89,000.00
Kiwanis Bike Racks	2025-2027	New Kiwanis donated bike racks installed at Everest and will be installed at PKP and COPPP, and Fisk as well. *donated, racks not included, value here indicates labor cost	\$ 3,033.25
Accessible & Inclusive Playground Amenities / Treatments	2024-2026	Communication board at 132nd Musical interactive opportunities at – Juantia Beach, 132nd, & Totem Lake Sun shades at Totem Lake Park	\$ 67,500.00
Major Improvement			
(Projects that significantly change a park amenity or a change to service levels for a Park or amenity)	Year	Project Description	Investment Amount
Juanita Beach North-Ball Fields	2025	Both ball fields were completed renovated and new dugouts and fencing installed	\$ 380,729.25
Juanita Dog Park	2026	Made dog park permanent (fencing)	\$ 27,000.00
Juanita Bay Wildflower Meadow	2025-2026	Tilled and planted native wildflower meadow	\$ 19,000.00
Everest Restroom Replacement	2026	Replacement of restroom with accessible and inclusive restroom	\$ 2,590,314.00
Everest Playground Replacement	2025	The playground was replaced with an accessible, inclusive and baseball themed playground in July 2025	\$ 437,244.00
Peter Kirk Pickleball Conversion	2026	Converted 2 tennis courts to 6 pickleball courts	\$ 112,750.00
Significant Maintenance Projects			
(Projects to maintain the status quo - upkeep of our existing assets)	Year	Description	Investment Amount
Marina Pavilion Gutter Replacement	2025-2026	Replaced gutters of pavilion	\$ 38,600.00
Installation of New Water Fountains	2026	2026 fountains have been installed at McAuliffe, Terrace, and will be installed at COPPP (KCF donations), Note** many other fountains installed both with KCF donations and operating budget in 2025 not included here	\$ 26,250.00
Marina Restroom Repairs	2025-2026	Re-roof, restroom cupolas rebuilt, restroom floor resurfaced and sealed	\$ 26,155.00
Pool Improvements	2025-2026	Main drain replaced, replaced pool covers, upgraded LED lights on exterior, upgraded towel dryer	\$ 59,400.00
Crestwood's restroom roof	2025-2026	restroom re-roof	\$ 12,480.00
Carillon Woods--Playground Repairs	2025	Tree fell and damaged big portion of playground requiring major repairs	\$ 46,276.00
Peter Kirk Park Playground Drainage	2026	Surfacing and drainage repairs to address flooding at Peter Kirk Playground	\$ 3,500.00
OO Denny Park Bridge Replacement	2026	Pedestrian bridge will be replaced after tree strike with new bridge, upgrades include ADA railings and grated "aquatic friendly" decking	\$ 233,000.00
Sport Court Resurfacing	2025-2026	Everest, Heritage, Forbes Creek, NKCC, Juanita Beach, Peter Kirk (Pickleball and Basket ball)	\$ 180,000.00
Total:			\$ 20,229,688.50



MEMORANDUM

To: Park Board

From: Jason Filan, Parks Superintendent
Nick Greenlee, Senior Management Analyst

Date: September 23, 2026

Subject: Update on Notable Changes to KMC 11.80 Park Rules

RECOMMENDATION:

Staff recommends that Park Board receives an overview of the notable changes made to Chapter 11.80 of the Kirkland Municipal Code following the City Council's approval of Ordinance O-4945.

EXECUTIVE SUMMARY:

- The City's park rules are codified in Chapter 11.80 of the Kirkland Municipal Code (KMC).
- Chapter 11.80 was last significantly updated in 2011.
- Increased park use and confusing code language created challenges for enforcement of the park rules.
- Parks staff, in collaboration with the City Attorney's Office, the Kirkland Police Department, and the Municipal Court, drafted changes to Chapter 11.80.
- Parks staff presented draft changes to Park Board and City Council and incorporated their feedback into subsequent versions.
- City Council approved Ordinance O-4945 amending Chapter 11.80 on July 21, 2026.
- The amended Chapter 11.80 adds new code sections, distinguishes between civil infractions and misdemeanors, designates Park Rangers as "enforcement officers", grants Park Rangers authority to issue penalties and exclusions, and clarifies previously confusing rules and definitions.
- Staff are working with the City Attorney's Office and Kirkland Police to prepare for implementation of the updated park rules.
- Staff will return to Park Board in the spring with updates on implementation.

BACKGROUND:

Chapter 11.80 of the Kirkland Municipal Code (KMC) outlines the park rules for the city of Kirkland. Chapter 11.80 was last significantly updated in 2011. Since 2011, Kirkland parks have grown, both in use and in the size of the system overall. With this increase in park attendance, violations of existing park rules have increased. Kirkland's previous codified park rules were less comprehensive than other neighboring jurisdictions, and undesirable behavior not prohibited by the code became apparent as the parks system grew and adapted to community needs.

Preliminary discussions regarding an update to Chapter 11.80 began in 2024 with Parks and Community Services, City Attorney's Office, Police, and Municipal Court. These discussions centered around enforcement alternatives to police intervention in civil violations of parks rules. Staff discussed a variety of enforcement options, including designating Park Rangers as limited commission officers. As a result of these discussions, staff identified designating Park Rangers

as “enforcement officers”, per RCW 7.80.040, as the most practical and lawful solution to enforce civil infraction violations of park rules.

Throughout 2025, staff conducted benchmarking and research of other cities’ enforcement processes and parks rules code. In addition, staff conducted interviews with parks field staff to identify issues and gaps with the existing code. The resulting draft update to Chapter 11.80 was returned to staff for peer review and feedback. Throughout this process, the City Attorney’s office also provided critical review and feedback. Staff presented draft updates of Chapter 11.80 to the Park Board for review and feedback on February 25 and March 25, 2026.

After incorporating Park Board feedback, staff presented an updated draft of Chapter 11.80 at the Council Meeting on June 2, 2026. Council directed staff to review and consider further amendments to certain sections regarding definitions, electric-assisted bicycles, trail use, motor vehicles, projectiles in parks, and dogs in swimming areas. Council also directed staff to make certain code sections more specific for ease of interpretation.

After incorporating City Council feedback, staff returned to City Council with proposed amendments. On July 21, 2026, Council voted to approve Ordinance O-4945 amending Chapter 11.80. For a full background on the impetus and process for these code changes, please see the staff memo from the June 2, 2026 Council Meeting.¹

DISCUSSION/ANALYSIS:

The amended Chapter 11.80 adds new code sections, distinguishes between civil infractions and misdemeanors, designates Park Rangers as “enforcement officers”, grants Park Rangers authority to issue penalties and exclusions, and clarifies previously confusing rules and definitions. An overview of these significant changes to Chapter 11.80 is included below.

Notable Changes

New Code Sections

The amended Chapter 11.80 includes new code regarding topics not previously addressed. These topics include:

- Injury to park vegetation and trees
- Horses and livestock
- Parking
- Trucks and commercial vehicles
- Trail use
- Structures in parks
- Food waste, washing of clothing, animals
- Ice
- Moorage
- False alarm of drowning
- Designated swimming areas
- Open water swimming
- Interfering with lifeguard duties
- Disruption and harassment of Parks employees
- Smoking in parks

¹ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2026/june-2-2026-regular/9e_business.pdf

- Remote controlled models, aircraft
- Waste from vehicles
- Dumping in water
- False alarm of drowning resulting in emergency response
- Intoxication
- Possession and use of controlled substances
- Trespassing
- Encroachment

Additional detail regarding these code sections can be found in the staff memo from the June 2, 2026 Council Meeting.²

Civil Infractions & Misdemeanor Classifications

The updated code clarifies which violations are civil infractions and which are misdemeanors.

A civil infraction is a violation of a law, ordinance, or regulation that is not considered a criminal offense. Civil infractions typically result in a fine rather than jail time. Some categories of infractions, however, vary by severity (e.g. littering). With the updated code amendments, the Park Ranger has clear authority to enforce civil infractions.

Civil Infractions

- Business activity in parks
- Signs, posters, and notices
- Injury to park property
- Injury to park vegetation and trees
- Pets in parks facilities
- Horses and livestock
- Teasing, annoying, injuring animals
- Public disturbance noises in parks
- Watercraft
- Emergency aid by watercraft
- Motor vehicles
- Parking
- Trucks and Commercial vehicles
- Trail use
- Camping Prohibited
- Tents and structures in parks
- Practicing and playing games
- Refuse and litter (below threshold)
- Food waste, washing of clothing, animals
- Vehicle and Animal Races prohibited
- Ice
- Moorage
- False alarm of drowning
- Designated swimming areas
- Open water swimming
- Interfering with lifeguard duties
- Disruption and Harassment of Parks Employees
- Smoking in parks

² https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2026/june-2-2026-regular/9e_business.pdf

- Remote controlled models, aircraft

A misdemeanor is a minor criminal offense. There are two categories of misdemeanors: simple misdemeanors and gross misdemeanors. A simple misdemeanor carries penalties of up to 90 days in jail and fines of up to \$1,000. A gross misdemeanor is a more serious offense. The misdemeanors described in Chapter 11.80 Article 4 are simple misdemeanors. Kirkland Police are responsible for enforcing misdemeanor violations.

Misdemeanors

- Parks hours
- Aiding and abetting violations
- Refuse and Litter (above threshold)
- Waste from vehicles
- Dumping in water
- False alarm of drowning resulting in emergency response
- Alcohol and marijuana prohibited
- Intoxication
- Possession and use of controlled substances
- Trespassing
- Firearms and explosives
- Building Fires
- Encroachment in parks

Enforcement Officer Designation & Fines

The updated code declares Park Rangers to be enforcement officers pursuant to Revised Code of Washington (RCW) 7.80.040. As defined in RCW 7.80.040, "enforcement officer" means a person authorized to enforce the provisions of the title or ordinance in which the civil infraction is established. By establishing Park Rangers as enforcement officers, the park code update grants Park Rangers the authority to enforce specifically-identified civil infractions through fines.

The penalty for a civil infraction is \$150 per violation. A second penalty within the same calendar year as the initial violation shall be assessed a penalty of \$200. A third or subsequent violation within the same calendar year as the initial violation shall be assessed a penalty of \$250.

A misdemeanor penalty shall be punished by a fine of not more than \$1,000, or by imprisonment for not more than 90 days, or both. The penalty sections were placed within the code to show in one article, so that someone could easily reference the various types of penalties or other consequences that could arise from violation of the park rules.

Exclusion from Parks

The updated code creates a process to temporarily exclude violators of park rules from parks. This process exists in several neighboring jurisdictions, including Bellevue, Seattle, Renton, Everett, and Spokane. The code allows a Park Ranger (enforcement officer) or police officer to deliver an exclusion notice to an offender to exclude them from a city park or parks. Exclusions can be issued to anyone who violates any park rule as set forth in KMC 11.80, violates any provision of the Kirkland Municipal Code, or violates any provision of the Revised Code of Washington. The exclusion is effective even if the violator refuses to supply their identifying information. Failure to comply with an exclusion from park notice constitutes criminal trespass.

The duration of exclusion depends on the severity and recurrence of the violation. For first-time violations that are not a felony or weapon violation, a violator may be excluded for up to 7 days.

For the second violation within 1 year, the offender may be excluded for up to 90 days. For the third violation within 1 year or a violation that is a felony or involves a weapon, the offender may be excluded for up to 1 year. Exclusions longer than 7 days are eligible for appeal through a hearing with the Parks and Community Services Director.

Clarifications Made After Council Feedback

Staff presented a draft update to Chapter 11.80 at the Council meeting on June 2, 2026. Council directed staff to review and consider further amendments to certain sections regarding definitions, electric-assisted bicycles, trail use, motor vehicles, projectiles in parks, and dogs in swimming areas. Council also directed staff to make certain code sections more specific for ease of interpretation. For example, Council requested a separate section to address electric-assisted bicycles so that the distinction between requirements for “motor vehicles” and “bicycles,” including electric assisted bicycles, is clearer. For additional information, please see the staff memo from the July 21, 2026 Council meeting.³

Staff followed Council’s direction, and the proposed ordinance now specifically addresses and clarifies the following:

KMC 11.80.030 – Definitions

Additional definitions were added to KMC 11.80.030 to clarify words referenced throughout the code:

- Trail
 - *“Trail” is the entire length and width of a travel route that is composed of soft or natural surfaces, such as dirt or gravel, and is maintained by the department. Trails may also contain causeways or bridges.*
- Path
 - *“Path” is a paved travel route constructed for pedestrian, bicycle, and non-motor vehicle travel.*
- Causeway
 - *“Causeway” is a raised road or track constructed across wetlands, marshland, or bodies of water.*
- Sidewalk
 - *“Sidewalk” is given the same definition as KMC 15.04.330, which defines sidewalk as “the walkway in the public area lying parallel or generally parallel to the roadway.”*
- Motor Vehicle
 - *“Motor Vehicle” means any form of transportation powered by an internal combustion or electric motor. This includes, but is not limited to, automobiles, golf carts, mopeds, motor-driven cycles, motorized foot scooters, motorcycles, and electric motorcycles. The following are not a “Motor Vehicle” for purposes of this chapter: wheelchairs powered by electric motors, electric-assisted bicycles, and authorized maintenance, police, fire, or emergency vehicles.*
- Bicycle
 - *“Bicycle” has the same meaning as the definition contained in KMC 19.40.010.*
- Electric-assisted bicycle
 - *“Electric-assisted bicycle” has the same meaning as the definition contained in KMC 19.40.010.*
- Motorized foot scooter

³ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2026/july-21-2026/9b_business.pdf

- *“Motorized foot scooter” is a device with two or three wheels that has handlebars, a floorboard that can be stood upon while riding, and is powered by an internal combustion engine or electric motor that has a maximum speed of no greater than twenty miles per hour on level ground. For the purposes of this definition, a motor-driven cycle, a moped, an electric-assisted bicycle, or a motorcycle is not a motorized foot scooter.*
- Electric motorcycle
 - *“Electric motorcycle” means a motorcycle, as defined by RCW 46.04.330, which is powered by electricity and:*
 - *Is not equipped with fully operable pedals capable of propelling it. Foot pegs are not considered pedals; or*
 - *Exceeds 750 watts; or*
 - *Is capable of going over 28 miles per hour with motor assistance.*

These added definitions clarify the meaning of the sections in the park rules related to electric-assisted bicycles, motor vehicles, and trail use. The new definitions align with definitions in other portions of the Kirkland Municipal Code, such as the Cross Kirkland Corridor (CKC) Trail Use Regulations contained in Chapter 19.40 KMC.

KMC 11.80.122 – Motor Vehicles

Staff simplified KMC 11.80.122 to focus only on motor vehicles, as that term is defined by KMC 11.80.030(13). As defined, an electric motorcycle qualifies as a Motor Vehicle. The revised section .122 states:

a. No person shall operate a motor vehicle within the boundaries of a park except on roads or parking areas, or where otherwise permitted by proper posting. No person shall ride or drive any motor vehicle in excess of the posted speed limit or in excess of fifteen miles per hour where no speed limit is posted. This section shall not apply to emergency, maintenance, or city-authorized vehicles or devices.

b. No person shall clean or wash any motor vehicle in any park.

KMC 11.80.132 – Bicycles and Electric-Assisted Bicycles

At the June 2 Council meeting, Council directed staff to focus the code on regulating the *behavior* of bicyclists rather than the *type* of bicycle ridden. The updated code clarifies where bicycles, electric-assisted bicycles, and motorized foot scooters are prohibited, such as on causeways, docks, sports courts, synthetic turf, and natural or grassy areas. All bicyclists or motorized foot scooter riders must comply with the 15 mile per hour speed limit. In addition, all riders must comply with KMC 11.80.134 on “Trail Use”.

Because bicycles, electric-assisted bicycles, and motorized foot scooters are allowed on paths, sidewalks, *and* trails, the amended and updated section of the code related to Bicycles and Electric-Assisted Bicycles is a complement to KMC 11.80.134, which defines the use of trails. The new language for section .132 states:

a. Persons may not operate or ride bicycles, electric-assisted bicycles, or motorized foot scooters on causeways, docks, sports courts, synthetic turf, and natural or grassy areas. Bicycles, electric-assisted bicycles, and motorized foot scooters are permitted only on park paths, trails, sidewalks and where motor vehicles are allowed. Bicycles, electric-assisted bicycles, and motorized foot scooters are permitted on the concrete causeway (“Old Market Street Road”) through Juanita Bay Park.

b. All persons operating or riding a bicycle, electric-assisted bicycle, or motorized foot scooter must comply with KMC 11.80.134. No person shall travel at speeds in excess of 15 miles per hour anywhere in a park or open space.

c. When, because of the width of such path, trail, or sidewalk or the amount of pedestrian traffic thereon, riding a motorized foot scooter, bicycle, or electric-assisted bicycle on such sidewalk would endanger or unreasonably inconvenience pedestrians, such person shall stop and dismount from their bicycle.

KMC 11.80.134 – Trail Use

Following the June 2 Council meeting, staff removed a reference to “regional trails” from the draft of the Trail Use section. Section .134 now states:

a. No person shall travel on a trail at a speed greater than is reasonable and prudent under the conditions with regard to the actual and potential hazards then existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with persons or property. No person shall travel at speeds in excess of 15 miles per hour on a City of Kirkland trail.

b. No person shall travel on a trail in a negligent manner.

c. For the purposes of this section “travel” shall be construed to include all forms of movement or transportation on a trail, including but not limited to foot, bicycle, skateboard, and roller skates.

d. Every person traveling on a trail shall obey the instructions of any official traffic control device applicable thereto placed in accordance with applicable laws unless otherwise directed by a police officer.

KMC 11.80.150 – Activities Posing Risks to Persons in Parks

Previously, KMC 11.80.150, Practicing and Playing Games, prohibited any person from practicing or playing certain games in parks, except as designated by the director. The intent of this section is not to limit community free play in parks, but to limit dangerous activities.

Staff presented a revision of this language to Council under a new code section titled “Projectiles in Parks.” Council found “projectiles” to be vague and overly-broad. Thus, staff renamed this new section “Activities Posing Risks to Persons in Parks,” which more closely aligns with Council’s intent to focus this section on the risk posed to all park users rather than the type of object that is hurled.

a. It is a violation of this chapter for any person to practice or play golf or archery in any park property, except as authorized under a permit obtained through the department.

b. It is a violation of this chapter for any person to hurl or propel any object, such as balls and bats, in such a way that persons in the vicinity would be imperiled by such action, except as such activities may be authorized through a permit obtained through the department for exclusive use of park spaces.

KMC 11.80.060 – Pets in City Parks

Council directed staff to adjust KMC 11.80.060 – Pets in City Parks Facilities, to clarify if and when dogs, pets, or domesticated animals are permitted on beaches in the park. The updated code states that dogs are prohibited from designated swimming beaches from May 1 through September 30. May through September is when Kirkland waterfront parks, especially parks with swimming beaches, are busiest. A designated swimming beach is the sandy area adjacent to a designated swimming area. A designated swimming area is marked with buoys, log booms, or other markers. Designated swimming areas are commonly lifeguarded in the summer.

Prohibiting dogs from swimming beaches during peak summer times ensures that these beaches are safe for park users and reduces the risk of closure due to high bacteria levels, as dogs can contribute to bacteria levels in water. Regardless of the time of year, dogs are also prohibited when it is posted that swimming is prohibited. For example, dogs are prohibited when beaches are closed due to elevated bacteria levels.

When permitted on beaches, dogs must be on a leash. The Parks and Community Services Department has the authority to establish off-leash dog areas in any City park. However, an off-leash dog area on the shoreline would be ecologically and logistically complicated. As such, no additional verbiage expressly permitting off-leash dog beach areas is included in the code at this time.

The code language regarding pets in City parks is as follows:

b. Dogs, pets, and domesticated animals are not permitted on designated swimming beaches from May 1 through September 30 or when posted that swimming is prohibited. A designated swimming beach is the sandy area adjacent to a designated swim area, which is defined by KMC 11.80.202(1).

Minor Changes and Clarifications

Articles

Articles were added to the code to make the various sections easier to reference, in particular to more easily identify which types of violations were subject to a civil infraction and which were punishable as a misdemeanor crime.

Paddleboards

In designated swimming areas, recreational flotation devices are allowed only at the lifeguards' discretion. The code lists prohibited devices. A previous version of the draft listed "paddle boats" as prohibited devices. The language has since been updated to reference "paddleboards."

Duly Authorized Person

In KMC 11.80.030 "Definitions," a minor adjustment was made to the definition of a "duly authorized person." Previously, the definition specified that a duly authorized person is a "Department" employee. The new definition states that a "duly authorized person" is a duly authorized *City* employee acting in the performance of their duties, or other person duly authorized pursuant to law. By broadening the definition, this change ensures that all City staff working in a park (such as emergency responders) are considered to be duly authorized persons.

NEXT STEPS:

Staff are working with Kirkland Police to confirm Park Ranger enforcement processes, mechanisms, and training. Staff are also working with the City Attorney's Office to review plain language versions of the Park Rules. These rules will be published on the city website and used in future park signage.

Staff will return to Park Board in the spring with updates on implementation of the newly amended Chapter 11.80.

ATTACHMENTS:

None.



CITY OF KIRKLAND
Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: Park Board

From: Mariah Gill, Park Planning and Development Manager

Date: September 17, 2026

Subject: North Rose Hill Woodlands Park Playground Replacement Project

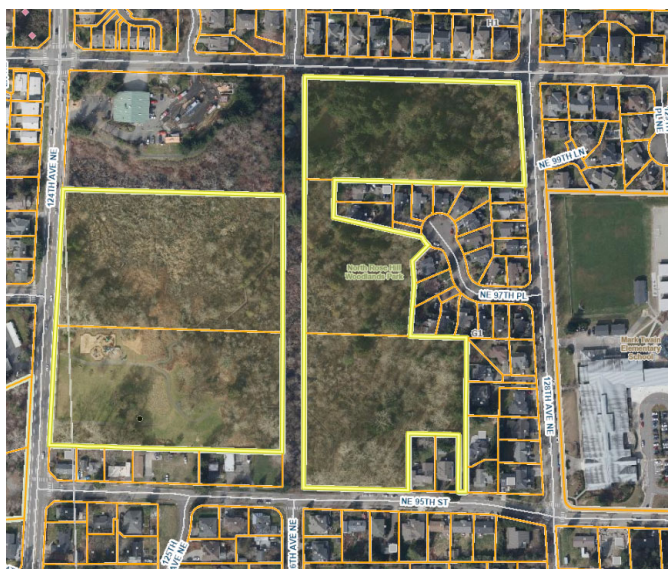
RECOMMENDATION:

Staff recommends that the Park Board receive a report on the North Rose Hill Woodlands Park Playground Replacement project and provide feedback on the three vendor concepts for the replacement playground.

BACKGROUND:

North Rose Hill Woodlands Park (NRHWP) is an approximately 23-acre neighborhood park located within walking distance of Mark Twain Elementary School and serving Kirkland's North Rose Hill neighborhood, which is home to nearly 9,000 residents. The park includes wooded areas, walking paths and boardwalks, wetlands and restoration areas, a picnic shelter, seasonal restroom, open lawn and seating areas, a small tot lot for younger children, and the large castle-themed playground that has earned the park its local nickname, "Castle Park."

Built in 2006 by Leathers & Associates and more than 1,000 community volunteers, the "Castle Park" at North Rose Hill Woodlands Park (NRHWP) has served generations of families over the past two decades.



Although the wooden playground has been carefully maintained by City staff and neighborhood volunteers, it has reached the end of its service life and is due for replacement.



Rather than replacing the playground with a standard off-the-shelf design, the City is seeking to create a new playground that reflects the needs, priorities, and character of the community while carrying forward the legacy of Castle Park. To help guide the replacement, staff have undertaken a community-centered design process focused particularly on hearing from the children and families who use the park.

DISCUSSION/ANALYSIS:

Concept Development and Community Engagement

From July 10 through August 1, 2026, the City conducted an online survey to gather community input on what residents would like to see in the next generation of Castle Playground. The survey asked how the park is currently used, what themes the community would like reflected in the replacement playground, what play elements are most important, and what non-play or supporting features are valued. A total of 758 survey responses were received.

Of respondents who provided a ZIP code, 78% were Kirkland residents. The survey also reinforced the importance of the existing playground to park users, with 93% of respondents identifying the large castle playground as a primary reason for visiting the park. Children ages 3–10 were identified as the primary users of the playground, and most respondents reported visiting the park at least monthly. In addition, 66% of respondents indicated that carrying the castle theme forward into the next generation of the playground was at least somewhat important, with more than 40% indicating that the theme was very important. The majority of write-in theme suggestions also centered on castle-related play.

The survey also gathered important feedback about desired play features. Climbing, swings, and slides ranked as the most important elements to include in the next playground, followed by imaginative play and spinning elements. Accessibility and inclusivity were also identified as priorities. Respondents highlighted smooth, easily navigable pathways, sensory play, inclusive

swings, wheelchair-accessible play features, and quiet or calm spaces as important considerations for the new playground.

Respondents also identified weather protection, seating, and open sightlines as important supporting features. Write-in responses included frequent requests for parking and restroom facilities, as well as additional weather protection.

Staff used the survey results, together with a wetland delineation identifying the available buildable area, to develop the parameters for a design concept challenge. KCDA playground vendors were invited to submit concepts for consideration. The following objectives were established for the challenge:

- Promote Inclusive Play and Align with the City of Kirkland Parks, Recreation and Open Space Plan
 - Provide meaningful play opportunities for children of all abilities.
 - Include an accessible swing area located near existing pedestrian routes.
 - Connect accessible play features with accessible pathways.
- Celebrate the “Castle” Theme and Legacy
 - Incorporate a castle-inspired theme in a fresh and creative way.
 - Appeal to children ages 3–10 while also offering opportunities for family and intergenerational play.
- Include a Variety of Play Experiences
 - Climbing opportunities, including nets, ropes, walls, towers, and similar features.
 - Slides, with larger slides enclosed.
 - Sensory play elements.
 - Social gathering spaces.
 - Opportunities for challenging, imaginative, and cooperative play.

Project Parameters

- Concepts were also required to meet the following project parameters:
- Playground footprint of approximately 7,000–8,000 square feet.
- Maintain a visual and physical connection to the existing swing area to the west.
- Assume wood fiber surfacing throughout the playground except where accessible routes are required.
- Playground equipment may not utilize wooden structures.
- Total estimated project cost, including equipment, installation, labor, and materials, may not exceed \$500,000.

All seven KCDA playground vendors participated in the challenge:

1. Great Western Installations
2. Allplay Systems
3. Buell Recreation
4. Northwest Playground Equipment
5. Play-Creation
6. CME Playgrounds
7. Park N Play Northwest

Each vendor submitted at least one concept for staff consideration. Staff reviewed the submissions and selected three finalists to advance for community review. The finalist concepts were selected based on their responsiveness to community priorities, overall design quality and creativity, technical feasibility and maintainability, alignment with the project budget, and project delivery approach.

Image 1 AllPlay Systems- PlayCreation Option



Image 2 Buell Recreation- BCI Burke Option



Image 3 NW Playground Equipment Option A



Staff are currently seeking community feedback on the three finalist concepts through a combination of in-person outreach and an online survey. The following in-person engagement events have been scheduled:

- **September 10, 2026 – Mark Twain PTSA Back-to-School Block Party**
 - 175 children voted on their preferred concept during the two-hour tabling event.
- **September 16, 2026 – Kirkland Wednesday Market at Marina Park**
 - 88 community members voted on the three concepts during the four-hour tabling event.
- **September 19, 2026 – Kirkland City Hall for All**
 - Tabling event.
- **September 21, 2026 – North Rose Hill Neighborhood Association Meeting**
 - Presentation.
- **September 23, 2026 – Kirkland Park Board Meeting**
 - Presentation and report.
- **September 30, 2026 – Kirkland Boys & Girls Club**
 - Tabling event.

An [online survey](#) is also available on the project webpage to gather more detailed feedback on the three concepts. The survey will remain open through October 1, 2026.

At the same time, staff have been reaching out to community members who donated to construction of the original Castle Playground to determine whether they would like to reclaim personalized fence pickets or bricks that were created in recognition of their donations. An [online request form](#) is available through October 1, 2026, and 28 requests for donor items have been received to date.

NEXT STEPS:

Community outreach will continue throughout September through both in-person events and the online survey. Following the close of the survey, staff will review the feedback received and use it to inform selection of a final playground concept. The vendor associated with the selected concept will then be invited to contract with the City to complete final design.

Following vendor selection, staff will refine the project schedule based on procurement and equipment lead times and will provide the community with an updated timeline for demolition and construction. The current goal is to open the new playground in winter 2027. Staff intend to keep the existing playground open for as long as safely feasible, with closure occurring as close to demolition as conditions allow.

Staff request that Park Board members participate in the concept selection process by attending an outreach event or completing the online survey. Board members are also encouraged to share the project webpage and upcoming engagement opportunities with their networks and interested community members to help broaden participation in the process.



CITY OF KIRKLAND
Parks and Community Services Department
123 Fifth Avenue, Kirkland, WA 98033
425-587-3300

MEMORANDUM

To: Park Board

From: Mariah Gill, Park Planning and Development Manager

Date: September 18, 2026

Subject: **Capital Improvement Plan Dashboard**

RECOMMENDATION:

Staff recommends that Park Board review the current month's Capital Improvement Plan (CIP) Dashboard.

BACKGROUND:

The Park Board serves as a focus group, a liaison, and a partner in making Parks & Community Services accessible to the community.

In that role, it's vital that the Board be informed on current and future capital projects in order to:

- Share relevant, accurate, and timely information with community members,
- Provide recommendations to Staff and Council on specific project items as they arise during project development,
- And promote and encourage community participation in City public engagement initiatives such as public hearings or surveys

ATTACHMENTS

Attachment 1 – CIP Dashboard as of September 18, 2026

Attachment 1

CIP Dashboard as of September 18, 2026				
Project Name	Park / Location	Phase	Updates	Month of Update
Security in Parks (Gates & Cameras)	Houghton Beach, Juanita Beach, Marina Park	Construction	Juanita Beach automatic gate is up and running with some hiccups. Waiting on PSE inspection for final Houghton hook up of gate. 2 security cameras at Marina being currently being installed. Remaining Marina park and Houghton cameras will be installed this fall.	Sep-26
Synthetic Turf Infield Pilot	132nd Square Park & Crestwoods Park	Design	Environmental Permitting is under review. Color feedback going out to little leagues and website this week. 90% design complete	Sep-26
HPP Skatepark Relocation	Peter Kirk Park	HOLD	60% Design Completed but on HOLD. accident at HPP damaged stored modular features. Inspector needs to go out to assess equipment and determine what is salvagable before we progress design further.	Aug-26
Green Loop Implementation Plan	Finn Hill and Juanita Neighborhoods	Design	Branding and Wayfinding underway, early concepts being prepared for community input. Online feedback survey will remain open for 2 weeks.	Sep-26
OO Denny Pedestrian Bridge	OO Denny Park	Design	100% design completed, building permit under review, contract complete, working on scheduling demo work.	Sep-26
Marina Park Renovations	Marina Park	Permitting	Start of construction at Summer 2027.	May-26
Paid Parking Expansion	Houghton Beach, Juanita Beach, Marina Park (increase), downtown (increase)	PW/CMO Planning	The City will increase the cost to park in the two existing paid parking areas from \$1/hr to \$2/hr in 2027. Juanita and Houghtain Beach parking will become seasonal paid parking lots at \$2/hr starting on Memorial Day 2027.	Sep-26
HPP Bike Pump Track	TBD	Planning	Features have been dismantled and will be stored until May 2027. Future is still being explored. Note that damage will be assessed by inspector and will dictate what is possible with this stored equipment	Aug-26
Juanita Bay Park Expansion	Forbes Creek Dr	Planning	41 community garden beds have been installed! Gardens will open Spring 2027. Fencing contractor to start rabbit/deer fencing by end of month.	Sep-26
Settler's Landing Dock Repairs	Settler's Landing Park	Planning	Planning and Permitting in late 2026	Apr-26

Project Name	Park / Location	Phase	Updates	Month of Update
Castle Playground Replacement	North Rose Hill Woodlands Park	Planning	Final Concept Voting underway! 263 community votes have been gathered on 3 concept options so far. 6 events planned this Sept plus online survey option.	Sep-26
Wiviott (JU4) Park Restoration	Wiviott (JU4) Park	HOLD	City has stabilized the site for the summer. Trees will be planted Fall 2026.	Jun-26
Spinney Homestead Park Development Plan	Spinney Homestead Park	HOLD	Development plan SOW being revised and expected to be completed by end of Summer 2027.	Apr-26
Everest Park Restroom Construction	Everest Park	Completed	Ribbon Cutting June 4 @ 4pm	May-26
Juanita Bay Meadow	Juanita Bay Park	Completed	Meadow is in bloom!	Jun-26
HPP Community Gardens Relocation	Rose Hill Meadows (Miller Property)	Completed	Ribbon Cutting May 21st @ noon.	May-26
Fisk Family Park	Fisk Family Park	Completed		Jan-26
OO Denny Park Picnic Shelter	OO Denny Park	Completed		Nov-25
Juanita Beach Baseball Field Renovations	Juanita Beach Park	Completed		Mar-26
HPP Pickleball Relocation	Peter Kirk Park & HPP	Completed	Resurfacing at Peter Kirk and Juanita Beach is underway. Photo opportunity for completed Peter Kirk Pickleball courts scheduled for July 2	Jun-26



MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director – Parks and Community Services
Emily Lima Welch, Administrative Assistant

Date: September 23, 2026

Subject: Park Board & City Council Joint Session Planning

RECOMMENDATION:

Staff recommend the Park Board schedule a joint session with City Council for early 2027 and begin to plan topics for the discussion. Staff recommend the Park Board Work Plan as a standing agenda item for future joint meetings between Park Board and City Council.

BACKGROUND:

Park Board typically has a joint meeting with City Council each year, although the frequency can vary. This joint meeting with City Council is an opportunity for Park Board to directly interface with City Council. Past topics for these joint meetings have focused on top City Council and Park Board priorities. The most recent joint session with Park Board and City Council took place on February 17, 2026¹, at which the City Council and the Board discussed the Work Plan and the Draft Park Board Engagement Guidelines.

The Park Board Work Plan discussed at the joint meeting was adopted by Park Board on October 22, 2025² and was the first work plan adopted by the Board since 2021. Historically this plan was more of a list of scheduled discussion topics for Park Board meetings and less of a work plan. Following a meeting with Mayor Kelli Curtis and Deputy Mayor Jay Arnold, Park Board Chair Ambrosini and Vice-Chair Silvia proposed developing an updated Park Board Work Plan which was done over the course of several meetings last year. Following the discussion between Council and the Board, the work plan was reviewed at the April 22, 2026³ and August 26, 2026⁴ Park Board sessions.

DISCUSSION / ANALYSIS:

Staff propose that the Park Board plan to revisit the Park Board Work Plan as a standing item for their joint session with City Council each year. In this proposal, the Board will review their work

¹ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2026/february-17-2026/3a_study-session.pdf

² <https://www.kirklandwa.gov/files/sharedassets/public/v/1/parks-amp-comm-services/park-board/agendas-amp-packets/park-board-agenda-packet-2025-10-22.pdf>

³ <https://www.kirklandwa.gov/files/sharedassets/public/v/1/parks-amp-comm-services/park-board/agendas-amp-packets/park-board-agenda-packet-2026-04-22.pdf>

⁴ <https://www.kirklandwa.gov/files/sharedassets/public/v/1/parks-amp-comm-services/park-board/agendas-amp-packets/park-board-agenda-packet-2026-08-26.pdf>

plan in the fall, discuss the Draft Work Plan with City Council early in the following calendar year, and finally adopt the updated Work Plan after the joint session.

Staff have provided an updated Draft Park Board Work Plan as **Attachment 1**. This Draft Park Board Work Plan includes changes discussed by the Board at the April and August 2026 meetings, including the addition of the Green Loop to the Draft Work Plan, the re-prioritization of items such as the Peter Kirk Pool Re-Development, and the addition of an estimated duration for each item.

Staff have also provided the Draft Park Board Engagement Guidelines in **Attachment 2**. The Draft Guidelines have not been edited since the April session. However, that Draft included several changes that the Council had requested at the joint session, including an updated 'Digital Engagement' section.

Board Members should review the attachments and consider:

- What topics they would like to discuss with City Council (including any not listed here);
- What changes to the Draft Work Plan they would make based on discussions with Council, the community, or other department prioritization; and
- What changes to the Draft Engagement Guidelines they would make based on discussions with Council, the community, or personal experience at various community events.

At the September Park Board meeting Park Board members should be prepared to advise Staff on their availability for each of the potential meeting dates listed below.

The dates available for a 2027 joint session with Council are:

- Tuesday, February 2, 2027 at 5:30 PM
- Tuesday, February 16, 2027 at 5:30 PM
- Tuesday, March 2, 2027 at 5:30 PM
- Tuesday, March 16, 2027 at 5:30 PM

NEXT STEPS:

Once the Park Board has provided their initial availability for the proposed sessions, staff will begin the process of scheduling a special Park Board joint session with the City Council.

The Board should begin to draft a list of topics, changes, or issues they would like to raise with the City Council, to be refined at future sessions. The Board should determine if they would like to continue reviewing draft work plans and/or draft engagement guidelines, and at what frequency.

ATTACHMENTS:

Attachment 1 – Draft Park Board Work Plan 9/18/2026

Attachment 2 – Draft Park Board Engagement Guidelines 4/17/2026

Purpose: In order to fulfill its mission to aide in making Parks & Community Services accessible to residents, the Board and Staff will identify the topics, actions, and timelines of items the Park Board Work Plan to guide agendas and topics of conversation for the Board so that members of the community have access to information on topics that are important and relevant.

Topic	Categories	Board Role	Detail
Active Projects and Board Actions			
Kirkland Iceplex & Kirkland Community Center (KIKCC)	City Council Work Plan; PROS Goal 3	Support the development of the Iceplex & Community Center project, with a focus on maximizing public recreation benefits.	Support by: - Stay updated and informed on current Council direction and actions related to the Kraken development, be able to communicate the status to others, and redirect community members to Staff or City resources when applicable - Provide recommendations to Staff and Council on specific project items as they arise during project development - Promote and encourage community participation in City public engagement initiatives such as public hearings or surveys Duration: Project initiated in 2025, and facility opening is expected in 2028. Updates will likely continue through 2029. <i>When site has been in full operation for at least 1 year and funding is ongoing, this 'Projects' item will be collapsed into the 'Administration' item 'Division Overviews - Recreation'.</i>
Green Loop Implementation	PROS Goal 2	Support the progress of the Green Loop implementation, with a focus on community engagement and participation.	Support by: - Review Department implementation plans, and provide comments, feedback and/or recommendations to Staff and Council - Promote and encourage community participation in City public engagement initiatives, including developing connections with future partners - Receive updates on acquisitions as they occur Duration: Full Green Loop implementation is expected to take between 10-20 years.
Board Member Engagement Plan (Development and Implementation)	Administration	Create and publish a Board Member Engagement Plan that can be implemented in future Board Member onboarding.	Plan, outline, and set goals and expectations for Board Member engagement in Parks Maintenance, Events & Services, and Recreation, including: - External engagement with the community (such as serving as neighborhood associations liasons) - Internal engagement with the Department (such as making recommendations to Council) Duration: Q2 2025 - Q4 2026 <i>When the Board Member Engagement Plan is completed and approved, the 'Action' item will be moved into the 'Administration' section as a new item, to be periodically revisited (like the Work Plan)</i>
Kirkland Municipal Code 11.80 'Park Rules' Updates & Implementation	PROS Goal 4	Recommend drafted municipal codes for Council approval.	Review draft Municipal codes provided by Staff, provide comments or amendments to Staff and Council, and motion to recommend, if applicable. Duration: KMC 11.80 update approved by City Council on 8/5/2026. Implementation of new KMC 11.80 is expected to run from Summer 2026 – Fall 2027
Updates and Long-Term Projects			
CIP Updates (including Park Site Development Planning)	PCS Department Work Plan	Receive updates on the department CIP Dashboard and provide recommendations on items under development.	Receive monthly updates on the CIP Dashboard and provide feedback and/or recommendations upon request. Projects include but are not limited to: - Capital repairs & replacements - Property acquisitions (updates only) - Park Development Planning Duration: Ongoing - monthly updates <i>Projects moving through milestones or to City Council will be brought to the Board as a Business Item, in addition to CIP Updates.</i>
Peter Kirk Pool Re-Development	City Council Work Plan, PROS Goal 1	Receive updates on the long-term re-development of the Peter Kirk Pool, with a focus on maximizing access to swimming lessons.	- Receive updates on current Council direction and actions related to the Peter Kirk Pool site re-development and be able to provide community members with City resources or Staff contact information regarding project status - Provide recommendations or feedback to Staff and Council on specific project items as they arise during project development Duration: Peter Kirk Pool Re-Development with phased approach is expected to take 5-10 years. Updates will be provided periodically as milestones occur.

PARK BOARD WORK PLAN 9/18/2026 DRAFT

Topic	Categories	Board Role	Detail
Former Church Property (13230 NE 132nd St) Activation	PROS Goal 1	Receive updates on the activation of the Former Church Property located at 13230 NE 132nd St.	• Receive updates on current Council direction and actions related to the Former Church Property site and be able to provide community members with City resources or Staff contact information regarding project status • Provide recommendations or feedback to Staff and Council on specific project items as they arise during project development Duration: City staff to provide short-term direction for site (2027-2028). Long-term activation plans will likely come to the Board in 1-3 years.
Re-establishment of KTUB	PROS Goal 3	Receive updates on the re-establishment of KTUB and provide feedback at request.	• Receive annual updates on the re-establishment of KTUB and other teen services, and be able to provide community members with City resources or Staff contact information regarding further information • Provide feedback to Staff on specific project items as they arise during project development Duration: Ongoing - annual updates <i>When KTUB is allocated ongoing funding, the 'Updates' item will be collapsed into the 'Administration' item 'Division Overviews - Recreation'.</i>
PROS Plan Review & Status Updates	PROS Plan	Receive updates on PROS Plan status and provide feedback on future project prioritization.	• Receive updates on the 7 identified PROS Plan goals throughout the year (i.e., roughly one goal is reviewed every other month) Duration: Ongoing - quarterly updates) <i>PROS Plan is renewed every 6 years. During active work on the PROS Plan renewal, this item will be escalated to section 'Active Projects & Board Actions'</i>
PCS ADA Plan	PROS Goal 5; ADA Plan	Receive updates on the PCS department ADA Plan and provide feedback at request.	• Receive annual updates on the department ADA Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development Duration: Ongoing - annual updates
PCS Marketing & Community Engagement Plan	PROS Goal 3; PROS Goal 4	Receive updates on the PCS department Marketing & Community Engagement Plan and provide feedback at request, with a focus on how the Park Board is leveraged to improve department community engagement efforts.	• Receive annual updates from staff on the department Marketing & Community Engagement Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development. • Align Board Member Engagement Plan with PCS department Marketing & Community Engagement goals Duration: Project not yet initiated by Staff.
PCS Recreation Program Plan	PROS Goal 3	Receive updates on the PCS department Recreation Program Plan and provide feedback at request.	• Receive annual updates from staff on the department Recreation Program Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development Duration: Project not yet initiated by Staff.
NKCC Facility Feasibility Assessment	PROS Goal 1	Receive updates on the NKCC Facility Feasibility Assessment and results, with a focus on long-term site goals.	• Receive annual updates on the NKCC Facility Feasibility Assessment and be able to provide community members with City resources or Staff contact information regarding project status • Provide recommendations to Staff and Council on specific project items as they arise during project development • Promote and encourage community participation in City public engagement initiatives such as public hearings or surveys Duration: Project not yet initiated by Staff.
Special Projects	City Council	Receive updates on timely, high-priority items being addressed by Council.	• Receive periodic updates on 'hot topics' or other timely, high-priority items facing Council that are not already in the Work Plan. • Current topics include (but are not limited to): Artificial Turf Duration: As needed <i>When items being monitored in 'Special Projects' are escalated to work plan items, they can be moved into green section 'Active Projects & Board Actions'</i>
Board Administration and Housekeeping			
Park Board Work Plan	Administration	Create and publish a Park Board Work Plan bi-annually.	Create (review, reassess, rewrite) and re-approve an updated Park Board Work Plan bi-annually in odd years (including presenting the Work Plan to Council for approval). Duration: [Annually] or [Bi-Annually in Odd/Even years]
Joint Meeting with Council	Administration	Plan and attend joint meetings with City Council annually.	Develop an agenda for an annual joint meeting with Council. Topics may include, but are not limited to: • Park development plan [formerly: master plan] review • Board Work Plan approval • Board Engagement Plan approval • PROS Plan status review Duration: Q4 - Q1 annually

PARK BOARD WORK PLAN 9/18/2026 DRAFT

Topic	Categories	Board Role	Detail
Department Budget	Administration	Receive training on the PCS department Budget.	Receive training annually on the approved annual PCS Department budget (including overviews of any approved service packages). Duration: Ongoing - annual updates
Division Overviews	Administration	Receive operational updates on the PCS department divisions.	Receive operational updates annually on each division in PCS (i.e., one division overview per quarter): • Events & Services • Human Services • Parks Management • Recreation Duration: Ongoing - annual updates per division
Chair & Vice Chair Elections	Administration	Elect a Chair and Vice-Chair annually.	Elect a Chair and a Vice-Chair annually at the last session of the calendar year. Duration: Q4 annually

DRAFT Park Board Engagement Guidelines

Purpose: In order to fulfill its mission to aid in making Parks & Community Services accessible to residents, the Board will use the defined roles and actionable initiatives in the Park Board Engagement Guidelines to develop consistent, proactive, and effective engagement with the community, with support and guidance from Staff.

Public Engagement Opportunities

Strategic Event Tabling

Board Members will table at City events (e.g., City Hall for All, Harvest Festival, International Night Market) with a strategic focus on developing these opportunities into **active engagement hubs**.

Goal: Use these opportunities to poll residents on high-interest topics and educate the public on the most effective ways to engage with City Council on those same issues. Use these opportunities to collect public opinion that can be synthesized in feedback that can be provided to Staff or to City Council on specific topics.

Listening Tour

Board Members will attend various local association meetings *at least* once annually. Board Members will be assigned to at least one Neighborhood Association (including the Kirkland Association of Neighborhoods), and the assignments will be periodically reviewed when new members join the Board. Other associations and organizations include but are not limited to local Parent/Teacher Associations, Student Body or Student Government Associations, the Kirkland Eagles (Fraternal Order of Eagles), the Kirkland Kiwanis Club, Homeowners Associations, Little League and other sports associations, and the Boy Scouts & Girl Scouts of America.

Goal: Use these opportunities to introduce yourself as a point of contact, build new relationships, share the Board's current work plan and priorities, provide updates relevant to the group, and, most importantly, listen to the priorities and concerns of that specific interest group to be synthesized in feedback that can be provided to Staff or to City Council on specific topics.

Park Board Special Meeting

The Board will **host one Special Meeting per year** (e.g., a "Parks Town Hall" or "Community Conversation") as a group dedicated to a specific theme or project.

DRAFT PARK BOARD ENGAGEMENT PLAN

Short-Term Goal: Begin regularly attending Strategic Event Tabling opportunities at existing events for the purpose of developing ideas and strategies for Special Meeting methods and topic selections (and other goals as stated under Strategic Event Tabling).

Long-Term Goal: Host a Special Park Board Meeting in addition to the regularly scheduled Park Board sessions with a “world café” style discussion or a “listening session” dedicated to a specific theme or project.

Digital Engagement

Attention! Board Members may *not* post online on behalf of the Board or the City—but are permitted to post as themselves about Board-related content.

Board Roles

Council Liaison

This Appointee is responsible for communicating City Council-related matters to the Board. Appointments may be made to a single Board Member for a designated period of time (e.g., 1-year or 6-months) or may be assigned to multiple Board Members to cover specific topics.

Key Responsibilities:

- Act as the Board's designated representative by attending City Council meetings when high-priority parks topics (e.g., the Iceplex facility, Park Development Plans) are on the agenda.
- Lead the drafting of official memos or letters to the City Council, including in advance of a joint session or when the Park Board wishes to formally endorse a position or share synthesized public feedback.

Outreach Lead

This Appointee is responsible for monitoring and reporting on public communications relating to the Board, and coordinating outreach events attended or planned by the Board. Appointments may be made to a single Board Member for a designated period of time (e.g., 1-year or 6-months) or may be assigned to multiple Board Members to cover specific topics.

Attention! Board Members may *not* post online on behalf of the Board or the City—but are permitted to post as themselves about Board-related content. Amplifying existing City and Department messaging is acceptable.

DRAFT PARK BOARD ENGAGEMENT PLAN

Key Responsibilities:

- Lead the coordination of the Board event calendar, including tracking attendance at major events such as Celebrate Kirkland and Harvest Fest.
 - **Long-Term:** Lead the planning of the Park Board Special Meeting event
- Provide feedback to Staff on the reach and effectiveness of City communications and contact appropriate staff when City resources are not readily available.
- Participate in City engagement initiatives, such as being interviewed on This Week in Kirkland (TWIK) podcast

DRAFT



MEMORANDUM

To: Park Board

From: Maryke Burgess, Events and Services Manager
Sarah Rock, Education and Outreach Coordinator

Date: September 2, 2026

Subject: **2026 Second Quarter Parks and Community Services Report**

RECOMMENDATION:

Staff recommends that Park Board receives the Parks and Community Services Department's Quarterly Report for April through June 2026.

BACKGROUND:

This report highlights the department's activities for the second quarter of 2026 and their community impact.

DISCUSSION/ANALYSIS:

The Parks and Community Services Quarterly Report includes updates on the department's performance and programs. The report illustrates the direct impact of City initiatives and the positive difference they make in the community.

Notable first quarter 2026 highlights include:

- More than 130 adults aged 50-93 joined the Kirkland Steppers Walking group this year, an 11% increase over last year. The program provides connection and encourages a more active lifestyle for older adults in Kirkland from June through September.
- The Juanita Friday Market celebrated its 20th season in June, continuing a tradition of supporting local farmers, artisans, and small businesses while creating a welcoming weekly gathering place.
- Community members, gardeners, councilmembers, and staff gathered in May to celebrate the opening of the Crabby Old Pharts Pea Patch at Rose Hill Meadows. This new community garden honors the legacy of Larry Miller with a welcoming space for neighbors to gather, garden, and grow together.
- About 125 teens collaborated to identify and propose solutions to challenges facing Kirkland's youth at Kirkland Youth Council's 2026 Youth Summit in April.
- Four community members were connected with housing at Sheila Stanton Place thanks to the work of Kirkland's Homelessness Outreach staff.

The Parks and Community Services Department is committed to data-driven accountability, implementing clear strategic priorities paired with measurable success metrics that keep the Department focused squarely on what matters most to Kirkland community members.

This disciplined approach equips staff to track progress, make informed decisions, and demonstrate transparent accountability to the community and City Council alike. Metrics are

grounded in the City’s community survey alongside customer feedback surveys gathered directly from recreation participants, rental customers, and attendees at community-building events, ensuring that every data point reflects a genuine community voice. This aggregated survey data directly informs ongoing efforts to strengthen the quality, safety, and customer service of Department programs, translating feedback into concrete operational improvements.

As survey tools continue to be implemented and expanded, each quarterly report will present this information in clear summary form. In the program’s first month of surveying recreation participants during June 2026, results affirm strong community confidence: 81.2% of respondents rated the quality of recreation programs as high or very high, and programs earned a Net Promoter Score of 53, a rigorous, widely recognized customer loyalty benchmark measured on a scale from -100 to +100, signaling that participants are considerably more likely to recommend these programs than not.

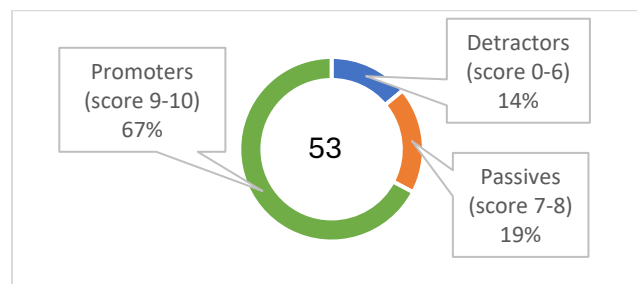


Figure 1: Recreation Program Participants: Net Promoter Score June 2026

The report is posted on the department website¹ for community access.

ATTACHMENTS

Attachment 1 – 2026 Second Quarter Parks and Community Services Report

¹ <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/About-PCS/Reports-and-Studies>



Quarterly Report: Spring 2026

PARKS & COMMUNITY SERVICES

From active recreation and community events to vibrant parks and essential human services, Kirkland Parks and Community Services created opportunities for people to connect, stay active, and thrive throughout the second quarter of 2026. Here's a look at some of the ways the Kirkland community enjoyed this spring.

RECREATION

CARDBOARD CARS & FAMILY FUN

Participants revved their engines and brought their creativity to the Box Car drive in on May 15. About 50 families transformed cardboard boxes into imaginative race cars before settling in together for a movie, popcorn, and pizza, creating memories that celebrated creativity and family fun.



Cardboard creations sparked big imaginations

LEARNING THROUGH ART

Parent/Child Art classes have become a favorite, welcoming 68 young artists and their caregivers this season. Through painting, crafting, and sensory play, families explored creativity together while children built confidence and fine motor skills. Strong demand has inspired the program to expand this fall with new classes for 3- to 5-year-olds, giving even more families the opportunity to learn, create, and connect.

Making art and memories together



Tiny kickers give their all on the field

GROWING THROUGH SOCCER

The Spring Pee Wee Soccer program kicked off another successful season, with 32 teams, 316 participants, and 90 volunteer coaches. Young athletes developed soccer fundamentals while building confidence, practicing teamwork, making new friends, and discovering the joy of being active.



FRESH FITNESS ENERGY

Adults have even more opportunities to improve their health this season with two new fitness instructors bringing fresh classes, including Intro to Jiu-Jitsu and Boot Camp, to Kirkland's recreation lineup. With more than 30 years of combined experience, our new instructors help participants build confidence and strength.



CELEBRATING CREATIVE SPIRIT

The 16th Annual Senior Art Show celebrated the creativity, talent, and lifelong passions of older adults in our community. Hosted by the Kirkland Senior Council and Merrill Gardens Kirkland, the weeklong exhibit featured 72 local artists and more than 175 pieces of artwork. More than an art exhibit, the Senior Art Show continues to foster community connections while recognizing the creative contributions of Kirkland's older adults.

RECREATION

EVERY STEP COUNTS

Older adults took steps toward a more active and healthier lifestyle with the Kirkland Steppers walking program. The 2026 program kicked off on June 2 with more than 130 registered participants, an 11% increase over last year. Participants range in age from 50 to 93, creating fellowship.

Walking together toward better health and new friendships



READY TO MAKE A SPLASH

Summer fun returned to Peter Kirk Pool in June as swimming lessons, lap swim, and aquatic recreation got underway for the season. Behind the scenes, staff hired and trained 114 seasonal employees, including lifeguards and swim instructors, to help provide a safe summer for swimmers across Kirkland.

Ready for a safe, fun summer in and around the water



EVENTS AND SERVICES

Finding hidden treasures and unexpected finds



TREASURE HUNTING RETURNS

Sixty-two sellers filled Juanita Beach Park at the second annual Junk in the Trunk community sale with vintage finds, collectibles, household goods, and more, creating a lively marketplace that encouraged reuse while bringing people together. Several food vendors added to the event and kept everyone fueled for treasure hunting.



20 SEASONS OF COMMUNITY TRADITION

The Juanita Friday Market returned for its 20th season in June, continuing a longtime tradition of supporting local farmers, artisans, and small businesses while creating a welcoming weekly gathering place for the community.

Meet your farmer on Fridays at Juanita Friday Market



COMMUNITY RENTALS ACTIVATE KIRKLAND



532

Reservations



\$119,868

Rental Revenue



2,973+

Hours reserved





MAY:
Crossing the
finish line at
the Kirkland
Half Marathon

EVENTS & SERVICES



APRIL:
A day of fun,
and inclusion
at Marina Park

SPRING SPECIAL EVENTS BRING PEOPLE TOGETHER

Kirkland welcomed thousands of visitors this spring as community organizations hosted races, festivals, cultural celebrations, and family events that brought people together in Kirkland's parks and public spaces.

- In April the Kiwanis Community Egg Hunt brought over 500 children to Peter Kirk Park and Day Out for Autism brought over 500 attendees to Marina Park.
- The Kirkland Half Marathon & 5k kicked off May at Juanita Beach Park and the 7 Hills of Kirkland wrapped up the month with a scenic road bike ride through Kirkland.
- Kirkland Wednesday Market returned to Marina Park in June and a new event, the Ukrainian Green Week Waterfront Food Festival brought around 2,000 attendees to Marina Park to celebrate Ukrainian traditions, cuisine, and community.



JUNE:
Celebrating
Ukrainian
culture and
community.



PARK OPERATIONS & PLANNING

NATURE IN FULL BLOOM

Visitors to Juanita Bay Park have been treated to a colorful display this spring as the restored wildflower meadow burst into bloom. Flowering species include riverbank lupine, western yarrow, large camas, woolly sunflower, and showy fleabane.



A colorful habitat for people, birds, bees, and butterflies



Ready to welcome visitors all summer long

FRIENDLY FACES IN THE PARKS

In June, a new full-time park ranger, Carlos, joined the team along with four seasonal summer rangers. The park ranger program helps visitors feel safe, informed, and welcome while protecting Kirkland's parks and natural areas.

A FRESH WELCOME AT EVEREST PARK

Visitors to Everest Park are now enjoying a modern, accessible restroom building that was completed ahead of schedule and under budget with special features that recognize the park's softball and baseball history.

A more comfortable park experience for every visitor



A GARDEN GROWS A LEGACY

Community members and gardeners gathered in May to celebrate the opening of the Crabby Old Pharts Pea Patch at Rose Hill Meadows. This new community garden honors the legacy of Larry Miller with a welcoming space for neighbors to gather, garden, and grow together. We can't wait to see what sprouts up next!

Gardens open and community growing on Rose Hill



Q2 TOTAL LABOR HOURS: 16,788+



3,611

garbage and recycling



1,043

hand weeding



1,900

mowing



438+

Green Kirkland Volunteer Hours Q2



1,638

restroom cleaning

HUMAN SERVICES

YOUTH LEADING THE WAY

Kirkland Youth Council's Youth Summit took place in April at Lake Washington Institute of Technology with 125 teens from 10 different area schools. The summit gave young people a meaningful opportunity to share ideas, collaborate with peers, and help shape the future of their community.

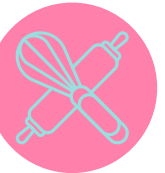


Teens working together to shape Kirkland's future



Giving back through hands-on environmental stewardship

City staff and Council strengthen community connections at Sheila Stanton Place



HELPING NEIGHBORS THRIVE

When temporary construction displaced residents of Lake Washington United Methodist Church's Safe Parking Program, the Homelessness and Housing Response team ensured they had a safe place to stay by hosting seven vehicle residents at City Hall's Wester Lot. Staff also helped prevent eviction for a longtime Kirkland resident through rental assistance and connected four households with housing at Sheila Stanton Place.

Together, we're creating parks, programs, and community spaces where everyone can belong, stay active, and make lasting memories. Thank you to everyone who participated, volunteered, partnered with us, and helped make Kirkland an even more welcoming community this spring. www.kirklandwa.gov/parks