



KIRKLAND PARK BOARD REGULAR MEETING

Date: January 12, 2022

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. December 8, 2021
5. **BUSINESS ITEMS**
 - a. Park Level of Service
 - b. PROS Plan Update
 - c. Donation toward construction of labyrinth at 132nd Square Park
 - d. 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
December 8, 2021**

1. CALL TO ORDER

The December 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, Tammy Cohen, Alison Cunningham, Tessa Hansen, Roshan Parikh

Members Absent: Vice Chair Mike Holland, Crystal Thimsen, Uzma Butte

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

Recording Secretary: Sarah Rock

3. ITEMS FROM THE AUDIENCE

a. Ken MacKenzie

4. APPROVAL OF MINUTES

Roshan Parikh moved to approve the November 10, 2021 meeting minutes as presented. The motion was seconded by Tammy Cohen. The motion passed unanimously.

5. BUSINESS ITEMS

a. Human Services Division Overview

Leslie Miller, Human Services Supervisor, gave a presentation on the Human Services Division. Staff responded to comments and questions from the Board.

b. PROS Plan Update

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

c. Joint Meeting with City Council Preparation

Deputy Director John Lloyd gave an overview of the joint meeting with City Council and reviewed past discussion items such as park acquisitions, development strategies, off-leash dog opportunities and indoor aquatics and recreation center.

Board members shared potential items for discussion. The list of discussion items will be finalized at the January Park Board meeting.

PARK BOARD RECESSED AT 8:08 PM FOR 5 MINUTES

PARK BOARD RECONVENED AT 8:14 PM

d. Election of Chair and Vice Chair

Deputy Director John Lloyd outlined the election process. Park Board Chair Amanda Judd opened the nomination process. Roshan Parikh nominated Amanda Judd for Park Board Chair. Roshan Parikh nominated Mike Holland in absentia. Both were elected unanimously.

6. COMMUNICATIONS

a. Correspondence

b. Department Monthly Report

c. Staff Updates and Information

- i. Recreation Manager Sara Shellenbarger gave an update on an event, Light Up Kirkland, being held this weekend at Juanita Beach Park on Sunday, December 12, 2021 from 6-9PM.
- ii. Deputy Directory John Lloyd gave an update that the large LED screen has arrived. It will debut at the Polar Bear Plunge on January 22, 2022 at Houghton Beach Park. It will be used for movies in the parks starting in the spring.

d. Park Board member reports

e. Comments from the Chair

Park Board Chair Judd thanked everyone for their thoughts on the meeting with City Council.

ADJOURNMENT

Roshan Parikh moved to adjourn the meeting. Alison Cunningham seconded. The meeting was adjourned at 8:29 p.m.

Sarah Rock, Recording Secretary
Parks and Community Services

Amanda Judd, Chair
Park Board



CITY OF KIRKLAND
Department of Parks and Community Services
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MEMORANDUM

To: Park Board

From: Mary Gardocki, Park Planning and Development Manager

Date: January 12, 2022

Subject: PROS Plan Background: Service Guidelines

RECOMMENDATION

That Park Board receive an overview of service standards and guidelines as adopted in the 2015 Parks, Recreation and Open Space (PROS) Plan.

BACKGROUND DISCUSSION

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

The 2015 plan is comprised of several chapters as outlined below:

- Chapter 1: Introduction
- Chapter 2: Community Engagement
- Chapter 3: Goals & Objectives
- Chapter 4: Thrive
- Chapter 5: Sport
- Chapter 6: Connect
- Chapter 7: Nurture
- Chapter 8: Sustain
- Chapter 9: Neighborhood-based Recommendations
- Chapter 10: Service Standards and Guidelines**
- Chapter 11: Capital Facilities Plan
- Chapter 12: Implementation

Chapter 10: Service Standards and Guidelines explains the rationale and methodology of how service levels are evaluated, and how ultimate recommendations are made. In particular, park type acres and recreational facilities are evaluated on population, national standards and benchmarking with other comparable communities.

Key recommendations in this chapter include the following two tables that identify level of service by park type and level of service by recreational facility.

Figure 14. Proposed Levels of Service by Park Type

Type	Proposed Guideline	Current Inventory*	Projected Additions	Projected 2035 Surplus /(Need)
Community Park	2.25 ac/1000	207.92	25	21.42
Neighborhood Park	1.5 ac/1000	107.57	27	(6.43)
Waterfront Parks	--- ac/1000	76.76		---
Natural Parks & Open Space	--- ac/1000	426.52		---
	3.75 ac/1000	818.77	52	

* NOTE: Current inventory column includes private parks, inventory reallocations and recreation areas of public schools (50% for elementary; 100% for secondary)

Figure 15. Proposed Levels of Service by Recreation Facility

Type	Proposed Guideline	Inventory	Projected Additions	Projected 2035 Surplus /(Need)
Baseball Fields	1 fields/5000 people	25		6
Softball Fields	1 fields/10000 people	10		0
Soccer / Football / Lacrosse	1 fields/7500 people	9		(4)
Tennis Courts	1 courts/3000 people	33		1
Skate Parks	1 per 40000 people	1		(1)
Outdoor Pools	--- per 35000 people	1		---
Indoor Pools*	1 per 40000 people	1	1	(1)

* NOTE: For the purpose of this study, it is assumed that the existing Juanita High School Pool will be closed. A new facility would be a replacement

In addition to these metrics, the plan also identifies an investment per person. This metric is based on the total value of the existing park system divided by the population. This investment per person is also a means to leverage the amount of capital funding that we can request to maintain the level of service as the population grows.

In determining Kirkland's park "Investment per Person", the following formula is used:

$$\frac{\text{Replacement Value of Parks \& Recreation Inventory}}{\text{Population}} = \text{Capital Investment per Person}$$

The following table indicates Kirkland's Capital Investment per Person Standard.

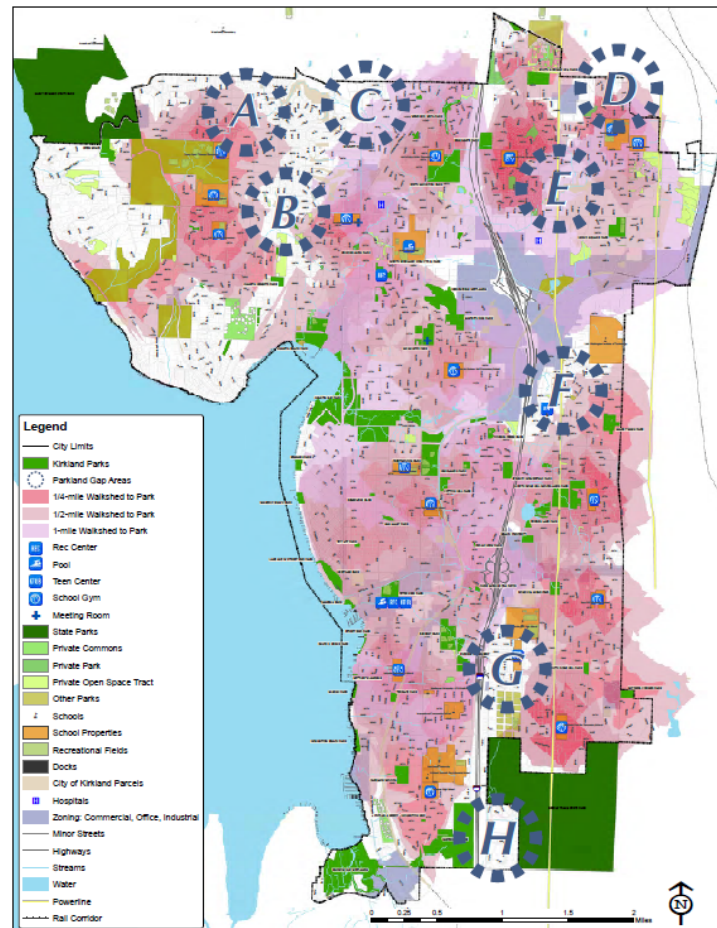
Figure 16. Proposed Investment per Person Standard

Replacement Value of Inventory	Population	Investment per Person
\$ 338,118,273	82,590	\$ 4,094

Lastly, another method of determining level of service is based on walkability to a park. Kirkland's neighborhood park system goal is to provide a neighborhood park within walking

distance (1/4-mile) of every resident. Achieving this goal will require both acquiring new neighborhood park properties in currently underserved locations and improving active transportation connections to allow local residents to safely and conveniently reach their neighborhood park. As Kirkland develops and acquisition opportunities diminish, the City will need to be prepared to take advantage of acquisition opportunities in strategic locations to better serve city residents.

In 2015, a GIS map depicts a gap analysis based on the location of all the parks with a buffer of 1/4 mile walking distance. Unfortunately, these gap areas still exist and are areas that staff continues to explore for land acquisition.



MAP 4: Parkland Gap Areas

Staff will provide a presentation highlighting these methodologies in determining level of service as well as a summary of Chapter 10, Attachment A.

ATTACHMENT A: 2015 PROS Plan: Chapter 10 – Service Guidelines



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SERVICE GUIDELINES

In addition to and in support of the parkland gap analysis discussed in Chapter 4, a level of service (LOS) review was conducted as a means to understand the distribution of parkland acreage by classification and for a broader measure of how well the City is serving its residents with access to parks and recreation facilities. Service guidelines are the benchmarks the City is trying to attain with their parks system; the level of service is a snapshot in time of how well the City is meeting the adopted guidelines.

Service Guidelines

As part of the 2010 PROS Plan, the City of Kirkland adopted a set of guidelines for parkland classifications and recreation facilities. These guidelines reflect Kirkland's unique qualities, inventory and community interests.

Figure 8. Parkland Guidelines

Type	Existing Guideline
Community Park	2.095 ac/1,000
Neighborhood Park	2.06 ac/1,000
Waterfront Parks	--- ac/1,000
Natural Parks & Open Space	5.7 ac/1,000
	9.855 ac/1,000

Figure 9. Recreation Facility Guidelines

Type	Existing Guideline
Baseball Fields	1 field/5,000 people
Softball Fields	1 field/10,000 people
Soccer / Football	1 field/7,500 people
Tennis Courts	1 courts/2,000 people
Skate Parks	1 per 20,000 people
Outdoor Pools	1 per 35,000 people
Indoor Pools	1 per 20,000 people

Level of Service Assessment

The level of service assessment is based on the existing parkland and facility inventory for Kirkland.

Inventory Adjustments

Residents of Kirkland have access to a wider array of parks and facilities than those provided only by the City itself. The community makes use of school sites, private parks and other facilities to meet their recreation needs. Upon review of the City's land inventory and past practices regarding how recreational lands are accounted, a few adjustments to the inventory are warranted and proposed as follows.

In the neighborhood park classification, this Plan recommends that the acreage for North Rose Hill Woodlands Park and Carillon Woods be reallocated between neighborhood parks and natural parks. Both of these parks are larger than the typical Kirkland neighborhood park, and both contain areas more appropriately suited to the natural park classification. Instead of the entire acreage for these properties being allocated to only the neighborhood park classification, this Plan recommends a minor redistribution to reflect the use and nature of these parks and better reflect the more active park areas within the neighborhood park classification.

Figure 10. Neighborhood Park Rebalancing

Park	Acreage	Re-Allocation by Classification	
		Neighborhood Park	Natural Park
Carillon Woods	9.1	3.2	5.9
North Rose Hill Woodlands Park	21.1	3.8	17.3
Subtotal	30.2	7.0	23.2

Additionally, the 2010 PROS Plan noted the inclusion of school lands into the level of service calculations for neighborhood and community parks. As a result of the recent annexation, the amount of school lands available within the City has been updated to reflect the City's larger boundary. The previous plan assigned 50% of the available recreational lands at primary (elementary) schools to the neighborhood park

classification and 100% of the available lands at secondary (middle and high schools) to the community park classification. This Plan maintains this allocation method, and these sites were included in the watershed-based gap analysis. However, due to the somewhat restricted access to school properties, the City should continue to assess parkland access and distribution to ensure that residents are well-served with available parkland.

Figure 11: Public School Land Allocations

School	Recreational Land Acres	Allocation to Inventory
Alexander Graham Bell Elementary School	2.5	1.2
Benjamin Franklin Elementary School	1.1	0.6
Carl Sandberg Elementary	5.5	2.7
Helen Keller Elementary School	3.7	1.8
Henry David Thoreau Elementary	2.7	1.3
John Muir Elementary	3.6	1.8
Juanita Elementary School	3.9	2.0
Lakeview Elementary School	3.5	1.7
Mark Twain Elementary School	4.6	2.3
Peter Kirk Elementary School	3.6	1.8
Robert Frost Elementary School	2.7	1.3
Rose Hill Elementary School	3.4	1.7
Subtotal		20.4
Finn Hill Middle School	15.5	15.5
Kamiakin Middle School	15.9	15.9
Kirkland Middle School	9.4	9.4
Emerson High School	2.0	2.0
Juanita High School	16.9	16.9
Lake Washington High School	17.4	17.4
International Community School	10.3	10.3
Subtotal		87.4

Current Level of Service

At approximately 819 acres, the current, overall level of service for the City of Kirkland is 9.95 acres per 1,000 people, which includes acreage of public school recreational lands, private homeowner association parks and private open space tracts.

Figure 12. Current Levels of Service by Park Type

Type	Existing Guideline	Current Inventory*	Current Level of Service	Current Surplus /(Need)
Community Park	2.095 ac/1000	207.92	2.54 ac/000	36.70
Neighborhood Park	2.06 ac/1000	107.57	1.25 ac/000	(60.80)
Waterfront Parks	--- ac/1000	76.76	0.94 ac/000	---
Natural Parks & Open Space	5.7 ac/1000	426.52	5.22 ac/000	(39.34)
	9.855 ac/1000	818.77	9.95 ac/000	

* NOTE: Current Inventory column includes private parks, inventory reallocations and recreation areas of public schools (50% for elementary; 100% for secondary)

Figure 13. Current Levels of Service by Recreation Facility

<i>Type</i>	<i>Existing Guideline</i>	<i>Current Inventory</i>	<i>Current Level of Service</i>	<i>Current Surplus / (Need)</i>
Baseball Fields	1 fields/5000 people	25	1 per 3,270	8
Softball Fields	1 fields/10000 people	10	1 per 8,173	1
Soccer / Football / Lacrosse	1 fields/7500 people	9	1 per 9,081	(2)
Tennis Courts	1 courts/2000 people	33	1 per 2,477	(8)
Skate Parks	1 per 20000 people	1	1 per 81,730	(3)
Outdoor Pools	1 per 35000 people	1	1 per 81,730	(2)
Indoor Pools	1 per 20000 people	1	1 per 81,730	(3)

Using the service guidelines from the previously adopted plan, figures 12 and 13 illustrate the current level of service for recreation lands and facilities, along with current surpluses or needs for those existing service goals. No guidelines were previously adopted for waterfront parks. It should be noted that the above tables include not only City owned and managed facilities, but also school district lands and facilities, private parks and private open space tracts. Even with the inclusion of privately-held parks and open space tracts, the City has a combined acreage need of nearly 80 acres - most of which is within the neighborhood park classification.

Today, the City is meeting its goals for community parks, baseball fields and softball fields. The City has a current shortfall for neighborhood parks, natural parks and several facility types including soccer/football fields, tennis courts, skateparks and pools. As was previously noted, the largest apparent current need is with regard to neighborhood parks and available sport fields.

Proposed Revisions to Service Guidelines

The use of numeric guidelines is a limited tool to assess how well the City is delivering park and recreation services, since the numeric values alone neglect any recognition for the quality of the facilities or their distribution (i.e., the ease to which residents have reasonable, proximate access to park sites). This Plan re-emphasizes the importance of distribution guidelines as noted in the Goals Chapter (Chapter 3) as a means to provide parklands and facilities within reasonable distance for residents.

While public ownership of a broad range of recreation lands is crucial to the well-being of the City, the simple use of an overall acreage guideline does not match with the citizen input received during this planning process. Residents were particularly interested in the availability of trails and active use parks (neighborhood and community parks) within a reasonable distance from their homes. To more appropriately measure and target toward that desire, the service guidelines, and the resulting service snapshot, were re-evaluated and re-aligned during the development of this Plan.

This Plan proposes an increase in the acreage guideline for community parks to 2.25 acres per 1,000 people, primarily to emphasize the relative importance of this park classification. Community parks are often the ‘work horse’ parks of a park system in that they provide the land base to accommodate a range of mixed recreational uses,

park infrastructure (i.e., parking, restroom, etc) and the potential for sport fields. One consideration is the future use of the Taylor Fields site. At the present, the site is partially developed with baseball fields; however, the City should negotiate with King County for the re-use of this site as a community park.

This Plan also proposes a change to the neighborhood park guideline and recommends a reduced goal of 1.5 acres per 1,000 residents. Although the need for additional and more well distributed neighborhood parks was noted from the community outreach, the existing guideline of 2.06 acres per 1,000 creates a significant acreage gap. This gap is only slightly diminished by the proposed acquisitions noted in the needs chapters. This Plan recommends a reduction to this guideline to better align the goal for the provision of neighborhood park with the potential for the City to secure additional parkland for this use as the City grows and redevelops. Although the guideline is reduced, an acreage shortfall remains; however, the City's primary focus should be toward the acquisition of new neighborhood park sites to fill the documented gaps in distribution as described earlier in this Plan.

This Plan also proposes the elimination of numeric guidelines for natural parks and open space. While numerical planning standards are common for helping to determine a desirable number of neighborhood parks per thousand residents, they do not translate easily to natural parks because the uniqueness of the land base itself. Additionally, approximately 92 acres of sensitive or protected lands have been set aside as privately held open space tracts via the platting and land development process. The inclusion of future, protected sensitive or critical areas as part of the broader greenspace network further clouds the relevance of a numeric standard for natural parks and open space. While it is still important for the City to protect sensitive lands to set them aside as part of a greenspace system, priority should be focused toward either the acquisition of or negotiation for additional, adjacent natural park lands to ensure the protection of unique or special habitat areas and sufficient land is available to accommodate future trail connections.

The following table illustrates the effect of the proposed guidelines.

Figure 14. Proposed Levels of Service by Park Type

Type	Proposed Guideline	Current Inventory*	Projected Additions	Projected 2035 Surplus /(Need)
Community Park	2.25 ac/1000	207.92	25	21.42
Neighborhood Park	1.5 ac/1000	107.57	27	(6.43)
Waterfront Parks	--- ac/1000	76.76		---
Natural Parks & Open Space	--- ac/1000	426.52		---
	3.75 ac/1000	818.77	52	

* NOTE: Current Inventory column includes private parks, inventory reallocations and recreation areas of public schools (50% for elementary; 100% for secondary)

This Plan proposes a reduction to the guidelines for skateparks and tennis courts to better align the existing demand for these facilities to the likely development of new facilities city-wide. The proposed skatepark goal is 1 facility per 40,000 people, and the proposed tennis court goal is 1 court per 3,000 people. This Plan also proposes the elimination of the guidelines for outdoor pools with the expectation that the City would prioritize and focus capital dollars toward the construction of new indoor,

all-season aquatic facilities, rather than constructing a new outdoor pool that has a 3-month operating season.

The following table illustrates the revised guidelines for recreation facilities.

Figure 15. Proposed Levels of Service by Recreation Facility

<i>Type</i>	<i>Proposed Guideline</i>	<i>Inventory</i>	<i>Projected Additions</i>	<i>Projected 2035 Surplus /(Need)</i>
Baseball Fields	1 fields/5000 people	25		6
Softball Fields	1 fields/10000 people	10		0
Soccer / Football / Lacrosse	1 fields/7500 people	9		(4)
Tennis Courts	1 courts/3000 people	33		1
Skate Parks	1 per 40000 people	1		(1)
Outdoor Pools	--- per 35000 people	1		---
Indoor Pools*	1 per 40000 people	1	1	(1)

* NOTE: For the purpose of this study, it is assumed that the existing Juanita High School Pool will be closed. A new facility would be a replacement

The proposed capital projects noted in the next chapter help ameliorate some of the projected acreage needs to meet the proposed guidelines.

Investment per Person Standard

This Plan proposes a new standard for determining the level of service for its park system. Known as “Investment per Person”, this standard ensures that each person receives access to a constant amount of parks and recreational facilities as the community grows. The City provides this value by capital investment in parks and recreation facilities that are most appropriate for each site and which respond to changing needs and priorities as Kirkland grows and the demographics and needs of the population change. This standard allows the City flexibility in determining the precise mix of facilities that the City builds to meet the needs of its current and future residents.

In determining Kirkland’s park “Investment per Person”, the following formula is used:

$$\frac{\text{Replacement Value of Parks \& Recreation Inventory}}{\text{Population}} = \text{Capital Investment per Person}$$

The following table indicates Kirkland’s Capital Investment per Person Standard.

Figure 16. Proposed Investment per Person Standard

<i>Replacement Value of Inventory</i>	<i>Population</i>	<i>Investment per Person</i>
\$ 338,118,273	82,590	\$ 4,094

Data used to develop the Investment per Person standard can be found in Appendix G.



CITY OF KIRKLAND
Department of Parks and Community Services
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MEMORANDUM

To: Park Board

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

Date: January 12, 2022

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

The PROS (Park, Recreation and Open Space) Plan is a six-year guide and strategic plan for managing and enhancing park and recreation services in Kirkland. It provides a vision for Kirkland's park and recreation system and establishes a path forward for providing high-quality, community-driven parks, trails, open spaces and recreational opportunities. The PROS Plan creates a framework that will allow the City to respond to new opportunities as they arise, and to ensure that parks, facilities and recreation programs meet the needs of Kirkland's residents, employees, and visitors now and into the future. Since June, more than 3,600 Kirkland community members and stakeholders have provided input into the planning process through various engagement means.

The most recent community engagement event was the 2nd Community Conversation: Findings Presentation on December 15, 2021, presented by GreenPlay, LLC. The presentation included community demographics; national and local trends; preliminary community needs assessment survey results; feedback from community conversations, stakeholder interviews, and focus groups; a park inventory summary; and level of service analysis.

Key Findings from the statistically valid and open link community needs surveys include:

Park Usage - City parks are the most widely used facilities, services or programs provided by Kirkland Parks and Community Services. 66% of Invite respondents and 73% of Open link respondents use City parks at least a few times a month or more. Open link respondents are more likely to be users.

Importance - On a scale of 1 to 5, with 5 being very important, Invite respondents rated parks and open spaces (4.7), trails in parks and/or city trail systems (4.7) and restrooms (4.4) as the most important facilities and amenities to their households. Programs and services were less important overall with special events rating the highest at 3.6.

Communication - There is some room for improvement to better leverage communication efforts and information dissemination about parks and recreation to further create awareness in Kirkland. 23% of overall respondents indicated that communication is not effective, with an average score of 3.3 (on a scale of 1 to 5).

Needs Met - In terms of facilities meeting the needs of the community, invite respondents rated all facilities and amenities and all programs and services above average (3.0). Parks and open spaces rated the highest for facilities at 4.1 and special events rated the highest for programs and services at 4.0.

Increase Use - Year-round restrooms, Recreation Center or Indoor Aquatic Complex, and better lighting (parks, trails, and facilities) are the top 3 items that if addressed would increase use at parks and recreation in Kirkland. Expanded hours of operation and lower pricing/user fees were more important to lower incomes and the Hispanic population.

Future Needs - New parks in the North area of Kirkland and an indoor aquatics center are the most important needs for improvement for Kirkland Parks and Community Services over the next 5 to 10 years. Little interest/support in building new athletic fields or converting to synthetic turf (or developing more niche facilities for cricket, futsal, rugby, etc.) exists.

Funding Sources - More than half of respondents indicate that they would probably or definitely support a bond referendum for specific projects, indoor aquatic facility and an indoor recreation center. They would also support increased user fees. More than half of respondents would probably not support any new or ongoing expanded tax.

Americans with Disabilities Act (ADA) Accessibility - 4% of overall respondents have a need for ADA-accessible facilities and services. Of the respondents who have a need for ADA-accessible facilities and services, 57% have experienced challenges in accessing parks or programs.

Park Board members can access a PDF of the full Findings Presentation and a video at <https://kirklandwa.gov/PlayItForward>.

Other components of the plan in progress include:

- *Athletic Field Use and Demand Analysis Study* – All sites were visited and evaluated. A follow-up meeting with athletic field stakeholders is scheduled for January 19, 2022. This will include preliminary recommendations and will incorporate the survey results.
- *Park Inventory Assessment Reports* – Staff have received and approved the park inventory reports that include data the consultant collected from park visits. Reports include an inventory of each park's design and ambiance, comfort and convenience amenities, and the number and quality of park components.
- *ADA Evaluation and Transition Plan* – Staff have concluded their review of the ADA reports on all relevant facilities, programs, and services to identify existing and future accessibility needs. These reports include summary tables of identified barriers with associated costs. A draft of the ADA Evaluation and Transition Plan will be presented at the February 9, 2022, Park Board meeting for review and feedback.

NEXT STEPS

Park Board will receive training on public hearings on February 9, 2022, which will include a description of the public hearings process, what to expect, Park Board's role, and how to conduct the session. This training is in preparation for March 9, 2022, Community Conversation and Public Hearing.

During the February 9, 2022 meeting, Park Board will also have the opportunity to review and provide feedback to the consultant, Bureau Veritas on the draft ADA Evaluation and Transition Plan.

The remaining schedule to reach the end goal of adoption of the PROS Plan by City Council is as follows:

- | | |
|-------------|--|
| January 19 | - A follow-up meeting with Athletic Field Stakeholders that will include preliminary recommendations and will incorporate the survey results. |
| February 9 | - Park Board training on Public Hearings in preparation for the March 9 Community Conversation and Public Hearing.
- Review of ADA Evaluation and Transition Plan draft report with consultant, Bureau Veritas. |
| February 22 | - Human Services Commission review of ADA Evaluation and Transition Plan draft report with consultant, Bureau Veritas. |
| March 1 | - Presentation of PROS Plan background and overview to City Council. GreenPlay will provide executive summary, goals, objectives and actions.
- Presentation of draft ADA Evaluation and Transition Plan to City Council for approval of public comment and engagement process. |
| March 9 | - 3rd Community Conversation and Public Hearing: The consultant will present the draft PROS Plan as a Public Hearing to receive feedback from both the public and the Park Board. |
| April 13 | - Presentation of Final draft of PROS Plan to Park Board. Park Board recommendation to City Council. |
| May 17 | - City Council Adoption. |



CITY OF KIRKLAND
Department of Parks & Community Services
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MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director of Parks and Community Services
Maryke Burgess, Recreation Supervisor

Date: January 4, 2022

Subject: Donation toward construction of labyrinth at 132nd Square Park

RECOMMENDATION

That the Park Board make a recommendation to accept or reject a donation to be used for the construction of a labyrinth at 132nd Square Park in honor of Scott and Joan Reber.

BACKGROUND DISCUSSION

In early 2021, Mr. David Loran and his siblings Nicole Loran and Amanda Williams contacted Kirkland Parks and Community Services. They offered to provide a \$21,000 donation to be used for the addition of a meaningful park feature that would honor their Uncle Scott and Aunt Joan Reber.

Staff had several discussions with the donors about different features that could be added to our parks system that would be an appropriate memorial while still enhancing the park system. Options discussed include creating a seating area in a park, contributing toward an education panel at David Brink Park, and the labyrinth at 132nd Square Park, which was initially part of the master plan but was not included in the construction due to budgetary limitations. After evaluating and determining the feasibility and restrictions of the different options, staff recommended using the donation for the labyrinth, which was agreed upon by the donors. A memorial plaque near the labyrinth honoring Scott and Joan Reber will be included as part of the installation.

As shown in **Attachment A**, the labyrinth is 40' in diameter, made up of charcoal and buff-colored pavers. Labyrinths have been used throughout history in ancient and medieval times both indoors on the floor of a building or outdoors in gardens and parks. A labyrinth is not a maze, but a walking meditation device with a single winding path from the edge to the center. There are no tricks, choices or dead-ends in a labyrinth walk. Today, labyrinths are a reflective space for quiet movement, contemplation, stress reduction, and as a focal point. The labyrinth at 132nd Square Park will complement the other amenities at the park, including the walking paths, seating areas, playground, and athletic fields, creating a nice balance of passive and active elements. The cost to install the labyrinth is approximately \$43,000. The remaining funds for the labyrinth will come from the department's donation reserve account. The cost of ongoing maintenance is minimal and will easily be absorbed into the scope of daily park upkeep. The installation of the labyrinth will be coordinated with the contractor building the park and is anticipated to be completed at the same time as the rest of the park construction. The location of the labyrinth within the park is shown in **Attachment B**.

Staff is seeking a recommendation from Park Board to accept or reject the donation. If the Board recommends accepting the donation and project, staff will seek final acceptance from City Council at a future meeting. If approved, staff have committed to informing the family of the project's progress.

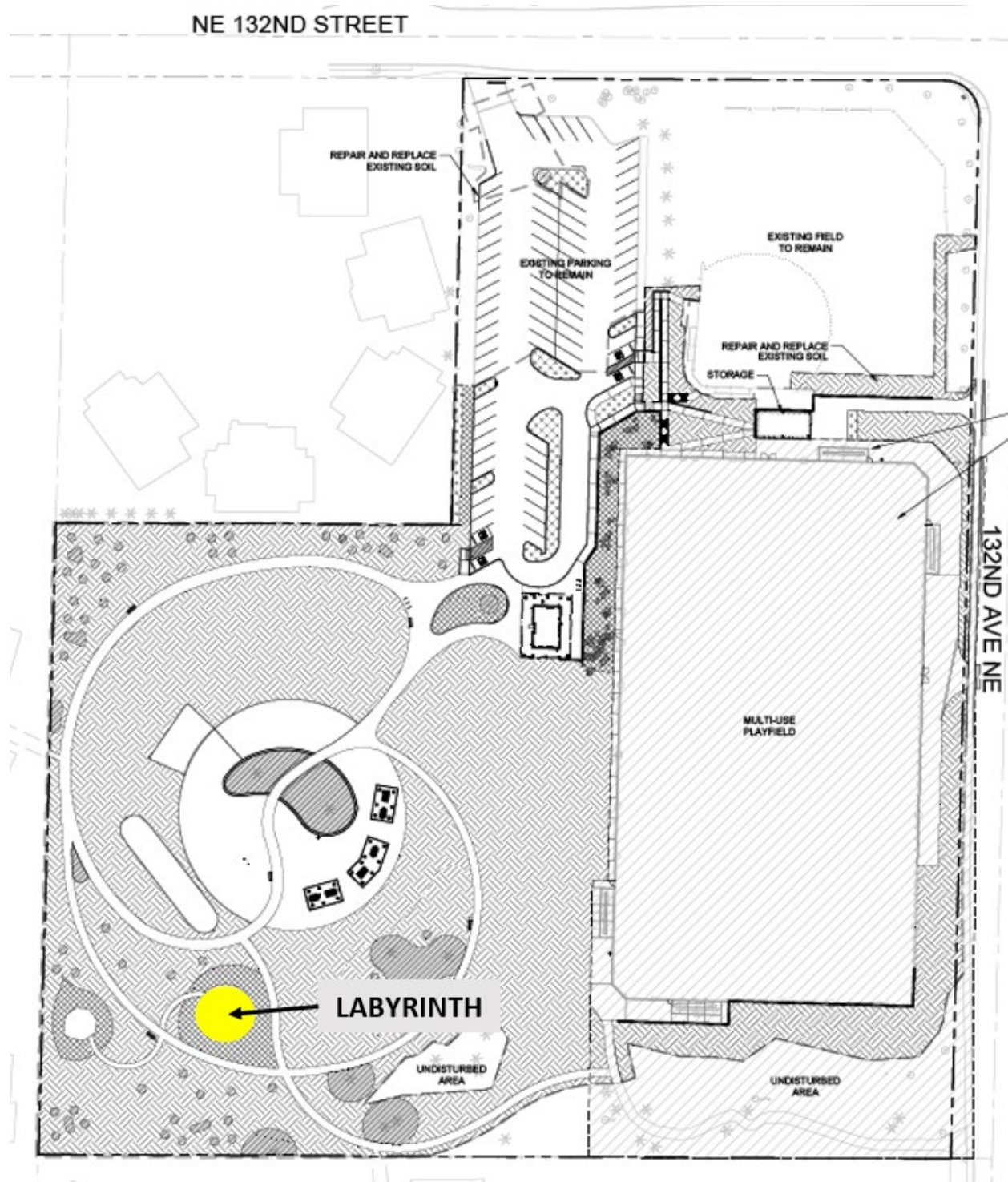
Attachment A – Example images of labyrinths

Attachment B – Location of the labyrinth at 132nd Square Park

Attachment A – Example images of labyrinths



Attachment B - Location of the labyrinth at 132nd Square Park





CITY OF KIRKLAND
Department of Parks & Community Services
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MEMORANDUM

To: Park Board

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

Date: January 12, 2022

Subject: Joint Meeting with Council

RECOMMENDATION

That the Board finalize discussion items for the joint Park Board and City Council meeting scheduled for February 15, 2022.

BACKGROUND DISCUSSION

In preparation for the joint meeting with City Council, staff have led several discussions with the Park Board to determine the area of focus for the meeting. At the December 8, 2021 Park Board meeting identified several priorities and concerns which relate to opportunities associated with the anticipated future growth in Kirkland, including park acquisition and development strategies, park level of service, and the need for indoor space for expanded recreation and aquatic programming. A draft of the memo to City Council outlining these topics will be reviewed during the January Park Board meeting.

At the February 9, 2022 Park Board meeting, staff will conduct final prep for the joint meeting including reviewing the list of discussion topics, discussing how the meeting will likely be facilitated, and answer any remaining questions that may arise. In preparation for this meeting, staff recommend that Park Board members review the previous materials and watch the most recent joint meetings with City Council. Links to the memos and the video recording from both meetings are included below.

2019 Joint Council and Park Board Meeting [memo](#)
2019 Joint Council and Park Board Meeting [video recording](#)
2018 Joint Council and Park Board Meeting [memo](#)
2018 Joint Council and Park Board Meeting [video recording](#)