

# City of Mercer Island

## PARKS & RECREATION COMMISSION

Thursday · September 5, 2019  
Regular Meeting Agenda

6:30 pm Call to Order & Roll Call

6:35 pm Minutes of July 11, 2019 Meeting

6:40 pm Appearances

6:45 pm Regular Business

- |   |                                  |
|---|----------------------------------|
| 1. Director's Report                            | Ryan Daly (5 min)                |
| 2. Public Records Act & Open Public Meeting Act | Deb Estrada & Mary Swan (20 min) |
| 3. Aubrey Davis Master Plan Status Report       | Paul West (60 min)               |
| 4. Appointment of Vice Chair                    | Chair (5 min)                    |
| 5. Bylaws                                       | Chair (10 min)                   |
| 6. Next Meeting: September 19, 2019             | Chair (5 min)                    |

8:30 pm Adjourn (estimated)

### BOARD MEMBERS

Rory Westberg, Chair  
Sara Berkenwald  
Don Cohen  
Lyn Gualtieri  
Jodi McCarthy  
Amy Richter  
Kirk Robinson

### STAFF

Ryan Daly, *Director (Interim)*  
Tammy Bodmer, *Senior Administrative Assistant*

### CITY COUNCIL LIAISON

Mayor Debbie Bertlin







# **PARKS & RECREATION COMMISSION**

## **REGULAR MEETING MINUTES**

### **July 11, 2019**

#### **Call To Order:**

Interim Director Ryan Daly called the meeting to order at 6:30 pm in the Council Chambers at City Hall, 9611 SE 36th Street, Mercer Island, WA 98040.

#### **Roll Call:**

Commissioners, Don Cohen, Lyn Gualtieri, Amy Richter, and Rory Westberg were present. Commissioners Sara Berkenwald Jodi McCarthy, Kirk Robinson were absent.

Staff present were Ryan Daly, Parks and Recreation Interim Director, Tammy Bodmer, Senior Administrative Assistant, Zach Houvener, Interim Recreation Manager, Diane Mortenson, Community Engagement & Program Manager, Alaine Sommargren, Interim Parks Operations Manager, and Paul West, Parks Planner Manager.

#### **Welcome & Introductions**

Parks and Rec staff gave introductions as well as the Commissioners introducing themselves and giving a brief background of their experience.

#### **Appointment of Chair & Vice Chair**

Interim Director Daly gave an overview of what the chairpersons responsibilities would entail. Commission member Cohen made a motion to nominated Commissioner Westberg. Commissioner Richter seconded the motion. Westberg accepted nomination. A vote was taken and passed unanimously. Commissioners agreed to wait until the September meeting to appoint a vice chair when all Commissioners would be present. All members agreed.

#### **Appearances:**

Gary Robinson came to welcome and thank the new board.

#### **Director's Report**

Daly gave the director's report.

- 4th of July picnic had 200-300 residents in attendance. Event was a success. Mortenson working with community group to take over other events. Luther Burbank Park & Calkins Point had large crowds for fireworks.
- MICEC update on rentals
- Update on summer camp programs and overview of programs
- Upcoming events – Mostly Music in the Park, Shakespeare in the Park, Restorations, Senior Citizen month & Arbor day

West provided an update on Aubrey Davis Master Plan (ADMP) and Parks, Recreation, Open Space Plan (PROS)

#### **Regular Business:**

##### **I. Bylaws**

Chair Westberg presented the proposed bylaws. Cohen made a motion to pass the bylaws as presented. There was no second. Westberg provided several suggested changes.



Action Taken: After much discussion the Commission asked to make suggested changes and readdress at the September meeting.

Motion was withdrawn by Cohen.

II. Orientation Guidebook

Daly & Bodmer reviewed the Orientation Guidebook and addressed any questions from the Commissioners

III. Next Meeting

The next meeting is scheduled for September 5, 2019.

**Adjournment:** 7:51 pm



# CITY OF MERCER ISLAND

## PARKS AND RECREATION COMMISSION

### BYLAWS

Adopted [date]

The Parks and Recreation Commission is an advisory board to the Mercer Island City Council as established by Ordinance No. 19C-01, passed by City Council January 2019, and codified in Chapter 3.53 of the Mercer Island City Code (MICC). These bylaws constitute a supplement to said documents, providing further statements of the organization, procedures, activities, and objectives of the Parks and Recreation Commission. In any instance in which these bylaws might be interpreted to be contrary to said documents, the latter shall govern.

#### ARTICLE I – PURPOSE, DUTIES, & RESPONSIBILITIES

The purpose of the Parks & Recreation Commission is to serve in a policy advisory capacity to the City Council and any other board or commission of the city on matters involving the Mercer Island parks system, recreation programming, and the Mercer Island Community & Event Center. As an advisory board, the Parks & Recreation Commission shall not direct significant staff work outside the workplan, nor is the board-commission authorized to commit any funds of the City without approval from the City Council.

Pursuant to MICC 3.53.020, the duties and responsibilities of the Parks & Recreation Commission shall be to:

- Develop the parks, recreation and open space (PROS) plan as a component of the city's comprehensive plan and provide recommendations on periodic updates to the plan as directed by the city council.
- Provide a forum for the community to express their views on parks and recreation programs, services, and facilities.
- Advise and prepare recommendations on master plans for parks, trails, open space areas, and other recreation facilities and advise on the acquisition of park property.
- Make recommendations on the proposed budget for parks and recreation, pertaining only to programs, levels of service, and capital improvement projects.
- Promote park and recreation activities within the city.
- Support and foster inclusive programs and services that embrace and enhance the cultural diversity of the community.
- Explore opportunities to obtain private, local, state, and/or federal funds to support parks and recreation programs, services and facilities.
- Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, organizations, foundations, and other community groups to collaborate on the delivery of parks and recreation services.
- Provide a forum for the community to express their views regarding library services on Mercer Island and serve in an advisory capacity to the King County Library System.
- Advise on other matters as directed by the city council.



## **ARTICLE II – ORGANIZATION**

### **1. MEMBERSHIP**

The Parks & Recreation Commission consists of seven persons recommended by the Mayor and Deputy Mayor and subject to appointment by the City Council. Commissioners serve a term of four years and may serve no more than two consecutive terms. Each commissioner's term shall expire on the last day of May pursuant to MICC 3.53.030.

### **2. OFFICERS**

The elected officers of the Parks & Recreation Commission shall consist of a Chair and Vice Chair. The term of office for Chair and Vice Chair is one year with the possibility of reelection. Each officer may serve a maximum of two consecutive terms.

Officer terms take effect at the first meeting in June, and the election cycle is repeated annually.

If the Chair or Vice Chair vacates the position, the Parks & Recreation Commission will nominate and vote for a current member to fill the position at the Commission's next regular meeting. The new Chair will carry out the vacated position's term and a new Chair will be appointed at the next renewal.

#### **A. Election Process**

At the Parks & Recreation Commission's May meeting, the following process is followed to elect new officers:

- Place motion to elect Chair and Vice Chair on the agenda.
- Take nominations for the position of Chair from the floor.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.
- If there is only one nomination, board members will vote on that nomination by a voice vote.
- If there is more than one nomination, each will be voted on separately by a roll-call vote of the members present.
- Once a nominee receives a simple majority vote, the nominee is declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process is repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.



## **B. Officer Duties**

- Facilitate Commission meetings in a fair, efficient, productive, and informative manner.
- Act as the primary Commission representative to City Council.
- Serve as the primary line of communication to City staff.
- Work with City staff to schedule meetings and develop meeting agendas.
- Appoint committee chairs.
- The Vice Chair attends meetings with staff and the Chair and fulfills duties of the Chair in the Chair's absence.

## **3. COMMITTEES**

The Parks & Recreation Commission may appoint various committees as needed. Committees are chaired by commissioners appointed by the officers, and committee members may be a combination of commissioners or other appropriate volunteers. Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a committee shall contain fewer members than a quorum of the whole Parks & Recreation Commission.

### **Selection of Committee Chairs and Members**

Once a committee is created, staff will distribute Committee Interest Forms to commissioners at the May meeting. Commissioners will return the forms to the Chair-elect. The Chair-elect, Vice Chair-elect, and staff liaisons will determine committee chair and member appointments and announce them at the June following meeting. Committee chairs and members assume duties for one year beginning with the regular June meeting.

Any standing committees will follow the above process annually at the May meeting. Chair and member appointments will be announced at the June meeting.

## **ARTICLE III - OPERATIONS**

### **1. MEETINGS**

#### **Regular & Special Meetings**

Regular meetings of the Parks & Recreation Commission convene at 6:30 pm on the first Thursday of each month at Mercer Island City Hall in the Council Chambers. Special meetings may be called as required by the Commission Chair, or a quorum of the Parks & Recreation Commission, by giving at least 24 hours advance notice to members and the City's paper of record in accordance with the Open Public Meetings Act. The notice must specify the time and place of the special meeting and the business to be transacted at the special meeting.



Staff is responsible for distributing all meeting notices and cancellations to the public as well as generating and updating the website calendar for upcoming Parks & Recreation Commission meetings.

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### **Officer ~~Officer~~ Meetings**

Generally, the Chair, Vice Chair, and staff liaisons shall meet at least one week in advance of the regular Parks & Recreation Commission meeting to determine the meeting agenda.

## **2. ATTENDANCE**

Each commissioner should strive to attend all Parks & Recreation Commission meetings, to read materials beforehand, and to participate fully. Except in instances of sudden illness or other unforeseen hardship, commissioners should advise the staff and the Chair/Vice Chair of their intended absence before 4:30 p.m. on the day prior to the regular meeting. Excused absences will be noted for the record at the beginning of the meeting.

A commissioner shall forfeit his/her position by failing to attend three (3) consecutive regular meetings of the Commission without being excused by the Chair.

## **3. QUORUM/VOTING**

A quorum consists of a simple majority of the appointed members of the Parks & Recreation Commission. No formal action of the Commission may be taken at any meeting where a quorum is not present. If a quorum is not reached at the start of a meeting, the Chair may choose to excuse the meeting.

An action shall be approved by a majority vote of members present assuming there is a quorum.

## **4. ORDER OF BUSINESS**

The Chair may adjust or amend the order of business as needed. The Parks & Recreation Commission's regular meetings normally use the following format:

- Call to Order & Roll Call
- Appearances
- Director's Report
- Approval of Minutes
- Regular Agenda Items
- Other Business (Commissioner Absences & Planning Schedule)
- Adjourn

The Chair shall conduct meetings in an open, fair, and transparent manner. In the event of a procedural question, the Chair will refer to Robert's Rules of Order for guidance.



#### **ARTICLE IV – CONFLICT OF INTEREST**

If an actual or perceived conflict of interest exists that affects the work of the Parks & Recreation Commission, it is each commissioner’s responsibility to openly describe the issue and refrain from any subsequent commission participation, deliberation, or voting on the subject.

#### **ARTICLE V – RESIGNATIONS**

In the event that a commissioner wishes to vacate his/her term early, resignation should be tendered in writing to the Mayor, Deputy Mayor, and staff liaison. The City Clerk will then recruit for a new member to fill the vacancy through the City’s established board/commission vacancy process.

#### **ARTICLE VI – RECOMMENDATIONS OF THE BOARD COMMISSION**

The goal of the Parks & Recreation Commission is to provide recommendations to the City Council. Recommendations to the council will be made following a vote by the commission. Majority as well as minority views on any recommendation may be included. ~~When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as well.~~ To document the actions taken by the Commission, staff will prepare a written statement or memorandum, including the facts, findings, and rationale for the final recommendations. The Chair, in cooperation with the staff liaisons, will present the recommendations to the City Council on behalf of the Commission.

#### **ARTICLE VII – PUBLIC REPRESENTATION AND STATEMENTS FROM THE COMMISSION**

Any commissioner has a right to express personal views and opinions. However, statements representing the views or recommendations of the Parks & Recreation Commission must be authorized by a majority or consensus of the Commission. Consultation with staff on messaging is required.

#### **ARTICLE VIII – REVIEW OF BYLAWS**

The Parks & Recreation Commission shall review bylaws annually at the regular meeting in July. Proposed amendments must be approved by a majority ~~plus one~~.

#### **ARTICLE IX - CODE OF CONDUCT**

The Parks & Recreation Commission developed the following “group norms” to define the expectations for conduct by commissioners and the interaction among members. These are intended to be simple, self-explanatory, and self-enforced. The Chair is empowered to remind members as the need arises to employ these norms.

- Everyone contributes.
- Foster a collaborative environment.



- Hold each other accountable.
- Get to know each other and the community.
- Be transparent and accessible.

Commissioners will demonstrate respect for members of the public, staff, and other commissioners by:

- Attending each meeting and arriving on time (if late arrival is necessary, please call or email ahead).
- Reading materials in advance, coming to the meeting prepared and submitting questions in advance.
- Respectfully and attentively listening to the speaker (avoid side discussions).
- Speaking respectfully to and about the public, staff and other commissioners.

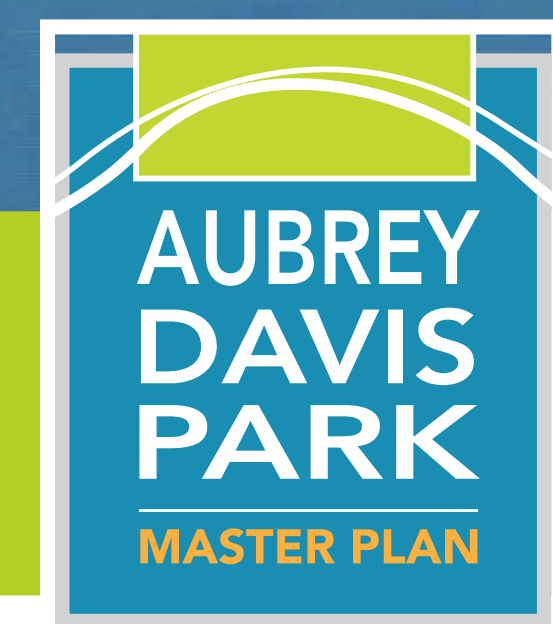


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- Intensive Soil Amendment and Replanting**  
Higher visibility areas with lots of ivy and existing vegetation dieback
- Infill Planting Areas**  
Lower visibility areas with vegetation mostly intact
- Non-Active Recreation Lawn Areas**  
Areas proposed for lower maintenance and water conservation options

Vegetation improvements conceptually described in this plan shall be further developed and adapted to the specific conditions found in different landscape areas shown. The performance of vegetation improvements shall be evaluated periodically and modified as needed to achieve the objectives of the plan. This approach recognizes that landscapes evolve over time and management techniques may need to be adapted due to changing conditions or new innovations available in the future.

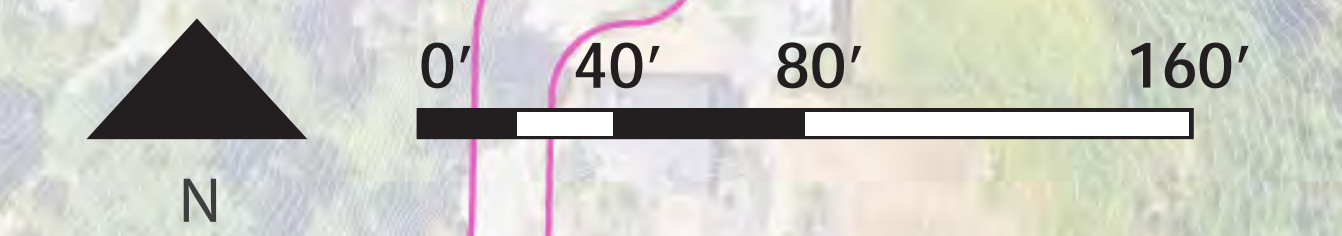
Pavement installed within the dripline of existing trees shall be carefully evaluated for root barriers and/or suspended pavement systems to increase the compatibility and longevity of the landscape elements. Locations for radial trenching within tree driplines will also be further explored to increase the long-term health of existing trees.



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# SITE PLAN



## legend

- existing trail alignment
- existing trail bypass route
- wayfinding, ADA access, and/or traffic calming improvements\*

- A W MERCER WAY CROSSING**
- Improved crossing
- Add tactile warning surface at crossings
  - Add high visibility crosswalk markings
  - Add trail crossing signs
  - Consider raised crossing, pedestrian refuge, or raised median
- Wayfinding
- To on-street alternate route
  - To continuation of regional trail
  - To park amenities
  - To restrooms

- A W MERCER WAY CROSSING**
- Improved crossing
- Add tactile warning surface at crossings
  - Add high visibility crosswalk markings
  - Add pedestrian crossing signs
  - Consider raised crossing, pedestrian refuge, or raised median

- E RESTROOM CONFLICT ZONE**
- Traffic calming
- Location for either relocating the trail behind the restroom, or creating a multi-use plaza to expand use zone and better define space for all users

- D CONVERGENCE AREA**
- Traffic calming
- Potential location for a trail roundabout to improve safety for bicyclists and pedestrians
- Wayfinding
- To Town Center
  - To continuation regional trail
  - To park amenities
  - To restrooms

- A. Enhanced intersection crossing at W Mercer Way
- B. ADA access to playground and basketball courts
- C. ADA access to tennis courts and proposed off-leash area
- D. Traffic calming and wayfinding improvements at convergence area
- E. Restroom conflict zone resolution
  - Location for either relocating the trail behind the restroom, or creating a multi-use plaza to expand use zone
- F. Stair connection and ADA path from Upper Luther Lid to N Mercer Way
- G. Stair connection and path from Upper Luther Lid to 84th Ave SE
- H. Town Center
  - The master plan has not analyzed recreational needs and opportunities in the Town Center portion of the park (76th Ave SE to Island Crest Way). This area is currently subject to transportation planning efforts initiated by light rail. The result of this process shall be that the Town Center portion of the park provides equal or greater environmental, cultural and recreational functions as compared to what currently exists.

\* Wayfinding systems shall be coordinated with other signage programs within the park and along the trail. Systems shall be based on the Manual on Uniform Traffic Control Devices (MUTCD) transportation standards (along the trail), City of Mercer Island Wayfinding system, and regional trail branding while allowing opportunities for wayfinding to support placemaking through the use of public art and cultural features.

To address community concerns of connectivity and wayfinding, specifically around Luther Burbank Park, two new trail connections are proposed.

(F) is a stair connection outlined in the Luther Burbank Park Master Plan, which will provide a more direct pedestrian connection from Luther Burbank Park to the Upper Luther Lid and Town Center. An ADA connection along N Mercer Way is also proposed.

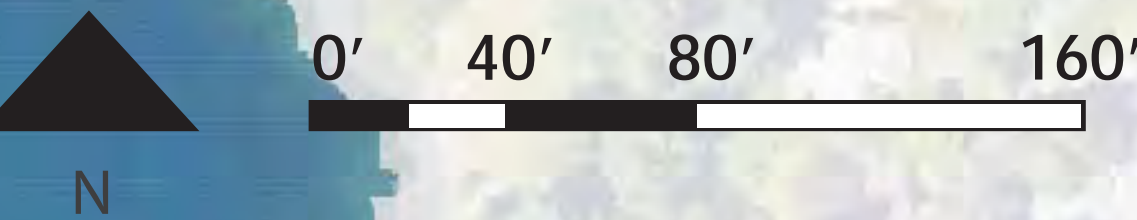
(G) is a stair connection at the southeast corner of the Upper Luther Lid to create a direct connection to N Mercer Way, 84th Ave SE, and adjacent neighborhoods.

The use and placement of bollards shall generally follow the recommendation of the 2016 report, Bollard Recommendations Memo, Mercer Island I-90 Trail Project by Toole Design Group.

Master plan projects that involve WSDOT property and/or facilities shall be designed to WSDOT standards that are current at the time of the project's design.



SITE PLAN



legend

- existing trail alignment
- existing trail bypass route
- existing soft surface trail
- wayfinding, ADA access, and/or traffic calming improvements\*

To address community concerns of connectivity and wayfinding, specifically around Luther Burbank Park, two new trail connections are proposed.

(F) is a stair connection outlined in the Luther Burbank Park Master Plan, which will provide a more direct pedestrian connection from Luther Burbank Park to the Upper Luther Lid and Town Center. An ADA connection along N Mercer Way is also proposed.

(G) is a stair connection at the southeast corner of the Upper Luther Lid to create a direct connection to N Mercer Way, 84th Ave SE, and adjacent neighborhoods.

The use and placement of bollards shall generally follow the recommendation of the 2016 report, Bollard Recommendations Memo, Mercer Island I-90 Trail Project by Toole Design Group.

Master plan projects that involve WSDOT property and/or facilities shall be designed to WSDOT standards that are current at the time of the project's design.

- G. Stair connection and path from Upper Luther Lid to 84th Ave SE
  - I. Lighting along trail where there is excessive shading from retaining wall
  - J. Trail spur between trail and N Mercer Way to connect to paved shoulder at an accessible grade
  - K. Upper Luther Ravine Trail
- \* Wayfinding systems shall be coordinated with other signage programs within the park and along the trail. Systems shall be based on the Manual on Uniform Traffic Control Devices (MUTCD) transportation standards (along the trail), City of Mercer Island Wayfinding system, and regional trail branding while allowing opportunities for wayfinding to support placemaking through the use of public art and cultural features.

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SITE PLAN



legend

- existing trail alignment
- existing trail bypass route

The proposed trail section through the lidded park would retain the existing paved width and re-establish a 2'-wide clear zone on either side of the trail. This clear zone could be lawn, mulch, or gravel depending on the adjacent landscape and maintenance requirements. The remaining east half of the trail corridor is proposed as a 12'-wide paved trail with 2'-wide gravel shoulders for the clear zone area.

The use and placement of bollards shall generally follow the recommendation of the 2016 report, Bollard Recommendations Memo, Mercer Island I-90 Trail Project by Toole Design Group.

Master plan projects that involve WSDOT property and/or facilities shall be designed to WSDOT standards that are current at the time of the project's design.

Wayfinding, ADA improvements at intersections, and traffic calming features would be included throughout the entire corridor.

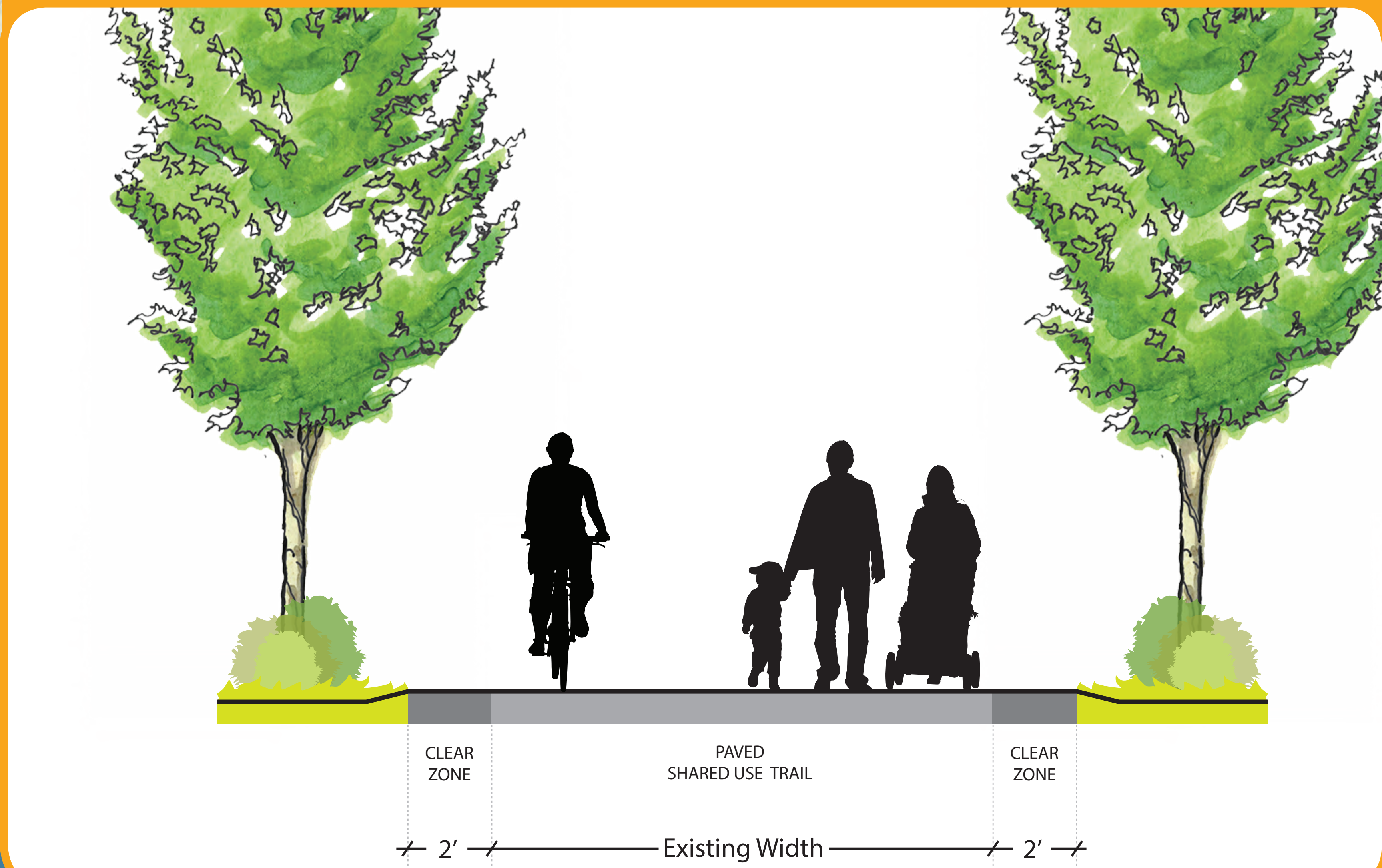
TRAIL THROUGH THE LIDDED PARK

TRAIL THROUGH THE TOWN CENTER

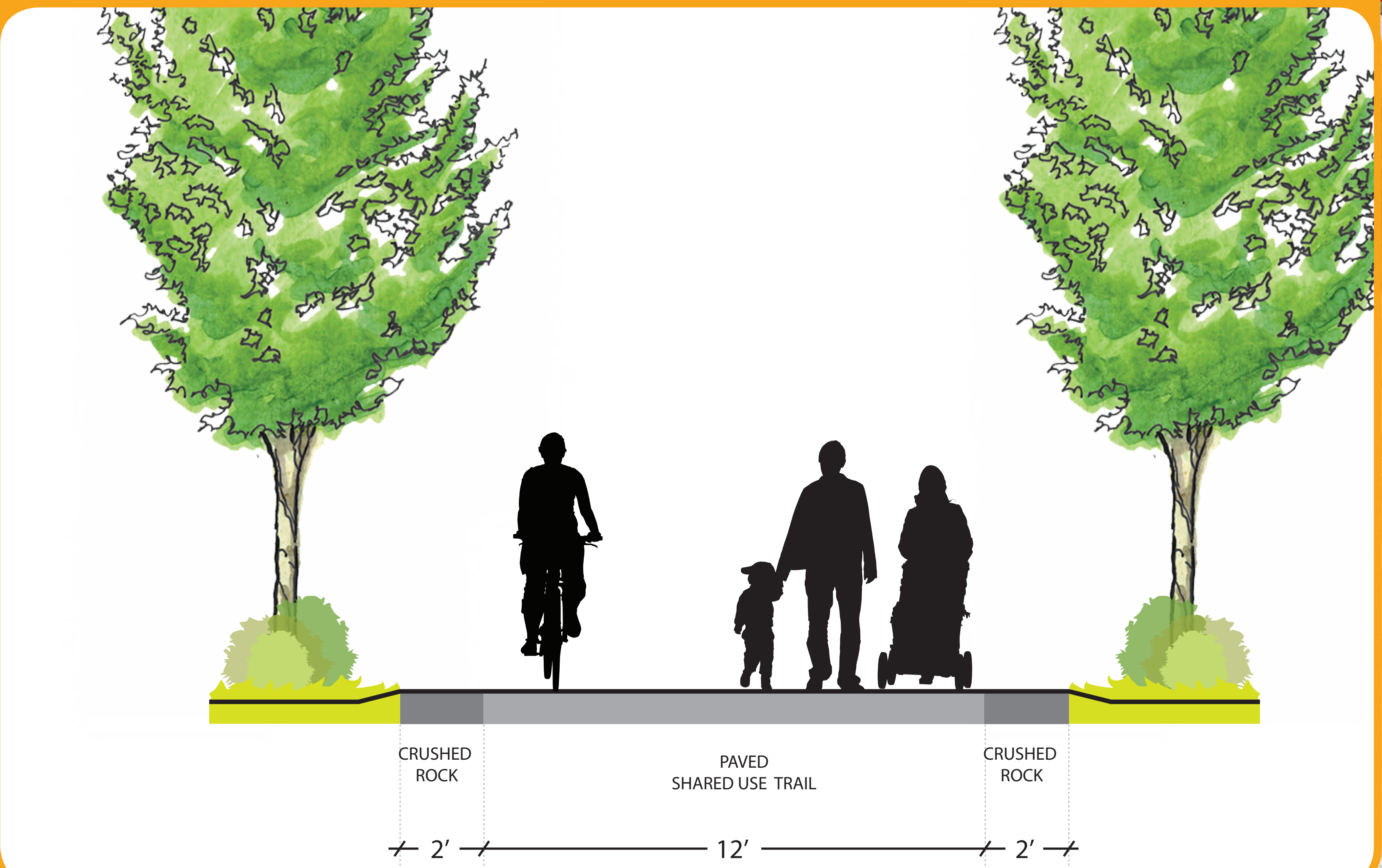
The master plan has not analyzed recreational needs and opportunities in the Town Center portion of the park (76th Ave SE to Island Crest Way). This area is currently subject to transportation planning efforts initiated by light rail. The result of this process shall be that the Town Center portion of the park provides equal or greater environmental, cultural and recreational functions as compared to what currently exists.

TRAIL THROUGH THE EAST HALF

TRAIL THROUGH THE LIDDED PARK



TRAIL THROUGH THE EAST HALF



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## SITE PLAN



### legend

- existing trail alignment ———
- existing trail bypass route - - -

Amenities for the Lid Park are primarily focused on user safety and ADA access to existing park elements. An off-leash area and a second restroom are the only new uses proposed. The remaining improvements are associated with existing uses.

Master plan projects that involve WSDOT property and/or facilities shall be designed to WSDOT standards that are current at the time of the project's design. New or renovated facilities shall also be designed using current best practices for Crime Prevention Through Environmental Design (CPTED).

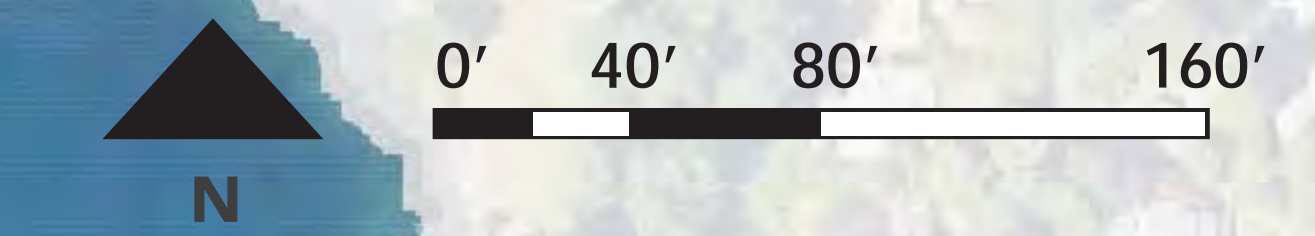
- A.** Drainage improvements at Field C
- B.** New restroom building near playground
  - Single story restroom with utilities
  - Sited off lid structure with CPTED principles in mind
- C.** ADA parallel parking on West Mercer Way
  - Additional 1-2 parking spaces to provide ADA access to playground and other nearby amenities
- D.** Hard-Surface Courts
  - Citywide demand for hard surface courts programming will be analyzed in Parks Recreation and Open Space (PROS) plans at approximately 6 year intervals. Court areas (currently tennis and basketball) may be reprogrammed, reconfigured or relocated based on PROS plan findings but the total square footage of hard-surface courts in the park shall not increase.
- E.** Off-leash area at stacks
- F.** ADA seating & access
- G.** ADA parking and drop-off at end of 74th Ave SE Street
  - Additional 1-2 parking spaces to provide ADA access to playground, picnic shelter, and other nearby amenities
- H.** Reserved for future commuter parking
- I.** Town Center
  - The master plan has not analyzed recreational needs and opportunities in the Town Center portion of the park (76th Ave SE to Island Crest Way). This area is currently subject to transportation planning efforts initiated by light rail. The result of this process shall be that the Town Center portion of the park provides equal or greater environmental, cultural and recreational functions as compared to what currently exists.

\* Placemaking - Arts and Culture section currently under development.

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## SITE PLAN



### legend

- existing trail alignment —
- existing trail bypass route ---

An improved shoreline access area on the east end is proposed near the boat launch. This would include shoreline restoration, water access, and potential seating improvements. All existing shoreline uses will remain.

Master plan projects that involve WSDOT property and/or facilities shall be designed to WSDOT standards that are current at the time of the project's design. New or renovated facilities shall also be designed using current best practices for Crime Prevention Through Environmental Design (CPTED).

**J.** Existing Marine Patrol facility to remain

**K.** Improved shoreline access

- Shoreline restoration
- Water access
- Seating improvements

\* Placemaking - Arts and Culture section currently under development.

EXISTING MARINE PATROL FACILITY **J**

IMPROVED SHORELINE ACCESS **K**

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