



PARKS & RECREATION COMMISSION

SPECIAL HYBRID MEETING AGENDA

Thursday, March 26, 2026 at 5:00 PM

COMMISSIONERS

Chair Ashley Hay
Vice Chair Rory Westberg
Commissioners: Peter Struck, Jodi McCarthy,
Don Cohen, Sara Marxen, and Mar Brettman

LOCATION

MICEC – Slater Room Council Chambers
and via Zoom
8236 SE 24th Street | Mercer Island, WA 98040
Phone: 206.275.7609 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the Staff Liaison's Office 3 days prior to the meeting at 206.275.7870 or by emailing Ryan.Daly@mercerisland.gov.

The virtual meeting will be broadcast live on Zoom and recorded and saved on the City's [YouTube Channel](#)

Individuals wishing to speak live during Appearances (public comment period) must register their request with staff at **206.275.7861** or [email](#) before 4 PM on the day of the Commission meeting. Each speaker will be allowed three (3) minutes to speak.

Join the meeting at 5:00 PM (Appearances will start sometime after 5:00 PM) by:

- 1) **Telephone:** Call 253.215.8782 and enter Webinar ID 834 8286 8666 and Password 719750.
- 2) **Zoom:** Click [this link](#) (Webinar ID 834 8286 8666 and Password 719750)
- 3) **In person at 5:00 PM:** Mercer Island Community & Event Center - 8236 SE 24th Street, Mercer Island

CALL TO ORDER & ROLL CALL – 5:00 PM

APPEARANCES

This is the opportunity for anyone to speak to the Commission about issues of concern.

STAFF LIAISON REPORT

1. **Staff Liaison Report and Planning Schedule**

REGULAR BUSINESS

2. **Approve the minutes for March 5, 2026 Regular Hybrid Meeting**
Recommended Action: Approve minutes.
3. **PRC 26-07: Community Engagement Plan for E-Bike Regulations in Parks**
Recommended Action: Receive report.
4. **PRC 26-08: Clarke and Groveland Beach Parks Joint Infrastructure Plan Update**
Recommended Action: Receive project update and provide feedback on the preferred Infrastructure Plan for Clarke and Groveland Beach Parks.
5. **PRC 26-09: Athletic Facilities Allocation and Use Policy Update**
Recommended Action: Endorse the revised Athletic Facilities Allocation and Use Policy in substantial form.

OTHER BUSINESS

6. **Absences and Commissioner Reports**

ADJOURNMENT



**Department Report
[Placeholder]
Coming soon**



PARKS & RECREATION COMMISSION

2026 PLANNING SCHEDULE

Items are not listed in any particular order.
 Agenda items & meeting dates are subject to change.

REMINDER: NO MEETINGS IN AUGUST

MAY 7, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	PRC 26-XX: Recreation Division Annual Report	Ryan Daly	
	PRC 26-XX: KCLS - Mercer Island Branch Operations Update	KCLS	
	PRC 26-XX: PROS Plan Update- Intro	Shelby Perrault	

JUNE 4, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	PRC 26-XX: Parks Capital Project Update	Kellye Hilde	

JULY 2, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	PRC 26-XX: MICEC Fee Waiver Policy	Ryan Daly	

AUG 6, 5:00 PM – CANCEL Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	

SEP 3, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	PRC 26-XX:		

OCT 1, 5:00 PM		STAFF WORK	AGENDA GO LIVE
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Absences:			
TIME/TOPIC		STAFF	
	PRC 26-XX:		

NOV 5, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	PRC 26-XX:		

DEC 3, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	PRC 26-XX:		

Pending:

Project - Proposal for Year-round programming at Luther Burbank (2026)

ANNUAL AGENDA ITEMS

KCLS - Mercer Island Branch Operations Update (May)

Annual PRC Chair/Vice-Chair Elections (June)

Annual Bylaws Review (June)

Recreation Division Annual Report



PARKS & RECREATION COMMISSION REGULAR HYBRID MEETING MINUTES March 5, 2026

CALL TO ORDER

The Parks & Recreation Commission was called to order by Chair Hay at 5:01 pm.

ROLL CALL

Chair Ashley Hay, and Commissioners Peter Struck, Jodi McCarthy, Sara Marxen, Don Cohen, and Mar Brettmann were present. City Council Liaison Craig Reynolds was present.

Vice Chair Rory Westberg was absent.

Deputy Director of Public Works Kellye Hilde, Parks Operations Manager Sam Harb, Parks Maintenance Team Member Jane Frazee Dowd, Recreation Manager Ryan Daly, and Recreation Specialist Raven Gillis were present.

APPEARANCES

John Hamer, MI Resident, addressed the PRC regarding Deane's Children's Park
 Olivia Lippens, MI Resident, addressed the PRC regarding Deane's Children's Park
 Julie Day, MI Resident, addressed the PRC regarding Deane's Children's Park
 Courtney Hampson, MI Resident, addressed the PRC regarding Deane's Children's Park
 Eve Hampton, MI Resident, addressed the PRC regarding Deane's Children's Park

STAFF LIAISON REPORT

1. Staff Liaison Report & Planning Schedule Update

Recreation Manager Ryan Daly reported on the following:

- Project Updates
 - Clarke & Groveland Joint Infrastructure Plan
 - Spring Maintenance
- Programs/Events
 - Senior Resource Fair
 - MICEC Gallery Art Show
 - MIVAL Art Workshop
- Parks and Recreation Commission Planning Schedule

REGULAR BUSINESS

2. Approval of Minutes

Minutes from February 5, 2026, Regular Hybrid Meeting were presented.

It was moved by Struck; seconded by McCarthy to:

Approve the minutes from February 5, 2026, Regular Hybrid Meeting.

Passed: 6 – 0

4. PRC 26-05: Parks Minor Capital Update: Asphalt & Concrete Repairs

Parks Operations Manager Sam Harb and Parks Maintenance Team Member Jane Frazee Dowd presented. Commissioners received the report and asked questions.

5. PRC 26-06: Deane’s Children’s Park Site Plan: Hand-off Memo

Deputy Director Public Works Kellye Hilde presented. Chair Hay led the review of the Hand-off Memo. Commissioners engaged in discussion, asked questions and offered input.

Recess 7:41pm – 7:48pm

It was moved by Struck; seconded by McCarthy to:

Approve the hand-off memo and authorize the Chair of the Parks and Recreation Commission to present the recommendation to the City Council.

Passed: 6 – 0

OTHER BUSINESS

7. Absences and Commissioner Reports

Chair Hay asked for a motion to excuse Vice Chair Westberg’s absence.

It was moved by McCarthy; seconded by Struck to:

Excuse Vice Chair Westberg’s absence from the meeting

Passed: 6 – 0

ADJOURNMENT at 9:32 pm



PARKS & RECREATION COMMISSION CITY OF MERCER ISLAND

PRC 26-07
March 26, 2026
Regular Business

AGENDA BILL INFORMATION

TITLE:	PRC 26-07: Community Engagement Plan for E-Bike Regulations in Parks	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Recommendation
RECOMMENDED ACTION:	Receive report. No action necessary.	

STAFF:	Amelia Tjaden, Management Analyst Ryan Daly, Recreation Manager Sam Harb, Parks Operation Manager
EXHIBITS:	1. E-Bike Regulations Community Engagement Plan

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide an overview and seek Commission feedback on the community engagement plan for developing e-bike regulations in parks and open spaces.

- Mercer Island has seen an increase in usage of e-bikes, electric scooters (e-scooters), and electric motorcycles/electric dirt bikes (e-motorcycles/e-dirt bikes) over the past two years.
- In November 2025, staff conducted a study session with the PRC and the OSCT to discuss regulations for e-bikes and e-scooters in parks and open spaces on the Island ([PRC 25-17](#)). The PRC and OSCT met again in January 2026 requested more information be provided and that staff engage the community more broadly on potential regulations.
- As such, the City will conduct a comprehensive outreach campaign to engage the community on the development of e-bike regulations. The purpose of this agenda item is to share the community engagement plan for developing e-bike regulations and to solicit Commissioner feedback.
- The community engagement plan will include online and in-person engagement opportunities, posts on social media and in the MI Weekly, as well as, engagement through other City-distributed newsletters.
- Staff will return in Fall 2026 to present findings from the community engagement efforts and restart the development of e-bike regulations in parks and open spaces.

BACKGROUND

Mercer Island has seen an increase in usage of electric bikes (e-bikes), electric scooters (e-scooters), and electric motorcycles/electric dirt bikes (e-motorcycles/e-dirt bikes) over the past two years. Many of the riders are 12-15 years of age and often demonstrate unsafe riding behaviors, creating a danger to themselves and others.

On May 2025, the City Council amended the 2025-2026 Work Plan to include the development of an ordinance regulating the operation of e-bikes and e-motorcycles on the Island ([AB 6688](#)). The following actions have been taken thus far:

- In September 2025, the Mercer Island City Council adopted Ordinance No. 25C-24 establishing regulations for e-motorcycles ([AB 6772](#)).
- In November 2025, staff conducted a study session with the PRC and the OSCT to discuss regulations for e-bikes and e-scooters in parks and open spaces on the Island ([PRC 25-17](#)).

- In January 2026, staff conducted a study session with the PRC and the OSCT to discuss a proposed policy for e-bike regulations in parks and open spaces. As a result of this meeting, the PRC and the OSCT requested more information be provided and that staff engage the community more broadly on potential regulations.

ISSUE/DISCUSSION

Per the direction of the PRC, the City will conduct a comprehensive outreach campaign to engage the community on the development of e-bike regulations. The purpose of this agenda item is to share the community engagement plan for developing e-bike regulations and to solicit Commissioner feedback.

Exhibit 1 provides an overview of the Community Engagement Plan. In short, the plan includes:

- Let's Talk page with information about the development of e-bike regulations.
- An online survey to collect data on the community's use of the City's park and trail system, the operation of e-bikes, and perceptions of proposed regulations. The questions will largely follow the 2022 statewide survey on [E-Bike Use on DNR- and WDFW-Managed Lands](#).
- In person engagement opportunities at ~5 events, dependent on Commissioner and staff availability.
- Promotion on social media, the MI Weekly, and other City-distributed newsletters

Commissioner Input

Staff is seeking Commissioner feedback on the topics addressed in the community engagement plan.

Discussion questions for the meeting include:

- What information do Commissioners need from the community to develop regulations for e-bikes?
- Are there specific populations Commissioners would like staff to engage with?
- Are there other opportunities for engagement Commissioners would like to see?

NEXT STEPS

Upon receiving Commissioner input, staff will create materials for the community engagement campaign. Staff anticipate that the Let's Talk page and survey will go live in early April. Staff will then broadcast this information on City social media pages, in the MI Weekly, and in other City-distributed newsletters. Finally, staff and Commissioners will attend in-person events through the spring and summer to engage directly with community members.

Staff will return in Fall 2026 to present findings from the community engagement efforts and restart the development of e-bike regulations in parks and open spaces.

RECOMMENDED ACTION

Receive report. No action necessary.

EXHIBIT 1

E-Bike Regulations Community Engagement Plan

Let’s Talk Page

The City will create a Let’s Talk page to share information about the development of e-bike regulations. The Let’s Talk page will contain a general project overview, a timeline, and opportunities for engagement. The page will be updated as the project progresses.

Survey

Using the Let’s Talk platform, the City will conduct a survey to collect data on the community’s use of the City’s parks, athletic fields, and trail system, the operation of e-bikes, and perceptions of proposed regulations. The questions will follow the 2022 statewide survey on [E-Bike Use on DNR- and WDFW-Managed Lands](#). The survey will go live in early April and be open through the end of August.

In-Person Engagement

PRC Commissioners and City staff will attend various events to engage directly with the Mercer Island community. Staff anticipate attendance at ~5 events to conduct community engagement, dependent on Commissioner availability. The City will have engagement activities, like sticky dot boards and chalk board questions, at these events to collect input and start conversations. The events will also have materials directing community members to take the online survey and to follow the engagement on the Let’s Talk page.

Event Calendar

Date	Day	Event
5/15/2026	Friday	Bike to Work Day (Park & Ride)
7/11/2026	Saturday	Summer Celebration
8/4/2026	Tuesday	National Night Out
TBD	Sunday	Farmer’s Market
TBD	Thursday	Mostly Music in the Park

Project Promotion

The development of e-bike regulations will be promoted on social media, the MI Weekly, and other City-distributed newsletters. Boards will be placed at key park locations informing community members of the project and directing them to project materials.



PARKS & RECREATION COMMISSION CITY OF MERCER ISLAND

PRC 26-08
March 26, 2026
Regular Business

AGENDA BILL INFORMATION

TITLE:	PRC 25-08: Clarke and Groveland Beach Parks Joint Infrastructure Plan Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Recommendation
RECOMMENDED ACTION:	Receive project update and provide feedback on the preferred Infrastructure Plan for Clarke and Groveland Beach Parks.	

STAFF:	Kellye Hilde, Deputy Public Works Director Shelby Perrault, Capital Parks Manager Sarah Bluvas, CIP Project Manager	
EXHIBITS:	1. Project Location Map 2. Concept Alternatives Community Engagement Summary 3. Groveland Beach Park Preferred Plan 4. Clarke Beach Park Preferred Plan	

EXECUTIVE SUMMARY

The purpose of this agenda bill is to update the Parks and Recreation Commission (Commission) on the process to develop a joint Infrastructure Plan for Clarke and Groveland Beach Parks (Exhibit 1).

- On March 18, 2025, the Mercer Island City Council (City Council) authorized staff to proceed with developing a joint infrastructure plan for Clarke and Groveland Beach Parks. ([AB 6642](#))
- The City Council allocated \$251,845 in the 2025-2026 Biennial Budget and Capital Improvement Program for the joint planning effort.
- The infrastructure plan will prioritize repair and/or replacement of the overwater structures and shoreline features; improvements to upland infrastructure and amenities such as restrooms, trails, and parking will be considered for renovation in the future as resources allow.
- On May 1, 2025, staff provided an update on the planning process, including key findings from preliminary site assessments and a background survey on community uses conducted in fall 2024 ([PRC 25-05](#)).
- Three design alternatives were developed for each park and were shared with the community for feedback from October to December 2025 via virtual open house presentations, an online survey, pop-ups at community events in October 2025, meetings with park neighbors and Mercer Island students, and other outreach methods.
- Key themes from this engagement included a preference for a mix of beach and grassy areas, prioritizing repair or replacement of pier and dock infrastructure at both parks first, and enhancing accessibility at Clarke Beach.
- On October 20, 2025, staff presented the design concept alternatives to the Commission for review and direction ([PRC 25-11](#)). The presentation also highlighted existing conditions and early findings from community engagement. The Commission expressed support for a mix of features included in the concepts for Clarke Beach, including two piers, large grassy areas and picnicking options at the waterfront, maintaining informal swimming access, and prioritizing ADA accessibility between park amenities. At Groveland Beach, the Commission generally preferred concept 2 overall and recommended that staff conduct additional outreach to

Mercer Island youth and teens about the park.

- During the Commission update on March 26, 2026, staff will share results of community engagement efforts and provide an overview of the preferred plan for each park for review and consideration.
- This planning effort is anticipated to conclude by the end of Q4 2026. Project information is available on Let's Talk at www.mercerisland.gov/cgip.

BACKGROUND

INFRASTRUCTURE PLAN OVERVIEW AND SCOPE OF WORK

The [2022 Parks, Recreation, and Open Space Plan \(PROS Plan\)](#) identified the need for a joint planning effort to efficiently prioritize capital projects for Clarke and Groveland Beach Parks. On March 18, 2025, the City Council authorized staff to move forward with developing a joint infrastructure plan that prioritizes the repair and/or replacement of the parks' overwater structures and shoreline features and may address the following:

- Dock and beachfront improvements
- Shoreline erosion control and stabilization
- ADA accessibility
- Other amenities, such as restrooms, wayfinding/signage, and parking

The joint infrastructure plan will include preferred plans and cost estimates for both parks that will be further developed and implemented as resources allow.

ANTICIPATED PROJECT TIMELINE

The joint planning process is expected to conclude in 2026 and is divided into five major steps:

- **Project Kickoff and Site Assessment: Q3 2023 – Q4 2024 (complete)**
 - Evaluate existing conditions, including topographic surveys, in-water structure assessments, accessibility audit, and critical area/geotechnical review
 - Background survey to learn about community uses, access challenges, and needs (229 responses)
- **Pre-Design and Pre-Engagement: Q1 2025 (complete)**
- **Concept Development: Q2 – Q4 2025 (complete)**
 - Develop concept alternatives using site assessment and background survey data
 - Collect community feedback on concepts
- **Infrastructure Plan Recommendation: Q4 2025-Q3 2026 (we are here)**
 - Refine concept alternatives into preferred plan for each park as recommended by the Parks and Recreation Commission
 - Meet with the Arts Council to discuss 1% for Art in Public Places opportunities to incorporate into the preferred plan for each park
- **Infrastructure Plan Adoption: Q3-Q4 2026**
 - Parks and Recreation Commission to provide the joint infrastructure plan recommendation to the City Council for review and adoption

COMMUNITY ENGAGEMENT PLAN

The public engagement plan approved by City Council includes the following engagement opportunities:

- One Open House to provide information about the project and present design alternatives for community input (virtual or in-person)
- Up to two online surveys to gather additional community feedback on design alternatives and preferred options

- Two staff-led PRC meetings to gather feedback on design alternatives and prepare a final recommendation on the preferred infrastructure plan for review and adoption by the City Council (additional PRC updates provided as part of the Department Report)
- Regular updates posted on Let's Talk, including key dates, surveys, and other project information, as well as tools such as quick polls for ongoing engagement outside of the open house and surveys as needed
- Engagement with park neighbors and community groups to share project information, promote events, and seek feedback on the joint infrastructure plan

ISSUE/DISCUSSION

COMMUNITY ENGAGEMENT SUMMARY

From October to December 2025, the project team conducted in-person and virtual engagement to collect community input on the design alternatives for each park. Each concept generally represented a different level of investment in park features, with individual elements designed to be interchangeable. For example, a dock configuration from one Clarke Beach concept and a picnic area design from another could be combined in the preferred concept for the infrastructure plan. Community members were encouraged to “mix and match” their preferred elements as they participated in outreach opportunities.

Methods of engagement included:

- **“Virtual Open House” Presentations:** The project team recorded presentations that outlined the existing conditions and walked through the design alternatives for each park. Community members were encouraged to view the presentations before taking the online survey. (124 total views)
- **Digital Concept Boards:** Each concept was also presented on digital boards on Let's Talk. Boards included overall designs and shoreline enlargements to provide greater detail on proposed waterfront features. Community members could review these boards in advance and reference them while completing the survey. (653 total downloads)
- **Online Survey:** An online survey was open from October 3 to November 3, 2025. It asked about preferences for waterfront amenities, pier/dock configurations, and upland improvements at each park, as well as park-specific questions regarding accessibility and recreation priorities. Respondents could provide input for one or both parks. (180 total responses)
- **Pop-Ups at Community Events:** Instead of hosting a stand-alone open house, staff participated in the Mid-Autumn Festival at the Mercer Island Community and Event Center on October 5 and the Town Center Trick-or-Treat on October 31, and shared information at Arbor Day at Clarke Beach on October 25. Community members received information about the project, reviewed concept boards, and were invited to complete the online survey. (200+ project booth visitors)
- **Park Neighbor Engagement:** A mailer with project information and survey link/QR code was sent to residents living within a 1,000-ft radius of each park (400+ households), and neighbors were invited to meet City staff to discuss the planning process and specific neighborhood concerns and needs. One neighbor of Groveland Beach accepted the offer to meet, and staff joined them for a park walk on October 16.
- **Mercer Island Student Engagement:** On December 11, staff also met with 15 students in grades 6-8 via the Islander Middle School Principal's Student Advisory to learn more about their needs for the parks, including opportunities for play and hanging out at Groveland Beach.

Key themes from this community engagement effort included:

Groveland Beach Park

- Preference for grass seating areas and picnic pockets at the waterfront
- Strong support for a new floating dock with an expanded platform and/or detached floating dock
- Preference for upgrades to the play area in the existing location, including adding seating
- Interest in a boardwalk and/or viewing deck, but priority should be given to making improvements at the waterfront and to the current play area first
- Overall, improving dock/pier amenities is most important for the infrastructure plan, while improving play opportunities and enhancing accessible pathways are least important

Clarke Beach Park

- Strong support for accessibility overall
- Preference for a combination of grass areas, tiered seating, and natural features at the waterfront
- Strong preference for two pier structures (either repaired or replaced) over a single pier
- Support for amenities (picnic areas, benches, etc.) that facilitate individual rather than group experiences
- Overall, improving dock/pier amenities is most important for the infrastructure plan, while providing new play opportunities is least important

A detailed summary of this engagement is provided in Exhibit 2.

OUTREACH EFFORTS WITH YOUTH/TEENS

At the October 20, 2025, meeting, the Commission recommended that staff conduct additional outreach with Mercer Island youth and teens to learn more about their preferences for recreational amenities at Groveland Beach. Staff conducted the following outreach:

- Met with Islander Middle School students on December 11, 2025, and with Mercer Island High School students on March 3, 2026, to collect input on the existing sand volleyball court and opportunities for hangout space and activities at Groveland
- Launched a teens-only online survey to solicit more feedback (125 responses as of March 19, 2026)
- Joined the *Breakfast on the Bridge* broadcast on March 17 to discuss the project and promote the teens-only online survey

During the Commission meeting, staff will share the results of this outreach and seek further input from the Commission to refine a youth/teen-centric space for the preferred plan for Groveland Beach.

PREFERRED INFRASTRUCTURE PLAN

The project team refined the design concepts into a preferred plan for each park (Exhibits 3 and 4). The preferred plans reflect input received during the community engagement process, feedback from the Parks and Recreation Commission, considerations of site constraints, and City staff input. A summary of elements included in each preferred plan is provided below. Staff will review the preferred plans in detail during the Commission meeting.

Groveland Beach Park

- **Waterfront Amenities:** The preferred plan removes the concrete bulkhead and replaces it with a gradual transition from sand beach to gravel mix to support fish habitat while maintaining the sandy swim beach. A wide grass terrace with oversized seat steps offers additional space for lounging, and new paths provide accessible routes from the restroom to the dock and the beach. The restroom would be updated and/or replaced with a gender-

neutral stall facility.

- **Dock Configuration:** The existing swim dock will be replaced with a new pier structure that includes a floating swim dock, a fixed pier platform with a diving board and hammock, and two gangway connectors.
- **Upland Improvements:** The preferred plan replaces the existing playground with a nature-inspired play area for ages 2-12+. Improvements to the trail and stairs at the south end of the parking lot enhance access to the beach. The preferred plan also identifies a future opportunity for an ADA-accessible boardwalk extending from the north end of the parking lot to a new overlook seating area and connection to the play area.
- **Teen Hangout Space:** A designated teen hangout space is identified on the beach that would be refined with Mercer Island youth/teens during future design efforts.

Clarke Beach Park

- **Waterfront Amenities:** The preferred plan removes the concrete bulkheads to support shoreline restoration and replaces them with gradual beach transitions, a gravel mix for fish habitat, and natural beach elements such as logs, boulders, and plantings. The enclosed swim area, including the sheet pile wall, would be removed and replaced with a rope-delineated swim area to maintain informal swimming opportunities at Clarke Beach. A flat grass area near the existing picnic area, along with concrete seat steps, provides additional space for lounging. The restroom would be replaced with a gender-neutral facility.
- **Pier Configuration:** Both existing piers would be restored in their current configuration. Shoreline vegetation between the piers would be enhanced, and the trail leading to the smaller pier at the south end of the park would be improved.
- **Upland Improvements:** The preferred plan maintains and renovates the existing picnic area as well as improves existing pedestrian connections to East Mercer Way.
- **ADA Accessibility:** An ADA-accessible path would connect the parking lot to the waterfront. Existing ADA parking stalls would be improved and expanded.

COMMISSION FEEDBACK ON PREFERRED INFRASTRUCTURE PLAN

Staff seek the Commission's feedback on the preferred plans for each park to inform their refinement into the final infrastructure plan. The questions below are intended to guide the discussion, confirm the plans reflect community input, and identify any areas for adjustment.

1. Do the preferred plans reflect the City Council's priorities and the community's preferences? Are there any gaps or adjustments needed?
2. Based on the youth and teen engagement conducted to date, does the Commission support the inclusion of a designated teen hangout space at Groveland Beach Park?
3. Do the preferred plans support the goal of providing equitable access to amenities across all waterfront parks?
4. Do the preferred plans establish a clear long-term vision for the waterfront parks?

During the March 26 meeting, staff will collect the Commission's input on these questions and other feedback on the preferred plan for each park.

NEXT STEPS

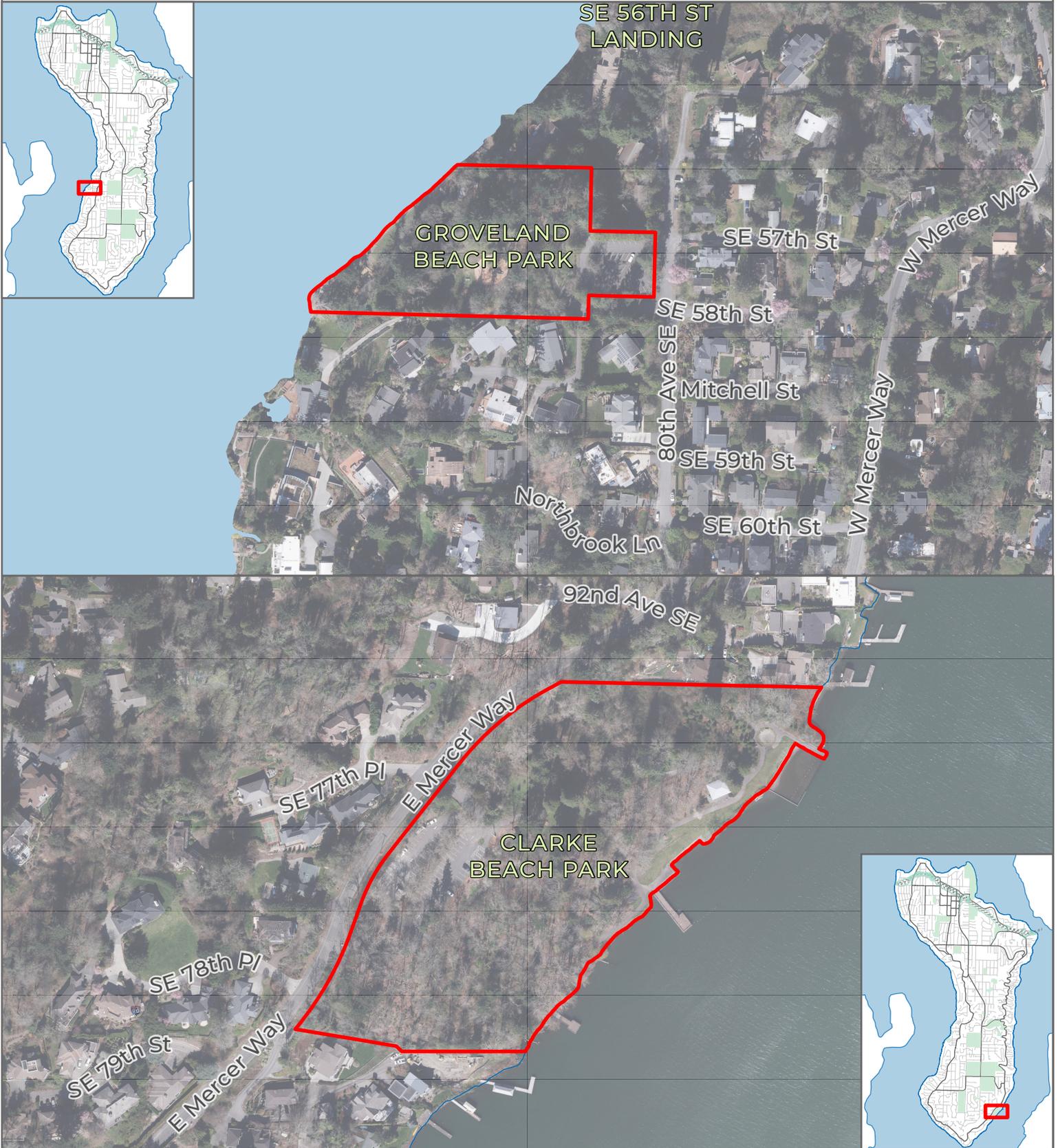
The project team will refine the preferred plan into the final Infrastructure Plan for each park and prepare corresponding reports. Staff will present the final Joint Infrastructure Plan and report to the Parks and Recreation Commission for review at the June 4, 2026, Regular Meeting, at which time the Commission will be asked to provide a recommendation to City Council for adoption of the Joint Infrastructure Plan for Clarke and Groveland Beach Parks.

RECOMMENDED ACTION

Receive project update and provide feedback on the preferred Infrastructure Plan for Clarke and Groveland Beach Parks.

90.25.0013 Clarke and Groveland Beach Parks Joint Infrastructure Plan

Item 4.



 Project Area



CLARKE & GROVELAND BEACH PARKS JOINT INFRASTRUCTURE PLAN

ENGAGEMENT SUMMARY

CONCEPT ALTERNATIVES

PROJECT OVERVIEW

Developed in the 1960s and 1970s, Clarke and Groveland Beach Parks are two of three major public waterfronts located on Mercer Island. These parks offer amenities such as docks, swimming areas, concrete bulkheads, walking paths, picnic and barbeque areas, restroom facilities, and more. However, many of these features are at or nearing the end of their useful life and will need to be replaced or removed soon. Waterfront access at both parks is located at the bottom of steep hills, and accessibility improvements must be evaluated where feasible.

The 2022 Parks, Recreation and Open Space Plan (PROS Plan) identified the need for a joint planning effort to efficiently prioritize capital projects for these parks and to navigate the challenging regulatory environment for implementing shoreline improvements. From August 2023 to December 2024, the project team conducted site assessments and community engagement to learn about the existing conditions and current uses of each park. On March 18, 2025, the City Council authorized staff to move forward with developing the Joint Infrastructure Plan for Clarke and Groveland Beach Parks. When adopted, the infrastructure plan may address the following areas:

1. Dock and beachfront improvements
2. Shoreline erosion control and stabilization
3. ADA accessibility
4. Other amenities, such as restrooms, wayfinding/signage, and parking

ENGAGEMENT PROCESS

Technical assessments and preliminary community engagement informed the development of three design concepts for each park that were shared with the community in fall 2025. Concepts reflected a different level of investment for various park features, including dock/pier configurations, beach improvements, and upland improvements, and features within each concept were designed to be interchangeable, providing a “mix-and-match” approach for community members to determine their preferences for each park. For example, a community member may have favored the pier configuration in concept 1 for Clarke Beach and preferred the beach improvements identified in concept 2 for the park. Community engagement opportunities were designed to collect feedback on individual park features as well as overall input to inform the preferred plan for each park.

From October to December 2025, the project team shared virtual open house presentations and digital concept boards as well as conducted a community-wide survey on Let’s Talk; hosted project booths at the Mercer Island Chinese Association’s Mid-Autumn Festival and the City’s Town Center Trick-or-Treat; and met with park neighbors and students at Islander Middle School to solicit feedback on the concepts.

Opportunities for engagement were promoted through a variety of channels, including:

- Mailer to park neighbors (1,000 ft mailing radius, 400+ mailers sent)
- Let’s Talk and social media posts
- MI Weekly e-newsletter articles
- Direct outreach to community partners such as the Mercer Island School District, the Mercer Island Preschool Association, and the Rotary Club of Mercer Island
- A-frame posters staged at Clarke Beach, Groveland Beach, Mercerdale, and Luther Burbank parks

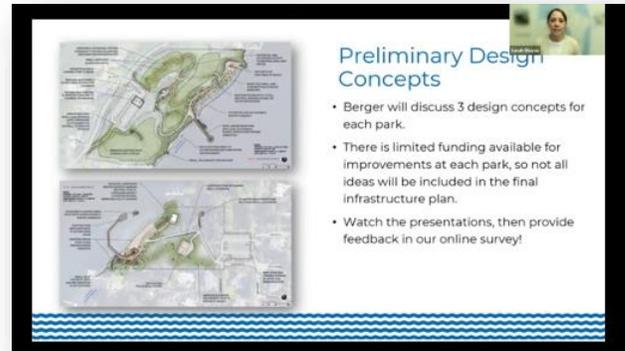
Unique URL links and QR codes were set up for the various promotional channels to track the effectiveness of each outreach effort. Channels that received the most engagement were the MI Weekly e-newsletter (146 clicks), social media posts (92 clicks), and posters at the parks (6 QR code scans).

The following sections summarize key themes and findings from these engagement activities.

Virtual Open House Presentations & Digital Concept Boards

The project team recorded presentations to share the existing conditions and walk through the design concepts for each park. Community members were invited to learn about the project and concepts through the “virtual open house,” then take the accompanying survey.

Each concept was also presented on digital boards on Let's Talk. Boards included overall designs and shoreline enlargements to provide greater detail on proposed waterfront features. Community members could review these boards in advance and reference them while completing the survey.



During the community engagement period from October 3 to November 3, 2025, the presentations were viewed 124 total times, the concept boards were downloaded a total of 653 times, and the Let's Talk page was visited more than 1,000 times.

Design Concepts Survey

An online survey was open from October 3 to November 3, 2025, and received 180 total responses. It asked about preferences for waterfront amenities, pier/dock configurations, and upland improvements at each park, as well as park-specific questions regarding accessibility and recreation priorities. Respondents could provide input for one or both parks.

Survey Demographics

Approximately 58% of survey respondents provided input for Clarke Beach, and 62% for Groveland Beach. Visitors to both parks primarily arrive by car or walking, with nearly half of respondents for each park reporting that they visit on a weekly or monthly basis.

More than half of respondents resided in the central part of the island, between SE 40th and SE 68th Street, while 29% live south of SE 68th Street and 17% live north of SE 40th Street. Most survey respondents (60%) are between the ages of 20 and 54, and over half of respondents have at least one child under 18 living at home.

Clarke Beach Park Survey Results

- ADA Accessibility
 - 62% of respondents said an accessible path from the parking lot to the waterfront is very or somewhat important.
- North Waterfront: Three concepts were presented, varying in beach size, seating type, and play opportunities.
 - 50% preferred Concept 1: terraced seating and a large natural beach at the north end
 - Respondents emphasized maintaining swimming access, noting Clarke Beach as one of the “few safe, uncrowded swimming areas” on Mercer Island.
- Central Waterfront: Three options focused on the area near the picnic tables and the central pier.
 - 44% preferred Concept 2: a mix of large flat grass areas, tiered concrete seating, and natural waterfront
- Pier Configuration: Two concepts included two piers, and one concept included a single long pier.
 - 68% preferred two piers, either repaired or replaced.
- Upland Improvements

- Respondents favored small-scale, individual, or small-group experiences, including individual picnic tables and benches.
- Overall Amenities Prioritization
 1. Dock/pier enhancements
 2. Restroom upgrades
 3. Accessible paths to beach/beach amenities
 4. Gathering spaces/seating amenities
 5. New play opportunities
- Other Comments/Suggestions
 - Support for maintaining a natural character with minimal changes.
 - Mixed opinions on sandy beaches – some prefer it for swimming, others noted “dirty” sand beach.
 - Support for garbage cans, bike racks, outdoor showers, non-gender single stall restrooms, and more picnic tables.
 - Interest in motorboat-friendly design and temporary docking, plus support for kayak/small craft access.
 - Requests for more lighting and safety monitoring, especially at the small fishing pier area.
 - Deep personal/sentimental connection to the park.
 - Preference for lower investment at Clarke Beach, suggesting funds be focused on improvements at Groveland Beach.

Groveland Beach Park Survey Results

- Waterfront Amenities: Survey questions for Groveland Beach asked about a few different waterfront amenities.
 - Sand volleyball court: 32% had no preference; removing it slightly more popular than improving it (27% vs. 25%). Additional youth outreach conducted from December 2025 to March 2026 will inform final recommendations.
 - Restroom facility: outdoor rinse-off station rated high priority (127 responses). Changing rooms and small lockers were less important.
 - Beach and gathering area: respondents preferred large grass terraces and picnic pockets, though interest across all three concepts was fairly evenly split.
- Dock Configuration: Three options were presented for the swim dock.
 - While descriptions for concepts 2 and 3 were initially swapped, 80% preferred a dock with an expanded swim platform.
 - 54% prioritized adding a detached floating dock based on the survey images.
- Upland Improvements:
 - Play area & seating: 42% preferred upgrading the existing play area and adding more upland seating (Concept 3). Concepts 1 (pollinator garden + seating) and 2 (relocated volleyball court) each received approximately 28%.
 - Tree canopy boardwalk vs. viewing deck: 63% preferred prioritizing other upland improvements before adding either feature, with slightly more preference for a tree canopy boardwalk.
- Overall Amenities Prioritization
 1. Dock/pier enhancements
 2. Restroom upgrades
 3. Gathering spaces/seating amenities
 4. New play opportunities and accessible paths to beach/beach amenities
- Other Comments/Suggestions
 - Support for maintaining a natural character with minimal change.
 - Emphasis on ADA-friendly access where feasible, acknowledging topography challenges.
 - Mixed opinions on sand volleyball court: popular with some, but disagreement on opinions on relocating or removing.
 - Support for maintaining swimming access, a defining feature of the park.
 - Interest in better access for hand-powered watercraft.

Pop-Ups at Community Events

In October 2025, City staff promoted the planning process, shared the design concepts, and invited community members to complete the survey during three community events.

On October 5, 2025, staff engaged with more than 100 multi-generational attendees of the Mid-Autumn Festival hosted by the Mercer Island Chinese Association at the Mercer Island Community and Event Center. Attendees were invited to ask questions about the concepts and participated in a “vote with your own dollars” exercise for each park. Each participant received stickers representing a quarter, dime, nickel, and penny for each park, which they could use to prioritize investment across five categories for each park:

- Dock/pier enhancements
- Restroom upgrades
- New play opportunities
- Accessible paths to beach/beach amenities
- Gathering spaces/seating amenities



At Clarke, most participants “funded” restroom upgrades and new play opportunities with some or all their investment, while investment primarily went to new play opportunities at Groveland. These results are likely attributed to the large number of families with young children in attendance at the event.

On October 31, 2025, staff also hosted a project booth at the Town Center Trick-or-Treat event. Although it was a very rainy afternoon, more than 100 community members visited the booth to learn more about the project. Given the weather conditions, staff decided not to host the voting exercise and instead focused on promoting the survey and answering questions about the concepts for each park.

Additionally, project materials were shared with volunteers at the Arbor Day event at Clarke Beach on October 25, 2026.

Park Neighbor Engagement

To encourage park neighbors to participate in the engagement process, a mailer with project information and survey link/QR code was sent to residents living within a 1,000-ft radius of each park, resulting in more than 400 mailers to park neighbors. The mailer included an invitation to meet City staff at either park to discuss the planning process and specific neighborhood concerns and needs. One neighbor of Groveland accepted the offer to meet, and staff joined them for a park walk on October 16, 2025. Primary topics of discussion included:

- Plans for the sand volleyball court
- Potential direct impacts to neighbors on the property line, including noise issues
- Concerns about dock design and neighboring waterfront properties

Public comment provided by this community member is attached as Appendix A.

Mercer Island Student Engagement

Following preliminary discussions with the Parks & Recreation Commission about early engagement results, staff also conducted additional outreach to Islander Middle School (IMS) and Mercer Island High School to solicit student feedback about the volleyball court at Groveland Beach and other park needs. On December 11, 2025, staff met with 15 students

in grades 6-8 through the IMS Principal's Student Advisory and received feedback about play and hangout opportunities at the parks. Additional engagement with high school students is underway, and outcomes will be incorporated into the final report for the joint infrastructure plan.

NEXT STEPS

From December 2025 to March 2026, the project team used feedback from this engagement process to refine the design alternatives into a preferred plan for each park. The preferred plan will be shared with the community on March 20, 2026, through Let's Talk at www.mercerisland.gov/cgip, and the Mercer Island Parks & Recreation Commission (PRC) will begin discussions of the preferred plan on March 26, 2026. It is anticipated that the PRC's recommendation of the Joint Infrastructure Plan for Clarke and Groveland Beach Parks will be transmitted to the Mercer Island City Council for review and adoption in fall 2026.

APPENDIX

Item 4.

Appendix A – Public Comment Provided by Groveland Beach Park Neighbor

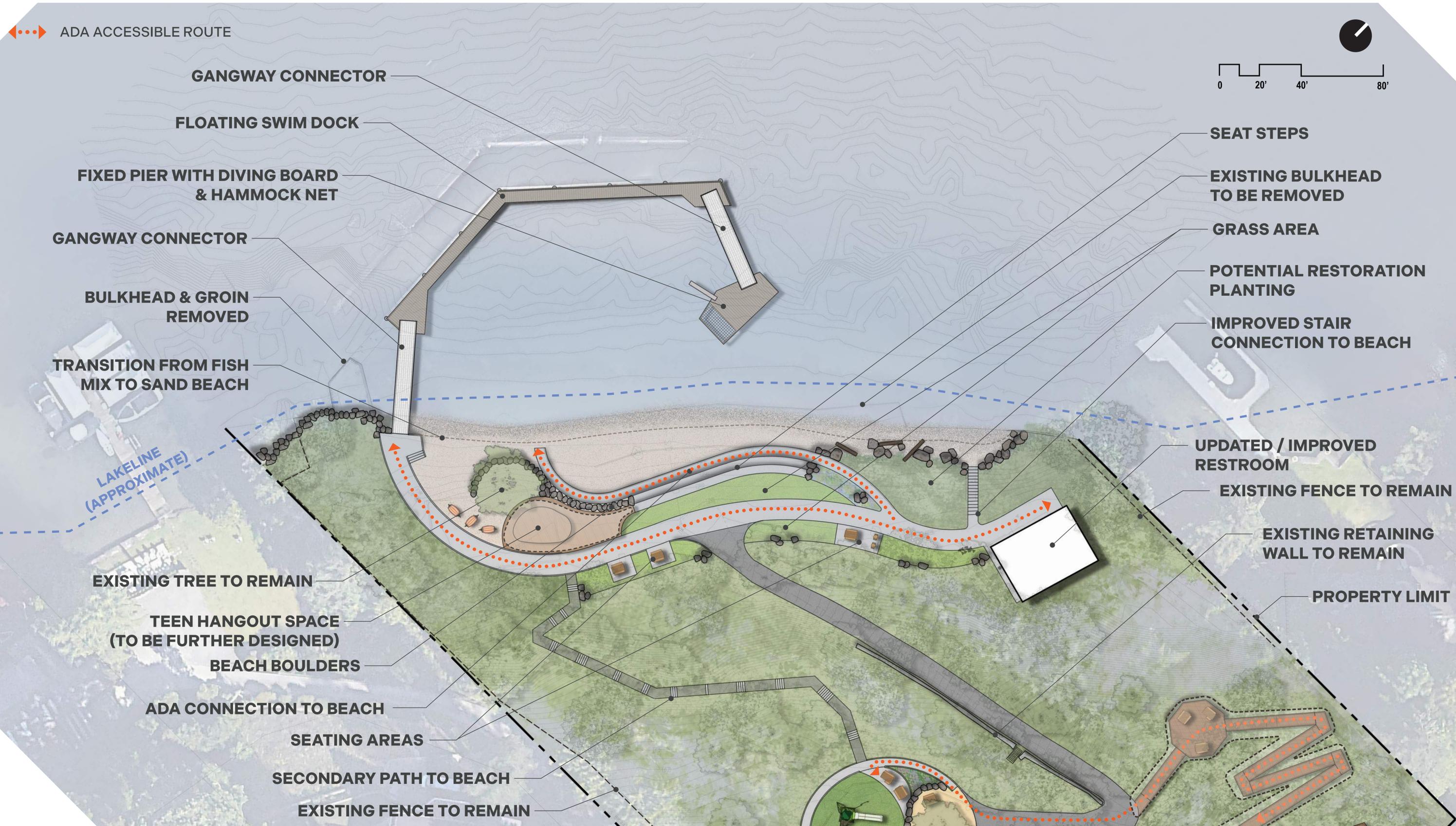
1. **Noise Impact** – Volleyball play generates consistent yelling, cheering, swearing and ball impacts, and use of boom boxes especially during evenings and weekends, which disturbs nearby residents and lowers the quality of life.
2. **Attractive Nuisance** – The court attracts unsupervised teens and off-island groups after hours, creating liability risks and potential for vandalism or trespassing.
3. **Lack of Restroom Facilities** – With no restrooms nearby, players and spectators will use adjacent landscaping or residential areas, creating sanitation and hygiene issues.
4. **Parking Congestion** – Increased court accessibility will further overwhelm existing parking spaces.
5. **Increased Foot Traffic** – A court close to homes increases through-traffic by non-residents, potentially compromising neighborhood privacy and security.
6. **Late-Night Activity** – Even without lighting, some players may use the court after dark, leading to loitering, noise, and potential safety or law enforcement concerns.
7. **Property Value Impact** – Proximity to active recreational features like a volleyball court can negatively affect property values due to noise, traffic, and reduced privacy.
8. **Incompatibility with Residential Zoning Intent** – Active recreational use is better suited for center of the park areas and near restrooms, not near property lines or homes, where passive recreation is typically planned.
9. **Increased Litter and Debris** – Without nearby adequate trash facilities or restrooms, players will leave bottles, cups, diapers, food and other litter, creating maintenance and visual blight.
10. **Better Alternative Locations Exist** – Placing the court in a more central or buffered area of the park can still meet recreation goals without negatively affecting residents. A far better location is the 98 acre Luther Burbank park has ample space and ample rest room facilities.

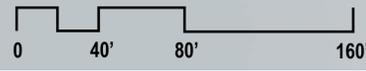
Joe

OVERALL PLAN



SHORELINE ENLARGEMENT







◀◻◻◻▶ ADA ACCESSIBLE ROUTE

ROPE DELINEATED SWIM AREA

WALLED GROIN STRUCTURE AND SHEET PILE WALLS REMOVED

EXISTING PIER RESTORED

NATURAL BEACH FEATURES (LOGS, BOULDERS, PLANTING)

SEAT STEPS

IMPROVE EXISTING PATH

SCULPTURAL SEATWALL

EXISTING PICNIC TABLES TO REMAIN

BULKHEADS REMOVED

SHORELINE ENHANCEMENTS

LAKELINE (APPROXIMATE)

ADA CONNECTION TO BEACH

ADA PATH

NEW RESTROOM & OUTDOOR RINSE-OFF STATION



PARKS & RECREATION COMMISSION CITY OF MERCER ISLAND

PRC 26-09
March 26, 2026
Regular Business

AGENDA BILL INFORMATION

TITLE:	Athletic Facilities Allocation and Use Policy Update	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Endorse the revised Athletic Facilities Allocation and Use Policy in substantial form.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Recommendation

STAFF:	Jeremy Jasman, Recreation Coordinator
EXHIBITS:	<ol style="list-style-type: none"> 1. Revised Athletic Facilities Allocation and Use Policy 2. 2022 Athletic Facilities Allocation and Use Policy

EXECUTIVE SUMMARY

The purpose of this agenda item is to seek endorsement from the Parks and Recreation Commission (PRC) on a revised Athletic Facilities Allocation and Use Policy (Exhibit 1).

- The current Athletic Facilities Allocation and Use Policy (Exhibit 2) was adopted in 2022 and replaced previous policy versions.
- The current policy provides a structured framework, makes steps toward addressing consistency, and clarifies access through a multi-tiered prioritization system.
- In 2024, staff began implementing procedural changes and utilizing online and web-based processes, which led to discussion with user groups on ways to enhance access to athletic fields.
- Staff collaborated with user groups and identified areas of the policy which could be strengthened to enhance resident access, maximize field capacity, and provide better clarity to allocation decisions.
- The revised policy draft:
 - Establishes a consistent and structured framework for athletic facility allocation and decision-making.
 - Maximizes community access to limited athletic facility space.
 - Prioritizes resident organizations while maintaining access for all users.
 - Supports diverse and inclusive use by incorporating criteria such as historical use, program type, age group, compatibility, and community benefit.
 - Promotes responsible stewardship of facilities, including sustainability, safety, and cost recovery.

BACKGROUND

The City of Mercer Island provides public access to athletic fields located throughout multiple parks, serving a diverse and growing user base. These facilities are maintained, scheduled and operated by Parks and Recreation staff to support recreational uses.

Currently, the City manages athletic facility access with the Athletic Facilities Allocation and Use Policy, which was endorsed by the Parks and Recreation Commission and adopted by staff in [May 2022](#). Leading up to the current version, numerous revisions have been completed over the years, adapting each time with changing user needs.

Staff and field users maintain regular communication regarding requests, facility enhancements, ways to enhance the user experience, better meet access needs, and maximize field capacity in support of revenue and cost recovery goals. Since 2022, staff have hosted annual facility user meetings, providing opportunities for input toward future procedural and policy enhancements while also educating users on current processes.

In the fall of 2024, staff piloted an online booking system that provided user groups with real-time access to facility availability and the ability to reserve time directly. The rollout was highly successful, improving accessibility for both residents and regional organizations, reducing administrative workload, and enhancing overall customer service and efficiency in the facility management process. Access to the online platform is available seasonally following a manual staff-review process of requests which prioritizes resident access. Mercer Island athletic facilities have seen a significant increase in usage as an outcome of staff efforts to more efficiently schedule bookings and using online tools. This information was provided in detail at the [October 20, 2025](#) Parks and Recreation Commission Meeting.

Most recently, staff hosted the annual field user group meeting in [December 2025](#), where they shared the goal of revising the current policy to a version which would provide clarity and better alignment with current booking practices and user needs. Staff sought user feedback in January 2026, which reflected; a desire to clarify Tier 1 definitions, better differentiate between in-season and out-of-season field use by youth organizations, and expand access for local businesses that directly serve the Mercer Island community.

ISSUE/DISCUSSION

The revised draft of the Athletic Facilities Allocation and Use Policy (Exhibit 1) is intended to balance competing demands for limited public resources while preserving staff flexibility to manage facilities responsibly and equitably.

The policy refines guiding principles and establishes clearer standards for allocating access to City-managed athletic facilities. It emphasizes resident access and aims to improve transparency and predictability by introducing criteria to guide decision-making.

Key policy revisions include:

- **Simplified tier structure** – increases Mercer Island resident access while reducing administrative complexity for both applicants and staff.
- **Revised “Resident Organization” definition** – expands opportunities for residents across a broader range of organization types.
- **Emphasis on guiding principles in decision-making** – prioritizes community access, inclusive and diverse use, maximization of field capacity and cost recovery, and responsible stewardship.
- **Additional review criteria** – incorporates factors such as historic use, safety, age-appropriate assignments, and user compliance into the allocation process.
- **Exemption for City and Mercer Island School District activities** – allows these uses to be reviewed and managed in a manner more aligned with that partnership and other agreements.

Tonight, staff are seeking the PRC’s endorsement of the revised draft of the Athletic Facilities Allocation and Use Policy in substantial form.

NEXT STEPS

Following the PRC's endorsement of the policy, staff will:

- Conduct a final legal review and the Director will sign and formally adopt the policy.
- Update any procedural changes for permitting reservations.
- Coordinate messaging and promotion of the policy to inform user groups.
- Implement the new policy beginning with the 2026 fall/winter season.

RECOMMENDED ACTION

Move to endorse the revised Athletic Facilities Allocation and Use Policy in substantial form.

Athletic Facilities Allocation and Use Policy

City of Mercer Island

Purpose

The City of Mercer Island uses the following allocation and use policy to provide access to City-managed Athletic Facilities, including the South Mercer Playfields, and the Mercer Island School District elementary school fields.

Scope/Background

Athletic Field space is a finite resource, but the range of potential users and uses are expansive. This policy guides the purposeful allocation of Athletic Facilities to ensure that access to facilities is maximized and used to achieve City of Mercer Island, Recreation Division, and community goals, with consistency to stated principles.

Definitions

1. **Athletic Facility:** A sports field used for, but not limited to, baseball, softball, soccer, football, and/or lacrosse, including concession stands, batting cages, and athletic storage facilities. (Sports Courts are not considered Athletic Facilities under this policy)
2. **City:** The City of Mercer Island, including staff, elected officials, appointed officials, or volunteers where applicable.
3. **City-Coordinated Uses:** Activities, programs, events, or reservations that are organized or directly facilitated by the City.
4. **Cost Recovery:** the degree to which operational and maintenance costs of providing a program or service are supported by user fees and/or other funding mechanisms such as grants, partnerships, donations, sponsorships, or other alternative (non-tax) funding sources.
5. **Division:** Mercer Island Recreation Division.
6. **Director:** The Recreation and Facilities Director, or designee.
7. **Resident Organization:** An individual or business located within Mercer Island city limits, or a group, league, or team in which at least 75% of participants listed on each roster are Mercer Island residents.
8. **Non-Resident Organization:** An individual or business located outside Mercer Island city limits, or a group, league, or team in which fewer than 75% of participants listed on each roster are Mercer Island residents.

1. Policy Principles

Athletic Facility allocation and use will be guided by the following principles:

- Promote community access.
- Enable diverse and inclusive use.
- Maximize field capacity to achieve Cost Recovery goals.
- Support responsible stewardship.

Exhibit 1- Draft Athletic Facilities Allocation and Use Policy
(Updated 3/19/2026)

2. Policy

- a) The Director makes the final decision regarding Athletic Facility allocation.
- b) Athletic Facility scheduling and availability are determined by the Director. Users may request preferences such as dates, facilities, or times.
- c) Reservation requests may be limited or adapted to ensure fair and equitable access for Mercer Island Residents.
- d) Prior use and priority access does not guarantee any aspect of allocation.
- e) Facilities may be closed or subject to limited availability at any time due to safety concerns, inclement weather, risk of damage, seasonality, or other reasons determined by the Director.
- f) Private reservations require a facility use permit for use of Athletic Facilities and the permit holder must comply with all City of Mercer Island guidelines and conditions of use.
- g) Reservations are prioritized over drop-in access.
- h) Requests by the Mercer Island School District (MISD) and City-Coordinated Uses are exempt from this policy and reviewed separately by the Director.
- i) An applicant/organization receiving a permit from the City for use of a City Athletic Facility for a community athletics program may not discriminate against any person based on sex in the operation, conduct, or administration of community athletics programs for youths or adults.

3. Facility Allocation Criteria

The Recreation Division will use the following tiers to prioritize booking access when allocating Athletic Facilities:

Primary Criteria (Residency):

- Tier 1-Resident Organizations.
- Tier 2-Non-Resident Organizations.

In recognition that reservation requests may exceed available athletic field capacity, the Recreation Division shall apply the following criteria to determine equitable allocation of athletic field use within the priority tiers established above:

- **Community Benefit:** Consideration may be given to programs, events, or organizations that demonstrate a measurable benefit to the community. Consideration may also be given to events that provide broad public access, support community health and wellness, or align with City goals and initiatives.
- **Age Group:** Preference may be given to programs serving youth participants, particularly those who are residents.
- **Time Allocation:** Scheduling shall consider the appropriateness of the requested time slot relative to the age group served, in order to promote safe, practical, and effective use of facilities.
- **Historical Use:** Consideration shall be given to applicants with demonstrated historical use of specific facilities or time allocations, in order to support program continuity and effective scheduling practices.
- **Seasonality of Sport:** Field use shall be allocated in a manner consistent with the determined season of play for each sport:
 - **Spring/Summer Season:** baseball, softball, lacrosse, track, and ultimate frisbee
 - **Fall/Winter Season:** football and soccer

Exhibit 1- Draft Athletic Facilities Allocation and Use Policy
(Updated 3/19/2026)

- **Non-Profit Status:** Consideration may be given to organizations that are recognized as non-profit entities, particularly those that provide community-based recreational programming and public benefit.
- **Duration of Use:** The length and frequency of requested use shall be evaluated to balance ongoing program needs with equitable access for a broad range of users.
- **Compatibility of Use:** Proposed activities may be prioritized based on compatibility with the intended use, design, and condition of the requested field, and shall not adversely impact other permitted users or scheduled activities.

The Recreation Division retains the authority to apply these criteria in a manner that ensures fair, consistent, and efficient allocation of limited athletic field resources.

4. Disqualifying Criteria

Requests or reservations may be limited, altered, reduced, declined, or canceled if:

- a) The requested use is not compatible with the facility type or intended use.
- b) The request is made outside of established booking periods.
- c) Facilities are unavailable, not in suitable condition, or if adjacent facilities have incompatible uses.
- d) Request impacts access or operations of the park, other scheduled activities, or adjacent facilities or residences.
- e) Permit holder fails to follow payment deadlines or permit terms.
- f) The requestor previously failed to comply with permit terms, regulations, park rules, and/or applicable policies.
- g) Requestor demonstrates a pattern of booking Athletic Facilities and fails to utilize the time requested.
- h) Applicants/Organizations who fail to comply with the Fair Play in Community Sports Act.

5. Procedures

- a) Procedures will be established and communicated broadly by the Director.

Mercer Island Administrative Regulation, Procedures and Policies
Athletic Facilities Allocation and Use Policy



Effective Date: 05/05/22	Last updated: 06/09/16 05/05/2022	Approved by: Jason Kintner, Chief of Operations
Code and Statutory Authority: MICC 9.30 MICC 3.53.020	Related Polices: MICEC Allocation and Use Policy	<i>Jason Kintner</i> Endorsed By: Parks and Recreation Commission 05/05/2022

Purpose

The City of Mercer Island uses the following facility allocation and use policy for all City of Mercer Island athletic facilities, the South Mercer playfields, and the Mercer Island School District elementary school fields. This policy describes principles guiding the appropriate use of athletic facilities and what priority may be given to various users who wish to rent the facilities.

Scope/Background

Athletic facility space is a finite resource, but the range of potential users and uses are expansive. This policy guides the purposeful allocation of athletic facilities to ensure that the facilities are used to achieve Recreation Division, City, and community goals, with consistency to stated principles.

Definitions

1. "Division" means Mercer Island Recreation Division.
2. "Cost recovery" means the degree to which the operational and maintenance costs of providing a program or service are supported by user fees and/or other funding mechanisms such as grants, partnerships, donations, sponsorships, or other alternative (non-tax) funding sources.
3. "Resident" means an individual or business whose permanent residency is located within the City limits, or an individual or business that owns property within City limits.
4. "Non-profit agency" means a tax-exempt nonprofit corporation described by §501(c)(3), (4), or (10) of the Internal Revenue Code or a nonprofit organization, group, or individual that would qualify for tax exemption under these codes except that it is not organized as a nonprofit corporation.
5. "Recreation based" means organizations whose programming consists of at least 75% recreational (open enrollment, no try-out, non-competitive) teams.

Policy

Allocation and use of athletic facilities will be guided by the following principles:

- Be benefits-focused by:
 - Actively encouraging participation in recreation activities related to health, wellness, social connectivity, and skill development.
- Support diverse use by:
 - Optimizing use of facilities as to the extent resources and demand allows.
- Be equitable and fair by:
 - Allocating facility space based on substantiated current needs and future demand.
- Reflect good stewardship by:
 - Maximizing facilities' use in a manner that considers quality, safety, and the need for maintenance and renovation.
 - Allocating facility use to target achievement of the cost recovery philosophy and to ensure delivery of core services (as defined in the Reset Strategy).
 - Promoting effective and high-quality customer service.

Facility Allocation

- The Recreation Division will attempt to accommodate all groups and allow for a diverse use of the City's athletic facilities.
- The Recreation Division makes the final decision regarding field allocation for user groups. The process may allow users to request preferences such as dates, facilities, times, etc.
- Prior use does not guarantee any aspect of future allocation.

Priority Access and Use

A. Mercer Island Parks and Recreation and Mercer Island School District (as described in the Interlocal Agreement)

B. Tier One (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have a minimum of 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have a minimum of 75% Mercer Island residents.
3. Non-profit youth and adult non-recreation-based organizations that have a minimum of 75% Mercer Island residents

C. Tier Two (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have less than 75% Mercer Island residents.

2. Non-profit adult, recreation-based organizations that have less than 75% Mercer Island residents.

D. Tier Three (listed in order of priority):

1. For-profit youth organizations
2. For-profit adult organizations

In recognition that there are limited multi-use facilities suitable for all sports, the following considerations will be used to establish fair and reliable allocation within the tiers listed above:

- Historic use (balanced with facilitation of diverse use) of City athletic facilities.
- Safety: Safety of participants and general park users will be taken into consideration for facility allocation. Some sports are compatible to use adjacent fields or split fields, some are not. Final determination will be made by Mercer Island Parks and Recreation.
- Appropriate use: The City will attempt to assign earlier time slots for younger teams, smaller grass fields for the youngest participants, games on higher quality fields, etc.
- Field/facility condition: Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of significant damage to the field.
- Users in good standing: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar, and permit conditions are consistently met.

Procedures(s)

Additional procedures will be established and approved administratively by the Department Director and Division Manager, following approval of the policy.