



# PARKS & RECREATION COMMISSION

## SPECIAL HYBRID MEETING AGENDA

Tuesday, January 13, 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 24<sup>th</sup> Street | Mercer Island, WA 98040  
Phone: 206.275.7609 | [www.mercerisland.gov](http://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](mailto:ryan.daly@mercerisland.gov).*

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

**Registering to Speak:** Individuals wishing to speak live during Appearances will need to register their request with staff at **206.275.7861** and leave a message or [email](#) before 4 PM on the day of the Commission meeting. Each speaker will be allowed three (3) minutes to speak.

**Join by Telephone at 5:00 PM:** Call **253.215.8782** and enter Webinar ID **844 2841 1971** and Password **471772**.

**Join by Internet at 5:00 PM:**

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **844 2841 1971** and Password **471772**.

**Join in person at 5:00 PM:** Mercer Island Community & Event Center - 8236 SE 24<sup>th</sup> 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. Parks and Recreation Commission Meeting Minutes:

- A. November 6, 2025, Regular Meeting
- B. November 12, 2025, Special Joint PRC/OSCT Meeting

**Recommended Action:** Approve minutes.

#### 2. PRC 26-02: Sport Court Allocation and Use Policy

**Recommended Action:** Endorse the draft Sport Court Allocation and Use Policy.

### OTHER BUSINESS

#### 3. 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

FEBRUARY 5, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	E-Bike Policy Handoff Memo	Chair Hay / VC Westberg	
	PRC: 26-XX: Deane's Children's Park Site Plan - Recommendation	Shelby Perrault	
	PRC: 26-XX: Parks Capital Project Update	Kellye Hilde	
	PRC: 26-XX: Parks Minor Capital Project Update: Concrete and asphalt repairs	Jane Frazee Dowd Brian Sherman Sam Harb	

MARCH 5, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	PRC 26-XX: Athletic Field Use and Allocation Policy Update	Jeremy Jasman	
	Clarke and Groveland Joint Infrastructure Plan: Project Update	Sarah Bluvas	

APRIL 2, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	

MAY 7, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	
	Recreation Division Annual Report	Ryan Daly	
	KCLS - Mercer Island Branch Operations Update (May)	Ryan Daly/KCLS	
	MICEC Fee Waiver Policy	Ryan Daly	

JUNE 4, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
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TIME/TOPIC		STAFF

JULY 2, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	

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	

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

NOV 5, 5:00 PM Absences:		STAFF WORK	AGENDA GO LIVE
TIME/TOPIC		STAFF	

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


**Pending:**

Project - Proposal for Year-round programming at Luther Burbank (2026)  
MICEC Fee Waiver Policy

**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 November 6, 2025**

### **CALL TO ORDER**

The Parks & Recreation Commission was called to order by Chair Hay at 5:00 pm.

### **ROLL CALL**

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

Commissioner Mar Brettmann was absent.

Kellye Hilde Deputy Director Public Works, Capital Parks Manager Shelby Perrault, CIP Project Recreation Manager Ryan Daly, and Recreation Specialist Raven Gillis were present.

### **APPEARANCES**

Matt Hall addressed the PRC regarding a location for the MI Rowing Club  
Shannon Leversedge addressed the PRC regarding a location for the MI Rowing Club  
Paul Burstein addressed the PRC regarding the Sport Court Use and Allocation Policy

### **STAFF LIAISON REPORT**

#### **1. Staff Liaison Report & Planning Schedule Update**

Recreation Manager Ryan Daly presented.

### **REGULAR BUSINESS**

#### **2. Approval of Minutes**

Minutes from October 20, 2025, Special Hybrid Meeting was presented.

It was moved by McCarthy; seconded by Struck to:

**Approve the minutes from October 20, 2025, Special Hybrid Meeting.**

Passed: 6 – 0

#### **3. PRC 25-15: Deane's Children's Park Site Plan Update**

Capital Parks Manager Shelby Perrault presented. Commissioners asked questions and provided input. Consultants Ingrid Kanics of Kanics Inclusive Design Services and Laura Laney with Berger Partnership also answered design specific questions.

**Recess from 6:51pm to 7:01pm**

#### **4. PRC 25-16: Sport Court Use and Allocation Policy**

Recreation Manager Ryan Daly presented. Commissioners asked questions and provided input.

## OTHER BUSINESS

### 7. Absences and Commissioner Reports

McCarthy added input on having a rowing facility or community on Mercer Island.

Cohen added input on having a rowing facility at the north end of Luther Burbank.

Cohen asked for clarification on the timeline for Council Liaison Reynold's departure from the Commission.

Chair Hay asked for a motion to excuse Commissioner Brettmann's absence.

It was moved by Westberg; seconded by McCarthy to:  
**Excuse Commissioner Brettmann's absence from the meeting**

Passed: 6 – 0

**ADJOURNMENT at 7:39 pm**



## JOINT PARKS & RECREATION COMMISSION & OPEN SPACE CONSERVANCY TRUST HYBRID MEETING MINUTES November 12, 2025

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### CALL TO ORDER

The Joint Meeting of the Parks and Recreation Commission and Open Space Conservancy Trust was called to order by Chair Hay at 5:01 pm.

**Open Space Conservancy Trust:** Chair Hillary Ethe, Vice Chair Carol Lynn Berseth, Secretary Marie Bender, and Trustees Thomas Hildebrandt and Daniel Becker were present.

**Parks and Recreation Commission:** Chair Ashley Hay, Vice Chair Rory Westberg, and Commissioners Peter Struck, Jodi McCarthy, Don Cohen, Sara Marxen, and Mar Brettmann, were present. Council Liaison Craig Reynolds was present.

**Staff Participation:** Recreation Manager Ryan Daly, Parks Operations Manager Sam Harb, Management Analyst Amelia Tjaden and Recreation Specialist Raven Gillis were present.

### APPEARANCES

Debi Gerstel addressed the PRC & OSCT regarding E-bike regulations  
Norma Berquist addressed the PRC & OSCT regarding E-bike regulations

### SPECIAL BUSINESS

1. **PRC 25-17: E-Bike Regulations Study Session**  
Management Analyst Amelia Tjaden and Staff presented. Commissioners and Trustees engaged in discussion and asked questions.

**Commissioner Marxen left the meeting at 6:30pm**

**Recess from 6:40pm to 6:47pm**

**ADJOURNMENT at 7:00 PM**





## PARKS & RECREATION COMMISSION CITY OF MERCER ISLAND

PRC 26-02  
January 13, 2026  
Regular Business

Item 3.

### AGENDA BILL INFORMATION

<b>TITLE:</b>	PRC 26-02: Sport Court Allocation and Use Policy	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Endorse the draft Sport Court Allocation and Use Policy.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Recommendation
<b>STAFF:</b>	Ryan Daly, Recreation Manager	
<b>EXHIBITS:</b>	1. Draft Sport Court Allocation and Use Policy (Clean Version) 2. Draft Sport Court Allocation and Use Policy (Redline Version)	

### EXECUTIVE SUMMARY

The purpose of this agenda item is to seek endorsement from the Parks and Recreation Commission (PRC) on Exhibit 1, the proposed Sport Court Allocation and Use Policy (Exhibit 1).

- The Recreation Division's 2025-2026 Workplan identifies "*Develop(ing) and implement(ing) a Sport Court Allocation and Use Policy.*"
- The Recreation Division currently provides public access and limited reservations to Sport Court facilities absent a formal policy.
- On [October 20, 2025](#), staff sought initial input from the PRC for the development of a Sport Court Allocation and Use Policy.
- On [November 6, 2025](#), staff presented a draft policy based on operational experience, community and PRC input.
- Staff have completed a legal review and updated the draft policy based on input received from the PRC at previous meetings. Exhibit 2 provides a redline version of the draft policy that highlights revisions from the version reviewed at the November 6, 2025 PRC meeting.

### BACKGROUND

The City of Mercer Island provides public access to tennis and pickleball courts ("Sport Courts") located throughout multiple parks, serving a diverse and growing user base. These facilities are maintained and operated by Parks and Recreation staff to support recreation, health, and community connection.

Currently, the City manages Sport Court use with posted rules and limited permitting opportunities but without a formal allocation policy. This approach has also led to inconsistencies and challenges as demand has grown, particularly for pickleball.

The Recreation Division's 2025–2026 Workplan, as adopted by the City Council, includes the following directive: 1.1.4 – *Develop and implement a Sport Court Allocation and Use Policy to address the priority use of pickleball and tennis courts, for endorsement by the Parks and Recreation Commission.*

On [October 20, 2025](#), staff presented an overview of existing Sport Court use and sought initial PRC input on policy direction. At the [November 6, 2025](#) meeting, staff returned with a draft Sport Court Allocation and Use Policy for further discussion. The policy has since been refined to reflect PRC feedback on the draft, operational considerations, and community use patterns.

## ISSUE/DISCUSSION

The Sport Court Allocation and Use Policy is intended to balance competing demands for a finite public resource while maintaining flexibility for staff to manage facilities responsibly and equitably. It also provides transparency and predictability for community members, instructors, and event organizers.

The draft Sport Court Allocation and Use Policy (Exhibit 1) establishes guiding principles and standards for how City-managed courts are accessed and used. Key policy elements include:

- Affirming drop-in play as the predominant use of all Sport Court facilities.
- Allowing limited, permitted reservation-based use where it serves clear community benefit.
- Establishing clear definitions and criteria for Private Reservations, Programs, and Special Events.
- Limiting the size, frequency, and timing of scheduled activities to minimize impacts to parks, adjacent facilities, and general park patrons.
- Exempting City-coordinated uses and certain Mercer Island School District activities from the policy.

Tonight, staff are seeking the PRC's endorsement of the draft Sport Court Allocation and Use Policy as presented. Exhibit 2 provides a redline version of the draft policy that highlights revisions from the version reviewed at the November 6, 2025 PRC meeting, reflecting input from the PRC and changes made following a legal review.

## NEXT STEPS

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

- Conduct a final review and the Director will sign and formally adopt the policy.
- Finalize internal procedures for permitting reservations, programs, special events.
- Coordinate messaging and promotion of the policy to inform user groups and stakeholders.
- Begin accepting eligible Sport Court reservation requests (anticipated February 1<sup>st</sup>).

## RECOMMENDED ACTION

Move to endorse the draft Sport Court Allocation and Use Policy.

## Exhibit 1- Draft Sport Court Allocation and Use Policy (Updated 1/5/2026)

### Sport Court Allocation and Use Policy

#### City of Mercer Island

#### Purpose

The City of Mercer Island uses the following allocation and use policy for all City of Mercer Island managed Sport Courts. This policy describes principles guiding the appropriate use and reservation of Sport Court facilities.

#### Scope / Background

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

#### Definitions

1. Director: director of the public works department, or designee.
2. Drop-in Use: Informal, first-come, first-served use of courts- guided by established and posted court rules.
3. City Coordinated Uses: Activities, programs, events, or reservations that are organized, scheduled, or directly facilitated by the City.
4. Private Reservation: Scheduled, short-term, exclusive use of a court (e.g., for play or instruction), limited to designated courts and specific timeframes.
5. Programs: Scheduled use or exclusive access that recurs for two or more days, lasting less than four hours per day (e.g., leagues, ongoing formal classes/lessons, recurring clinics).
6. Sport Court: Tennis or pickleball court.
7. Special Event: Scheduled use or exclusive access for a duration of 1-3 consecutive days and which exceed 4 hours in duration per day. (e.g., which may include tournaments or clinics)

#### Policy Principles

Sport Court facility use will be guided by the following principles:

- Support community benefit by:
  - Actively encouraging participation in activities related to health, wellness, and social connectivity.
  - Protecting equitable public access, especially during high-demand times.
  - Permitting limited reservation-based use to serve the broader Mercer Island community (e.g., non-profit tournaments, community leagues, public clinics, and individual play).
- Support diverse use by:
  - Preserving Drop-in Use as the primary usage of courts.

Exhibit 1- Draft Sport Court Allocation and Use Policy  
(Updated 1/5/2026)

Item 3.

- Enabling opportunities for varying skill levels and age demographics.
- Providing opportunities for varied types of play.
- Ensure responsible use and stewardship by:
  - Managing facility access in a manner which considers quality, safety, and the need for maintenance and renovation.
  - Minimizing impacts to patrons, parks, and adjacent facilities.
  - Maintaining high standards for facility care.

1. Facility Allocation

- a) The Director will make the final decision on Sport Court allocation and use for Private Reservations, Special Events, and Programs. The process may allow users to request preferences such as dates, locations, times, etc.
- b) Prior use does not guarantee any aspect of future allocation or use.
- c) The City encourages respectful court sharing and adherence to posted rules and guidelines.

2. Policy:

- a) Drop-in Use will be the predominant usage type for all City of Mercer Island managed Sport Courts.
- b) Sport Court scheduling and availability is determined by the Director.
- c) Sport Courts may only be reserved and used for their designated activity type (e.g., tennis courts for tennis, pickleball courts for pickleball). Reservation of a court for a non-designated activity is prohibited.
- d) Private Reservations, Special Events, and Programs are not permitted at Island Crest Park and Roanoke Park Sport Courts.
- e) Private Reservations, Special Events, and Programs require a facility use permit and must comply with all City of Mercer Island guidelines and conditions of use.
- f) Repeating or standing Private Reservations, Special Events, and Programs may be limited to ensure fair and equitable access.
- g) Requests by the Mercer Island School District (MISD) for use by sports recognized by the Washington Interscholastic Activities Association (WIAA) are exempt from this policy and reviewed separately by the Director. Other MISD requests for use will be evaluated in accordance with this policy.
- h) City coordinated uses are exempt from this policy and are permitted as directed by the Director.

Private Reservations:

- i) May be permitted for individual and group play, private lessons, or informal gatherings.
- j) Are limited to a maximum of 2 hours per group/instructor per day.
- k) Instructors are not permitted to exceed 2 hours of instruction per day- regardless of changing clientele/players.

Programs:

- l) Are not permitted July 1 through August 31 at the Jake Jacobson Pickleball Courts (Luther Burbank Park).
- m) Must demonstrate clear community benefit and alignment with parks and recreation goals.
- n) Must be open for registration and/or participation by the general public. Exclusive or private programming of courts for closed-group events is not permitted. (e.g., private clubs, members-only activities, company functions, reunions, or similar gatherings)
- o) Are limited to:
  - 1 provider per week
  - 2 or less days per week
  - A maximum of 16 weeks per calendar year
- p) Requests must be submitted at least 45 days in advance.

Special Events:

- q) Are not permitted July 1 through August 31 at the Jake Jacobson Pickleball Courts (Luther Burbank Park).
- r) Must demonstrate clear community benefit and alignment with parks and recreation goals.
- s) Must be open for registration and/or participation by the general public. Exclusive or private closed-group events is not permitted. (e.g., private clubs, members-only activities, company functions, reunions, or similar gatherings)
- t) Are limited to:
  - 2 or less per calendar year
  - 1 per four-week period
  - A maximum of 3 consecutive days per event.
- u) Requests must be submitted at least 45 days in advance.

3. Disqualifying Criteria

Requests or reservations may be declined or canceled if:

- a) The request is not compatible with the facility requested.
- b) Facilities are unavailable, not in suitable condition, or if adjacent facilities have incompatible uses.
- c) Request impacts access or operation of the park, other scheduled activities, or adjacent facilities or residences.
- d) Permit holder fails to follow payment deadlines or permit terms.
- e) The requestor previously failed to comply with permit terms, regulations, park rules, and/or applicable policies.

## Sport Court Allocation and Use Policy

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- 5.6. **Sport Court:** Tennis or pickleball court.
- 6.7. **Special Event:** Scheduled use or exclusive access for a duration of 1-3 consecutive days and which exceed 4 hours in duration per day. (e.g., which may include tournaments or clinics)

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- **Ensure responsible use and stewardship by:**

- Managing facility access in a manner which considers quality, safety, and the need for maintenance and renovation.
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  - 2 or less days per week
  - A maximum of 16 weeks per calendar year
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- r) Must demonstrate clear community benefit and alignment with parks and recreation goals.
- s) Must be open for registration and/or participation by the general public. Exclusive or private [use of courts for](#) closed-group events [is not permitted](#). (e.g., private clubs, members-only activities, company functions, reunions, or similar gatherings)
- t) Are limited to:
  - [23](#) or less per calendar year
  - 1 per four-week period
  - A maximum of [34](#) consecutive days per event.
- u) Requests must be submitted at least 45 days in advance.

### 3. Disqualifying Criteria

Requests or reservations may be declined or canceled if:

- a) The request is not compatible with the facility requested.
- b) Facilities are unavailable, not in suitable condition, or if adjacent facilities have incompatible uses.
- c) Request impacts access or operation of the park, other scheduled activities, or adjacent facilities or residences.
- d) Permit holder fails to follow payment deadlines or permit terms.
- e) The requestor previously failed to comply with permit terms, regulations, park rules, and/or applicable policies.



- ~~f) The usage does not seek to advance the sense of community, health, wellness or safety of the public, or that is inconsistent with the Recreation Division's mission to enhance livability for all Mercer Island residents.~~

DRAFT