



PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING

Thursday, July 7, 2022 at 5:30 PM

COMMISSIONERS:

Chair Jodi McCarthy
Vice Chair Peter Struck
Commissioners: Don Cohen,
Paul Burstein, Sara Marxen,
Rory Westberg, Ashley Hay

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7600 | www.mercerisland.gov

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the Staff Liaison at least 24 hours prior to the meeting at 206.275.7706.

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 the staff liaison at **206.275.7600** or [email](#) and leave a message before 4 PM on the day of the Commission meeting. Please reference "Appearances" on your correspondence and state if you would like to speak either in person at Mercer Island Community & Event Center or remotely using Zoom. Each speaker will be allowed three (3) minutes to speak.

Join by Telephone at 5:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **825 9108 6996** and Password **896196** when prompted.

Join by Internet at 5:30 PM: To watch the meeting over the internet via your computer, follow these steps:

- 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 **825 9108 6996** and Password **896196**

Join in person at Mercer Island Community & Event Center at 5:30 PM: Mercer Island Community & Event Center
8236 SE 24th Street.

CALL TO ORDER & ROLL CALL - 5:30 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS [HYPERLINK "appIS80d34e03b253455db0ca10b38419e40a"](#)

2. [Approve the minutes of the June 2, 2022 Regular Meeting](#)
Recommended Action: [Approve minutes](#)
3. [Chair and Vice-Chair Elections](#)
Recommended Action: [Appoint Chair and Vice-Chair](#)
4. [Aubrey Davis Park Trail Safety Improvement Project 30% Design Revisions](#)
Recommended Action: [Discuss the revised 30% design and schedules of work.](#)
5. [Bike Skills Area Discussion](#)
Recommended Action: [Review and discuss Bike Skills Area Subcommittee Report, if desired provide additional recommendations.](#)
6. [Parks and Recreation Commission Bylaws Review](#)
Recommended Action: [1. Review Parks and Recreation Commission Bylaws, provide input toward potential amendments. 2. Approve Parks and Recreation Commission Bylaws as amended.](#)

OTHER BUSINESS

7. [PRC 2022 Planning Schedule Update](#)
8. [Commissioner Reports](#)

ADJOURN

Mercer Island Parks & Recreation Commission

Item 1.



Department Report
July 7, 2022

Countdown to Summer Celebration

- Summer Celebration is this Saturday, July 9!
- Festivities are scheduled for:
 - 11am – 4pm at Mercerdale Park
 - 6pm – 10:45pm at Luther Burbank Park
- Entertainment, food trucks, Touch A Truck, community booths, fireworks, and more!
- For the full schedule of events visit

www.mercerisland.gov/summercelebration

SUMMER CELEBRATION!
Schedule of Events
July 9, 2022

Mercerdale Park: 11:00am - 4:00pm

Mercerdale Playground Grand Opening	11:00am	
Touch A Truck	77th Ave SE	
MI Community & Sponsor Booths	77th Ave SE & SE 32nd St.	
City of Mercer Island Booths	Mercerdale Park	
Food Trucks	SE 32nd St.	

Entertainment in the Park, Windermere Stage

MIMX Band	12pm	
Bubble Man	1pm	
Steffan Soule "Magic of Reading"	2:15pm	<i>Sponsored by Friends of the Library</i>
Puget Sound Band	3:15pm	

Shuttles to Luther Burbank:
Shuttles will be available between 5:30 - 7:30pm from the following locations:
Mercer Island City Hall, West Mercer Elementary and Island Park Elementary

Luther Burbank Park: 6:00pm - 10:45pm

Food Trucks	6pm	
Brian Ledbetter, Family Magician	6:30pm	
The Olson Bros. Band	8pm	
FIREWORKS SHOW!	10pm (approx.)	

Thank You Sponsors:

Summer Celebration Mercerdale Parking – Two Locations

- Daytime Parking- Available 9am-5pm
- Riot Games has opened their parking lot to the Mercer Island community to use during the day on July 9.
- Our sincere thanks to Riot Games for making their parking lot available for public parking during Summer Celebration!
- Expanded ADA Parking available at Thrift Shop Lot.
- Street side parking is available as permitted.



Summer Celebration Luther Burbank Parking

- The north lot (near the tennis courts) will be reserved for ADA parking, emergency vehicles, and vendors the evening of July 9.
- The north lot will close at 4pm to the public.
- Paid Parking for Summer Celebration (Premier) is available at the Mercer Island Community and Event Center for the evening activities at Luther Burbank Park.
 - The proceeds from the \$50 parking pass goes to support the costs of the Summer Celebration event.
 - Visit www.mercerisland.gov/summercelebration to purchase your parking pass in advance.



Summer Celebration Luther Burbank Shuttles

- We will have shuttles to Luther Burbank Park for the fireworks festivities from three locations:
 - City Hall
 - West Mercer Elementary
 - Island Park Elementary
- Shuttles will start at 5:30pm from each location and make continuous loops until 9:30pm to Luther Burbank. They will then shuttle everyone back once the fireworks show is over.
- Our thanks to the Mercer Island School District for providing the shuttles and the school facilities!



Mercerdale Playground Ribbon-Cutting Ceremony

- Big news!
- The new Mercerdale Playground is officially open!
- We are kicking off the Summer Celebration activities with a ribbon-cutting ceremony.
- Please join us **Saturday, July 9 at 11:00am** at the entrance to the playground to celebrate the culmination of this community-driven project and the re-opening of a beloved play space.
- All are welcome!



Summer Celebration Sponsors

- THANK YOU SPONSORS!! Without your generous support, we would not be able to bring Summer Celebration to our Community!
 - Windermere
 - MI Community Fund
 - MI Martial Arts
 - The Mercer Apartments & Dollar Development
 - John L. Scott
 - Island Books
 - Kimball Agency
 - Healthcare Reimbursement Solutions
 - Recology



Shakespeare in the Park

- During the summer months Seattle Shakespeare Company presents free, outdoor productions of classical plays performed in parks throughout the Puget Sound region, including at the Luther Burbank Park Amphitheater.
- Grab a picnic, bring your family and join us for Shakespeare in the park!
- The first Mercer Island shows start tonight!
- A total of 19 shows are planned at Luther Burbank this summer. For the full schedule, visit: <https://www.seattleshakespeare.org/woodeno/>
- Our thanks to 4Culture and the Seattle Shakespeare Company for bring this treasured event back to Luther Burbank Park!



CITY OF MERCER ISLAND WASHINGTON

MOSTLY MUSIC IN THE PARK

THURSDAYS
6 – 7:30PM
MERCERDALE PARK

- July 14: West Coast Feed
- July 21: Great American Trainwreck
- July 28: Outside The Lines
- August 4: Portage Bay Big Band
- August 11: No Rules

Mercer Island COMMUNITY FUND | 4 CULTURE AND ENERGY COOPERATIVE INC.

Mostly Music in the Park

- The first Mostly Music in the Park (MMIP) event of the season is scheduled for **Thursday, July 14, 6 – 7:30pm** at Mercerdale Park.
- Bring your chairs, picnic dinner and dancin’ shoes.
- Thank you to the Mercer Island Community Fund and 4Culture for their support of this series.
- Visit www.mercerisland.gov/mostlymusic

Kirk Robinson Skate Park Dedication



- Save the Date!
- The Kirk Robinson Skate Park Dedication will take place Thursday, July 28 at 5pm.
- After serving as a volunteer firefighter for Mercer Island, former resident Kirk Robinson joined the Bothell Fire Department at age 23, where he served the Bothell Fire Department for more than 18 years, rising to Lieutenant.
- Kirk was an initial member of the Mercer Island Parks and Recreation Commission.
- In honor of Kirk Robinson's service to the Mercer Island and Bothell communities, the City Council unanimously approved naming the skate park in his honor.
- The community is welcome to share in the re-dedication of the Skate Park and then stay for the concert.



Aubrey Davis Park Picnic Shelter

- The Aubrey Davis Park Picnic Shelter replacement project is complete!
- Crews did an excellent job replacing the fire damaged roof.
- You can now rent the picnic shelter. For rental info visit: www.mercerisland.gov/rentalinformation
- Our thanks to the crews for getting this finished in time for the summer picnic season!



Island Pride

- Islanders braved the heat at Mercerdale Park on Sunday, June 26th to celebrate and support the LGBTQIA+ community.
- Thanks to ONE MI, the Mercer Island LGBTQIA+ Parent Affinity Group, Youth & Family Services and the Puget Sound band for supporting this inclusive community event.
- The Recreation Division along with staff support from the City Manager's Office assisted in promoting and sponsoring this event.

South Mercer Playfield Project



- **The City and School District are working on joint project.**
- **The project begins next week, you will notice equipment and temporary fencing being installed.**
- **The project will convert field #3 and field #4 to synthetic turf, installing lights and replacing turf on fields #1 and #2.**
 - **The turf on fields #1, 2, and 3 has reached the end of its useful life.**
- **The Mercer Island School District is the project manager.**
- **We anticipate the project to be completed in early fall.**

Thank You!





**PARKS & RECREATION COMMISSION
REGULAR MEETING MINUTES
JOINT MEETING WITH ARTS COUNCIL
June 2, 2022**

CALL TO ORDER

Chair McCarthy called the meeting to order at 5:30 pm via Zoom Online meeting.

ROLL CALL

Chair McCarthy, Vice Chair Peter Struck, and Commissioners Don Cohen, Rory Westberg, and Paul Burstein were present for the Parks & Recreation Commission. Arts Council Chair Mitchell, Vice Chair Suzanne Skone, and Arts Council members Rachel Blum, Rosemary Moore, Daniel Becker, and Jonathan Harrington were present for the Arts Council.

Councilmember Craig Reynolds was present.

Staff present were Jason Kintner, Alaine Sommargren, Paul West, Ryan Daly, Chris Delaune, Eleanor Knight, and Raven Gillis.

APPEARANCES

1. Larry Sarchin provided input on the Aubrey Davis
2. Rachel Holloway provided input on the Bike Skills Area

DEPARTMENT REPORT

1. Division Manager Daly/Chief of Operations Kintner reported on the following items:

- Aubrey Davis Park Picnic Shelter Replacement Progress
- Pop-Up Story Walk through June 2, visit the new Pop-Up Story Walk at Luther Burbank Park.
- Wild in the West MIVAL Art Installation at MICEC Gallery
- Mercedale Playground Update
- The Mercer Island Farmers Market 2022 Season kicks off Sunday, June 5!
- Summer Celebration! July 9th! Sponsors needed- help us close the gap! If you know a business that may be interested, please send them our way.
- South Mercer Playfield Project - The City and School District are working on joint project.
- Potential Parks Levy

REGULAR BUSINESS

2. Introduction of Arts Council and Parks and Recreation Commission

Daly invited the Chairs from both boards to share some of their recent previous accomplishments with the group, as well as where they're respective boards are headed. Parks & Recreation Commission Chair McCarthy shared. Arts Council Chair Mitchell shared.

3. Aubrey Davis Park Trail Safety Improvement Project 30% Design

Paul West and KPG Consultants presented. The Commissioners and Arts Council Members asked questions and offered input. It was agreed that the Arts Council will take the lead on the review of arts and placemaking signage elements and to offer their input to the Commission.

4. 2021 Recreation Division Annual Report

Daly & Recreation Coordinator Eleanor Knight presented and invited group to provide input via email.

5. 2022 Recreation Division Services Mid-Year Update

Daly presented

ADJOURNMENT OF JOINT MEETING WITH THE ARTS COUNCIL at 7:31pm

Recess from 7:31 pm to 7:36 pm.

REGULAR MEETING WITH PARKS & RECREATION COMMISSION continued at 7:36pm

6. Approval of Minutes

It was moved by Cohen; seconded by Struck to:

Approve the minutes from the May 5, 2022 meeting

Passed: 4 – 0 – 1

7. Bike Skills Area Discussion

Jason Kintner & Alaine Sommargren presented. Commissioners reviewed the presentation, asked questions, engaged in discussion, and provided feedback.

It was moved by Westberg; seconded by Struck to:

Create a Subcommittee to meet to identify a preferred area and report back to the July Parks & Recreation Commission meeting with their recommendation.

Passed: 3 – 1 – 1

It was moved by Cohen; seconded by Burstein that:

The Subcommittee consider not only which site or sites would be the most appropriate, but to also work with Staff to obtain input from impacted user groups.

Passed: 5 – 0

Subcommittee formed: Chair McCarthy, Vice Chair Struck, and Commissioner Burstein. Chair McCarthy noted that the motion previously passed at the 4/26 Special Meeting – to recommend City Council temporarily reopen in Upper Luther Burbank – stands.

OTHER BUSINESS

8. Planning & Meeting Schedule Update

Daly provided update to include updating July's agenda to support including the continued discussion of the Bike Skills Area.

9. Commissioner Reports / Work Plan Update

Burstein reported he's noticed that the tennis/pickleball courts at LBP are actively and regularly being used for Pickleball, and his concerns related to debris build up along the edges. Staff appreciated the feedback.

ADJOURNMENT at 8:33 PM



PARKS & RECREATION COMMISSION STAFF REPORT

Item 4
July 7, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Aubrey Davis Park Trail Safety Improvement Project 30% Design Revisions	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Review revised 30% design and refine the design for recommendation to City Council	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

STAFF:	Paul West, CIP Project Manager Liz Gibson, KPG Psomas Principal Coreen Schmidt, KPG Psomas Bryce Corrigan, KPG Psomas
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	<ol style="list-style-type: none"> ADTS Email input from commissioners ADTS 30% Design Revisions Overview ADTS Revised 30% Design Plan Restroom and Roundabout ADTS Revised 30% Roundabout Design ADTS Revised 30% Cost Estimate Schedules A&B

SUMMARY

At its June 2, 2022 meeting, the Parks and Recreation Commission reviewed the 30% design presented by KPG Psomas. The focus of the discussion was on the restroom and 72nd Ave overpass area. The PRC agreed with the consultant’s recommendation that the West Mercer Way improvements aside from Schedule A wayfinding and regulatory traffic control was a lower priority of the project design. Several commissioners asked that the roundabout at the 72nd Ave overpass be included in Schedule A. Other questions raised were the extent of additional impervious surfacing, the effect of concrete versus asphalt paving in changing user behavior, and the effectiveness of placemaking elements in reducing trail user conflicts. Some of these issues were explored further in follow-up emails from commissioners to City staff. See Exhibit 1.

Subsequently, the design team developed responses to this input. See Exhibit 2. The team produced a revised 30% design (Exhibits 3 and 4) and a revised cost estimate for the new Schedules A and B. See Exhibit 5.

REMAINING DESIGN ISSUES

The design team addresses much of the feedback from the PRC in Exhibit 2. However, three areas need additional discussion to clarify the PRC’s interests:

1. Impervious Paving and Pervious Paving

Several commissioners expressed concern about an increase in impervious paving. In response, **the design team reduced the total amount of paved surface in the revised design.** Additional clarification is requested from the Commission as to whether these concerns pertain to the loss of infiltration capacity or the loss of “greenspace” – lawn, shrubs, trees, etc.

From a design perspective, the concern about infiltration capacity could be addressed in some locations with pervious pavement. However, pervious pavement would not function to recharge groundwater in this situation as most of the project is on the lid structure over the freeway. Stormwater infiltration is picked up by a massive drainage grid and delivered to Lake Washington underground.

To assist in the design, the project team would like clarification if the concern in this situation is primarily about the loss of greenspace and whether the revised area of pavement which the team recommends is acceptable. Further design refinements will be made with Commissioner feedback.

2. Art/placemaking and traffic calming

The PRC's discussion of project elements such as colorful striping and concrete pavement led to questions about the effectiveness of these types of treatments. Commissioners requested examples of other situations where these had been implemented and reports from those jurisdictions about the perceived results. The design team will share its findings in its presentation which should help to inform the PRC's deliberations about inclusion of these elements.

At the last meeting, the idea of "beta testing" some of these traffic calming elements came up. This could be informative if done well, but it would require a scope of work that is not currently budgeted. Staff do not recommend this course of action, but if the PRC recommends this scope change, staff could pursue an appropriation request from the City Council.

3. Budget

Exhibit 5 shows the updated total cost of Schedule A is estimated at \$373,636. Although this Engineer's Estimate slightly exceeds the available budget of \$350,000, staff recommends that this Scope of work be recommended to the City Council. . There are several reasons for this:

- The estimate includes a 15% contingency of \$44,800. Fifteen percent is typical at this stage of design when there is some uncertainty. It is likely that less contingency will be needed as the design gets refined.
- The budget does not include any 1% for the Arts funding that the Arts Council could decide to recommend for the art/placemaking elements of this project. That could cover part or all of the line item for "colored surface pavement treatment" in Schedule A.
- City Council's charge to the Parks and Recreation Commission was to develop a 30% design recommendation. Cost is a factor in the design and has been addressed by creating separate schedules of work based on the importance of the improvement to the project's goals. The PRC should ultimately recommend a design that it is confident will meet the goals of the project. There are other steps in the project where the cost will change, such as in final design and bidding. Ultimately, staff and City Council will work out the funding for this project.
- Engineer Estimates are planning level estimates. Costs for the project will change once the project is publicly bid for construction. This is customary for Public Work projects. Given the current market, prices are fluctuating for materials and construction costs and is anticipated to be uncertain for the immediate future.

RECOMMENDATION TO CITY COUNCIL

Staff has moved the PRC's 30% design recommendation to City Council for the September 20 meeting. This allows the PRC an opportunity to finalize the design and the recommendation memo at its September 1 meeting. Staff will continue to develop input from Arts Council on placemaking and 1% funding to include in the final design this fall with review from Parks and Recreation Commission.

RECOMMENDED ACTION

Discuss the revised 30% design and schedules of work.

Paul West

From: Peter Struck
Sent: Friday, June 03, 2022 9:04 AM
To: Paul West
Cc: Jodi McCarthy
Subject: Aubrey Davis Park Safety Improvements

Paul:

1 - It looked like the cost estimates were quite detailed, so I would divide the improvements into the two objectives - primarily safety vs. user experience. Then one could get a revised estimate of all the important safety improvements and see what that \$ estimate looks like.

Given the projected budget of the total project (\$783k), my guess is that just the safety improvements will well exceed the \$350k budget. Then it becomes a prioritization exercise of which safety ones are most critical. I suspect those improvements in areas around the ballfield/restroom/parking lot including the roundabout would be high on the list. A lower priority would be the areas away from that trail section (including the WMW area).

2 - Regarding the question of an increase an impervious surface, I would think two exercises would suffice - one that shows no net increase, and then one w/ minimal increase where the increase would only be for critical safety features (e.g., the idea of bending the trail into a sharper turn to slow bike speeds).

I believe these suggestions would greatly help the PRC in its deliberations for next meeting. Thx, Peter

Paul West

From: Rory Westberg
Sent: Wednesday, June 15, 2022 10:50 AM
To: Paul West
Cc: Jodi McCarthy
Subject: Comments on 30% Design

Good morning Paul. I finally had some time to walk the I-90 trail from West Mercer to the restroom on the lid with a copy of the 30% design concept in my hand. Here are some thoughts I had on the proposal, mostly predicated on safety being the top priority and the limited budget for this project.

1. The improvements shown as Schedule C are definitely the lowest priority given limited funding so I didn't spend a lot of time looking at that design, We do need signage on the West side of the crosswalk at West Mercer that warns cyclists of potential pedestrian use on the I-90 trail ahead and that encourages fast riders to use either North Mercer Way or West Mercer Way.
2. Vegetation needs to be trimmed back on the South side of the trail going uphill toward the tennis courts. The north side didn't look too bad. If we need to save money I think we could cut back on shoulder improvements in that area.
- 3.
4. I like the crosswalk features and the thermoplastic bars at crossing points on the trail between the parking area and the tennis courts. Does the thermoplastic material hold up well? Is it replaceable? Is it more expensive than a high quality paint?
- 5.
6. The key to slowing bikes down through the "mixing area" by the bathrooms is getting cyclist's attention at the top of the blind curve. That's where they pick up speed. We need warning signs that say something like "caution blind curve", "slow pedestrians ahead" or something along those lines. I would go so far as to paint in large yellow letters the word "S-L-O-W" on the pavement of the eastbound (downhill) lane between the Aubrey Davis sign and the "roundabout." I even thought about a flashing light similar to school zones that could be triggered from the plaza area below by someone crossing the trail. Is that even feasible?
- 5.
6. I generally like what is being proposed for Schedule B and think the final proposal should include some if not all of the proposed design elements. Would an asphalt overlay be cheaper than replacing the existing surface with concrete? Could the existing surface be painted or texturized to achieve some of the desired effect of calling cyclist's attention to the change in trail conditions. And I still think we should strongly consider eliminating the short trail from the parking area to channel pedestrians to the accessible trail by the restroom. That would also eliminate the need for a way finding sign at that location.
- 7.
8. Schedule A contains too many elements that we don't need for safety purposes. In fact I would personally trade off a reduced plaza area in Schedule A for the improved "roundabout" in Schedule B. We don't need the installed bench seat Northeast of the rest room. The existing bench in front of the rest room works fine. Also we don't need concrete pads for way finding and waste disposal on the

path coming from the parking area. There are trash cans by the bathroom that currently work fine. I'm not sure what's included in a "bike corral" but the location in the middle of the mixing area is ill-advised. Again there is a bike rack on the north side of the restroom building that is out of the way of traffic and works fine. I saw on the budget sheet that this Schedule included funding for a bike maintenance station but didn't see it located on the drawing--part of the bike corral? Again a nice to have but non-essential element.

9.

10. We need a fence between the parking lot and the trail to stop the practice of creating social trails through the ground cover vegetation.

11.

12. Part of the current concrete pad that connects the backstop to the existing trail could be removed to offset the addition of other impervious surface.

13.

14. Could the new concrete trail be made of a pervious material and still hold up to the anticipated use?

10. I like the idea of changing the alignment of the trail in front of the restroom to make that turn downhill slightly sharper forcing through riders to slow down. I watched three riders yesterday--2 on electric bikes--cruise around that curve at 15-20 mph.

Overall with the money available I think we can this a safe and attractive stretch of trail. But we will have to make some hard choices about the amenities proposed and the amount of existing trail that is replaced.

Give me a call if you have any questions about any of the above--2063215779.

Rory

Paul West

From: Rory Westberg
Sent: Tuesday, June 21, 2022 12:22 PM
To: Paul West
Subject: Pavement marking
Attachments: IMG_1694.jpg

Hi Paul. See the attached photo. It was something along these lines—no pun intended—that I was thinking of in my comments. We off course could do something more visually striking. It would be helpful to know what markings are being considered beyond those detailed in the 30 percent design.

Get [Outlook for iOS](#)

Paul West

From: Don Cohen
Sent: Monday, June 27, 2022 10:22 AM
To: Ryan Daly
Cc: Paul West; Jodi McCarthy; Peter Struck
Subject: RE: trail examples for the MI Parks Commission

Thanks for this info. It might provide some useful information if someone was able to contact the Wisconsin people to see what activities interactions they were trying to deal with (i.e., is it just bicycles and walkers? I see some open grassy areas and homes and businesses) and how their roundabout affects whatever they were trying to accomplish. Don

From: Ryan Daly <Ryan.Daly@mercergov.org>
Sent: Monday, June 27, 2022 8:44 AM
Cc: Paul West <Paul.West@mercergov.org>
Subject: FW: trail examples for the MI Parks Commission

Commissioners,

Below is an email from Liz Gibson of KPG with some examples for implementation similar to the Aubrey Davis Trail Area.

Thanks,

[Ryan Daly](#)

Recreation Manager
 City of Mercer Island
 206.275.7870

Notice: Emails and attachments may be subject to disclosure pursuant to the Public Records Act (chapter 42.56 RCW).

Due to the regional COVID-19 outbreak, many City of Mercer Island staff are now working remotely. Responses to emails and phone calls may take additional time as we have modified our operations. Thank you for your patience.

From: Jodi McCarthy <jodi.mccarthy@mercergov.org>
Sent: Friday, June 24, 2022 8:48 PM
To: Liz Gibson <Liz@kpg.com>; Ryan Daly <Ryan.Daly@mercergov.org>
Cc: Paul West <Paul.West@mercergov.org>; Bryce Corrigan <bryce@kpg.com>; Phuong Nguyen <Phuong@kpg.com>; Coreen Schmidt <coreen@kpg.com>
Subject: Re: trail examples for the MI Parks Commission

Thank you Liz!

Ryan can you please share this list with the commission?

Thanks!

Jodi

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From: Liz Gibson <Liz@kpg.com>
Sent: Friday, June 24, 2022 4:33:13 PM
To: Jodi McCarthy <jodi.mccarthy@mercergov.org>

Cc: Paul West <Paul.West@mercergov.org>; Bryce Corrigan <bryce@kpg.com>; Phuong Nguyen <Phuong@kpg.co>
Coreen Schmidt <coreen@kpg.com>

Subject: trail examples for the MI Parks Commission

Hi Jodi,

Here is the list we put together, they all have google links so that folks can jump into google maps and look around. Please let us know if you have questions, the last one is the example of a trail roundabout that is very similar to the AD Trail!

- Parks Board requested examples of similar types of proposed safety improvement for their review, and if other Cities have viewed them as being effective in their community or trail project.
 - Redmond | Central Connector - <https://goo.gl/maps/KGMVxJX9PNCPjGDL9>
 - Seattle | Westlake – Cycle Track <https://goo.gl/maps/aRyRtbF3Sx7KZLoC6>
 - Mercer Island | 78th Ave SE & Sunset Hwy – <https://goo.gl/maps/wWgTc8R5uTnre1QL9>
 - Bellevue | Mountains to Sound Greenway Trail (KPG project) - <https://goo.gl/maps/9T5QB4TkBW7qSYe47>
 - Yelm | Prairie Line Trail (KPG project) – <https://goo.gl/maps/UPKK7G9spfM788MQ8>
 - Wisconsin Cannon Ball Trail Intersection Roundabout <https://goo.gl/maps/5W3QpfjwmAEupK3u5>

Best,
Liz

Elizabeth Gibson PLA, LEED

Urban Design Manager |
Principal Landscape Architect
d: 206 267 1062 // c: 206 354 6569



Paul West

From: Ashley Hay
Sent: Monday, June 27, 2022 9:46 PM
To: Ryan Daly
Cc: Paul West
Subject: Re: trail examples for the MI Parks Commission

Thank you, Ryan, for these examples.

I'm interested in the second part of the request - "if other cities have viewed them as effective in their community or trail project".

Was KPG able to comment on this?

Thanks,
Ashley

From: Ryan Daly <Ryan.Daly@mercergov.org>
Sent: Monday, June 27, 2022 8:43 AM
Cc: Paul West <Paul.West@mercergov.org>
Subject: FW: trail examples for the MI Parks Commission

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Thanks,
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Subject: Re: trail examples for the MI Parks Commission

Thank you Liz!

Ryan can you please share this list with the commission?

Thanks!

Jodi

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Aubrey Davis Trail 30% Design Revisions

The following revisions to the 30% design are in response to the Parks and Recreation Commission meeting on 6/2/22 and subsequent input from commissioners and City staff:

1. **Restroom** – realignment of trail and improvements to area in front of restroom to remain in Schedule A; modify design as follows:
 - Reduce proposed benches and amenity areas by the restroom; move to Schedule B.
 - Install additional low fencing to reduce cut-through across the trail to the restroom.
 - Review opportunities to reduce new pavement and/or remove unnecessary paving.
 - The design team recommends using concrete for the trail improvements in front of the restroom for the following reasons:
 - Change from asphalt to concrete pavement provides visual and tactile cue to cyclists that they are entering a shared space with more complex circulation and mixing of users.
 - Concrete provides better opportunity for placemaking and aesthetics.
 - Pervious concrete was considered, however it is not the preferred option for the following reasons;
 - Maintenance requirements; if not properly maintained, pervious concrete can become clogged and subject to surface ponding.
 - Cost; the small amount required for this project would result in a significant cost increase for installation.
 - Most of the trail through Aubrey Davis Park is on the lid over the freeway and the drainage from any of these areas (including grass, planting or pavement) is collected and dispersed into Lake Washington.



Example of pavement change to concrete at mixing zone



Examples of bike channelization

Aubrey Davis Trail 30% Design Revisions

2. Roundabout – move to Schedule A; modify design as follows:

- The trail roundabout will be constructed in asphalt with a planted center, instead of decorative concrete, in order to reduce costs and unify the trail and roundabout approaches.
- Outside radius of the roundabout will be increased to allow for adequate planting area in the center, improve visibility and maneuverability, and encourage additional slowing by cyclists. This will elongate the intersection’s footprint by about 5’ along the north-south axis but will not significantly increase the total impervious pavement area (approx. 45 square feet net increase over existing).
- Additional trail safety measures will be included, such as reflective paint and warning signage at the roundabout and on approaches, including:
 - Warning signage at the top of the hill/curve by the tennis courts as well as halfway down and just before the roundabout (for example, SLOW and YIELD AHEAD pavement markings and “caution blind curve”, “intersection ahead” and “yield” signage)
 - Reflective sheeting on sign posts, reflective yellow paint on mountable curb, reflective yield markings and channelization at roundabout approaches.
 - Low, soft, massed vegetation in the center of the roundabout (grasses etc).



Example of planted bike roundabout



Example of bike channelization & yield signage



Examples of bike regulatory signage

Aubrey Davis Trail 30% Design Revisions

3. W Mercer Way Crossing – node and kiosk improvements to remain in Schedule C (lowest priority implementation); modify design as follows:

- Add additional elements to emphasize to cyclists that the trail through Aubrey Davis Park is a “slow zone” with heavy mixed-use; elements could include warning signage and/or eye-catching elements such as thermoplastic snail decals, etc.
- Add Bike Route and Mercer Island Loop signage directing cyclists who wish to avoid the slow-zone through Aubrey Davis Park to the designated on-street route in a clockwise direction.

4. Additional Improvements:

- We recommend keeping all the proposed shoulder improvements to bring the trail back up to standards, provide recovery zone for bicyclists, improve sight distance, and provide additional space for pedestrians to move off the trail if necessary.
- We recommend using thermoplastic vs paint for trail markings. Thermoplastic costs more up front but will hold up longer than paint (10+ years) and require less long-term maintenance.



Examples of bicycle slow zone signage



Mercer Island's snail



Examples of thermoplastic decals



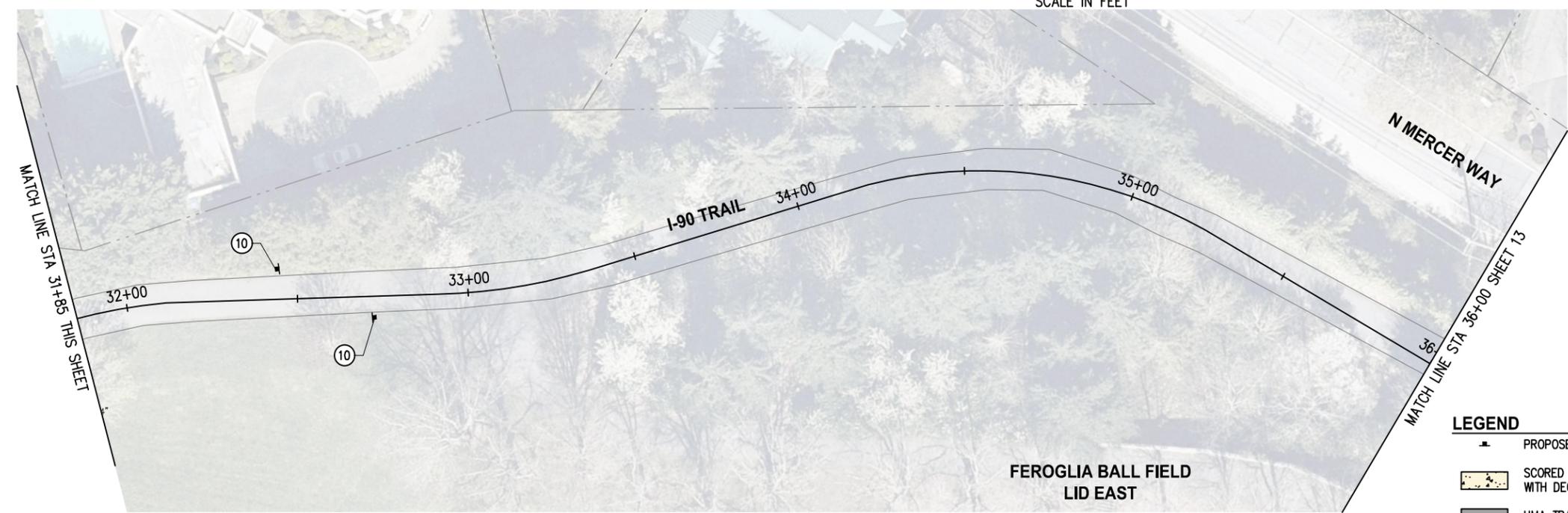
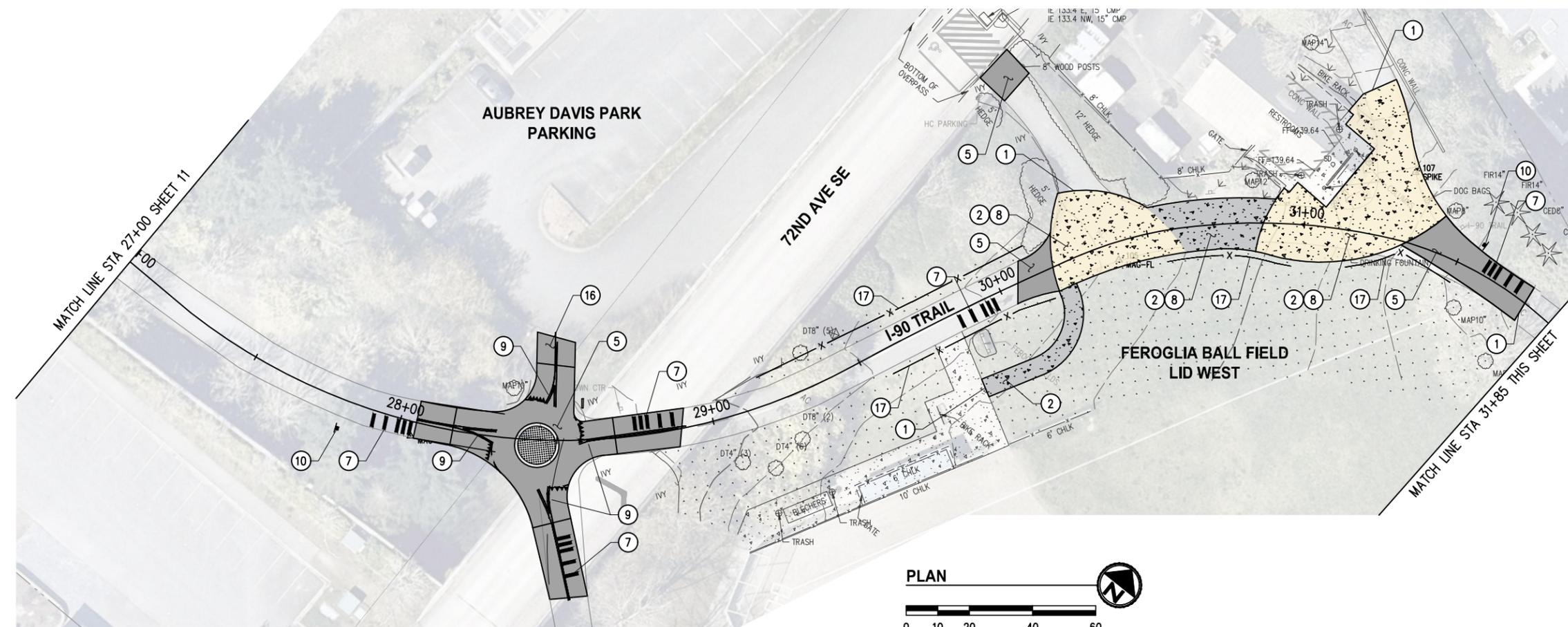
Mercer Island Loop and Bike Route signs

GENERAL NOTES

- CONTRACTOR SHALL SEQUENCE REMOVAL OF EXISTING FEATURES WITH CONSTRUCTION OF NEW ROADWAY ELEMENTS TO MINIMIZE IMPACTS TO PROPERTY OWNERS, TRAIL USERS, TRAFFIC FLOW, AND THE ENVIRONMENT.
- CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY PEDESTRIAN ROUTE AROUND CONSTRUCTION ACTIVITY FOR THE DURATION OF CONSTRUCTION.

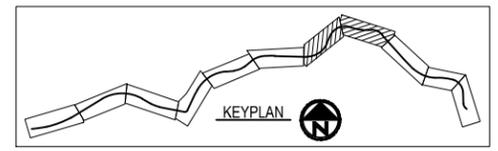
CONSTRUCTION NOTES

- MATCH EXISTING.
- CONSTRUCT CEMENT CONC SIDEWALK. SEE TYPICAL SECTION, SHEET 15.
- CONSTRUCT CEMENT CONC CURB AND GUTTER PER COMI STANDARD DETAILS ST-14.
- INSTALL HMA CL 1/2" PG58H-22 FOR NEW PAVEMENT. SEE TYPICAL SECTIONS, SHEET 15.
- INSTALL HMA CL 1/2" PG58H-22 FOR WALKWAY. SEE TYPICAL SECTIONS, SHEET 15.
- INSTALL THERMOPLASTIC CROSSWALK PER DETAIL, SHEET 15.
- INSTALL THERMOPLASTIC BAR PER DETAIL, SHEET 15.
- INSTALL SCORED AND COLORED CEMENT CONCRETE FOR PLAZA. SEE SITE ELEMENT PLANS, SHEET 16-18.
- INSTALL 4" WIDE, YELLOW, PAINT LINE.
- INSTALL REGULATORY SIGN.
- INSTALL WAYFINDING SIGN.
- INSTALL GRAVEL SHOULDER PER DETAIL, SHEET 15.
- LAWN RESTORATION.
- INSTALL DETECTABLE WARNING SURFACE.
- INSTALL CEMENT CONCRETE CURB RAMP, TYP, PERPENDICULAR A.
- REMOVE BOLLARDS WITHIN PAVEMENT LIMITS.
- INSTALL FENCING.



LEGEND

- PROPOSED SIGN
- SCORED CEMENT CONCRETE TRAIL WITH DECORATIVE COLOR TREATMENT
- HMA TRAIL OR PAVEMENT
- DETECTABLE WARNING SURFACE
- CEMENT CONCRETE TRAIL



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NO.	DATE	BY	APPR.	REVISIONS

Approved By		21098TRAIL.dwg
ENGINEERING MANAGER	DATE	FILENAME
DESIGNED BY	DATE	
PROJECT MANAGER	DATE	DRAWN BY
DRAWN BY	DATE	
PROJECT ENGINEER	DATE	CHECKED BY
CHECKED BY	DATE	

KPG
PSOMAS
Seattle
3131 Elliott Avenue, Suite 400
Seattle, WA 98121 206.286.1640
Tacoma | Wenatchee | KPG.com

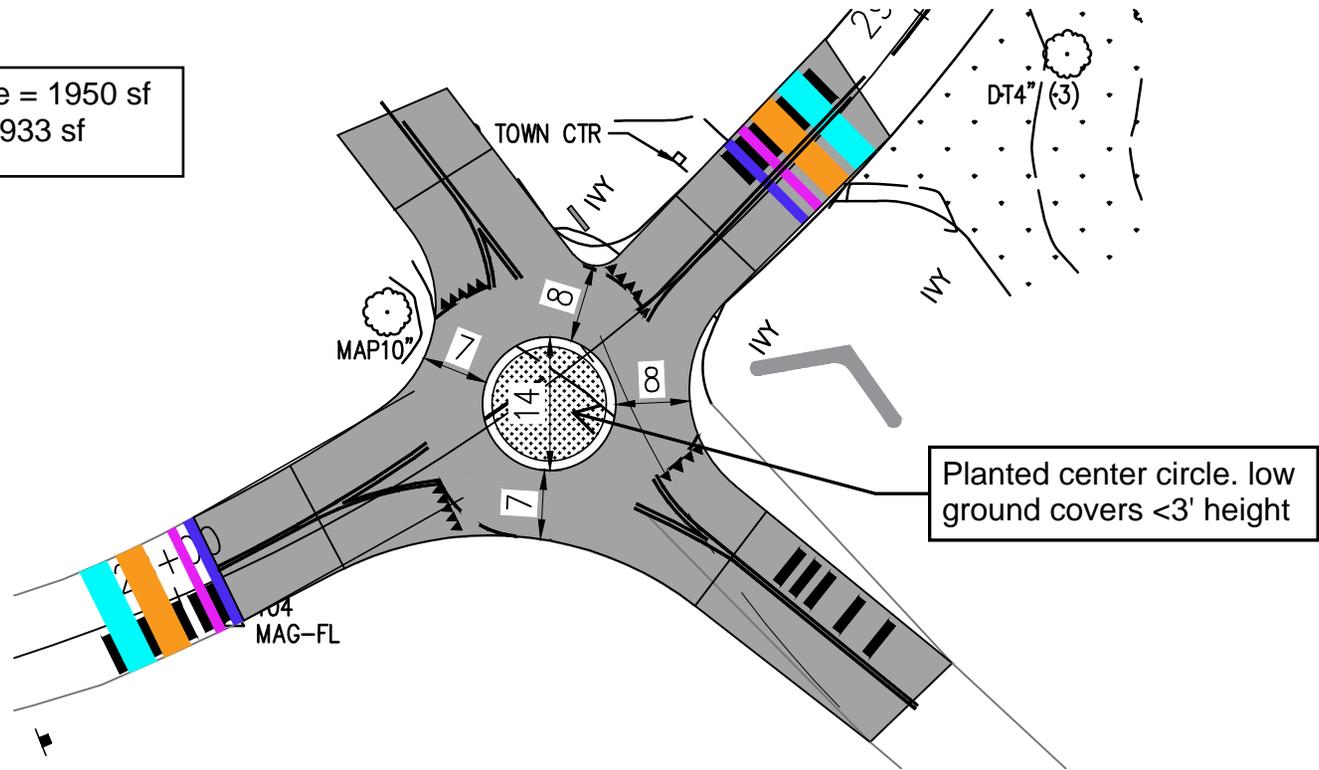
30% REVIEW SUBMITTAL



**CITY OF MERCER ISLAND
AUBREY DAVIS PARK
TRAIL SAFETY IMPROVEMENTS**

TRAIL IMPROVEMENT PLANS
STA 27+00 TO STA 36+00
KPG PROJECT No. 21098 SHT 12 OF 18

Total removed hard surface = 1950 sf
Total new hard surface = 1933 sf





Aubrey Davis Park Trail Improvements

30% Engineer's Opinion of Probable Construction Costs
June 21, 2022



No.	Spec No.	Description	Quantity	Unit	Unit Cost	Total
Schedule A - Trail Improvements						
A1	1-04	Minor Change	1	EST	\$ 5,000.00	\$ 5,000.00
A2	1-05	Roadway Surveying	1	LS	\$ 5,000.00	\$ 5,000.00
A3	1-05	Record Drawings (Minimum Bid \$3,000)	1	LS	\$ 3,000.00	\$ 3,000.00
A4	1-07	ADA Feature Surveying	1	LS	\$ 5,000.00	\$ 5,000.00
A5	1-07	SPCC Plan	1	LS	\$ 1,000.00	\$ 1,000.00
A6	1-08	Type B Progress Schedule (Minimum Bid \$5,000)	1	LS	\$ 5,000.00	\$ 5,000.00
A7	1-09	Mobilization	1	LS	\$ 40,000.00	\$ 40,000.00
A8	1-10	Project Temporary Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
A9	2-01	Clearing and Grubbing	1	LS	\$ 4,000.00	\$ 4,000.00
A10	2-02	Removal of Structures and Obstructions	1	LS	\$ 10,000.00	\$ 10,000.00
A11	2-02	Asphalt Pavement Removal Incl Haul	670	SY	\$ 25.00	\$ 16,750.00
A12	2-02	Cement Conc. Sidewalk Removal Incl Haul	40	SY	\$ 35.00	\$ 1,400.00
A13	2-03	Roadway Excavation Incl. Haul	1	LS	\$ 17,000.00	\$ 17,000.00
A14	4-04	Crushed Surfacing Top Course	200	TON	\$ 55.00	\$ 11,000.00
A15	5-04	HMA CI 1/2" PG 58H-22	70	TON	\$ 350.00	\$ 24,500.00
A16	8-01	Erosion/Water Pollution Control	1	EST	\$ 5,000.00	\$ 5,000.00
A17	8-02	Topsoil Type A	80	CY	\$ 55.00	\$ 4,400.00
A18	8-02	Wood Chip Mulch	80	CY	\$ 70.00	\$ 5,600.00
A19	8-02	Fine Compost	80	CY	\$ 55.00	\$ 4,400.00
A20	8-02	Seeded Lawn Installation	610	SY	\$ 2.00	\$ 1,220.00
A21	8-02	PSIPE	1	LS	\$ 5,000.00	\$ 5,000.00
A22	8-12	Temporary Chain Link Fence	350	LF	\$ 4.00	\$ 1,400.00
A23	8-12	Fencing	230	LF	\$ 30.00	\$ 6,900.00
A24	8-14	Cement Concrete Trail	390	SY	\$ 125.00	\$ 48,750.00
A25	8-14	Scored Cement Concrete with Decorative Color Treatment	310	SY	\$ 45.00	\$ 13,950.00
A26	8-14	Colored Surface Pavement Treatment	550	SF	\$ 25.00	\$ 13,750.00
A27	8-21	Permanent Signing	1	LS	\$ 29,650.00	\$ 29,650.00
Schedule A Subtotal						\$ 298,670.00
Sales Tax (10.1%)						\$ 30,165.67
Contingency (15%)						\$ 44,800.50
Total Construction Cost Estimate Schedule A						\$ 373,636.17

No.	Spec No.	Description	Quantity	Unit	Unit Cost	Total
Schedule B - Furnishings						
B1	1-04	Minor Change	1	EST	\$ 5,000.00	\$ 5,000.00
B7	1-09	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00
B8	1-10	Project Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
B10	2-02	Removal of Structures and Obstructions	1	1	\$ 4,000.00	\$ 4,000.00
B12	2-03	Roadway Excavation Incl. Haul	1	LS	\$ 4,000.00	\$ 4,000.00
B15	8-01	Erosion/Water Pollution Control	1	EST	\$ 9,000.00	\$ 9,000.00
B16	8-02	Topsoil Type A	20	CY	\$ 55.00	\$ 1,100.00
B17	8-02	Wood Chip Mulch	20	CY	\$ 70.00	\$ 1,400.00
B18	8-02	Fine Compost	20	CY	\$ 55.00	\$ 1,100.00
B19	8-02	Seeded Lawn Installation	250	SY	\$ 2.00	\$ 500.00
B20	8-02	PSIPE	1	LS	\$ 5,000.00	\$ 5,000.00
B25	8-21	Permanent Signing	1	LS	\$ 6,000.00	\$ 6,000.00
B26	8-26	Bicycle Rack	1	EA	\$ 2,500.00	\$ 2,500.00
B27	8-27	Bicycle Corral	1	EA	\$ 1,500.00	\$ 1,500.00
B28	8-28	Bicycle Maintenance Station	1	EA	\$ 2,500.00	\$ 2,500.00
B29	8-30	Waste Receptacle	1	EA	\$ 2,500.00	\$ 2,500.00
B30	8-31	Recycle Receptacle	1	EA	\$ 2,200.00	\$ 2,200.00
B31	8-32	Dog Bag Waste Dispenser	1	EA	\$ 500.00	\$ 500.00
B32	8-33	Seatwall	25	LF	\$ 200.00	\$ 5,000.00
B32	8-35	Information Kiosk	1	EA	\$ 25,000.00	\$ 25,000.00
B33	8-02	Trail Information & Wayfinding Marker	1	EA	\$ 6,000.00	\$ 6,000.00
					Schedule B Subtotal	\$ 104,800.00
					Sales Tax (10.1%)	\$ 10,584.80
					Contingency (15%)	\$ 15,720.00
					Total Construction Cost Estimate Schedule B	\$ 131,104.80

AUBREY DAVIS PARK TRAIL SAFETY IMPROVEMENTS

REVISIONS TO 30% DESIGN PACKAGE

PARKS & RECREATION COMMISSION MEETING
JULY 7, 2022



Aubrey Davis Trail 30% Design Revisions

The following revisions to the 30% design are in response to the Parks and Recreation Commission meeting on 6/2/22 and subsequent input from commissioners and City staff:

1. **Restroom** – realignment of trail and improvements to area in front of restroom to remain in Schedule A; modify design as follows:
 - Reduce proposed benches and amenity areas by the restroom; move to Schedule B.
 - Install additional low fencing to reduce cut-through across the trail to the restroom.
 - Review opportunities to reduce new pavement and/or remove unnecessary paving.
 - The design team recommends using concrete for the trail improvements in front of the restroom for the following reasons:
 - Change from asphalt to concrete pavement provides visual and tactile cue to cyclists that they are entering a shared space with more complex circulation and mixing of users.
 - Concrete provides better opportunity for placemaking and aesthetics.
 - Pervious concrete was considered, however it is not the preferred option for the following reasons;
 - Maintenance requirements; if not properly maintained, pervious concrete can become clogged and subject to surface ponding.
 - Cost; the small amount required for this project would result in a significant cost increase for installation.
 - Most of the trail through Aubrey Davis Park is on the lid over the freeway and the drainage from any of these areas (including grass, planting or pavement) is collected and dispersed into Lake Washington.



Example of pavement change to concrete at mixing zone



Examples of bike channelization

Aubrey Davis Trail 30% Design Revisions

2. Roundabout – move to Schedule A; modify design as follows:

- The trail roundabout will be constructed in asphalt with a planted center, instead of decorative concrete, in order to reduce costs and unify the trail and roundabout approaches.
- Outside radius of the roundabout will be increased to allow for adequate planting area in the center, improve visibility and maneuverability, and encourage additional slowing by cyclists. This will elongate the intersection’s footprint by about 5’ along the north-south axis but will not significantly increase the total impervious pavement area (approx. 45 square feet net increase over existing).
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 - Warning signage at the top of the hill/curve by the tennis courts as well as halfway down and just before the roundabout (for example, SLOW and YIELD AHEAD pavement markings and “caution blind curve”, “intersection ahead” and “yield” signage)
 - Reflective sheeting on sign posts, reflective yellow paint on mountable curb, reflective yield markings and channelization at roundabout approaches.
 - Low, soft, massed vegetation in the center of the roundabout (grasses etc).



Example of planted bike roundabout in Fitchburg, WI

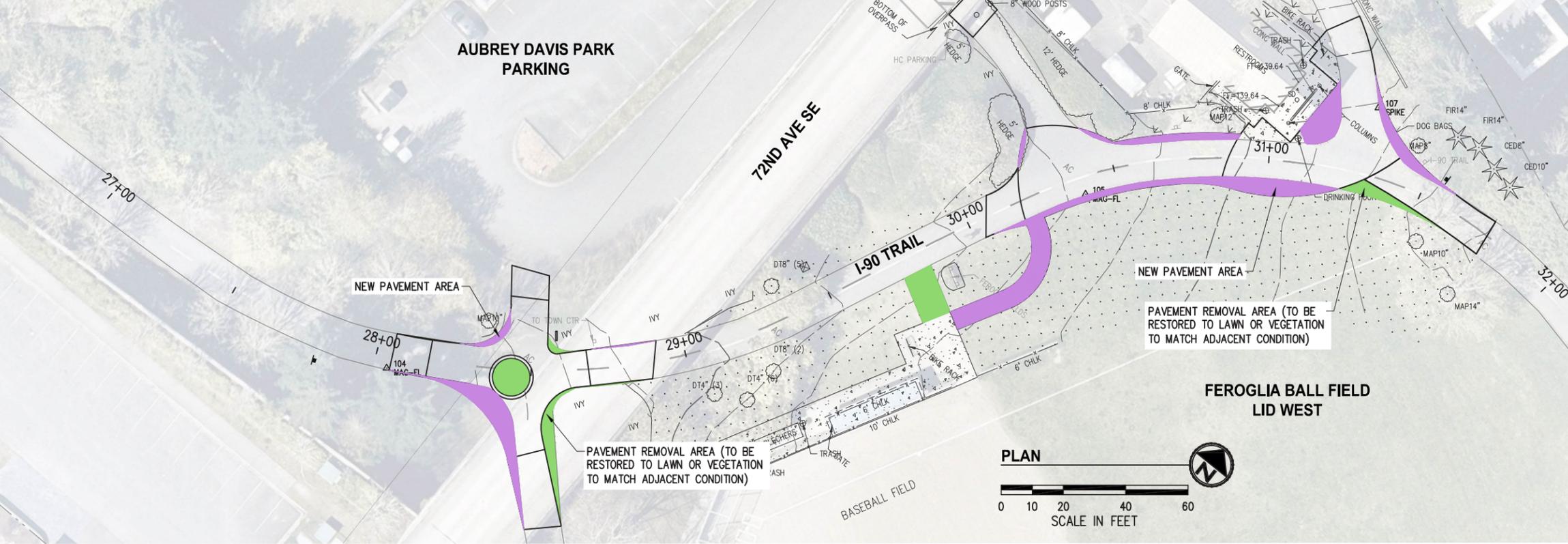
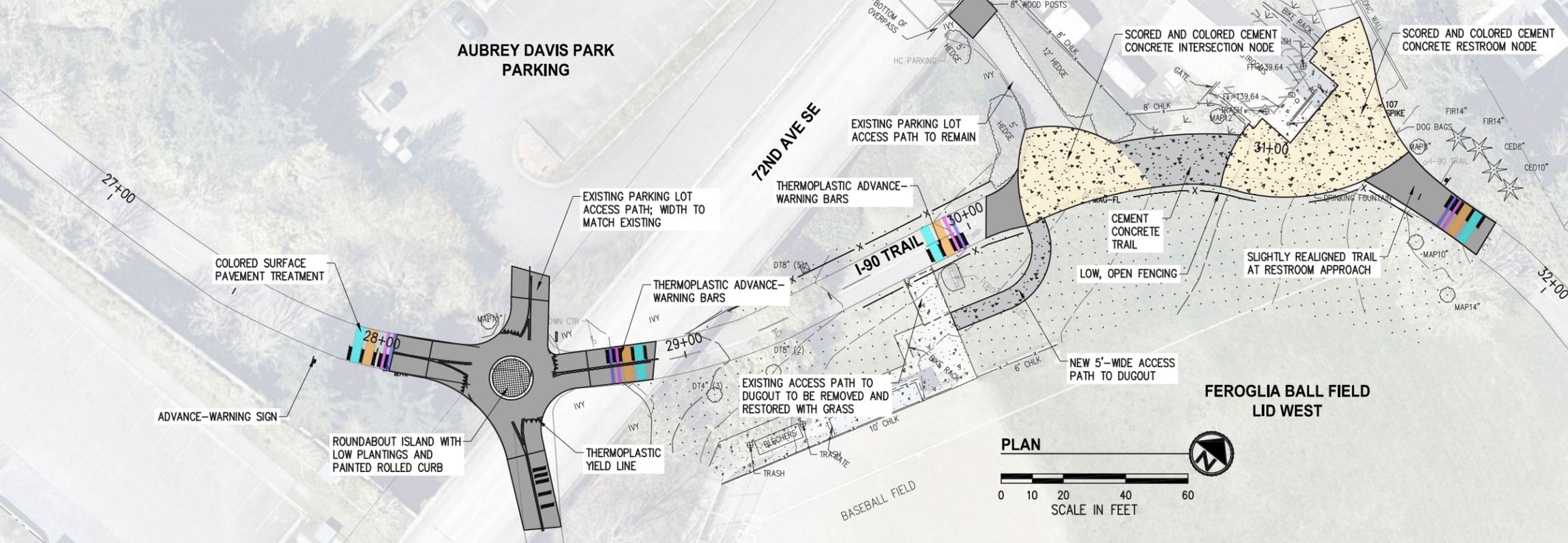


Example of bike channelization & yield signage



Examples of bike regulatory signage

Aubrey Davis Trail 30% Design Revisions



Aubrey Davis Trail 30% Design Revisions

3. W Mercer Way Crossing – node and kiosk improvements to remain in Schedule C (lowest priority implementation); modify design as follows:

- Add additional elements to emphasize to cyclists that the trail through Aubrey Davis Park is a “slow zone” with heavy mixed-use; elements could include warning signage and/or eye-catching elements such as thermoplastic snail decals, etc.
- Add Bike Route and Mercer Island Loop signage directing cyclists who wish to avoid the slow-zone through Aubrey Davis Park to the designated on-street route in a clockwise direction.

4. Additional Improvements:

- We recommend keeping all the proposed shoulder improvements to bring the trail back up to standards, provide recovery zone for bicyclists, improve sight distance, and provide additional space for pedestrians to move off the trail if necessary.
- We recommend using thermoplastic vs paint for trail markings. Thermoplastic costs more up front but will hold up longer than paint (10+ years) and require less long-term maintenance.



Examples of bicycle slow zone signage



Mercer Island's snail



Examples of thermoplastic decals



Mercer Island Loop and Bike Route signs

Examples of Pavement Changes at Trail Nodes



Elliott Bay Trail node at Olympic Sculpture Park



Elliott Bay Trail node at Expedia Campus



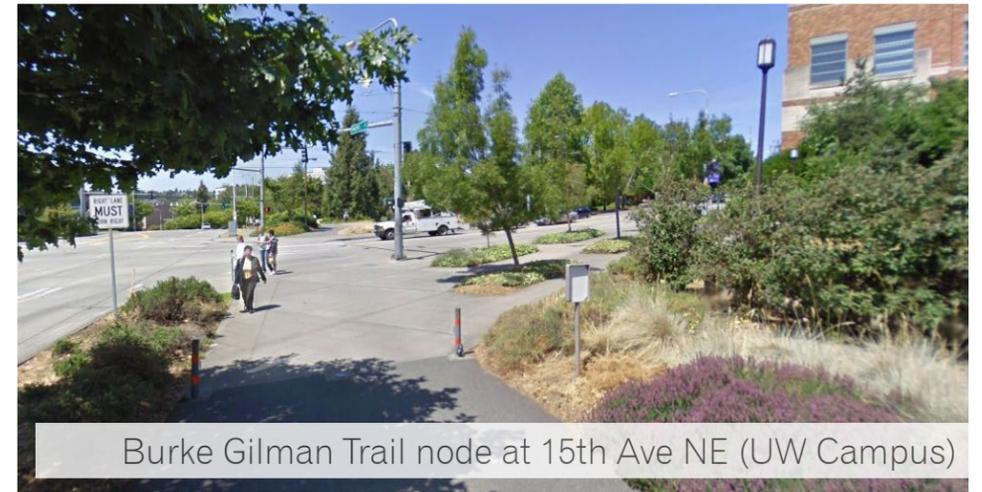
7th Ave Cycletrack intersection node at Blanchard St



Westlake Cycletrack node at South Lake Union Park



Westlake Cycletrack node at South Lake Union Park



Burke Gilman Trail node at 15th Ave NE (UW Campus)



Burke Gilman Trail node (UW Campus)



Mtns to Sound Greenway Trail node at Factoria Blvd



Mtns to Sound Greenway Trail node at Factoria crossing

Examples of Trail Warning Markings & Signs



Yield line markings and signage on Elliott Bay Trail

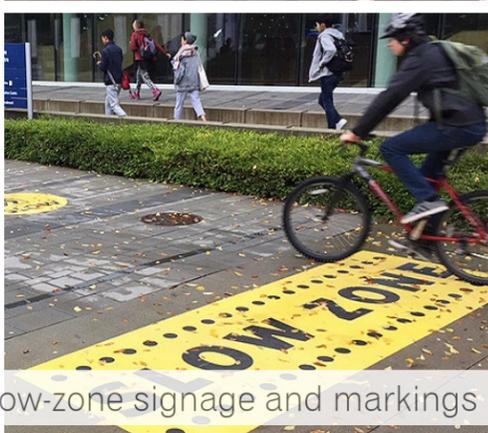


Crossing and SLOW markings on Westlake Cycletrack



Advance warning markings on Elliott Bay Trail

Examples of Unique Trail Markings & Signs



Examples of unique slow-zone signage and markings



Examples of colorful thermoplastic placemaking elements along trails





**PARKS & RECREATION COMMISSION
STAFF REPORT**

**Item 5
July 7, 2022
Regular Business**

AGENDA ITEM INFORMATION

TITLE:	Bike Skills Area Discussion	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Review and discuss Bike Skills Area Subcommittee Report, if desired provide additional recommendations.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Jason Kintner (Chief of Operations) Alaine Sommargren (Deputy Public Works Director)	
COUNCIL LIAISON:	Craig Reynolds	
EXHIBITS:	<ol style="list-style-type: none"> 1. Bike Skills Area Subcommittee Report 2. Bike Skills Area Subcommittee Site Scoring Matrix 3. Bike Skills Area Subcommittee Explanation of Scoring 	

SUMMARY

On October 7, 2021, the Bike Skills Area (BSA) in Upper Luther Burbank Park was temporarily closed due to significant operating challenges and safety concerns. Challenges included repeated unauthorized expansion of the course, damage to soils and established vegetation, and construction of jumps that exceeded park rules. The closure allowed the City to ensure the park area could operate safely and sustainably.

At the July 7, 2022, meeting the Commission will continue their conversation from the April 26 and June 2 Parks and Recreation Commission meetings regarding a long-term location for the Bike Skills Area. The Commission will review and provide feedback on the Bike Skills Area Subcommittee Report (Exhibit 1) and Bike Skills Area Subcommittee Site Scoring Matrix (Exhibit 2), and if so, desired provide additional recommendations for staff to bring forward to the City Council.

BACKGROUND

On [April 26, 2022](#), the Parks and Recreation Commission held a Special Meeting to review the final Bike Skills Area Report and discuss staff recommendations and next steps. The Commission voted (4-0-1) to support Short-Term Option 2 (referenced in [staff report](#)) which would temporarily reopen the existing Bike Skills Area in Upper Luther Burbank Park in a limited fashion (e.g., a more simplified design), predicated on the City finding an alternative, long-term location that could be brought online within 2-3 years.

During the regular meeting on [June 2](#), staff presented the BSA Site Matrix and solicited feedback from the Commission on the analysis. Following the discussion, the Commission voted (3-1-1) to create a Bike Skills Area Subcommittee to meet, identify and evaluate a preferred long-term location. The Subcommittee, comprised of Chair McCarthy, Vice-Chair Struck, and Commissioner Burstein, were also asked to obtain input from impacted user groups and report back to the full Commission.

The Subcommittee met several times over the past month and developed a scoring matrix to help evaluate the 24 sites previously identified by City staff. The Report is attached as Exhibit 1.

DISCUSSION

Tonight, the Commission will discuss and provide feedback on recommendations by the Bike Skills Area Subcommittee. The explanation of the Subcommittee scoring matrix is attached as Exhibit 3. If so desired, the Commission may also wish to discuss or provide a recommendation on a long-term location to site the Bike Skills Area.

Staff is scheduled to provide a BSA Update at the July 19 City Council meeting and will be putting forth an appropriation request for design and construction work required to temporarily reopen the Upper Luther Burbank BSA Location, as recommended by the Commission at their April 26 Special Meeting. If additional recommendations are provided to staff, those recommendations will be included in the City Council packet materials.

RECOMMENDATION

Review and discuss Bike Skills Area Subcommittee Report, if desired provide additional recommendations.

PRC Bike Skills Area Sub Committee Report June 22, 2022

Background

- At the June 2022 meeting the PRC created a 3-member sub-committee consisting of Peter Struck, Paul Burstein, and Jodi McCarthy to review the 24 potential sites presented by City staff for a Bike Skills Area (BSA), develop a methodology to evaluate and narrow the number of sites down to a more manageable number for further consideration and recommendation to the City Council.

Process

- The sub-committee held three meetings (6/8, 6/15 and 6/22) to review and discuss materials and information.
- The sub-committee evaluated the criteria initially established by City staff.
- Using that information, the sub-committee elected to eliminate two broad categories of sites:
 - Flat sites (no elevation differential) – a crucial element of a bike skills area is the need to allow bikes to go down a slope of some steepness and length.
 - Open Space designation – a number of sites were identified as “open space” and not a park. As noted in the 2022 Mercer Island PROS Plan, open space is designed to be “managed in their natural condition.” Following that definition, the sub-comm did not want to set a precedent of installing recreational amenities (other than trails) in open spaces.
 - The numbers:
 - # of Potential Sites 24
 - Parks - Flat Areas 4
 - Open Space 12
 - Remaining 8
- Of the remaining 8 sites, the sub-comm developed a weighted score for each site using 15 variables that were weighted as to their relative importance (see table for final scores).
- Of the remaining 8, 6 sites were dropped for the following reasons:
 - Upper Luther Burbank Park (ULBP), current location of a BSA, despite being in a designated open space, the sub-comm believed it should be included for comparison purposes.
 - Slater & Roanoke park sites were deemed to be too small to host a BSA.
 - Aubrey Davis Park (Gallagher Hill area) was deemed to be in a natural state with limited slope variation and not easily accessible.
 - Homestead and Luther Burbank park sites were dropped due to their potential impact on existing uses.
- The remaining two, Deane’s Children’s Park & Aubrey Davis Park – 24th St, scored the highest and with appropriate design could support a BSA.

Weighted Average Score for the Remaining 8 Potential BSA Sites							
Deane's Children's Park	Homestead Park	Luther Burbank Park	Aubrey Davis Park 24th St	Slater Park	Roanoke Park	Aubrey Davis Park Gallagher	Upper L-B Park Snake Hill (current)
222	212	204	222	185	164	200	153

- Received input from the MI Mountain Bike Group and have requested feedback from MIPA

Deane's Children's Park Summary

Pros

- Supported by city operations
- Centralized location and proximity to facilities
- Ample space to provide range of courses meeting many user types
- Natural hill lends itself to unique step-up feature

Cons

- Limited elevation change – requires additional structures to gain elevation
- Mitigate proximity to playground
- Bike access is known issue location on ICW corridor
- Won't fully replicate jump lines from ULBP due to limited elevation profile

Aubrey Davis – 24th St Area Summary

Pros

- Limited impact areas
- Proximity to facilities
- Ample elevation profile

Cons

- Isolated location
- Very limited space between trail and paved walkway
- Non-city property adds uncertainty (WSDOT property)
- Proximity of walkway and bike area can lead to user group conflicts, will likely require removal or reconfiguration of walkway.
- Limited space for different skill level lines

Additional Information and Inputs

- Public Engagement Process on the Two Candidate Sites (or possibly 1), likely to occur as City proceeds with design. Update Let's Talk BSA page to indicate possible site change for the BSA and give an opportunity for comments before the next PRC meeting
- Input from Property Owners – WSDOT in the case of Aubrey Davis Park – 24th St
- Immediate City engagement with identified groups that are impacted with the proposed Deane's site, including:
 - Mercer Island Preschool Association (MIPA)
 - MI School District which will also involve Island Park School Principal and PTA
 - Appropriate baseball and soccer organizations that currently use the ball fields
 - Mercer Island Mountain Bike Team
 - Senior Walking groups
- Initial Specific Site Evaluation to ensure an acceptable BSA would fit within the parameters of the park (e.g., not exceed the footprint of the existing BSA site at Upper L-B)

- Evaluate how to mitigate concerns such as:
 - Bicycle – Pedestrian conflicts
 - Impacts on existing amenities, park users and recreational activities (spillover effect)
 - Environmental impacts and sustainability
- Cost Differentials – while not the direct purview of the PRC, the PRC assumes the development of either finalist site is about the same, and if that assumption is not correct, that information should be made available to the City Council.
- Multiple steps running concurrently ie. Site rehabilitation, already required at Deanes due to impacts from the Adventure Playground started while design is being made.
- BSA development at Deanes park considered with playground replacement project – Deanes playground equipment is at end of life and slated for replacement already per PROs plan

Other Issues

- At its April special meeting, the PRC adopted a motion recommending that the City Council allocate sufficient funds to temporarily re-open the existing BSA at Upper Luther Burbank while a permanent site is fully evaluated and designed.

Scoring Criteria	Criteria Weight	Criteria Outcomes	Weighted Average Score for the Remaining 8 Potential BSA Sites								
			Deane's Children's Park	Homestead Park	Luther Burbank Park	Aubrey Davis Park 24th St	Slater Park	Roanoke Park	Aubrey Davis Park Gallagher	Upper L-B Park Snake Hill (current)	
			222	212	204	222	185	164	200	153	
TOTAL SCORE (multiplied by 100)											
Site Character	10.0%	Developed = 2 Forested = 1	1	2	1	2	2	2	1	1	
Site Topography	10.0%	Varies = 2 Non-varied = 1	2	2	2	2	1	1	2	2	
Seasonality	0.0%	No = 2 Yes = 1									
Existing MP/Ownership	2.0%	None = 3 One = 2 Two = 1	3	3	2	1	3	3	1	2	
Location	5.0%	Central = 2 Non-Central = 1	2	2	1	1	1	1	1	1	
Existing Restroom Facility	10.0%	Yes = 2 No = 1	2	2	2	1	1	1	1	1	
Dedicated Parking	1.0%	Yes = 2 Limited = 1	2	2	2	1	1	1	1	1	
Located in Neighborhood	5.0%	No = 3 Yes = 1	3	1	3	1	1	1	3	1	
Proximity to Other Recreation	5.0%	No = 3 Yes = 1	1	1	1	3	3	1	3	3	
Nearby Utilities	1.0%	Yes = 2 No = 1	2	2	2	2	1	1	1	2	
Ease of Access for Maint	1.0%	Good = 2 Fair = 1	2	2	1	2	2	1	1	1	
Visibility	10.0%	Good = 3 Fair = 2 Poor = 1	2	3	3	3	2	2	2	0	
Ease of Access for 1st Respond	10.0%	Good = 3 Fair = 2 Poor = 1	3	3	3	3	2	3	2	1	
Impact on Active Recreation	10.0%	Low = 3 Moderate = 2 High = 1	2	1	2	3	3	1	3	3	
Impact on Passive Recreation	10.0%	Low = 3 Moderate = 2 High = 1	3	2	2	3	1	2	3	2	
Impact on Ecological Health	10.0%	Low = 3 Moderate = 2 High = 1	3	3	2	2	3	2	2	2	
TOTAL	100.0%										

Note: Did Not Score the Following Variables as there was no differentiation
 1 - Accommodate Course
 2 - Elevation Differential
 3 - Seasonality had no data available

Weighted Avg Calculations							
Deane's Children's Park	Homestead Park	Luther Burbank Park	Aubrey Davis Park 24th St	Slater Park	Roanoke Park	Aubrey Davis Park Gallagher	Upper L-B Park Snake Hill (current)
2.22	2.12	2.04	2.22	1.85	1.64	2	1.53
0.1	0.2	0.1	0.2	0.2	0.2	0.1	0.1
0.2	0.2	0.2	0.2	0.1	0.1	0.2	0.2
0.06	0.06	0.04	0.02	0.06	0.06	0.02	0.04
0.1	0.1	0.05	0.05	0.05	0.05	0.05	0.05
0.2	0.2	0.2	0.1	0.1	0.1	0.1	0.1
0.02	0.02	0.02	0.01	0.01	0.01	0.01	0.01
0.15	0.05	0.15	0.05	0.05	0.05	0.15	0.05
0.05	0.05	0.05	0.15	0.15	0.05	0.15	0.15
0.02	0.02	0.02	0.02	0.01	0.01	0.01	0.02
0.02	0.02	0.01	0.02	0.02	0.01	0.01	0.01
0.2	0.3	0.3	0.3	0.2	0.2	0.2	0
0.3	0.3	0.3	0.3	0.2	0.3	0.2	0.1
0.2	0.1	0.2	0.3	0.3	0.1	0.3	0.3
0.3	0.2	0.2	0.3	0.1	0.2	0.3	0.2
0.3	0.3	0.2	0.2	0.3	0.2	0.2	0.2

Explanation of the Scoring Matrix- Provided by BSA Subcommittee

As noted in the prior communication to the Parks & Rec Commission (PRC), the sub-committee developed a scoring matrix to help them evaluate the 24 sites identified by City staff. Of the original 24, 16 sites were located either in "open space" or had "flat" terrain that most likely would not be conducive for a BSA.

To assist in the evaluation of the remaining sites, 15 variables were identified as important aspects of a bike skills area. These 15 variables should not be considered as all-inclusive, nor should they be viewed as totally independent of one another. However, we believe they provide a reasonably comprehensive ability to review the sites.

For each variable, criteria outcomes were developed (either 2 or 3 choices), and then an outcome assigned to each site for each variable.

We also created a criteria weight based on the expected importance of the variable.

The assignment of outcomes and weights were completed based on the collective judgement of the subcommittee.

The final score is the summation of individual variable scores for each site. For variable, the criteria weight is multiplied by the selected criteria outcome.

(As an example, for the variable, "site character" there are 2 outcomes -- developed or forested -- and a 10% criteria weight. Thus, a forested site (a score of 1) would receive a lower score than a developed site (score of 2) -- or think of "open space" vs. developed parkland.

The attached spreadsheet shows the calculations.

In addition to the score, we physically reviewed each site, and as explained in the memo, six of the eight sites were dropped for various reasons.

The sub-committee's recommendation of the two sites for further evaluation as to suitability is based on the above plus a list of additional information to be gathered.



**PARKS & RECREATION COMMISSION
STAFF REPORT**

**Item 6
July 7, 2022
Regular Business**

AGENDA ITEM INFORMATION

TITLE:	Parks and Recreation Commission Bylaws Review	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Review Parks and Recreation Commission Bylaws, provide input toward amendments.	

STAFF:	Ryan Daly (Recreation Manager)
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	1. Parks and Recreation Commission Bylaws

SUMMARY

Under the Mercer Island Parks and Recreation Commission Bylaws (Exhibit 1) **Article VIII-Review of Bylaws** states: *“The Parks & Recreation Commission shall review bylaws annually at the regular meeting in July. Proposed amendments must be approved by a majority.”*

DISCUSSION

Tonight, the Parks and Recreation Commission will review and discuss proposed amendments to the Parks and Recreation Commission Bylaws. Staff has provided three recommended amendments for consideration; recommendations are also shown as track changes within Exhibit 1.

Staff Recommended Amendments:

1. Article II- Organization, Section 2. OFFICERS

A. Election Process

“At the Parks & Recreation Commission’s ~~May~~ June meeting, the following process is followed to elect new officers:...”

Staff Rationale: *Commissioner terms end May 31, this change would allow new members to vote on officers or to potentially serve as an officer.*

2. Article II- Organization, Section 3 COMMITTEES

The Parks & Recreation Commission may appoint various committees as needed.

Committees may be appointed by the Parks and Recreation Commission Chair at any time or be appointed by a majority vote of members present, assuming there is a quorum.

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. Commissioners will return the forms to the Chair elect. The Chair elect, Vice Chair elect, and Staff liaisons~~ the Parks and Recreation Commission Chair will determine a committee chair and member appointments. ~~and announce them at the following meeting.~~ Committee chairs and members assume duties for a duration established by the Parks and Recreation Commission Chair ~~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.

Staff Rationale: *Align Bylaws with current practice.*

3. Article III- Operations, Section 1. Meetings

Regular & Special Meetings

Regular meetings of the Parks & Recreation Commission convene at ~~6:30pm~~ 5:30pm on the first Thursday of each month at Mercer Island City Hall in the Council Chambers, ~~or to be convened remotely or within a hybrid meeting model as directed by the City Manager, and in consultation with Commission Officers.~~ Special meetings may be called...

Staff Rationale: *Align Bylaws with current practice.*

In addition to the staff recommended updates, Commissioners are encouraged to propose updates ahead of the meeting. Staff will compile Commissioner proposals into a matrix which will be provided to the Commission ahead of the meeting to allow for review, discussion, and to potentially act on.

RECOMMENDATION

1. Review Parks and Recreation Commission Bylaws, provide input toward potential amendments.
2. Approve Parks and Recreation Commission Bylaws as amended.

CITY OF MERCER ISLAND PARKS AND RECREATION COMMISSION

BYLAWS

Adopted 9/5/19

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 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-June 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.

Commented [RD1]: *Staff Rationale: Commissioner terms end May 31, this change would allow new members to vote on officers or to potentially serve as an officer.*

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 may be appointed by the Parks and Recreation Commission Chair at any time or be appointed by a majority vote of members present a Parks and Recreation Commission meeting, assuming there is a quorum. 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. Commissioners will return the forms to the Chair-elect. The Chair-elect, Vice Chair-elect, and staff liaisons The Parks and Recreation Commission Chair will determine committee chair and member appointments and announce them at the following meeting. Committee chairs and members assume duties for a duration established by the Parks and Recreation Commission Chair. one year beginning with the regular June meeting.

Commented [RD2]: Staff Rationale: Align Bylaws with current practice.

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 5:30 pm on the first Thursday of each month at Mercer Island City Hall in the Council Chambers, or to be convened remotely or within a hybrid meeting model as directed by the City Manager, and in consultation with Commission Officers. 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

Commented [RD3]: Staff Rationale: Align Bylaws with current practice.

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.

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 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. 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.

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.

Parks & Recreation Commission

2022 Planning Schedule

1st Thursday of Month- Regular Meetings



Updated: June 22, 2024

Meeting Date	Meeting Type	Agenda Item
7-Jul	Regular	Chair/Vice-Chair Elections
		Aubrey Davis Trail Safety Improvements 30% Design
		Bike Skills Area-cont.
		Bylaws Review
		Donation/Memorials/Recognitions and Naming Rights (policy)
August	No Meetings Summer Break	
1-Sep	Regular	2023/2024 Parks & Recreation Proposed Services
		Donation/Memorials/Recognitions and Naming Rights (policy)
		Aubrey Davis Park- Opportunity Project
6-Oct	Regular	MISD Interlocal Agreement
		Special Usages of Parks
		Donation/Memorials/Recognitions and Naming Rights- Cont. (policy)
3-Nov	Regular	Recreation Services Scholarship (policy)
1-Dec	Regular	Check-in update: Facility Allocation and Use Policy
		PRC Year in Review
		2023 PRC Planning Schedule/ Work Plan

Item Type	Items to be scheduled
Policy	Park Code/Rules Updates- signage in parks, appropriate uses of space, etc. (Q4)
Project	Luther Docks Project (TBD)
Other	(various) Master Plan completion updates (Q4)
Other	Potential levy renewal discussion (Q3/Q4)
Annual Agenda Items	
	KCLS- Mercer Island Branch Operations Update (March)
	PROS Plan Goals/Implementation Update (May)
	Annual PRC Chair/Vice-Chair Elections (May)
	PROS Plan Goals/Implementation Update (June)
	Annual Bylaws Review (July)
	Various CIP Recommendations (TBD)