



PARKS & RECREATION COMMISSION REGULAR HYBRID MEETING AGENDA

Thursday, January 4, 2024 at 5:00 PM

COMMISSIONERS

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

LOCATION

MICEC – Slater Room Council Chambers
and via Zoom
8236 SE 24th Street | Mercer Island, WA 98040
Phone: 206.275.7600 | www.mercerisland.gov

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

The virtual meeting will be broadcast live on Zoom and recorded and saved on the City 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 **206.275.7861** 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 5:00 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 5:00 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 5:00 PM: Mercer Island Community & Event Center
8236 SE 24th Street.

CALL TO ORDER & ROLL CALL, 5 PM

APPEARANCES

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

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS

2. **Approve the minutes of the December 4, 2023, Special Meeting**
Recommended Action: Approve minutes.
3. **PRC 24-01: 2024 Comprehensive Plan Periodic Update Draft Parks Zone Regulations**
Recommended Action: Receive report and provide input to the Planning Commission.
4. **PRC 24-02: Review of Recreation Sponsorship Policy**
Recommended Action: Review and recommend draft Recreation Sponsorship Policy to the City Council for consideration.

OTHER BUSINESS

5. PRC 2024 Planning Schedule Update
6. Commissioner Reports

ADJOURNMENT



City of Mercer Island Parks and Recreation Commission

Department Report
January 4, 2024





Park Maintenance Updates

The Parks team has had a busy December:

- Placing wood chips around trees in the Greta Hackett Outdoor Sculpture Gallery
- Bulb replacements and electrical repairs at ICP South lights
- Maintaining the temporary police parking at Luther Burbank
- Installing a pad for a storage container of Emergency Management Supplies at the MICEC.



MICEC Winter Maintenance

The Mercer Island Community Center closed for two weeks at the end of last month for annual facility maintenance.

- The Mercer Room floor has been replaced.
- The carpets and furniture were cleaned.
- Wall repairs and painting touch-ups were finished.
- Multiple repairs to the HVAC system were completed.
- The Slater Room/Council Chambers work was also completed.
- The facility reopened to the public Tuesday, January 2.



Roanoke Park Playground Replacement

The City has kicked off a community engagement process for the Roanoke Park Playground Replacement.

- **Online Survey**
 - Available Dec. 20 through Jan. 12.
 - Types of equipment desired
 - How you would use the equipment
 - General likes/dislikes of potential layouts
- **Virtual Public Meeting-** January 30
- **Ongoing engagement through Let's Talk**

For more information and to get involved visit:
<https://letstalk.mercergov.org/playground-replacements>



Island Lanterns

- The community art project will return this year!
- January 8 -Lanterns are available for pick-up (free) starting
- January 20- community painting day at MICEC
- Feb. 1 – Mar. 31 Lanterns will be on display at Mercerdale (weather permitting).

Info:
www.mercerisland.gov/parksrec/page/island-lanterns



WATCH PARTY!

Monday, Jan 8th at 4:30pm



We'll have the game on & light Refreshments

MERCER ISLAND COMMUNITY & EVENT CENTER

8236 SE 24th Street

Mercer Island, WA 98040

Go DAWGS!



FAMILY MOVIE NIGHT!

TROLLS BAND TOGETHER

FRIDAY, FEBRUARY 9 - 5:30PM



FREE!

POPCORN AND DESSERT PROVIDED
BRING PILLOWS, BLANKETS, LOW-BACK CHAIRS
FOR A ROCKIN' GOOD TIME!
 OUTSIDE FOOD ALLOWED!

RSVP REQUIRED BY 2/2/24
CALL 206.275.7609



Or Scan here to Register! →

MERCER ISLAND COMMUNITY & EVENT CENTER | 8236 SE 24TH ST



That's a Wrap for Illuminate MI 2023

- Events Included:
 - Tree Lighting/Firehouse Munch
 - Menorah Lighting
 - Family Movie Night
 - Argosy Christmas Ships
 - Girls Scout Toy Drive
 - Holiday Market
 - Island Lanterns (February)
- Big thanks out to our event sponsors:
Puget Sound Energy, Street Treats, Hub
Boba, and John L Scott Real Estate.



Item 1.





Happy
New Year!



PARKS & RECREATION COMMISSION

SPECIAL MEETING MINUTES

December 4, 2023

CALL TO ORDER

Chair Struck called the meeting to order at 5:00pm via Zoom Online meeting.

ROLL CALL

Chair Peter Struck, Vice Chair Paul Burstein, and Commissioners Jodi McCarthy, Rory Westberg, Don Cohen, Ashley Hay, and Sarah Marxen were present for the Parks & Recreation Commission.

Chief of Operations Jason Kintner, Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, Recreation Facility Supervisor Alex Lee, Public Works Deputy Director Patrick Yamashita, Operations Manager Sam Harb, Senior CIP Project Manager Paul West, CIP Project Manager Sarah Bluvus, Natural Resources Project Manager Lizzy Stone, and Recreation Specialist Raven Gillis were present.

APPEARANCES

No public Appearances

DEPARTMENT REPORT

1. **Recreation Manager Ryan Daly and Recreation Supervisor Katie Herzog reported on the following items:**
 - Illuminate MI
 - Dec 1 Tree Lighting & Firehouse Munch
 - Free Lunch & Senior Movie Screening
 - Island Lanterns
 - City Hall Closure
 - MICEC: Maintenance Closure December 18th – Jan 1st
 - Happy Holidays!

REGULAR BUSINESS

2. **Approval of Minutes**

Minutes from the November 2, 2023 Regular Meeting were presented.

It was moved by Hay; seconded by Burstein to:

Approve the minutes from the November 2, 2023 meeting

Passed: 7 – 0

3. **2023-2024 Parks, Recreation, & Open Space Capital Projects Update**

Chief of Operations Jason Kintner presented. Commissioners engaged in discussion and asked questions.

4. **Recreation Division: 2023 Workplan Status Update**

Recreation Manager Ryan Daly presented. Commissioners engaged in discussion and asked questions.

5. Recreation Division: Policy Implementation Update

Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, and Recreation Facilities Supervisor Alex Lee presented. Commissioners engaged in discussion and asked questions.

OTHER BUSINESS

6. 2023 Planning Schedule Update

Recreation Manager Ryan Daly provided an update.

7. Commissioner Reports / Work Plan Update

Vice Chair Burstein recognized Volunteer Coordinator Jordan Fischer's efforts leading an Owl Walk event at Pioneer Park last week, appreciated seeing all the MI youth enjoying the Bike Skills area every time he visits it, and when he stopped by the MICEC on Saturday for the Holiday Makers Market he found a full parking lot and a great event that was well attended!

Commissioner Cohen mentioned he had noticed bicyclists riding through Deane's Children Park to access the BSA and that he would continue to keep an eye on it.

Commissioner Hay wanted to share that she enjoyed attending the Tree Lighting and Firehouse Munch last Friday and appreciated the excellent job provided by the Parks & Rec team.

Chair Struck shared he also enjoyed attending the Tree Lighting event last Friday. He also expects there will be renewed enthusiasm for Deane's Children's Park after its renovation and anticipates there will be future discussion and focus on the interaction between Deane's Children's Park and the BSA.

ADJOURNMENT at 6:18 PM



PARKS & RECREATION COMMISSION STAFF REPORT

PRC 24-01
January 4, 2024
Regular Business

AGENDA ITEM INFORMATION

TITLE:	2024 Comprehensive Plan Periodic Update Draft Parks Zone Regulations	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Receive report and provide input to the Planning Commission.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

STAFF:	Adam Zack, Senior Planner- Community Planning & Development Dept.
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	<ol style="list-style-type: none"> Draft Parks Zone Development Regulations Comprehensive Plan Land Use Map Draft Zoning Map

SUMMARY

PURPOSE

This work session is an opportunity for the Parks and Recreation Commission (PRC) to review and provide input to the Planning Commission (PC) on the introduction of a new Parks Zone to the City’s zoning and development regulations contained in Title 19 Mercer Island Municipal Code (MICC). Included for PRC review are draft Parks Zone development regulations (Exhibit 1), the current Comprehensive Land Use Map (Exhibit 2) and the draft Zoning Map (Exhibit 3) reflecting the Parks Zone changes.

PARKS AND RECREATION COMMISSION FEEDBACK

Staff is requesting the PRC provide input to the PC focused on responses to the following questions:

- Are there modifications suggested for the purpose statement of the Parks Zone?
- Are there permitted land uses for the Parks Zone that should be added, removed, or modified?
- Are there development standards for the Parks Zone that should be added, removed, or modified?

Staff requests the PRC develop responses to these questions at their meeting on January 4, 2024. These responses will serve as the PRC input provided to the PC, which will meet on January 24.

BACKGROUND

The City of Mercer Island is updating its Comprehensive Plan as part of the periodic review required by the Washington Growth Management Act (GMA). The City Council added creation of a new Parks Zone to the 2024 Comprehensive Plan Periodic Update scope of work with [Resolution No. 1621](#). This update, including the new Parks Zone, is expected to be adopted before the GMA deadline at the end of 2024.

Legislative Process To Follow

Zones are established in [Title 19 Mercer Island City Code \(MICC\)](#). Any amendment of Title 19 MICC must proceed through the legislative process established in [Chapter 19.15 MICC](#). This means that the legislative

review, gathering of public input, and making a recommendation to the City Council regarding the parks zone must primarily be a PC process.

The legislative process spelled out in Chapter 19.15 MICC directs the following steps:

- An open record pre-decision hearing with the PC ([MICC 19.15.020](#)). Note that prior to holding a hearing the PC usually conducts preliminary review, see the next steps section for a summary of the process expected for the Parks Zone;
- The PC makes a written recommendation to the City Council following the public hearing ([MICC 19.15.260\(B\)\(2\)](#)); and
- The City Council considers the PC recommendation during a public meeting, deciding to adopt or reject the PC recommendation ([MICC 19.15.260\(B\)\(3\)](#)).

Although the PRC is not part of the formal legislative process for zoning code amendments as prescribed by City code, this draft is being presented to the PRC for review and comment given that it pertains to parks. Feedback from the PRC will be presented to the PC for consideration during their deliberations on the new Parks Zone, which will commence at their meeting on January 24, 2024.

The legislative process for the Parks Zone will be included with the overall 2024 Comprehensive Plan Periodic Update. This means that the public hearing and recommendation for the Parks Zone and the overall 2024 Comprehensive Plan Periodic Update will be completed at the same PC public hearing.

WHAT IS THE PARK ZONE?

The Parks Zone would be a new zoning district in the City. This zone would establish specific land use regulations for development within the zone. As drafted, only city-owned, -leased, or -managed land would be eligible for designation under the Parks Zone. The intent of regulating land use in these designated parks is to ensure that as parks are developed with recreational land uses, that development is consistent with City plans, including the Parks, Recreation, and Open Space (PROS) Plan.

The proposed Parks Zone would perform several important functions to regulate development. The Parks Zone purpose articulates why the zone is being established. The zoning designation criteria would determine what conditions are required for land to be zoned parks. Lands must meet the designation criteria to be consistent with the Comprehensive Plan, City Code, and rezoned to the Parks Zone under [MICC 19.15.240](#). The land use regulations detail which uses are allowed. Development standards guide development so that it occurs in a manner consistent with City plans. Finally, definitions describe the key terms used in the zoning regulations. Together, the regulations in the draft provided would regulate new development within the boundaries of the Parks Zone.

PARKS ZONE DISCUSSION

City staff prepared the draft of the Parks Zone development regulations included with this memo as Exhibit 1. The draft was prepared after reviewing the PROS Plan and similar regulations in other jurisdictions for reference.

Parks Zone Purpose

The first proposed section of the development regulations articulates the purpose for the Parks Zone. This is a standard approach in most of the other city code examples and is typical of other zones in Mercer Island. Most of the examples highlight that this zone is intended to establish regulations for parks because their intended land uses substantially differ from residential and commercial areas. While important, many of the secondary functions of parks as open space or providing ecosystem services are often filtered through a

recreational lens. The principal focus of parks zones is the facilitation and continuation of recreational uses of publicly owned park lands. The proposed zone purpose is:

- A. Purpose. The purpose of the Parks Zone (P) is to accomplish all of the following:
1. Implement the Comprehensive Plan and other applicable plans by designating areas that conserve and preserve a variety of park and open space lands in the City;
 2. Regulate the land uses permitted within publicly owned parks in the City; and
 3. Preserve urban forests, critical habitat, environmental resources, and maintain access to recreational opportunities.

DISCUSSION QUESTION ONE: Are there modifications suggested for the purpose statement of the Parks Zone?

Permitted Land Uses

The list of allowed uses in the proposed regulations detail what uses would be permitted in the Parks Zone. The list of permitted uses should be broad enough to ensure that the City can develop its parkland to realize the PROS Plan while being narrow enough to preserve parks from being developed with incompatible uses. The Parks Zone would only be applied to City-owned or -managed lands, meaning that any project to develop a park with one of these land uses would go through the City's planning processes prior to the permitting process. These other processes include approval of the budget, listing the project on the capital improvement plan, and design review.

The following land uses are proposed to be allowed in the Parks Zone; any use not listed in the regulations would be prohibited:

- Recreational uses.
- Recreational facilities.
- Agricultural activities for educational or recreational purposes, such as community gardens.
- Government offices and government services.
- Public parking, parking structures, and underground parking.
- Temporary uses and structures, including farmer's markets and special events, authorized by the City Manager or designee.
- Transit stops.
- Public art.
- Signs.
- Wireless communications facilities.
- Utilities. Utilities must be placed underground whenever feasible.

An important component of allowed uses are the definitions of those uses. The definitions are established in [Chapter 19.16 Mercer Island City Code \(MICC\)](#). There are several uses listed in the proposed Parks Zone regulations that would need new definitions. Definitions for the following uses would be established with the new parks zone: agricultural activities, farmer’s market, government offices, park, recreational facility, recreational uses, trail, transit facility, transit stop, and temporary structures, uses, and activities. These definitions can be found in Exhibit 1.

DISCUSSION QUESTION TWO: Are there permitted land uses for the Parks Zone that should be added, removed, or modified?

Development Standards

Development in the Parks Zone would be required to conform to the development standards established for the zone. Development standards help ensure that allowed land uses do not impact neighboring land uses. Development standards include parking requirements, setbacks, height limits, and maximum impervious surfaces. The proposed development standards are primarily focused on ensuring park development occurs consistent with the Comprehensive Plan and PROS Plan. Table 1 summarizes the proposed development standards. The full text of the proposed development standards can be found on page 3, line 37 of Exhibit 1.

Table 1. Summary of Proposed Parks Zone Development Standards.

Topic	Proposed Standard Summary
Setbacks	<ul style="list-style-type: none"> • No setback required between Parks Zone and institutional, commercial, and mixed-use zones; • 20 feet between Parks Zone and residential zones; and • The following developments are exempt from setback requirements: picnic tables, fences, gates, culverts, trails, landscaping, and parking areas.
Building Height	35-foot maximum, approximately three stories. This is the maximum for most zones outside of Town Center.
Impervious Surfaces	<ul style="list-style-type: none"> • No net new impervious surfaces unless authorized by an adopted City plan, and • Emergency vehicle lanes, public trails, and synthetic turf athletic fields are exempt.
Parking	<ul style="list-style-type: none"> • No minimum number of parking spaces, City Engineer can determine the necessary number of parking spaces; • Screening required between parking areas and residential zones; and • Note: impervious surface requirement would limit the amount of new parking that could be created unless it was shown on an adopted City plan.
Lighting	New lighting must be shielded and directed downwards, consistent with International Dark Sky Association recommendations to minimize lighting impacts to neighboring properties and the night sky.

DISCUSSION QUESTION THREE: Are there development standards for the Parks Zone that should be added, removed, or modified?

NEXT STEPS AND PUBLIC INPUT

The PC will be meeting on January 24 to commence its preliminary review of the Parks Zone at which time it will consider the input provided by the PRC.

The PC review of the Parks Zone will include many opportunities for the public to provide input. The PC can be addressed by the public at any of its meetings, the City will hold an open house on the overall 2024 Comprehensive Plan Periodic Update, which will include solicitation of specific feedback on the Parks Zone, and the PC will hold an open record public hearing on the 2024 Comprehensive Plan Periodic Update once all materials are prepared and ready for formal legislative review.

RECOMMENDED ACTION

Receive report and provide input to the Planning Commission.

DRAFT PARKS ZONE

MICC 19.01.040 – Zone Establishment

A. Zones.

Zone	Symbol
Single-Family	R-8.4
Single-Family	R-9.6
Single-Family	R-12
Single-Family	R-15
Multiple-Family	MF-2L
Multiple-Family	MF-2
Multiple-Family	MF-3
Business	B
Planned Business	PBZ
Commercial Offices	C-O
Public Institution	PI
<u>Parks</u>	<u>P</u>
Town Center	TC

- B. The location and boundaries of the various zones of the city are shown and delineated on the city of Mercer Island Zoning Map which is ~~set out~~included in appendix D of this development code and is incorporated herein by reference.
- C. The location and boundaries of the various zones as hereafter determined by the city council shall be shown and delineated on zone maps covering portions of the city, each of which ~~maps~~ shall be a part of this code either by adoption as a part hereof or by amendment hereto.
- D. Each zone map and all notations and other information shown ~~thereon~~therein shall become part of this code.
- E. A zone map may be divided into parts and each part may, for purposes of identification, be subdivided into units. Such parts may be separately and successively adopted by means of an amendment of this code and, as adopted, such zone map, or its parts, shall become a part of this code.
- F. Changes in the boundaries of a zone shall be made by ordinance adopting an amended map, or part of said zone map.
- G. When uncertainty exists as to the boundaries of any zones shown on any zone map, the following rules shall apply:
 - 1. Boundaries shown on a map as approximately following street lines or lot lines shall be construed as actually following such lines.

1 2. Where a boundary between zones divides a lot into two or more pieces, the entire lot
 2 shall be deemed to be located in the first zone on the following list in which any part of
 3 the lot is located: R-15, R-12, R-9.6, R-8.4, MF-2L, MF-3, MF-2, PI, P, PBZ, C-O, TC, and B.
 4 The location of the zone boundary shall be determined by use of the scale appearing on
 5 the zone map unless the location of the boundary is indicated by dimensions.

6
 7 3. Where property abuts Lake Washington, the land use classification of the upland property
 8 extends waterward across the abutting shorelands and beds to the line of
 9 navigability/inner harbor line as established in 1984 by the board of natural resources by
 10 Resolution No. 461.

11
 12 4. In case any uncertainty exists, the planning commission shall recommend and the city
 13 council shall determine the location of boundaries.

14
 15 5. Where a public street is officially vacated or abandoned, the land use classification
 16 applicable to the abutting property shall apply to such vacated or abandoned street. If a
 17 vacated street forms the boundary between two or more zones, the land use
 18 classifications of each abutting zone shall extend to the mid-point of the vacated street
 19 unless the planning commission recommends and the city council decides otherwise.

20
 21 H. Except as hereinafter provided:

22
 23 1. No land, building, structure or premises shall be used for any purpose or in any manner
 24 other than a use listed in this Code, or amendments thereto, for the zone in which such
 25 land, building, structure or premises is located.

26
 27 2. No building or structure shall be erected nor shall any building or structure be moved,
 28 altered, enlarged or rebuilt, nor shall any open spaces surrounding any building or
 29 structure be encroached upon or reduced in any manner, except in conformity with the
 30 requirements of this development code or amendments thereto.

31
 32 3. No yard or other open spaces provided ~~about~~ about which ~~about~~ any building or structure, for the
 33 purpose of complying with the regulations of this Code or amendments thereto shall be
 34 considered as providing a yard or open space for any other building or structure.

35
 36 **MICC 19.05.XXX – Parks Zone. [New Section]**

37
 38 A. *Purpose.* The purpose of the Parks Zone (P) is to accomplish all of the following:

39
 40 1. Implement the Comprehensive Plan and other applicable plans by designating areas that
 41 conserve and preserve a variety of park and open space lands in the City;

42
 43 2. Regulate the land uses permitted within publicly owned parks in the City; and

44
 45 3. Preserve urban forests, critical habitat, environmental resources, and maintain access to
 46 recreational opportunities.

- 1 B. *Parks Zone Designation Requirements.* In addition to the requirements established in Chapter
 2 19.15 MICC, lands must meet the following designation requirements to qualify for classification
 3 as Parks Zone.
 4
- 5 1. The City Council must adopt findings that the proposed classification will be consistent
 6 with the purpose of the Parks Zone, and
 7
 - 8 2. The land must be owned, leased, or may be managed by the City of Mercer Island.
 9
- 10 C. *Uses Permitted.* The following land uses are permitted in the Parks Zone. A use not permitted by
 11 this section is prohibited.
 12
- 13 1. Recreational uses.
 - 14 2. Recreational facilities.
 - 15 3. Agricultural activities for educational or recreational purposes, such as community
 16 gardens.
 - 17 4. Government offices and government services.
 - 18 5. Public parking, parking structures, and underground parking.
 - 19 6. Temporary uses and structures, including farmer's markets and special events, authorized
 20 by the City Manager or designee.
 - 21 7. Transit stops.
 - 22 8. Public art.
 - 23 9. Signs.
 - 24 10. Wireless communications facilities.
 - 25 11. Utilities. Utilities must be placed underground whenever feasible.
 26
 27
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 35
 36

37 **MICC 19.05.XXX – Parks Zone development Standards. [New Section]**
 38

- 39 A. *Applicability.* The provisions of this section shall apply to all development proposals in the Parks
 40 zoning designation.
 41
- 42 B. *Setbacks.*
 43
- 44 1. The following minimum setbacks apply:
 45
 46 a. Zero (0) feet if adjacent property is zoned PI, P, TC, PBZ, CO, or B; and
 47

1 F. *Lighting.* All exterior lighting must be designed to minimize light trespass onto neighboring
 2 properties. Fixtures must be shielded and directed no more than forty-five (45) degrees above
 3 straight down, which is half-way between perpendicular and parallel to the adjacent grade.
 4 Shielded means the lighting fixture has a solid opaque barrier at the top of the fixture in which
 5 the bulb is located and the fixture is angled so the bulb does not extend below the barrier. The
 6 following lighting types are exempt from this requirement:

- 7
- 8 1. Lighting within a public right-of-way or easement for the purpose of illuminating roads,
 9 trails, and pedestrian ways;
- 10
- 11 2. Repair of lighting fixtures existing prior to the effective date of this ordinance;
- 12
- 13 3. Emergency lighting;
- 14
- 15 4. Pathway and landscaping lighting fixtures producing less than 200 lumens;
- 16
- 17 5. Temporary seasonal lighting; and
- 18
- 19 6. Lighting required by state or federal law.
- 20

21 **MICC 19.16.010 – Definitions**

22 [...]

23
 24 [...]
 25
 26 *Agricultural Activities.* The production of plants, animals, or their products, including but not limited to
 27 gardening, and fruit production. [...]
 28

29 *Farmer’s Market:* An occasional or periodic market held in an open area or in a structure where groups or
 30 individual vendors offer for sale to the public items such as fresh produce, seasonal fruits, fresh
 31 flowers, arts and crafts, and food and beverages dispensed from booths located on-site.

32 [...]

33
 34 *Government Offices.* A building or structure owned, operated, or occupied by a governmental
 35 agency to provide a governmental service to the public. [...]
 36

37 *Park.* Any public or private land available for recreational, environmental, educational, or cultural uses.

38 [...]

39
 40 *Recreational Facility.* Structures, pieces of equipment, or developments that are specifically provided for
 41 recreational uses. Recreational facility includes both indoor and outdoor facilities for public or
 42 private recreational use. [...]
 43

44 *Recreational Uses.* A land use that provides opportunity for amusement, entertainment, athletic,
 45 environmental, and/or other leisure-time activities.

46 [...]

47

1 Temporary Structures, Uses, and Activities: A land use, structure, or activity that will only be in place for
2 a limited period of time not to exceed 180 days in duration. [...]
3

4 Trail. An off-street pedestrian, bicycle, or multi-use path. [...]
5











6 Transit Stop. A transit facility located at selected points along transit routes for passenger pickup, drop
7 off, or transfer, but excluding areas for vehicle repair or storage, parking lots, transfer stations,
8 and park-and-ride stations. [...]
9
10

DRAFT

Figure 1- Land Use Map

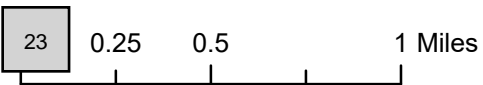
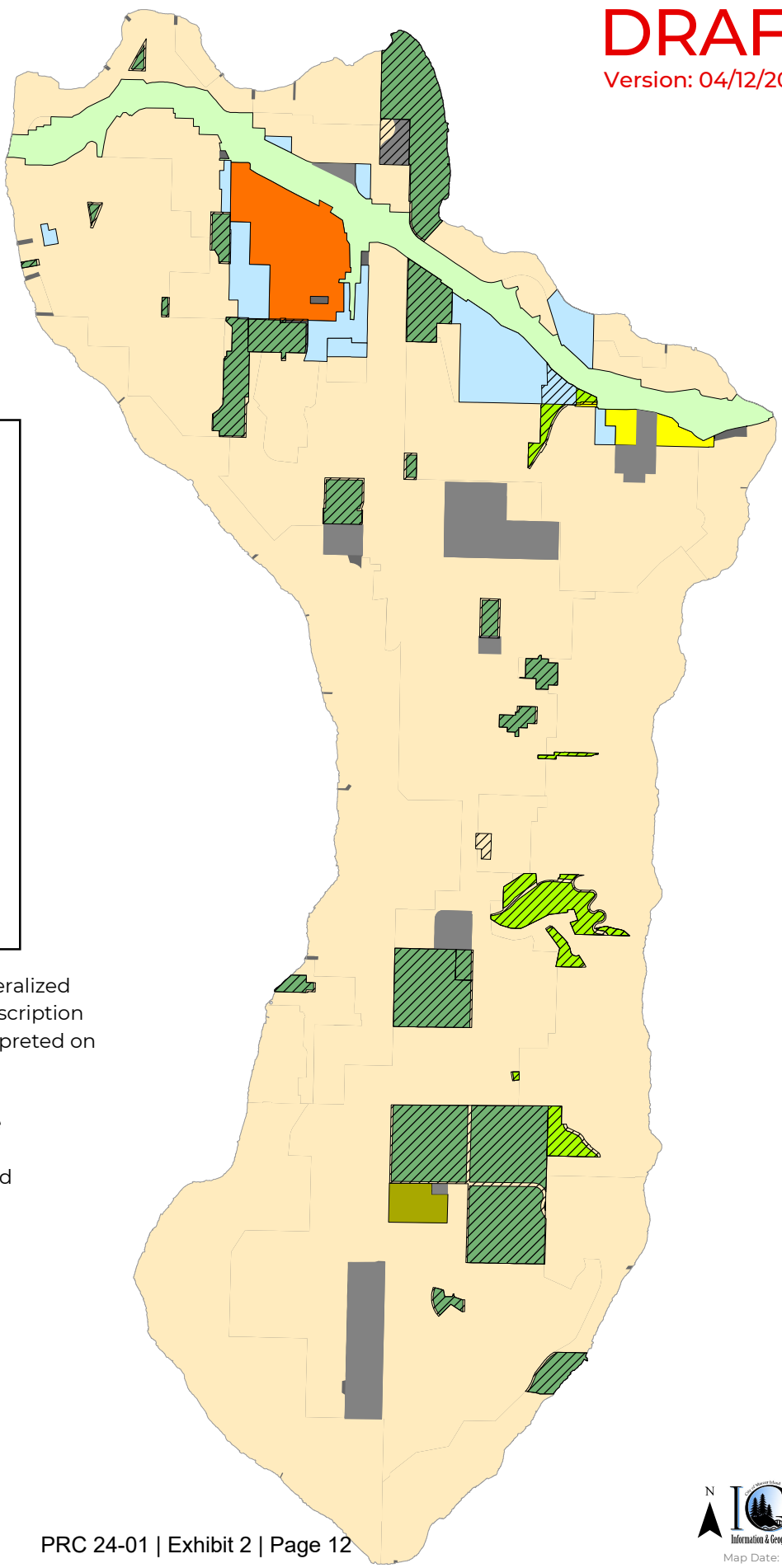
EXHIBIT 2

DRAFT
Version: 04/12/2023

	Parks (DRAFT)
	Commercial Office
	Linear Park (I-90)
	Multi-Family
	Neighborhood Business
	Open Space
	Park
	Public Facility
	Single Family
	Town Center

The Land Use Plan is intended to be a generalized depiction of land uses. The map is not a description of zoning boundaries nor should it be interpreted on a site specific basis.

The Mercer Island City limits delineates the communities' Urban Growth Area. The City limits are contiguous with the Mercer Island Lake Washington Shoreline.





CITY OF MERCER ISLAND ZONING

DRAFT

Version: 12/28/2023

EXHIBIT 3

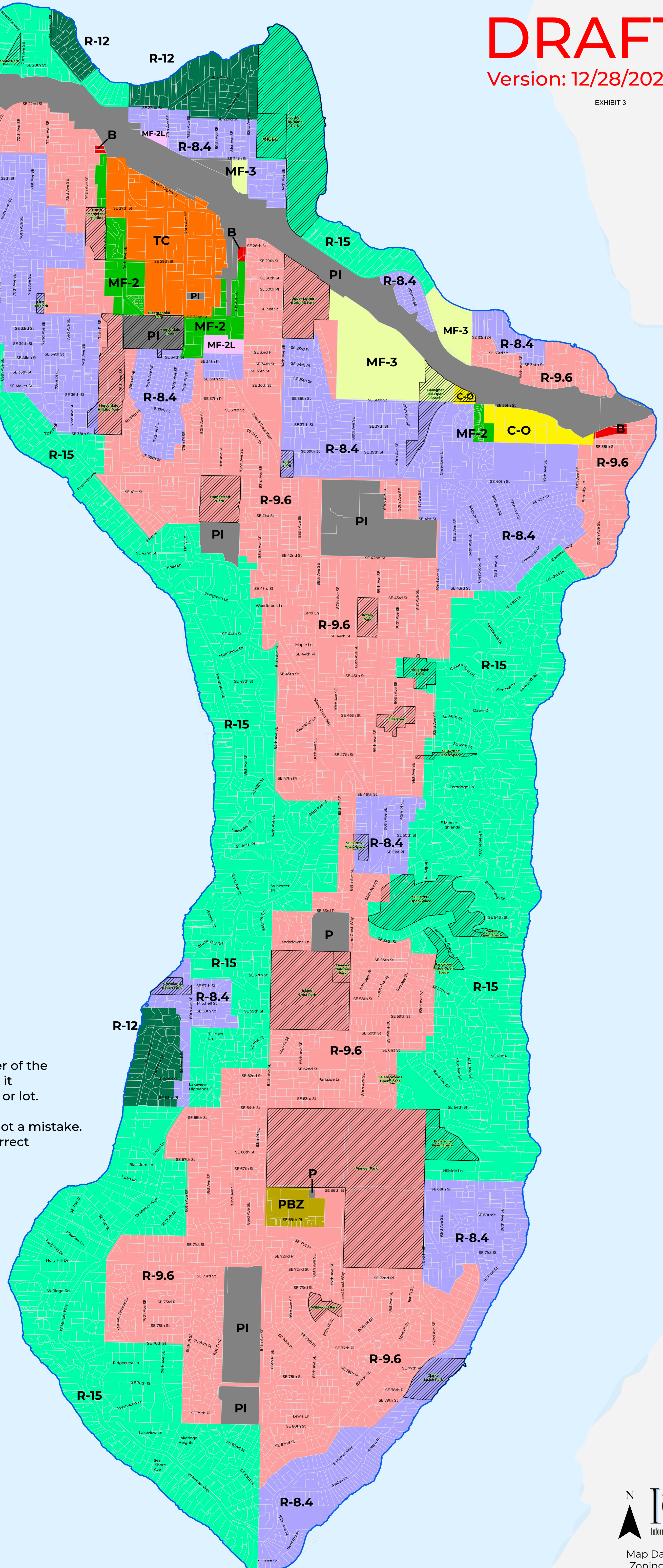
	P (DRAFT) Park
	R-8.4 Residential 8,400 sq. ft. lot
	R-9.6 Residential 9,600 sq. ft. lot
	R-12 Residential 12,000 sq. ft. lot
	R-15 Residential 15,000 sq. ft. lot
	MF-2L Multi-Family, Limited Maximum density 26 units/acre
	MF-2 Multi-Family Maximum density 38 units/acre
	MF-3 Maximum density 26 units/acre
	B Business
	PBZ Planned Business Zone
	C-O Commercial Offices
	P Public Institution
	TC Town Center

The zone boundaries generally coincide with the center of the public right of way and plat boundaries. In other areas, it coincides with lot-lines. In a few cases, it splits a parcel or lot.

In some areas, parcels are split into two zones. This is not a mistake. Please consult with a City planner to determine the correct designation for your property.

- Original map Adopted: Ord 99C-13
- Amended: Ord 00C-06
- Amended: Ord 05C-13
- Amended: Ord 13C-02
- Amended: Ord 14C-07
- Amended: Ord 14C-10
- Amended: DR16-01
- DSG Director's Memo, dated 06/10/2016
- Amended: Ord 17C-24
- Amended: Ord18C-14

The parcel layer is provided for general reference only.





Comprehensive Plan Periodic Review

Parks Zone

Parks and Recreation Commission
January 4, 2024
Adam Zack, Senior Planner
Department of Community Planning and Development

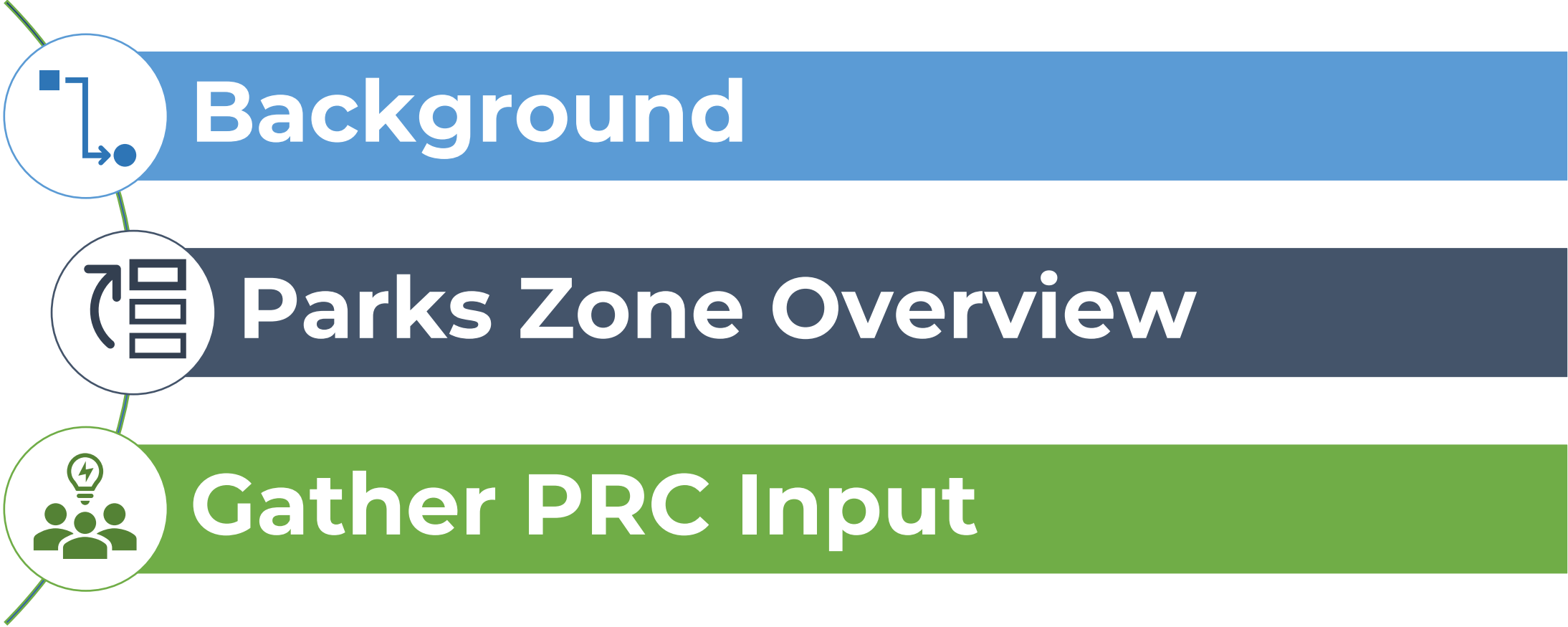


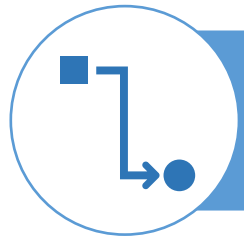
Purpose

To provide the Parks and Recreation Commission an overview of the initial parks zone draft and gather input on three questions.



Agenda



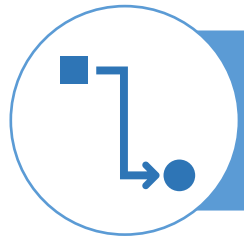


Background

What is a comprehensive plan?

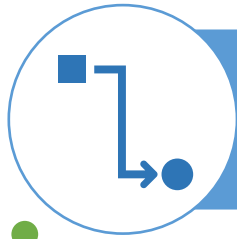
- Required by the WA State Growth Management Act (GMA).
- Implements the GMA planning goals for counties and cities.
- Provides the policy basis for local capital budget decisions, development regulations, and special programs.
- A key purpose of the Comprehensive Plan is to ensure that growth is orderly and does not outpace the City's service capacity.





Background

- The GMA requires cities in King County to complete the comprehensive plan periodic review by December 31, 2024.
- The periodic review scope of work set by Council in 2022 and supplemented in 2023 ([Resolution No. 1621](#) and [Resolution No. 1646](#)).
- Drafting a new Parks Zone was included in this scope of work.
- The Parks Zone will be adopted in Title 19 Mercer Island City Code (MICC), which requires a specific legislative review process.



Process



Project Begins



Planning Commission (PC) review



Comprehensive Plan Periodic Review Open House



Public Hearing and Recommendation



- Scope of Work
- Staff Prepares Initial Draft
- Parks and Recreation Commission Input

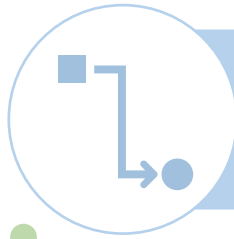
Several meetings to prepare a Public Review Draft

PC responds to comments

PC Makes Recommendation to Council

Periodic Review Concludes





Process



Project Begins



Planning Commission (PC) review



Comprehensive Plan Periodic Review Open House



Public Hearing and Recommendation



- Scope of Work
- Staff Prepares Initial Draft

Several meetings to prepare a Public Review

PC responds to comments

PC Makes Recommendation to Council

Periodic Review Concludes

- Parks and Recreation Commission Input

We are here





Parks Zone Overview

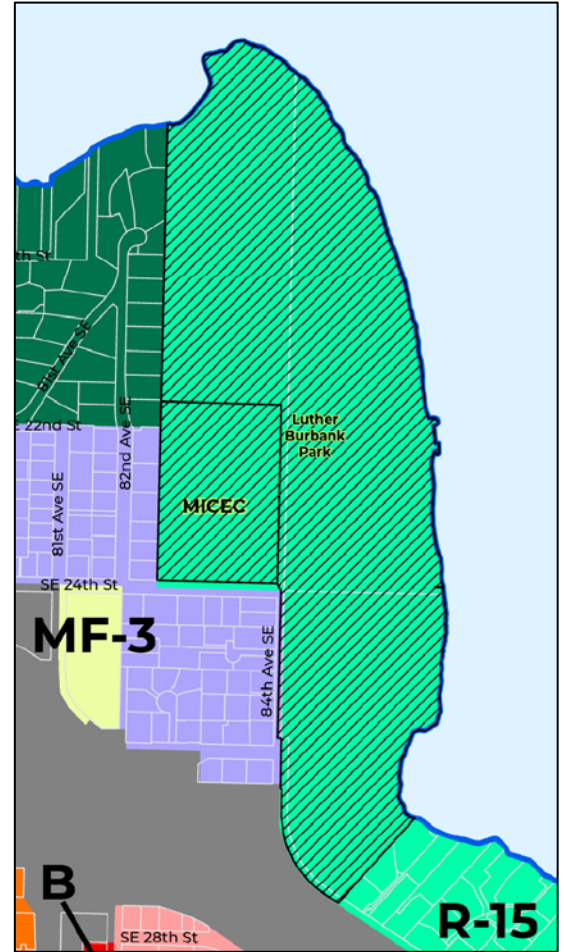
- New zone to regulate development in City parks.
- Will be adopted with the Comprehensive Plan Update.
- Would apply to City-owned, -leased, or –managed parks.
- Ensure that park development is consistent with the adopted PROS Plan.





Parks Zone Overview

- Establishing a new zone requires amendments to the City Zoning Map.
- A draft of the Zoning Map with parks was included as Exhibit 3.
- Zoning Map shows where the Parks Zone regulations would apply.





Parks Zone Overview

- Parks Zone regulations are composed of:
 - Zone establishment (by amendment of MICC 19.01.040);
 - Zone purpose and designation requirements;
 - Permitted land uses;
 - Development standards; and
 - Definitions (by amendment of MICC 19.16.010).





Gather PRC Input

- 1 Purpose Statement
- 2 Permitted Land Uses
- 3 Development Standards



Gather PRC Input

1

Purpose Statement

- The purpose describes why the City is establishing the Parks Zone.
- Draft purpose highlights that this zone is intended to establish regulations for parks because their intended land uses substantially differ from other zones.
- The principal focus is the facilitation and continuation of recreational uses of publicly owned park lands.



Gather PRC Input

1

Are there modifications suggested for the purpose statement of the Parks Zone?

- A. Purpose. The purpose of the Parks Zone (P) is to accomplish all of the following:
 - 1. Implement the Comprehensive Plan and other applicable plans by designating areas that conserve and preserve a variety of park and open space lands in the City;
 - 2. Regulate the land uses permitted within publicly owned parks in the City; and
 - 3. Preserve urban forests, critical habitat, environmental resources, and maintain access to recreational opportunities.



Gather PRC Input

2

Permitted Land Uses

The list of permitted uses should be:

Broad enough to ensure that the City can develop its park land to realize the PROS Plan, and

Narrow enough to preserve parks from being developed with incompatible uses.

Any allowed land uses would go through the City's planning processes including approval of the budget, listing the project on the capital improvement plan, and design review.





Gather PRC Input

2

Are there permitted land uses for the Parks Zone that should be added, removed, or modified?

- Recreational uses.
- Recreational facilities.
- Agricultural activities.
- Government offices and government services.
- Public parking, parking structures, and underground parking.
- Temporary uses and structures.
- Transit stops.
- Public art.
- Signs.
- Wireless communications facilities.
- Utilities. Utilities must be placed underground whenever feasible.



Gather PRC Input

3

Development Standards

- Development standards include parking requirements, setbacks, height limits, and maximum impervious surfaces. Intended to help reduce the impact of allowed uses on neighboring land uses, and vice versa.
- Standards are focused on ensuring park development occurs consistent with the Comprehensive Plan and PROS Plan.
- The full text of the proposed development standards can be found on page 3, line 37 of Attachment A.



Gather PRC Input

3

Are there development standards for the Parks Zone that should be added, removed, or modified?

Topic	Proposed Standard Summary
Setbacks	<ul style="list-style-type: none">• No setback required between Parks Zone and institutional, commercial, and mixed-use zones;• 20 feet between Parks Zone and residential zones; and• The following developments are exempt from setback requirements: picnic tables, fences, gates, culverts, trails, landscaping, and parking areas.
Building Height	35-foot maximum, approximately three stories. This is the maximum for most zones outside of Town Center.
Impervious Surfaces	<ul style="list-style-type: none">• No net new impervious surfaces unless authorized by an adopted Park Master Plan, ADA Plan, and• Emergency vehicle lanes, trails, and synthetic turf athletic fields are exempt.



Gather PRC Input

3

Are there development standards for the Parks Zone that should be added, removed, or modified?

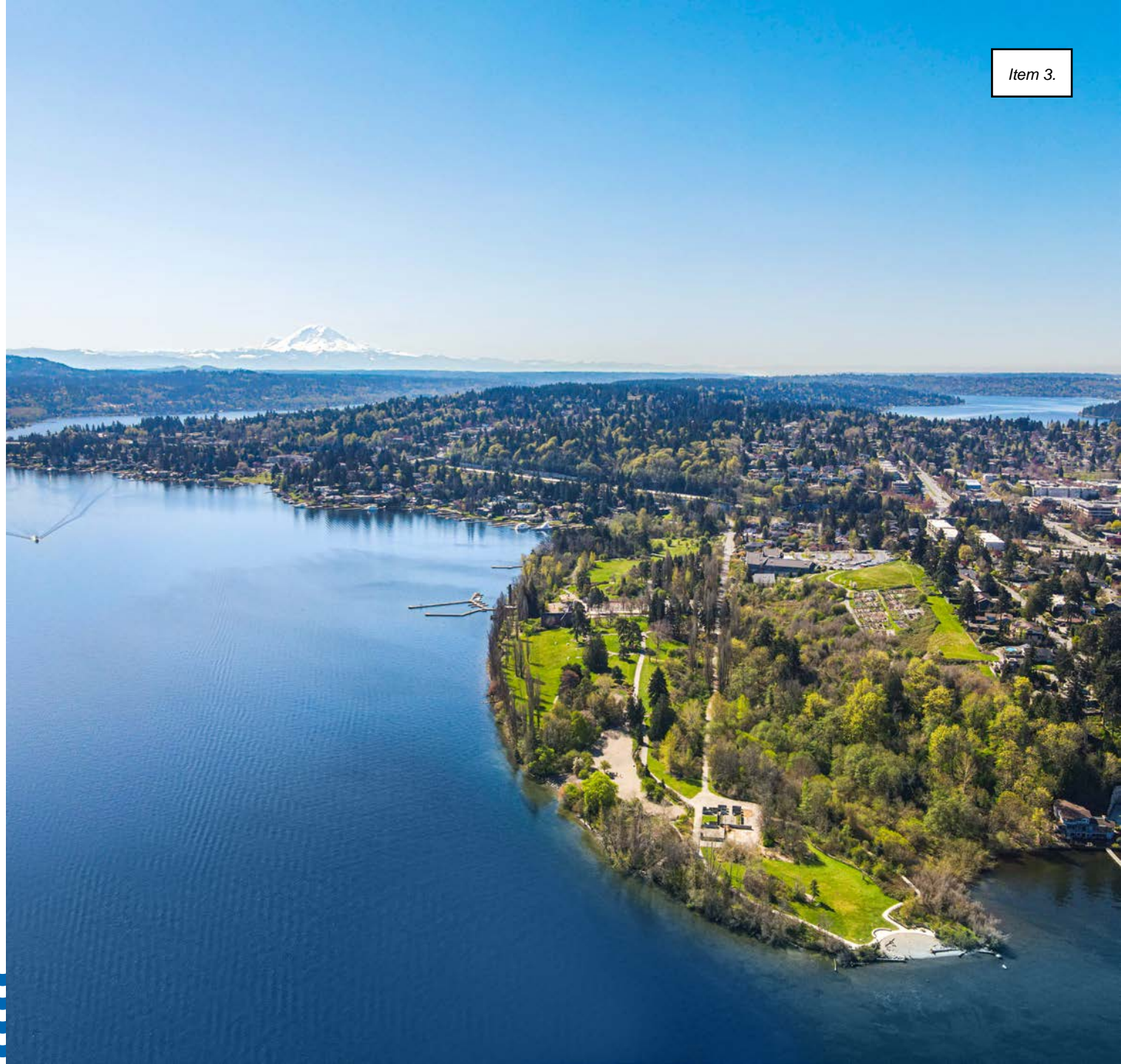
Topic	Proposed Standard Summary
Parking	<ul style="list-style-type: none">• No minimum number of parking spaces, City Engineer can determine the necessary number of parking spaces;• Screening required between parking areas and residential zones; and• Note: impervious surface requirement would limit the amount of new parking that could be created unless it was shown on an adopted City plan.
Lighting	New lighting must be shielded and directed downwards, consistent with International Dark Sky Association recommendations to minimize lighting impacts to neighboring properties and the night sky.

Next Steps

- Planning Commission will begin draft Parks Zone review including PRC input on January 24.
- Public comments on the draft will be accepted throughout the Planning Commission review.
- Remaining review to include Comprehensive Plan open house and public hearing.



Questions?



Additional Reference





Definitions (Proposed)

Agricultural Activities. The production of plants, animals, or their products, including but not limited to gardening, and fruit production.

Farmer's Market. An occasional or periodic market held in an open area or in a structure where groups or individual vendors offer for sale to the public items such as fresh produce, seasonal fruits, fresh flowers, arts and crafts, and food and beverages dispensed from booths located on-site.

Government Offices. A building or structure owned, operated, or occupied by a governmental agency to provide a governmental service to the public.



Definitions (Proposed)

Park. Any public or private land available for recreational, environmental, educational, or cultural uses.

Recreational Facility. Structures, pieces of equipment, or developments that are specifically provided for recreational uses. Recreational facility includes both indoor and outdoor facilities for public or private recreational use.

Recreational Uses. A land use that provides opportunity for amusement, entertainment, athletic, environmental, and/or other leisure-time activities.





Definitions (Proposed)

Temporary Structures, Uses, and Activities. A land use, structure, or activity that will only be in place for a limited period of time not to exceed 180 days in duration.

Trail. An off-street pedestrian, bicycle, or multi-use path.

Transit Stop. A transit facility located at selected points along transit routes for passenger pickup, drop off, or transfer, but excluding areas for vehicle repair or storage, parking lots, transfer stations, and park-and-ride stations.





Definitions (Existing)

Impervious surfaces: Includes without limitation the following:

1. Buildings — the footprint of the building and structures including all eaves;
2. Vehicular use — driveways, streets, parking areas and other areas, whether constructed of gravel, pavers, pavement, concrete or other material, that can reasonably allow vehicular travel;
3. Sidewalks — paved pedestrian walkways, sidewalks and bike paths;
4. Recreation facilities — decks, patios, porches, tennis courts, sport courts, pools, hot tubs, and other similar recreational facilities;
5. Miscellaneous — any other structure or hard surface which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development, or causes water to run off the surface in greater quantities or at an increased rate of flow from present flow rate under natural conditions prior to development.





Definitions (Existing)

Government services: Services provided by the city, King County, the state of Washington, or the federal government including, but not limited to, fire protection, police and public safety activities, courts, administrative offices, and equipment maintenance facilities.

Parking: A public or private area, under, within or outside a building or structure, designed and used for parking motor vehicles including parking lots, garages, and driveways. For the purposes of this definition only:

1. Parking structure shall mean a building or structure consisting of more than one level and used for the temporary parking and storage of motor vehicles.
2. Underground parking shall mean the location of that portion of the parking structure located below the existing grade of the ground abutting the structure.



Definitions (Existing)

Sign: Any series of letters, figures, design symbols, lights, structure, billboard, trademark or device intended or used to attract attention to any activity, service, place, subject, person, firm, corporation, or thing. Excluded are official traffic signs or signals, public notices, and governmental flags.

Utilities: Facilities providing infrastructure services by a public utility or private utility regulated by the state through fixed wires, pipes, or lines. Such facilities may include water, sewer, storm water facilities (lines, ditches, swales and outfalls) and private utilities such as natural gas lines, telecommunication lines, cable communication lines, electrical lines and other appurtenances associated with these utilities. "Utilities" does not include wireless communication facilities, but do include small wireless facilities.

Wireless communications facility (WCF): Any unstaffed facility for the transmission and/or reception of radio frequency signals usually consisting of antennas, an equipment cabinet, transmission cables, and a support structure to achieve the necessary elevation.



PARKS & RECREATION COMMISSION STAFF REPORT

PRC 24-02
January 4, 2024
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Review of Recreation Sponsorship Policy	<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 and recommend draft Recreation Sponsorship Policy to the City Council for consideration.	

STAFF:	Ryan Daly, Recreation Manager Katie Herzog, Recreation Supervisor
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	1. draft Recreation Sponsorship Policy

SUMMARY

The purpose of this staff report is to seek the Parks and Recreation Commission’s (PRC) recommendation of the draft Recreation Sponsorship Policy (see Exhibit 1) to the City Council for consideration.

Background

Sponsorship policies are a standard municipal tool that guides the acceptance of sponsorships consistent with public values. The City of Mercer Island does not currently have a sponsorship policy.

At the [November 2, 2023](#) PRC meeting, staff presented the draft Recreation Sponsorship Policy Disqualifying Criteria. During this meeting the PRC provided input toward revisions to the disqualifying criteria which further informed development of a complete draft policy.

Discussion

The Recreation Sponsorship Policy establishes parameters for reviewing and accepting sponsorships to support City of Mercer Island recreational events, programs, and services. Based on the input provided at the November 2nd PRC meeting, staff have revised the draft disqualifying criteria section and developed a draft Recreation Sponsorship Policy (see Exhibit 1).

Next Steps

Following the PRC’s recommendation of this draft policy for City Council consideration, staff will place the policy in the designated template and present the PRC’s recommendation to the City Council. The City Manager anticipates the draft policy will be presented to the City Council in spring of 2024.

RECOMMENDATION

Review and recommend draft Recreation Sponsorship Policy to the City Council for consideration.

DRAFT RECREATION SPONSORSHIP POLICY

Purpose

This policy establishes parameters for reviewing and accepting sponsorships to support City of Mercer Island recreational events, programs, and services.

Definitions

City: The City of Mercer Island and any of its staff, elected and/or appointed officials, or volunteers.

Sponsor: An individual or individuals, corporation, partnership, governmental entity, business entity, or organization that provides funds, goods, or services to the City in exchange for recognition, acknowledgement, or other promotional considerations or benefits with respect to a City coordinated program, event, or service.

Sponsorship: The provision by a sponsor of funds, goods, or services to the City in exchange for recognition, acknowledgement, or other promotional considerations or benefits with respect to a City coordinated program, event, or service. Sponsorships are distinct from donations, as that term is used under MICC Ch. 2.50.

Sponsorship Agreement: A contract between the City and a sponsor establishing the terms and conditions agreed upon by the City and the sponsor with respect to the sponsorship.

1.0 General Policy

The City of Mercer Island solicits and accepts certain sponsorships to support funding of City coordinated events, programs, and services based on the terms and criteria provided below.

2.0 Authority to Accept or Reject Sponsorships

The City retains the right to refuse any offers of sponsorship. The City Manager (or designee) is responsible for determining which City events, programs, and services are suitable for sponsorship and for reviewing, accepting, or rejecting sponsorship proposals.

3.0 Sponsorship Selection Criteria

The following criteria will be used by the City to evaluate sponsorship proposals. The City may establish additional criteria or requirements depending on the event, program, or service.

- A. Consistency of the prospective sponsor's products, customers, and promotional goals with the program, event, or service, and the City's values and service priorities.
- B. Historical participation as a sponsor in City programs, events, or services.
- C. Timeliness or readiness of the prospective sponsor to enter into a Sponsorship Agreement.
- D. Promotional considerations provided to the prospective sponsor relative to the community benefit of the sponsorship.
- E. The operating and maintenance costs associated with the proposed sponsorship (if any).

- F. The degree of support from other City departments needed to evaluate and implement the terms of the Sponsorship Agreement.
- G. The prospective sponsor's record of past involvement in community and City projects.

4.0 Disqualifying Criteria

Sponsorship proposals that feature any of the following criteria will be rejected:

- A. Prospective sponsors whose business is substantially derived from gambling or sexually oriented services or products, or the manufacture or sale of tobacco, marijuana, weapons, or firearms.
- B. Prospective sponsors that, if associated with the City, may create the appearance that the City supports a particular religious or political point of view.
- C. Prospective sponsors having past, present, or pending business agreements, permit approvals, or other associations with the City, if a Sponsorship Agreement would have an appearance of impropriety.
- D. Prospective sponsors that propose conditions that are inconsistent with the City's mission, values, policies, or planning documents.
- E. Profanity, obscenity, or hate speech.
- F. Sponsors that will or may promote tobacco products, alcohol, gambling, sexually related products or services, the sales or manufacturing of firearms or weapons, or products or services that are contrary to the interest of public health, safety, or welfare.
- G. Other factors that might affect or undermine the public trust or public confidence in the City's impartiality or interfere with the efficient delivery of City services or operations, including, but not limited to, the existence of, or possibility for, conflicts of interest between the sponsor and the City officers, employees, or City affiliates; the potential for the sponsorship to tarnish the City's reputation or standing among its citizens, or the potential to otherwise impair the ability of City to govern its citizens, or distract the City and its officers and employees from its mission.
- H. Any other reason that a proposed sponsorship is inconsistent with the City's best interests as determined by the City Manager in their sole discretion.

5.0 Requirements and Priority for Sponsorship Acceptance

- A. An executed Sponsorship Agreement between the sponsor and City is required prior to the commencement of any sponsorship.
- B. All recognition, advertising, and marketing materials in association with the sponsorship (including type, location, size, design, content and duration or display) are subject to

approval by the City and must be compliant with all regulations by City ordinance and other City policies.

- C. If multiple prospective sponsors desire to sponsor the same program, event, or service, those operating within the City of Mercer Island shall have priority over non-local prospective sponsors.

DRAFT

Parks & Recreation Commission

2024 Planning Schedule

1st Thursday of Month- Regular Meetings

Updated 12.28.23



Date	Meeting Type	Agenda Item
4-Jan	Regular	Recreation Sponsorship Policy
		Park Zone
1-Feb	Regular	
7-Mar	Regular	
4-Apr	Regular	Recreation Division Annual Report
		Draft Park Code Update
2-May	Regular	Mercer Island Library- Annual Update
6-Jun	Regular	Chair/Vice-Chair Elections
		Bylaws Review
11-Jul	SPECIAL	
August		No Meetings Summer Break
5-Sep	Regular	
Oct. TBD	SPECIAL	
7-Nov	Regular	
5-Dec	Regular	Work Plan Progress and CIP Progress Update
		Recreation Policy Implementation

Item Type	Items to be scheduled
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Code	Park Zone Update (Q1)
Policy	Recreation Service Scholarship
Project	Mercedale/Groveland & Clarke Master Plan Kick-off
Project	Luther Docks Project (<i>Periodic touch points</i>)
Project	Aubrey Davis Trail Safety Project (<i>Periodic touch points</i>)
Agenda Items	
KCLS- Mercer Island Branch Operations Update (May)	
Annual PRC Chair/Vice-Chair Elections (June)	
Annual Bylaws Review (June)	
Various CIP Recommendations (TBD)	
Recreation Division Annual Report	