PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING
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, Ashley Hay

LOCATION & CONTACT
Zoom Meeting
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.

Virtual Meeting Notice
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 - 5:00 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT
1. Department Report

REGULAR BUSINESS
2. Approve the minutes of the December 4, 2023 Special Meeting
   Recommended Action: Approve minutes.

3. 2024 Comprehensive Plan Periodic Update Draft Parks Zone Regulations
   Recommended Action: Receive report and provide input to the Planning Commission

4. 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

ADJOURN
City of Mercer Island
Parks and Recreation Commission

Department Report
January 4, 2024
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**
    - 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!

POP CORN 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

CITY OF MERCER ISLAND
WASHINGTON
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.
Happy New Year!
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 Bluvas, 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

AGENDA ITEM INFORMATION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>2024 Comprehensive Plan Periodic Update Draft Parks Zone Regulations</th>
<th>☒ Discussion Only</th>
<th>☐ Action Needed:</th>
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<tbody>
<tr>
<td>RECOMMENDED ACTION:</td>
<td>Receive report and provide input to the Planning Commission.</td>
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<table>
<thead>
<tr>
<th>STAFF:</th>
<th>Adam Zack, Senior Planner- Community Planning &amp; Development Dept.</th>
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<td>COUNCIL LIAISON:</td>
<td>Craig Reynolds</td>
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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:

1. Are there modifications suggested for the purpose statement of the Parks Zone?
2. Are there permitted land uses for the Parks Zone that should be added, removed, or modified?
3. 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>
<thead>
<tr>
<th>Topic</th>
<th>Proposed Standard Summary</th>
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| Setbacks            | • 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 | • 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             | • 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.

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

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

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

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

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

H. Except as hereinafter provided:

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

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

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

MICC 19.05.XXX – Parks Zone. [New Section]

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.
B. **Parks Zone Designation Requirements.** In addition to the requirements established in Chapter 19.15 MICC, lands must meet the following designation requirements to qualify for classification as Parks Zone.

1. The City Council must adopt findings that the proposed classification will be consistent with the purpose of the Parks Zone, and

2. The land must be owned, leased, or may be managed by the City of Mercer Island.

C. **Uses Permitted.** The following land uses are permitted in the Parks Zone. A use not permitted by this section is prohibited.

1. Recreational uses.
2. Recreational facilities.
3. Agricultural activities for educational or recreational purposes, such as community gardens.
4. Government offices and government services.
5. Public parking, parking structures, and underground parking.
6. Temporary uses and structures, including farmer’s markets and special events, authorized by the City Manager or designee.
7. Transit stops.
8. Public art.
10. Wireless communications facilities.
11. Utilities. Utilities must be placed underground whenever feasible.

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

A. **Applicability.** The provisions of this section shall apply to all development proposals in the Parks zoning designation.

B. **Setbacks.**

1. The following minimum setbacks apply:
   a. Zero (0) feet if adjacent property is zoned PI, P, TC, PBZ, CO, or B; and
b. Twenty (20) feet if adjacent property is zoned R-8.4, R-9.6, R-12, R-15, MF-2L, MF-2, or MF-3.

2. Setbacks are measured from the adjacent property line or the edge of adjacent public rights-of-way.

3. The following developments are exempt from setback requirements: picnic tables, fences, gates, culverts, trails, landscaping, and parking areas.

C. **Maximum Building Height.** No building shall exceed thirty-five (35) feet in height. Flagpoles, antennas, chimneys, mechanical equipment, and rooftop appurtenances do not count toward building height in the Parks Zone.

D. **Impervious surface.** No net new impervious surface is permitted unless it has been authorized by an adopted Park Master Plan, the City of Mercer Island ADA Plan or specifically exempted by this section, provided that stormwater and other applicable requirements are met. The following uses are exempt:

1. Emergency vehicle lanes not available for public use;

2. Public trails; and

3. Synthetic turf athletic fields.

E. **Parking.** The following parking requirements apply to all land uses in the Parks Zone.

1. **Design.** Parking lot design must conform to the diagrams included in appendix A of this development code, unless alternative design standards are approved by the city engineer.

2. **Ingress and egress.** The city engineer shall have the authority to condition future development permit approvals to fix the location and width of vehicular ingress or egress to and from the subject property and alter existing ingress and egress as may be required to control street traffic in the interest of public safety and general welfare.

3. **Screening.** A landscaped area at least ten feet wide must provide a visual barrier between parking areas and adjacent properties zoned R-8.4, R-9.6, R-12, R-15, MF-2L, MF-2, or MF-3. The screening shall be composed of a combination of trees, bushes, and groundcover that will produce an eight-foot-tall visual barrier in all seasons within three years of planting. A minimum of one tree for every 20 feet of landscape perimeter length must be provided.

4. **Minimum parking requirements.** There is no minimum number of parking spaces required in the Parks Zone. The proposal must demonstrate to the satisfaction of the city engineer that the number of parking spaces proposed will accommodate the projected parking created by the proposed use. The city engineer may condition approval to require a minimum number of parking spaces if the proposed use is expected to create demand for additional parking spaces beyond existing and proposed onsite parking facilities.
F. **Lighting.** All exterior lighting must be designed to minimize light trespass onto neighboring properties. Fixtures must be shielded and directed no more than forty-five (45) degrees above straight down, which is half-way between perpendicular and parallel to the adjacent grade. Shielded means the lighting fixture has a solid opaque barrier at the top of the fixture in which the bulb is located and the fixture is angled so the bulb does not extend below the barrier. The following lighting types are exempt from this requirement:

1. Lighting within a public right-of-way or easement for the purpose of illuminating roads, trails, and pedestrian ways;
2. Repair of lighting fixtures existing prior to the effective date of this ordinance;
3. Emergency lighting;
4. Pathway and landscaping lighting fixtures producing less than 200 lumens;
5. Temporary seasonal lighting; and
6. Lighting required by state or federal law.

**MICC 19.16.010 – Definitions**

[ ... ]

**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. [...]

**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. [...]

[ ... ]
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. [ ... ]
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.
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 10C-02
Amended: Ord 14C-07
Amended: Ord 14C-10
Amended: DSG Director's Memo, dated 06/10/2016
Amended: Ord TFC-24
Amended: Ord 18C-14

The parcel layer is provided for general reference only.
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.
## Parks & Recreation Commission

### 2024 Planning Schedule

**1st Thursday of Month - Regular Meetings**

*Updated 12.28.23*

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

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Items to be scheduled</th>
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*Item 5.*
<table>
<thead>
<tr>
<th>Code</th>
<th>Park Zone Update (Q1)</th>
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<tr>
<td>Policy</td>
<td>Recreation Service Scholarship</td>
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<tr>
<td>Project</td>
<td>Mercerdale/Groveland &amp; Clarke Master Plan Kick-off</td>
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<tr>
<td>Project</td>
<td>Luther Docks Project (<em>Periodic touch points</em>)</td>
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<tr>
<td>Project</td>
<td>Aubrey Davis Trail Safety Project (<em>Periodic touch points</em>)</td>
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**Initial 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