

NORTH BEND PARKS COMMISSION MEETING

November 29, 2023, 6:30pm

North Bend City Hall

920 SE Cedar Falls Way, North Bend, WA

PLEASE NOTE: This meeting will be held in-person at City Hall.

A Zoom meeting link may be set up, upon request, should a member of the public or Parks Commission wish to attend remotely. Contact Principal Planner Mike McCarty at mmccarty@northbendwa.gov to request a Zoom link to attend the meeting remotely.

AGENDA:

1. Call to order, opportunity for public comments
2. Annual elections for Chair and Vice Chair for 2024 calendar year
3. Minutes of September 27, 2023 Parks Commission meeting
4. Small Park Improvement Budget
 - a. Expended \$5,450 on pickleball court striping at EJ Roberts Park
 - b. City now uses biennial budget (2023-2024), so fund can carry over into 2024 and no need to spend by the end of 2023.
 - c. 2024 amount increased to \$10,500, so total balance of \$15,050 available by end of 2024.
 - d. Potential ideas:
 - i. Pathway paving at Gardiner Weeks Park from parking lot to Snoqualmie Valley Historical Museum entry
 - ii. Picnic tables at Gardiner Weeks Park
 - iii. Picnic table by pump track at Torguson Park
 - iv. Public parking signs at public spaces on north side of Phoenix Plaza parking lot.
 - e. Other Ideas?
5. 2023 Annual Report and 2024 Work Plan
 - a. Review and discuss draft – consider 2024 activities for final report, including 2023 park maintenance tour recommendations.
 - b. Present at the January 16 or February 6, 2024 Council meeting
6. No meeting proposed for December. Next meeting would be on January 24

Agenda sent to: Parks Commissioners, Mayor, City Administrator, City Clerk, CED Director, Senior Planner, Public Works Parks Lead

Minutes of the North Bend Parks Commission Meeting of Sept. 27, 2023

Minutes are draft until approved at the following Parks Commission Meeting

The meeting, held in person at North Bend City Hall and online via Zoom, was called to order at 6:37 p.m.

Attendance:

- Parks Commissioners in attendance: Minna Rudd (via Zoom), Tim Talevich, Kyle Braun, Brian Duncan and Kaylie McGhee (via Zoom)
- Parks Commissioners absent: Mark Correira, Eric Thompson
- Staff in attendance: Senior Planner Mike McCarty

Minutes of the Aug. 23, 2023 Parks Commission Meeting

Commissioner Talevich made a motion to approve the minutes as amended. Commissioner Duncan seconded. The motion passed unanimously.

Parks Commission review and recommendation: Open space improvements, Ichijo NB-40 Subdivision

Representatives of Core Design and Ichijo USA attended the meeting via Zoom to hear Commission discussion on several recommendations as detailed in the agenda packet. Discussion focused on location of a trail within the development. Commission members requested that it's clear the trail is open to the public and close enough to the public street to be accessible. Commissioner Braun motioned to approve the staff recommendations 1-9 from the September 27 staff report to the Parks Commission, and add an additional recommendation for the development to extend a trail, within a public trail easement along the west edge of the subdivision, extending north from 137th Street to Road A/SE 16th Street, where it can cross Road A/SE 16th Street to the trail entry at Tract F. Commissioner Duncan second, and the motion was approved unanimously.

Draft Public Works 6-Year Capital Improvement Plan (CIP)

Senior Planner McCarty asked for Commission feedback on park-related items on the draft CIP. Discussion focused on roadway sidewalk improvements along Ballarat Avenue and other pedestrian and bike-related projects. McCarty will forward these comments to Public Works Director Mark Rigos.

Planning for North Bend Arbor Day Recognition, Oct. 7, 2023

The day will feature a community-sponsored "Oaktober" fair at E.J. Roberts Park in the morning coordinated as a private event open to the community by resident Terry Pottmeyer, followed by an official Arbor Day tree planting and official proclamation by Mayor McFarland at 1 p.m.

The planting will feature two garry oaks, important in ecology and ethnobotanic history in the area.

Follow-up on Parks Commission discussion of Riverfront Park/Natural Area

Commission members had informally discussed naming a feature within the park after Gardiner Vinnedge. Ideas included a memorial bench, or trail named after Mr. Vinnedge, a respected local resident and historian who recently passed away. The Commission's consensus was to hold off on any commemoration, pending further discussion and talks with the family.

Next Meeting

The Commission will meet next on Nov. 15, 2023.

Adjournment

The meeting was adjourned at 7:55 p.m.

Minutes prepared by Tim Talevich

PARKS COMMISSION 2022 SUMMARY REPORT AND 2023 TENTATIVE WORK PROGRAM

To: City Council

Date: For January 16, 2024 City Council Meeting

From: Mike McCarty, Senior Planner, and Minna Rudd, Parks Commission Chair

City Council members,

As required per NBMC 2.24.120, *“the Parks Commission, at or before its first regular meeting in February of each year, shall make a full report, in writing, to the Council of its transactions and expenditures, if any, for the proceeding year, with such general recommendations as to matters covered by its prescribed duties and authority as may seem proper.”*

This report is provided to summarize the activities, accomplishments, and expenditures of the Parks Commission in 2023 as well as to provide the tentative work program of the Parks Commission in 2024, seeking any feedback or additional direction from the Council on this work program.

2023 Expenditures:

The Parks Commission expended \$5,450 from the Small Park Improvement Budget for adding pickleball court striping to the tennis courts at EJ Roberts Park, which was coordinated by Public Works staff and completed in July.

2023 Activities:

Parks Element update

As required as a part of the major 2024 Comprehensive Plan Update, the Parks Commission provided review and recommendation on an update to the Parks Element of Comprehensive Plan, including revised park facility information, levels of service, policies, and projects on the parks capital facilities plan. The Parks Commission and Planning Commission jointly made a recommendation of approval to the City Council on April 19. Council subsequently passed Resolution 2072 on June 20, authorizing adoption of the Element together with the remainder of the 2024 Comprehensive Plan amendments.

Ribbon cutting and grand opening of Tollgate Farmstead

On June 14, Parks Commissioners helped to celebrate, together with staff from the City and Si View MPD, the opening of the new farmstead improvements at Tollgate Farm Park including the new barn, parking area, and agricultural uses.

Review and recommendation on plans for William H. Taylor Park and Riverfront Park

Throughout 2023, the Parks Commission participated in multiple public workshops conducted by City staff and the City's consultant on this project, Site Workshop, provided feedback, and a recommendation of approval to the City Council for the final conceptual plan for each of these parks, which were then approved by the City Council on October 3 for use in guiding further capital improvements to the parks.

Tour of parks for maintenance and improvement recommendations

The Parks Commission conducted a tour of various City parks at their May and June meetings to identify maintenance needs to place on a long-term maintenance list and potential improvements. This year the Commission visited EJ Roberts Park, Si View Neighborhood Park, Torguson Park, and Tollgate Farm Park. The Parks Commission recommendations are for consideration of future maintenance project planning and recommendations for use of the annual park maintenance budget and/or small park improvement budget, and have been provided to the Public Works Department and Si View MPD (who operates Torguson Park and Tollgate Farm Park) for future

implementation as staffing schedules permit. The 2023 maintenance and improvements list is included as an attachment to this report. The Parks Commission also thanks the Public Works staff for addressing many of the repair items that were previously noted on the 2021 maintenance list.

Arbor Day event

With help of Parks Commissioners, staff and former Mayor McFarland planned and held a community Arbor Day recognition on October 7 at EJ Roberts Park, planting two native Garry Oak trees within the park with around 15 volunteers, following from a Oaktoberfest event at the park that was coordinated by resident Terry Pottmeyer.

Review and recommendation on Ichijo Subdivision park improvements

Consistent with the City's Residential Recreation and Common Space regulations in NBMC 17.25, the Parks Commission reviewed and provided recommendations on the mini-park, open space and trail plans for the Ichijo NB-40 subdivision proposal. The Parks Commission's recommendations will be provided to the applicant and to the Hearing Examiner for consideration for the hearing on the preliminary plat.

Discussion and recommendation on downtown trash receptacles

The Parks Commission provided review and recommendation on trash and recycle receptacles in the downtown area in consideration of the new contract with Recology and to address problems with the existing facilities (some of which are often overfilled). The Parks Commission provided a decision card for Council consideration in the 2024 budget.

2024 Tentative Work Program:

At their November 29, 2023 meeting, staff and the Parks Commission considered several potential topics to address in the coming year. The Parks Commission recommended addressing the following topics in 2024 (pending available staff time) and seek any City Council feedback or additional direction regarding this tentative work program.

1. Grand opening celebration for Dahlgren Family Park –Spring.
2. Planning logistics for a dog park at the Dahlgren Family Park as a future potential capital project for consideration by the City Council. Winter/Spring
3. Grand opening celebration for Tennant Trailhead Park – Spring.
4. Parks Commission (serving as Tree Board per Res. 1530) review of PlanIT Geo Tree Canopy Assessment and Recommendations, and associated review and recommendation on urban forestry policies for Comprehensive Plan Update – Spring.
5. Parks Commission recommendation on use of Small Park Improvement funds for small-scale park improvements – Summer.
6. Coordination with Public Works on park and trail-related improvements being planned in 2024 for 2025-2026 implementation including:
 - a. South Fork Snoqualmie River Levy setback and associated trail design.
 - b. Downtown to Tollgate Farm Shared Use Pathway.
 - c. Roundabout landscaping/feature plans for new Bendigo Boulevard/Mt. Si Boulevard intersection and associated shared-use pathway.
 - d. SR-202/Bendigo Boulevard bridges over South Fork Snoqualmie River and Ribary Creek, and associated trail connections along S. Fork Snoqualmie River levy.
 - e. Mount Si Road and North Bend Way intersection improvements and trail connection to Snoqualmie Valley Trail.
 - f. Tanner Trail extension – Public Works to Snoqualmie Valley Trail.
 - g. Cedar Falls Way trail – South side of road from Maloney Grove Ave. to 436th (Grant dependent).
7. Park capital facilities planning and recommendation for use of Park Impact Fees, Park-related decision cards for 2025 budget.

8. Parks Commission review and recommendation on parks directional signage improvements – Fall.
9. Tree Board and Arbor Day planning activities – October/November.
10. Park review for new developments – as they may come in.

The Parks Commission and staff wish to thank the City Council for consideration of the Parks Commission's recommendations, and appreciate your direction, feedback, and communication as we work collectively towards the planning and betterment of the City of North Bend's park and recreation resources. Please let us know any feedback you have in particular for the 2024 work program.

Minna Rudd, Parks Commission Chair

Date _____

Mike McCarty, Principal Planner

Date _____

Attachment: Parks Maintenance and Improvements Recommendations List 2023

PARKS MAINTENANCE CAPITAL IMPROVEMENT LIST 2023

The following list was compiled from Parks Commissioners during site visits to parks on May 24 and June 28, 2023. This list serves as the basis for a Parks Maintenance Capital Improvement Plan, and should be reviewed annually by staff and the Parks Commission to update the list to address new needs and completed items. The Parks Commission thanks the Public Works Department staff for addressing many of the repairs and improvements identified on the previous 2021 park maintenance and improvements list.

EJ Roberts Park

Repairs:

- Add non-slip surfacing to the bridges. Was previously there, but appears to have worn off.
- Fill in multiple small depressions/divits in the lawn area of the main field to correct trip hazards and smooth the field.

Long term investment:

- Address asphalt pathway repairs throughout park along pathways and the parking stalls along Thrasher Ave – deteriorated, uneven, and full of dips and holes.



- Replace deteriorated grass swale area south of tennis courts with some sort of natural meadow/pollinator seed mix that would grow taller (only periodic mowing), or consider Sand Volleyball court there. The existing grass continues to struggle there.



Gardiner Weeks Park/Senior Center and History Museum Site:

Repairs:

- Remove the leaning and dying birch tree in the middle of the lawn area between the Senior Center and Bendigo Boulevard, and grind and remove its stump and the remaining nearby stump from the previously removed fir tree. Plant new trees to replace.



- Clean out the English ivy mess near the gazebo and remove ivy from the base of the trees near the river. Provide a few ferns and spread bark in this area.

Simple Additions:

- Add 2-3 picnic tables.
- Add signage from the parking lot directing people to the entrance to the History Museum.

Small Scale Capital Improvements (add to Parks Capital Facilities Plan):

- Replace the deteriorated gazebo with at-grade surfacing and picnic table, or construct new at-grade gazebo. Existing gazebo is not ADA accessible or easy to use with stairs (important for Senior Center patrons).



- Together with History Museum, add outdoor displays within the park area that could benefit the park.

PARKS MAINTENANCE CAPITAL IMPROVEMENT LIST 2023

- Add paved pathways between the Senior Center, parking lot, and the Snoqualmie Valley History Museum, as the way to get to the museum is currently just across grass lawn.



Long term investment (possible Parks Capital Improvement Plan additions):

- Install pickleball or bocce ball court consistent with 2023 preference survey from Senior Center. Court could be placed on large lawn behind senior center building.

Si View Neighborhood Park:

Repairs:

- Playground wood chip borders are significantly deteriorated and need to be replaced.



Long term investment (possible Parks Capital Improvement Plan additions):

- A sand volleyball court or other elements requested by the public in the 2022 Parks Survey could be added in the large lawn area behind the pickleball court.

Torguson Park (Si View Management/Maintenance):

Repairs:

- Fix the broken fence at the pump track.



- Fix the broken drinking fountain at the pump track.



- Fix the broken tire pump station



Simple additions:

- Add picnic table at the lawn area between Phoenix Plaza and the pump track.



- Add public parking signs to the public parking spaces behind Phoenix Plaza (north side of the parking lot, adjacent to the park).



Long term investment (possible Parks Capital Improvement Plan additions):

- Paint a map or other features on the central paved plaza area that enlivens the space. (Suggestions include map of the 3 forks of the Snoqualmie River, surrounding natural features, etc.)
- (With major plaza reconstruction per Capital Facilities Plan:)
 - Create a drop-off zone at the north end of the parking lot, removing the curb and installing ramps and steps down to the central plaza.
 - Add ADA accessible play equipment to the main playground.

Tollgate Farm Park (Si View Management/Maintenance):

Simple additions:

- Add picnic tables near the farmhouse.

Long term investment (possible Parks Capital Improvement Plan additions):

- Add a large picnic shelter north of the existing restroom.
- Add pickleball courts where the septic system is now (south of the restroom, off the parking lot), once sewer is connected.