

NORTH BEND PARKS COMMISSION MEETING

July 23, 2025, 6:30pm
North Bend City Hall, 920 SE Cedar Falls Way, North Bend, WA

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

A Teams 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 planning@northbendwa.gov to request a Teams link to attend the meeting remotely.

AGENDA:

1. Call to Order, Opportunity for Public Comment
2. Minutes of June 25, 2025 Parks Commission Meeting
3. Scoping of ideas for Wayfinding Signage Program to address in 2026.
 - a. Information desired on signs? Noted feature, arrow, distance
 - b. Areas signs are desired?
 - c. Design parameters? Size, shape, color, post, etc. (Photo examples to be provided at the meeting)
 - d. Other thoughts?
4. Scoping of ideas of pop-up seasonal dog park at Dahlgren Family Park
 - a. Info on operational logistics and costs – to be provided at meeting
5. Parks Commission discussion and recommendation on use of Small Parks Improvement Funds for 2025:
 - a. Available funds: \$10,815, as of 7/16/2025, per June month-end finance report.
 - b. Ideas include:
 - i. Contribution toward Wayfinding Signage Program (would combine with possible Economic Development grant funding).
 - ii. Citizen request for construction of chain-link fence along the perimeters of the EJ Roberts Pickleball Court off 4th Street to prevent balls from going down the slopes. 140' of fencing from a fence contractor – estimate to be provided at meeting.
 - iii. Additional picnic tables on concrete pads at Tollgate Farm Park in the vicinity of the barn and farmhouse. Approximate cost of \$10k, which would be turned over to Si View MPD to manage purchase and installation of (Si View manages Tollgate Farm Park).
 - iv. Other ideas from Parks Commission?
6. Cycling Mobility Plan Update on initial survey results (Caitlin Hepworth).

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

7. Recommendation on Mayor regarding memorial bench donation and installation.
 - a. See NBMC 12.08 for criteria: [Chapter 12.08 HONORARY AND MEMORIAL PARK DONATION STANDARDS](#)
 - b. Proposal by resident is for a bench on Main St. next to Huxdotter's Coffee, matching the bench on Park Street next at Huxdotter's. See attached email for further info.
 - c. Applicant would be required to secure a street use permit for approving final placement and installation inspection.



Proposed location (Main St. at Huxdotters)



Existing bench to be matched (Park St. at Huxdotters)

8. Reminder: Next Parks Commission Farmers' Market Booth August 14:

- a. Staffing:
 - i. 4-6pm: Minna Rudd and Kyle Braun
 - ii. 6-8pm: Mike McCarty and Tim Talevich

No Parks Commission meeting planned in August. Next meeting September 24.

Minutes of the North Bend Parks Commission Meeting of May 28, 2025

Minutes are draft until approved at the following Parks Commission Meeting

The meeting was an in-person meeting at North Bend City Hall and included a bicycle tour together with the North Bend Economic Development Commission. The meeting was called to order at 6:00 p.m. to begin the tour.

Attendance:

- Parks Commissioners in attendance: Brian Duncan, Matt Miller, Minna Rudd, Kyle Braun, Eric Thompson, and Ethan Eusebio. Absent: Tim Talevich.
- Economic Development Commissioners in attendance (for the portion of the meeting with the EDC): Michael Kunz, Tad Haas, and Nick Jensen.
- Staff in attendance: CED Director James Henderson, Planning Manager Mike McCarty, and Associate Planner Caitlin Hepworth

Bicycle Tour

Parks Commissioners and Economic Development Commissioners bicycled along a route identified on a map in the May 28, 2025 Parks Commission meeting packet and discussed bicycling needs and project ideas along the route in consideration of planning for the Cycling Mobility Plan. Mike McCarty asked Parks Commissioners and Economic Development Commissioners to email him their thoughts and ideas following the tour, so that staff could compile those for the purpose of the Cycling Mobility Plan.

Parks Commissioners then reconvened at City Hall at approximately 8:30 for the remaining portion of the Parks Commission meeting.

Minutes of the April 30, 2025 Parks Commission Meeting

Commissioner Braun made a motion to approve the minutes; Commission Duncan seconded. The motion passed unanimously.

Shoreline Access and Trail Plan

Mike McCarty noted the revisions made to the Shoreline Access and Trail Plan being prepared by the City's consultant, Facet, following recommendations from the Parks Commission at their April 30 meeting. Commissioner Braun requested two additional revisions to the updated draft as presented in the packet:

- Removing the Facet header on the cover page and Facet logo from the footer of each page to recognize that the plan is a City of North Bend Plan.

- Revising Appendices such that the existing Appendix A (Capital Investment Strategy) is moved to the end of the appendices, and the existing Appendix J (Project Selection Rounds Table) is moved up to become Appendix C, following after the Public Engagement Plan, and River Access Survey.

Subject to the revisions, Kyle Braun made a recommendation of approval of the Shoreline Access Plan. The motion was seconded by Commissioner Duncan, and passed unanimously.

Thank you to Ethan Eusebio

Ethan Eusebio announced that he would be leaving in July for college and a flight training academy. Commissioners thanked him for his time serving the City as Youth Parks Commissioner and wished him well for his future education and flight training.

Farmers' Market Booth Update

Commissioners updated the planned participation for staffing the Parks Commission booth at the July 10 Farmer's Market as Ethan would not be able to attend that. The new schedule is:

- 4-6pm – Mike McCarty and Brian Duncan
- 6-8pm – Tim Talevich and Eric Thompson.

Adjournment

The meeting was adjourned at 8:40 p.m.

Minutes prepared by Planning Manager Mike McCarty

From: [Caitlin Hepworth](#)
To: shelley.riley@live.com
Cc: [Mike McCarty](#)
Subject: RE: Honorary and Memorial Bench | Sam & Kathy Riley
Date: Wednesday, July 16, 2025 8:48:31 AM
Attachments: [image002.png](#)

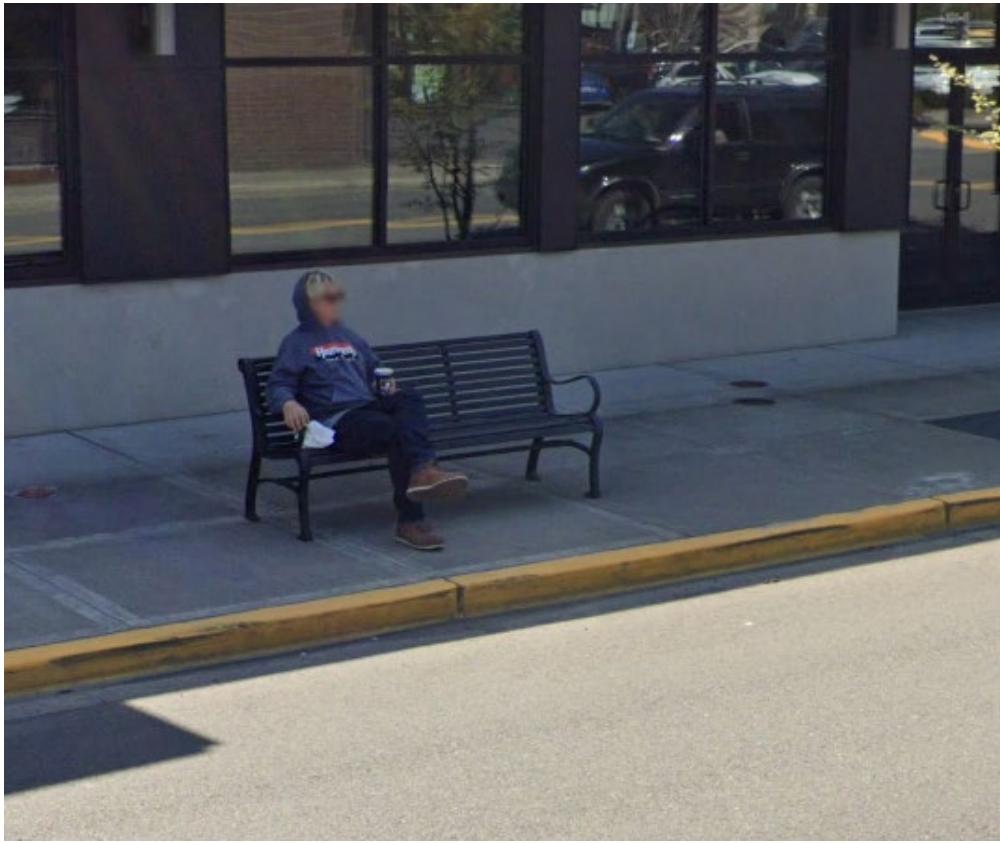
Good Morning Shelley,

I am pleased to be able to provide you with an update on the dedication bench! Staff have internally reviewed each of your proposed location options for the bench and we have determined that the Huxdotter location is the optimal placement for the bench.

Below is a short summary of why staff believe the other alternative locations were not suitable for the bench:

1. **Roundabout:** Location by the roundabout at the City parking lot is not good as there may not be sufficient space to accommodate the bench and ADA clearance requirements given the small width of sidewalk there, and placing the bench further back would require further paving to ensure ADA compliance, which could get complicated.
2. **Shell Station:** Location by the Shell Station is not good, as this area is about to get reconstructed as a part of the Ballarat Plaza project, and there is already a bench there.
3. **Premiere Bank:** The Premiere bank location is actually on private property, so that doesn't work.

In order to proceed with the dedication bench process, staff will need to get the photos and specifications for the bench type you are proposing. The City does not have one particular bench specification, we have multiple options. We do recommend you try to match the general design of the existing bench in front of Huxdotter (shown below).



Once we receive the bench specification/photos, we can schedule your dedication bench to be reviewed at the next Parks Commission meeting. Parks Commission is held the fourth Wednesday of each month and the agenda packet is typically sent one week prior to the meeting.

Once the Parks Commission approves the bench, it will go to the Mayor for final approval. The Mayor has voiced her support for this project during initial review. Once the Mayor formally approves the project, you will need to submit for a Street Use Permit for bench installation. You will be responsible for all installation costs, including permit fees and inspections.

Please let me know if you have any questions. We look forward to presenting your project at Parks Commission.

Sincerely,
Caitlin

Caitlin K. Hepworth, AICP
Associate Planner
City of North Bend Community and Economic Development
920 SE Cedar Falls Way

North Bend, WA 98045
Direct line (425) 888-7665



From: Caitlin Hepworth
Sent: Monday, June 30, 2025 2:11 PM
To: shelley.riley@live.com
Cc: Mike McCarty <MMMcCarty@northbendwa.gov>
Subject: RE: Honorary and Memorial Bench | Sam & Kathy Riley

Hi Shelley,

I am happy to help you with your request. I have sent our Public Works team the proposed locations you have identified below.

It would be helpful to know the following (if you have it prepared):

- Bench dimensions
- Bench design
- Proposed location of the dedication plaque
- Proposal for landscaping around the bench, if any (not required)

Once staff have a full understanding of what you envision and confirmed appropriate locations with you, we will need to present the location and bench design to the Parks Commission for review.

I will reach back out when I hear from our Public Works team and keep you informed on next steps.

In the meantime, please do not hesitate to reach out with any questions. I look forward to working with you on this project.

Sincerely,
Caitlin Hepworth

Caitlin K. Hepworth, AICP
Associate Planner
City of North Bend Community and Economic Development
920 SE Cedar Falls Way

North Bend, WA 98045
Direct line (425) 888-7665



From: Mike McCarty <MMCCARTY@NORTHBENDWA.GOV>
Sent: Monday, June 30, 2025 11:16 AM
To: Caitlin Hepworth <chepworth@northbendwa.gov>
Cc: shelley.riley@live.com
Subject: FW: Honorary and Memorial Bench | Sam & Kathy Riley

Caitlin,

Can you assist Ms. Riley with direction and approvals needed for her installation of a memorial bench consistent with the process identified in NBMC 12.08? Please also consider the appropriateness of these locations for space availability (ensuring ADA access around, possible obstructions, etc.) and coordinate with public works on any installation parameters they may have for these proposed sidewalk locations.

Thank you,
Mike

Mike McCarty, AICP
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920 SE Cedar Falls Way
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From: Shelley Riley <shelley.riley@live.com>
Sent: Monday, June 30, 2025 11:03 AM
To: Mike McCarty <MMCCARTY@NORTHBENDWA.GOV>
Subject: Honorary and Memorial Bench | Sam & Kathy Riley

You don't often get email from shelley.riley@live.com. [Learn why this is important](#)

Hi Mike,

I hope this email finds you doing well. You may recall meeting me a few months ago, when I stopped by the City Hall.

Our family respectfully requests approval to purchase and place a Honorary Bench in the City of North Bend.

Our parents lived on Maloney Grove for 73-years and longtime residents of the Greater Snoqualmie Valley.

You directed me on the next step, to find some ideal locations for review and approval, take a photo and send them to you via email.

Please find four (4) locations in town selected for review and approval, they are;

1. Huxdotter Coffee
2. RoundaBout
3. Shell Station
4. Premiere Bank

Look forward to hearing back from you on how to proceed.

Thank you kindly!
~ Shelley Riley

M (425) 365-6507

Chapter 12.08

HONORARY AND MEMORIAL PARK DONATION STANDARDS¹

Sections:

- 12.08.010 Purpose.
- 12.08.020 Standards.

12.08.010 Purpose.

The following standards shall govern the donation of honorary or memorial features and facilities in city parks, trails, rights-of-way, and other public properties by private individuals or parties. The standards are provided to ensure that such donations are considered in a consistent manner, provide reasonable public benefit for being located on public property, and are consistent with the context of a park, public street, or other public setting. (Ord. 1720 § 5 (part), 2020).

12.08.020 Standards.

A. Honorary/memorial features shall provide reasonable public benefit by functioning as a facility for users of the park or public space. Appropriate honorary/memorial features and facilities include the installation of landscaping, benches, picnic facilities, playground equipment, sidewalk or plaza paving, or any facilities identified for the park or facility in its respective master plan or capital facilities plan.

B. Such features shall not consist of stand-alone plaques, tributes or monuments, unless otherwise approved by the city council.

C. A plaque depicting “in memory of/in honor of...” is appropriate for placing on the feature or on the ground adjacent to the feature. The plaque should be kept simple in presentation, and not overly dominate the appearance of the feature or facility.

D. Wherever a standard for a feature has been established for an area, donations of such features within the particular area shall be consistent with the standard.

E. The parks commission shall provide review and recommendation on, and the city shall approve, the design and location of the memorial features within parks to ensure sufficient durability and compatibility with applicable plans for the park and other park features.

F. When the feature or facility begins to fail or no longer serves its function, the city has the right to remove and/or replace the feature or facility and associated plaque. The city will attempt to contact the family of the original donor but is not required to do so. (Ord. 1720 § 5 (part), 2020).

¹ Code reviser's note: Ord. 1588 repealed prior Chapter 12.08, Overhead Utility Lines, which derived from Ords. 374, 500, 1088 and 1585.