



## CITY OF CARNATION

### PARKS ADVISORY BOARD MEETING

# AGENDA

#### **Parks Advisory Board**

Stuart Lisk

M'Liss Moon

Jim Berger

Vivian Anshell

#### **City Staff:**

Bob Jean,  
*Interim City  
Manager*

Amanda Smeller,  
*City Planner*

Mary Madole,  
*City Clerk*

Date: August 10, 2020

Time: 7:00 P.M.

Location: In compliance with the Governor's Emergency Proclamation 20-28, this Parks Advisory Board meeting will take place entirely online.

Members of the public are invited to visit <https://bit.ly/200810pa> or [www.carnationwa.gov/pabagendas](http://www.carnationwa.gov/pabagendas) for a link to join the online meeting, or to listen by phone call 509-724-0556 or 833-827-2625 (Toll-Free)

Conference ID: 834 099 763#

#### **AGENDA ITEMS:**

1. Approval of minutes from July 13, 2020 meeting
2. Citizen Comments and Requests: Comment on meeting agenda items or other issues of note or concern may be provided orally by joining/calling the online meeting, or in writing to [clerk@carnationwa.gov](mailto:clerk@carnationwa.gov). To provide oral public comment please sign-in 30 minutes before the start of the meeting by using the Chat tab in the Teams online meeting interface at <https://bit.ly/200810pa>, or by contacting the city clerk at [clerk@carnationwa.gov](mailto:clerk@carnationwa.gov) or 425-549-0403.
3. PROS Process Update
  - a. Kick off meeting summary
  - b. Updated schedule and milestones
  - c. Community engagement
    - i. Ideas for stakeholder interviews
    - ii. Focus groups versus in-park information
4. Meeting Schedule – move to biweekly meetings?
5. Review of preliminary meeting agenda items
6. Other
7. Adjournment

CITY OF CARNATION

MINUTES OF THE PARKS ADVISORY BOARD MEETING

July 13, 2020

Chairperson Jim Berger called the Park Advisory Board meeting to order at 7:11 PM with all attendees participating by videoconference.

Present: Chairperson Jim Berger, Boardmember Vivian Anschell, Boardmember Stuart Lisk, Mayor Kim Lisk, City Planner Amanda Smeller, City Clerk Mary Madole, Treasurer Kelly Russell, and citizen present. Boardmember M'Liss Moon was absent and excused.

Approval of Minutes:

MOTION BY BOARDMEMBER LISK AND SECOND BY BOARDMEMBER ANSCHELL TO APPROVE THE MINUTES OF THE JUNE 22, 2020, PARKS ADVISORY BOARD MEETING. The Clerk was directed to correct a typo in the tally of votes for Chairperson. MOTION TO APPROVE THE MINUTES PASSED UNANIMOUSLY (3-0).

Unfinished Business:

*Update on Pickleball/Tennis Courts at Memorial Park:* City Planner Smeller reported that work is underway on improving the tennis courts at Memorial Park and adding pickleball overlays. A ribbon cutting is scheduled for August 11<sup>th</sup>.

*PROS Plan Process:* City Planner Smeller reported that the City Council approved a Consultant Agreement with BERK Consulting to assist with the Plan, and introduced Project Manager Radhika Nair and Principal Lisa Grueter. City Planner Smeller reviewed next steps in the process which will include a community meeting and survey.

The meeting adjourned at 7:43 PM.

Prepared By: \_\_\_\_\_  
Mary Madole, City Clerk

Approved at the Parks Advisory Board meeting on August 10, 2020.

\_\_\_\_\_  
Jim Berger, Parks Advisory Board Chairperson



**Date:** August 7, 2020  
**To:** City of Carnation Parks Advisory Board  
**From:** Amanda Smeller, City Planner  
**Re:** Summary of Consultant/Staff Kick Off Meeting

---

City staff met with the BERK consulting team to officially kick off the PROS plan process. The three main topics of discussion were project overview and objectives, timeline and scope, and community engagement methods.

Project overview and objectives:

BERK asked staff to provide input regarding community likes, challenges, and opportunities with the park system and the plan update. Staff shared:

- The public likes the skate park and disc golf facilities.
- Staff and the public want to use parks as community spaces.
- There is interest in a City park on the west side of town.
- Utilize the process to identify needed improvements to the parks and facilities.
- Staff would like a park facility (trails included) within a 15-minute walk from each resident. There should be a map provided showing this radius.
- Sidewalks and trail connectivity are an opportunity.
- An understanding that some parks and amenities are specific to certain groups and should be targeted. For example, the skate park.
- The Parks Plan must include an Implementation Plan.
- Community engagement and equitable access/planning is key.

Timeline & Scope:

BERK and staff discussed general timeline and scope for the project. The estimated completion date is June 2021. This coincides with the City's review and adoption of the annual Comprehensive Plan amendments, and qualifies the City for Washington State's Recreation and Conservation Office grants deadline of March 2022.

The consultant will be refining the project schedule and work plan and will have that for discussion at an upcoming Parks Advisory Board meeting.

They intend to create the Public Participation Plan and kick off community engagement in August. The intent is to perform 6-8 key informant interviews. BERK would like the Parks Advisory Board's input on potential people to interview.

BERK proposes to launch a postcard and online survey in September and October. We would like to hold a second meeting of the Parks Board in August to discuss the proposed survey that is planned for early September.

In November, there will be a public Open House to discuss the results of the survey as well as utilize other engagement efforts. In December, there will be another public open house to discuss park concepts.

In the first quarter of 2021, there will be draft plan presented that we would refine over spring. In April, BERK proposes a final plan to work through, with City Council final approval and adoption by June 2021.

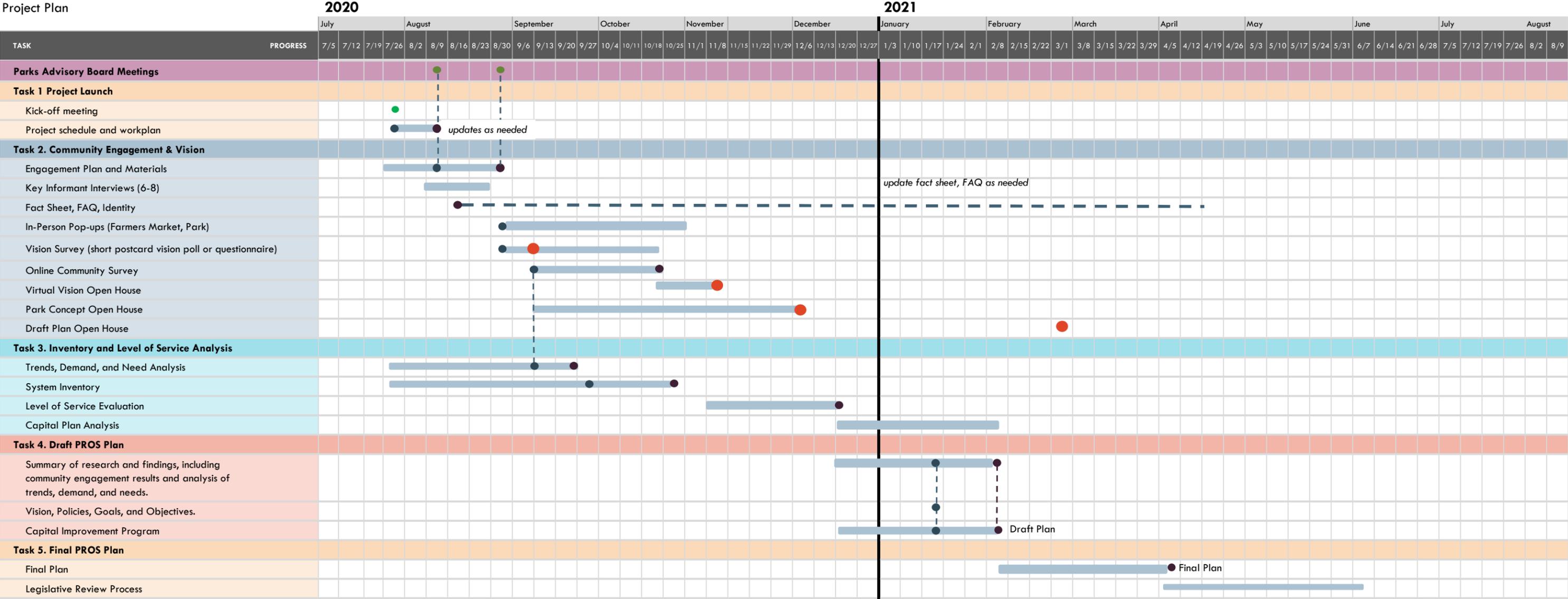
Community engagement:

There was discussion regarding community engagement efforts, particularly considering COVID-19:

- Phone interviews with stakeholders
- Focus groups for visioning. These may take place in person, in the parks, or there may be an option for "no-contact" socially distant information provided in the parks.
- Open houses, as outlined in the scope above.
- Surveys: set up in the park, virtual, polls, community surveys
- Postcards
- Utility bill stuffers (though staff feels this method is not the best, but it is something to consider)
- Utilize the Tuesday Farmer's market to have City Council, and others, help spread the word and the survey.
- Utilize the upcoming tennis court ribbon cutting to discuss the PROS plan with the public.
- Set up some sort of informational display along the trails
- Staff is considering utilizing Teams to set up a project website both for collaboration and to provide community information.

# Carnation PROS Plan

## Project Plan



**KEY**

**Products**

- In progress
- Draft
- Final

**Meetings**

- Internal
- Community
- Parks Board



# City of Carnation Meeting Calendar and Preliminary Agendas

*This list is intended to be used for planning purposes only. Agenda items and dates may change.*

---

## 8/10/2020 Parks Board

DISCUSSION 7:00 PM Parks Advisory Board meeting

*Origin:*

*Staff:* City Planner

*Firm Date?*

---

## 8/11/2020 Public Meeting

Memorial Park Tennis/Pickleball Courts Ribbon Cutting, 5:30 PM

*Origin:*

*Staff:*

*Firm Date?*

---

## 8/17/2020 Council Committee: F&O

DISCUSSION 4:30 PM.

*Origin:*

*Staff:* City Manager

*Firm Date?*

---

## 8/18/2020 City Council

### AGENDA BILLS

ORDINANCE Amending the 2020 Budget.

*Origin:* City Manager

*Staff:* Treasurer

*Firm Date?*

RESOLUTION Approving Terms of Sale for the Old Maintenance Shop.

*Origin:* City Manager

*Staff:* City Manager

*Firm Date?*

### PUBLIC HEARING

Recommended amendments to Land Use Code Chapters 15.40 Permissible Uses, & 15.18 Land Use Approvals.

*Origin:* City Manager

*Staff:* City Planner

*Firm Date?*

### PRESENTATION

DISCUSSION 2020-Q2 Police Report

*Origin:* City Manager

*Staff:* Deputy Davis & Major McSwai

*Firm Date?*

### 5:30 WORKSHOP

DISCUSSION Recology solid waste contract amendment and extension.

*Origin:* City Manager

*Staff:* City Manager

*Firm Date?*

---

## 8/19/2020 Communications Committee

DISCUSSION 6:00 PM

*Origin:*

*Staff:*

*Firm Date?*

---

## 8/25/2020 Planning Board

### PUBLIC HEARING

DISCUSSION Proposed 2020 Amendments to Comprehensive Plan Chapters 7 & 9, and CMC Ch 15.32 Non-Conforming Situations.

*Origin:* 2020 Docket

*Staff:* City Planner

*Firm Date?*

### RECOMMENDATION

MOTION Recommendation to City Council regarding 2020 Amendments to Comprehensive Plan Chapters 7 & 9, and CMC Ch 15.32 Non-Conforming Situations.

*Origin:* 2020 Docket

*Staff:* City Planner

*Firm Date?*

---

## 8/26/2020 Hearing Examiner

### PUBLIC HEARING

Appeal, Anderson Apartments. 7:00 PM.

*Origin:*

*Staff:*

*Firm Date?*

---

**8/29/2020 City Council**  
**WORKSHOP**  
DISCUSSION (9:30 AM - 12:30 PM) 2021 Finance & Budget Workshop  
*Origin:* City Manager *Staff:* City Manager *Firm Date?*

---

**9/1/2020 City Council**  
**AGENDA BILLS**  
MOTION Approval of Recology contract amendment and extension.  
*Origin:* City Manager *Staff:* City Manager *Firm Date?*   
RESOLUTION Tolt Meadows 2 Final Plat  
*Origin:* City Manager *Staff:* City Planner *Firm Date?*   
**OTHER BUSINESS**  
DISCUSSION Review of the 2020 Update to the Carnation Comprehensive Emergency Management Plan. (due in December)  
*Origin:* Public Health & Safety *Staff:* City Manager *Firm Date?*   
DISCUSSION Review of Planning Board recommendation for 2020 Amendments to Comprehensive Plan Chapters 7 & 9, and and CMC Ch 15.32 Non-Conforming Situations.  
*Origin:* City Manager *Staff:* City Planner *Firm Date?*   
DISCUSSION 2018 Washington Building Codes (adoption due before 02/01/2021)  
*Origin:* City Manager *Staff:* City Clerk *Firm Date?*

---

**9/14/2020 Parks Board**  
DISCUSSION 7:00 PM Parks Advisory Board meeting  
*Origin:* *Staff:* City Planner *Firm Date?*

---

**9/15/2020 City Council**  
**AGENDA BILLS**  
ORDINANCE Adopting the 2018 Washington State Building Codes. (adoption due before 02/01/2021)  
*Origin:* City Manager *Staff:* City Clerk *Firm Date?*   
ORDINANCE Adoption of recommended amendments to Comprehensive Plan Chapters 7 & 9, and and CMC Ch 15.32 Non-Conforming Situations.  
*Origin:* City Manager *Staff:* City Planner *Firm Date?*   
RESOLUTION Adopting the 2020 Update to the Carnation Comprehensive Emergency Management Plan. (due in December)  
*Origin:* Public Health & Safety *Staff:* City Manager *Firm Date?*   
RESOLUTION Adopt revised Fire Fees.  
*Origin:* City Manager *Staff:* City Clerk *Firm Date?*   
**PUBLIC HEARING**  
DISCUSSION Recommended amendments to Comprehensive Plan Chapters 7 & 9, and and CMC Ch 15.32 Non-Conforming Situations.  
*Origin:* City Manager *Staff:* City Planner *Firm Date?*   
**5:30 WORKSHOP**  
DISCUSSION Financial Forecast and 2021 Budget Preview.  
*Origin:* City Manager *Staff:* City Manager *Firm Date?*

---

**9/22/2020 Planning Board**  
**NEW BUSINESS**  
DISCUSSION Proposed amendments to Chapter 15.48 CMC "Density & Dimensions" related to garage setbacks in MU zone.  
*Origin:* 2020 Docket *Staff:* City Planner *Firm Date?*   
DISCUSSION Proposed amendments to Chapter 15.76 CMC "Screening, Landscaping, and Trees"  
*Origin:* 2020 Docket *Staff:* City Planner *Firm Date?*

---

9/23/2020 **SVGA**

Hosted by the City of Duvall.

*Origin:*

*Staff:*

*Firm Date?*

---

10/5/2020 **Council Committee: F&O**

DISCUSSION

*Origin:*

*Staff:* City Manager

*Firm Date?*

---

10/6/2020 **City Council**

**OTHER BUSINESS**

DISCUSSION 2021 Preliminary Budget Proposal/Budget Message

*Origin:* City Manager

*Staff:* City Manager

*Firm Date?*

---

10/12/2020 **Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting

*Origin:*

*Staff:* City Planner

*Firm Date?*

---

10/20/2020 **City Council**

**OTHER BUSINESS**

DISCUSSION Continued review of 2021 Proposed Preliminary Budget.

*Origin:* City Manager

*Staff:* City Manager

*Firm Date?*

**5:30 WORKSHOP**

DISCUSSION 5:30 Workshop prior to regular meeting, third Tuesday of each month.

*Origin:* Council of the Whole

*Staff:* City Manager

*Firm Date?*

---

10/27/2020 **Planning Board**

**UNFINISHED BUSINESS**

DISCUSSION Continued review of proposed amendments to Chapter 15.48 CMC "Density & Dimensions" related to garage setbacks in MU zone.

*Origin:* 2020 Docket

*Staff:* City Planner

*Firm Date?*

DISCUSSION Continued review of proposed amendments to Chapter 15.76 CMC "Screening, Landscaping, and Trees".

*Origin:* 2020 Docket

*Staff:* City Planner

*Firm Date?*

---

11/2/2020 **Council Committee: F&O**

DISCUSSION

*Origin:*

*Staff:*

*Firm Date?*

---

11/3/2020 **City Council**

**PUBLIC HEARING**

DISCUSSION 2021 Preliminary Budget & Revenue Sources.

*Origin:* City Manager

*Staff:* City Manager

*Firm Date?*

---

11/9/2020 **Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting

*Origin:*

*Staff:* City Planner

*Firm Date?*

---

**11/17/2020 City Council****AGENDA BILLS**

ORDINANCE Adopting 2021 Property Tax Levy.  
*Origin:* City Manager *Staff:* City Clerk *Firm Date?*

RESOLUTION Certifying the budget for the 2021 Property Tax Levy.  
*Origin:* City Manager *Staff:* City Clerk *Firm Date?*

**PUBLIC HEARING**

DISCUSSION 2021 Budget.  
*Origin:* City Manager *Staff:* City Manager *Firm Date?*

**5:30 WORKSHOP**

DISCUSSION 5:30 Workshop prior to regular meeting, third Tuesday of each month.  
*Origin:* Council of the Whole *Staff:* City Manager *Firm Date?*

---

**11/24/2020 Planning Board****PUBLIC HEARING**

DISCUSSION Proposed amendments to Land Use Code Chapters 15.48 & 15.76.  
*Origin:* 2020 Docket *Staff:* City Planner *Firm Date?*

**RECOMMENDATION**

MOTION Recommendation to City Council regarding amendments to Land Use Code Chapters 15.48 & 15.76.  
*Origin:* 2020 Docket *Staff:* *Firm Date?*

---

**11/25/2020 SVGA**

Hosted by the Snoqualmie Tribe.  
*Origin:* *Staff:* *Firm Date?*

---

**12/1/2020 City Council****AGENDA BILLS**

ORDINANCE Amending 2020 Budget.  
*Origin:* City Manager *Staff:* Treasurer *Firm Date?*

ORDINANCE Adopting 2021 Budget.  
*Origin:* City Manager *Staff:* City Manager *Firm Date?*

---

**12/14/2020 Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting  
*Origin:* *Staff:* City Planner *Firm Date?*

---

**12/15/2020 City Council**

Regular meeting.  
*Origin:* *Staff:* *Firm Date?*

**5:30 WORKSHOP**

DISCUSSION 5:30 Workshop prior to regular meeting, third Tuesday of each month.  
*Origin:* Council of the Whole *Staff:* City Manager *Firm Date?*

---

**12/22/2020 Planning Board**

Regular meeting.  
*Origin:* *Staff:* City Planner *Firm Date?*

---

**1/5/2021 City Council****ORGANIZATIONAL MEETING**

Elect Deputy Mayor, make appointments to Council Committee and Liaisons.  
*Origin:* Rules of Procedure *Staff:* City Clerk *Firm Date?*

---

**1/11/2021 Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting  
*Origin:* *Staff:* City Planner *Firm Date?*

---

**1/19/2021 City Council**

Authorize 2021 Docket for amendments to the Comprehensive Plan and Land Use Code

Origin: CMC

Staff: City Planner

Firm Date?

**5:30 WORKSHOP**

Origin:

Staff:

Firm Date?

---

**1/26/2021 Planning Board**

**NEW BUSINESS**

DISCUSSION 2021 Docket for amendments to Comprehensive Plan and Land Use Code.

Origin: 2021 Docket

Staff: City Planner

Firm Date?

---

**1/27/2021 SVGA**

Hosted by the City of Carnation.

Origin:

Staff:

Firm Date?

---

**2/2/2021 City Council**

**OTHER BUSINESS**

DISCUSSION ILA with King County for District Court Services (expires 12/31/2021)

Origin: City Manager

Staff: City Manager

Firm Date?

---

**2/8/2021 Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting

Origin:

Staff: City Planner

Firm Date?

---

**2/16/2021 City Council**

**AGENDA BILLS**

MOTION Approving ILA with King County for District Court Services (expires 12/31/2021)

Origin: City Manager

Staff: City Manager

Firm Date?

**5:30 WORKSHOP**

Origin:

Staff:

Firm Date?

---

**2/23/2021 Planning Board**

**UNFINISHED BUSINESS**

DISCUSSION 2021 Docket for amendments to Comprehensive Plan and Land Use Code.

Origin: 2021 Docket

Staff: City Planner

Firm Date?

---

**3/2/2021 City Council**

Regular Meeting

Origin:

Staff:

Firm Date?

---

**3/8/2021 Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting

Origin:

Staff: City Planner

Firm Date?

---

**3/16/2021 City Council**

**OTHER BUSINESS**

DISCUSSION Review draft 2022 TIP and 2022-2027 STIP

Origin: City Manager

Staff: City Clerk

Firm Date?

**5:30 WORKSHOP**

Origin:

Staff:

Firm Date?

---

**3/23/2021 Planning Board**

**UNFINISHED BUSINESS**

DISCUSSION 2021 Docket for amendments to Comprehensive Plan and Land Use Code.  
*Origin:* 2021 Docket *Staff:* City Planner *Firm Date?*

---

**3/24/2021 SVGA**

Hosted by the City of Snoqualmie.

*Origin:* *Staff:* *Firm Date?*

---

**4/6/2021 City Council**

**PUBLIC HEARING**

2022 TIP and 2022-2027 STIP

*Origin:* City Manager *Staff:* City Clerk *Firm Date?*

---

**4/12/2021 Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting

*Origin:* *Staff:* City Planner *Firm Date?*

---

**4/20/2021 City Council**

**AGENDA BILLS**

RESOLUTION Adopt 2022 TIP and 2022-2027 STIP

*Origin:* City Manager *Staff:* City Clerk *Firm Date?*

**5:30 WORKSHOP**

*Origin:* *Staff:* *Firm Date?*

---

**4/27/2021 Planning Board**

**UNFINISHED BUSINESS**

DISCUSSION 2021 Docket for amendments to Comprehensive Plan and Land Use Code.  
*Origin:* 2021 Docket *Staff:* City Planner *Firm Date?*

---

**5/4/2021 City Council**

Regular Meeting

*Origin:* *Staff:* *Firm Date?*

---

**5/10/2021 Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting

*Origin:* *Staff:* City Planner *Firm Date?*

---

**5/18/2021 City Council**

Regular Meeting

*Origin:* *Staff:* *Firm Date?*

**5:30 WORKSHOP**

*Origin:* *Staff:* *Firm Date?*

---

**5/25/2021 Planning Board**

**PUBLIC HEARING**

2021 Docket for amendments to Comprehensive Plan and Land Use Code.

*Origin:* 2021 Docket *Staff:* City Planner *Firm Date?*

**RECOMMENDATION**

MOTION 2021 Docket for amendments to Comprehensive Plan and Land Use Code.

*Origin:* 2021 Docket *Staff:* City Planner *Firm Date?*

---

5/26/2021 **SVGA**

Hosted by the City of North Bend.

*Origin:*

*Staff:*

*Firm Date?*

---

6/1/2021 **City Council**

Regular Meeting

*Origin:*

*Staff:*

*Firm Date?*

---

6/14/2021 **Parks Board**

DISCUSSION 7:00 PM Parks Advisory Board meeting

*Origin:*

*Staff:* City Planner

*Firm Date?*

---

6/15/2021 **City Council**

Regular Meeting

*Origin:*

*Staff:*

*Firm Date?*

**5:30 WORKSHOP**

*Origin:*

*Staff:*

*Firm Date?*

---

6/22/2021 **Planning Board**

Regular Meeting

*Origin:*

*Staff:* City Planner

*Firm Date?*

---

9/22/2021 **SVGA**

Hosted by the City of Duvall.

*Origin:*

*Staff:*

*Firm Date?*

---

9/6/2022 **City Council**

**OTHER BUSINESS**

DISCUSSION CaTV Tax 5.04.030(F)&(H).

*Origin:* Ordinance 914

*Staff:* City Manager

*Firm Date?*

---