

# MONROE PLANNING COMMISSION

## Special Meeting

September 14, 2020, 5:00 P.M.

### Zoom online meeting

[Click here to join Zoom Meeting](#)

Call in: 253-215-8782 - Meeting ID: 827 7664 6736

**Commission Chair:** *Bridgette Tuttle*

**Commissioners:** *Jay Bull, Vice Chair; Kyle Fisher  
Steve Jensen; Mike Stanger; Dionne Miller; and Liz Nugent*

## AGENDA

### CALL TO ORDER

#### 1. Virtual Participation Information

The Planning Commission meeting will be held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- [Click here to join Zoom Meeting](#)
- Dial in: (253) 215-8782
- Meeting ID: 827 7664 6736

### ROLL CALL

### COMMENTS FROM CITIZENS

Members of the audience may comment on any city matter that is not listed on the agenda. Comments by individuals are limited to five (5) minutes. The Commission usually does not respond to matters brought up during audience participation and may, if appropriate, address the matter at a subsequent meeting.

#### 1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking "raise hand" and the Chair will call on attendees to speak at the appropriate time. If you are joining by phone, dial \*9 to "raise hand".

Attendees can alternatively submit written comments to be read into the record at the time of the meeting. All written comments must be received prior to 4:00 p.m. on the day of the meeting and must be 350 words or less. Submit to [labarr@monroewa.gov](mailto:labarr@monroewa.gov).

### APPROVAL OF MINUTES

NONE

### PUBLIC HEARING

NONE

OLD BUSINESS

NONE

NEW BUSINESS

1. Parks Recreation & Open Space (PROS) Plan Update: Project Goals and Strengths, Weaknesses, Opportunities and Challenges

Documents:

[NB1 - Parks Rec Open Space Plan Update.pdf](#)

DISCUSSION BY COMMISSIONERS AND STAFF

ADJOURNMENT

**THE PLANNING COMMISSION MAY ADD AND/OR TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA**

Accommodations for people with disabilities will be provided upon request.  
Please contact City Hall at 360-794-7400 and allow one-week advanced notice.



# MONROE PLANNING COMMISSION & PARK BOARD JOINT MEETING

<b>SUBJECT:</b>	<b>DISCUSSION</b> – Parks Recreation & Open Space (PROS) Plan Update: Project Goals and Strengths, Weaknesses, Opportunities and Challenges
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/14/2020	Parks	Denise Johns	Denise Johns/ MIG	New Business # 1

**Discussion:** -  
**Public Hearing:** -

**Attachments:** 1. Meeting Agenda  
 2. Project Schedule

**REQUESTED ACTION:** Planning Commission and Park Board to receive information about the PROS Plan update, ask questions, and comment.

## DESCRIPTION/BACKGROUND

### Introduction

Tonight’s meeting is the first of three Joint Park Board and Planning Commission Meetings facilitated by the City’s consultant, MIG, to be held during the PROS Plan Update process. (Attachment 1) This meeting’s purpose is for MIG to facilitate the discussion of goals and strengths, weaknesses, opportunities and challenges of our existing park and recreation system. An overview of park plan history and plan description, regulatory setting, consultant selection, project goals and scope of work are described below.

### History and Plan Description

Since 1975, the City of Monroe has engaged in park planning. It is a regulatory requirement of the State Growth Management Act and the State Recreation & Conservation Office (RCO) to update our PROS Plan every 6 years in order to become eligible for state grant funding opportunities. This park planning effort will replace the City’s 2015 parks plan. The park plan consists of two parts: the Parks and Recreation Element which is intended to provide at-a-glance policy guidance within the context of other City planning efforts; and the Parks Recreation and Open Space Plan (PROS), an appendix within the comprehensive plan, is intended to be the comprehensive park plan.

### Regulatory Setting

Washington State’s Growth Management Act (GMA) requires local governments develop and adopt Comprehensive Plans which include a Parks and Recreation Element updated every six years in order to be eligible to apply for and receive State Recreation and Conservation Office (RCO) grant funding. The City of Monroe’s PROS Plan serves as the city’s Parks and Recreation Element, and guidelines are found under Washington Administrative Code (WAC) 365-196-440. As an element of the City’s Comprehensive Plan, it must be recognized as a Comprehensive Plan revision and go before the Planning Commission in 2021 for recommended adoption. Thereafter, the new PROS Plan is targeted to be brought to the City Council for adoption in December 2021.

### Consultant Selection

April 2020, staff solicited proposals from qualified consultant teams. Seven firms submitted proposals which were reviewed by representatives from Parks & Recreation, Community Development, Public Works, and Administration departments, as well as Monroe Park Board’s

Chairperson. Three firms were interviewed in May. MIG was determined to be most qualified to perform the scope of services for this project.

### **Project Goals and Scope of Work**

The City identified the several goals for the PROS Plan project:

1. Complete an updated PROS plan Appendix F and Chapter 7 of the City of Monroe's Comprehensive Plan according to guidelines set forth in WAC 365-196-440 and Recreation and Conservation Office (RCO) Manual 2.
2. Inventory and assessment of park land, trails and facilities, recreation use, tourism and special event planning and promotion.
3. Estimates of park and recreation demand for a 20-year period.
4. Assessment of opportunities to partner with agencies or private entities.
5. Visioning process engaging the public in the process of identifying needs, evaluating existing recreational opportunities.
6. Establish level of service standards for parks, tourism and event promotion.
7. Review and revise City's park mitigation fee schedule.

To fulfil project goals and complete the new park plan, MIG has built their work around four phases (Attachment1):

#### **1. Phase 1: Inventory (Current Phase)**

We are currently underway Phase 1 of MIG's scope of work. Key work element in this phase interview key stakeholders/City leaders and establish an effective outreach and social media process to collect stakeholder and resident feedback. Also, in Phase 1, the MIG Team will inventory assets which contribute to the park and recreation system. This includes an analysis of parks, facilities, trails, programs, arts, events, and tourism-related activities provided by the City. MIG will map parks and recreation facilities, looking geographically at the opportunities and constraints of the park and recreation system. In addition the design team will facilitate a discussion with the Park Board and Planning commission to identify the strengths, weaknesses, opportunities, and challenges the Master Plan should address.

MIG will summarize key findings of this phase in Brief #1, and staff will present it to Planning Commission and Park Board meetings during upcoming meetings.

#### **2. Phase 2: Assessment: Fall - Winter 2020-2021**

In Phase 2, the focus will evaluating community park, facility, recreation, and arts/cultural needs through public outreach, as well as a technical assessment of service gaps and access to desired opportunities. At this time, mapping to identify underserved areas, followed by an assessment of partnership and other opportunities to address those needs.

Mapping is useful in evaluating service-level standards which benchmark Monroe against similar communities. An assessment of trends, as well as demographic and visitor characteristics using ESRI Tapestry Segmentation and tourism data will inform the types of recreation opportunities desired. An online questionnaire and targeted neighborhood, business, visitor, and youth outreach (conducted through live or virtual pop-up events) will ensure a robust data and broad-based participation and community support for the planning process. Outreach and technical findings together will be used to define a new level of service (LOS) for parks and facilities.

MIG will complete Brief #2 summarizing the needs assessment, current deficiencies as well as opportunities to meet existing and future needs. Staff will return and present this brief during upcoming Planning Commission and Park Board meetings.

#### **3. Phase 3: Strategies: Winter – Summer 2021**

During this phase, MIG will work with staff to develop a new system-wide vision, goals, policies, and standards for a 20-year period, 2023-2043 to provide a foundation for the parks element of the Comprehensive Plan. This phase will include the drafting of a 20-year strategies for site acquisition, development, and improvements; and off-street trail recommendations will be coordinated with the Transportation Plan project list. These recommendations will guide development of a focused, preliminary six-year capital projects list to test public priorities.

A capital and operations study will be created to assess costs for acquisition, capital development and renovations, capital reinvestment, operations, and maintenance to be able to make informed decisions about the prioritization of capital projects. These elements will set up a discussion with the stakeholders and community of the potential alternatives, tradeoffs, and priority projects to focus on for the next six years. Involving residents in this decision-making process creates a greater sense of ownership over projects to be included in the six-year Action and Implementation Plan.

Joint Board/Commission Meeting #2 will be held during this phase to discuss Phase 3 findings, recommended projects, and costs.

#### **4. Phase 4: Action Plan: Summer – Fall 2021**

Informed by the prioritization process, Phase 4 will refine the six-year CIP and define project phasing and partnership strategies in a six-year implementation and action plan. This will be matched with a six year Funding and Financing Plan which will assess park funding options and recommend a financing and funding plan taking into account funding sources to support capital projects and operations. Incorporating information from previous phases and tasks, MIG will create an Administrative Draft Plan highlighting community outreach findings and technical materials, providing details in appendices to serve as a tool for annual capital improvement planning and recreation service decision-making. This document will be revised with staff comments to create a Draft Plan and Draft Comprehensive Plan Parks, Recreation and Open Space Element.

Joint meeting #3: MIG will present the Master Plan to the Parks Board, Planning Commission and Economic Advisory Committee in a special session, and to the City Council, before finalizing the document for adoption.

#### **FISCAL IMPACTS**

The PROS Plan Update will be presented to Council for adoption by December 2021. The entire contract budget, \$105,000 is anticipated to be expended over a two-year period. The funds allocated toward this project for 2020-2021 are expected to be sufficient with no budget amendment necessary.

#### **TIME CONSTRAINTS**

The State Recreation and Conservation Office (RCO) requires a current planning document be provided every 6 years in order to be eligible for grant funding. The City's current plan will expire December 2021 and new parks plan will need to be approved prior to March 2022 for the City to be eligible for the next round of grant funding.



# PARKS, RECREATION & OPEN SPACE PLAN

## Joint Board/Commission Meeting #1

Monday, September 14, 2020

Zoom meeting

### MASTER PLAN UPDATE

- I. Welcome and Introductions
- II. Project Overview
  - Planning Process
  - Purpose of the Master Plan
- III. Parks and Recreation System Overview
- IV. Discussion: Parks, Recreation Facilities, Trails, Open Space Programs & Events
  - What is working well?
  - What needs more attention?
  - What opportunities and challenges should this plan address?
  - How does this plan align with other City initiatives and priorities?
  - What groups do we need to involve?
- V. Close/ Next Steps

### Meeting Information

PowerPoint

# Exhibit B: Project Schedule

## Project Schedule

