

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Progress Briefing – Visioning Process for Sunset Park/Boeing Creek Open Space Project
<b>DEPARTMENT:</b>	Parks, Recreation and Cultural Services
<b>PRESENTED BY:</b>	Dick Deal

**PROBLEM/ISSUE STATEMENT:**

This Staff Report provides Council with a status report on the visioning process currently underway to create a master plan for the potential future development of Sunset Park and the Boeing Creek Open Space.

**Background:**

Sunset Elementary School closed at the end of the 2006-2007 school year due to declining enrollments. The school site was then boarded up and decommissioned by the Shoreline School District (District). A security fence was placed around the school exterior.

In the months following the school closure there was a growing interest in the community with regard to the future of the school site and the adjacent playground and open space. This interest led to the creation of a citizen's group known as the Friends of Sunset Park (Friends). The purpose of the Friends was to energize the community and have a broad based planning effort to look at the creative re-use of the former school site and playground.

To date, the Friends solicited approximately \$17,000 from neighbors in the vicinity of the school to retain a professional planning firm to assist with site planning process. The Friends were attracted to a public involvement firm known as the Pomegranate Center. Staff at the Pomegranate Center have worked extensively in the public arena and have developed a model for a community-based planning process that empowers citizens to actively explore creative solutions to community issues.

In early spring 2009, the Friends approached the City of Shoreline to gauge the City's interest in participating in the Sunset Park project. Staff from the City's Parks, Recreation and Cultural Services Department (PRCS) began discussions with the Friends to see if they were amenable to including the undeveloped 4.5 acre Boeing Creek Open Space site into the planning process for Sunset Park. From the City's perspective, the opportunity to combine the Boeing Creek Open Space with Sunset Park would create an integrated planning effort that would open up pedestrian and bicycle trail corridors south to the recently completed Boeing Creek Park and Shoreview Park and north, along the 8<sup>th</sup> Avenue NW right-of-way to provide regional connections for residents.

The Friends were supportive of the idea of combining both sites in the planning effort and the City's commitment to add funds to the planning process would benefit both sites.

In April, 2009, the Friends and city staff began discussions with the Shoreline School District to better understand the District's position on developing a plan for the Sunset School site. The District was amenable to having the site developed for park purposes, but wanted to retain ownership of the property and retain the long-term right to re-use the site for school purposes should demographic conditions dramatically change in the future.

### **Memorandum of Understanding**

It was determined that a Memorandum of Understanding (MOU) between the District and the City would be appropriate to lay out the roles, responsibilities and expectations of each party in the visioning process for the joint study and subsequent development of the Sunset School park site. A preliminary draft was prepared by the City and the District made modifications for discussion. Following subsequent meetings between the District, the City and the Friends, a final MOU was prepared for City Council and School Board review. The MOU was adopted by both the School Board and the Shoreline City Council in October of 2009. Attached is a copy of the adopted MOU.

### **The Visioning Process**

Representatives from the Shoreline School District, the City of Shoreline and the Friends met with The Pomegranate Center to discuss the parameters of a visioning process for the combined Sunset Park and Boeing Creek Open Space sites. A scope of work for the visioning effort outlined a seven month long process beginning in November of 2009 and terminating with a concept plan proposed for adoption by both the Shoreline City Council and the Shoreline School Board in May of 2010.

The City of Shoreline executed a contract with The Pomegranate Center in October of 2009 in the amount of \$49,990.50. The Friends contributed \$15,000 to the contract amount with the City providing the balance of \$34,990.50 from the Boeing Creek Park Capital Improvement Program (CIP) project.

The Pomegranate Center recommended the establishment of two groups to oversee the visioning process. The **Leadership Team** would be composed of a representative from the Friends, City and District staff, Parks, Recreation & Cultural Services (PRCS) Board and Pomegranate Center. The Leadership Team serves as a policy and decision-making group to the process in setting project goals, ground rules and overall direction to the effort. A **Steering Group** would be composed of fifteen individuals who represent various interest groups both in Shoreline generally and in the Sunset community. The process includes three **Community meetings** and one **day-long design charette** where residents can share design ideas for Sunset Park and the Boeing Creek Open Space, assisted by volunteer design professionals.

The **first Steering Group meeting** was held on November 10, 2009. The visioning process was explained in detail by Milenko Matanovic, the Principal of The Pomegranate Center. Draft ground rules provided by the Leadership Team were

reviewed and adopted by the Steering Group and the Group discussed how promotional efforts for the upcoming Community meetings could be best coordinated.

The **first Community Meeting** was held on Tuesday evening, January 19, 2010. Over 120 Shoreline residents attended the meeting with each attendee given ample opportunity to express their preferences for development of the two sites. The **second Community Meeting** was held on February 23, 2010 where over 80 Shoreline citizens broke into small discussion groups to again express their preferences for site development and to document these preferences on aerial photographs of the two sites provided by the City. Each small group was given an opportunity to present their development proposals to the audience and discussion ensued about commonalities and priorities for development. The day-long **Design Charette** was held on March 6, 2010 where over 50 people toured the two sites and then gathered again in small groups to further develop design ideas. Volunteer professional designers sat in on these sessions to provide guidance and graphic support to the citizen planning effort.

The Steering Group meets after each community meeting to review meeting outcomes and work to reconcile possible conflicts between design proposals, ground rules and project goals for the Sunset Park and Boeing Creek Open Space sites.

#### **Concept Plan Review and Approvals**

Progress briefings on the visioning project are scheduled with both the Shoreline City Council and the Shoreline School Board in early April, 2010. The last Community Meeting is scheduled for April 6, 2010 where final design proposals will be presented and an effort will be made to initiate "early success" projects that will flow out of the visioning effort. This may take the form of volunteer-made "Gateways" or other design features for the two sites.

The PRCS Board was briefed on the Sunset Park and Boeing Creek Open Space project in both January and March of this year and individual members of the Board have attended each of the community meetings for the project. Because of the Board's involvement with the project it is anticipated that the Board will review and adopt the concept plan for Sunset Park and Boeing Creek Open Space Park at its April 22, 2010 meeting.

It is anticipated that staff will recommend that City Council adopt the concept plan for Sunset Park/Boeing Creek Open Space in early May, 2010. Similarly, it is anticipated that the Shoreline School District Board will review and adopt the plan in early May, 2010.

#### **Development of Sunset Park and Boeing Creek Open Space**

The next step in moving the concept plan for Sunset Park and Boeing Creek Open Space towards reality is to make an application to potential funding sources in the State.

During preliminary planning for the visioning effort, City staff committed to make application to the State of Washington Recreation and Conservation Office (RCO) to fund first phase construction at the Sunset Park and Boeing Creek Open Space sites. To meet the requirements for this application process, the City needs to translate the

concept plan from the visioning process into more detailed design drawings and cost estimates for a first phase construction project at each site.

### **Consultant Selection Process**

To that end, in early February, 2010 the City of Shoreline solicited Requests for Qualifications (RFQ) for landscape architecture services to create the necessary project drawings and cost estimates to fulfill the application requirements. The City received nine proposals on the February 19, 2010 deadline for proposals. Three design teams were interviewed by the Sunset Leadership Team on March 10, 2010. Following deliberation by the Sunset Leadership Team, JGM Landscape Architects was selected to prepare the design documents for the RCO Grant applications. The timeline to complete this work is very tight and JGM Landscape Architects is committed to provide design development level drawings and cost estimates by the end of June, 2010. Negotiations for the design contract for this work are currently underway. Design work would be split into two phases:

- Phase 1 provides design development drawings and cost estimates for the RCO Grant application.
- Phase 2 provides construction documents and construction observation services if funding is successful.

The project budget for a Phase 1 contract is \$30,000. It is anticipated that a contract for the Phase 1 work will be in place in early April, 2010.

### **FINANCIAL IMPACT:**

The visioning and design process for the Sunset Park and Boeing Creek Open Space projects are currently funded out of two projects – Sunset Visioning and Boeing Creek Park Improvements. The estimated cost for the Visioning is \$90,000 funded through Friends of Sunset School and Boeing Creek Park Improvements. This phase of the project remains on budget.

As we complete the visioning and move towards design and ultimately construction, funding sources and alternatives are being evaluated and analyzed. As part of the 2011-2016 Capital Improvement Plan, the funding scenario outlined below is being prepared. Please understand that these estimates are very preliminary projections and will be refined in the weeks ahead as the visioning process is completed. The CIP will be presented to Council in June 2010. It is anticipated that the project at Sunset School and Boeing Creek Open Space will be maintained as separate projects due to the differences in scope and funding Sources.

### **Sunset Park**

#### **Revenue Sources:**

RCO – WWRP Fund – Local Park Development	\$250,000
King County Mitigation Fund	\$240,000
Friends of Sunset Park	\$15,000
General Fund	\$115,000
<b>Total</b>	<b>\$620,000</b>

**Proposed Expenditures:**

Visioning Process	\$90,000
Phase 1 Design (placeholder amount)	\$30,000
Project Administration and Phase 2 design	\$100,000
Construction Allocation	\$400,000
<b>Total</b>	<b>\$620,000</b>

**Boeing Creek Open Space:****Revenue Sources:**

RCO – Land and Water Conservation Fund	\$250,000
City of Shoreline Trail Corridor Funding	\$200,000
King County Trail Levy	\$50,000
<b>Total</b>	<b>\$500,000</b>

**Proposed Expenditures:**

Project Administration and Phase 2 Design	\$100,000
Construction Allocation	\$400,000
<b>Total</b>	<b>\$500,000</b>

**NO ACTION IS REQUIRED**

This is a Council briefing on the Sunset Park/Boeing Creek Open Space project. No Council action is required. However, Staff will return to Council in May for final plan approval.

Approved By:      City Manager  City Attorney \_\_\_\_





**SITE PLANNING AGREEMENT  
SUNSET ELEMENTARY SCHOOL SITE**

WHEREAS, the Shoreline School District #412 ("District") owns a parcel of property located at 17800 10<sup>th</sup> Avenue NW, which was the former Sunset Elementary School site ("Site"); and

WHEREAS, the District and the City of Shoreline ("City") (collectively, the "Parties") desire to work together and with the community to develop a master site plan for improvements to this Site to provide recreational use to the community; and

WHEREAS, the District retains ownership of the site for potential future use of the Site for school purposes, if needed; which need will be determined exclusively by the District;

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. The City of Shoreline is granted access to the Site for development of the master site plan. The City, with contributions from the Friends of Sunset School, shall bear all costs of the visioning process to create a master plan for the former Sunset Elementary School site.
2. The District shall provide the City of Shoreline access to all documents in possession of the District for the Sunset School facilities and property, not limited to construction documents, as-builts, maintenance records, survey documents and utility costs to aid in the development of the master site plan.
3. The Parties agree that the visioning process for a new park master site plan will include the creation of a building footprint on a conceptual site plan that delineates such future potential school site.
4. The Parties agree that any temporary third-party rental of the Site will be a component of the community visioning process for creation of a master site plan.

5. If the Parties both approve a master site plan for the Site, they agree to create an addendum adding the Site to the Parties' joint use agreement.
6. If the District approves the master site plan, then:
  - a. the District agrees not to develop any alternative plans for the Site for three (3) years from the date of the District's approval of the master site plan in order to give the City sufficient time to raise the funding for construction of the improvements;
  - b. the Parties agree that for a minimum of three (3) years following the District's approval of this agreement, the District may lease or rent the Site to a third party, but in no event shall this lease or rental program extend beyond the timeframes set forth in the master site plan without the written approval of both Parties.
  - c. the District agrees that any lease or rental agreement for use of the Site shall be subject to termination by the District without cause upon 18-month notice.
  - d. the City agrees to give the District at least 18 months notice prior to construction of the Site for park purposes. The District agrees to provide 18 months notice to any third party occupying the Site.
  - e. the District agrees that, after receiving notice of construction from the City, the District will not enter into a lease that conflicts with the City's construction schedule.
7. The District and the City agree that maintenance of the Site shall be the responsibility of the District (or designated third party) until construction of the Site commences. After commencement of construction, the City will assume responsibility of those structures or areas used by the City as set forth in the addendum to the joint use agreement.

**CITY OF SHORELINE**

**SHORELINE SCHOOL DISTRICT**

By: \_\_\_\_\_

**Robert L. Olander**  
City Manager

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**Sue Walker**  
Superintendent

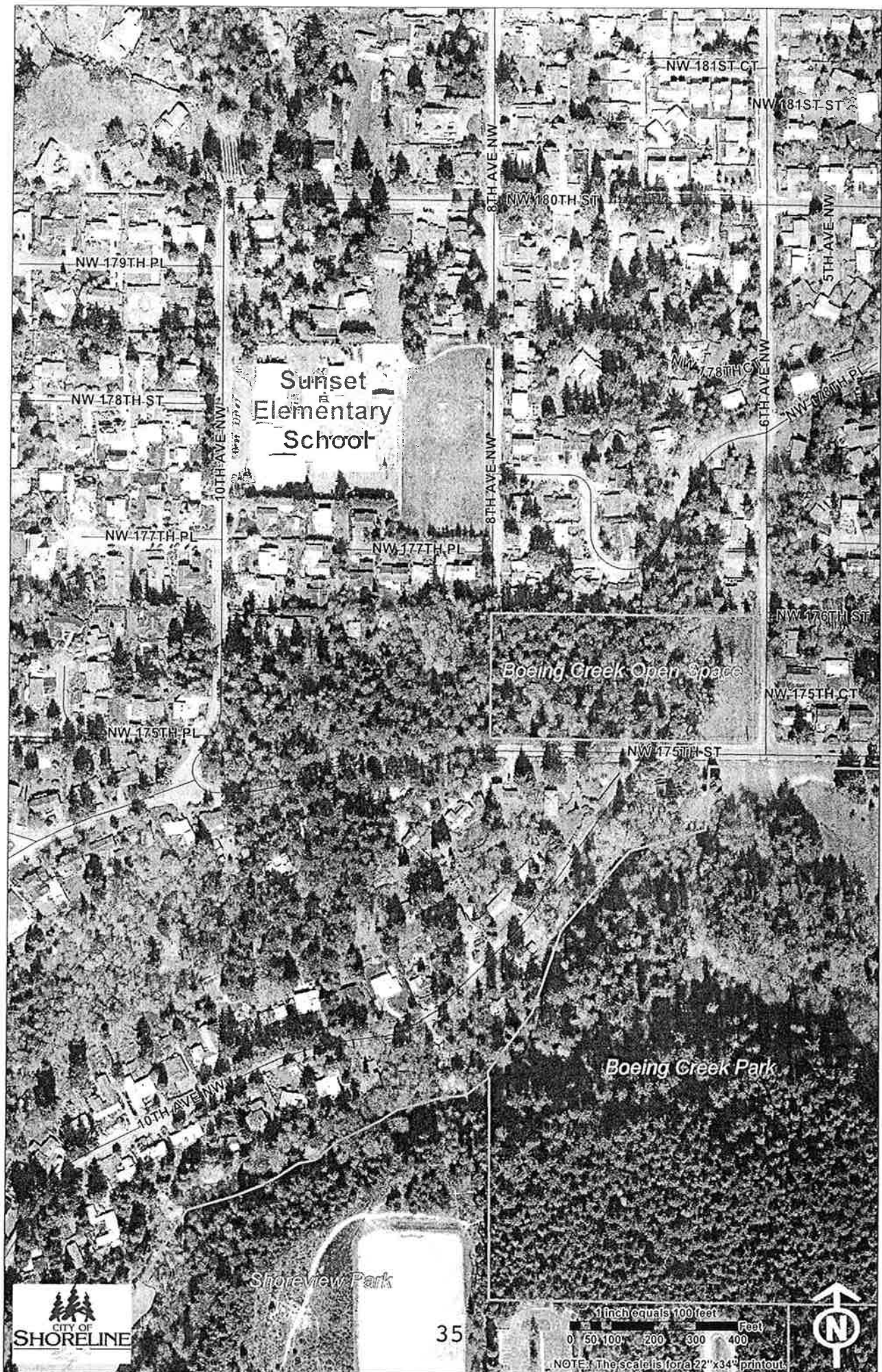
**Approved as to Form:**

**Approved as to Form:**

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**Ian R. Sievers, City Attorney**

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**School District Attorney**





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