

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

<b>AGENDA TITLE:</b> Review of the Parks, Recreation and Open Space (PROS) Plan
<b>DEPARTMENT:</b> Parks, Recreation and Cultural Services
<b>PRESENTED BY:</b> Dick Deal, PRCS Director, Maureen Colaizzi, Project Coordinator
<b>ACTION:</b> <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion

**PROBLEM/ISSUE STATEMENT:**

The City of Shoreline's first Parks, Recreation and Open Space (PROS) Plan was completed in 1998. The current PROS Plan was adopted by City Council on May 23, 2005 by Resolution number 231. The PROS Plan document is required to be updated every six years to qualify the City for state and federal grants through the Recreation and Conservation Office. The update to the PROS Plan was an approved project in the 2010-2016 Capital Improvement Plan with a budget of \$40,000.

**Schedule for Adoption**

April 2010 – April 2011

City staff began the work of updating the PROS Plan in early 2010. Staff provided the City Council with a summary of the PROS Plan update process on April 4, 2011. Based on feedback from the City Council significant work has been done to streamline the goals, policy statements, and implementation strategies within the PROS Plan. Tonight's discussion will be focused on a review of the changes proposed by staff.

May 2011

City staff worked with the Parks, Recreation and Cultural Services (PRCS) Board Subcommittee to revise the draft goals and policies. The PRCS Board reviewed a draft of the PROS Plan on May 26, 2011 and staff incorporated their comments into the proposed document.

June 2011

The State Environmental Protection Act (SEPA) Checklist is being reviewed by the Planning and Development Services Department in June. A SEPA determination is anticipated before July 11.

This staff report, Attachment A, the draft PROS Plan Chapters 1-4 and Appendix A-G, and Attachment B, the 2005 PROS Plan goals and policies, will provide City Council with an opportunity to review and provide input on the first four chapters of the Draft PROS Plan. Staff will provide the City Council with an opportunity to review and provide input on chapters 5-9 at the June 27 meeting.

July 2011

A public hearing on the PROS Plan is scheduled for July 11 with adoption scheduled for July 25.

**RESOURCE/FINANCIAL IMPACT:**

The update to the plan is listed as a project in the 2010-2016 Capital Improvement Plan with a budget of \$40,000 and \$15,000 from the general operating budget for the statistically valid survey.

The document is being written by City Staff with limited assistance from a consultant to develop and analyze the statistically valid survey data that will be used in the PROS Plan update. There are no additional budget implications anticipated at this time.

**RECOMMENDATION**

This item is for discussion purposes as staff is seeking input from the City Council on the first four chapters of the PROS Plan. Specifically staff is seeking feedback from the Council on the revised goals and policy statements (Chapter 3).

Approved By:      City Manager  City Attorney

## **INTRODUCTION**

The City is in the process of updating the three Functional Plans: PROS Plan, Transportation Master Plan and the Surface Water Master Plan. The Functional Plans tie to the City's Comprehensive Plan in two specific ways:

- 1) The goals, policies, and maps from the Functional Plans will be incorporated into the Comprehensive Plan (either verbatim or in a summarized form), and
- 2) The Functional Plans will inform the Capital Facilities Element of the Comprehensive Plan.

Since the April 4, 2011 City Council briefing, the Parks, Recreation and Cultural Services (PRCS) Board and City staff have made significant revisions to the PROS Plan goals and policies (Chapter 3).

## **BACKGROUND**

The PROS Plan is a 20-year vision that is required to be updated every six years. In April 2010, Staff began planning for the update. The PROS Plan creates a short term and a long term implementation strategy for meeting the facility and program needs of residents and allows the City to qualify for state and federal grants. The first plan was completed in 1998 with the first update in 2005. The PROS Plan is used to assess community needs, align and prioritize maintenance and capital needs with the PRCS Department's core mission and goals, develop capital improvement projects, and identify projects that can qualify for state and federal grants.

On April 4, 2011, City staff provided the City Council with an overview of the process to develop the PROS Plan update, the survey results from the 2010 Community Needs Assessment Survey, and the PROS Plan draft goals and policies. The City Council provided valuable feedback including direction to reduce redundant language and use the Comprehensive Plan Framework goals as a guide to revising the draft PROS Plan goals and policies. City staff reported that they would work with the PRCS Board to revise and reorganize the PROS Plan goals and policies and provide a revision to the City Council.

In May 2011, City staff worked with the PRCS Board to revise the draft PROS Plan goals and policies and prepared the first draft PROS Plan for the PRCS Board review on May 26.

This City Council briefing is to provide staff with feedback on the revised PROS Plan goals and policies and other content of the PROS Plan Chapters 1-4. These chapters include:

- The planning context /purpose of the plan;
- The community profile/demographics;
- Goals and policies; and
- The demand and needs assessment.

## **DISCUSSION**

### **PROS Plan Contents and Document Layout**

The document layout and a list of the contents in Chapters 1-4 are listed below. City staff will provide the City Council with an opportunity to provide input on the proposed 20-year capital improvement projects list and the remaining chapters 5-9 on June 27.

#### ***Document Layout***

The draft PROS Plan the City Council is reviewing does not contain photographs or final formatting that will be included in the final document. This is only a temporary format for approval of the content for the document.

#### ***Document Contents Chapter 1-4***

The following is a summary of the contents of Chapters 1-4 of the Draft PROS Plan.

**Chapter 1: The Planning Context** – Describes the purpose of the PROS Plan, a history of parks, recreation and cultural services in Shoreline, and a summary of major capital and program improvements since 2005.

**Chapter 2: Community Profile** – Provides an overview of the regional context and natural and physical features of Shoreline, the demographic makeup of Shoreline and analyzes any significant changes in demographic information since the last update in 2005.

**Chapter 3: Goals and Policies** –Lists the revised 2011 PROS Plan goals and policies including a vision for the goals and policies as well as newly added implementation strategies.

**Chapter 4: Demand and Needs Assessment** - Summarizes the community involvement process for input into the draft plan and provides information about facility classifications and level of service standards. Although this chapter discusses the need for capital improvements as it relates to meeting the level of service standards, Chapter 9 recommends and identifies major capital projects that would implement such changes.

### **Revision of PROS Plan Goals and Policies**

The draft PROS Plan goals and policies were provided to the City Council for review at the April 4, 2011 PROS Plan process briefing. In April and May 2011, City staff worked with a PRCS Board subcommittee to revise the draft goals and policies. The PRCS Board reviewed the goals and policies in their May 26 meeting. To reduce redundancies, create more concise language, and to use the Comprehensive Plan Framework Goals as a guide for the revisions, major changes were made to consolidate the goals and policies from seven goals to five and from 37 policies to 20. In the revision, the content of the original goals and policies is still being addressed; however, the content is reorganized more efficiently.

Prior to receiving the input from the City Council in April, the focus had been on merely rewording the 2005 goals and policies to include new policy ideas not already addressed in the 2005 PROS Plan. After hearing from City Council that the update to

the goals and policies really needed to address redundant information, staff and the subcommittee of the PRCS Board broke away from the existing 2005 PROS Plan goals and policies to provide a fresh perspective on what the major goals and policies should be for the PROS Plan.

Using the Comprehensive Plan Framework Goals as a guide, a vision for the PROS Plan goals was crafted. A set of five new core themes was created to represent the major areas of parks, recreation and cultural services in Shoreline. From each of the five core themes, policies were identified that would support each of these goal themes. Implementation strategies, action oriented statements for how to implement the goals and policies, were created. Below is the list of goal and policy themes:

- **Vision:** A newly created vision for the PROS Plan Goals and Policies
- **Goal 1: Preserve, Enhance, Maintain, and Acquire Facilities**
  - Policies 1.1-1.8 address: natural resources, indoor and outdoor facilities, maintenance, sustainability, reducing costs, and transportation.
- **Goal 2: Provide Recreation and Cultural Programming**
  - Policies 2.1-2.3 address: providing affordable, community-based programs to promote a healthy lifestyle for all ages, abilities and interests.
- **Goal 3: Meet Community Need and Equitably Distribute Resources**
  - Policies 3.1-3.3 address: assessing need, adjusting program and facility offerings, providing equitable distribution of resources.
- **Goal 4: Establish and Strengthen Partnerships**
  - Policies 4.1-4.3 address: collaborating with and supporting partners, including partners in maintenance and development of facilities, providing public outreach and coordination.
- **Goal 5: Public Involvement**
  - Policies 5.1-5.3 address: involving the public in short and long term planning, public relations and publicity, and volunteer opportunities.

### **STAKEHOLDER OUTREACH**

The formation of the PROS Plan update was shaped by citizen participation. The process included a statistically valid, randomly-mailed survey, four stakeholder meetings, two community-wide open houses, a public meeting with the Planning Commission, two City Council study session briefings, fourteen Parks, Recreation and Cultural Services (PRCS) Board meetings from April 2010-June 2011 and over 100 mail-in and on-line comment forms received. Documentation of the public process in the PROS Plan is a requirement of the Recreation and Conservation Office who reviews the City of Shoreline's PROS Plan.

### **COUNCIL GOAL 6 ADDRESSED**

The update to the PROS Plan is a task of the City Council's Goal 6: Develop a "Healthy City" strategy. The PROS Plan supports the "Healthy City" strategy by identifying existing park, open space, recreation and cultural opportunities that help create a healthy and active lifestyle. The PROS Plan documents the goals and policies that support the "Healthy City" strategy. Identifies the issues surrounding the "Healthy City" strategy and identifies the PRCS Department's role in implementing this strategy. Lastly, the PROS Plan makes short and long term recommendations that also support the "Healthy City" strategy.

### **RECOMMENDATION**

This item is for discussion purposes as staff is seeking input from the City Council on the first four chapters of the PROS Plan. Specifically staff is seeking feedback from the Council on the revised goals and policy statements (Chapter 3).

### **Attachments**

Attachment A: Draft PROS Plan Chapters 1, 2, 3, and 4 and Appendix A, B, C, D, E, F and G.

Attachment B: 2005 PROS Plan Goals and Policies



## CHAPTER 3 GOALS AND POLICIES

# Attachment B: 2005 PROS Plan

This chapter describes the goals and policies that create a framework for future decisions in regard to parks and recreation in Shoreline. These goals and policies give the community a sense of direction and establish a method for achieving long term visions for parks and recreation within the City of Shoreline. These goals and policies have evolved based on community values, and are incorporated into the *Shoreline Comprehensive Plan: Parks, Recreation, and Open Space Element*.

Goals described in this chapter are the City's aspirations, and are intended to remain constant over time. The policies are more precise statements that describe how elements of the overarching goal can be achieved.

The following goals and policies encourage:

- Providing a range of parks, recreational programs, cultural experiences, and trail networks;
- Maintenance of existing facilities including parks, open space and community recreation programs and services;
- Increasing opportunities for all residents of Shoreline to enjoy the park system;
- Coordination with various facility and program providers;
- Public involvement; and
- Recreation programs that meet the needs of the community.



## **GOAL 1**

**Enrich the quality of life for all Shoreline residents by ensuring that a broad range of high quality parks, recreation and cultural opportunities are readily available, by preserving open spaces and maintaining a quality parks and recreation system.**

- PR 1:** Monitor changes in both existing and planned population and evaluate how the Parks, Recreation and Cultural Services Department can adapt to the changing population and varying needs.
- PR 2:** Preserve, protect and enhance areas with critical or unique natural features — such as stream corridors, wildlife habitats, shorelines and wetlands — especially if endangered by development, and educate the public on the importance of stewardship through a variety of mechanisms.
- PR 3:** Where feasible, actively seek opportunities to preserve, protect and acquire open space and waterfront access.
- PR 4:** Investigate alternative methods, including seeking outside funding, for the financing of acquisition, facility development and renovation, maintenance and operating needs to reduce costs.
- PR 5:** Coordinate park planning and land acquisitions with those of other agencies providing similar services and with City plans for streets, utilities, and development in order to maximize the benefits from public lands for parks and programs.

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## **GOAL 2**

**Monitor and evaluate maintenance of parks and recreational facilities and develop measurable standards for enhancing maintenance efficiency and effectiveness.**

- PR 6:** Ensure that water bodies owned by the City in park settings are protected from degradation of water quality and that water quality remains a priority.
- PR 7:** Utilize sound maintenance practices and design and development guidelines to ensure the careful stewardship of natural resources and habitat in the park system
- PR 8:** Retain and develop underdeveloped public rights of way for public access and passive recreation where appropriate.
- PR 9:** Develop and distribute multi-use neighborhood, community and regional park facilities throughout the City to satisfy varying levels of citizen needs.





- PR 10:** Enhance the park system so that it continues to provide a variety of recreation opportunities serving a wide range of interests and age groups.
- PR 11:** Work to improve the accessibility of park and recreation facilities to all individuals and groups of all physical capabilities, skill levels, age, income, and activity interest and seek compliance with Americans with Disabilities Act standards.
- PR 12:** Establish mechanisms to help ensure that parks, recreation and cultural services facilities and programs have high awareness levels within the community.
- PR 13:** Seek to improve and expand indoor and outdoor recreation opportunities to reflect the diverse and changing needs and desires of the community.
- PR 14:** When upgrading active recreation and sports facilities, maximize public use by utilizing designs that meet current industry standards and incorporate innovative, low-impact, development design and techniques.
- PR 15:** Seek to offer an expansive mix of passive and active recreation opportunities through both facilities and program offerings.

### **GOAL 3**

**Seek increased opportunities for Shoreline citizens to enjoy parks, recreation, and cultural resources through improving accessibility and usability of existing facilities and pursue opportunities and partnerships for new indoor and outdoor facilities for year round programming.**



## **GOAL 4**

**Seek alliances and coordination with facility and program providers to strive for the efficient and equitable distribution of community and regional resources, and to maximize the use of parks, recreation and cultural resources by Shoreline residents.**

- PR 16: Continue to develop and coordinate, with both public and private school districts, the use of school facilities for park and recreational purposes after school hours in order to maximize the public benefit from existing resources.
- PR 17: Develop alliances with other public and private agencies and organizations in order to avoid duplication and reduce costs through joint planning and development of facilities and programs.
- PR 18: Actively involve stakeholders, users, and the community in the development and management of park, recreation, and cultural services.
- PR 19: Coordinate maintenance operations with other agencies such as the Shoreline School District, Shoreline Community College, private schools, churches and athletic field users.
- PR 20: Seek to develop alliances and mechanisms for communication and coordination among leisure service providers in the Shoreline area.

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## **GOAL 5**

**Seek to develop a diverse Citywide trail system linking key community elements such as parks, greenways, open spaces, regional trail systems, transportation nodes, neighborhoods, churches, and community businesses.**

- PR 21: Identify opportunities to develop pedestrian and bicycle connections in and around the City to expand connectivity of community amenities with a specific focus on linking neighborhoods with parks.
- PR 22: Develop trail systems within parks and in the Interurban right-of-way focusing on linking these systems with existing, planned and future local and regional trails through coordination with Planning and Public Works and where possible enhancing historic watersheds.
- PR 23: Support Transportation efforts to implement the "Green Street" program.



- PR 24: Encourage, record, and track citizen responses to specific programs, facilities, and policies.
- PR 25: Monitor park, recreation and cultural service preferences, needs, trends and citizen satisfaction through various community outreach methods.
- PR 26: Provide public review opportunities in park, recreation and cultural services planning decisions.
- PR 27: Monitor, evaluate and adjust public relations and publicity efforts to inform citizens of the park, recreation and cultural opportunities available citywide and in neighborhoods.
- PR 28: Encourage citizen involvement and participation in assuring the quality of park development and maintenance through various volunteer opportunities.

## GOAL 6

**Encourage consistent and effective public involvement in the short and long-range park, recreation and cultural services planning process.**

- PR 29: Take a leadership role in building alliances fostering communication and coordination as the City and other organizations strive to satisfy the recreation and cultural needs of Shoreline residents while limiting duplication.
- PR 30: Align existing and new program and service offerings with core mission while remaining flexible, filling service gaps, and adjusting to trends in order to serve a variety of ages, interests, abilities and the diversity of cultures represented in our City.
- PR 31: Monitor, evaluate and adjust recreation and cultural offerings on a routine basis to correspond with needs assessment findings and respond to changes in citizen needs and desires.
- PR 32: Offer children's and family programs during times that meet the growing needs of working parents.

## GOAL 7

**Seek to provide a broad, diverse, flexible and challenging program of recreation and cultural services to meet the leisure needs of diverse populations, age groups and interests.**



- PR 33: Provide a diversity of program options for middle and high school youth, and build alliances with other service providers to implement Council priorities related to youth services.
- PR 34: Monitor, evaluate and adjust offerings to address service gaps in specialized recreation programs for City residents with developmental disabilities.
- PR 35: Assure the Shoreline Pool's program services are available to infant through senior adult-aged participants at times that meet the needs of all individuals.
- PR 36: Support the provision of senior adult, arts, and cultural history programs through alliances and joint planning with service organizations.
- PR 37: Respect and celebrate the diversity of cultures represented in our City through recreation programs.