

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

<b>AGENDA TITLE:</b>	Adopting Ordinance No. 900 - Amending Shoreline Municipal Code Chapter 8.12 to Establish the Purpose and Authorize Guidelines for Use of the Veterans Recognition Plaza at City Hall
<b>PRESENTED BY:</b>	Susana Villamarin, Senior Management Analyst
<b>DEPARTMENT:</b>	Recreation, Cultural and Community Services
<b>ACTION:</b>	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

**PROBLEM/ISSUE STATEMENT:**

The Veterans Recognition Plaza (the Plaza) was dedicated in May 2016 on a portion of the City Hall Campus. The Plaza is located within the City Hall Plaza that is open for general public enjoyment and is considered park land. The Plaza was developed and partially funded by the Shoreline Veterans Association through the leadership of Dwight Stevens and Frank Moll. The Veterans Association holds regular events at the Plaza to commemorate important days such as Memorial Day, Veterans Day, Flag Day, Patriots Day, Independence Day and Armed Services Day.

There are currently no guidelines or policies in place to indicate the importance of the Plaza as a place for recognizing veterans and their service to our country. Staff believe it is important to provide, in a meaningful way, that the intent of the Plaza is to honor veterans. Staff also feel it is important that the City develop administrative rules for the use of the Plaza consistent with this purpose.

Council discussed proposed Ordinance No. 900 at its October 5, 2020 meeting. Following that discussion, Council directed staff to bring back this proposed ordinance for adoption. Tonight, Council is scheduled to adopt proposed Ordinance No. 900.

**FINANCIAL IMPACT:**

There is no financial impact associated with proposed Ordinance No. 900.

**RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 900.

Approved By:            City Manager **DT**    City Attorney **MK**

## **BACKGROUND**

The Veterans Recognition Plaza (the Plaza) was dedicated in May 2016 on a portion of the City Hall Campus. The Plaza is located within the City Hall Plaza that is open for general public enjoyment and is considered park land. The Plaza was developed and funded by the Shoreline Veterans Association through the leadership of Dwight Stevens and Frank Moll. The Veterans Association holds regular events at the Plaza to commemorate important days such as Memorial Day, Veterans Day, Flag Day, Patriots Day, Independence Day and Armed Services Day.

There are currently no guidelines or policies in place to indicate the importance of the Plaza as a place for recognizing veterans and their service to our country. Staff believe it is important to provide, in a meaningful way, that the intent of the Plaza is to honor veterans. Staff also feel it is important that the City develop administrative rules for the use of the Plaza consistent with this purpose.

On October 5, 2020, the City Council discussed proposed Ordinance No. 900 (Attachment A) to authorize the amendment of Shoreline Municipal Code (SMC) Chapter 8.12 adding a new section establishing the purpose of the Plaza and authorizing the development of administrative rules for its use. The staff report for the City Council discussion on October 5<sup>th</sup> can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport100520-8d.pdf>.

## **DISCUSSION**

The proposed subsection that is being proposed to be added to SMC Chapter 8.12 is as follows:

***SMC 8.12.398 Veterans Recognition Plaza.***

*The Shoreline Veterans Recognition Plaza at City Hall pays tribute to veterans and current service members from all branches of the military by providing a setting to honor veterans and armed forces members in a dignified, respectful manner. The City Manager or designee shall promulgate rules as to the use of the Plaza consistent with this purpose.*

To implement this proposed addition to the Municipal Code, the proposed Administrative Rules (Attachment B) set forth guidelines pertaining to the appropriate use of the Plaza.

During the October 5<sup>th</sup> Council discussion of proposed Ordinance No. 900, Council stated their support of the proposed Ordinance as drafted and directed staff to bring back the proposed Ordinance for adoption. Tonight, Council is scheduled to adopt proposed Ordinance No. 900.

## **STAKEHOLDER OUTREACH**

The Shoreline Veterans Association was consulted and provided comment on the proposed language. Their comments have been incorporated. They did recommend

that veteran-planned ceremonies not be required to obtain a permit in advance of holding events. Staff have not included that recommendation in this proposed language. In order to manage the number and timing of events and ensure there are not scheduling conflicts, it is important that all groups obtain permits in advance of an event.

The Parks, Recreation and Cultural Services/Tree Board discussed the proposed SMC amendment and the draft Administrative Rules and unanimously recommended their approval.

### **FINANCIAL IMPACT**

There is no financial impact associated with proposed Ordinance No. 900.

### **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 900.

### **ATTACHMENTS**

Attachment A – Proposed Ordinance No. 900

Attachment B – Draft Rules for Use of the Veterans Recognition Plaza

**ORDINANCE NO. 900**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING SHORELINE MUNICIPAL CODE CHAPTER 8.12 RULES FOR USE OF CITY OF SHORELINE PARK FACILITIES; ADDING A NEW SECTION TO AUTHORIZE THE PROMULGATION OF ADMINISTRATIVE RULES FOR THE SHORELINE VETERANS RECOGNITION PLAZA.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, in 2016, the City dedicated the Veterans Recognition Plaza, located on the City Hall Campus, to honor the valor and sacrifice of our veterans in every branch of the military; and

WHEREAS, SMC Chapter 8.12 currently does not authorize the promulgation of administrative rules in regard to the Veterans Recognition Plaza; and

WHEREAS, in order to ensure the dignity of this memorial is maintained for our veterans, the authority to promulgate administrative rules is necessary;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment to Chapter 8.12.** A new section is added to SMC Chapter 8.12 to read as follows:

SMC 8.12.398 Veterans Recognition Plaza.

The Shoreline Veterans Recognition Plaza at City Hall pays tribute to veterans and current service members from all branches of the military by providing a setting to honor veterans and armed forces members in a dignified, respectful manner. The City Manager or designee shall promulgate rules as to the use of the Plaza consistent with this purpose.

**Section 2. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

**Section 3. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 4. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper and shall take effect five days after publication.

**PASSED BY THE CITY COUNCIL ON OCTOBER 19, 2020.**

\_\_\_\_\_  
Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: \_\_\_\_\_, 2020  
Effective Date: \_\_\_\_\_, 2020



# ADMINISTRATIVE RULES

<b>Rules for Use of the Veterans Recognition Plaza</b>			Category: Parks and Recreation
			Rule Sub-Category: Number:
Effective Date: 11/1/2020	Supersedes: N/A	Rule-Making Authority: SMC 8.12.398	Approved By: <hr/> Debbie Tarry, City Manager

**1. PURPOSE:**

To implement Shoreline Municipal Code Section 8.12.398 Veterans Recognition Plaza and to provide guidance as to where and under what terms visitors may adorn or leave items at the Plaza.

**2. AFFECTED PARTIES:**

- Public
- Administrative Services Department; Parks, Fleet and Facilities Division
- Recreation, Cultural Services and Community Services Department
- City Manager’s Office

**3. DEFINITIONS:**

Veterans Recognition Plaza: Located on the north side of Shoreline City Hall, defined by paved/brick surfaces and includes benches, military branch obelisks, and a flag pole with base.

**4. RULES ESTABLISHED:**

**4.1. Display Period and Locations Where Items May Be Left:**

- 4.1.1. Items may be left only within the bounds of the paved/brick surfaces of the Veterans Recognition Plaza.
- 4.1.2. Items left at any other location at the City Hall Plaza will be considered litter and may be removed immediately.
- 4.1.3. Suitable Items may be left for a maximum of seven (7) consecutive calendar days (“Display Period”).

**4.2. Suitable Items for the Plaza:**

- 4.2.1. Natural-cut flowers, potted plants, other similar organic materials.
- 4.2.2. Small flags.
- 4.2.3. Personal messages and photos (e.g. 5" x 7") incorporated into or attached to another suitable item.
- 4.2.4. Memorial floral wreaths on stands.

**4.3. Unsuitable Items for the Plaza:**

- 4.3.1. Items taped, glued, tied, hung, or otherwise attached to the bricks, flagpole, or flagpole base.
- 4.3.2. Drawings (chalk, paint) on any part of the Veterans Recognition Plaza.
- 4.3.3. Cloth, paper, or plastic banners or signs (unless affixed to a suitable item) and no greater than 5" x 7".
- 4.3.4. Permanent plantings.
- 4.3.5. Statutes, vigil lights (e.g. candles), or breakable objects (e.g. glass, ceramic).
- 4.3.6. Artificial flowers or plants.
- 4.3.7. Bells, beads, wind chimes, or other items that create sound.
- 4.3.8. Electrical or battery powered items (other than authorized PA systems during ceremonies).
- 4.3.9. Items considered by the City to be offensive or inconsistent with the intent of the Veterans Recognition Plaza.
- 4.3.10. Other items not expressly included in the Suitable Items list (section 4.2 above).

**4.4. Item Removal Guidelines:**

- 4.4.1. Unsuitable Items will be removed by the City immediately.
- 4.4.2. The City is not responsible for damaged, lost, stolen, removed, or otherwise missing items, suitable or unsuitable.
- 4.4.3. Items will be discarded at conclusion of the authorized Display Period.
- 4.4.4. No items will be returned.
- 4.4.5. Items may be removed prior to the end of the Display Period when, in the City's sole discretion, the items become unsightly.
- 4.4.6. Items may be removed prior to the end of the Display Period to facilitate City Hall operations (e.g. mowing, cleaning).

**4.5. Veterans Recognition Plaza Special Events:**

- 4.5.1. Events inconsistent with the purpose of the Veterans Recognition Plaza as defined in SMC 8.12.398 are not allowed.
- 4.5.2. Permits for events at the Veterans Recognition Plaza will be issued consistent with the regulations in SMC 8.12.
- 4.5.3. Non-Profit Organizations whose mission includes honoring and supporting veterans and armed forces personnel may be eligible to have park facility use fees waived.

**5. ADMINISTRATION OF RULES:**

- These rules shall be administered by the Parks, Fleet and Facilities Manager.
- Interpretations, exceptions, and modifications to these rules are solely at the discretion of Parks, Fleet and Facilities Manager.
- The City shall place a sign at the Veterans Recognition Plaza stating Plaza Rules are available on the City's website.
- Signage will be posted at the Plaza summarizing these Rules.

DRAFT