



# PARKS AND RECREATION ADVISORY BOARD

**TO:** Parks and Recreation Advisory Board  
**SUBJECT:** July 12, 2023, Board Meeting Agenda  
**TIME:** 7:30 a.m. to 9:30 a.m.

**LOCATION: CITY HALL, MAYOR'S BOARD ROOM WITH REMOTE OPTION**

Join from a PC, Mac, iPad, iPhone or Android device:

Public Meeting Link: <https://cob.zoom.us/j/99623052639?pwd=M1RIWENpc0ZGaWlnTENjNHJLVWhYdz09>

Meeting ID: 996 2305 2639

Password: 914391

## ITEM

## ACTION

### I. LAND ACKNOWLEDGEMENT

The Parks and Recreation Department acknowledges that we gather on the traditional, ancestral and unceded territory of the Lhaq'temish – Lummi people – and the Nuxwsá7aq – Nooksack people – who have lived in the Coast Salish region Since Time Immemorial.

The Parks and Recreation Department honors our shared responsibilities to their homeland. We are grateful for the opportunity to learn from indigenous wisdom and ways of creating relationships that will sustain us all on this land for future generations.

### II. AGENDA REVIEW

Board Consent

### III. ANNOUNCEMENTS

### IV. PUBLIC COMMENT

### V. JUNE MEETING MINUTES

Board Approval

### VI. NEW BUSINESS

- a. Parks Reservation and Facilities Fees
- b. Amendment to Galbraith Mountain Recreational Easement

Board Information  
Board Recommendation

### VII. OLD BUSINESS

- a. Greenways Levy Update

Board Information

### VIII. DIRECTORS REPORT

- a. Interim Stewardship Supervisory Plan
- b. Urban Growth Area Boundary – Basic Overview
- c. Chuckanut Community Forest District Easement

### IX. MEMBERSHIP

- a. Field Trips
- b. Student Representative Member Practice

Board Information  
Board Recommendation

<b>X. <u>EXECUTIVE SESSION</u></b>	Board Recommendation
<b>XI. <u>BOARD REPORTS</u></b>	
Arts Commission (Steve Walker)	Board Information
Big Rock Garden Park Friends (Zarah Manju)	Board Information
Chuckanut Community Forest Park District (John Blethen)	Board Information
Dogs Off Leash Task Force (Michael Kutcher)	Board Information
Greenway Advisory Committee (John Blethen & Ray Dellecker)	Board Information
Lake Padden Golfers Committee (Jed Holmes)	Board Information
<b>XII. <u>ADJOURNMENT</u></b>	Board Consent

### **Accessibility**

The City of Bellingham will provide a variety of accommodations and services for access and communications. Individuals with disabilities who wish to participate in City programs, services or activities and need an accommodation can submit a request for accommodation to the City by completing the online Request for Accommodation form (available at [www.cob.org/ADA](http://www.cob.org/ADA)) or by calling Holly Pederson at 360.778.7950, or Relay: 7-1-1 at least 3 days in advance of the event or activity.

The Mayor's Board Room is fully accessible. Elevator access to the second floor is available at City Hall's west entrance. Hearing assistance is available, and a receiver may be checked out through the Deputy City Clerk prior to the evening session. For additional accommodations, please contact the Parks & Recreation Department at 360.778.7000 in advance of the meeting. Thank you.



# PARKS AND RECREATION ADVISORY BOARD

## June 14, 2023, Meeting Minutes

**PRESENT:** Maggi Kriger, Michael Kutcher, John Blethen, Brian Bressler, Asa Deane, Ray Dellecker, Jeannie Gilbert, Jed Holmes, Jessica Sankey, and Steve Walker

**ABSENT:** Zarah Manju

**STAFF:** Peter Gill, Steve Janiszewski, Nicole Oliver, Bree Park, Laine Potter, Caryn Regimbal, Shannon Taysi, and Lauren Woodmansee

**VISITORS:** Jeremy Casados and Mandy McGill

The meeting was called to order at 7:31 am by Chair, Maggi Kriger.

- I. **AGENDA REVIEW:**  
Remove the Sunset Pond agenda item from New Business.
- II. **ANNOUNCEMENTS:**  
Steve Donnelly has resigned from his role of Park Stewardship Supervisor, effective June 13, 2023.
- III. **PUBLIC COMMENT:**  
There were no public comments.
- IV. **MAY MEETING MINUTES:**  
A motion was made to approve the meeting minutes. Motion passed. Maggi Kriger abstains.
- V. **NEW BUSINESS:**
  - a. **Birchwood Mural Art Project:**  
Shannon Taysi, the Program Specialist for Planning and Community Development, proposed adding an interpretive sign to the mural artwork project underneath the Interstate 5 underpass, located on Birchwood. The interpretive sign would be located on the trail and would highlight the plants used in the mural and their healing features. Asa Deane and Steve Walker will help form the subcommittee to discuss the future location and design.
  - b. **Greenways Storymap:**  
Peter Gill provided the Greenways Storymap website, which included the history of Greenways, property details, community gardens, stewardship program information, and future plans. This website will go live in the very near future, after community feedback.
- VI. **OLD BUSINESS:**
  - a. **Greenways Levy Update:**  
The Fifth Greenways Levy will be provided to the county by August 2023, and will be refined prior to the official ballot in November 2023.

**VII. DIRECTOR'S REPORT:**

- a. Fairhaven Auditorium:  
The Parks staff met with the local dance groups regarding the usage of the auditorium. The next step is to work with the City's Legal department to create an agreement for event rentals and future group usage.
- b. Stewardship Program:  
Steve Donnelly has resigned from his role of Park Stewardship Supervisor, effective June 13, 2023. Steve Janiszewski to give update at next meeting regarding program workload, post resignation.
- c. Recreation Event Summer Calendar:  
Lauren Woodmansee gave a brief update to the group regarding all seasonal recreational activities. Summer camps are almost at full capacity and the summer concert series are set to begin at Boulevard Park and Elizabeth Park.
- d. Civic Athletic Complex:  
The design and development team just recently met regarding the needs, wants, and overall details of the entire location. The next meeting is with the school district in August to discuss the complex.
- e. Tiny Home Village Planning:  
The two tiny home villages at Civic & Fairhaven are to be relocated, with proposal at new location off Cordata, on Stuart Road, near Meridian.
- f. Shower Program Update:  
Currently negotiations underway regarding a partnership for a shower truck and the removal of the shower program at Arne Hanna.
- g. Lake Padden Update:  
New signage will be placed around the swimming area at Lake Padden regarding the New Zealand Mud Snails. The signage regarding dogs allowed in the swim area has since been removed, with dogs on leash signage taking its place.

**VIII. EXECUTIVE SESSION:**

The committee adjourned to Executive Session at 9:05am. The meeting was called back to order at 9:21am. A motion was made to approve due diligence for property #1. Motion passed. A motion was made to not approve due diligence for property #2. Motion passed. Steve Walker abstains.

- IX. ADJOURNMENT:** The June 14, Parks & Recreation Advisory Board meeting was adjourned by consent at 9:31 am.



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## **Parks and Recreation Department City of Bellingham**

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### **MEMORANDUM**

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**To:** Parks & Recreation Advisory Board  
**From:** Nicole Oliver, Director  
**Subject:** Parks & Recreation Facility Use Fee Changes  
**Date:** July 12, 2023

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Bellingham Municipal Code 80.40.030 (c) provides for City Council to establish Parks & Recreation Facility Fees by resolution.

To create this draft updated fee proposal, staff evaluated fees, researched the facility rates and structures of cities of similar size to Bellingham and the local market through evaluating amenities and capacities. Other considerations include impact on park users, local demand, reservation time and duration, as well as increasing costs in staff salaries and processing fees.

Key recommended changes for park facilities include the elimination of commercial rates, reducing fee types for athletic facilities, and adjusting rates to off-set increasing costs of staffing and facility enhancements and maintenance.

The proposed changes will increase revenue and will simplify fee schedules for users. Due to facility demand, parks staff increased reservable spaces to better accommodate local needs. Staff is seeking feedback on current drafted rates prior to finalizing rates for PRAB and council approval.

# DRAFT

## Picnic Shelters

Park	Facility		2019 Fees	2023 Proposed Fees
Cordata Park	Picnic Shelter	Non-Commercial	\$ 30/hour \$300/day	\$ 50/hour \$500/day
		Commercial	\$ 45/hour \$450/day	N/A
Cornwall Park	North Picnic Shelter	Non-Commercial	\$ 30/hour \$300/day	\$ 50/hour \$500/day
		Commercial	\$ 45/hour \$450/day	N/A
	South Picnic Shelter	Non-Commercial	No fee required First come first served	\$ 50/hour \$500/day
		Commercial	No fee required First come first served	N/A
Fairhaven Park	Picnic Shelter	Non-Commercial	\$ 25/hour \$250/day	\$ 40/hour \$400/day
		Commercial	\$ 38/hour \$375/day	N/A
Lake Padden	Rotary Shelter	Non-Commercial	\$ 25/hour \$250/day	\$ 40/hour \$400/day
		Commercial	\$ 38/hour \$375/day	N/A
	Playground Shelter	Non-Commercial	\$ 25/hour \$250/day	\$ 40/hour \$400/day
		Commercial	\$ 38/hour \$375/day	N/A
Sqaulicum Creek Park	Picnic Shelter	Non-Commercial	\$ 30/hour \$300/day	\$ 50/hour \$500/day
		Commercial	\$ 44/hour \$450/day	
Whatcom Falls Park	Large Shelter	Non-Commercial	\$ 25/hour \$250/day	\$ 40/hour \$400/day
		Commercial	\$ 37.50/hour \$375/day	N/A
	Small Shelter	Non-Commercial	\$ 20/hour \$200/day	\$ 40/hour \$400/day
		Commercial	\$ 30/hour \$300/day	N/A

# DRAFT

## Indoor Facilities

Park	Facility		2019 Fees	2023 Proposed Fees
Bloedel Donovan Park	Multipurpose Room	Non-Commercial	\$ 60/hour	\$ 100/hour
			\$600/day	\$1,000/day
	Pavillion	Commercial	\$ 90/hour	N/A
			\$900/day	
		Non-Commercial	\$ 40/hour	\$ 60/hour
			\$400/day	\$600/day
	Commercial	\$ 60/hour	N/A	
		\$600/day		
Fairhaven	Pavillion	Non-Commercial	\$ 40/hour	\$ 60/hour
			\$400/day	\$600/day
		Commercial	\$ 60/hour	N/A
		\$600/day		

## Special Facilities

Location	Facility		2019 Fees	2023 Proposed Fees
Depot Market Square		Non-Commercial	Building \$ 100/hour	Building \$ 150/hour
				\$1,000/day
			w/Parking lot \$ 130/hour	w/Parking lot \$ 250/hour
	Commercial		\$1,300/day	\$2,500/day
			Building \$ 150/hour	N/A
			\$1,500/day	
		w/Parking lot \$ 195/hour		
		\$1,950/day		
Woodstock Farm All Areas		Non-Commercial	\$125/hour	\$250/hour
				\$1,250/day
		Commercial	\$190/hour	N/A
			\$1,900/day	
Maritime Heritage Park	Pavilion	Non-Commercial	\$ 40/hour	\$ 60/hour
			\$400/day	\$600/day
	Amphitheater	Commercial	\$ 60/hour	N/A
			\$600/day	
		Non-Commercial	\$ 25/hour	\$ 50/hour
			\$250/day	\$500/day
	Commercial	\$ 37.50/hour	N/A	
		\$375/day		
Fairhaven Village Green		Non-Commercial	\$ 50/hour	\$ 75/hour
			\$500/day	\$750/day
		Commercial	\$ 75/hour	N/A
			\$750/day	

# DRAFT

## Special Facilities (cont)

Location	Facility	2019 Fees	2023 Proposed Fees
Elizabeth Park Gazebo (NEW)			\$ 50/hour \$500/day
Fairhaven Library (NEW)	Fairhaven Auditorium		\$ 75/hour \$750/day
Boulevard Park Stage (NEW)			\$ 40/hour \$400/day
Van Wyck Park Lodge (NEW)			\$ 100/hour \$1,000/day
Fairhaven Outdoor Classroom (NEW)			\$ 40/hour \$400/day

## Other Fees

	2019 Fees	2023 Proposed Fees
Special Request Application Fee	\$50	\$75
Refund/Cancellation Fee	\$20	\$50
Inflatables	\$100 per piece	\$100 per piece
Reservation Deposit Woodstock		N/A me Event Approval - non refundable
Alcohol Fee	\$50 non-commercial organization \$75 Commercial	\$75 N/A

## Civic Field Athletic Use Fees

		2019 Fees	2023 Proposed Fees
Commercial	Football	\$ 145 hour	N/A
	Soccer/Lacrosse	\$2,165 day one rate	N/A
	Track/Cross Country	one rate	N/A
Non-Commercial	Football	\$ 75 hour	N/A
	Soccer/Lacrosse	\$1,185 day one rate	N/A
	Track/Cross Country	one rate	N/A
Turf Field/Stadium			\$75/100/125/150/200 per hour based on tier
Throwing Areas (Shot Put/Javelin/Discus)			\$30/hour
Steeple Chase			\$200/hour
Pole Vault Pits			\$75/hour
Lights	Game	\$65/hour	\$65/hour
	Practice	\$45/hour	\$45/hour



# DRAFT

## Joe Martin Stadium

	2019 Fees	2023 Proposed Fees
Commercial	\$300/game \$600/day	N/A
Non-Commercial	\$150/game	
Practices	\$300/day	\$50/hour
Lights	\$50/hour	N/A
	\$50/hour	\$40/hour

## Ball Fields (Downer Field/Frank Geri/Squalicum Creek)

	2019 Rates		2023 Proposed Fees	
	Practice per hour	Games per hour	Practice per hour	Games per hour
Adult	\$20	\$45	\$20	\$30
Youth	\$10	\$35	\$10	\$15
Lights	\$30	\$24	\$30	\$30
Baseball Tournament Fee			\$500	

## Other Fields Available for Sports Practices (NEW)

### 2023 Proposed Fees

Cornwall Park North Field	
Cornwall Park South Field	
Lake Padden Cricket Pitch/Baseball Field	
Roosevelt	\$8/hour
Fairhaven Park - lower fields	
Forest and Ceder Park	
Laurel Park	
Sunnyland Memorial Park	

All other park fields: First Come, first served, no reservations available

## Sport Courts: (NEW)

Whatcom Falls	Tennis Tournament	\$100 per court/day
	Basketball Tournament	\$200/day
Lake Padden Park	Tennis Tournament	\$100 per court/day
	Basketball Tournament	\$200/day
Cornwall Park	Pickleball Tournament	\$720/day
Squalicum Park	Basketball Tournament	\$200/day
Roosevelt Park	Basketball Tournament	\$200/day
Bloedel Donovan	Sand Volleyball Tournament	\$200 per day (both courts)

## Off-Hours Staffing Fee

\$100/hour



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**Parks & Recreation Department**  
**City of Bellingham**

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**MEMORANDUM**

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**To:** Parks & Recreation Advisory Board  
**From:** Nicole Oliver, Director  
**CC:**  
**Subject:** Galbraith Recreational Easement amendments  
**Date:** July 7, 2023

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At the time when the original Recreational Easement was established, the parties agreed to specifically not allow e-bikes on the trails of Galbraith Mountain due to the original negotiations between the owners of the logging operations, and the concerns about risk. Since that time, ebikes have been added as an allowed option on all city trails, and have become an increasingly common choice in the marketplace, and have also allowed people with disabilities to access areas that were previously unattainable.

To that end, the WMBC has obtained approval from both Galbraith Tree Farm (Janicki) and the Whatcom Land Trust (another party to the easement) to allow ebikes on Galbraith. This is the right thing to do to promote broader access to the mountain, provide for people with disabilities who are already utilizing ebikes, and more accurately reflect actual use and identified risk.

In addition, the WMBC has requested that the trail mileage maximum be increased from 65 miles of trail to 85 miles of trail. The Whatcom Land Trust has approved this change.

These changes to the easement require review and approval by the PRAB before forwarding to City Council. See attachment for details of proposed changes to the existing easement (City Contract 2018-0499 with Galbraith Tree Farm LLC).

## **RECREATIONAL USE EASEMENT AMENDMENT FOR E-BIKES AND TRAIL MILEAGE**

Authorizing Class 1 E-Bikes on Galbraith Mountain requires the following two changes to the Recreational Use Easement.

### **1. Amend the definition of “Recreational Use” in Section 2 of the Recreational Use Easement:**

2.20 “Recreational Use” means non-motorized and Class 1 E-Bike, outdoor recreational activities open to the public, including but not limited to walking, running, hiking, biking, horse riding, nature study, and viewing or enjoying scenery. The definition of outdoor recreation under RCW 4.24.210 is broader than the defined term “Recreational Use” as used in this Easement. For instance, motorized activities are included within the scope of outdoor recreation as used in RCW 4.24.210 but motorized activities, except Class 1 E-Bikes, are hereby expressly prohibited as a permitted recreational use under this Easement.

### **2. Add the definition of “Class 1 E-Bike” to Section 2 of the Recreational Use Easement:**

2.25 “Class 1 E-Bike” means an electric bike with pedal-assist only, no throttle, and a maximum assisted speed of 20 miles per hour.

Authorizing an increase in maximum allowable trail mileage requires the following change to the Recreational Use Easement.

### **1. Amend Section 5.2 Trail Conditions and Restrictions:**

5.2.2 Maximum Trail Length. The Property shall have no more than ~~sixty-five~~eighty-five total miles of Trails. Existing Trails shall be approximately located on a map that will be approved by the Parties in the initial Plan.