



## Department of Parks and Recreation

Seattle Board of Park Commissioners  
Meeting Minutes  
December 11, 2008  
Meeting Held at 100 Dexter Avenue North

Web site: <http://www.seattle.gov/parks/parkboard/>  
(Includes agendas and minutes from 2001-present)

Also, view Seattle Channel tapes of meetings, June 12, 2008-most current, at  
<http://www.seattlechannel.org/videos/watchVideos.asp?program=Parks>

### ***Board of Park Commissioners:***

Present:

Neal Adams  
John Barber  
Terry Holme  
Donna Kostka  
Jackie Ramels, Vice-Chair  
Amit Ranade, Chair

### ***Seattle Parks and Recreation Staff:***

Tim Gallagher, Superintendent  
Christopher Williams, Deputy Superintendent  
Sandy Brooks, Park Board Coordinator

Commissioner Ranade called the meeting to order at 7:00 p.m. and reviewed the meeting agenda.

**Commissioner Barber moved approval of the agenda and Commissioner Holme seconded. The vote was taken and motion carried. Commissioner Holme moved approval of the November 13 minutes, as presented, and Commissioner Kostka seconded. The vote was taken and motion carried.**

Commissioner Ranade next reviewed the extensive amount of written correspondence the Board has received since the October 23 meeting.

## **Superintendent's Report**

Superintendent Gallagher reported on several park items. For more information on Seattle Parks and Recreation, visit the web pages at <http://www.seattle.gov/parks/>.

Cascade People's Center: Commissioner Ramels recently asked for an update on this building, and recalled that several years ago there was a discussion at the Pro Parks meeting about renovating it to a "green building."

The Superintendent reported that Seattle Parks' consultant is investigating the structure in an effort to determine which building elements should be upgraded, if any. The amount of money provided with the Pro Parks Levy Opportunity Fund will probably allow for a roofing replacement and an accompanying replacement of some rooftop heating and ventilation units if it is necessary. The construction costs for the original "Eco-Renovation" approach exceeded \$4.2 million in 2004 when a preliminary design was first put forward. The structure itself is quite old, and attempting such a renovation now would be more expensive than originally presumed. The Department's goal is to provide necessary upgrades as the budget allows; however, renovations could never approach the eco-renovation proposal as was originally desired, especially in these difficult financial times.

For more information, see <http://www.seattle.gov/parks/ProParks/projects/CascadePeoplesCenter.htm>.

West Seattle Stadium RFP: The Mayor and his Executive Team were briefed on this Request for Proposals on November 14. The Mayor authorized moving forward with the process and directed Parks to send a final draft to his office for approval. The top two or three bidders will be interviewed and Superintendent Gallagher will keep the Board informed as the process moves forward. For more information, see <http://www.seattle.gov/parks/partnerships/rfp.htm>.

Seacrest Marina/West Seattle Water Taxi: King County has been using Seacrest Marina as a dock for its popular summer water taxi program and is very interested in continuing the program on a temporary year-round basis. There is a public meeting on this proposal on January 15. Seattle Parks is interested in the year-round use proposal, as the County would pay for dock renovations at Seacrest Marina. Parks also has a concessionaire at the marina and an extended year-round customer base would be of benefit. The Board of Park Commissioners will hear a briefing on this at its February 26 meeting and hold a public hearing at its March 12 meeting. Commissioner Ramels asked about the location of the public hearing and Superintendent Gallagher responded that it is scheduled in West Seattle. For more information on the Water Taxi, see [http://transit.metrokc.gov/tops/oto/water\\_taxi.html](http://transit.metrokc.gov/tops/oto/water_taxi.html).

Seward Park Encroachments: In mid-November, Parks' property management staff mailed notice to 15 homeowners that have encroached on Seward Park property, requiring that the encroachments be removed within 30 days. The Department is hopeful that no litigation will be required and the other encroachments, including decks, hot tubs, plantings, etc., will be removed by the deadline. Several homeowners have already responded to the notice and removed their encroachment. However, there is one letter writing campaign in support of a small botanical garden installed by the homeowners on park property. For more information on Seward Park, see <http://www.seattle.gov/Parks/environment/seward.htm>.

2009-10 Budget: The Superintendent and staff have given regular updates to the Park Board on the status of the 2009-10 budget, and the Department's operating budget is currently in good shape. However, the Real Estate and Excise Taxes fund, which funds capital projects, is rapidly disappearing due to the downturn in the economy.

Responding to a question from Commissioner Holme on how the Department's capital projects will be affected, the Superintendent responded that, where possible, the Department will stop work on any capital projects it has started, and will not start any new ones as there are little monies remaining in the REET fund.

*Note of Explanation: [Cumulative Reserve Fund (CRF): A significant source of ongoing local funding to support capital projects in general government departments. The CRF consists of two accounts: the Capital Projects Account which has four existing sub accounts, including REET I and REET II. The Real Estate Excise Tax*

*(REET) is levied on all sales of real estate, with the first .25% of the locally imposed tax going to REET I and the second .25% to REET II.]*

Magnuson Park: Department staff members had productive meetings with the National Oceanographic and Aeronautical Administration (NOAA), which is located on the north side of, and adjacent to, Magnuson Park. Discussions have centered on access roads, with Parks asking NOAA to install a 4-way stop sign and remove a large fence to improve access at the park.

Magnuson Park Public Meeting: With the athletic field and wetland projects well under way, Parks held a meeting last night to engage the public in helping design the next steps for this park. For more information on Magnuson Park, see <http://www.seattle.gov/parks/Magnuson/>.

Commissioner Barber stated that some people want walking trails and the new Parks Levy allots \$.5 million for trails. He asked about the timeframe for this. The Superintendent stated that staff are looking at all the new Levy projects to determine which ones can be brought into construction within the next two years. He noted that these levy projects will help keep many people working in Seattle. Some projects, which require a more extensive process for special permits, may take longer than two years to get underway.

New Parks Levy Oversight Committee: It is likely that the Pro Parks Levy Oversight Committee will be asked to continue its role for the new Parks and Greenspace Levy that was approved by Seattle voters in November. Utilizing the experienced members of the Oversight Committee will help expedite the Levy's progress. The Superintendent noted that, with the downturn in the economy, contractors are looking for work which makes for a good bid climate for these new projects. For more information on the new Levy, see [http://www.seattle.gov/council/issues/parks\\_levy.htm](http://www.seattle.gov/council/issues/parks_levy.htm).

To see a map of the projects, see [http://www.seattleparksfoundation.org/2008ParksLevy\\_ProjectMap.pdf](http://www.seattleparksfoundation.org/2008ParksLevy_ProjectMap.pdf). To see the official list of projects, see [http://www.seattleparksfoundation.org/2008ParksLevy\\_ProjectList.pdf](http://www.seattleparksfoundation.org/2008ParksLevy_ProjectList.pdf).

Commissioner Adams and Commissioner Holme are both members of the current Oversight Committee and the Superintendent responded to several questions from them on the possible makeup of the new Committee.

Fee Schedule Review: Staff are now reviewing how the Department sets various fees and expects to complete this work in mid-to-late spring 2009. Staff will schedule a briefing to the Park Board in early-to-mid summer.

Golf Master Plan: The four public meetings to solicit input on the Golf Master Plan have been held and now staff and the consultants are working to develop possible designs. The Park Board heard a briefing at its November 13 meeting and will hold a public hearing at its February 12 meeting. For more information on the Master Plan, see <http://www.seattle.gov/parks/athletics/golfcrse.htm>.

Viaduct Plans: Earlier this week, Grace Crunican, Seattle Department of Transportation's (SDOT) Director, met with Seattle Parks Foundation to review the eight alternatives currently on the table for replacing the Alaskan Way Viaduct. The Superintendent and Seattle Parks' Planning and Development Director, Kevin Stoops, will meet with Speaker of the State House of Representatives Frank Chopp on November 17. Speaker Chopp is very supportive of Option E. Seattle Parks is especially interested in this project, with some park land and the Seattle Aquarium located along the waterfront. SDOT staff will brief the Park Board at the January 22 meeting. For more information, see <http://www.wsdot.wa.gov/projects/Viaduct/>.

Olmsted Event at South Lake Union: Commissioners were invited to attend the joint December 12 Olmsted Parks Celebration with Spokane Parks Department at the South Lake Union Armory. The event is scheduled for 1:30-6:30 pm. For more information on the Friends of Seattle's Olmsted Parks, see <http://www.seattle.gov/FriendsofOlmstedParks/>.

Toy Drive: Earlier this week, Parks staff learned that Toys for Tots had no toys to provide, as it usually does, to the 600+ needy kids who attend holiday parties at Seattle Park's Community Centers. Toys for Tots usually receives \$100,000 in donations by early December and reported that it had only received \$5,000 this year. Superintendent Gallagher sent an e-mail to Parks staff, who in turn forwarded it to friends, relatives, and business acquaintances. The outpouring of toys and cash donations has been overwhelming, with many staff buying toys and making cash donations. In addition, numerous other donations have been given by people and organizations outside Seattle Parks, including \$500 from the City's Law Department staff, \$3,500 from the Seahawks Foundation, \$2,000 from the Associated Recreation Council, and a donation of toys from the Gates Foundation. Donations are still coming in and what could have been very sad news has turned into a success! Donations not needed for the community center parties will be given to Toys for Tots for other low-income kids. Superintendent Gallagher thanked all those who donated.

### **Oral Requests and Communication from the Audience**

The Chair explained that this portion of the agenda is reserved for topics that have not had, or are not scheduled for, a public hearing. Speakers are limited to two minutes each and will be timed. The Board's usual process is for 15 minutes of testimony to be heard at this time, with additional testimony heard after the regular agenda and just before Board of Park Commissioner's business. Seven people testified.

Ruth Williams: She urged that the Naming Policy be flexible so that many people can be honored – keep the options open. She added that there is strong interest in formally naming the Thornton Creek Watershed.

Cris Kelley: She referred to the golf master plan public hearing scheduled on February 12 and stated that her interests are: (1) ongoing maintenance at the courses; and (2) the architect working on the design has no experience in planning golf courses. Golf courses need an ongoing capital investment, as well as a 10-year plan.

J. Steve: He read a sign that was recently posted at Seattle Center in opposition to clothing option events and stated he supports clothing optional sites and hopes that the Park Board does, too. He complimented Commissioners Ramels and Holme for their thoughtful comments at the Board's November 11 meeting and appreciates that they asked simple, straight-forward questions about the Rule on Nudity in Seattle's Parks. He stated that there have been no formal complaints about the naked bike rides in Seattle until this past year.

Daniel Johnson: He stated that the Department's newly-adopted Strategic Action Plan contains 22 pages of support for clothing option events and asked how the Department can now discount this interest. Only six complaints have been received about clothing optional events. The nude bike rides have been occurring for 15 years and no one has ever pressed charges in all that time, even though some of the bike riders ride for 6-9 hours with thousands of people watching. He stated that Mayor Nickels and Councilmember Licata do not support the Department's proposed Rule on Nudity in Seattle's Parks and that Parks is taking pre-emptive action. He believes a different policy toward clothing optional events has been in place since Superintendent Gallagher joined the Department. He asked that clothing optional events and rentals be allowed at Colman Pool.

Rohm Gustafson: He has skinny dipped in Montana and Europe and clothing optional events have been legal in every other place he has lived. He urged that the Department put up signs that clothing optional events are occurring at a particular site and allow the events.

Svetlana Sorolovic: She supports the comments of the other clothing-optional speakers.

Ken Roepe: He is originally from Cuba and moved here from San Diego. He has had lots of experience with nude and clothing optional beaches and named several of them. He stated that Florida, Minneapolis, and San Diego all have clothing optional beaches. Nudity is not dirty or sexual – rather, it allows for personal freedom.

## **Briefing: Reservoir Lidding**

Michael Shiosaki, Seattle Parks' Project Planning Division's Deputy Director, presented an early briefing on the Department's reservoir lidding projects. Prior to tonight's briefing, the Board received a written briefing, which is also included below.

### *Written Briefing*

#### **Requested Board Action**

On December 11, Parks staff will provide a briefing on two upcoming park projects on lidded reservoir sites. The briefing is for informational purposes only. Staff will provide you with background on these two significant park planning efforts that are on the immediate horizon. No recommendation is sought at this time.

#### **Project or Policy Description and Background**

Two park capital development projects are proposed for sites over Seattle Public Utilities' (SPU's) drinking water reservoirs. These two sites are Maple Leaf Reservoir located at Roosevelt Way NE and NE 85<sup>th</sup> St. adjacent to Maple Leaf Playground and West Seattle Reservoir located at SW Cloverdale St. and 8<sup>th</sup> Ave. SW, adjacent to Westcrest Park (please see attached maps).

These proposed park projects follow on the heels of three other park development projects over lidded reservoirs at Cal Anderson Park on Capitol Hill (completed in 2004), Jefferson Park on Beacon Hill (park construction will begin in 2009), and Myrtle Reservoir Park in West Seattle (park construction will begin in 2009).

These projects will create new park space at reservoir sites currently not open to the public as both sites are open water reservoirs surrounded by buffer areas that are fenced off from public use. Both sites are adjacent to existing parks, so a central goal for the planning and design process will be to integrate the new park areas on the reservoir lids with the existing parks.

#### **Public Involvement Process**

Thorough public involvement processes will be carried out for both park planning and development projects. Public meetings will be held, and the schematic design will be brought to the Park Board for review and recommendation.

Both projects are significant in size and importance and will necessitate that parks staff seek as wide an audience as possible to take part in the public involvement efforts with notification of the surrounding community members, community organizations, and active sports organizations. At Maple Leaf, a "Friends of" group (Friends for a Greater Maple Leaf Park) has already formed. The group actively supported the recent Parks Levy and is already working to jump-start the park planning efforts.

#### **Issues**

As the planning and design process moves forward, possible issues include:

- Constraints on what can be constructed on the lidded reservoirs due to point loading restrictions, soil depth limitations, and prohibition or significant limitations on chemicals and fertilizers over the reservoirs.
- Competing demands for limited space.
- The transition from newly accessible park space on the reservoirs to adjacent existing residential uses.
- Timing of reservoir lidding project completions and availability of parks levy funding.

## **Environmental Sustainability**

At this pre-planning stage, Parks staff have not yet identified specific environmental impacts or benefits. We will be looking for ways to make sure the park construction and the long-term parks operations be as sustainable as possible.

In our growing City, where land is limited, making dual use of public land by protecting our drinking water supply and making the sites available for recreational uses makes good economic and environmental sense. During construction there will be unavoidable impacts from construction, including noise, dust and construction traffic.

## **Budget**

In the 2009-2010 Capital Improvement Program \$500,000 (\$250,000 in 2009 and \$250,000 in 2010) has been budgeted to begin the planning and design for park development at the two reservoirs sites that are to be lidded.

In the Park & Green Spaces Levy, \$5.0 million has been designated for the park over the Maple Leaf Reservoir and \$3.0 million for the park development over the West Seattle Reservoir.

## **Schedule**

Planning for the two reservoir park projects is scheduled to begin in 2009 with construction occurring after SPU completes its projects to put lids over the reservoirs. SPU's reservoir lid project at West Seattle Reservoir is scheduled to be completed in summer 2010 and at Maple Leaf will be completed near the end of 2011.

The detailed schedules are being developed for the timing of the design and construction of the park projects. The timing is dependent on the completion of the lidding projects and the comprehensive schedule for projects in the parks levy.

## **Additional Information**

Project contact: Michael Shiosaki, [michael.shiosaki@seattle.gov](mailto:michael.shiosaki@seattle.gov), 206.684.0750

Attachments:

Aerial photo of West Seattle Reservoir adjacent to Westcrest Park

Aerial photo of Maple Leaf Reservoir adjacent to Maple Leaf Playground

## ***Board Discussion***

Mr. Shiosaki showed several large maps and pointed out the locations of the reservoirs. Seattle Parks has had three previous successful joint projects with Seattle Public Utilities to lid reservoirs at Cal Anderson and Jefferson Parks and at the Myrtle Reservoir. Parks does a rigorous planning project with each. These projects are very complicated and SPU has had some trouble meeting deadlines due to those complications.

This process allows for the creation of new park land without purchasing new land. He noted that adding structures to the lids is generally prohibited, as the lids are not load bearing. He gave a brief review of the work scheduled for 2010 and 2011 and then answered the Board's questions.

Responding to a question from Commissioner Kostka on what is allowed on the lids, Mr. Shiosaki first described the process: SPU builds the "box", the lid membrane is installed, and 12" of rock and 10-12" of topsoil is then added. The space can then be used for grassy area, open space, athletics, fences, lawn areas, or sports fields. Trees and buildings are not allowed on the lids.

Commissioner Holme noted that synthetic field surfaces do not require fertilizer and asked about SPU’s policy on using fertilizer on the lids. He noted that if the soil has too much sand, it requires additional fertilizer for grass to stay healthy. Mr. Shiosaki responded that SPU will allow a limited use of fertilizers, and Parks does not use pesticides, and is working with SPU to develop a Memorandum of Understanding on what is and isn’t allowed to be used on the lids. Deputy Superintendent Williams referred to the lid at Cal Anderson Park, where the topsoil had too much clay and was impervious to water. The Superintendent added that the lid was also flat and did not allow for adequate drainage of water.

Commissioner Ramels noted that the new Park & Green Spaces Levy designated \$5 million for the park over the Maple Leaf Reservoir and \$3 million for the park development over the West Seattle Reservoir. She commented that this is a wonderful way to use these new spaces. Mr. Shiosaki stated that the Maple Leaf reservoir lid will add 16 acres and the West Seattle lid will add 20 acres to Seattle’s park land.

Commissioner Adams asked if the lid projects are capital projects and Mr. Shiosaki agreed. He added that the \$8 million in funding sources for these two projects are secure, as the funds are part of the new levy. However, the \$.5 million budgeted in the 2009-2010 Capital Improvement Program to begin the planning and design for the park development is at risk. Commissioner Ranade asked whether the loss of these funds could mean less money for the construction and the Superintendent agreed that it could reduce the overall budget by \$.5 million. Responding to a further question from Commissioner Ranade on whether the funds for the new park levy are in any danger from the downturn in the economy, the Superintendent stated that the levy funding is based on property tax assessments and most homeowners pay those. He does not believe the levy is in danger and the first levy funds will be available in June 2009.

Commissioners thanked Mr. Shiosaki for the briefing.

**Discussion: Park Naming Policy**

At its July 10 meeting, Seattle Parks Strategic Advisor Paula Hoff presented a briefing to the Board to request amendments to the names of Queen Anne Pool and Freeway Park. The briefing was followed by a public hearing at the Board’s July 24 meeting. As part of the Board’s discussion, Commissioners agreed to review the Park Naming policy, with Commissioners Ranade and Barber volunteering to lead the Board’s discussion and recommendation. They have now completed their review and made several suggestions to change the Policy. In response, Parks staff made several additional suggestions. Tonight the Board discussed the policy and plan to make a recommendation to the Superintendent at the January 8, 2009, meeting.

Prior to the meeting, Commissioners Ranade and Barber distributed the following draft version of the policy. Following that is the response from Parks staff.

Department Policy & Procedure

<b>Parks and Recreation Naming Committee</b>		Subject:	Number 060-P 1.4.1
			Effective January 21, 2003
			Supersedes October 1, 1985
Approved:	Department: Parks & Recreation	Page	1 of 3

1.0 PREAMBLE:

Seattle Parks and Recreation (“Parks”) has had a naming policy since 1969 to guide the naming of parks and recreation properties and facilities. This update re-emphasizes the criteria to be used in considering parks and recreation facility names and the permanence of a name once it is conferred.

2.0 ORGANIZATIONS AFFECTED:

2.1 Seattle Parks and Recreation

2.2 Seattle Board of Park Commissioners

2.3 Seattle City Council committee that considers parks and recreation issues

3.0 REFERENCES:

3.1 Seattle Municipal Code 18.08.010 and 18.08.020, Park Naming Procedures.

3.2 Seattle Parks and Recreation Naming Committee Policy adopted December 4, 1969, and amended February 4, 1971, May 16, 1974, October 30, 1974, June 6, 1985, and January 21, 2003.

3.3 Seattle Parks and Recreation Corporate Sponsorship Policy, #060-P 2.13.1 and P 1.4.2

3.4 Seattle Parks and Recreation Gift Acceptance and Donor Recognition Policy, #060-P 1.4.1

4.0 POLICY:

4.1 Parks may only name parks or facilities that have not been previously named.

4.2 Parks may name significant portions of an otherwise named park, such as a fountain, playfield, pavilion, skate area, or playground.

4.3 When naming any park or portion of a park, Parks will comply with the procedures set forth herein.

5.0 DEFINITIONS:

5.1 Seattle Parks and Recreation Naming Committee – created by Ordinance 99911, consists of the Superintendent of Parks and Recreation, the Chair of the Board of Park Commissioners, and the Chair of the city Council committee that considers parks and recreation issues, or their designated representatives.

5.2 Board of Park Commissioners – a citizen board created by the city Charter to advise the Superintendent of Parks and Recreation, the Mayor, City Council and other city departments with respect to park and recreation matters.

5.3 Parks and Recreation Facilities – all properties and facilities in the park and recreation system of the City under ownership, management and/or control of Seattle Parks and Recreation.

6.0 RESPONSIBILITY:

6.1 The Superintendent of Parks and Recreation, with the advice of the board of Park Commissioners, is authorized to designate the names of parks and recreation facilities from names submitted for consideration the Seattle Parks and Recreation Naming Committee, of which he is a member.



6.2 The Seattle Parks and Recreation Naming Committee is authorized to establish criteria and procedures to be followed in selecting names to be submitted to the Superintendent.

7.0 PROCEDURES:

7.1 The Seattle Parks and Recreation Naming Committee will meet as necessary and may elect its own Chair. The Superintendent of Parks and Recreation will provide staff support.

7.2 The Naming Committee will use the media and appropriate signage to solicit suggestions for names from organizations and individuals. The Committee will acknowledge and record for consideration all suggestions, solicited or not.

7.3 After considering the names and applying the criteria set forth in 7.5 below, the Committee will recommend names to the Superintendent, and provide the historical or other supportive information as appropriate to justify the recommendations.

7.4 The Superintendent, with the advice of the Board of Park Commissioners, has final authority to designate names for parks and recreation facilities. Upon designating a name for a park or recreation facility, the Superintendent will, within ten days, notify the Mayor and the Chair of the city Council committee dealing with parks and recreation matters, and will file the name designation with the office of the City Clerk, at which time the name will become official.

7.5 Parks must follow a public involvement process consistent with its general public involvement policy when naming a park or portion of a park. Parks will strive to solicit community input at the reasonably earliest stage in the process with respect to naming parks.

7.6 CRITERIA:

7.6.1. To avoid duplication, confusing similarity, or inappropriateness, the Committee, in considering name suggestions, will review existing park and facility names in the park system.

7.6.2. In naming a park or facility, the Committee will consider geographical location, historical or cultural significance, distinctive natural or geological features, and the wishes of the community in which it is located.

7.6.3. In naming community centers and other facilities, the committee will give considerable weight to the names that reflect the geographic location that gives identity to the community.

7.6.4. Parks and recreation facilities may be named for a person subject to the following conditions: the person must be deceased, and the person must have made a significant positive contribution to parks, recreation, or culture in the community where the facility is located. The City will bear the cost of the plaque or monument indicating the name of the individual for whom the facility is named.

7.6.5. The Superintendent of Parks and Recreation may accept or reject the Naming Committee's recommendation.

7.6.6. Except pursuant to Section 4.2 above, portions of a park or recreation facility will not have a name other than that of the entire park or facility. The Committee may consider exceptions in cases where, as a revenue or fundraising opportunity, a nomination is submitted to name a

room within a community center after a corporate sponsor or in cases where an area within a park is distinctive enough, in the view of the Committee, to merit its own name.

- 7.6.7. Because temporary “working” designations tend to be retained, the Superintendent will carry out the naming process for a new park facility as early as possible after its acquisition or development. Facilities will bear number designations until the naming process results in adoption of a name.
- 7.6.8. Parks will avoid both the practice and appearance of allowing private interests to purchase naming rights.

### **Response from Superintendent Gallagher and Paula Hoff**

We appreciate the opportunity to provide comments to your thoughtful proposed amendments to the Park Naming Policy. We realize that you have spent a lot of time and energy on these changes and feel that you are headed in a good direction. Since you are requesting input, we wanted to share a few thoughts on the changes that you have proposed.

#### In the Policy Section

##### Section 4.1

The proposal would essentially prevent the renaming of a park named for its location by default or because there wasn't a better naming option at the time or through semantic changes a name needs updating. There have been a few sites in the last few years where we have renamed a park that didn't have a compelling name to begin with. North Seattle Park, now known as Mineral Springs Park, and Freeway Park, now known as Jim Ellis Freeway Park, are two examples.

#### In the Procedures Section

##### Section 7.5

We already advertise and run a public process for park naming and thus additional steps would only complicate the process. Notices are picked up by the papers, the sites are posted, and we allow almost two months for public input. In addition, project managers notify those involved in their planning process. Most of the naming processes occur shortly after or towards the end of the current public process for design and/or development of the park site. Our staffing is not at a level that permits this degree of public process and we don't currently get complaints about individuals not being aware of the naming process.

#### In the Criteria Section

##### Section 7.6.4

We strongly recommend the removal of the “until dead” rule. Amending the statement about having made a significant positive contribution to parks, recreation or culture in the community where the facility is located and strengthening that language would allow us to name parks after those who have made significant contributions. Honoring a person while they are still living should be a goal of naming parks after people.

In regard to the statement about “where the facility is located”, someone may have made significant contributions Citywide or in one neighborhood, but there may not be a naming opportunity there. We may find another site where there wasn't necessarily a contribution, but there may be some special connection to the individual or family at the site that makes it work.

### 7.6.6

The new language refers back to the section that discusses naming sections of parks, while the rest of the section is about facilities.

### 7.6.8

Under the Corporate sponsorship policy, we allow a DPR facility, a portion of a facility, a program, or an event named for a corporation in exchange for financial support and/or goods and services.

#### ***Board Discussion***

Commissioner Ranade stated that there are three issues in the Naming Policy for the Board's discussion: (1) wording on whether a person must be deceased before naming a park after them, and for how long deceased; (2) whether they must have made a significant contribution to Seattle's park system; and (3) the public involvement/input about naming a park. He and Commissioner Barber also have questions on the Department's Corporate Sponsorship policy.

Commissioner Barber noted that he and Commissioner Ranade discussed the Park Naming Policy with two former Park Board Commissioners, Bruce Bentley and Debbie Jackson, who were also members of the Park Naming Committee. They were both committed to a sound policy and were reluctant to change the current policy that was approved by the Park Board in 2003. Ms. Jackson urged that the policy not become political and possibly be used to grant awards or placate enemies. Commissioner Barber noted that he reviewed Portland's naming policy, which is much more expansive than Seattle's. He believes Seattle's current policy has very clear language.

He believes that Seattle's people feel strongly about park names and the Board must be careful in recommending changes to the policy. He agrees with and likes most of the current policy. He and Commissioner Ranade simplified some language in the current policy and eliminated the requirement that a person must be deceased for three years before a park can be named after them. He also believes that people in the neighborhood often don't know why a park is named after a certain person, thus it has no significance to them.

Commissioner Ranade added that they do not want the Naming Policy to become a political process. The rules in the Policy are used as a gateway and screening process for how parks are named and that is how the "three years deceased" policy came to be. He noted that the Superintendent can overrule the Park Naming Committee. He added that the Department has a public input policy for Naming Parks; however, the steps in this process are not included in the Naming Policy and he and Commissioner Barber request that the Department add this language.

Responding to a question from Commissioner Holme on who will draft the final policy for the Board's vote, Superintendent Gallagher responded that Parks staff will prepare the draft.

Commissioner Ramels doesn't agree that eliminating the three-year deceased requirement would help make the Naming Policy less political. Commissioner Ranade responded that an important gateway is that parks not be named after anyone still alive. The policy would still require that the person had made a significant contribution to the park system; however, it wouldn't require that they be deceased for three years. Deputy Superintendent Williams added that the three-year deceased designation was to allow time for emotions to calm between a person's death and requests to name a park after them.

Commissioner Holme believes that park names are not just pulled out of a hat and even though current community members may not always know why a park was named after a certain person, to change the name at a later time denies the ancestry and history of a person who was important at a particular point in time. He

urged that 4.1 as revised by Superintendent Gallagher and Ms. Hoff be also considered in this context. Commissioner Adams then suggested that the Board look at each of the three suggested major changes and consider them one by one:

#### Deceased and significant contribution

- Commissioner Kostka favors the language that a “park name once bestowed is permanent” and believes the names should not be changed at a later date;
- Commissioner Ranade believes the current language is too strong and urged the Board not to bind future policy making bodies;
- Commissioner Adams reflected that he would like some additional options and favors the language of a person being deceased for one year. He added that there has been no discussion on other ways to honor people without naming a park after them. He asked that there be a mechanism to honor the good things people do while they are still living. If this is done, then the need for and length of a “deceased” rule would change in his perception. The Superintendent responded that the Department has the annual Denny Awards to honor people who have made significant contributions to parks. However, naming a park after someone is a legacy. He believes that the Naming Policy could eliminate the requirement that a person be deceased, if the naming is still tied to the person making a strong contribution to the park. Commissioner Adams responded that he was thinking of the honor being something larger than an award.
- Commissioner Barber attended the recent name amendment of Freeway Park to Jim Ellis Freeway Park. Mr. Ellis, who was vital to the building of the park, was there and gave a wonderful speech. In addition, the people who were meaningful to him were also in attendance.
- Commissioner Ramels emphasized that the amount of park land is limited, but the number of people that parks could be named after is unlimited. It is not an every day event to name a park after a person, and she believes it is very difficult to measure a person’s worth to bestow this honor on them. She stated that naming a park after a person should be a rare event to be used only in extraordinary cases.
- Commissioner Holme stated that he likes the current language on being deceased. He wants the policy to be reasonable for the Naming Committee and would not want the deceased timeframe to be less than one year. The Naming Committee makes recommendation to the Superintendent and he has the authority to name a park after a living person if he so chooses.
- Commissioner Kostka stated that she agrees with a three-year deceased policy.
- There was consensus from Board members that a person must be deceased for three years before a park is named after them should remain as part of the Park Naming Policy.

#### Public involvement

Ms. Hoff reviewed the Naming Committee’s current public involvement process. She advertises that a park is to be named and sends the information to the local daily papers, posts signs at the park, and sends notice to all who were involved in the park’s planning process and asks for naming suggestions. The Naming Committee tries its best to keep politics out of their naming consideration. Sometimes the Committee receives two-three suggestions and [in the case of Cheshiahud Lake Union Loop] received several hundred suggestions.

The Superintendent and Ms. Hoff agreed to include the public involvement process in the Naming Policy.

Commissioner Barber stated that he was troubled by the recent request to the Park Board to consider changing the name of Queen Anne Pool to Gordon Clinton Queen Anne Pool. [Mr. Clinton was a former Seattle mayor.] Ms. Hoff responded that the naming amendment for both Queen Anne Pool and Freeway Park came from the mayor. The request was unusual and that was why they were brought to the Park Board for a public hearing.

Commissioners Holmes and Ramels believe the Board isn't routinely apprised of park naming. Superintendent Gallagher agreed to keep the Board apprised of both upcoming naming processes and the outcome in his verbal reports at Park Board meetings.

### Naming Rights Issue

Deputy Superintendent Williams explained that the Corporate Sponsorship Policy was adopted in 2003. The policy was developed by the then-Enterprise Division so the Department could consider putting a Nike logo on the bottom of a pool to generate revenue without changing the name of a facility. He added that no revenue has been generated from the policy and no staff are working on the policy.

Commissioner Adams stated that if a Corporate Sponsorship would serve parks well, he would support it. Ms. Hoff gave several examples of parks being named because of substantial funding from corporations/private individuals: (1) the All Stars Mariner Legacy athletic field at Lower Woodland Park generated \$1 million; Pop Mounger Pool in the Magnolia area was built with a significant contribution requiring the outdoor pool to be named after him; and (3) an anonymous donation of \$1 million was given to name a new Central area park after Dr. Homer Harris, who was still living when the park was dedicated to him.

Superintendent Gallagher also noted that, in some instances the names of some parks have been changed because of the connotation of the original name. He gave an example that the National Parks system has changed the names of all parks or elements of the park that contain the word "squaw" (Squaw Creek, etc.) because of the negative connotation. He asked that there be adequate language in the policy to allow for this and added that a good policy allows for exceptions.

Ms. Hoff will prepare a revised Naming Policy based on tonight's discussion and send to the Board prior to the January 8 meeting. Staff will also schedule a briefing on the Corporate Sponsorship Policy.

Commissioner Adams thanked Commissioners Ranade and Barber for their work on the policy. The Chair thanked Ms. Hoff for her work on this.

### **Briefing: Event Scheduling**

Sue Goodwin, Seattle Parks' Recreation Division Director, Virginia Swanson, Citywide Special Events Coordinator, and Joanne Orsucci, Seattle Parks' Event Scheduling Manager, briefed the Board on the Department's Event Scheduling process. Prior to the meeting Commissioners received a written briefing paper and a number of handouts that are given to the public explaining how to schedule various events at park facilities. The briefing paper is included below in these minutes. Ms. Goodwin explained that this briefing does not include athletic field scheduling. Commissioners may request an additional briefing, if desired, on that topic.

### ***Written Briefing***

#### **Requested Board Action**

No action is requested. This is an informational briefing, prepared in response to the Board's request for information regarding park scheduling and fees.

#### **Project Description and Background**

This summary covers two related but distinct types of events and permit application processes: 1) Park Use Permits and 2) Major Special Event permits. Park Use Permits are for events and activities that occur for a short period of time at a single park and are limited in size. The process for reviewing and issuing park use permits is done solely by parks staff. Major Special Events are large events that may occur or have impacts beyond the bounds of a single park and are defined by special city ordinance. Major Special Events are reviewed by a multi-agency committee.

Major Special Events may require both a Special Event and a Park Use Permit. For example, events such as Seafair and Hempfest are Citywide Major Special Events of which a part or the entire event is on Park property. Because of this, we work very closely with the Special Event office/committee on these annual events.

**Park Use Permits**

The Board requested basic information on permitting and fees for picnics, weddings, park use events and major special events. Information on fees and application process is contained in the various brochures (see attachments). All brochures are available online on the Parks website (<http://www.seattle.gov/parks/reservations/permits.htm>), in person at the Event Management office located in the South Lake Union Armory and via mail or e-mail by request at 684-4080 or email to [jeff.hodges@seattle.gov](mailto:jeff.hodges@seattle.gov).

Normally, Park Use Permits aren't obtainable until January of the same year; however, prior to January of the coming year, Parks Event Management staff place holds on parks that are traditionally and annually reserved for large, historic Seattle events for which organizers may not submit applications earlier than the general public or the expectation exists that those parks will automatically be reserved for their events. This is a courtesy only, to make our staff aware of those events when considering other events during the same time period. If those event organizers do not then submit their applications in early January, holds are removed and parks become available for consideration to any received applications or future renters.

*Public Involvement Process*

Outreach to non-traditional users was improved this year for indoor facilities when advertising was expanded to be included in community center brochures, banquet and event publications, and Seattle Bride Magazine and through other marketing promotions.

*Schedule*

Rental schedules and fees are described in attachments. A brief summary of the rental timelines follows:

<b>Facility</b>	<b>Rental Schedules:</b>
Park Use Permit/Special Event	Rent within calendar year, starting first business day of year. No advance reservations. First come, first served based on receipt time and date of application.
Weddings	Same schedule as above, except for garden sites (Kubota, Parsons) and the Washington Park Arboretum, which are booked one year in advance on a rolling calendar.
Picnics	Early reservations accepted Jan. 1-Feb. 29 annually. A lottery is held for all duplicate reservation requests. Applications received March 1-31 are processed after lottery occurs. (The lottery system is used because of high demand for popular parks.) After April 1, reservations are accepted via phone, fax and mail for all available dates.
Lake Union Park Armory, Golden Gardens Bathhouse, Pritchard Beach Bathhouse, Alki Beachhouse, Ward Springs Pumphouse, Cal Anderson Shelterhouse.	Rent on a rolling one-year calendar. Applications accepted on the first business day of each month for any date within that month the year following. First come, first served based on receipt time and date of application.

**Seattle Special Events Committee (SEC)**

Some events are likely to require coordinated City services and have a substantial impact on the park or public place. Such events, called special events, require considerable advance planning by more than one City department, sometimes in conjunction with other governmental agencies, in order to adequately protect public safety and property and to reduce adverse impacts on the public place and upon neighbors and other users of our public places. Such events are subject to the City's Special Events Ordinances 115982 and 120631 (Seattle Municipal Code Chapter 15.52).

A Special Event Permit or authorization from the Seattle Special Events Committee is required for any type of an event planned in a park or other public place if the event meets the definition of a special event.

Definition of a Special Event

In Ordinance 120631, a special event is defined as:

1. An event planned to be held in a park or other public place that meets all three of the following criteria:
    - (a) is reasonably expected to cause or result in more than fifty people gathering in a park or other public place; and
    - (b) is reasonably expected to have a substantial impact on such park or other public place; and
    - (c) is reasonably expected to require the provision of substantial public services;
  2. An event planned to be held on private property that meets all three of the following criteria:
    - (a) is reasonably expected to cause or result in more than five hundred people gathering in a park or other public place; and
    - (b) is reasonably expected to have a substantial impact on such park or other public place; and
    - (c) is reasonably expected to require the provision of substantial public services;
- OR
3. Any other planned event in a park or other public place if the event organizer requests the City to provide any public services in addition to those that would normally be provided by the City in the absence of the event.

Factors Used in Determining if a Special Event Permit is Required

In determining whether a proposed event meets one of the definitions of a special event, therefore requiring a Special Event Permit, the Special Events Committee analyzes the following factors:

1. Reasonably expected to cause or result in more than a certain number (50 to 500) of people gathering in a park or other public place means that a reasonable person, considering all the available information about the proposed event, would conclude that it is more likely than not that the specified number of people will gather in the park or public place because of the event.
2. Reasonably expected to have a substantial impact on such park or other public place means that a reasonable person, considering all the available information about the proposed event, would conclude that it is more likely than not that the proposed event will preclude in whole or in significant part the public's normal and customary use of such park or public place.
3. Reasonably expected to require the provision of substantial public services means that a reasonable person, considering all the available information about the proposed event, would conclude that it is more likely than not that the proposed event will require the provision of substantial public services.  
**Substantial public services** means a material increase in the amount, scope, or level of necessary fire, police, traffic control, crowd control, or other public services above those that would normally be required without the event. With respect to police resources, substantial public services means resources for crowd management or traffic control required for the event over and above the normal deployment of police in that geographic area of the city at the time of day during which the event will occur.

Promoters whose events require a Special Event Permit are advised not to advertise the event before receiving written approval from the Special Events Committee. Until a permit is issued, promoters cannot be sure their proposed event will be approved for the date, time, and location they have requested.

### Public Involvement Process

The Special Events Committee meets the second Wednesday of each month at the South Lake Union Armory. The meetings are open to the public. Meetings consist of reviews of upcoming special events with permit applicants/promoters making brief presentations to the Committee. A public dialogue occurs after which a decision is made to approve the event with conditions, the SEC sends the event to Subcommittee meetings to resolve outstanding issues raised at the SEC meeting or, on rare occasions, the SEC denies the permit.

Notices of the meetings are routinely sent to persons who have expressed an interest in the issue/event under review and these citizens are asked to attend the monthly meeting of the SEC.

### Scheduling

Applications are processed on a first-come, first served basis. However, annual, traditional, or City sponsored events may have preference for a particular date, time, or location. In such cases, the City will work with an applicant/promoter to try to make the event possible at a different date, time, or location.

An allowance is made for permits to be issued within forty-eight hours of the City receiving an application for spontaneous political/religious demonstrations protected by the United States and Washington State constitutions.

A Special Event Permit may be denied if the Special Events Committee determines from a consideration of the application and other pertinent information that one or more of the following exists:

- Failure to apply for a Special Event Permit at least ninety days prior to the event. Constitutionally protected events are exempt from this requirement.
- The Committee received an earlier application to hold another event at the same time and place requested by the applicant, or so close in time and place as to conflict with the approved event.

In addition to the Special Event Permit, the Department of Parks and Recreation requires a permit if the event is held on park property. When a City Special Events permit covers the subject matter to the satisfaction of the Special Events Committee, the Superintendent of Parks and Recreation may waive issuing a separate Park Use Permit.

### SEC Fees & Charges

Seattle Municipal Code 15.52.070 sets a schedule of fees that will apply to special events except where there is a separate agreement or contract between the City and the organization. The fee classifications are set according to attendance rates and types of events. There will be additional charges against an event when it requires entry or access fees.

The fee schedule undergoes an annual base adjustment for the upcoming year that reflects the Seattle-Tacoma consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the first six months of the current year.

### Exemption from fees

SMC 15.52.0080 provides that "No fee shall be imposed when prohibited by the First and Fourteenth Amendments to the United States Constitution, or Articles I, Section 3, 4, 5, or 11 of the Washington Constitution.



Constitutionally protected free speech, political or religious activity intended primarily for the communication of a message or expression of ideas shall be presumed to be a constitutionally protected event. Non-profit status by itself is not sufficient for an exemption.

**Additional Information/Attachments**

- 2a. Park Use Permits brochure - Weddings/Ceremonies
- 2b. Park Use Permit brochure - Picnics
- 2c. Park Use Permit brochure – Park Events
- 2d. Lake Union Park Armory Indoor Facility
- 2e. Parks Indoor Facilities
- 2f. Seattle Special Events Common Free Speech Questions
- 2g. Seattle Special Event Permit Fee Schedule

***Verbal Briefing***

Ms. Goodwin introduced Ms. Swanson and Ms. Orsucci, who presented the verbal briefing. Staff will schedule a future briefing on athletic/sports field scheduled.

Ms. Orsucci gave a brief overview of how weddings and picnics are booked. Interested people apply for these and the scheduling staff check the availability and book the events. For a larger event, interested people submit their application, and discuss with the scheduling staff the compatibility of the location, the date, size of the event, and other details. If the event isn't designated as a "Special Event", the scheduling staff books the event, the requester pays the fees, and the event happens.

Ms. Swanson next discussed how the events that are designated as "Special Events" are handled. These events are designated if they have one or more of the following: 50 or more people attend, impact the city's right-of-way, use significant amount of the city's resources; have higher levels of complexity; and a number of agencies are involved. The city has a Special Events Committee, which she chairs, that meets the second Wednesday of each month to review all the Special Events. When an event is designated as a Special Event, city staff work with the neighbors; distribute a flyer that contains information on who, what, where, when, and why; and involve the neighbors when their area must be closed. Some of the events, like the 4<sup>th</sup> of July fireworks display, may have as many as 50,000 attendees.

She noted that Special Events are on a "first come, first served" basis; however, staff do hold dates for tradition events such as the 4<sup>th</sup> of July fireworks display, etc. If a sponsor gives up a traditional date, the date then becomes open to all. If the sponsor later decides they want to return to the traditional date, they must get on a waiting list as the site/date has become first come, first served.

The Special Events Committee also manages all constitutionally-protected events, such as protests and political rallies. These events must have a 24-48 hour notice to the public. Responding to a question from Commissioner Holme, Ms. Swanson answered that the city does not charge fees for managing this type of events.

***Board Questions and Answers:***

Commissioner Adams stated that he enjoyed the briefing. He uses parks facilities extensively and did not realize the extent of the scheduling process. He asked how fees are set at facilities. Ms. Orsucci and Deputy Superintendent Williams responded that it depends on the size of the facility: the rate for Golden Gardens Bathhouse is for the entire facility, while community centers have different rates for different sized rooms. Commissioner Adams commented that he was curious about seven caterers being on the Department's scheduling information. Ms. Orsucci responded that the Department held a Request for Proposals for catering

and the seven were the winning bidders. She added that the list is for use as a guide and those who rent the facilities do not have to use them.

Commissioner Ramels asked what controls are in place for high demand areas, such as Golden Gardens and Alki beaches. Volleyball is an increasingly popular sport and many different groups are scheduling volleyball tournaments at the beaches. Is there a distinct and specific policy for scheduling that assures fairness and equity? Are there controls in place to guard against favoritism? Is there follow-up, on-site stewardship, and are there consequences for lack of compliance? She noted that the Board discussed this at its last meeting. The Park Board recommended that the department should monitor permit holders' compliance with park rules and regulations. That policy should apply equally to park site rentals. Deputy Superintendent Williams and Ms. Swanson responded that staff recovers fees if the Grounds Maintenance staff determine the grounds were damaged. Many of the events are run by volunteer organizations and it has been their experience that if these groups make a mistake, they try to fix it quickly. Parks staff are there to educate, counsel, and help the groups who rent its facilities. It is rare that a group intentionally damages an area; rather they make poor decisions out of a lack of experience or knowledge. The Department tries to give every group a second chance if they make a mistake.

Ms. Goodwin gave an example of the Green Lake Fun Run, where permit holders used a bull horn to call out information to the runners and nearby neighbors complained about the noise. The permit holders didn't realize that the bull horns were disturbing the neighbors and shouldn't be used until the complaints arose. She added that allowing the public to schedule park facilities and locations is a way to bring the community to these sites. Parks staff want them to succeed and work with them to ensure that their events are successful.

Commissioner Ramels responded that she hopes Parks will make sure that all the staff knows the rules and makes an effort to monitor site stewardship and rule compliance in the future. Deputy Superintendent Williams responded that more and more Parks staff are working to oversee the events and Ms. Swanson added that the biggest complaints staff receive are on lack of notice of events, noise, parking, and garbage.

Commissioner Holme noted that some athletic tournaments may need more coordination, as the events sometimes get larger than Parks staff can handle. The Superintendent responded that staff schedule many tournaments and he doesn't believe events are larger than can be handled by them. Ms. Swanson noted that many volleyball tournaments request that they be designated as a "special event" so they don't have to follow the "first come, first served" guideline. If this were allowed by Parks staff, volleyball tournaments could well dominate the beaches.

Responding to a question from Commissioner Holme about the makeup of the Special Events Committee, Ms. Swanson responded that two members are community members appointed by the Mayor. Other members on the committee are representatives of several City departments, including Police, Fire, Budget, Planning and Development, Transportation, and others.

Commissioner Holme asked if the permit holders for constitutional events (protests, political rallies, etc.) pay any fees and Ms. Swanson answered that they do not. Commissioner Holme next asked if any events are subsidized and Ms. Swanson answered that they aren't; the events are either revenue neutral or produce some revenue.

Commissioner Holme referred to a Special Event held in the Central District area which disturbed him. The event included a heavy Ferris Wheel being set up on the athletic fields at Garfield Playfield. He asked if the permit holder was allowed to schedule another such event, even though their event damaged the field. Ms. Swanson responded that the permit holder repaired the damage and returned to the site the following year. She noted that the Special Events Committee issued the permit for the event; however, it does not determine

where various pieces of equipment will be placed. The staff from both Parks Grounds Maintenance and its structural engineering staff make that determination. The Department also has a Sports Field Review Committee which may review the permits prior to their being issued.

Commissioner Kostka voiced concern that everyone be able to understand this process. It appears to be complicated and she urged that it be simplified. Ms. Swanson responded that she works closely with the Special Event permit holders and spends a considerable amount of time with them to help their event be successful. Ms. Orsucci added that the Scheduling staff also work closely with their applicants. She noted that the Department's web pages have a more simplified version of the scheduling brochures. Deputy Superintendent Williams stated that the brochures have also been translated and printed in seven languages. Ms. Swanson stated that the Department of Neighborhoods' Service Center Coordinators work closely with the community center staff and arrange for translators when needed for the Special Events.

Responding to a question from Commissioner Holme whether the annual Seafair events held in Seattle's parks go through the Special Events Committee, Ms. Swanson answered that they do. Commissioner Holmes walks through Seward Park weekly and he doesn't believe the turf is restored to the condition it was in prior to the 2008 Seafair events. He requested that Seafair organizers be held accountable in restoring the slopes. Ms. Swanson stated that Parks' Grounds Maintenance staff takes a video before and after the events to assess damage.

Commissioner Ramels asked if after an event is held one year, does it then become an historical event, and Ms. Swanson said yes.

Commissioners thanked Ms. Goodwin, Ms. Swanson, and Ms. Orsucci for the briefing.

### **Old/New Business**

Elect 2009 Officers: Prior to tonight's meeting, Commissioner Ramels agreed to run as chair and Commissioner Adams agreed to run as vice-chair for 2009. No other nominations were made from the floor and Commissioners unanimously acclaimed the two as the Board's new officers. The Board thanked Commissioner Ranade for serving as chair for the past two years and thanked Commissioner Ramels for serving as Vice-chair this past year.

There being no other new business, the meeting adjourned at 9:00 p.m.

APPROVED: \_\_\_\_\_  
Jackie Ramels, Chair  
Board of Park Commissioners

DATE \_\_\_\_\_