



## REDMOND PARKS, TRAILS & RECREATION COMMISSION

*Vision:* We build community through people, parks, and programs.

*Mission:* We are leaders in providing sustainable parks, innovative recreation services, unique art and cultural experiences that continue to build a high quality of life in Redmond.

### Meeting Agenda: 6:30 pm – 8:30 pm

Commissioners and Staff Participating In Person Council Chambers & Remotely via MS Teams  
Public can listen to meeting by dialing 206-800-4590, Conference ID: 326 756 682# at 6:30pm or attend in person in Council Chambers at Redmond City Hall.

	Item	Time	Lead Speaker
I.	Call to Order/Welcome	3 min	Jim Kleppe
II.	Approval of November Agenda, October 2023 Minutes	2 min	Jim Kleppe
III.	Items from the Audience (3 min per individual, no comments during meeting) Public are able to submit comments in advance to ckchapman@redmond.gov	10 min	Jim Kleppe
IV.	<b>New Business</b> a. Welcome, Praveen & Clint! (Information) b. Director's Message (Information) c. Redmond Lights Preview (Info & Discussion) d. East Redmond Corridor (Discussion) e. 2024 workplan (Discussion)	<b>50 mins</b> 5 mins 10 mins 10 mins 15 mins 10 mins	Jim Kleppe Loreen Hamilton Zach Houvener Jim Kleppe Caroline Chapman
V.	<b>Unfinished Business</b> a. Parks User Fee Schedule & Activity and Facility Use Policy (Motion) b. Joint meeting with Redmond City Council Recap (Discussion) c. SE Redmond Master Plan (Discussion)	<b>25 min</b> 10 mins 10 mins 5 mins	Zach Houvener Jim Kleppe Caroline Chapman
VI.	<b>Staff Updates</b> a. Ombuds Report (Information)	<b>5 min</b>	Caroline Chapman
VII.	Commission Talk Time	<b>5 min</b>	
VIII	Adjourn		Jim Kleppe

### 2023 Meetings & Upcoming Events

Date, Time	Topic	Location
Dec. 2 from 4 - 8 p.m	Redmond Lights Kick Off	Downtown Park
December 7, 2023	PTRC Meeting	Hybrid (City Hall & MS Teams)
January 4, 2024	PTRC Meeting	Hybrid (City Hall & MS Teams)
February 1, 2024	PTRC Meeting	Hybrid (City Hall & MS Teams)

City of Redmond  
Parks, Trails, and Recreation Commission Regular Meeting

**Draft** Meeting Minutes

Redmond City Hall and  
Remote Meeting via MS Teams.  
October 5, 2023  
6:30 p.m. to 8:30 p.m.-Meeting

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**Parks, Trails, and Recreation Commissioners in Attendance:**

Jim Kleppe, Chairperson  
Stuart Hargreaves  
Gary Smith  
Garrett Michaud  
Greg Laird  
Kristina Wayland

**Youth Advocate**

Shailja Tyagi  
Nolan Setcavage

**Vacancies**

(2)

**Absent**

Ella Elman, Vice Chairperson

**Guest Speakers**

Jordan Zlotoff, Project Manager, Berger Partnership  
Guy Michaelson, Landscape Architect, Berger Partnership

**Staff in Attendance:**

Caroline Chapman, Park Planning Manager  
Cameron Zapata, Senior Park Planner  
Val Asaro, Parks Operations Administrative Assistant  
Zach Houvener, Deputy Parks Director  
Amanda Deml, Recreation Manager  
Jillian Lowe, Special Events Program Assistant  
Michael Locke, Sports & Fitness Coordinator

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**I. Call to order/Welcome**

The meeting was called to order by Chairperson Kleppe at 6:30 p.m. with five commissioners in attendance and the Chairperson.

**II. Approval of Meeting Agenda**

A motion was made to approve the October 5, 2023 meeting agenda as distributed.

Motion by: Commissioner Hargreaves  
Second by: Commissioner Michaud  
Motion Carried: 5-0

**Approval of Meeting Minutes**

There were no objections to the approval of the September 7, 2023 meeting minutes. Chairperson Kleppe declared the minutes approved as written.

**III. Items from the Audience**

None

**IV. New Business**

**a. Welcome New Commissioners, Jim Kleppe, Chairperson**

Commissioner Kleppe introduced new commissioner, Greg Laired, and two new youth advocates, Shailja Tyagi and Nolan Setcavage.

**b. Summer Events Recap, Amanda Deml, Recreation Manager, Jillian Lowe, Special Events Program Assistant, and Michael Locke, Sports & Fitness Coordinator**

Recreation staff updated the Commission on the summer recreation programs and camps. They reported camp and activity participation numbers, and financial data that showed a revenue increase.

The camp registration process was improved. The process collected optional camper demographic information that is expected to be beneficial with future planning.

Staff took turns describing each type of summer programming that pertained to youth and teens, adaptive programming, RYPAC (Redmond Youth Partnership), sports and fitness, outdoor programming, and senior activities.

Discussion took place regarding camp contractors, length of camps, frisbee disk golf, expanding camp locations, popular camps offered, and ideal camp scenarios for the future.

**c. Parks User Fee Schedule & Activity and Facility Use Policy, Zach Houvener, Deputy Parks Director**

Mr. Houvener presented the Parks User Fee Schedule, and the Activity and Facility Use Policy to the Commission for review and feedback. He reported the fee schedule has undergone a comprehensive analysis to ensure fees align with current operational needs, and market conditions. There will be a study session with the Council on both the Parks User Fee Schedule and the Activity and Facility Use Policy on October 10, 2023. Staff will anticipate a recommendation from the Commission in November of 2023. The fees are expected to take effect in January of 2024.

Discussion regarding definitions of terms used in the document, special event permit, cost recovering, non-profit reductions, automating rentals, cost recovery, comparisons to other cities, and non-profit discounts.

**d. Southeast Redmond Master Plan with Berger Partnership, Guy Michaelson, Landscape Architect, Jordan Zlotoff, Project Manager**

Mr. Michaelson and Mr. Zlotoff took turns sharing public feedback results, a timeline showing the masterplan report completion process, and conceptual design concepts for the Southeast Redmond Park project. Three initial concepts for the park design were presented to the Commission.

Discussion included topics such as zipline features, areas for adults, promoting trails to the park, incorporating a smaller water feature, birdwatching, restrooms, bike racks, and parking. The next community meeting will be on October 18, 2023.

A motion was made to extend the meeting until 9pm

Motion by: Commissioner Smith

Second by: Commissioner Michaud

Motion Carried: 5-0

**V. Unfinished Business**

**a. Joint Meeting with Redmond City Council, Jim Kleppe, Commission Chairperson**

Chairperson Kleppe presented the power point presentation for the upcoming joint council meeting. He reviewed each commissioner's speaking assignment and the timing of each slide. Ms. Chapman covered topics the Council will be interested in reviewing.

**VI. Staff Updates Caroline Chapman, Park Planning Manager, Cameron Zapata, Senior Park Planner**

**a) Ombuds Report** – The following inquiries were made by the community:

- Positive emails about the Pop-up Dog Park
- Request to develop Scott's Pond (resource park)

- Complaint about dog waste at Esterra Park
- Request for more mountain biking trails at Watershed Preserve
- Concern for people using Hartman Park for private lessons

**b) Commission Recruitment**

Ms. Chapman explained two new potential members will be interviewed by council on October 10, 2023. The new members are expected to join the November 2023 Commission meeting.

**c) Tree Canopy Update**

Ms. Chapman reported the Environmental and Utility Division completed their analysis for the tree canopy. The results will be brought to the Council in November of 2023. Staff will present more information to the Commission after meeting with the Council.

**d) PARCC (Park, Arts, Recreation, Culture, and Conservation) Plan Status**

Ms. Chapman reported the recommended PARCC Plan will be taken to the Committee of the Whole at the end of October of 2023. Staff will ask for the Plan to go on the consent agenda for approval on November 6, 2023.

**VI. Commission Talk Time**  
(none)

**VII. Adjourn**

At 8:44 pm Chairperson Kleppe declared the meeting adjourned.

**Next Regular Meeting**

November 2, 2023

6:30 p.m. – 8:30 p.m.



III. New Business

1. **Welcome, Praveen & Clint!**

2. **Director Hamilton Visit (Information)**

3. **Redmond Lights Preview (Information and Discussion)**

Link to event information: <https://www.redmond.gov/1139/Redmond-Lights>

4. **East Redmond Corridor (Discussion)**

Discuss the East Redmond Corridor in preparation for interim activation and identifying future acquisition needs for trail connections.

Link to Master Plan: <https://www.redmond.gov/DocumentCenter/View/3926/>

5. **2024 Commission Workplan (Discussion)**

Commission will get a chance to discuss priorities for the 2024 work plan. As discussed with council at the joint meeting, the Commission identified SE Redmond Park; East Redmond Corridor; and website & wayfinding improvements as 2024 priorities. Director Hamilton will share department priorities at the meeting. The 2023 Work plan is included in the packet as a reminder of workplan priorities this year.

Attachments:

- 2023 Work Plan

## Parks & Trails Commission – 2023 Work Plan



**Information:** Provide information and inform Commission on work being done

**Consult:** Provide information and ask for Commission ideas, possibly making adjustments and decisions according to your feedback.

**Input:** Collaboration between staff and Commission to come to decision.

**Motion:** Formal proposal by Commission for council action after group decision-making

### 2023 Parks and Trails Commission Work Plan

Work Plan Item	Commission Role	Tentative Timeline	Description
2023 Work Plan	Input & Motion	Q1	Approve Commission Workplan for the year
PARCC Plan Approval	Input & Motion	Q1/Q2	Suggested updates to draft plan, and motion to recommend approval to Council
Southeast Redmond Park RFP & Master Plan*	Input/Motion	Q1-4	Involved in development of the SE Redmond Park Master Plan and motion for recommendation on park master plan.
Seritage Park Master Plan	Input/Motion	TBD-private development	Discussion and recommendation on park master plan being brought by private developer
Redmond Central Connector III	Input/Motion	Q1 & Q3	Provide input and recommendations on outreach, design and development
Comprehensive Plan/Redmond 2050 Update	Input		Receive information and provide input on potential policy updates (Redmond 2050 & Annual Updates)
Commission Recruitment & Elections	Input/Motion	March	Open positions starting in April of 2023. Commission assists in recruiting and interviewing.
Private Development Agreements	Input	Ongoing	Provide input on private development of any trails, plazas, or public open space.
Strategic Activities	Input	TBD	Acquisition of properties; activating undeveloped parks; trail connections; trash assessment of trails and parks; feasibility of projects, projects with a longer planning time horizon.
Redmond Senior and Community Center	Input	TBD	Provide input and recommendations on programming and opening
Recreation Program Offerings	Input	Q1	Addressing program needs and gaps, particularly for adults 18-65.
Derby Days & Redmond Lights Planning	Consult	Feb. & Q3	Event activities and biking options, logistics for challenging 2023
Dog Park Demonstration Project*	Consult	Q2-Q4	As project moves into operations, staff will update Commission on progress.
Community Garden Expansion*	Consult	Q1-2	As project moves into operations, staff will update Commission on progress.
Event Street Closure*	Consult	TBD	As project moves into operations, staff will update Commission on progress.
Sports Field Layout*	Consult	TBD	As project moves into operations, staff will update Commission on progress.
Communications (Website)	Consult	Q1-Q2	As suggested changes operationalized, staff will share with Commission. Prioritize update of trails.
Esterra Park Grand Opening	Information	TBD	Opening of Urban Park in Overlake, staff will work in partnership with developer.
Parks and Recreation Department Updates	Information	Ongoing	Updates on recreation activities and events, reservations, and rentals; park operations and maintenance activities;

*The role of the Parks & Trails Commission is to make recommendations to the Mayor and Council concerning acquisition, improvement and development of parks, playgrounds, trails and recreational facilities. To identify future needs and interests for the PARCC plan and Comprehensive Plan. To make recommendations regarding rules, management and policies related to parks. To involve Redmond citizens and park users in issues related to parks & recreation.*

## Parks & Trails Commission – 2023 Work Plan



Regional Updates	Information	Ongoing	Discussion and updates on potential for regional aquatics facility, cricket and regional trails (Leafline and Eastrail)
Project updates that impact Parks & Trails	Information	Ongoing	Annual updates on the Downtown Redmond Link Extension (DRLE) design/construction; Lake Hills Trunkline; ADA Parks and Trails; Forterra Partnership
Tree Canopy Update-GMPC and regulations	Information	Q2	Provide information after hearing goes forward with Master Builders.
Planning and natural resources updates	Information	Ongoing	Updates on natural resource and restoration activity affecting parks/trails, ESAP implementation; Tree Canopy Regulations and Implementation; Restoration in Parks (planned, completed) and work with Green Redmond - # of work parties and how ties into canopy goals (2x), Forterra/Green Redmond update. Meg provides these updates (potentially early in 2023)
Half or Quarterly Year Memo on Q-Alert	Information	Ongoing	Updates on the types of requests parks is getting from QAlert and what was addressed.

\*In 2023/24 Mayor's Budget.

### OTHER EVENTS AND OPPORTUNITIES

<b>Educational</b>	
Field Trips	Learn best practices and tour new facilities to understand how they may be implemented in Redmond.
Other	Items the Commission would be interested in learning more about
<b>Outreach &amp; Engagement</b>	
National Trails Day	Opportunity to volunteer, engage community and gather feedback.
Derby Days	Opportunity to volunteer, engage community and gather feedback.
Redmond Lights	Opportunity to volunteer, engage community and gather feedback.
Redmond Senior and Community Center	Follow up with seniors and other users as it reopens, celebration of opening. (Ribbon cutting)
Other	Opportunity to volunteer, engage community and gather feedback.
<b>Commission Collaboration &amp; Enrichment</b>	
Leadership Transition (March)	Annual elections of chair/vice-chair.
City Council Joint Meeting	Annual joint-meeting with City Council to discuss priorities and accomplishments.
Retreat	Annual retreat is an opportunity to tour facilities and have a deeper dive into subjects of interest to the Commission.
Potential Joint Meeting(s) Redmond Youth Partnership Advisory Committee (RYPAC), Redmond Arts & Culture Commission (RACC)	Prioritize joint meetings in 2023 with RACC on Bear Creek art installation with tribes, and with RYPAC to encourage future youth advocates.





V. Unfinished Business

a. Parks User Fee Schedule & Activity and Facility Use Policy (Motion)

Please see the revised Activity and Facility Use Policy/Fee Schedule document for your review that Deputy Director Houvener will bring to discuss. Of note, staff did take commissioners feedback and revised the document while making some revisions regarding the Resident/Non-resident and Priority/Non-Priority language to make it easier to understand both from a policy and communications/marketing perspective.

Recommended Motion:

Staff are seeking that the Commission moves to recommend the revised Parks User Fee Schedule and Activity and Facility Use Policy to council for their review at their next Regular Business Meeting and approval:  
*Move to recommend the revised Parks User Fee Schedule, and Activity and Facility Use Policy to council for their review and approval.*

Attachments:

- Activity and Facility Use Policy
- Parks User Fee Schedule

**Redmond Parks and Recreation Department**  
**Activity and Facility Use Policy**

**I. PURPOSE AND GOALS/POLICY ADMINISTRATION:**

The purpose of the Activity and Facility Use Policy is to help Redmond residents and employees attain equitable access to parks and recreation activities and facilities. Further, the city desires to involve its community members in the process of developing and managing facilities and activities.

This policy has been reviewed by the Redmond Parks, Trails, and Recreation Commission. It supports the current municipal code and ordinances/resolutions establishing Rules and Regulations for the Use of Public Parks within the city of Redmond.

- A. The Parks and Recreation Director or designee is responsible for administering the Activity and Facility Use Policy.
- B. Authority to issue permits for special events shall follow RMC 10.62
- C. The Redmond Parks, Trails, and Recreation Commission has the power and duty as set forth in RMC 4.40.030, including to make recommendations to the Mayor and Council for rules and regulations governing the use and management of parks, playgrounds, recreational facilities, and trails, but not limited to, rules and regulations relating to user fees and charges.

**II. RECREATION ACTIVITIES:**

**A. Priority Access When Registering for Recreation Activities**

The City of Redmond has identified Redmond city limits as its priority area of focus in providing recreation activities, special events, and other services. Redmond Residents, as defined in IX.A., shall be given priority registration access to participate in city-sponsored activities. The Director of Parks and Recreation or designee shall develop administrative procedures for managing the registration process for recreation activities that may be amended from time to time.

Redmond Residents, as described in IX.A., shall have at least one week to register for recreational activities before the opportunity is made available to Non-Resident users as defined in IX.B.

**B. Fees and Charges for City Sponsored Activities**

Fees for recreation activities shall be set by the Director of Parks and Recreation or designee. Fees and charges are based upon the Cost of Service policy adopted by Redmond City Council in 2022 by Resolution No. 1557.

A percentage of fees collected from recreation activity registrations shall be used to provide fee assistance for community members in the case of financial need. Administrative guidelines for the fee assistance program shall be established by the Director of Parks and Recreation or designee.

Non-Resident users, as described in IX.B., shall pay an additional program fee of at least 20% more than the stated Redmond Resident fee or charge when registering for activities.

**III. Access to City Parks and Recreation Facilities**

The City of Redmond has identified Redmond city limits as its priority area of focus in providing reserved use of parks and recreation fields and facilities.

**A. Scheduling Hierarchy**

- 1) First Priority: The Redmond Parks and Recreation department shall be the first scheduling priority of all parks and recreation facilities for its sponsored or co-sponsored recreation activities.
- 2) Second Priority: shall be other public agencies located in Redmond city Limits and covered by an intergovernmental agreement, such as the Lake Washington School District, specifically for district-sponsored activities.
- 3) Third Priority: shall be Redmond individuals, teams, groups, or organizations as defined in section IX.C - IX.F
- 4) Fourth Priority: shall be City of Redmond internal department use that is non-recreational (i.e. meetings, trainings, etc.)
- 5) Fifth Priority: shall be Non-Residents, as defined by section IX.B., who will have access to city facilities on a space-available basis.
- 6) Commercial User: The commercial or business use of city facilities as described in section IX.K. may be considered if it is not competing directly with existing recreation activities or services provided or co-sponsored by the city as defined by section IX.L. An additional fee is added for commercial uses of city facilities.
- 7) Competing services: Competing services are defined as organizations, groups, or individuals that offer services like those provided by the Parks and Recreation Department. This includes but is not limited to programs, events, or activities that could potentially substitute or replicate the services offered by the department. The Parks and Recreation Department reserves the right to restrict access to facilities for entities offering competing services to uphold the integrity and uniqueness of its programs and services. This is to ensure the community receives services that are of high standard and are in line with the goals and objectives of the department.

**B. Additional Scheduling Consideration**

To ensure the maximum and equitable recreational use of limited facilities, the following considerations shall apply:

- 1) Recreational vs. select programs: Redmond organizations that are open to all interested parties by offering a range of opportunities, regardless of skill level, shall have a higher scheduling priority than organizations that restrict participation by invitation, skill level, or ability.
- 2) Gender equity: Regardless of the gender composition within requesting organizations, all programs at comparable levels of play shall be granted equal access by the city.
- 3) Variety: The city will encourage a mixture of activities to establish a balanced range of ages and interests at our parks and facilities that match community interests.

**C. User Group Conduct**

- 1) User groups must agree to all aspects of their signed rental permit. Failure to comply, causing damage to city facilities or equipment, or not leaving facilities in reasonable condition may result in cancellation of future use, loss of damage deposit, and/or additional fees.
- 2) The Parks and Recreation Department has established a Facility Code of Conduct along with listed Park rules and ordinances, which govern park and trail use. User groups and individuals will be accountable for adhering to these guidelines. Failure to comply may result in cancellation of future use, suspension

of the right to participate in some or all recreation activities or facilities for a period of time, permanent expulsion from a program or facility, loss of damage deposit, and/or additional fees.

**D. Hours of Operation**

Reservations of facilities extending beyond standard operational hours may be subject to additional fees, lead times, and/or approvals. Reserved use of athletic fields shall terminate at dusk on unlighted fields and no later than 11:00 p.m. on lighted fields unless otherwise designated by the Parks Director or their designee.

**IV. FEES FOR RESERVING CITY FIELDS AND FACILITIES**

- A. Fees and charges are based upon the Cost of Service policy adopted by Redmond City Council in 2022 by Resolution No. 1557. Fees are set by the Parks User Fee Schedule and are administratively increased on an annual basis to cover the City's cost of providing the service, provided, that the increase shall not exceed the most recently published Consumer Price Index – Wage Earners and Clerical workers for the Seattle-Tacoma area, as published by the U.S. Department of Labor – Bureau of Labor Statistics; or
- B. If an increase greater than the CPI is necessary to cover the City's costs, the Department Director shall submit the increase to the City Council for approval.
- C. Non-Residents and Commercial Users, as described in IX.B, and IX.K., shall pay an additional rental fee or charge of at least 20% more than the Redmond Resident rate when reserving facilities. For Turf Athletic Field use (fields with an artificial turf surface), users are assessed a premium field usage fee (included in the hourly rate) that shall be deposited in a separate fund for future turf replacement. Other fees and charges, such as sports field lighting, set-up charges, etc., are the same for all users.

An after-hours staffing fee, equipment use fee, commercial use fee or damage deposit may apply.

**V. HARTMAN PARK SPECIAL PROCEDURES**

The following special scheduling procedure has been created because of the high demand for the regulation-sized Little League baseball and softball fields at Hartman Park and the city's agreement with local Little League baseball and softball organizations.

- A. Approved users shall meet to balance the schedules as follows: Each organization shall have an equal proportion of prime slots and regular slots. Prime slots are defined as Monday – Friday, 5:00 – 8:00 p.m. and Saturday 9:00 a.m. – 5:00 p.m. In addition, game slots shall be equally distributed throughout the 12-week period beginning April 1. City staff shall approve the final schedules.

**VI. RESERVATION REQUEST PROCESSES AND REGULATIONS**

A rental scheduling timeline will be created by recreation staff to accommodate a combination of city-sponsored activities, ongoing, and one-time or short-term rentals.

- 1) Facility use inquiry: Any individual, group, team, or organization desiring to reserve a city field or facility must submit a facility use inquiry to the Parks and Recreation Department. The Parks and Recreation Department shall issue a "Rental Permit "with the user group for approved requests.

- 2) Timelines: Unless otherwise specified in this policy or in procedures developed for individual facilities, requests from Redmond Residents may be accepted up to twelve months in advance. Requests from Non-Resident and Commercial Users may be accepted up to nine months in advance.
- 3) Fees: All fees shall be paid in full prior to use. A deposit may be required for certain reservations as determined by the Parks and Recreation Department.
- 4) Liability insurance: For certain events, the applicant will be required to maintain, through the period of use, liability insurance in an amount specified by the city. The city shall be named as additionally insured.
- 5) Concessions: Parks users shall not provide concessions or sell for profit any items without written consent and approval from the Parks and Recreation Department.
- 6) Right to cancel: The Parks and Recreation Department reserves the right to cancel any scheduled use.
- 7) Subletting: Park users shall not “sublet” any scheduled Parks and Recreation Department facilities to any third party without written consent and approval from the Parks and Recreation Department.
- 8) Permit conditions: All applicants shall read, sign, and abide by the Parks and Recreation Department terms and conditions on the rental permit prior to the scheduled use of Parks and Recreation Department fields and/or facilities.
- 9) Field and facility maintenance: Parks and Recreation Department staff shall provide all facility maintenance. Facility users shall not provide their own maintenance, such as lining or dragging fields, or make any modifications to any facility without written approval from the Parks and Recreation Department.
- 10) Partnership agreements: Pursuant to RCW 39.34, there are instances where the city may choose to make the most efficient use of local government powers to cooperate with other localities on a basis of mutual advantage (i.e. Interlocal Agreements or Memorandums of Understanding) and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs of local communities.

## **VII. SPECIAL EVENT PERMITS, MISCELLANEOUS USE, AND NON-TRADITIONAL PARK USE**

When facility, field, or park use inquiries fall outside of the designated capacity, conditions, or scope of a rental permit, the user group may seek a special event or miscellaneous use permit. Per municipal code, permits are required in the following scenarios:

- A. Special Event Permit: Any person or entity who conducts, promotes, sponsors, or manages a special event that affects the standard and ordinary use of public property, streets, right-of-way, walkways, trails, and/or sidewalks, or if occurring on private property, will nevertheless affect, impact, or interfere with the standard, ordinary and normal use of public property, streets, rights-of-way, walkways, or sidewalks by the general public within the vicinity of such event and/or requires the use of city services, shall first obtain a special event permit from the City. (Ord. 2830 § 3 (part), 2016).
- B. Miscellaneous Use Permit: Miscellaneous Park Use Permits are required for non-traditional park activities occurring in Redmond Parks. A “non-traditional park activity” is any activity or gathering that is not permitted by current regulations, park rules, or other existing permits. Some examples include large group gatherings, running, walking, and biking events that remain inside a park, rental requests that cannot be accommodated in a rental permit, the use of amplified sound in parks that falls outside of the established conditions of a rental permit, film and photo inquiries, drones, and the use of a metal detector in a park.

## **VIII. SCHEDULING OF LAKE WASHINGTON SCHOOL DISTRICT SPORTS FIELDS**

The City of Redmond has signed an interlocal agreement titled "Joint Use and Development of Facilities, Programs, Maintenance and Operations" with the Lake Washington School District (LWSD) which outlines responsibilities of scheduling district owned sport fields within Redmond city limits. Rental fees, policies, and guidelines for LWSD owned fields are followed and align with this document.

## **IX. DEFINITIONS**

- A. Redmond Resident:** Any Redmond individual, team, group, organization, or internal city use that meets the criteria established in definitions IX.C through IX.F
- B. Non-Resident:** Any non-Redmond individual, team, group, or organization that meets the criteria established in definitions IX.G through IX.I below.
- C. Redmond Individual:** Anyone who lives or works within the Redmond city limits. Work is defined as being currently employed at least twenty hours per week at a location within the Redmond city limits. This priority also applies to the worker's household members.
- D. Redmond Team:** Any team that has at least 51% of its roster organization made up of Redmond Individuals as defined by IX.C
- E. Redmond Group/Organization:** Any group/organization that has at least 51% of its organization that is made up of Redmond individuals as defined in IX.C.
- F. Redmond Recreational Programs:** Organizations that do not restrict participation based on skill level.
- G. Non-Redmond Individual:** Anyone who lives outside Redmond city limits and is not currently employed more than twenty hours per week at a location within the Redmond city limits.
- H. Non-Redmond Team:** Any team that has less than 51% of its roster made up of Redmond individuals as defined in IX.C. above.
- I. Non-Redmond Group/Organization:** Any group or organization that has less than 51% of its membership comprised of Redmond individuals as defined in IX.C. above or whose business and primary office is not located within the Redmond city limits.
- J. Select Program:** Organizations that restrict participation by invitation or skill level.
- K. Commercial User:** For-profit user groups who are scheduling facilities to conduct business and/or organizations charging their participants or attendees for program/entry or for a profit.
- L. Competing Services:** Competing services are defined as organizations, groups, or individuals that offer services similar to those provided by the Parks and Recreation Department. This includes but is not limited to programs, events, or activities that could potentially substitute or replicate the services offered by the department. The Parks and Recreation Department reserves the right to restrict access to facilities for entities offering competing services to uphold the integrity and uniqueness of its programs and services. This is to ensure the community receives services that are of high standard and are in line with the goals and objectives of the department.

**M. Turf Athletic Field:** Defined as those athletic fields with an artificial field turf product that has a defined useful life, at which time the surface shall need replacement.

	Current Fees		Proposed Fees	
	Resident	Non-Resident	Resident	Non-Resident
<b>General Reserved Use</b>				
Processing/Contract Fee	\$ 10.00	\$ 10.00	\$ 15.00	\$ 15.00
<b>Deposit</b>	N/A	N/A	\$50 - 500	\$50 - 500
<b>Equipment Use</b>				
Equipment Use	\$10 - \$100	\$10 - \$100	\$10 - \$250	\$10 - \$250
<b>Indoor Facilities</b>				
Multi-use room (small: up to 600 ft <sup>2</sup> )	\$ 35.00	\$ 42.00	\$ 40.00	\$ 48.00
Multi-use room (medium: 601 - 1,100 ft <sup>2</sup> )	\$ 35.00	\$ 42.00	\$ 45.00	\$ 55.00
Multi-use room (large: 1,101 - 1,800 ft <sup>2</sup> )	\$ 60.00	\$ 72.00	\$ 75.00	\$ 90.00
Multi-use room (x-large: 1,801 - 2,400 ft <sup>2</sup> )	N/A	N/A	\$ 140.00	\$ 170.00
Community Room (2,401 ft <sup>2</sup> +) )	N/A	N/A	\$ 200.00	\$ 240.00
Commercial Kitchen	N/A	N/A	\$ 70.00	\$ 85.00
Terrace Fee	N/A	N/A	\$ 100.00	\$ 120.00
Full Gymnasium	\$ 40.00	\$ 48.00	\$ 140.00	\$ 170.00
½ Gymnasium	N/A	N/A	\$ 75.00	\$ 90.00
Commerical Use	N/A	N/A	\$ 15.00	\$ 20.00
<b>Alcohol Fees</b>				
Alcohol Service Fee	N/A	N/A	\$100	\$100
Alcohol Deposit Fee	N/A	N/A	\$50 - 250	\$50 - 250
<b>Rental Staffing Fee for Non-Operating Hours</b>				
On-site staffing Fee	\$ 25.00	\$ 25.00	\$ 32.00	\$ 32.00
<b>Athletic Fees</b>				
Sport Field Lighting Fee	\$ 20.00	\$ 20.00	\$ 28.00	\$ 28.00
Turf Athletic Field:				
Youth	\$ 40.00	\$ 50.00	\$ 50.00	\$ 60.00
Adult	\$ 50.00	\$ 60.00	\$ 60.00	\$ 72.00



<b>Non-turf Athletic Field:</b>								
Youth	\$	25.00	\$	35.00	\$	30.00	\$	42.00
Adult		N/A		N/A		N/A		N/A
<b>Outdoor Picnic Shelters</b>								
Half Day		N/A		N/A	\$	100.00	\$	120.00
Full Day	\$	180.00	\$	240.00	\$	175.00	\$	210.00
<b>Cabin Fee (Adair, Fullard, Farrel House)</b>								
	\$	40.00	\$	48.00	\$	52.00	\$	62.00
<b>Set up &amp; Clean Up Services</b>								
Set up fee		N/A		N/A		\$135		\$135
Clean up fee		N/A		N/A		At Cost		At Cost
<b>Special Event Permits</b>								
Application Fee	\$	75.00	\$	75.00	\$	75.00	\$	75.00
Fewer than 100 people	\$	45.00	\$	45.00	\$	55.00	\$	55.00
100 - 1,000	\$	70.00	\$	70.00	\$	75.00	\$	75.00
1,001 - 5,000	\$	105.00	\$	105.00	\$	125.00	\$	125.00
5,001 - 10,000	\$	160.00	\$	160.00	\$	180.00	\$	180.00
10,001+	\$	240.00	\$	240.00	\$	275.00	\$	275.00
Non-Profit Rate		N/A				15% off hourly rates		15% off hourly rates
<b>Miscellaneous Use Permits</b>								
Application Fee	\$	25.00	\$	25.00	\$	25.00	\$	25.00
Per Hour Fee	\$	45.00	\$	45.00	\$	50.00	\$	50.00

Unit

Comments

Per contract

Flat Fee

Flat Fee

Per hour

Per hour

Per hour

Per hour

Per hour

Per hour

Per hour

Per hour

Per hour

Per hour

Flat fee

Flat fee, refundable

Per hour

Per hour

Per hour

Per hour

Per hour  
Per hour

5 hour rental  
10 hour rental

2 hour min.  
Per hour  
Community Rooms only  
Per hour  
Per hour

Flat fee  
Per hour  
Per hour  
Per hour  
Per hour  
Per hour  
Per hour

Flat fee  
Per hour



b. Joint meeting with Redmond City Council Recap (Discussion)

c. SE Redmond Master Plan (Discussion)

For people who were unable to join the October 16<sup>th</sup> community meeting, the concepts are up on Let's Connect website with an opportunity to give feedback. ([www.LetsConnectRedmond.com/SERedmondPark](http://www.LetsConnectRedmond.com/SERedmondPark)) Commissioners are encouraged to take the questionnaire and share with your networks to help get broad community feedback. The questionnaire for the three concepts will be live until mid-November.

Staff and Berger will then work on summarizing feedback from the community members from the questionnaire and community meeting and share with the PTRC. The feedback will also inform the preferred concept plan.

Berger will bring a preferred concept plan to the PRTC in January 2024.