



Parks and Arts Commission
VIRTUAL
Thursday, April 7, 2022

To help prevent the spread of COVID-19, Commissioners will be participating in the meeting remotely. Currently, following the guidance and emergency proclamation of the Governor, we are prohibiting the public from attending in person. To ensure our meetings are accessible to the public and provide for public participation, the live feed of the Parks and Arts Commission meeting will be available via Zoom:

<https://us02web.zoom.us/j/85783565194?pwd=azZCdzBsVkZXQWtVWVWY1cFd3RG5Fdz09>

By Phone: +1 (253) 215-8782

Meeting ID: **85783565194**

Password: **608373**

CALL TO ORDER – 7:00 PM

CHAIR COMMENTS

ROLL CALL

AGENDA ORDER

APPROVAL OF MINUTES

Approval of Minutes of March 3rd, 2022

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Members of the audience may address the Parks and Arts Commission for a maximum of three (3) minutes.

NEW BUSINESS ITEMS:

1. Parks
 - a. CAMP update
2. Bike Jump Update
3. Coverage of Council meetings

OLD BUSINESS ITEMS:

1. EarthCorps Update –
2. Totem Pole project review
 - a. Totem pole maintenance
3. Review Bylaws

REPORTS AND COMMUNICATIONS

1. Chairperson and Commissioner Announcements
 - a. Committee Reports
2. Staff Announcements/Information:
 - a. Park projects – 3rd Saturday of every month, volunteers in Japanese Gulch working on weed removal.

NEXT MEETING: May 5th, 2022

ADJOURNMENT

Written public comment may be submitted via email (permittech@mukilteowa.gov).

For accessibility information and for accommodation requests, please call the ADA Coordinator at (425) 263-8005 (or TRS (800) 833-6384 or dial 711), or visit <https://mukilteowa.gov/departments/executive/ada-program/>.

Please contact us at least two (2) business days in advance of the meeting so that we can arrange a reasonable accommodation for you.

APPROVAL OF MINUTES

March 3, 2022

CITY OF MUKILTEO, WASHINGTON
Parks and Arts Commission Minutes
March 3, 2022
7:00 PM
Virtual Meeting Via Zoom

CALL TO ORDER

Called the meeting to order at 7:00 PM.

ROLL CALL

Commissioners:

Chairperson Foster, Vice Chairperson Ellis, and Commissioners, Hammerman, Loutsis.

Absent: Commissioners Hammer, Specht (excused), and Zaman.

City Staff:

Acting Director Recreation and Cultural Services Dahl, Mayor Marine, City Administrator Powers, and Permit Services Assistant Martinis.

AGENDA ORDER No changes.

APPROVAL OF MINUTES	MOTION:	To approve the minutes of January 06, 2022
	MADE BY:	Vice Chairperson Ellis
	SECONDED:	Commissioner Loutsis
	ACTION:	PASSED UNANIMOUSLY 4-0

PUBLIC COMMENTS None.

MAYOR'S UPDATE

Mayor Marine shared an idea regarding Harbour Point Park (south end), a possible off leash dog park. He would like the Parks and Arts Commission to be a part of the planning process.

The Commission thanked Mayor Marine for attending the meeting and asked questions regarding liaison from City Council, Dirt Bike Jump Course, PROSA, and Arts funding. Mayor Marine stated he will meet with City Administrator Powers to get up to speed on the listed items and report back.

NEW BUSINESS ITEMS

1. EarthCorps Overview

Acting Director Dahl presented an update on the organization noting their hard work to support the eco system. In 2022 there are three events scheduled for Big Gulch and Japanese Gulch. Dates are March 26, 2022, July 16, 2022, and the third event is pending.

Commission asked questions and Vice Chairperson Ellis wants to meet with Acting Director Dahl regarding volunteer ideas.

2. Parks

a. Totem Park – totem pole maintenance

Vice Chairperson Ellis proposed to the Commission to do some maintenance on the 20 year old totem pole (apply

oil that is environmentally acceptable). It was decided to reach out to John, the creator of the totem pole prior to making any decisions.

b. Tracking activities in each park

The Commission discussed and agreed they would appreciate notifications on the projects going on in each park (track activities). Community members have questioned the Commissioners on activities they were unaware of and feel it would be of value to know the projects to relay to the community.

A suggestion was to have an Agenda item where the Commission could be updated or add the Commission to the parks party of interest list.

3. Bylaws

a. Proxy vote

Commission discussed a proxy vote option if someone was absent where they can send their proxy vote if a quorum was needed. More thought and discussion on the matter is needed.

b. Section two (2) review

Chairperson Foster recommended edits to Section two (2) Article IV of the By-laws, to not notify the Planning Director but the Recreation and Cultural Services Director. Chairperson Foster was referencing an outdated set of By-laws and Acting Director Dahl is going to provide Chairperson Foster the most current updated By-laws.

OLD BUSINESS ITEMS

1. Council meeting coverage

Commission discussed Council meeting coverage and agreed to attend the meetings on a rotating basis. They will discuss and create a schedule.

REPORTS AND COMMUNICATIONS

1. Chairperson and Commissioner Announcements

Commissioner Hammerman asked for an update on the Dirt Bike Jump Course and per Acting Director Dahl there were none to report.

2. Staff Announcements/Information

Vice Chairperson Ellis announced that the Robert Stockton Art Display by the Mukilteo School District youth is up at Rosehill. There are seventy plus displays and encouraged all to go and view.

NEXT MEETING: April 7, 2022

ADJOURNMENT	MOTION:	To adjourn the meeting at 8:18 PM.
	MADE BY:	Vice Chairperson Ellis
	SECONDED:	Commissioner Hammerman
	ACTION:	PASSED UNANIMOUSLY 4-0

These minutes are excerpts from the Parks and Arts Commission meeting. An audio recording of the meeting was made.

Prepared by:

DRAFT

Cheryl Martinis, Permit Services Assistant

MUKILTEO CITY COUNCIL AGENDA BILL 2017-07

SUBJECT TITLE: Critical Areas Mitigation Program Projects Update	Meeting Date: April 7, 2022
Staff Lead: Linda Ritter, Senior Planner	Exhibits: <ol style="list-style-type: none"> 1. 92nd Street Park with Wetland Mitigation 2. Prozinski Single Family Residence Proposal 3. Japanese Gulch Wetland Mitigation Area 4. Harbour Point Blvd South Widening Project Impacted Sites 5. Mundorf Single family Residence Mitigation Project for 8XX 8th Street
Department Director: Dave Osaki, Community Development Director	

BACKGROUND:

In May of 2012 the Mukilteo City Council adopted a wetland and stream restoration program, commonly known as the Critical Areas Mitigation Program (CAMP), which provides property owners the flexibility to mitigate project impacts off-site in a pre-determined location. Selected sites were determined using the Department of Ecology's Watershed Approach and which provide significant ecological and biological benefits to the environment.

The program provides four options to mitigate unavoidable impacts to critical areas:

1. Traditional On-Site Mitigation: Mitigates impacts on the property owners existing property.
2. Off-Site Mitigation: Mitigates impacts at a pre-determined location meeting Ecology's "Watershed Ecosystem Approach" to mitigation.
3. Fee In-Lieu Program: Allows low quality buffers to be reduced after adding supplemental plantings in the remaining area and in return for the buffer reduction, the applicant pays a fee per square foot of buffer reduction to the City. Funds from this account are to be used for land acquisition or a City led restoration project. The In-Lieu fee costs \$5.35 a square foot, but no one has yet used this option.
4. Wetland Mitigation Bank: Direct wetland or buffer mitigation payment to an off-site wetland bank in Snohomish County. This removes any restoration efforts from Mukilteo to a mitigation bank in the County.

Sixteen pre-approved mitigation sites were identified in the CAMP; sites are a combination of City owned property and privately held property. Each site includes some combination of wetland creation, wetland enhancement and / or buffer enhancement. The CAMP is a solid program that benefits the community by improving the environment at a private developer's expense.

The following CAMP mitigation projects have been completed utilizing the program:

- **Prozinski Single Family Residence:** Wetland creation and buffer restoration within 92nd Street Park. The City received a request to utilize the CAMP for a vacant lot located off 66th Place W. The proposal was to fill a 3,989 square foot Category 4 Wetland on the property located at 66th Place W and provide approximately 5,984 square feet of wetland restoration and mitigation to the impacted wetland at 92nd Street Park.

- ***Harbour Point Blvd Widening Project:*** City-led project to widen Harbour Point Blvd South near the intersections of Cyrus Way and SR 525. Additional right-of-way was needed to widen the east bound lanes and construct sidewalks on the south side of the road. This work impacted portions of two small Category III and IV wetlands. A portion of a wetland and wetland buffer were filled and the wetland was recreated along with buffer enhancement within Japanese Gulch on the property to the east of the Community Garden. Approximately 14,894 square feet of wetland creation.
- ***Mundorf Single Family Residence:*** The City received a request to utilize the CAMP for a vacant lot located off 8th Street. The 4,649 square foot wetland will be filled and was recreated within Japanese Gulch on the property to the east of the Community Garden. The natural meadow area in the Master Plan is near an existing wetland and was not intended to be developed or used as a manicured lawn. Creating and enhancing this wetland area will help transition the trailhead to the conservation area. The Mundorf project consisted of 5,162 square feet of wetland creation and 6,649 square feet of buffer enhancement.

CAMP projects that have used the fee-in-lieu Program for Wetland and Stream Buffer Disturbance:

- Mukilteo Water and Wastewater District Lift Station 9 New Access Road
- Harbor Reach Corridor

Projects Proposing to use the CAMP fee-in-lieu Program for Wetland and Stream Buffer Disturbance:

- Brava Industrial off of Cyrus Way
- Mukilteo Ridge HOA Slope Stabilization

RECOMMENDATION:

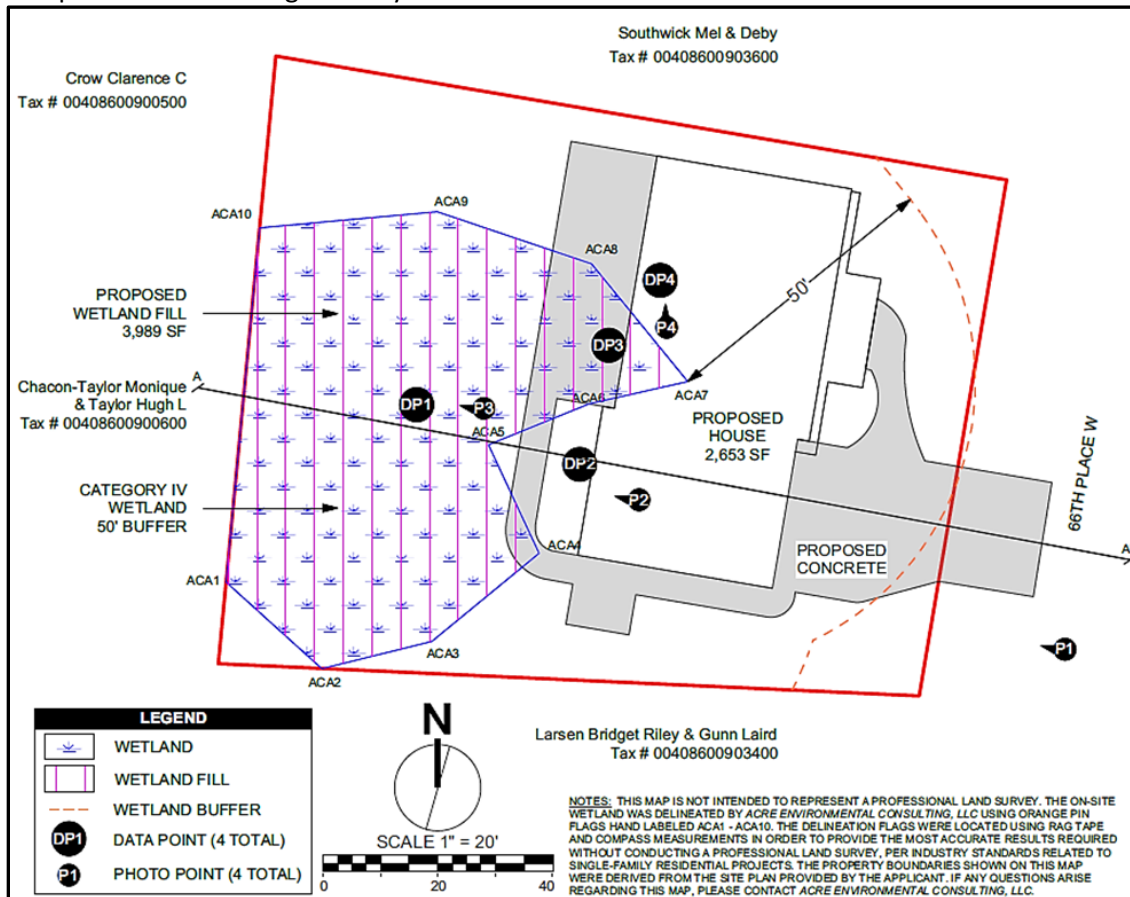
No action. Staff will update the commissioners on status of the program.

Exhibit 1: 92nd Street Park as Identified in the CAMP Document



M3	92 nd Street Easement Wetland and Buffer (City owned)	<ul style="list-style-type: none"> Wetland Creation Buffer Restoration Water Quality Improvements 	<ul style="list-style-type: none"> Enlarge/enhance existing wetland. Plant native conifers and shrubs in buffer. Install bioswale to treat road runoff before entering wetland. 	Figure 9 in Section 7.3
M4	92nd Street Park Wetlands and Buffer (City owned)	<ul style="list-style-type: none"> Wetland Creation Wetland Enhancement Buffer Enhancement 	<ul style="list-style-type: none"> Minor grading to create wetland and plant wetland vegetation. Plant native vegetation to improve habitat connectivity and buffer function. Remove invasive plants (English ivy) from existing wetland and underplant with native conifers. 	Figure 10 in Section 7.4

Exhibit 2: Proposed Prozinski Single Family Residence at 10422 66th Place W



Before

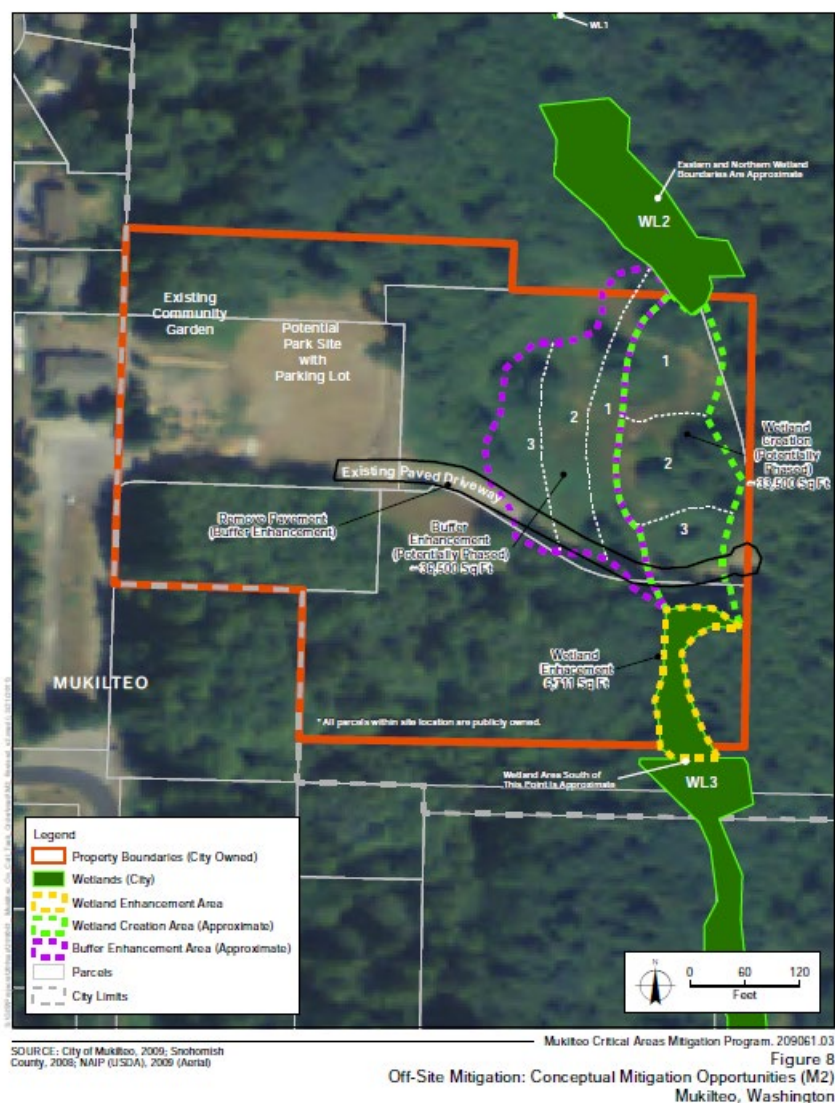


After



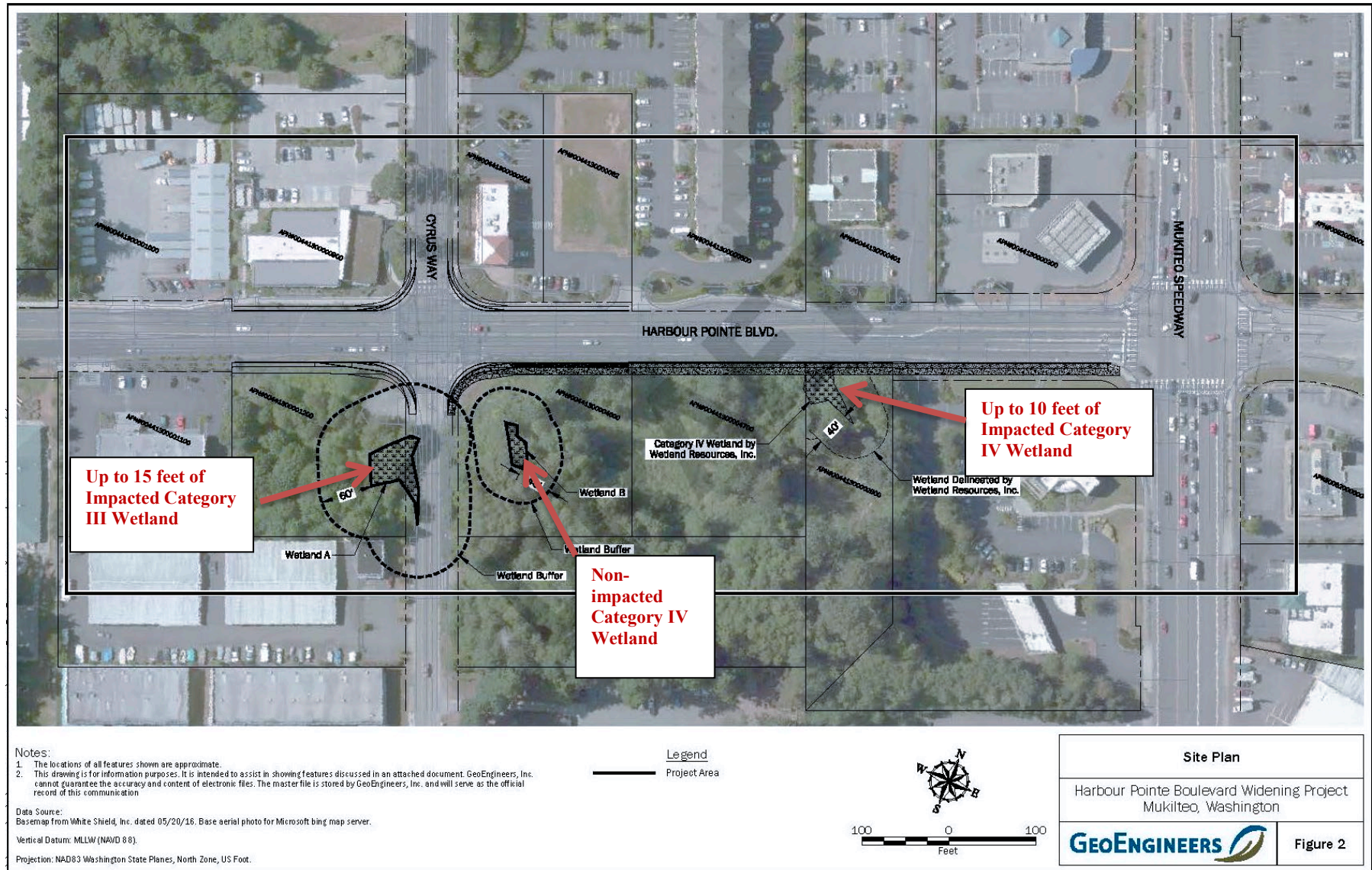


Exhibit 3: Japanese Gulch Wetland Mitigation Area

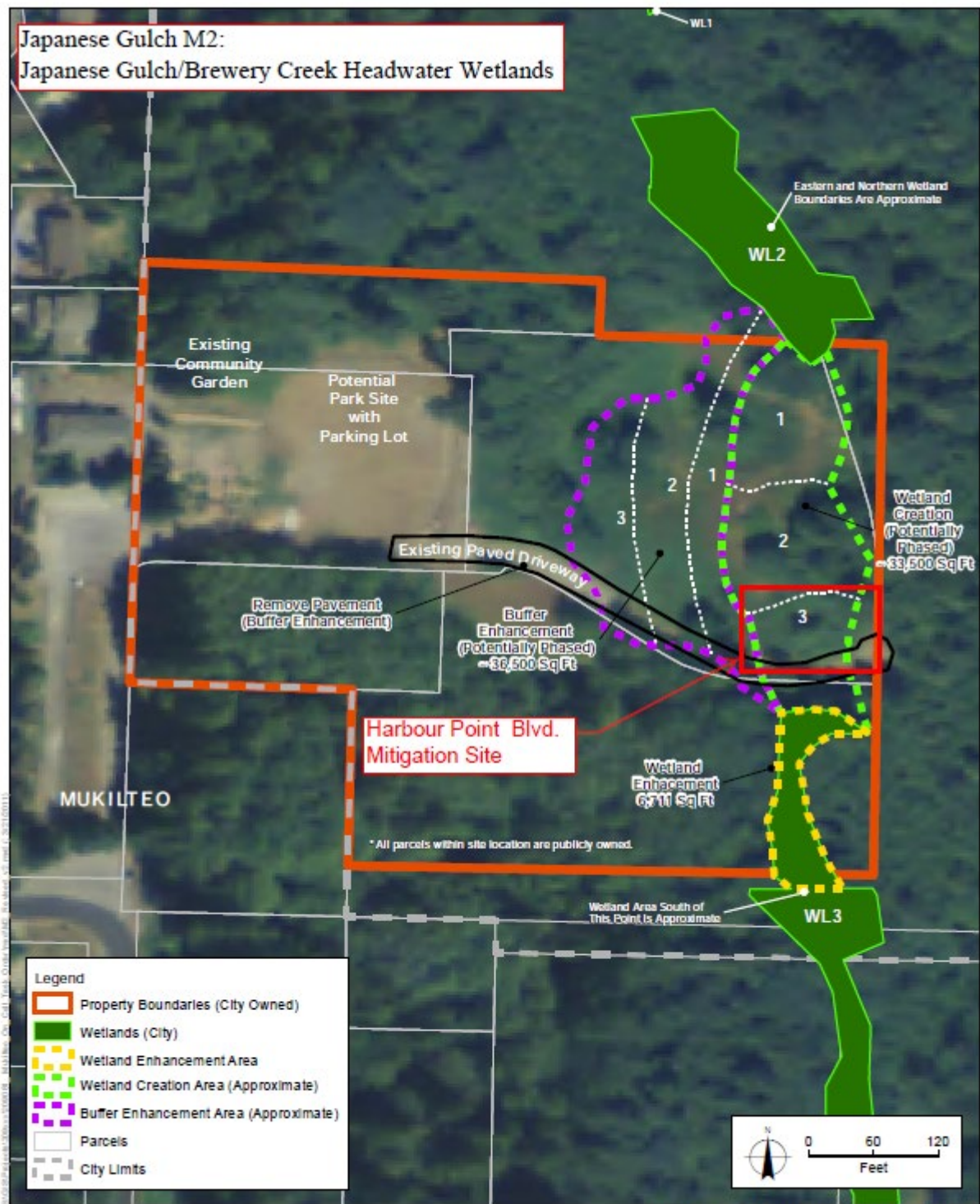


MHR 2	Japanese Gulch/Brewery Creek South Parcels (Privately owned)	<ul style="list-style-type: none"> ▪ Buffer Preservation (wetland and stream) ▪ Wetland Preservation ▪ Stream Enhancement ▪ Wetland Enhancement 	<ul style="list-style-type: none"> ▪ Preservation of headwater wetlands, riparian buffer, and forest upland. ▪ Limited enhancement opportunities include invasive weed removal from buffers. ▪ Removal of garbage from Japanese Gulch Creek. ▪ Remove garbage from Wetland 2. 	Figure 18 in Section 8.3
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Exhibit 4: Harbour Point Blvd South Widening Project Impacted Sites



**Japanese Gulch M2:
Japanese Gulch/Brewery Creek Headwater Wetlands**



SOURCE: City of Mukilteo, 2009; Snohomish County, 2008; NAIP (USDA), 2009 (Aerial)

Mukilteo Critical Areas Mitigation Program, 209061.03

Figure 8
Off-Site Mitigation: Conceptual Mitigation Opportunities (M2)
Mukilteo, Washington

Exhibit 5: Mundorf Site 8XX 8th Street



WETLAND CREATION AREA MAP

Mundorf - 8th St

PORTION OF SECTION 4, TOWNSHIP 28N, RANGE 4E, W.M.



LEGEND	
	WETLAND CREATION
	BUFFER ENHANCE.
	PARCEL

Wetland Resources, Inc.
 10000 10th Avenue S.E. Suite 100 Everett, Washington 98203
 Phone: (425) 337-9174
 Fax: (425) 337-3045
 Email: mailbox@wetlandresources.com

EXISTING CONDITIONS MAP
Mundorf - 8th St
 Mukilteo, Washington

Terry Mundorf
 19524 NE Rose Trail Lane
 Bainbridge Island, WA 98110

Sheet 1/1
 WRS Job # 16233
 Drawn by JIM
 Date: Nov. 11, 2015

AS-BUILT PHOTOS 5-8
MUNDORF 8TH ST
(NOVEMBER 2021)



PHOTO 5: LOOKING EAST AT BUFFER ENHANCEMENT AREA, MULCH AND SEED PROPERLY APPLIED.



PHOTO 6: LOOKING SOUTHEAST AT BUFFER ENHANCEMENT AREA (FOREGROUND) AND WETLAND CREATION AREA (BACKGROUND), TYPICAL PLANTING SHOWN.



PHOTO 7: LOOKING NORTHWEST AT BUFFER ENHANCEMENT AREA, MULCH AND SEED PROPERLY APPLIED.



PHOTO 8: LOOKING NORTHWEST AT WETLAND CREATION AREA, MULCH AND SEED PROPERLY APPLIED. WETLAND CREATION AREA HYDROLOGY, AREAS OF SEASONAL PONDING SHOWN.

PARKS AND ART COMMISSION AGENDA BILL	
SUBJECT TITLE: Dirt Jump Bicycle Course In Japanese Gulch	Meeting Date: April 7, 2022
Staff Lead: Dale Dahl	Exhibits: N/A
Department Director: Dale Dahl, Interim Recreation & Cultural Services Director	

BACKGROUND:

The Japanese Gulch Master Plan and the Parks, Recreation, and Open Space Plan mentions the development of a dirt jump bicycle course in Japanese Gulch. Staff will provide an overview of the status of the project.

RECOMMENDATION:

No action. Staff will update the commissioners on status of the project.

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					★	1
2	C	4	5	PAC	7	8
9	CC	11	12	13	14	15
16	★	18	19	PC	21	22
23	24	25	26	27	28	29
30	31					

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	PAC	4	5
6	C	8	9	10	11	12
13	★	CC	16	PC	18	19
20	★	C	23	24	25	26
27	28					

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	PAC	4	5
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13	CC	15	16	PC	18	19
20	C	22	23	24	25	26
27	28	29	30	31		

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	C	5	6	PAC	8	9
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17	C	19	20	PC	22	23
24	25	26	27	28	29	30

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	C	3	4	PAC	6	7
8	CC	10	11	12	13	14
15	C	17	18	PC	20	21
22	CC	24	25	26	27	28
29	★	31				

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	PAC	3	4
5	C	7	8	9	10	11
12	CC	14	15	PC	17	18
19	★	C	22	23	24	25
26	27	28	29	30		

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	★	C	6	PAC	8	9
10	CC	12	13	14	15	16
17	C	19	20	PC	22	23
24	25	26	27	28	29	30
31						

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	C	2	3	PAC	5	6
7	CC	9	10	11	12	13
14	C	16	17	PC	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				PAC	2	3
4	★	C	7	8	9	10
11	CC	13	14	PC	16	17
18	C	20	21	22	23	24
25	26	27	28	29	30	

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	C	4	5	PAC	7	8
9	CC	11	12	13	14	15
16	C	18	19	PC	21	22
23	24	25	26	27	28	29
30	31					

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	PAC	4	5
6	C	8	9	10	★	12
13	CC	15	16	PC	18	19
20	C	22	23	★	★	26
27	28	29	30			

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				PAC	2	3
4	C	6	7	8	9	10
11	CC	13	14	PC	16	17
18	C	20	21	22	23	24
25	★	27	28	29	30	31
	★					

CITY OF MUKILTEO PARKS AND ARTS COMMISSION BYLAWS

ARTICLE I:

PURPOSE

The objectives, purposes, powers and duties of the Parks and Arts Commissioners of the City of Mukilteo are those set forth in Chapter 2.44 of the Mukilteo Municipal Code.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The officers of the Parks and Arts Commission (referred to hereafter as the Commission) shall consist of a Chair and Vice-Chair.

Section 2. The Chair shall preside at all meetings and Public Hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Chair shall be one of the appointed members of the Commission. He or she shall have the privilege of discussing all matters before the Commission and of voting thereon. The Chair shall preside at all meetings of the Commission; call special meetings of the Commission in accordance with the bylaws; sign documents of the Commission; and see that all actions of the Commission are properly taken and recorded.

Section 4. In the absence of the Chair, the Vice-Chair shall serve as presiding officer as described in Section 3. The Vice-Chair shall be an appointed member of the Commission. During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Section 5. The staff person assigned to the Commission shall serve as the Recording Secretary and shall be responsible for keeping the minutes of regular meetings and Public Hearings.

ARTICLE III

ELECTION OF OFFICERS

Section 1. Nomination and election of officers shall be conducted at the first meeting of each calendar year, or at the next meeting following that.

Section 2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until the successor shall take office.

Section 3. No member may serve more than three (3) consecutive one- (1) year terms as Chair. The Vice-Chair shall succeed the Chair, if the office is vacated before the term is completed and shall serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting. Vacancies in office, other than covered above, will be filled by immediate election procedures. The former Chair will be the advisory Past-Chair to provide continuity to the Commission.

ARTICLE IV **MEETINGS**

Section 1. The Commission shall schedule a regular meeting every month or as needed in the designated meeting area as advertised, providing that regularly scheduled meetings may be canceled if there is no business pending, subject to the approval of the Chair. The Public shall be notified accordingly. The Commission may also hold workshops or study sessions in place of, or in addition to, regularly scheduled meetings.

Section 2. A majority of the membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the entire membership of the Commission. Voting shall be by roll call when required. A record of the roll call shall be kept as a part of the minutes. Each member of the Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission shall notify the Recreation & Cultural Services Director at the earliest possible opportunity, and in any event, prior to 4:00 p.m. on the date of the meeting. The Recreation Director shall notify the Chair of the Commission in the event that there will not be a quorum.

Section 3. Special meetings may be held at any time upon the call of the Chair, or when the Chair has been requested to do so in writing by a majority of the members of the Commission. The notice of such a meeting shall specify the purpose of the meeting. No other business will be considered. City staff shall notify all members of such a meeting at least forty-eight (48) hours prior to such a special meeting.

Section 4. All meetings, including workshops and special meetings, shall be open to the public.

Section 5. Deadline for consideration of agenda items: Generally, no remaining agenda items shall be taken up after 9:00 p.m. This shall be at the discretion of the Chair who shall also consider Public Hearing requirements associated with notice and any other hearing deadlines.

Section 6. Public Hearings are the only meetings which must meet legal noticing requirements, by advertising in the chosen local paper, ten (10) days prior to the scheduled meeting.

ARTICLE V
RECORDS AND STAFF SUPPORT

Section 1. Support for the Commission shall be provided by City staff, including, but not limited to **Recreation and Cultural Service Department**, Planning Department and Community Development Department staff. Staff shall retain the records of the Commission, prepare the agendas for meetings and workshops, provide technical support, provide notice of meetings to the Commission members, arrange proper and legal notice of hearings, and such other duties as may be prescribed from time to time by the Commission.

ARTICLE VI
APPOVAL OF MINUTES

Section 1. Minutes may be approved when there is a quorum of the Commission by the majority of those members present at the meeting when the draft minutes are on the agenda.

ARTICLE VII
FAIRNESS Section

1. CONFLICT OF INTEREST:

Whenever any member of the Commission has a conflict of interest with respect to any matter on a Commission agenda, the member shall voluntarily excuse himself or herself from further participation in the discussion and consideration of the matter and shall vacate his or her seat and leave the Commission chambers until all proceedings with respect to the matter at that meeting are concluded. If the meeting is virtual, he or she must turn off their camera and must their microphone until all proceedings, with respect to the matter at the meeting, is concluded. The member shall further refrain from discussing the matter with any other Commission member, or from attempting to influence any other Commission member with respect to the matter, outside the meeting. For purposes of this Section, a conflict of interest is defined as a situation in which a reasonable person would conclude that the member's independent judgment would be impaired by the member's direct or indirect financial or other interest in the matter.

ARTICLE VIII
AGENDA

Section 1. The Agenda, meeting format, and minutes shall follow the established format, with the following exceptions: (a) the Agenda may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business, (b) no minutes shall be recorded for Commission workshops unless requested to do so by the Chair or a majority of Commission members present, (c) no minutes shall be approved at Workshops, and (d) that in the case of Public Hearings, "Discussion of Agenda Items" shall follow the format described in Article X, Section 3 of these bylaws. Minutes shall be recorded for all meetings and public hearings held by the Commission.

Section 2. Comments from the Audience for Items Not on the Agenda: The Commission of Park Commissioners invites citizen participation regarding the affairs of the City. Any citizen who wishes to speak on a matter not scheduled on the agenda may do so when the Chair calls for oral presentation from the audience for a maximum of 3 (three) minutes.

Section 3. As a matter of policy, the Commission does not usually take immediate action on items presented under the following agenda items: “Comments From the Audience For Items Not On the Agenda,” “Report From Staff on Items of Interest to the Commission,” and “Announcements and Discussion.” However, the Commission may decide to make a recommendation on such items if the Commission believes that a timely response is necessary and upon approval of the recommendation(s) by a majority of the members currently sitting on the Commission. At any time the Commission may request staff to research or provide additional information on any item.

ARTICLE IX AGENDA DEADLINES

Section 1. Agenda packet delivery: Completed packets including, staff reports, shall be surfaced mailed or emailed one (1) week preceding the day of the meeting (but not less than twenty-four (24) hours prior to the meeting for special meetings).

ARTICLE X HEARINGS

Section 1. In addition to those required by law, the Commission may, at its discretion, hold hearings when it decides that such hearings will be in the interest of the public.

Section 2. Notice of all public hearings shall be as required by Mukilteo Municipal Code and State Statute.

Section 3. Order of Consideration of Agenda Items for Public Hearings: The following procedure will normally be observed; however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business.

- a. Chair opens hearing.
- b. The staff presents report and makes recommendation.
- c. The members of the Commission may ask questions regarding the staff presentation and report.
- d. The Chair calls for comments/presentations from the public.
- e. The Chair may allow further testimony.
- f. Chair closes public input to the hearing.
- g. Commission members ask any further questions they may and will then deliberate the issues.

- h. Commission takes a vote on Commission recommendation/action or continuance.

ARTICLE XI **AMENDMENTS**

Section 1. The bylaws may be amended at any meeting of the Commission provided a quorum is present. A majority vote of the quorum is required to pass the amendment.