



**CITY OF
MUKILTEO**
*Recreation and Cultural Services
Department*

**Parks and Arts
Commission
City Hall
Council Chambers
April 6, 2023**

The Parks and Arts Commission (PAC) meeting will be held in the City Council Chambers, 11930 Cyrus Way. For those who wish to participate remotely, live streaming of the meeting is available via Zoom.

Zoom: <https://us02web.zoom.us/j/81133115060>
By Phone: +1 (253) 215-8782 | Meeting ID: 811 3311 5060

CALL TO ORDER – 6:00 PM

FLAG SALUTE

LAND ACKNOWLEDGEMENT STATEMENT

ROLL CALL

AGENDA ORDER

APPROVAL OF MINUTES

- March 2, 2023

PUBLIC COMMENTS

MEETING ITEMS

1. New Business Items
 - Earth day Events
 - Friday, April 21st
 - Saturday, April 22nd
 - Rosehill Community Center Board Update
 - Inviting RHCCB to May PAC Meeting
 - PROSA Survey Solicitation
 - Touch a Truck May 20th PAC Booth
 - Co-Sponsorship Draft Work Session Presentation
 - Rec Guide
2. Old Business Items
 - SCUBA Park Update
 - BYERS Park Updates
 - Fence
 - Interpretive Sign
 - Dog Waist Dispenser
 - Re-visit Telescope Topic
 - Dirt Jump Park Update

REPORTS AND COMMUNICATIONS

- Chairperson and Commissioner Announcements
- Staff Announcements

NEXT MEETING

May 4, 2023

ADJOURNMENT

Complete packets are available at City Hall, 11930 Cyrus Way, Mukilteo, WA 98275

For accessibility information and accommodation requests, please call the ADA Coordinator at 425-263-8003 (TRS 800-833-6384 or dial 711) or visit www.mukilteowa.gov/departments/executive/ada-program/.

Land Acknowledgement Statement

“We acknowledge the original inhabitants of this area, the Snohomish people, and their successors, the Tulalip Tribes.

Since time immemorial, they have hunted, fished, gathered, and taken care of these lands. We respect their sovereignty, their right to self-determination, and honor their sacred spiritual connection with the land and water.

We understand the cultural and historic significance that the City of Mukilteo holds in respect to the signing of the Point Elliot Treaty of 1855. As a city we commit to being honest about the legacy of colonization on our indigenous predecessors and commit to bringing about a future that includes their people, stories, and voices to form a just and fair society.”

APPROVAL OF MINUTES
March 02, 2023

DRAFT

CITY OF MUKILTEO, WASHINGTON
PARKS AND ARTS COMMISSION MEETING MINUTES
March 2, 2023

City Council Chambers - 11930 Cyrus Way / Virtual Meeting via Zoom

| | | |
|----------------------------|--|---|
| CALL TO ORDER | Chairperson Foster called the meeting to order at 6:00 PM and led the flag salute. | |
| ATTENDANCE | <u>Commissioners</u> Chairperson Foster, Vice-Chairperson Ellis, Commissioners Hammer, Hammerman, Loutsis, and Specht, were present. Commissioner Zaman excused. <u>City Staff</u> Recreation and Cultural Services Director Trofimczuk, and Permit Services Lead Reyes were present. | |
| AGENDA ORDER | No changes. | |
| APPROVAL OF MINUTES | MOTION: | To approve the minutes of February 2, 2023. |
| | MADE BY: | Commissioner Loutsis |
| | SECONDED: | Commissioner Hammer |
| | ABSTAIN: | Commissioner's Hammerman, and Loutsis |
| | ACTION: | PASSED 4-2 |
| PUBLIC COMMENTS | <p>Mr. George Barron provided a presentation of priorities concerning the Scuba Park and people using the area as a boat launch.</p> <ul style="list-style-type: none">▪ One priority is to set up a sign to prevent the public from using the entrance as a boat launch and it would cost approximately \$80 to \$200 dollars.▪ The second priority is to create an underwater scuba dive park which will cover approximately four and half acres. The total cost for the underwater park would be approximately \$300 to 1,000 dollars with a large portion of the funds allocated from local dive shops like the underwater sports from Seattle which has already agreed to donate \$1,000 to help set-up the park.▪ The third priority is to establish a marine protected area around scuba park.▪ The fourth priority is for informational signs and the need for a permit.▪ The fifth priority is for 21 additional parking spaces and restrooms around the T-Dock area. <p>Mr. Barron provided additional information and solutions to each priority.</p> <ul style="list-style-type: none">▪ Commissioner Specht thanked Mr. Barron and provided a response. | |
| MEETING ITEMS | <p>Director Trofimczuk discussed items on the agenda. The recreational and cultural services 2023 work plan, PROSA Plan updated and timeline, Land Acknowledgement, PAC Commissioner Speaker tour/series.</p> <ul style="list-style-type: none">▪ Director Trofimczuk discussed surveys and Commissioner Hammer had a question about survey distribution. Director Trofimczuk responded.▪ Commissioner Hammerman thanked Tony for all the work he has done for the City and had a question about PROSA. Director Trofimczuk responded. <p>Director Trofimczuk discussed several old items from previous meetings. PAC By-laws attendance, SCUBA Park discussion, Byers Park fence and sign update.</p> | |

- The Chair provided the commission with a recap of the PAC By-laws regarding attendance and opened the door for discussion. Commissioner Specht provided a motion to approve the addition of attendance to the Parks and Arts Commission by-laws. The motion was not seconded, and the motion did not pass. Commissioner Loutsis motion to provide Planning Commission By-Laws at the next meeting. Seconded by Commissioner Hammer.
- Commissioner Specht had a question and Director Trofimczuk responded.

REPORTS

Director Trofimczuk provided the commission with staff updates.

NEXT MEETING

April 6, 2023

ADJOURNMENT

MOTION: To adjourn the meeting at 7:29 PM.
MADE BY: Commissioner Hammer
SECONDED: Commissioner Hammerman
ACTION: PASSED UNANIMOUSLY 6-0

These minutes are excerpts from the Planning Commission proceedings. An audio recording of the meeting was made.

Prepared by:

DRAFT

Joseph Reyes, Permit Services Lead

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 (this does not mean that a meeting has to be held in January of each year but rather a vote is taken at the first meeting when the first meeting is convened).

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 other 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. The Public shall be notified accordingly.

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 general 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, 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
APPROVAL 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. 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.

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 by a favorable vote of not less than five (5) of the seven (7) Commission members, provided that notice of said proposed amendment is given to each member in writing as part of the meeting packet.

CITY OF MUKILTEO PLANNING COMMISSION BYLAWS

ARTICLE I PURPOSE

The objectives, purposes, powers, and duties of the Planning Commission of the City of Mukilteo are those set forth in Chapter 2.36 of the Mukilteo Municipal Code (MMC).

ARTICLE II MEMBERSHIP

Section 1. Members of the Planning Commission shall be appointed by the Mayor and confirmed by the City Council, without respect to political affiliations. Per MMC 2.36.020, the Planning Commission shall consist of seven (7) members.

Section 2. Members may be removed from the Planning Commission by the Mayor, with the approval of the City Council, for inefficiency, neglect of duty or malfeasance.

Section 3. The Mayor may be requested by a majority vote of the Planning Commission to remove or ask to resign a member from the Planning Commission as provided for in Section 2 above or if the member has three (3) unexcused consecutive absences from regular meetings or unexcused absences of more than 50% of the meetings (regular and special) held in a calendar year. If a member notifies the Planning & Community Development Department at City Hall at the earliest possible opportunity, and in any event prior to 4:00 p.m. on the date of the meeting, then the absence shall be considered excused.

ARTICLE III OFFICERS AND THEIR DUTIES

Section 1. The officers of the Planning Commission shall consist of a Chair and Vice-Chair. The Mayor shall make the Recording Secretary available.

Section 2. The Chair shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by the 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. A Recording Secretary shall be responsible for keeping the minutes as well as provide notice of meetings to the Commission members and arrange proper and legal notice of hearings. The Recording Secretary shall also attend to correspondence of the Commission and such other duties as may be prescribed from time to time by the Commission or the Planning & Community Development Director.

Section 6. The Planning & Community Development Department retains the records of the Commission. The Planning & Community Development Department prepares the agenda of regular and special meetings and provides technical support and other duties as may be prescribed.

ARTICLE IV ELECTION OF OFFICERS

Section 1. Nomination and election of officers shall be conducted at the annual organization meeting, which shall be the first meeting of each calendar year.

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

Section 3. No member may serve consecutive full one-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. A Vice-Chair succeeding a Chair to fill an unexpired partial term may serve as Chair for the next full one-year term.

ARTICLE V MEETINGS

Section 1. The number of meetings per month and a schedule of meeting dates shall be established and may be altered or changed at any regularly scheduled meeting. The Planning Commission shall hold at least one (1) regular meeting in each month for not less than nine (9) months in each

year. Additional meetings may be held at any time upon the call of the Chair or by a majority of the voting members of the Commission or upon request of the City Council following at least twenty-four (24) hours notice to each member of the Commission. Regularly scheduled meetings may be canceled if there are not applications or other business pending, subject to the approval of the Chair. The public shall be notified accordingly.

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 quorum of the Commission. Voting shall be by roll call when required. A record of the roll call shall be kept as part of the minutes. Each member of the Planning Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Planning Commission, shall notify the Planning & Community Development Department at City Hall at the earliest possible opportunity, and in any event, prior to 4:00 p.m. on the date of the meeting. The Planning Director or designee shall notify the Chair of the Commission in the event that there will not be a quorum.

Section 3. The Chair may call special meetings. It shall be the duty of the Chair to call such a meeting when 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 and no other business will be considered. The Secretary shall notify all members in writing of the meeting forty-eight (48) hours in advance of such special meeting.

Section 4. All meetings shall be open to the general public, except for executive session authorized by law.

Section 5. Without approval by a majority of members present, no new agenda items shall be taken up after 9:00 p.m.

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

ARTICLE VI **WORK PLAN**

A work plan for the calendar year shall be prepared and presented by the Planning & Community Development Director to the Planning Commission at the annual organization meeting, which shall be the first meeting of each calendar year. The work plan shall, at a minimum, include a tentative schedule of meetings and topics for the calendar year. The Planning Commission shall discuss the proposed work plan and members may suggest adding and/or deleting items from the work plan.

ARTICLE VII RECONSIDERATION

Reconsideration of any decision of the Commission may be had when the interested party for such reconsideration makes a showing, satisfactory to the Chair, that without fault on the part of the party, essential facts were not brought to the attention of the Commission. The motion of reconsideration shall be made by a member of the Commission who voted as part of the majority in the original decision. Reconsideration must be made prior to action items at the next regularly scheduled meeting.

ARTICLE VIII FAIRNESS

Section 1. Conflict of Interest: Whenever any member of the Planning 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. The member shall further refrain from discussing the matter with any other Commissioner, or from attempting to influence any other Commissioner with respect to the matter, outside the meeting. For purposes of this Section, conflict of interest is defined as a situation in which a reasonable person would conclude that the member's independent judgement would be impaired by the member's direct or indirect financial or other interest in the matter.

Section 2. Appearance of Fairness: Whenever the continued participation of any member of the Commission would violate the appearance of fairness doctrine, that member shall excuse himself or herself from further participation in the discussion or consideration of the matter and shall vacate his or her seat and leave the Commission chambers until all further proceedings with respect to the matter at that meeting have been concluded. The member shall further refrain from discussing the matter with any other Commissioner, or from attempting to influence any other Commissioner with respect to the matter, outside the meeting. For purposes of this Section, the appearance of fairness doctrine means that legal doctrine relating to quasi-judicial matters which has been developed by the courts and by the legislative enactment of RCW Chapter 42.36, as the same exists or as may be hereinafter amended and developed.

ARTICLE IX AGENDA

The Agenda, meeting formats and minutes shall follow the formats established by the City Clerk.

ARTICLE X AGENDA PACKET DELIVERY

Agenda Packet Delivery: Completed packets including complete applications and staff reports shall be distributed one (1) week preceding the day of a regular meeting but not less than twenty-four (24) hours prior to a special meeting.

ARTICLE XI COMMITTEES AND ALTERNATES

- Section 1. Special committees may be appointed by the Chair for purposes and terms that the Commission approves.
- Section 2. The Commission may appoint alternate non-voting members to perform duties as assigned.

ARTICLE XII HEARINGS

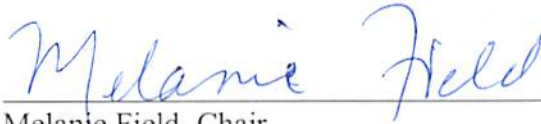
- Section 1. In addition to those required by law, the Commission may, at its discretion, hold hearings when it decides that such hearings will be in the interest of the public.
- Section 2. Notice of all public hearings shall be as required by Mukilteo Municipal Code and State Statute.
- Section 3. Order of Consideration of Agenda Items: The following procedures will normally be observed; however, it may be rearranged by the chair for individual items if necessary for the expeditious conduct of business.
1. Chair opens hearing.
 2. The staff presents report and makes recommendation.
 3. The Planning Commission may ask question regarding the staff presentation and report.
 4. The Chair calls for comments/presentations from the public.
 5. The Chair may allow further testimony.
 6. Chair closes public input to the hearing.

7. Planning Commission asks any questions it may have of the proponents, opponents, or staff and will then deliberate the issues.
8. Planning Commission takes a vote for approval, denial, or continuance.

ARTICLE XIII AMENDMENTS

The bylaws may be amended at any meeting of the Planning Commission by a favorable vote of not less than five (5) of the seven (7) Planning Commission members, provided that notice of said proposed amendment is given to each member in writing at least two (2) weeks prior to said meeting.

APPROVED this 26th day of September, 2019.



Melanie Field, Chair
City of Mukilteo Planning Commission