



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, September 14, 2016
Ridgefield Community Center
210 N. Main, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. 1. Approval of Minutes from August 10, 2016**

IV. MEMBER REPORT

- 1. 1. Innovative Park Ideas (Presentation) Rachelle Simmons**

V. OLD BUSINESS

- 1. 1. Neighborhood Park Design Standards (Recommendation) Elizabeth Decker, Planning Consultant**

VI. NEW BUSINESS

- 1. 1. None**

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

VIII. STAFF REPORTS

- 1. Public Works Update**

IX. FROM THE BOARD

- 1. Board Member Updates**
- 2. Council Update**

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3. Requests from the Board for Upcoming Meetings

4. 4. Vice-Chair Elections

X. ADJOURN

RIDGEFIELD PARKS BOARD
MEETING AGENDA
Wednesday, August 10, 2016

GENERAL SESSION CALL TO ORDER - 6:30 P.M. [6:34:14 PM](#)

Flag salute [6:34:30 PM](#)

Roll call [6:35:15 PM](#)

PRESENT: Chair Marie Bouvier; Board Member Kimberly Stenbak, Board Member Beth Putnam and Board Member Rachelle Simmons.
ABSENT: Board Member Darrin Class and Board Member Thomas Ball
STAFF: Planning Consultant Elizabeth Decker; Public Works Administration Assistant Lisa Blake; Public Works Director Bryan Kast.

LATE CHANGES TO AGENDA [6:35:22 PM](#)

None

PUBLIC COMMENT [6:35:36 PM](#)

Matthew Murphy of 2703 NE 29th Circle, Ridgefield, is an Eagle Scout and met with Bryan Kast about doing a project at the Off-Leash Dog Park. He proposed building a kiosk with a bench and improving the gate latch.

CONSENT AGENDA [6:40:13 PM](#)

1. Approval of Minutes from July 13, 2016

Motion: Board Member Beth Putnam moved to approve minutes as amended to reflect the correction of Park Impact Fee Fun Balance to Park Impact Fee Fund Balance .

[6:52:22 PM](#)

Vote: 4-0
Yes: Chair Marie Bouvier; Board Member Stenbak, Board Member Putnam and Board Member Simmons
No: None
Abstained: None
Absent: Board Members Darrin Class and Tom Ball

Motion unanimously passed.

MEMBER REPORT [6:41:14 PM](#)

1. Innovative Park Ideas (Presentation), Beth Putnam

Beth's presentation was on fitness parks. The Board appreciated the presentation and would also like to see future presentations include the following:

- Biking, mountain biking, bike racks at various parks
- Appropriate features for dog parks and designated areas for small and large breeds
- Ideas on innovative trails
- Art parks
- Additional ideas on skate parks, proper size and equipment
- Parameters for hosting skate park and disc golf tournaments
- Ideas for bringing extra revenue to the city
- Picnic shelters, cabins and ideal gathering places
- Ridgefield Outdoor Recreational Center and its features

Board Member Rachelle Simmons will provide the next presentation on bike parks and trails and dog park features.

Attachment: 08102016ParksBoardMeeting Final (1100 : Approval of Minutes from August 10, 2016)

OLD BUSINESS [7:08:44 PM](#)**1. Neighborhood Park Design Standards (Recommendation)**
Elizabeth Decker, Planning Consultant

Elizabeth provided a presentation and a summary of prior discussions on park design standards. She reiterated the purpose for developing and completing the park standards. These standards would be used as a guide for private developers or the city to ensure appropriate parks are being developed. The existing optional standards in the Parks Plan Appendix A are being enhanced and promoted as mandatory, not optional, standards. The appendix will be replaced by the new Park Acquisition and Development Standards as well as the Trail Standards that were done last month. This draft reflects last month's discussion about neighborhood parks, including staff research and examples from other communities.

Board Discussion: There was lengthy discussion about playground areas and equipment and if every park needed to have one. After considerable discussion and examination of current language it was suggested to:

- Strike "play areas" and replace it with "active space."
- Move all specific requirements for playgrounds into additional design features.
- The description and requirements for active space under the minimum features would say, "provide one of the following features: playgrounds, spraygrounds, fitness park" or some other features essentially linking to a subset of the additional design features so at least one of the active elements is required in every neighborhood park but it would not necessarily have to be a playground.
- The public works director would have authority to approve the final option or equivalent.
- In bold, point to a list of additional design features that include innovative ideas from the Parks Board (it might be better to break out all the active features into a subset).
- Under "active space" that remains in the minimum requirement, repeat the variety requirement and talk about how it is important to design active spaces for all ages and to consider opportunities in surrounding neighborhoods to really hammer home the all ages plan and variety beyond the preschool age.

Park Furnishing Standards: Elizabeth talked about standard furnishings and asked for input on benches, trash receptacles, picnic tables, bike receptacles, staple racks, water fountains, etc. The standards will detail which furnishings should be uniform at all parks, and will note that memorial benches would be different. Elizabeth will add the recommendations to the standards and bring it back to the Board for final review and approval. All three parks plan appendixes will be packaged for City Council review this fall. They will look at them and it will replace the existing Appendix A in the Parks Plan. Implementation will by year's end. Chair Marie Bouvier recognized staff for their efforts in putting together this plan.

NEW BUSINESS [8:25:22 PM](#)**1. None****STAFF REPORTS [8:25:25 PM](#)****1. Park Impact Fee Fund Balance**

Beginning Fund Balance	\$2,419,653.00
Revenue Generated	\$ 45,278.00
Expenses	\$ _____ .00
Balance	\$ 2,464,931.00

2. Parks & Trail Project Updates

- Bryan will be doing a final presentation on Ridgefield's Outdoor Recreation Center at Olympia tomorrow and hopes to secure \$1,000,000 of funding for this project through RCO Grants.
- The city received a pre-app for the Gee Creek Trail project. We have 50% plans.

3. Parks & Trail Maintenance Updates

- We focused on preparing for the National Night Out event which was very well attended. We had about 1,300 people.
- Materials to get the tire swing at Davis Park functional again were ordered.

4. Parks & Trail Tour Schedule

- The Gee Creek Trail Tour is scheduled for August 24th. Please email Lisa by the 17th to confirm if you plan to attend.
- The city is implementing a new minutes and agenda software program; Lisa will follow up with you on training options.
- There will be a ribbon cutting ceremony for the Off-Leash Dog Park, tentatively scheduled for August 31st at 2pm. Lisa will send out an official invite.

PUBLIC COMMENT [8:30:44 PM](#)

None

FROM THE BOARD[8:30:48 PM](#)

1. Board Member Updates

- Chair Marie Bouvier shared disappointing news that Vice-Chair Dave Holcomb resigned last week and will be sorely missed. His contributions to this Board were immensely appreciated.
- Chair Marie Bouvier met with the mayor of Yacolt. Their town has a dog park and skate park. She plans to touch base with the mayor and hopefully tour their park facilities.
- Board Member Kim Stenbak attended Clark County's Picnic in the Park event and provided an update.

2. Council Update Schedule

We are due for one soon. Bryan will check the schedule.

3. Requests from the Board for Upcoming Meetings

None

ADJOURN [8:35:00 PM](#)

CITY OF RIDGEFIELD Request for Parks Board Action

Meeting Date: September 14, 2016

Item: Check all that apply:

☐ consent	☒ old business	☐ new business	☐ public hearing
☐ information	☐ admin. report	☒ recommendation	
☐ work-session	☐ presentation	☐ discussion	

AGENDA ITEM TITLE:

Neighborhood Park Design Standards

PREVIOUS PARKS BOARD ACTION TAKEN:

Discussion at July 13 and August 10, 2016 meeting.

BACKGROUND:

Parks Board is developing a package of standards to guide development of future neighborhood parks by private developers and the City. The standards will be implemented along with standards for selection of neighborhood park sites and trail selection and design standards previously developed by the Parks Board. The standards will be incorporated as an appendix to the existing *Ridgefield Parks & Recreation Comprehensive Plan* to replace the existing appendix titled, Park and Trail Design Considerations for Private Facilities, intended for information purposes only. The new standards will be requirements for park development, implemented through the Ridgefield Development Code for new residential developments and the City Engineering Standards.

The draft park design standards were developed by staff based on recommendations from Parks Board in earlier discussions, the existing park design appendix, and best practices from other jurisdictions.

The standards are broken into three categories: general design principles such as safety and creativity, minimum design requirements such as standards for play areas and furnishings, and a menu of optional park elements with minimum design standards for each, if incorporated.

The core requirement for every neighborhood park is a 4,000 SF active space, 10,000 open turf area, looping pedestrian pathways, and basic site furnishings such as benches, trash receptacles, and a water fountain. These features would need to be incorporated into a minimum 2-acre site, which would leave additional room to incorporate features from the list of optional design elements.

The design standards have been revised to reflect Parks Board's discussion and suggestions at the previous meeting. Please note the following changes:

- Minimum requirement for play areas changed to active spaces, which may include play areas, fitness stations, spraygrounds, sports courts, or similar facilities. Active space facilities were selected based on their potential for active play and appeal to a variety of users, as well as roughly similar costs. For example, community garden plots or off-leash dog areas are not recommended as an option to satisfy the active space requirement because development costs are relatively low and could create an incentive to over-develop these types of facilities relative to others with higher costs.
- Design standards for play areas and play area surfacing moved to the additional features section.
- Footnote added for standard furnishings to reference the memorial donation policy and explain that memorial donations would be allowed in parks to satisfy furnishings requirements and would be exempt from standard models. In practice, the memorial

policy will specify which furnishing models are acceptable for dedication and may reference the same or complementary furnishings as the standard models for parks, but there will be flexibility for the memorial policy and particularly custom donations to use distinct furnishings.

RECOMMENDED ACTION OR MOTION:

Staff recommends that Parks Board recommend approval of the neighborhood park design standards for Council consideration using the following motion:

“I move to approve the Neighborhood Park Design Standards as proposed and forward them to City Council.”

STAFF CONTACT:

Elizabeth Decker, 503-705-3806, edecker@jetplanning.net

ATTACHMENTS:

Attachment 1 – Proposed Neighborhood Parks Design Standards

Parks Plan Appendix A2: Design Criteria for Neighborhood Park

Neighborhood parks are the primary building block of the City's planned park system, providing the most convenient access to parks for families with opportunities to play and gather. Development of these parks, whether by developers or the City, should be planned to meet a broad range of community needs. The guiding principles for park design are to provide a variety of features and experiences accessible to all, promote creativity within a safe space for play and relaxation, and reduce long-term maintenance costs and vandalism.

The following criteria are intended to shape neighborhood park development with a mixture of specific requirements and optional elements to provide flexibility. All parks should be designed with the overarching design criteria in mind, and must incorporate the minimum design features. Additional design features should be incorporated based on site-specific opportunities to create distinct parks that contribute to the broader City parks system.

General Design Criteria

Criteria	Considerations
Variety	Individual parks should provide a variety of experiences to satisfy users of all ages. Creative and unique park features are encouraged. Individual parks should be designed within the context of other park and recreation facilities city-wide to provide additional opportunities distinct from existing facilities, so that together the City park system provides a full range of recreation opportunities.
Context sensitive	Develop parks in relation to needs of users within ½ mile of the park, including anticipated demographics and housing unit types over the long term. Park design should incorporate features like substantial vegetation, waterways, and rolling topography. Develop parks to provide continuity between parks and natural amenities such as critical areas, open spaces, and stormwater facilities.
Accessibility	Design parks to comply with Final Guidelines for Outdoor Developed Areas, United States Access Board. Design individual features to meet Americans with Disability Act (ADA) requirements. Promote spirit of inclusivity for persons of all abilities.
Safety	Design parks to comply with Handbook for Public Playground Safety, Consumer Product Safety Commission. Play equipment and surfacing must meet ASTM and National Playground Safety Institute standards. Design parks to provide clear lines of sight and incorporate other Crime Prevention Through Environmental Design (CPTED) guidelines.
Maintenance needs	Select materials and features with low-maintenance needs, such as metal or recycled plastic in place of wood.

Criteria	Considerations
	Configure fields and placement of amenities to allow access by maintenance vehicles including mowers. Select and install standard furnishings models for items such as benches, trash receptacles and picnic tables to simplify long-term maintenance and repairs. Design features that are resistant to vandalism.

Minimum Design Features

Criteria	Description & Requirements
Frontage improvements	Develop park frontage along public streets with full frontage improvements, including sidewalk and on-street parking that meets requirements of City Engineering Standards.
Entrances & connections	Provide a main entrance to the park along the primary street frontage that includes an identifying sign, paved pathway connection to sidewalk, and curb ramp onto adjacent street for ADA and bicycle access. Provide secondary entrances along any secondary street frontages or a second entrance along the primary frontage if the frontage is greater than 300 feet long. Provide direct connections between trail segments and internal park pathways.
Signage	Provide entryway signage at each park entrance identifying the park and rules signage, including hours of operation, at high-traffic points and/or near amenities covered by the rules. All signage must comply with sign standards for parks. Only commercial signs complying with city park sponsorship policies are permitted in parks.
Internal pedestrian paths	Develop primary and secondary pathway systems through the park. The primary pathway system must: • Connect all entrances to the main park features, such as play areas and sports facilities. Depending on park configuration, a loop option is preferred. • Be paved and meet ADA standards for access, including maximum slopes and cross-slopes. • Be a minimum of 6 feet wide, 8 feet preferred. • Connect to any trail segments that access the park. The secondary pathway system must: • Provide alternative routes through the park to explore additional features. • Be constructed of alternative materials such as gravel to

Criteria	Description & Requirements
	provide a lower-impact, more natural feel. • Be a minimum of 4 feet wide.
Water fountains	Provide a minimum of one water fountain at a central location such as play areas or sport courts, and additional water fountains at locations with high pedestrian traffic such as trail connections, park entrances or sports fields. Select standard water fountain equipment and design water connection to meet City Engineering Standards.¹
Benches	Provide a minimum of two benches at areas of high demand such as along primary pathways or near play areas and sport courts. Additional benches may be required depending on demand. Locate at least one bench in a shaded area facing the play area to provide a convenient location for caregivers to observe the play area. At least one of the required benches must be ADA compliant. Select standard bench equipment and install consistent with City Engineering Standards. Any alternative bench models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation.¹
Picnic tables	Provide a minimum of two picnic tables. Picnic tables should be sited within 100 feet of a trash receptacle. At least one of the required picnic tables must be ADA compliant, and be accessible via an ADA compliant route. Select standard picnic tables and install consistent with City Engineering Standards. Any alternative picnic table models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation.¹
Bike racks	Provide bike racks with capacity for a minimum of four bikes. Locate bike racks at areas of high demand such as along primary pathways, trail intersections, or near play areas and sport courts. Additional bike racks may be required depending on demand. Select standard bike racks and install consistent with City Engineering Standards.¹ Any alternative bike rack models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation. Wave-style racks are prohibited.
Trash receptacles	Provide a minimum of one trash receptacle and dog waste disposal station at areas of high demand such as near picnic tables and benches or near play areas and sport courts. Select standard trash receptacles and install consistent with City

Criteria	Description & Requirements
	Engineering Standards. Any alternative trash receptacle models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation. ¹
Lighting	Provide lighting at main entrances, along primary pathways, and main features. Lighting must be designed at an appropriate scale for park users and to minimize impacts to neighboring properties. All lighting shall use LED technology or equivalent. Lighting shall be fully shielded, aimed downwards, and prevent light trespass, in full compliance with standards in RDC 18.715.
Active space	Provide a minimum of 4,000 SF active space. Active space may be comprised of one or a combination of the following features, as described below in the additional design features: play areas, sport fields, sport courts, fitness stations, mountain bike pump tracks, skate parks, spraygrounds, or other equivalent features as approved by the Public Works Director. Active spaces for individual parks should provide opportunities for users of various ages, and should be selected based on anticipated long-term neighborhood needs as well as citywide needs. While an individual park may not encompass opportunities for every age group, spaces should be designed in relation to available facilities at nearby parks to ensure that the broader network of parks provides opportunities for all ages and types of users.
Open turf area	Provide a minimum 10,000 SF open turf area for unstructured play in a rectangular configuration with no dimension less than 50 feet. Area must be level with maximum slope of 2%. Turf area must be planted with grass and irrigated.
Landscaping	Install at least two shade trees near the play area, selecting species from the City's approved tree list. Provide landscape buffer screening between park and any adjacent residential lots.

¹ In addition to standard furnishing models identified in the City Engineering Standards, parks may incorporate memorial donations as furnishings consistent with the City's adopted policies for memorial donations.

Additional Design Features

Criteria	Description & Requirements
Restroom	Restrooms must incorporate toilets, water faucets, stall doors, hand air dryers, sinks, trash receptacles, lights and ventilation system. Because of additional maintenance needs, all restrooms must be approved by the Public Works Director.

Criteria	Description & Requirements
Off-street parking area	Must be ADA compliant, including pathway to access restroom. Paved off-street parking area, to meet standards in RDC 18.720 for dimensions and design. No minimum or maximum number of spaces required. Parking areas and driveways should be located to minimize conflicts with park users, by locating parking areas around the perimeter of the park. However, parking areas should not dominate the street frontage and reduce visibility of the park itself. Off-street parking is not required for neighborhood parks, but may be appropriate for sites with popular amenities such as an off-leash dog area or sports fields, or parks that offer connections to the trail system.
Picnic shelter	Covered picnic area with minimum 400 SF area with picnic tables and optional cooking facilities such as barbeques. Must incorporate trash receptacles. If provided, picnic tables included at the shelter may meet requirement for minimum picnic tables in park.
Play areas	Minimum total size of 4,000 SF, which may be divided into multiple play areas on the site. Play equipment shall meet ASTM and Consumer Product Safety Commission standards. Play equipment shall be composed of high-quality, durable materials designed to be vandal-resistant such as recycled plastics and powder-coated metals. Untreated metal and wood equipment are not permitted. Select equipment designed for toddlers through elementary school-aged children, and provide for a variety of opportunities to appeal to children of all ages, such as crawling, pulling/pushing, balancing, swinging, climbing, spinning, sliding, and imaginative play opportunities. When two or more play areas are provided on one site, provide distinct separation between preschool-age play areas (2-5 years) and school-age play areas (5-12 years) using pathways, seating areas or landscaped buffers. Post signage designating age levels and rules of use. Play areas shall be accessible via ADA-compliant routes and play equipment shall be ADA compliant. Play area shall be centrally located to ensure visibility and ease of access from other locations within the park. Provide for visibility of play area from primary street frontage. Locate play area a minimum of 50 feet in all directions from hazards such as streets, parking lots, bike paths, barbeques, and tripping hazards. If play areas are located closer than 50 feet from streets, enclose play area within 3 to 4-foot tall non-sight obscuring

Criteria	Description & Requirements
Play area surfacing	fence with gate. If play areas are provided, incorporate surfacing that meets ASTM and National Playground Safety Institute Standards. Poured-in-place rubberized safety surfacing, loose rubber fill, interlocking rubber pavers or engineered wood fiber are preferred materials, and pea gravel and sand are not permitted. Enclose play areas with a minimum 4-foot-wide concrete sidewalk with sunken play area providing adequate depth for surfacing materials. Surfacing shall be well drained with an adequate subgrade. Surfacing is ADA compliant.
Sport field	Fields meeting minimum dimensions for youth soccer, lacrosse, T-ball, baseball and/or softball, or similar sports suitable for practices. Not intended as competition sites. If provided, may substitute in part or full for required open turf area.
Off-leash dog area	Open area with minimum 25,000 SF size for exercising dogs off leash. Separate spaces for small and large dog areas are recommended if space allows. Site should be general level with slopes no greater than 5% with good drainage. Area must be enclosed with a minimum 4-foot tall fence including a double-entry gate, and rules including hours of use must be posted at gate entrance. Off-leash areas should be surfaced with pervious surfaces such as grass or splinter-less wood chips. Off-leash areas should not be located adjacent to residential properties to minimize noise impacts. Must incorporate a dog waste disposal station and water fountain to provide drinking water for humans and dogs.
Sport court	Smooth-surfaced area for sports, such as half or full-court basketball, tennis, handball, or similar activities. Court should be level with adequate drainage system. Courts should be finished with markings and equipment such as backboards and nets appropriate for intended sport. May be covered.
Alternative recreation court	Provide facility for alternative sports such as bocce ball, horseshoes, lawn bowling, etc.
Fitness stations	Apparatuses for fitness use such as pull-up bars or balance beams, primarily intended for teen and adult park users. Collocate several apparatuses together to increase their utility, such as along a fitness

Criteria	Description & Requirements
Disc golf course	path with multiple stations. Design a course with a minimum nine holes including tee pads, tee signs and baskets. Select heavy-duty baskets intended for extended outdoor use. Include signage with course layout and applicable course rules. Design course with sufficient buffers from active areas within park such as pedestrian pathways and play areas to minimize potential conflicts between flying discs and park users.
Mountain bike pump track	Mountain bike course for riders with features to practice basic skills of mountain biking such as pumps, rollers, berms and jumps. Provide tracks and features suitable for a range of abilities. Develop long-term maintenance plan with local volunteer groups and the Public Works Department to ensure specialized facility can be maintained, to be approved by the Public Works Director.
Skate park	Dedicated areas and features for skateboarders such as bowls, halfpipes, rails, and ramps. Permanent, cast-in-place concrete features are strongly preferred, and prefabricated components may only be used with approval of Public Works Director for specialized applications with an approved long-term maintenance and replacement plan. Install benches and trash receptacles around the perimeter of the skate park.
Community garden plots	Minimum size of 10 plots. Garden area should be relatively flat, have good solar access, drain well, and have good quality soil. Minimum required amenities should include hose bib(s), yard debris collection area, and equipment storage area for common use. Yard debris and storage areas shall be screened from view of other park users and adjacent properties. Install 4-foot tall, non-sight-obscuring fence with gate around garden perimeter. Post rules for usage at garden entrance, including hours of operation.
Ornamental gardens	Special landscaping areas within park with a particular focus such as a rose garden, pollinator garden, or native garden. Provide pedestrian pathways and benches within the garden for access. Work with Public Works Director on plant selection and long-term maintenance plans prior to installation.
Natural amenities and interpretive signage	Dedicated areas for observing or interacting with natural features such as wetlands, streams, significant views, and wildlife areas including bird watching opportunities with educational signage.

Criteria	Description & Requirements
Water feature	Active water features may include fountains or spraygrounds that provide opportunities to play in the water. Spraygrounds should be a minimum of 2,000 SF with a variety of features for a range of ages. Interchangeable parts are encouraged for future flexibility. Locate spraygrounds near play areas for continuity of play. Incorporate benches, picnic tables and shade into the sprayground perimeter for caregivers. Passive amenities may include ponds or streams designed as a visual focal point. Stormwater facilities may be developed into water features if designed to provide aesthetic and functional benefits.
Public art	Incorporate sculpture, murals, and other public art. Art should be durable and designed to weather the elements with low maintenance needs.
Additional features	Additional amenities for passive and active recreation are encouraged, to be approved by the Public Works Director.

Additional Resources

- Consultant's Guide to Park Design and Development; Park and Recreation Department, City of San Diego, CA.
- Design Standards for Park and Trail Development (Specifications); Park and Recreation Department, City of Bellingham, WA.
- Final Guidelines for Outdoor Developed Areas; United States Access Board.
- Handbook for Public Playground Safety; Consumer Product Safety Commission.