

City of Buckley

Citizens Advisory Commission

Monday, August 18 5:30PM
Buckley Multi-Purpose Center



Zoom Link:

<https://us02web.zoom.us/j/82046244610?pwd=7allbBxXZ2uMfajluAdqi5TFptfD9w.1>

Meeting ID: 838 5763 8413

Passcode: 032293

AGENDA:

Call to order

Roll Call

Approval of Agenda

Staff Reports:

Final Update on Doc Tait Pavillion Erin

Miller Park Planning Update Erin

Beautify Buckley Update Erin

New Business:

Park Enhancement Application (Bench) Informational

Wayfinding Discussion

Commissioner Comments:

Adjournment:

Upcoming Meetings:

September 15, 2025

October 20, 2025



Doc Tait Pavilion – Final Project Update

Overview

The Doc Tait Pavilion is now officially open, made possible through strong partnerships between the City, Foothills Rails to Trails Coalition, and community members. The project represents a collaborative effort that has enhanced our park space and trailhead significantly.

The pavilion's opening was celebrated with strong community participation, drawing over 100 attendees, including residents, partner organizations, and City representatives. The event highlighted the history of the development of the trail, the strength of local partnerships, and the value of creating welcoming public spaces.

Signage Revisions

Several adjustments to signage are underway to ensure accuracy and improve the visitor experience:

- Printing errors identified in select signs, attributed to both the installers and the design team will be corrected.
 - Flora and fauna displays will be relocated to the “Welcome to Buckley” wayfinding area.
 - A cultural resources panel is planned to accompany the flora and fauna information.
 - Tribal history will be installed adjacent to Buckley history when complete.

Maintenance and Cost Efficiencies

To reduce long-term maintenance costs, minor modifications were made to the original design. The City will receive all donor wall design files, enabling future updates to be completed locally. All signs are covered under a one-year warranty, and warranty claims are already in progress to address identified issues.

Upcoming Additions

Enhancements to the pavilion and surrounding amenities are ongoing:

- A bike rack has been ordered and will be installed upon delivery.
- Movable picnic tables are planned to provide flexible seating for events and public use.





TO: Citizens Advisory Commission
FROM: Erin Snodgrass, Parks & Recreation Director
DATE: August 18, 2025
SUBJECT: Miller Park Grant Award Update

Since our last update, the Miller Park project award has increased from just over \$488,000 to **\$495,000**, with a City match requirement of **\$23,350**. Funding comes from the Washington State Recreation and Conservation Office's Community Outdoor Athletic Facilities (COFA) program, which supports the development of athletic amenities such as courts, fields, and related infrastructure.

We will now move forward under a single COFA grant rather than two separate programs, streamlining administration and reducing backend workload.

Scope Included:

- Tennis court lined for four pickleball courts
- Grass volleyball court
- Lighting for extended park use
- Public restroom

Cost Efficiency Opportunities

As development progresses, we are exploring ways to reduce overall costs and accelerate future phases. One option under review is pre-purchasing playground equipment by the end of this year through a separate grant award. This could result in savings in the range of \$200,000 and allow us to move forward with the playground stage sooner and more efficiently, especially since no grants are currently tied to that portion of the park's development.

Moving to Contract

We have started the grant contracting process for the COFA award, it will be taken directly to council when ready and will begin the required Cultural Resources Review after execution. A fuller project timeline and next steps will be shared at the September meeting.



TO: Citizens Advisory Commission
FROM: Erin Snodgrass, Parks & Recreation Director
DATE: August 18, 2025
SUBJECT: Beautify Buckley 2025 – Planning Update

Event Overview

Beautify Buckley 2025 is scheduled for Saturday, September 13, 2025. This year, the event will take a slightly different approach to community engagement. Due to not receiving anticipated grant funding, we are shifting toward a more community-led model, focusing on making the day more than just a work party for the parks but a day for the community to be united in service for all types of organizations and places citywide.

Community Engagement Approach

- Local organizations, schools, churches, and community groups are being encouraged to take the lead on meaningful improvement projects they would like to see completed in Buckley.
- Staff began reaching out last month to invite organizations to participate and submit project ideas.
- The City will support volunteers in helping to coordinate these organization-led projects, helping to maximize impact and celebrate ongoing community service.
- The Youth Center and Senior Center will still likely host volunteer work sites, ensuring these important community spaces continue to benefit from the event.

Event Day Flow

- We are hopeful that the morning will begin with a welcoming unity celebration, bringing everyone together before they are sent to their volunteer project sites.
- Following the celebration, volunteers will head to their assigned locations to complete projects led by local organizations.

Timeline and Coordination

- Organizations have been invited to submit project proposals via an online Beautify Buckley Project Submission Form, due August 30, 2025.
- The City will coordinate volunteer support and provide logistical assistance where needed.



PARK ENHANCEMENT

Introduction & Overview

Introduction:

The City of Buckley welcomes donations and enhancement proposals that improve our parks, programs, and facilities. This application serves as the first step in the process for individuals, organizations, and businesses to propose an enhancement project. Enhancements include, but are not limited to, benches, plantings, public art, structures, and monetary donations.

Enhancement Process Overview:

1. **Complete Application:** Complete and submit this Enhancement Request Form.
2. **Initial Review:** For all projects (excluding benches and donations solicited by the City), staff will review the proposal for feasibility, environmental impact, and alignment with City objectives.
3. **Staff Review & Next Steps:** Staff will contact the applicant to outline next steps, which may include:
 - a. Presentation to the Citizens Advisory Commission for review and recommendation.
 - b. Drafting of a Maintenance Agreement, Sponsorship Agreement, or Memorandum of Understanding (if required).
 - As stated in the Enhancements Program Policy, the City is not responsible for any costs related to privately initiated park enhancements.
 - The applicant is responsible for all costs associated with drafting required agreements, including legal or administrative fees.
 - c. **Presentation to the City Council** (if required). If the enhancement is not compliant with the adopted PROS Plan or requires a separate agreement, City Council approval is necessary.
4. **Final Approval & Agreement:** Upon approval, the applicant will receive a project timeline and any required agreements.
5. **Implementation & Completion:** Enhancements are installed and maintained per City policies.
 - The applicant is responsible for all installation, maintenance, and associated fees unless otherwise agreed upon.
 - The City reserves the right to remove or modify enhancements that become unserviceable or are not maintained as agreed.

For details on the policies governing enhancements, including guidelines and requirements, please refer to the City of Buckley Parks & Recreation Enhancements Policy.



PARK ENHANCEMENT

Permit Application

Date Submitted: 8/14

Applicant Information:

Name: Jill Sulkosky Organization (if applicable): Jason Sulkosky Foundation

Phone Number: 253 335 0831 Email: Sulkoskyjill@gmail.com

Additional Project Contact (if applicable): —

Organization (if applicable): —

Phone Number: — Email: —

Type of Enhancement (select one):

☒ Bench (Commemorative? ☒ Yes ☐ No)

If commemorative, describe how it relates to the local community: —

Jason Sulkosky Foundation gives back to Schools & Community. JS lived in Buckley since 1999 & he loved this place - the outdoors, the river & we walked this path continually before he passed away.

Once installed, the bench will be maintained by the City of Buckley for 10 years. Beyond 10 years, the bench will be maintained until unserviceable.

A replacement opportunity at the end of 10 year, or when unserviceable, will be first offered to the existing donor on record. If the existing donor chooses not to extend the donation, the City will attempt to mail the plaque to the original donor.

☐ Arboreal (Type of plant: —)

Number of plants: —

Reason for donation: —

☐ Permanent Structure/Project (Non-bench)

Description of proposed item(s): —

Materials proposed (if applicable): —

Installation (include labor hours and qualified personnel): —

Please include any images or additional information attached to the application

Project Information:

Preferred Location: next to the WK Bridge, on the Buckley side
Plaque, if applicable, text: "Take a Sit-Enjoy this moment"
Jasm Salkosky Foundation

I will come up
w/ something
different

Does the project require ongoing maintenance? ☐ Yes ☐ No

What City resources or staff assistance will be needed for the project? _____

Any other information you would like to share about this request? _____

Fees:

☒ Bench (estimated \$3,500)- includes purchase of bench, delivery costs, sales tax, concrete (if applicable), installation fees, recognition plaque and administrative costs (12% of total costs) to cover maintenance for the life of the donation. The City will invoice for all associated costs.

☐ All other Donations: Per the enhancement policy approved enhancements become the property of the City, but any associated costs (labor, materials, or maintenance) must be addressed by the applicant through a maintenance agreement, sponsorship agreement, or Memorandum of Understanding (MOU).

Certification:

I certify that the information provided in this application is accurate and complete. I agree to abide by all applicable City of Buckley regulations and understand that any modifications to the approved enhancement require prior authorization from the City.

Signature of Applicant: [Signature] Date: 5/14/25

Signature of Property Owner (if applicable): _____ Date: _____

For Official Use Only:

Application Status: ☐ Approved ☐ Denied

Comments/Conditions of Approval: _____

Location of Installation: _____

City Administrator or Designee: _____ Date: _____

Supplemental Worksheet for all Proposed Permanent Structures/ Projects (excluding benches)

1. Provide a scaled, color illustration and/or plans of the proposed structure/project.
2. Describe the concept, materials, and significance of the structure. _____

3. Is this project or donation part of a program or requirement to fulfill service hours (e.g., school, organization, or community project)? If yes, please provide details about the program or requirement, including any deadlines or specific criteria.

4. How does the proposed project align with the Buckley Parks and Open Space plan?
☐ Beautification ☐ Commemorative of Individual/Family ☐ Community Service
☐ Commemorative of Historical Event/Veterans ☐ Promote Tourism ☐ Other _____
5. Provide a written explanation of the estimated life expectancy for the materials used. _____

6. Will the structure include lighting? ☐ Yes ☐ No, If yes, please describe lighting type and proposed installation: _____

7. Will the structure contain any electrical or mechanical components? ☐ Yes ☐ No
8. Describe how the structure will be maintained and who will be responsible for maintenance. _____

9. Required Permits (if known/ applicable): _____

Required Documents:

- ☐ Complete Application ☐ Complete list of contractors/partners if applicable ☐ Proposed Maintenance plan
☐ Scaled color illustration of structure/project ☐ Applicable fees (per City Fee Schedule)

[Benches \[/products/benches\]](/products/benches/) > [Contour Bench Swing](#)





TO: Citizens Advisory Commission
FROM: Erin Snodgrass, Parks & Recreation Director
DATE: August 18, 2025
SUBJECT: Wayfinding Planning

Purpose:

We are beginning the process of scoping a Wayfinding Plan that will guide location, trail, and street-side signage design and placement. This memo outlines discussion points to help us identify needs, preferences, and partners, so we can develop budget options and a potential RFP.

Discussion Questions:

1. **Locations & Priorities**
 - Key sites, districts, or landmarks for signage.
 - Priority corridors or trail connections.
2. **Types of Wayfinding**
 - Street-side (vehicular and pedestrian).
 - Trail and park system.
 - Facility or district identification.
3. **Design Preferences**
 - Examples or styles you like.
 - Elements you do not like or want to avoid.
4. **Partners & Stakeholders**
 - Other groups that should be involved in the planning or who may already be doing similar work.

Next Steps:

- Compile input from this discussion.
- Develop project scope, phasing options and budget ranges.
- Identify funding sources and prepare for possible RFP release.