

City of Buckley

Citizens Advisory Commission

Monday, October 27 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

Approval of Aug Meeting Minutes

Staff Reports:

Miller Park Planning Update
Youth Center Annual Report

Erin
YC Staff

Old Business:

Wayfinding
Certified Local Government (CLG) Action Plan

Update
Erin

New Business:

2026 Work Plan
2026 Meeting Schedule
BMC 2.99 Review

Commissioner Comments:

Adjournment:

Upcoming Meetings:

December 15



To: Citizens Advisory Commission

From: Erin Snodgrass, Parks and Recreation Director

Date: October 16, 2025

Subject: Miller Park Project Update

Overview

The long-envisioned development of Miller Park, on property first obtained by the City in 2000, is finally moving toward reality. After years of planning and community input, the project is now advancing through two funded phases that will bring much-needed recreation amenities and public space to our community.

Phase One: Courts, Restroom, and Site Improvements

The City is currently under contract with the Washington State Recreation and Conservation Office (RCO) through the Community Outdoor Athletic Facilities (COAF) program for Phase One of the Miller Park project.

- Grant Award: \$495,000
- Local Match: \$23,238.00

Phase One includes the construction of lit tennis and pickleball courts, a public restroom, and softscape and hardscape improvements that will establish the foundation for future phases of the park.

Phase Two: Playground, Picnic Areas, and Open Space

Recently, the City was notified that due to adjustments in other project awards, Miller Park has been moved into the qualifying group for the RCO Local Parks Grant Program, an application submitted in the previous funding cycle. This designation brings \$500,000 in grant funding for Phase Two of the project.

- Grant Award: \$500,000
- Local Match: \$1,122,354

Phase Two will include the expansive playground, picnic shelters, walking loop, open lawn, and landscaping, completing the park's central recreation and community gathering areas.

Staff are currently awaiting the official contract for Phase Two and are working to align both phases to streamline construction and reduce overall project costs while keeping the funding sources separate for reporting and compliance purposes.

Next Steps

We are awaiting updates on the cultural resources review process, which must be completed before construction can begin. Staff are also developing a funding plan to meet the Phase Two match requirement, with park impact fees identified as one of the primary funding sources.

The goal is to fully open Miller Park by 2027. Once the Phase Two contract is finalized and the cultural review is complete, staff will provide a detailed construction timeline and regular progress updates.

Attachments:

- Initial Site Plan
- Example Playground Design

L:\BUCKLEY\23226 Bevlo Street Improvements\Miller Park\Figures\X_PROBASE_PARK.dwg, 3/7/2024 9:55 AM, TANNER REYNOLDS



Gray & Osborne, Inc.
CONSULTING ENGINEERS
3813 DOWNSIDE DRIVE, SUITE 207
SEASIDE, CALIFORNIA 92083-1444
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DAVID L. STAFFORD
STATE OF WASHINGTON
REGISTERED PROFESSIONAL ENGINEER
30781

CITY OF BUCKLEY
BEVLO STREET IMPROVEMENTS
SE 1/4 SECTION 03 TOWNSHIP 19 RANGE 6 E, WM

No.	DATE	REVISION
ISSUED FOR:		
ISSUE DATE: DECEMBER 2023		
APPROVED BY: TLS		
CHECKED BY: TLS		
DRAWN BY: TRG		
DESIGNER: YBP		
G & O JOB NO.: 23226.00		
FILE: X_PROBASE_PARK.DWG		

TWO INCHES AT FULL SCALE.
IF NOT, SCALE ACCORDINGLY

GENERAL

DRAWING: OF: **22**

**Miller Park Playground-Project 110928-01-Opt 3
Buckley, WA**



Miller Park Playground-Project 110928-01-Opt 3
Buckley, WA



Miller Park Playground-Project 110928-01-Opt 3
Buckley, WA





Buckley Youth Center

Annual Report

October 2025

Mission Statement

The mission of Buckley Youth Center (BYC) is to provide a place where all youth are welcome to be seen, heard, involved, and grow through connection to their peers, community and with caring adults.

What we do:

The Youth Center continues to offer a free, safe, and welcoming space for teens after school, with daily drop-in hours until 6 p.m. on school days. The program provides a consistent place for youth to connect, play games, do art, and participate in activities under staff supervision, all within a welcoming open-door environment. A hot filling snack is served daily, ensuring every participant has access to nutritious food after school. Once a month, the center hosts a special *Late Night Friday* event featuring extended hours and themed activities that draw strong attendance. On non-school weekdays the center is open for afternoon to early evening hours to provide connection and support to our youth. Our program focuses on mental health support, substance use prevention, and increasing access to a range of vital services.

Attendance and Participation

- **Total Visits:**

- January to September 2025: 6728
- 2024-2025 school year: 7473
- 2025 school year so far: 1463 (as of 10/10/2025)

- **Unique Youth Served:**

- January to September 2025: 540
- 2024-2025 school year: 496
- 2025 school year so far: 243 (as of 10/10/2025)

- **City vs. County Residency:**

This data helps us continue receiving direct funding support from Pierce County. During the 2023–2025 grant cycle, we were awarded \$116,000 through the Youth Violence Prevention program.

- **44%** are City of Buckley Residents
- **56%** Unincorporated Pierce County

- **Daily Averages:**

- Average daily for 2024-25 School Year: 40.17 a day
- Summer 2025: 19.75

- **Who Are the Participants?**

- 75% are Middle School Aged
- 40% Female 59% Male 1% Non-Binary/Prefer not to answer

- 176 youth self-reported they received free or reduced school lunch

Staffing and Support

- Two permanent part-time staff manage daily operations. (1 30hr per week & 1 18hr per week)
- 15 hours per week of additional part-time, non-permanent, grant-funded staff help maintain safe adult-to-youth ratios
- One mental health master's intern from *Satya Counseling* provides support and resources for youth
- Three long-term, dedicated weekly volunteers assist with programs and mentorship
- Supervised by the Parks and Recreation Director

Partnerships

The Youth Center benefits from and works with a wide range of partners to help support our mission and improve access to information, nutrition, and opportunities.

- **Buckley Library**- Onsite programing and reading support.
- **Dave Morrel, District 1 County** Councilmember – Direct allocations that bring more funding to help support increased needs in staff hours do to high volume of participants.
- **Good Roots NW** – Budgeted allocation for food at the drop-in program
- **Local Business** – Wallys, Scoops, & Big Foot donating to provide reward give-a-ways.
- **Mother 2 Many** – Weekly donations of chicken and other snack supplies
- **Pierce County Environmental Educators** – Environmental education and gardening programing
- **Pierce County Health Department** – Funding for specialty prevention programs and staffing costs.
- **Rebecca's Odd Fellows** – Donate food and other supplies on a regular basis to support operations.
- **Satya Counseling & Wellness** – Master's Level Counseling Intern onsite for group programing weekly.
- **Wear It For Barrett** - Helmet promotion, donations and education.

Funding and Resources

- **Youth Violence Prevention**
 - 2023-2025 Cycle we received \$116,000 in allocations both directly through the grant program and through additional allocations from the county council.
- **Tacoma Pierce County Health Department**
 - Small grant programs ranging from 5,000 to 15,000 to support programming and substance use reduction and prevention programs.
- **White River Hometown Grants**
 - Support for the late-night program & Friendsgiving.

- **Donations**
 - We receive donations on very regular basis from many partners to help keep our cupboards full and youth fed. Estimated value of food donations in 2025 currently exceeds 5,000.

Looking Ahead: Upcoming Programs & Goals

- **Goals and Strategic Priorities**
 - Sustain high daily attendance
 - Continuing partnerships for mental health and substance reduction programs
 - Provide ongoing staff training to expand support and skills
 - Diversify external funding streams
 - Strengthening partnerships to create meaningful and engaging programming
 - Maintain safe staffing ratios
 - Stay open during high-risk hours
 - Keep the surrounding park space teen-welcoming and safe
- **Planned Special Programs:**
 - TPCHD Grant: Training for staff on Not On Tobacco Youth Cessation Facilitator Training. For weekly programming to support those youth struggling with substance use.
 - Friendsgiving: Annual thanksgiving dinner for the youth with all the fixings. Supported by our partners and the community.
 - Monthly Teen Late Nights: October – Harvest Party
 - Party at the Park: Last day of school celebration.
- **Facility:**
 - Simple in-house fix to the rafters air flow improved the functionality of the HVAC system.
 - Stove was replaced in fall of 2024
 - Need for additional deep freezer
 - Flooring nearing end of life.

Summary & Closing:

The Buckley Youth Center continues to be a welcoming and important place for young people in our community. Every day we see the positive impact of providing a safe space where teens can relax, connect, and find support. The center's growth and success are a reflection of the care and commitment shared by our staff, volunteers, and community partners who all play a role in helping youth feel valued and supported. The program was built on a strong community foundation and a shared vision for recreation services that meet the unique needs of teens. That vision and support have shaped the Youth Center into what it is today.

With the continued support from City of Buckley leaders, Pierce County, the Tacoma-Pierce County Health Department, local businesses, and many community members, we can provide

meaningful programs that promote health, connection, and opportunity. Together, we are building a stronger foundation for our youth and for the future of Buckley.

As we look ahead, we remain committed to keeping the Youth Center a free and accessible place for all youth in the Buckley and White River Community.



To: Citizens Advisory Commission

From: Erin Snodgrass, Parks and Recreation Director

Date: October 16, 2025

Subject: Steps to obtain CLG

Overview:

The Certified Local Government (CLG) program, administered by the Washington State Department of Archaeology and Historic Preservation (DAHP), provides structure, technical support, and access to grant funding for communities working to identify and protect historic resources.

The Citizen's Advisory Commission identified CLG certification as a priority goal in its inception. Progress was temporarily delayed while awaiting completion of the City's Comprehensive Plan to have the zoning map current and adopted. With those efforts now adopted, the City is ready to move forward with the steps required to achieve CLG certification within the next year.

Below is a summarized review of two of the major steps the commission will need to take, along with action plans items and proposed timelines for the Commission to work to finalize Buckley gaining CLG status.

Commission's Steps & Action Plan:

Step 1: Adopt Local Historic Preservation Ordinance

Requirement: Ordinance establishing the Historic Preservation Review Commission and any other ordinances or local laws related to historic preservation.

Action Plan:

- Review and finalize the attached draft ordinance.
- Present to City Council for adoption by early 2026.

Step 2: Develop Administrative Rules and Procedures

Requirement: Adopt local laws, bylaws, or administrative rules that govern the nomination and development review process, including public notice and participation.

Action Plan:

- Draft administrative procedures and bylaws by mid-2026 in coordination with DAHP staff.
- Include public notice and owner notification processes consistent with state guidelines.
- Adopt rules following Council approval of the ordinance.

Timeline:

- **Q1 2026:** Adopt Historic Preservation Ordinance
- **Q2–Q3 2026:** Develop administrative rules
- **Q4 2026:** Complete survey documentation and submit final CLG application to DAHP

Attachments:

- Draft Ordinance

ORDINANCE NO. [INSERT NUMBER]

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, ESTABLISHING A HISTORIC PRESERVATION PROGRAM AND CREATING A HISTORIC PRESERVATION COMMISSION

WHEREAS, the City of Buckley recognizes the importance of preserving and protecting its historic resources for future generations; and

WHEREAS, the City seeks to establish a formal historic preservation program to ensure these resources are identified, preserved, and protected in an orderly and systematic manner;

NOW, THEREFORE, the City Council of the City of Buckley does ordain as follows:

Section 1. Purpose

The purpose of this ordinance is to create a framework for identifying, protecting, and enhancing historic properties within the City of Buckley. This ordinance establishes policies and procedures to promote the preservation of historic sites, structures, and districts, which are valuable for their cultural, aesthetic, and historical significance.

Section 2. Definitions

The following words and terms shall, when used in this chapter, be defined as follows unless a different meaning clearly appears from the context:

"Alteration" means any construction, demolition, removal, modification, excavation, restoration, or remodeling of a landmark.

"Building" means a structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure. It may also refer to a historically related complex, such as a courthouse and jail or a house and barn.

"Certificate of Appropriateness" means written authorization issued by the Citizens Advisory Commission or its designee permitting an alteration to a significant feature of a designated landmark.

"Community Landmark" means a historic resource designated by the City that may be altered or changed without application for or approval of a Certificate of Appropriateness.

"District" means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetics.

"Historic Preservation Commission" refers to the body designated to oversee the City's historic preservation program and recommend the designation of properties and districts for historic preservation.

"Historic Resource" means a district, site, building, structure, or object significant in local, state, or national history, architecture, archaeology, and/or culture.

"Landmark" means a historic resource designated as a landmark pursuant to this ordinance.

"Nomination" means a proposal that a historic resource be designated a landmark.

"Site" means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing or vanished, where the location itself maintains historical value.

"Structure" means any functional construction in addition to a building.

Section 3. Historic Preservation Program Established

The City of Buckley hereby establishes a historic preservation program that will identify and protect historic properties within the city, foster civic pride in the accomplishments of the past, and promote the conservation of Buckley's historic resources for future generations.

Section 4. Designation of the Citizens Advisory Commission as the Historic Preservation Committee

Pursuant to Buckley Municipal Code Chapter 2.50, the City's **Citizens Advisory Commission** shall be designated as the **Historic Preservation Committee**. The Commission shall have the authority to act on matters related to the identification, evaluation, and designation of historic properties and districts within the City of Buckley.

The Commission's responsibilities include:

1. **Reviewing and recommending properties** for designation as local historic landmarks.
2. **Reviewing applications** for alterations or modifications to historic properties.
3. **Advising the City Council** on matters of historic preservation and ensuring compliance with preservation laws.
4. **Recommending Community Designations** for properties of local significance, which are exempt from strict preservation requirements.

Section 5. Historic Property Designation Procedure

1: Procedures set forth may be used to amend existing designations or to terminate an existing designation based on changes which affect the applicability of the criteria for designation.

1: Nomination Process

- A. Any individual, organization, or City department may nominate a property or district for designation by submitting an official nomination form to the Historic Preservation Committee.
- B. **Nomination Review:** The Historic Preservation Officer will review the nomination, consult with the nominating party, and ensure all necessary information is included. The Officer may reject a nomination for insufficient information.

- C. When the Historic Preservation Officer is satisfied that the nomination contains sufficient information and complies with the Commission's regulations for nomination, the Officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and any interested persons of record that a preliminary or a designation determination on the nomination will be made by the Commission. The notice shall include:
- Date, time, and location of the hearing.
 - Description of the property and its boundaries.
 - Statement regarding the Certificate of Appropriateness requirement if the property is designated as a landmark.
 - Copies of relevant provisions of this ordinance.
- B. **Hearing Schedule:** A public hearing shall be scheduled no less than 30 and no more than 45 days after notification, and the hearing must be published in a local newspaper at least 10 days prior.

3: Commission Review

- A. **Preliminary Determination:** The Historic Preservation Commission may make a preliminary determination of significance at the hearing if they believe the property likely meets designation criteria. They will identify significant features and boundaries of the property.
- B. **Final Recommendation:** Following the hearing, the Commission shall issue a final recommendation to the City Council on whether the property meets designation criteria.

4: City Council Decision The City Council will review the recommendation and determine whether to formally designate the property as a local historic landmark or community landmark.

Section 6. Historic Preservation Incentives

The City may provide incentives to encourage the preservation and restoration of historic properties, including:

1. **Tax Incentives:** Property tax reductions or exemptions for rehabilitated historic properties.
2. **Grants:** Local, state, and federal grants to assist in preservation efforts.
3. **Zoning Relief:** Variances or zoning adjustments to support adaptive reuse of historic properties.

Section 7. Review of Alterations to Historic Properties

1. **Certificate of Appropriateness Requirement:** Any proposed alterations, additions, or demolitions to a designated historic property must receive a Certificate of Appropriateness from the Historic Preservation Committee before a building permit is issued.

2. **Community Landmark Exemption:** Community landmarks do not require a Certificate of Appropriateness for alterations.
3. **Standards for Review:** The Committee will use the Secretary of the Interior's Standards for the Treatment of Historic Properties in their review process.
4. **Appeals:** Decisions of the Historic Preservation Committee may be appealed to the City Council.

Section 8. Historic Districts

1. **Establishment of Historic Districts:** The City of Buckley may designate Historic Districts consisting of multiple properties within a defined area that collectively hold historic significance.
2. **Criteria for Historic Districts:** Historic districts must demonstrate a significant concentration or continuity of historic properties linked by a common history, architecture, or cultural significance.

Section 9. Penalties for Violations

- A. The performance of alterations, replacement, demolitions, repairs, moving or excavation of a landmark without a required certificate of appropriateness shall be designated as an infraction.
- B. Any person cited for violation of this chapter, shall be subject to a penalty amount not to exceed \$500.00 per day. Each day for which a violation or failure to comply occurs may constitute a separate offense; provided, however, that no penalty shall be imposed for any violation or failure to comply which occurs during the pendency of legal proceedings filing in any court challenging the validity of the provision or provisions of this chapter as to which such violation or failure to comply is charged.
- C. Infraction under this chapter may be issued by a holder of a limited commission under XXXXXX
- D. All violations of this chapter are detrimental to the public health, safety and welfare and are public nuisances. All conditions that are determined after review by the City to be in violation of this chapter are subject to abatement.

Section 10. Severability

If any section, clause, or provision of this ordinance is declared unconstitutional or invalid, the remainder of the ordinance shall remain in effect.

Section 11. Effective Date

This ordinance shall take effect [INSERT DATE], following its passage by the City Council and publication as required by law.

Other sections where we need additional clarification:

Nomination Procedure:

A. Any person, including any member of the Commission, may nominate an historic resource for designation as a landmark or community landmark. The nomination or designation of an historic resource as a landmark shall constitute nomination or designation of the land which is occupied by the historic resource unless the nomination provides otherwise. Nominations shall be made on official nomination forms provided by the Historic Preservation Officer, shall be filed with the Historic Preservation Officer and shall include all data required.

B. Upon receipt by the Historic Preservation Officer of any nomination for designation, the Officer shall review the nomination, consult with the person or persons submitting the nomination, and the owner, and prepare any amendments to or additional information on the nomination deemed necessary by the Officer. The Historic Preservation Officer may refuse to accept any nomination for which inadequate information is provided by the person or persons submitting the nomination. It is the responsibility of the person or persons submitting the nomination to perform such research as is necessary for consideration by the Commission. The Historic Preservation Officer may assume responsibility for gathering the required information or appoint an expert or experts to carry out this research in the interest of expediting the consideration.

C. When the Historic Preservation Officer is satisfied that the nomination contains sufficient information and complies with the Commission's regulations for nomination, the Officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and any interested persons of record that a preliminary or a designation determination on the nomination will be made by the Commission. The notice shall include:

1. The date, time and place of hearing;
2. The address and description of the historic resource and the boundaries of the nominated resource;
3. A statement that, upon a designation or upon a preliminary determination of significance, the certificate of appropriateness procedure set forth will apply;
4. A statement that, upon a designation or a preliminary determination of significance, no significant feature may be changed without first obtaining a certificate of appropriateness from the Commission, whether or not a building or other permit is required. A copy of the provisions of this code shall be included with the notice;
5. A statement that all proceedings to review the action of the Commission at the hearing on a preliminary determination or a designation will be based on the record made at such hearing and that no further right to present evidence on the issue of preliminary determination or designation is afforded pursuant to this chapter.

D. The Historic Preservation Officer shall, after mailing the notice required herein, refer the nomination and all supporting information to the Commission for consideration on the date specified in the notice. No nomination shall be considered by the Commission less than 30 nor more than 45 calendar days after notice setting the hearing date has been mailed. Notice of hearings must be published in a local paper at least 10 days in advance.

E. Before the Historic Preservation Officer shall refer the nomination to the Commission, the Historic Preservation Officer shall obtain confirmation from the owner of a parcel of private property that the owner is in agreement with the nomination. If such owner is not in agreement with the nomination, the nomination shall not be forwarded to the Commission for consideration.

Designation Procedure:

A. After the conclusion of the required public hearing, the Commission may recommend approval, denial, amendment or termination of the designation of a historic resource as a landmark or community landmark. At the hearing the Commission shall receive evidence and hear argument only on the issues of (1) whether the historic resource meets the criteria for designation of landmark or community landmark as specified in this chapter and merits designation as a landmark or community landmark, and (2) the significant features of the landmark. The hearing may be continued from time to time at the discretion of the Commission. In the event the hearing is continued, the Commission may make a preliminary determination of significance if the Commission determines, based on the record before it, that the historic resource is of significant value and likely to satisfy the criteria for designation set out in this chapter. Such preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the Commission makes a preliminary determination, it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the Commission has made a preliminary determination, the Historic Preservation Officer shall file a written notice of such action with the City Administrator and mail copies of the same to the person submitting the nomination and interested persons of record. Such notice shall include:

1. A copy of the Commission's preliminary determination;
2. A statement that while proceedings pursuant to this chapter are pending, or six months from the date of the notice, whichever is shorter, and thereafter if the designation is approved by the Commission, the certificate of appropriateness procedures set out in this chapter, a copy of which shall be enclosed, shall apply to the described historic resource whether or not a building or other permit is required. The decision of the Commission shall be made after the close of the public hearing or at the next regularly scheduled public meeting of the Commission thereafter.

B. Whenever the Commission recommends the designation of an historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written report which shall include:

1. The boundaries of the nominated resource and such other description of the resource sufficient to identify its ownership and location;

2. The significant features and such other information concerning the historic resource as the Commission deems appropriate;
 3. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation set forth in this chapter;
 4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first obtaining a certificate of appropriateness from the Commission pursuant to the provisions of this chapter, a copy of which shall be included in the designation report. This subsection shall not apply to historic resources designated as community landmarks.
- C. Whenever the Commission rejects the nomination of an historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its determination that the criteria set forth in this chapter have not been met. If an historic resource has been nominated as a landmark and the Commission designates such historic resource as a community landmark, such designation shall be treated as a rejection of the nomination for Buckley landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Buckley landmark at a future time.
- D. A copy of the Commission's recommendation shall be delivered or mailed to the owner, to interested persons of record and the City Administrator within five working days after it is issued. Upon receipt by the City Administrator of the Commission's recommendation that a nomination be approved, the recommendation shall also be set for consideration by the City Council no less than 30 and no later than 60 days after the date of the recommendation. The City Council shall be the final authority in approving a nomination.
- E. If the City approves or amends a landmark designation, the provisions of this chapter shall apply as approved or amended. A copy of the Commission's designation report or designation amendment shall be filed with the appropriate City office together with a legal description of the designated resource and notification that the provisions of this chapter apply. If the City terminates the designation of an historic resource, the provisions of this chapter shall no longer apply to said historic resource.

Certificate of Appropriateness Procedure

- A. After the conclusion of the required public hearing, the Commission may recommend approval, denial, amendment or termination of the designation of a historic resource as a landmark or community landmark. At the hearing the Commission shall receive evidence and hear argument only on the issues of (1) whether the historic resource meets the criteria for designation of landmark or community landmark as specified in this chapter and merits designation as a landmark or community landmark, and (2) the significant features of the landmark. The hearing may be continued from time to time at the discretion of the Commission. In the event the hearing is continued, the Commission may make a preliminary determination of significance if the Commission determines, based on the record before it, that the historic resource is of significant

value and likely to satisfy the criteria for designation set out in this chapter. Such preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the Commission makes a preliminary determination, it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the Commission has made a preliminary determination, the Historic Preservation Officer shall file a written notice of such action with the City Administrator and mail copies of the same to the person submitting the nomination and interested persons of record. Such notice shall include:

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4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first obtaining a certificate of appropriateness from the Commission pursuant to the provisions of this chapter, a copy of which shall be included in the designation report. This subsection shall not apply to historic resources designated as community landmarks.

C. Whenever the Commission rejects the nomination of an historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its determination that the criteria set forth in this chapter have not been met. If an historic resource has been nominated as a landmark and the Commission designates such historic resource as a community landmark, such designation shall be treated as a rejection of the nomination for Buckley landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Buckley landmark at a future time.

D. A copy of the Commission's recommendation shall be delivered or mailed to the owner, to interested persons of record and the City Administrator within five working days after it is issued.

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DRAFT



**Citizen Advisory Commission
2026 ANNUAL WORK PLAN**

Meeting Schedule:

Third Monday of the month at 5:30pm unless noted due to holidays.

Areas of focus:

- *Historic & Cultural Preservation*
- *Infrastructure Parks, and Facilities*
- *Policy Development & Implementation*
- *Public Art & Beautification*
- *Community Engagement & Communication*
- *Environmental Health*

2026 Work Plan: *(Suggestions below are tentative ideas for the commission)*

1. *Wayfinding Planning*
2. *Capital Facility Asset Management Review*
3. *Review of Art Proposals*
4. *CLG Adoption*
5. *Review Historic Preservation/CLG Applications*
6. *Review Park Enhancement Applications*
7. *Review Implementation of Developed Policies*
8. *Miller Park & Other Park Space Planning Reviews*
9. *Policy & Ordinance development*



Citizen Advisory Commission 2025 ANNUAL WORK PLAN

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- *Infrastructure Parks, and Facilities*
- *Policy Development & Implementation*
- *Public Art & Beautification*
- *Community Engagement & Communication*
- *Environmental Health*

2025 Work Plan:

1. **Wayfinding Planning** – Provide recommendations on the development of a wayfinding strategy by **Q4 2025**, including identifying priority areas for improved signage and enhancing community navigation.
2. **Capital Facility Asset Management Review** – *Begin the review* and offer advisory input on the city's assessment of public facilities by **Q4 2025**, ensuring community needs and long-term sustainability are considered.
3. **Review Art Proposals** – Establish an advisory framework for evaluating public art proposals by **Q2 2025**, ensuring they align with community values and available funding.
4. **Review Historic Preservation/CLG Applications** – Provide guidance and recommendations on Certified Local Government (CLG) applications, ensuring alignment with historic preservation standards within a 60-day review period.
5. **Review Park Enhancement Applications** – Conduct reviews of park enhancement proposals as applications are received, offering input to support equitable improvements and community-driven projects.
6. **Increase Community Outreach & Engagement** – Advise on strategies to expand public engagement.
7. **Support Healthy Parks & Open Space Policies and Initiatives** – Provide advisory input on at least one new policy proposal supporting sustainable park use and open space conservation by **Q2 2025**.
8. **Review Implementation of Developed Policies** – Conduct biannual policy reviews to assess progress and provide recommendations for adjustments based on community feedback and effectiveness.
9. **Miller Park & Other Park Space Planning Reviews** – Offer input on the development of site plans and budget considerations for Miller Park and other park spaces.



City of Buckley
Citizen's Advisory Commission

Meetings held at 5:30 PM

Proposed 2026 Meeting Schedule Options:

Option 1:

January 26, 2026 (moved because Jan 19 is MLK Day)

March 16, 2026

May 18, 2026

July 20, 2026

September 21, 2026

November 16, 2026

Option 2:

February 23, 2026 (moved from Feb 16 because of Presidents' Day)

April 20, 2026

June 15, 2026

August 17, 2026

October 19, 2026

December 21, 2026



To: Citizens Advisory Commission

From: Erin Snodgrass, Parks and Recreation Director

Date: 10/27/2025

Subject: Repeal of Ordinance Chapter 2.99 Buckley Hall Board

Background:

Chapter 2.99 of the Buckley Municipal Code established the Buckley Hall Board. This board is no longer active, and its functions have been transitioned to the City Council committee structure and the Citizens Advisory Commission. Adoption and review of fees are now managed through the City's Taxes, Rates, and Fees Schedule process.

The facility continues to be supervised as part of regular City operations. A user agreement is in place with the Foothills Historical Society, and the Buckley Food Bank also uses space within the facility, though no formal agreement is currently in place. Over time, the Buckley Hall Fund has also transitioned to being part of the Buckley General Fund budget, further consolidating oversight and management under the City's standard financial processes.

Action:

It is recommended that the City Council repeal Chapter 2.99 Buckley Hall Board as a housekeeping item. The ordinance is no longer relevant since its responsibilities have been incorporated into existing City administrative and financial structures.

Recommendation:

Approve the repeal of Chapter 2.99 Buckley Community Hall Management Board.

Attachment:

Copy of Ordinance 2.99 BMC – Buckley Community Hall Management Board

Chapter 2.99

BUCKLEY COMMUNITY HALL MANAGEMENT BOARD

Sections:

[2.99.010 Board established – Appointment – Compensation – Term – Removal.](#)

[2.99.020 Duties of board.](#)

2.99.010 Board established – Appointment – Compensation – Term – Removal.

(1) Appointment. There is hereby established the Buckley Community Hall management board. The board shall consist of a minimum of three and a maximum of five individuals selected for their interest in the Buckley Community Hall and the knowledge, ability and skill they can bring to its management. Board members shall be appointed by the mayor and confirmed by the council. A quorum of the board shall consist of a majority of the appointed members (three members if the board has four appointed members).

(2) Term. Members shall serve without compensation, but may be reimbursed by the city for expenses that are reasonable and necessary for their performance of the board's function. The initial board shall be comprised of a member appointed to a one-year term, one to a two-year term, one to a three-year term, one to a four-year term and one to a five-year term. Upon the expiration of each member's initial term, his or her successor shall be appointed to a five-year term. If a member vacates his or her position before the expiration of a term, the successor shall fill the unexpired term. Upon the expiration of a term, the incumbent shall continue to serve until the successor has qualified to hold office.

(3) Removal. A member of the board may be removed from his or her office by the mayor in the mayor's sole discretion. (Ord. 14-13 § 1, 2013; Ord. 16-92 § 1, 1992).

2.99.020 Duties of board.

The duties of the board include the following:

(1) Prepare a proposed biennial budget for operation of the building, to be submitted to the mayor according to his or her schedule and directions;

(2) Develop a rental schedule established by resolution of the city council and list of waiver classifications for the building for approval by the council; and once approved, rent the building according to the terms of the schedule and interpret and apply fee waivers based on the specific qualifications of those uses in Table 2.99.020 below:

Table 2.99.020

Classifications	Fee Description	Specific Qualifications
Classification I	100% waiver of all fees.	Meetings or activities sponsored by the city of Buckley and its various departments.
Classification II	Up to 100% waiver of rental fee. \$75.00 nonrefundable deposit. Seasonal heating surcharge may apply.	Local Buckley area nonprofit organizations that give back a portion of their profits to the Buckley area community.
Classification III	Up to 100% waiver of rental fee. \$75.00 nonrefundable deposit. Seasonal heating surcharge may apply.	Events for organizations whose membership is open to the public but who operate for the benefit of their membership.
Classification IV	No waiver of any fees.	Private events not open to the general public. For example: weddings, receptions, family reunions and commercial activities such as an antique show.
Classification V	\$75.00 annual fee.	Events for groups that continually use the Buckley Hall on a yearly basis such as the Boy Scouts, Square Dance Club, Foothills Historical Society and the Kiwanis Food Bank that provide a service to the city of Buckley or do community service projects for the city of Buckley.
Classification VI	No waiver of rental fee. Up to 50% waiver of refundable deposit subject to a four- to five-hour minimum rental.	Memorial services and funeral receptions on Monday, Tuesday, Thursday, Friday and Saturday with a minimum rental of four hours with a maximum of five hours. Sunday receptions and memorial services will be charged as a regular daily rental with full rental rates and deposits.

(3) Negotiate for special uses of the building not contemplated by the rental schedule and/or waiver classification table. Such rentals and/or waiver classifications shall be subject to approval by the council;

(4) Apply for grants and accept gifts for maintenance, repair, improvement, operation and use of the building, and see that such grants and gifts are deposited in the Buckley Community Hall fund;

(5) Recommend to the mayor appropriate expenditures from the Buckley Community Hall fund; and

(6) Perform other activities the board deems necessary or useful for the preservation, maintenance, repair, improvement, operation, and use of the Buckley Community Hall. (Ord. 05-24 § 3, 2024; Ord. 14-13 § 1, 2013; Ord. 13-08 § 1, 2008; Ord. 12-04 § 1, 2004; Ord. 16-92 § 1, 1992).