



**Parks & Recreation Board
Regular Meeting
October 7, 2025 - 5:30 PM
Classroom, Auburn Community and Events
Center**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Parks and Recreation Board Meeting scheduled for Tuesday October 7th, 2025 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-205-0468

Toll Free: 253-215-8782

Zoom: <https://us06web.zoom.us/j/88240401484?pwd=48ZSJz1UPOso6S4JVbMLeZg4aio7Gb.1>

ROLL CALL

AGENDA MODIFICATIONS

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Alexa Bragg, Parks Administrative Assistant

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Alexa Bragg, Parks Administrative Assistant

Fax number: 253-931-4005

Email written comments to: abragg@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Parks, Arts and Recreation Department in person, by phone (253) 931-3043, or by email (abragg@auburnwa.gov).

APPROVAL OF MINUTES

- A. Approval of September 3rd 2025 Minutes

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

DISCUSSION ITEMS

- A. Draft of Park Board Manual/Handbook
- B. Public Comment Length of Time
- C. Updated Downtown Park Drawings

ACTION ITEMS

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of September 3rd 2025 Minutes

Meeting Date:

October 7, 2025

Department:

Parks, Arts & Recreation

Attachments:

Park Sept Minutes

Budget Impact:

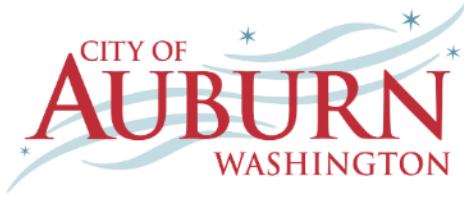
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Parks & Recreation Board
Regular Meeting
September 3, 2025 - 5:30 PM
Classroom, Auburn Community and
Events Center**

MINUTES

CALL TO ORDER

Chairperson Matt Jennings calls the meeting to order at 5:30pm

PUBLIC PARTICIPATION

- A. The Parks and Recreation Board Meeting scheduled for Wednesday, September 3rd, 2025 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-215-8782

Toll Free: 85235292399

Zoom: <https://us06web.zoom.us/j/85235292399?pwd=t58cPIBgaR3a605jNcUALRPr7QqRb.1>

ROLL CALL

Chairperson Matt Jennings, Vice-Chairperson Mike Palko-Dean, members John Boatman, Wayne Osborne, Michael Hassen, Cary Davidson

Absent: Tiffany Lindsay

Staff: City Clerk Shawn Campbell, Parks Director Julie Krueger, Administrative Assistant Alexa Bragg

Guest: Tree Board Member Benjamin Woodhouse

AGENDA MODIFICATIONS

No agenda modifications.

AUDIENCE PARTICIPATION

No audience participation.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

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APPROVAL OF MINUTES

- A. Approval of July 8th Park Board Minutes

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. City Clerk's office to present Open Public Meetings Act and Public Records Act to Board

City Clerk Shawn Campbell is giving a presentation on the Open Public Meetings Act and the Public Records Act.

DISCUSSION ITEMS

- A. Downtown Park (Julie & Thaniel)

Parks Director Julie Krueger speaks about the Downtown Park plans.

The plans include information regarding the new theater, trees against the theater wall, and pathways. Director Julie states that this needs to be 80% green and maintain an easement as well. Director Julie states that we are integrating an art piece that will be chosen in the next few months. Staff has met with the designers and artist multiple times in the past few weeks. The designer (Berger) should have an almost-final concept by mid-September and staff plans to present it to City Council on September 22.

- B. Bocce Court update & timeline (Thaniel)

Director Julie Krueger states that a project is in place to replace the existing oyster shell surfacing with new artificial turf so that the courts require less maintenance and are playable year round. Installation is scheduled for early Fall.

- C. Port of Seattle Grant/Non-profit eligibility (Thaniel)

Director Julie states that Small grants for construction projects are available to non-profits (e.g. Lions Club, Soroptimists, etc.) if they partner with the City. Some ideas for

projects include maintenance of a small landscaped open space near the golf course, lighting replacement at Bicentennial Park, and rebuilding the sundial table near the rock wall at Les Gove. Staff will be attending an informational meeting next Tuesday to gather more information. Chair Matt Jennings asks when the due dates are, and Julie states soon.

D. Electronic Bike/Scooter discussions (Thaniel)

Director Julie talks about the amount of complaints the Parks Department gets regarding e-bikes and gas motor vehicles. Julie presents the Auburn City Code, Park Code 2.22.200 Vehicular standards. Julie would like the Park Board's input on the Parks department updating the codes.

Member Michael Hassen states that they shouldn't be in the parks, but is not opposed to having them using them in parking lots. Chair Matt Jennings states he is interested in what the conclusion of Julie's research is in regard to e-bikes. Julie states the bikes are damaging the parks, the grass and the turf. Chair Matt Jennings asks for a draft recommendation from Julie. Board member Wayne Osborn asks what the Police Department thinks, and Julie states they are still working with the police department to make a final decision.

E. Tree Policy for Parks (Julie)

Parks Director Julie Krueger talks about the tree policy. She states that there are quite a few citizens that call and asks if the parks department can cut them, or if the citizens can cut them down themselves. She is hoping to get policy regarding this.

F. Cricket (Julie)

Director Julie states that the parks department has been approached by people wanting spaces for Cricket. She does think there could be potential at Brannan Park in the Northwest Corner of this park. She states it could be for youth cricket only, potentially. Julie also states we would work with the YMCA and see if we can utilize their fields. Michael Hassen asks if Game Farm Park would have enough space, and Julie states that they have measured that area, and it may not be large enough, as well as the homes that are pretty close to that part of Game Farm Park.

ACTION ITEMS

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

6:35pm

APPROVED this ____ day of _____ 2024.

Thaniel Gouk, Director of Board

Alexa Bragg, Administrative Assistant

**CITY OF AUBURN
PARKS AND RECREATION
BOARD MANUAL**



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Overview

The purpose of the City of Auburn Parks and Recreation Board is to act as an advocate for the citizens of Auburn by advising and making informed recommendations to the Mayor, City Council, and Staff in matters relating to Parks and Recreation programs, services, park development, land acquisition, and planning. The Parks and Recreation Department provides opportunities for the constructive and enjoyable use of leisure time by all citizens and visitors.

Auburn's current parks and recreation programming includes preschool, youth, teens, adults, specialized recreation, camps, youth and adult sports and community fitness and facility rentals, Summer Rec'n'Roll, Makerspace, the REC Auburn Teen Center, Parks after Dark, Summer camps, Outdoor adventure trips, biking programs, among others.

City Liaison

Julie Krueger, Parks, Arts & Recreation Director

Email: jkrueger@auburnwa.gov

Phone: 253-931-3043

Terms

Serve a three-year term; or may be assigned to fill the unexpired term of the person they are replacing. Terms expire December 31 of the corresponding year.

Members

There is a park and recreation board, consisting of seven members, who shall be appointed by the mayor and confirmed by the city council. The City Liaison will request the Mayor re-appoint members in December of said year unless a member requests not to continue on the board.

Meetings

5:30 p.m. on the First Tuesday of each month (after the First City Council Meeting of the month), Auburn Community & Event Center Classroom, 910 9th St SE, Auburn WA 98002

Organizational Values

From the City's adopted Comprehensive Plan:

Auburn's Comprehensive Plan is organized around seven main value statements. The value statements provide a foundation and format for the Comprehensive Plan and its implementation, which includes the development of capital facilities, transportation, and parks and open space plans. The value statements also establish a basis for evaluating future City policies, regulations, actions, investment, budget priorities, grant-seeking priorities, and other community decisions. As such, the value statements can be found in the Core Plan and within each Element of the Comprehensive Plan. The manner in which each Element is consistent with the value statements of the Comprehensive Plan is provided for within each Element.



CHARACTER means developing and preserving attractive and interesting places where people want to be. We will create and maintain high quality neighborhoods, places, and spaces.



WELLNESS means the promotion of community-wide health and safety. We will build and maintain an environment that promotes public safety and healthy lifestyle options.



SERVICE includes providing transparent government service. We will be an efficient, approachable, and responsive City government.



ECONOMY includes encouraging a diverse and thriving marketplace for consumers and businesses. We will provide a diverse and vibrant local economy with employment, retail, and entertainment opportunities for citizens and a growing marketplace for homegrown and regional-scale businesses.



CELEBRATION includes celebrating our cultures, heritage, and community. We will celebrate diversity and creativity and come together to teach, learn, and have fun.



ENVIRONMENT means stewarding our environment. We will protect the natural environment, preserve open space, and create appropriate access.



SUSTAINABILITY means creating a sustainable future for our community. We will balance natural resource protection, economic prosperity, and cultural vibrancy in order to build a thriving and long-lasting community.

Board Responsibilities and Functions

Role of a Board Member

Board members are in a critical position to shape and influence commission decisions and actions. It is important that each member keeps informed and up to date on issues, council activity, and ordinances affecting the board. Individuals who accept an appointment to a board make a commitment to attend meetings and become involved in deliberations.

Members of Park Board deliberate on a variety of subjects and shall advise the City Council on topics such as:

- Expansion and operation of the city parks and recreation services facilities and programs, but shall have no administrative or supervisory powers not available to the council.
- Policies regarding parks and open space issues such as:
 - Park planning
 - Design and construction
 - Development
 - Redevelopment
 - Renovation
 - Enterprise management
 - Natural resources
 - Land stewardship
 - Environmental education
- Park issues such as
 - Recreation opportunities for a wide range of interests, ages and abilities
 - Cultural diversity
 - Community centers
 - Parks and recreation
 - Department-related special events

To function well, the Parks and Recreation Board of the City of Auburn expects its members to:

- Attend regular meetings and work sessions and actively participate in discussions and decision-making, while respecting the Board's time constraints and the rights of other Board members to be heard.
- Serve on committees as appointed.
- Appear before the City Council in support of Board resolutions and interests.
- Attend Parks, Arts & Recreation Department-sponsored events.
- Have a commitment to safeguard and represent the public interest in the overall purpose of all parks, recreation, leisure time, community development, and natural area preservation activities in the City of Auburn.

- Develop a knowledge of the policies, procedures, and goals of the Board.
- Become individually knowledgeable about Parks and Recreation issues so that our collective advice as a Board is credible. This includes reading appropriate literature, visiting sites, talking with citizens, and other actions. To advise means to give an opinion, to inform, to counsel, and to recommend.
- Encourage citizen involvement at all levels.

Generate ideas, such as for community awareness or outreach, projects, education, workshops, fundraising, or special events, in keeping with the overall plan, and without creating additional burdens for existing staff.

Attendance

A Board seat may be considered vacant if a Board member is unexcused and “*misses two consecutive meetings of the commission or board, or more than 25 percent of the regular meetings*” It is important for the work of the Board and the decisions and deliberations the Board makes. Regular attendance is essential so that decisions may more truly represent the Board as a whole. In addition, regular attendance enables Board members to keep abreast of commission business and concerns. This helps ensure that issues are examined from a variety of perspectives.

Elections

Each year, at the first meeting of the board, the members will select a chairperson and a vice-chairperson. Each serves for one year and is eligible for re-election.

Vacancy

If the position of Chairperson becomes vacant, the Chair would be replaced by the Vice-Chair of the Park Board. *Any vacancies created by removal of a member of a board or commission shall be filled in the same manner in which members of the board are regularly chosen.*

Chair

The Chair assists staff in developing agendas, runs the meeting, and provides leadership to the Commission.

The Chair:

- Keeps the discussion on the topic
- Clarifies and rephrases if people are not understood
- Assures that commissioners are heard on any given topic
- Manages the pacing of the meeting
- Separates areas of agreement from areas of disagreement
- Summarizes
- Tests for agreement
- Gets feedback
- Makes sure all members know the decisions that are being made

Vice-Chair

The Vice-Chair assists the Chair in fulfilling his or her duties. In the absence of the Chair, the Vice-Chair performs all duties of the Chair.

Parks and Recreation Board Meetings

Public Meetings

Meetings of the Parks and Recreation Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW

Meetings & Meeting Time

Meetings shall be scheduled for the first Tuesday following the first City Council meeting each month. Hours are generally 5:30 p.m. to 7 p.m. but may run longer than that on occasion. Robert's Rules of Order shall form the basis of the operation of the meetings. The Chair may participate in discussion under the same limitations as exist for other members and may vote.

Conducting the Meeting

In the event of the absence of the Chair and Vice Chair, the senior member of the Commission present shall act as Chair for that meeting or may delegate the responsibility to another member.

Attendance

A Board seat may be considered vacant if a Board member is unexcused and “*misses two consecutive meetings of the commission or board, or more than 25 percent of the regular meetings*”

Quorum

A quorum is required to hold an official meeting. A majority of the board shall constitute a quorum for the transaction of business, and affirmative votes from a majority of the members present and voting shall be necessary to carry any proposition

If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. If quorum is not reached by the RSVPs in advance of the meeting, a meeting may be canceled at the notice of the Chair provided at least 24 hours in advance.

Voting

A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Board. Voting by secret ballot is prohibited. The Chair shall have the full right to have his/her own vote recorded in all deliberations of the Commission. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion.

Agenda

The agenda for each meeting shall be determined by consultation of the Chair and Department Director. Board members who wish items on the agenda may contact the Chair prior to the printing of the agenda, at a regular meeting during adoption of the agenda, or at a regular meeting for the upcoming meeting. The agenda and accompanying information packet are mailed or e-mailed on Thursday of the week preceding the regular meeting. The agenda includes a proposed

allotted time for each agenda topic, and the purpose for which it is presented. Where appropriate the name of the presenter of each agenda item shall be included in the topic listing.

The order of topics shall be as follows:

- Call to Order. The Chair announces, “The meeting will please come to order.”
- Public Participation. The public may speak as directed through the Chair.
- Roll Call. The Chair will notice that a quorum is present, meaning that four or more members are present. If a quorum is not present the meeting may discuss subjects, but no decision may be rendered through a vote.
- Agenda Modifications. This is the time to modify the agenda if necessary
- Audience Participation. This is the time for the audience to speak as directed through the Chair
- Approval of Minutes. The Chair asks “Are there any corrections? If no, the minutes stand approved.”
- Announcements, Reports and Presentations. This is the time for the Parks Department staff to present, to speak about any reports, and any announcements from the department
- Discussion Items.
- Actions Items. These items will be voted on, there has to be a quorum to allow voting.
- Unfinished Business. This item includes anything that has been previously talked about that needs further discussion.
- New Business
- Adjournment.

Business

Members of the public may attend board meetings. It is at the discretion of the Board via the Chair when the Board wants to hear from them. Guests may not understand the procedures of the meeting. It is helpful to make it clear how the meeting will proceed. The chair can establish reasonable time limits for each speaker. Members should communicate with the Chair any item they wish to be placed on the agenda. A majority of the members may place an item on the agenda. Generally, members of the public would be limited to three minutes for public comments.

Minutes

The Board shall adopt rules for transaction of business and shall keep written minutes of its proceedings which minutes shall be a public record.

A member of City staff shall act as the Secretary for the Park Board and shall keep a record of all meetings of the Board. The minutes will be provided to the Board at the next regular meeting for the Board’s approval of the accuracy of the record. These records shall be retained at the City Clerk’s Office.

Meeting Preparation

City staff members will provide meeting minutes, reports, proposals, and other information to help Board members make informed decisions. Do not hesitate to request any additional information needed in order to make thoughtful and appropriate decisions.

Effective Board members:

- Attend all regularly scheduled and special board meetings.
- Arrive well prepared and on time for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the Board must operate in an open and public manner.
- Become knowledgeable of legislative process/issues affecting the Board
- Examine all available evidence before making a judgment.
- Communicate effectively and actively participate in group discussions.
- Are aware that authority to act is granted to the Board as a whole, not to individual members.
- Possess a willingness to work with the group in making decisions.

Meeting Facilitation How-To

1. Recognizing a Quorum

The first order of business is for the chair to determine if a quorum is present. The number required for a quorum of the Auburn Parks and Recreation Board is four board members out of 7 total, or a majority if there are currently less than 7 members of the Park Board.

If a quorum does not exist they cannot continue the meeting. Their action is taking in information that they will later decide on.

2. Calling the Meeting to Order

The next order of business is for the chairperson to call the meeting to order by making a simple statement such as, **“I call the Month DAY, 202X meeting of the Park Board to order.”**

“Welcome everyone” - The chair then addresses any items of personal or perfunctory nature, such as welcoming new members and visitors or thanking retiring members.

“Are there any comments from the public?” – The chair asks if there are any public comments, and if there are none, moves on to the approval of the minutes.

3. Approving the Minutes

Following personal items, the chair moves to the agenda items.

1. The chair asks if all commissioners have read the minutes, or need a minute to do so, and asks the members if there are any corrections to the minutes.
2. **If there are no corrections, the chair requests a motion to approve the minutes are approved as written.** Once someone makes the motion, the chair looks to receive a second, then asks for **“all in favor,”** and **“any opposed.”** If majority of the board are in favor, the chair can say **“motion approved.”**
3. if a Board member has a motion to amend the minutes, it needs a second and then the full board has to vote. When a board member disputes an amendment, the chairperson may ask for a vote on whether the amendment should be adopted. Once the members have accepted the minutes, the chair states, **“If there are no further corrections, the minutes stand approved, as corrected.”** The City staff would then record any amendments to the current meeting minutes and the chair would sign the minutes to make them official.

4. Main Meeting Agenda: Presentations, Communication, and Reports

The next step in the process of how to run a board meeting is to address the remaining agenda items including any presentations, discussions, and voting.

Chair may now “invite City staff or guest presenters” to address agenda items.

Some presentations are only informational which does not require any action from the Chair.

If the agenda items require voting and approving action items, the chair will need to:

1. **“I would like to request a motion (on the subject in the agenda as discussed)”**

2. **“Second?”**
3. **“All in favor?”**
4. **“Any opposed”**
5. **“Motion passes”** (if majority votes) or **“motion does not pass”** (and perhaps needs further discussion, information, or to be postponed to a later meeting)

5. Closing the Meeting

To close the meeting according to Robert’s Rules of Order for Adjournment, the **chair thanks the group and declares the meeting adjourned**. As a final, and important step, the chair should follow up with City staff to review any aspects of the meeting that they need to discuss before the formal minutes of the meeting are recorded. **Chair should sign the approved minutes and leave with City staff.**

Auburn City Code Chapter 2.22

Park Code

Sections:

- 2.22.010 Chapter constitutes park code.
- 2.22.020 Exercise of police power.
- 2.22.030 Definitions.
- 2.22.040 Permits – Assemblies, entertainment, etc.
- 2.22.050 Permits – Generally.
- 2.22.060 *Reserved.*
- 2.22.070 Destruction of park property.
- 2.22.080 Intoxicating liquors.
- 2.22.085 Smoking, vaping and tobacco use.
- 2.22.090 Selling, advertising, soliciting.
- 2.22.100 Damage or removal of plants prohibited.
- 2.22.110 Disposal of trash.
- 2.22.120 Animal control.
- 2.22.130 Molesting or feeding animals.
- 2.22.140 Damage by animals.
- 2.22.150 Prohibitions as to boating, fishing, and swimming.
- 2.22.160 Boats and beaches.
- 2.22.170 Fires.
- 2.22.180 Use of certain equipment.
- 2.22.185 Metal detecting.
- 2.22.190 Fireworks.
- 2.22.200 Vehicular standards.
- 2.22.205 Entrance fees.
- 2.22.210 Tents and shelters.
- 2.22.215 Parking fees required.
- 2.22.220 Opening and closing hours.
- 2.22.230 Emergency conditions.
- 2.22.240 Enforcement.
- 2.22.250 Penalty for violations.
- 2.22.260 Severability.

2.22.010 Chapter constitutes park code.

This chapter shall constitute the park code of the city of Auburn and may be cited as such. Conduct in all public parks shall be subject to all the general police regulations of the city of Auburn and not exclusively to the provisions of this chapter. (Ord. 6465 § 1, 2013.)

2.22.020 Exercise of police power.

This chapter is hereby declared to be an exercise of the police power of the state of Washington and the city of Auburn for the public peace, health, safety, and welfare, and its provisions shall be liberally construed. (Ord. 6465 § 1, 2013.)

2.22.030 Definitions.

The terms herein used, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

- A. "Civil infraction" has the meaning given that term by Chapter [7.80](#) RCW, the Infraction Rules for Courts of Limited Jurisdiction and any local rule adopted thereto by the King County district court at Auburn.
- B. "Director" means the director of the parks and recreation department.
- C. "Hearing examiner" means the city's hearing examiner as set forth in Chapter [2.46](#) ACC.
- D. "Park" means and includes all parks, squares, public gardens, community centers, museums, golf courses, playgrounds, fields, and recreation areas, either developed or undeveloped, owned or under the management and control of the city of Auburn, and all trails, drives, roads, parkways, facilities, bodies of water, docks, piers, beaches, and parking lots and garages contained therein.
- E. "Vehicle" shall have the meaning set forth in RCW [46.04.670](#) as currently enacted or hereafter amended and shall also include (1) trailers, including trailers designed to be towed behind any vehicle, and (2) motorized scooters and electric personal assistive mobility devices, as defined in Chapter [10.54](#) ACC.

Wherever consistent with the context of this chapter, words in the present, past, or future tenses shall be construed to be interchangeable with each other, and words in the singular number shall be construed to include the plural. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.040 Permits – Assemblies, entertainment, etc.

Any person who conducts or participates in any organized entertainment, demonstration, or public gathering in any park shall obtain a permit from the director. The procedure for application and consideration of permits for this purpose is as follows:

- A. Any person seeking to obtain a permit shall file a written application with the director no later than one month prior to the date of the proposed use. The application shall state the purpose for which the park would be used, the date and time of the proposed use, the name of the park and the area thereof that would be used, the anticipated number of persons who would be present, and such other information reasonably relating to the contemplated use as the director may require; provided, however, that said director may, for good cause shown, waive the one-month requirement for filing said application.
- B. When the proposed use is an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, or Article [1](#), Section [3](#), [4](#), [5](#), or [11](#) of the Washington Constitution, the application shall be processed promptly, without charging a fee for political or religious activities other than a fee based on the cost of processing the application, or imposing terms or conditions that infringe constitutional freedoms, and in a manner that respects the liberties of applicants and the public.
- C. In reviewing an application under this section, the director shall consider the following conditions and standards:
 - 1. The size of the park and any specialized purpose for which it is normally used or for which specialized facilities have been provided;
 - 2. The location of the park, its aesthetic character and physical characteristics, and the character of the area surrounding it;
 - 3. The anticipated size of the proposed use and assemblage, and activities associated with the event, including but not limited to the extent of commercial activity, such as the sales of food, goods, and services; product advertising or promotion, or other business participation in the event; the use or application of any funds raised;
 - 4. Policing problems that may arise from the intended use;
 - 5. The effect of the intended use, including consideration of the noise to be expected, upon the adjacent area and its occupants; and

6. Other activities scheduled for the parks at the anticipated time and place.

D. If, under the conditions set forth in subsection C of this section, the director finds after an investigation that the safety, comfort, and convenience of the public in the use of the parks, or in the usage of the area adjacent to the park, would be unduly disturbed, they may deny the application, may impose restrictions upon the permit, or may issue a permit for a different date, time, park, or park area so as to alleviate such burden. The director may issue a permit for use of the park during hours when the park is closed if they approve the application. (Ord. 6465 § 1, 2013.)

2.22.050 Permits – Generally.

A. Permits, when required by this chapter, shall be applied for through the director unless otherwise provided. The granting or denying of permits shall be based upon the policies and standards set forth in this chapter. Where fees are required by the city for the issuance of permits, payment of such fees will be required before permits are issued. No fee shall be imposed when prohibited by the First and Fourteenth Amendments to the United States Constitution, or Article I, Section 3, 4, 5, or 11 of the Washington Constitution other than a fee based on the cost of processing the application. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Factors that may be considered in evaluating whether or not the fee applies include the nature of the event; the extent of commercial activity, such as the sales of food, goods, and services; product advertising or promotion, or other business participation in the event; the use or application of any funds raised; if part of an annual tradition or a series, previous events in the sequence; and the public perception of the event.

B. All permits issued by the city shall be subject to other applicable city ordinances and park regulations. The persons to whom such permits are issued (“permittees”) shall be bound by said rules, regulations, and ordinances as fully as though the same were contained in such permits. A permittee shall be liable for any loss, damage, or injury sustained by any person by reason of the negligence of the permittee, as well as for any breach of such rules, regulations, or ordinances, to the person or persons so suffering damages or injury.

C. Permits issued for musical acts or bands shall specify that the noise/sound level emitting from such act or band shall be no greater than 90 decibels at or beyond 50 feet.

Any person claiming to have a permit from the city must produce and exhibit such permit upon the request of any authorized person who may desire to inspect the same.

D. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter 7.80 RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.060 Reserved.

(Ord. 6465 § 1, 2013.)

2.22.070 Destruction of park property.

It is unlawful for any person to damage or destroy any real or personal property within a park. Violation of this section constitutes a class 2 civil infraction pursuant to Chapter 7.80 RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.080 Intoxicating liquors.

The display, possession, or consumption of intoxicating liquors in any park is prohibited, except in particular areas or facilities which may be expressly designated from time to time by the director. Whenever any person is stopped for a violation of this section, the officer may detain that person for a reasonable period of time necessary to identify the person and check for outstanding warrants. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter 7.80 RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.085 Smoking, vaping and tobacco use.

A. In or on any park that is not a golf course, it is unlawful for any person to use tobacco products, to smoke, to vape, or to hold a smoking or vaping product that is lit or producing smoke. This prohibition includes both noncombustible products, like e-cigarettes or other vaping devices that produce smoke or vapor, and dipping tobacco, chewing tobacco, snuff, or snus; and combustible products, like paper cigarettes, cigarillos, and cigars, pipes, and hookahs. If the product emits smoke or vapor, or contains tobacco, it is prohibited.

B. Violation of this section constitutes a Class 3 civil infraction pursuant to Chapter 7.80 RCW.¹ (Ord. 6747 § 1 (Exh. A), 2019.)

1 Code reviser's note: Per Section 4 of Ord. [6747](#), this subsection **B** takes effect May 5, 2020.

2.22.090 Selling, advertising, soliciting.

A. No person, except duly authorized concessionaires, and those having a specific permit, shall sell or offer for sale in any park any goods, refreshments, photographs, or other articles.

B. Advertising by the distribution, carrying, erection, attachment, or use of a handbill, sign, or device of any kind in any park is prohibited. It is unlawful to place or erect a structure of any kind in any park. It shall be unlawful to carry on any activity whatsoever for compensation or remuneration except upon express authorization of the director, including, but not limited to, the sale of goods, wares, merchandise, and services.

C. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.100 Damage or removal of plants prohibited.

Unauthorized cutting, removal, or destruction of any turf, tree, plant, shrub, flower, or seaweed on park property is prohibited. While inside any park, having in one's possession any newly plucked branch, tree, flower, plant, fungus (mushrooms, shelf fungus, etc.), algae or shrub without specific permission by the director shall be presumptive evidence of such cutting, removal, or destruction. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.110 Disposal of trash.

No person shall throw or leave litter, garbage, trash, or yard waste in or at a park except in a receptacle provided for that purpose. No person shall deposit on any park property any household or commercial garbage, refuse, or rubbish which is brought as such from any private property. The penalty for violation of this section shall be as provided in Chapter [8.16](#) ACC. (Ord. 6465 § 1, 2013.)

2.22.120 Animal control.

A. Unless in a designated off-leash area, dogs and cats must be on a leash no longer than eight feet or secured inside a vehicle.

B. Animals are not allowed to enter wading pools, ponds, lakes, fountains, spraygrounds, or any play area designed to utilize water in any park unless in a designated off-leash area.

C. Any person with an animal in their possession shall be responsible for the conduct of the animal.

D. The provisions of this section do not apply to animals owned or maintained by the city of Auburn.

E. The director may prohibit animals, except for service animals as defined in RCW [9.91.170](#), from events and/or facilities within a park.

F. All provisions of ACC Title [6](#) remain in full force and effect in all parks and may be enforced by any police officer or animal control officer.

G. Any violation of this section is a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW unless a different penalty is provided in ACC Title [6](#). (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.130 Molesting or feeding animals.

No person shall molest or attempt to touch any bird or wild animal in a park. It shall be unlawful for any person to give, offer, or attempt to give to any wild animal within the parks any tobacco, drink, or other article known to be dangerous or noxious to animals. It is also unlawful to feed any wild bird or animal in a park. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.140 Damage by animals.

Owners of animals damaging or destroying park property will be held liable for the full value of the property damaged or destroyed, in addition to impounding fees and the penalty imposed for violation of these provisions. (Ord. 6465 § 1, 2013.)

2.22.150 Prohibitions as to boating, fishing, and swimming.

It is unlawful for any person to boat, fish, wade, swim, scuba dive, snorkel, or bathe in any park except in the places and at times designated by the director. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.160 Boats and beaches.

No dock or any other structure shall be built upon any beach unless expressly authorized. No boat shall be kept for hire or private use upon any waters under the jurisdiction of the city of Auburn, except as expressly authorized by the director. Launching of waterborne craft from any shoreline is prohibited, except for specifically designated areas or with specific permit issued by the director. The launching of waterborne craft, as provided in this section, shall be unlawful if the required fee, as determined by the director, has not been paid. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.170 Fires.

A. Fires are prohibited except in picnic stoves or fire pits installed under the authority of the director or in portable barbeques. Fires in any other facility or area are allowed only by special permit. Fires in picnic stoves or portable barbeques may only utilize propane or charcoal briquettes as fuel; all other fuel sources, including wood, are specifically prohibited. Portable barbeques may be utilized only for cooking food. Briquettes must be completely extinguished and properly disposed of or removed from the park. The director may further restrict the use of barbeques within any park, provided that signs are installed to notify patrons of the restrictions.

B. Fires are prohibited during announced burn bans.

C. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.180 Use of certain equipment.

A. It is unlawful for any person to use a slingshot, beanshooter, paintball gun, air gun, or other similar implement, or golf or archery equipment in or upon any park; provided, that such equipment may be used in areas especially designated or provided for that use, or by specific permit.

B. It is unlawful to conduct organized golf, baseball, tennis, soccer, or other games of like character, or to hurl or propel any missile into or over any park, except at places set apart for such purposes.

C. It is unlawful to use motorized model aircraft or watercraft in any park, except as specifically permitted.

D. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.185 Metal detecting.

A. Metal detecting is permitted in any park during the hours when the park is open as long as the activity does not interfere with reserved sports or activities or city-organized sports or activities or with the enjoyment of the park by other users. Metal detecting is not allowed on athletic fields, municipal golf courses, in ornamental planting areas, on the grounds of historic sites (including the Mary Olson Farm), or in critical areas or their buffers as defined in Chapter [16.10](#) ACC. Metal detecting in camping areas is permitted only in unoccupied campsites or in a campsite lawfully occupied by the detector.

B. Persons operating metal detectors in parks must:

1. Not make a noticeable impact to park property. Metal must be removed from the ground with minimal sod disturbance. Any holes dug are limited to six inches maximum depth and must be immediately refilled and the surface restored to its earlier condition. Holes in turf must be dug in a “U” shape so that one edge of turf remains connected. The turf flap must be flipped back over when the hole is refilled.
2. Not destroy or disturb park facilities, signs, equipment, natural features, or historical or archeological resources.
3. Not remove any items that appear to have historical or archaeological significance, and report such a find to a department of parks and recreation employee.
4. Only use ice picks, screwdrivers, or probes under two inches in width, and digging implements that do not exceed five inches in width and eight inches in length.
5. Properly dispose of all found or recovered trash and litter.
6. Observe all federal, state, and local laws and regulations while metal detecting.

C. This section does not apply to city employees who are engaged in the performance of their duties, and an individual whose use of a detector has been approved by the director in writing if the individual can produce the written approval during performance of the metal detecting.

D. Violation of this section constitutes a Class 3 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6917 § 1 (Exh. A), 2023.)

2.22.190 Fireworks.

It is unlawful to carry, shoot, fire, or explode any fireworks or explosives of any kind in any park. Violation of this section constitutes a civil infraction punishable as provided in ACC [8.24.030](#). (Ord. 6762 § 1 (Exh. A), 2020; Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.200 Vehicular standards.

It is unlawful:

- A. To enter or leave a park by other than established entrances and exits.
- B. To operate a vehicle or a bicycle in any park, except on roads intended for the movement of public vehicular traffic, or on roads and trails specifically designated for special use.
- C. To park vehicles in any park except in established parking areas.
- D. To park in any park when the park is closed. Any vehicle that is parked in violation of this subsection may be immediately impounded.
- E. To service, wash, wax, or change the oil of any vehicle within a park.
- F. To engage in, conduct, or hold any trials or competitions for speed, endurance, or hillclimbing involving any vehicle, boat, or aircraft in any park without specific permit.
- G. To fail to obey the posted speed limits and all other regulatory signs.
- H. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.205 Entrance fees.

Where fees are required by the director for entering any park, it is unlawful to enter without paying the prescribed fee. Violation of this section constitutes a Class 1 civil infraction pursuant to Chapter [7.80](#) RCW. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.210 Tents and shelters.

No person shall erect, maintain, use or occupy a tent or shelter in any city of Auburn park except as permitted under ACC [9.50.030\(C\)](#). (Ord. 6950 § 2 (Exh. A), 2024; Ord. 6817 § 1, 2021; Ord. 6781 § 1, 2020; Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.215 Parking fees required.

Where parking fees are required by the director for parking within any park, it is unlawful to park without paying the prescribed parking fee. Any person violating this section shall be deemed to have committed a parking infraction, the penalty for which shall not exceed the sum of \$250.00. (Ord. 6465 § 1, 2013.)

2.22.220 Opening and closing hours.

- A. Unless otherwise posted, parks shall open one-half hour before sunrise and close one-half hour after sunset. Any person entering or remaining in a closed park is subject to prosecution for criminal trespass pursuant to ACC [9.96.900](#) and/or Chapter [9A.52](#) RCW.
- B. The director may extend open hours for sanctioned events, but only that portion of a park being used for the event will be open beyond normal hours; other areas of such a park shall remain closed.
- C. This section shall not apply to:
 - 1. Police officers or park employees while on duty.
 - 2. Sidewalks that are within the right-of-way of a public street, when the street is not within the boundaries of a park.
 - 3. Persons entering or remaining in a closed park in violation of ACC [9.50.030](#). (Ord. 6817 § 2, 2021; Ord. 6781 § 2, 2020; Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.230 Emergency conditions.

- A. In case of an emergency, or in case where life and property are endangered, all persons, if requested to do so by the director or other park employee or a police officer, shall depart from the portion of the grounds specified by such officer or employee, and shall remain off the same until permission is given to return.

B. Any person who remains on park property after being required to leave by a city of Auburn employee or by a police officer, or who returns to the park without permission, is guilty of criminal trespass and may be arrested and prosecuted under the Auburn City Code. Any juvenile violating this section may be arrested and prosecuted under Chapter [13.40](#) RCW, as currently enacted or hereafter amended. (Ord. 6465 § 1, 2013.)

2.22.240 Enforcement.

A. *Enforcement Authority in Parks.* In addition to any other enforcement authority, when any police officer or city official has probable cause to believe that any person within a park has committed a crime as defined by the RCW or by the Auburn City Code, or has violated any ordinance, rule or regulation established by this park code or by the city's parks department, the officer or official may:

1. Order such person to immediately leave the park. Any person refusing to comply with such an order or returning to the park on the same calendar day as such an order is subject to prosecution for criminal trespass pursuant to Chapter [9A.52](#) RCW and/or ACC [9.96.900](#); and
2. Issue the person a written admonishment excluding them from city park property for a period up to one year from the issue date. Persons receiving such an admonishment who return to park property within the admonishment period are subject to prosecution for criminal trespass pursuant to Chapter [9A.52](#) RCW and/or ACC [9.96.900](#).

B. *Admonishment Issuance and Appeals.*

1. Admonishments issued under this section:
 - a. Are valid and effective whether or not the excluded person is charged, tried or convicted of any crime or infraction;
 - b. Are valid and effective even if the admonished person refuses a copy of the admonishment; provided, that the issuing city official reasonably notifies the admonished person of the admonishment period, place(s) of exclusion and appeal process under this section;
 - c. Are valid and effective for the admonishment period unless and until shortened or rescinded by an official ruling after appeal in this section;
 - d. May be based upon observations by city officials and/or police officers, or upon civilian reports that an official or officer could reasonably rely on in determining probable cause; and
 - e. Shall include a statement of the appeal rights in this section and a form for appealing the admonishment as provided by this section.
2. Persons receiving admonishments under this section may appeal the admonishment in writing. Any such appeal must:
 - a. Be in writing, either on the form referenced in this section or in a writing including at least the person's name, the involved property location and the approximate admonishment date to enable processing of the appeal;
 - b. Be received by the city clerk or postmarked within 14 calendar days of the person's receiving the admonishment; and
 - c. Be under oath and include all facts that the excluded person believes support a shortening or rescinding of the admonishment.
3. The director of parks, arts, and recreation, or designee, shall review the appeal and shall issue a ruling upholding, rescinding or shortening the admonishment within 14 calendar days of receiving the appeal. The director or designee may consider the admonishment and any other relevant and trustworthy submitted written materials in deciding the appeal. The admonishment shall be upheld if supported by a preponderance of evidence. The ruling may be transmitted to the excluded person by mail, in person, electronically, or by any other method specified by the person or reasonably likely under the circumstances to give notice.
4. The appeal process in this section cannot be used to appeal any criminal penalties imposed by a court under this section or any other law.

C. *Limitation.* Trespass admonishments issued to persons violating ACC [9.50.030](#) on park property shall be processed pursuant to ACC [9.50.030\(E\)](#). (Ord. 6817 § 3, 2021.)

2.22.250 Penalty for violations.

Violations of this chapter shall be penalized as provided in each section unless a penalty is specifically designated elsewhere in the Auburn City Code as a gross misdemeanor or misdemeanor, or if specified to be enforced pursuant to other law, including, but not limited to, another section, chapter, or title of the Auburn City Code. Each penalty is in addition to any other remedies or penalties provided by law. For each act herein prohibited of a continuing nature, each day shall be considered a separate offense. Whenever any person is stopped for a violation of this chapter, the officer may detain that person for a reasonable period of time necessary to identify the person and check for outstanding warrants. (Ord. 6747 § 1 (Exh. A), 2019; Ord. 6465 § 1, 2013.)

2.22.260 Severability.

If any part, provision, or section of this chapter is held to be void or unconstitutional, all other parts not expressly so held shall continue in full force and effect. (Ord. 6465 § 1, 2013.)

The Auburn City Code is current through Ordinance 6983, passed July 21, 2025.

Disclaimer: The city clerk’s office has the official version of the Auburn City Code. Users should contact the city clerk’s office for ordinances passed subsequent to the ordinance cited above.

Auburn City Code Chapter 2.42

Parks and Recreation Board

Sections:

2.42.010	Definitions.
2.42.020	Creation – Membership.
2.42.030	Compensation.
2.42.040	Residency.
2.42.050	Organization – Quorum.
2.42.060	Powers and duties.
2.42.070	<i>Repealed.</i>
2.42.080	<i>Repealed.</i>
2.42.090	<i>Repealed.</i>

For statutory provisions authorizing cities of the third class to provide for a board of park commissioners by ordinance, see RCW [35.23.170](#); for provisions on the acquisition and operation of public parks by code cities, see RCW [35A.67.010](#).

2.42.010 Definitions.

Words, as used in this chapter, shall have the following meanings:

- A. “Board” means the members of the parks and recreation board as a whole.
- B. “Park” means an area of land, with or without water, developed and used for public recreational purposes, including landscaped tracts; picnic grounds; playgrounds; athletic fields; recreation centers; camps; foot, bicycle, and bridle paths; motor vehicle drives; wildlife sanctuaries; museums; zoological and botanical gardens; facilities for bathing, boating, hunting, and fishing; as well as other recreational facilities owned by the city and utilized for the benefit of the public. (Ord. 6000 § 1, 2006; 1957 code § 1.18.010.)

2.42.020 Creation – Membership.

There is created a parks and recreation board, consisting of seven members, who shall be appointed by the mayor and confirmed by the city council to serve a three-year term; or may be assigned to fill the unexpired term of the person they are replacing. (Ord. 6649 § 5, 2017; Ord. 6000 § 1, 2006; Ord. 3523 § 2, 1980.)

2.42.030 Compensation.

No board member shall receive any compensation for their service. (Ord. 6000 § 1, 2006; 1957 code § 1.18.030.)

2.42.040 Residency.

Members of the parks and recreation board shall be selected from residents living within the incorporated city limits of Auburn. Exception to this rule may be made, at the discretion of the mayor and the city council, in instances where an appointee brings a special interest or talent to the board. (Ord. 6649 § 6, 2017; Ord. 6000 § 1, 2006; Ord. 5803 § 6, 2003; Ord. 3523 § 2, 1980.)

2.42.050 Organization – Quorum.

Each year, at the first meeting of the board, the members will select a chairperson and a vice-chairperson. It shall be the duty of the chairperson to preside at all meetings of the board and of the vice-chairperson to preside at all meetings in the absence of the chairperson. A majority of the board shall constitute a quorum for the transaction of business, and affirmative votes from a majority of the members present and voting shall be necessary to carry any proposition. A meeting of the board shall be held at least once a month. (Ord. 6000 § 1, 2006; 1957 code § 1.18.050.)

2.42.060 Powers and duties.

The board shall advise the city council regarding the expansion and operation of the city parks and recreation services facilities and programs, but shall have no administrative or supervisory powers not available to the

council. The board shall have the power to advise the city council on policies regarding parks and open space issues such as: park planning, design and construction; development, redevelopment, and renovation; enterprise management; natural resources, land stewardship, and environmental education. The board shall also advise the city council on policies regarding park issues such as recreation opportunities for a wide range of interests, ages and abilities; cultural diversity; community centers; parks and recreation on department-related special events. (Ord. 6000 § 1, 2006; Ord. 3522 § 1, 1980; 1957 code § 1.18.060.)

2.42.070 Rules and regulations promulgation authority.

Repealed by [Ord. 6000](#). **2.42.080 Park budget submittal.**

Repealed by [Ord. 6000](#). **2.42.090 Violation – Penalty.**

Repealed by [Ord. 6000](#). The Auburn City Code is current through Ordinance 6983, passed July 21, 2025.

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