



# Meeting Agenda

## Parks and Recreation Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Laura Keehan  
360.570.5855

---

**Thursday, March 19, 2026**

**6:00 PM**

**Room 207**

---

**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

- 3.A** [26-0120](#) Approval of January, 15, 2026, Parks and Recreation Advisory Committee Meeting Minutes

Attachments: [Minutes](#)

**4. PUBLIC COMMENT**

*During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with the Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure. Individual comments are limited to three (3) minutes or less.*

**5. ANNOUNCEMENTS**

**6. BUSINESS ITEMS**

- 6.A** [26-0208](#) Parks Plan Public Engagement Discussion

Attachments: [PRAC Draft Parks Plan](#)  
[Parks Plan Project Timeline 2026-28](#)

*Estimated time: 40 minutes*

**7. REPORTS**

A. Olympia Metropolitan Parks Advisory Board

**8. FOLLOW-UP ON PRAC MOTIONS, QUESTIONS AND FUTURE AGENDA ITEMS**

## 9. ADJOURNMENT

### Upcoming

*Next meeting is scheduled for April 16, 2026*

### Accommodations

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## **Parks and Recreation Advisory Committee**

### **Approval of January, 15, 2026, Parks and Recreation Advisory Committee Meeting Minutes**

**Agenda Date:** 3/19/2026  
**Agenda Item Number:** 3.A  
**File Number:**26-0120

---

**Type:** minutes **Version:** 1 **Status:** In Committee

---

**Title**

Approval of January, 15, 2026, Parks and Recreation Advisory Committee Meeting Minutes

# City of Olympia

*City Hall  
601 4th Avenue E  
Olympia, WA 98501*



## **Meeting Minutes - Draft**

**Thursday, January 15, 2026**

**6:00 PM**

**Room 207**

**Parks and Recreation Advisory Committee**

**1. CALL TO ORDER**

The meeting was called to order at 6:02 p.m.

**1.A ROLL CALL**

**Present:** 7 - Chair Alexandra Safiq, Vice Chair Jeff Prevost, Committee member Jamie Gerken, Committee member James Goebel, Committee member Meg Jones, Committee member Caroline Mellor and Committee member Theresa Woodward

**Absent:** 1 - Committee member Sare Webster

**2. APPROVAL OF AGENDA**

The agenda was unanimously approved.

**3. APPROVAL OF MINUTES**

The minutes were unanimously approved.

**3.A** Approval of October, 16, 2025 Parks and Recreation Advisory  
Committee Meeting Minutes

**Attachments:** [Minutes](#)

**4. PUBLIC COMMENT**

There were no public comments.

**5. ANNOUNCEMENTS**

1) City advisory committee members will no longer have access to city emails. All PRAC communications will now go to the personal emails of committee members.

2) This will be the last year of the annual committee member stipend application requirement. Your last application will be the default unless you should ask for a change. You are only required to submit a W9 form only if you need to make a legal change to your personal info on file.

3) PRAC park name suggestions were sent to the CLPS committee of City Council and the recommendations will be presented to the full City Council at the January 20th meeting this month.

4) Laura Keehan was promoted to the Director of Parks Planning and Maintenance position.

5) Parks Stewardship is hosting the annual Dr. Martin Luther King Jr. Day of Service at Squaxin Park this Saturday, January 17th, from 10:00 a.m. to 1:00 p.m.

## 6. BUSINESS ITEMS

### 6.A Screening New PRAC Member Applications

**Attachments:** [PRAC Packet Redacted](#)

New PRAC member applicants 14, 30, 57 and 24 were moved forward for City Council's review.

### 6.B PRAC Work Plan Review

**Attachments:** [DRAFT Work Plan- April 2026-March 2027](#)

Laura Keehan, Director of Parks Planning and Maintenance, presented the 2026 PRAC Work Plan.

### 6.C Chair, Vice-chair and OMPC Advisory Committee Elections

**Chair Alex Safiq moved, seconded by Caroline Mellor, to nominate Alex Safiq to remain the PRAC Chair. The motion passed unanimously.**

**Aye:** 7 - Chair Safiq, Vice Chair Prevost, Committee member Gerken, Committee member Goebel, Committee member Jones, Committee member Mellor and Committee member Woodward

**Absent:** 1 - Committee member Webster

**James Goebel moved, seconded by Jamie Gerken, to nominate Caroline Mellor to be the PRAC Vice Chair. The motion passed unanimously.**

**Aye:** 7 - Chair Safiq, Vice Chair Prevost, Committee member Gerken, Committee member Goebel, Committee member Jones, Committee member Mellor and Committee member Woodward

**Absent:** 1 - Committee member Webster

## 7. REPORTS

There were no reports.

## 8. FOLLOW-UP ON PRAC MOTIONS, QUESTIONS AND FUTURE AGENDA ITEMS

There were no follow-ups at this time.

**9. ADJOURNMENT**

The meeting adjourned at 7:24 p.m.

**Upcoming**

The next meeting scheduled is Thursday, March 19, 2026 at 6:00 p.m.

**Accommodations**



## Parks and Recreation Advisory Committee

### Parks Plan Public Engagement Discussion

**Agenda Date:** 3/19/2026  
**Agenda Item Number:** 6.A  
**File Number:**26-0208

---

**Type:** discussion **Version:** 1 **Status:** In Committee

---

#### **Title**

Parks Plan Public Engagement Discussion

#### **Recommended Action**

Discuss ideas for public engagement in development of the 2028 Parks Plan

#### **Report**

##### **Issue:**

How to best engage the Olympia community in development of the Parks Plan update.

#### **Staff Contact:**

Laura Keehan, Director of Parks Planning & Maintenance, 360.570.5855, lkeehan@ci.olympia.wa.us

#### **Background and Analysis:**

Every six years the City of Olympia must adopt a Parks, Arts and Recreation Plan (Parks Plan) in order to be eligible for Washington State Recreation and Conservation Office (RCO) grants. Olympia adopted its current plan in 2022, therefore a new plan will be due by March 1, 2028.

Due to significant community interest in Olympia's park system, staff has proposed a two-year planning process to develop the 2028 Parks Plan. A proposed plan for public engagement in the planning process is outlined in the attached timeline document, along with an overview of the general process steps for developing the plan.

At PRAC's meeting on the 19<sup>th</sup>, staff will discuss ideas for public engagement and solicit ideas from committee members about how PRAC can be involved in the process.

#### **Climate Analysis:**

Implementation of the public engagement plan does not have a significant climate impact.

#### **Equity Analysis:**

Inclusion is one of OPARD's core values. In an effort to hear from underrepresented communities during the Parks Plan development process, the department proposes to utilize focus groups and targeted outreach methods tailored to specific groups, such as youth engagement at summer camps.

#### **Neighborhood/Community Interests (if known):**

Historically the Parks Plan update is of wide community interest. The department utilizes various public engagement techniques over the two year planning process in order to hear from all interested community members.

**Options:**

Provide ideas and feedback to staff on the Park Plan's proposed public engagement.

**Financial Impact:**

OMPD Funds will be used to implement public engagement techniques, such as the random sample community survey and focus groups.

**Attachments:**

Park Plan Engagement Draft  
Timeline

# Olympia

## Parks, Arts & Recreation Plan

### Public Engagement – DRAFT

---



Community engagement is an essential component of the Parks Plan to ensure that the planning process reflects the needs, priorities, and values of residents, park users, and community partners. Because parks, arts and recreation facilities serve the entire community, meaningful public participation helps ensure that the plan is responsive, equitable, and grounded in local knowledge.

#### Engagement Approach

##### Community-Driven Planning Approach

The Parks Plan will be developed using a community-driven approach that combines technical analysis with extensive public input. Community engagement helps identify how residents currently use parks and recreation facilities, what improvements are most desired, and where gaps exist in access, programming, or amenities. This approach is consistent with park planning practices across Washington communities, where public participation is a key step in identifying needs, exploring alternatives, and shaping recommendations for park systems.

Public participation allows planners to understand both the strengths of the existing park system and the opportunities for improvement. Feedback gathered through surveys, open houses, focus groups, and community events provides important insights into local preferences and priorities, ensuring that the final plan reflects the community's vision for parks, arts and recreation spaces.

##### Importance of Diverse Participation

Efforts will be made to engage a broad and diverse range of community members throughout the planning process. Inclusive outreach helps ensure that the Parks Plan reflects the perspectives of residents of different ages and backgrounds, including individuals who may use parks in different ways.

Many park planning processes prioritize meeting residents where they are—through community events, engagement with local organizations, and accessible engagement tools—to reach a wide range of participants. For example, park planning efforts will include surveys, interactive mapping tools, focus groups, and outreach through day camps and community organizations to gather input from residents.

Engaging a wide cross-section of the community helps ensure that park investments promote equitable access to recreation, address community recreation and park needs, and support facilities and programs that benefit the entire population.

## Informing Goals, Priorities, and Capital Projects

Input collected through the engagement process will directly inform the development of the Parks Plan's goals, priorities, and recommended capital projects. Community feedback will help identify desired park and art amenities, priorities for maintenance and safety, opportunities for expanded trails and recreation facilities, and strategies to enhance natural areas and environmental stewardship.

Community perspectives are considered alongside demographic trends, park system inventories, and best practices in park planning. This integrated approach helps ensure that recommendations are both community-supported and feasible from a planning and operational standpoint.

### **Communication goals:**

- **Transparency:** Clearly explain the planning process, milestones, and decision points.
- **Participation:** Engage broad and diverse audiences, including historically underrepresented communities.
- **Accessibility:** Provide plain-language information and multiple engagement formats.

### **Community/Stakeholder Identification**

Key groups to be engaged:

- Olympia Residents (including Urban Growth Area)
- Recreation Program users
- Sports Leagues
- Park Stewards and Park Volunteers
- Youth and teens
- Seniors
- Historically underrepresented communities

Partners and Neighboring Jurisdictions:

- Internal Stakeholders: Public Works Transportation, CPED, Water Resources
- Olympia School District
- Port of Olympia
- Tribal government: Squaxin Island Tribe
- Senior Services of South Sound
- Neighborhood associations
- Arts & Cultural Organizations
- Neighboring Local Jurisdictions: Lacey, Tumwater, Thurston County
- Advisory Groups:

- PRAC
- Arts Commission
- Youth Council
- Social Justice & Equity Committee
- Others?

## **Equity & Inclusion Strategy**

Strategies to ensure inclusive participation:

- Focus groups:
  - Potential Audiences: Latinx, Vietnamese
  - Translation services / Multilingual engagement for surveys
- Partnerships with cultural organizations/events
- Youth-specific outreach:
  - Summer camps (SKIPP Free & Reduced Lunch Program, Camp Olywahoo)
  - Olympia Youth Council

## **Engagement Methods**

In-Person Engagement:

- Open House Listening Sessions
- Focus Groups
- Engagement with youth (Summer Camps, SKIPP)
- Pop-up displays in parks or locations around town:
  - Arts Walk, Music in the Park, festivals, etc.
  - Library
  - Senior Center
- City Advisory Committees

Digital Engagement:

- Engage Olympia:
  - Online Surveys
  - Ideas Tool – brainstorming tool for crowdsourcing ideas from the public

- Mapping Tool – allows people to pin areas on map for new park amenities, maintenance, security concerns, etc.
- Statistically valid / random sample survey
- Biannual Community Survey on Satisfaction with City Services (upcoming survey results available in May 2026)

### **Evaluation & Reporting**

Compile a “What We Heard” summary following first phase of public engagement, including:

- Number of participants
- Diversity of participants
- What we heard, what’s missing, what’s important to you, priorities, etc.

# Parks Plan Update

Year:	2026												2027												2028			Status:						
	quarter 1			quarter 2			quarter 3			quarter 4			quarter 1			quarter 2			quarter 3			quarter 4			quarter 1									
	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	feb	mar							
<b>Project Initiation</b>																															in progress			
Project Scoping																																		
Public Engagement Plan Development																																		
<b>Inventory Assessment</b>																																		not started
Inventory of Existing Facilities & Master Plans																																		
Community Demographics																																		
GIS Mapping																																		
<b>Needs Assessment</b>																																		not started
Needs Assessment																																		
Levels of Service																																		
Gap Analysis																																		
Impact Fees Analysis																																		
<b>Draft Plan Development</b>																																		not started
Capital Facilities Planning																																		
Funding Analysis																																		
Performance Metrics																																		
<b>Plan Review</b>																																		not started
SEPA & RCCO Review																																		
Revise Draft Plan																																		
<b>Final Plan Adoption</b>																																		not started
Council Review																																		
State RCCO Acceptance																																		
<b>Public Engagement:</b>																																		
Engage Olympia																															+			
Random Sample Survey																															+			
Events (Artswalk, Capital City Pride, School & Cultural Events, Tasting)																															+			
User Group Check-ins (e.g. Focus Groups, Rec Leagues, Youth, Special Olympics, Seniors)																															+			
Public Meetings																															+			
Parks & Recreation Advisory Committee																															+			
Arts Commission																															+			
City Council																															+			