Covington and Maple Valley Aquatics and Recreation Center

Feasibility Study 2021

ALSC ARCHITECTS

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I. Acknowledgements

We would like to acknowledge all individuals and organizations who dedicated their time and efforts to this study. Their efforts have contributed to making the voices and needs of the greater community heard by attending focus group sessions, responding to one of the multiple surveys conducted during the study, or being involved in the project's future phases.

Special recognition goes to the following individuals who took on an active role in shaping the future of recreation in the Covington and Maple Valley region.

Steering Committee:

- Allison Warner
- Brock Deady
- Chris Brestle
- Ed Holmes
- Jeff Wagner
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city of covington
growing toward greatness

CITY OF MAPLE VALLEY
A Natural Fit

ALSC ARCHITECTS

BALLARD*KING & ASSOCIATES LTD

CAMPBELL & COMPANY

CBRE

COFFMAN ENGINEERS

ECONorthwest
ECONOMICS · FINANCE · PLANNING

WTI
WATER TECHNOLOGY INC.

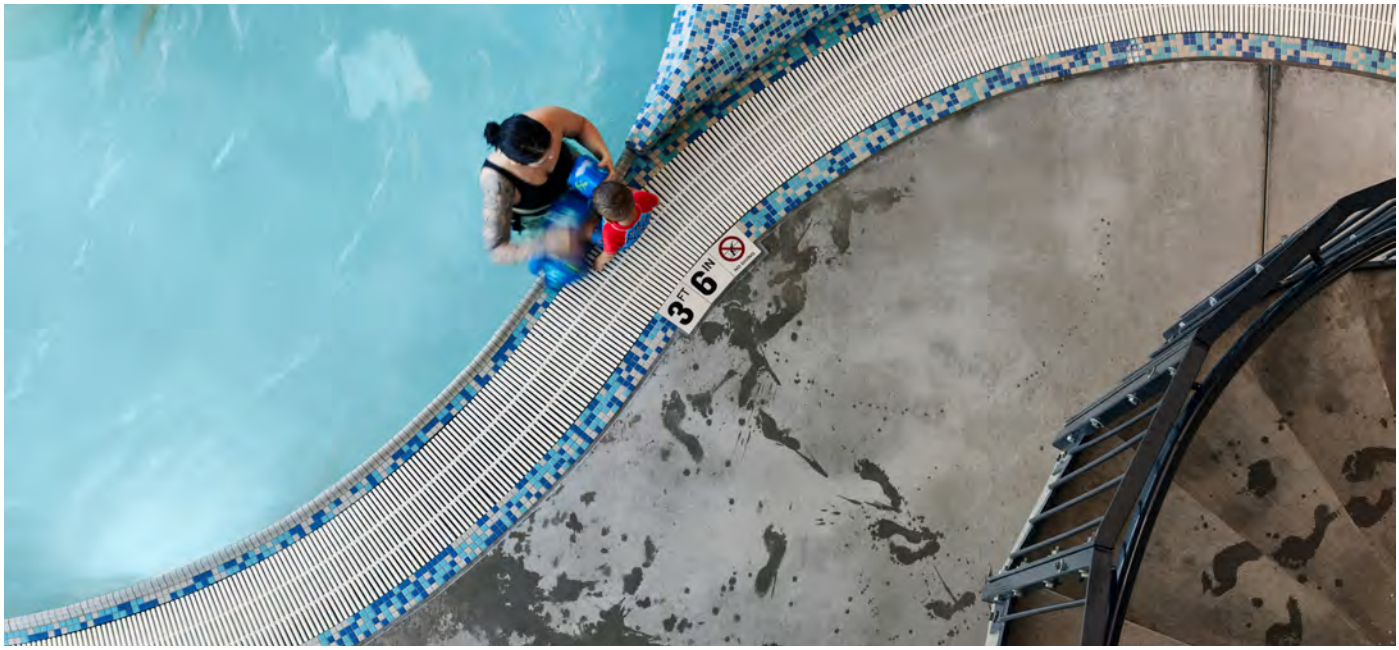
II. Preamble

Per Council direction, in February 2018, the City of Covington completed a facility condition assessment for the aging Covington Aquatic Center. The results of the assessment confirmed the cost to renovate the 43-year old facility exceeds its value. Also acknowledged is that the demand upon this facility and the community's needs is much different from when it opened its doors in 1977; a replacement facility would meet present-day (and anticipated future) demands and requirements.

Recognizing the need to replace this regional facility and with support from local city councils and legislators, the Washington Department of Commerce provided a grant of $1,050,000 to study the feasibility of a new aquatic and recreation center in the Covington and Maple Valley area and begin pre-construction design work. This will provide the Covington and Maple Valley communities necessary information to evaluate options and recommendations regarding a future aquatic and recreation center. The grant scope is rather general but does specify "a future aquatic and recreation center", so it is essential to include both aquatic and recreation components.

Covington and Maple Valley completed a RFQ (or Request for Qualifications) process in the fall of 2019, and ALSC Architects was determined to be the most highly qualified firm among 12 submittals. Working with city staff from Covington and Maple Valley, ALSC assembled a strong consultant team and scope of work to make recommendations based on market analysis and programming needs assessment, business plan, capital funding strategies, and economic impact analysis that reflects public interests and leading industry standards. The study evaluated land sites in Covington and Maple Valley communities and ranked the sites in four categories (Site Condition, Infrastructure, Vehicle, Pedestrian Access, and Anticipated Development Costs).

The study began as the Covid-19 Pandemic took hold of the world. The study was briefly paused to evaluate how to proceed. In August of 2020, the cities of Covington and Maple Valley directed ALSC to continue the study. Due to Covid restrictions, outreach, and communications regarding the project shifted away from planned in-person events and outreach to a virtual and web-based effort.



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BTC

III. Methodology of Study

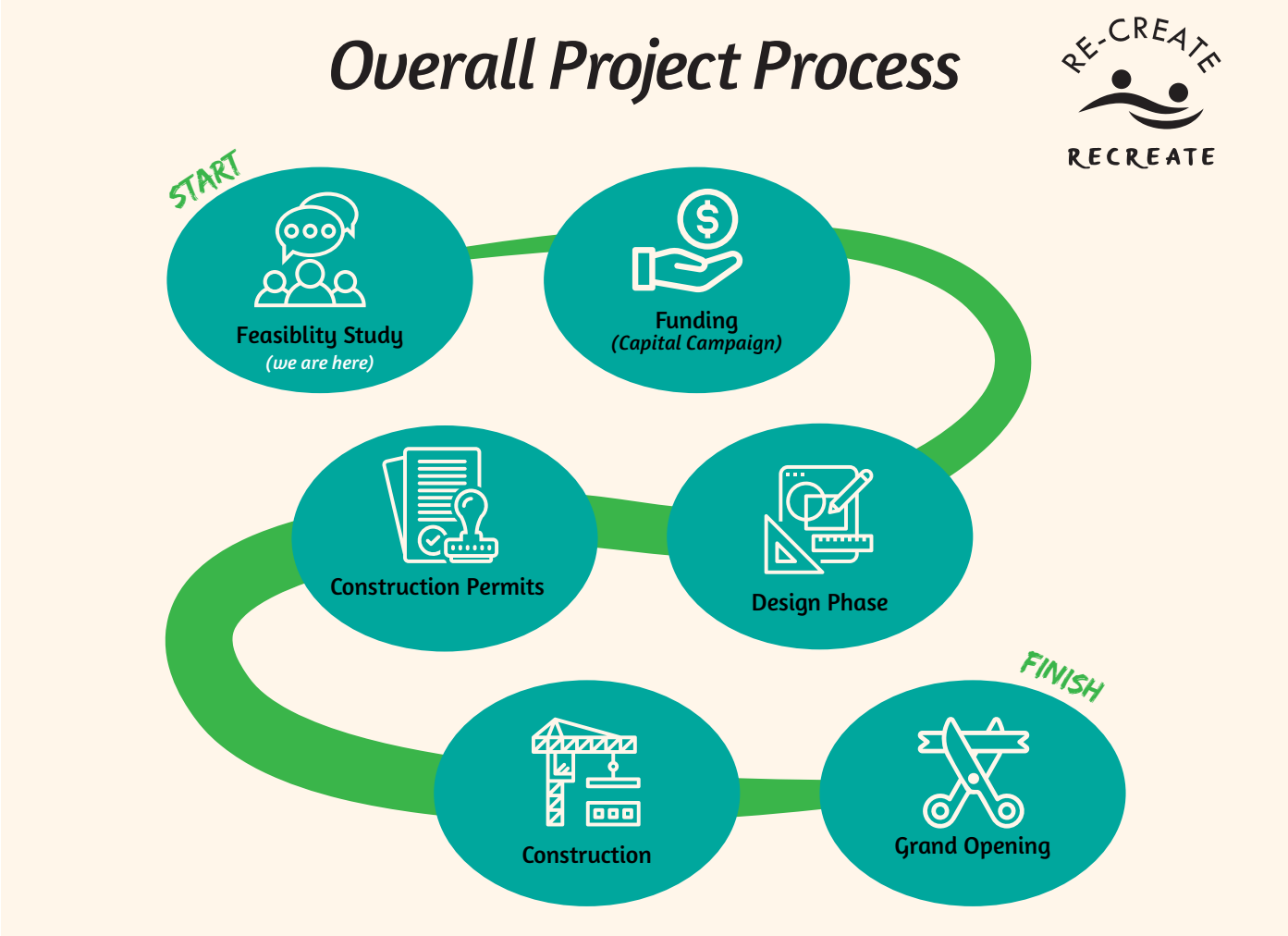
The study utilized a public process to gain community input and provide awareness of the project. Information collection and outreach were achieved through multiple sources, including a statistically accurate phone survey, situational survey, virtual public workshops, a survey of city staff, and virtual focus group sessions.

A consensus-building 15 person Steering Committee was selected from a pool of 28 applicants. The Steering Committee's primary function was to provide guidance and leadership in the public input process within the overall feasibility study and advise the Core Planning Group led by city staff from Covington and Maple Valley and Consultant feasibility team. The results of this study have been reviewed and approved by this 15 person committee before finalization.

Critical to the study was the development and determination of amenities to be considered in a future facility. The Steering Committee was integral in communicating the needs of the community beyond what was collected in surveys. Other considerations beyond the program development include a market analysis (what is in demand/need), operational business plan (some features, amenities, and programs will have higher cost recovery rates than others), funding (what funding level will the public support), and next steps of design and funding strategies.

The final report from the study was presented to the city councils of Covington and Maple Valley in 2021 to evaluate the project's next steps. This report is the first step in creating a new community asset for generations to come.

This feasibility study completes the first milestone in a larger overall project process involving multiple steps. The following graphic is an overview of the basic steps in the evolution of the project from feasibility through construction and grand opening:



IV. Executive Summary

Opening Statement

This feasibility study includes a comprehensive scope of work intended to ensure an accurate read on the needs and desires of the Covington and Maple Valley community at large for a new indoor aquatics and recreation center. The scope of work is broken down within this report into the following categories:

1. Outreach and Information Gathering
2. Site Considerations
3. Building Program Considerations
4. Capital and Operational Analysis
5. Project Benefit and Economic Impact Analysis

Two groups were established to administer the process during the study, monitor progress, and guide the feasibility study team. The Core Planning Group, led by city staff from Covington and Maple Valley, provided weekly leadership for the feasibility study team. The Steering Committee comprised 15 volunteers from the Covington and Maple Valley area selected through an application and interview process. The Steering Committee conducted four meetings at critical milestones throughout the feasibility study process and provided valuable insights and guidance for the study.

The following paragraphs summarize the process, findings, and recommendations of the various categories of work noted above. More detailed information for each of these categories can be found in the following chapters and the appendix contained in this report.

1. Outreach and Information Gathering

Over several months, the feasibility team implemented numerous methods of gathering information from the community to maximize the quantity and quality of input needed to inform the contents of this study. Given the impacts that the Covid-19 pandemic had on some of the traditional techniques that generally involve public gatherings, much more emphasis had to be placed on technology-related approaches for sharing and gathering information.

A telephone survey was conducted to gather perceptions of a potential indoor aquatics and recreation center from a random sampling of 200 residents in the survey area. The survey was statistically valid with a 95% confidence level and +/- 7% margin for error, providing a quantitative result. The findings of this scientific survey validated the need for improved recreational programs and facilities in the community.

The telephone survey provided valuable insights into citizens' thoughts on levels of participation, involvement, ideas on approving taxes to pay for a new facility, and prioritized interests in programs and spaces to be included. With these findings in hand, a preliminary list of potential recreational program areas to be included in the new center were developed and used to provide feedback to the community through the project website and other social media approaches.

Other techniques were incorporated into the study's methodology to gather more qualitative information to inform the study. A situational assessment was conducted through the project web page and via personal interviews with known stakeholders. Respondents were given open-ended questions with their verbatim responses recorded and categorized. The information gathered supported the telephone survey findings and added significant cultural insight to the results.

Public virtual workshops were conducted to share and gather information via real-time polling, with recordings of those sessions shared on social media. Volunteer stakeholders representatives participated in focus group sessions and provided input on specifically focused topics. Existing community emails and social media networks were populated with project information being shared and gathered. Direct mailers, commercial streaming service providers, and web page advertisements were also incorporated into outreach methodologies. In all, there were over 88,000 contacts with community members for opportunities to provide and receive project-specific information.

2. Site Considerations

The purpose of site analysis was to determine the existence of viable sites within the area of the cities of Covington and Maple Valley, to analyze those sites, and select a recommended site for the project. Criteria for suitable site selection were established and used in a commercial multiple listing search which identified 14 potential sites within the search area. Fortunately, it appears from this inventory of sites that there are several viable sites available, a finding that strengthens the project's feasibility moving forward.

Three locations were chosen from the initial list of 14 sites for further detailed analysis within Covington and Maple Valley. Clear, weighted site analysis criteria were developed to test the sites objectively to define the most suitable site characteristics for the new center.

For consideration of site selection, the following criteria rose to the top in terms of importance:

1) Given the size of the base project plus the potential for additional privately-funded facilities near the new center, properties with an adequate developable area will be considered on a case-by-case basis. The developable portion of the site will offer much more flexibility in site design and building layout if its length to width ratio is 2:1 or less.

2) Costs will be minimized for site development and therefore maximized for investment into the program areas of the building if the following attributes exist:
   a. The site's topography is relatively flat to minimize grading and storm water system costs with minimal sensitive area designations (i.e., wetlands).
   b. Major utility infrastructure is accessible in the adjacent right-of-way.
   c. Suitable sub-surface conditions were examined for efficient foundation system design and stormwater treatment.

3) Direct access to existing vehicular and pedestrian circulation systems, including public transportation.

4) Adjacent Land Use: Project works well with adjacent developments now and in the future.

5) A location that is as close to the center of the market area for the project as possible, minimizing travel time for facility users and fostering mutual 'ownership" of the facility by multiple municipalities.

This process resulted in the recommendation of locating the project on the Town Center site in Covington, located at the intersection of SE 276th St. and SE Wax Road near the developing downtown core. This site scored the highest based on the weighted scoring criteria established for this project.

3. Building Program Considerations

A primary task in determining the feasibility of a project is to establish what should be included in the project. Developing the building "program" (list of spaces) included the following:

> Assess current providers and offerings within the local market.

> Review the statistically accurate phone survey results for community needs.

> Compare stated requirements from the situational assessment against the phone survey.

> Review demographic and market statistics and compare those to current regional and national trends for indoor recreation and cultural and community needs.

> Evaluate focus group interviews for supporting or divergent needs in the telephone and situational assessments.

> Assess the potential partner and stakeholder interviews for areas of possible shared need.

> Examine programs for revenue generation compared to expenditure.

From this effort, two program approaches were determined:

> Option #1 presents a Complete Building Program based on the community's desired and perceived needs. The complete building program was derived from community input and represented 85,504 SF of enclosed building area. The construction cost projected for this facility in 2021 dollars and built within the geographic area identified in this study is $94 million **($114.3 Million in 2026).**

> Option #2 presents a Phased Building Program based on the community's desired and perceived needs, but with a smaller initial scope which includes the highest prioritized spaces. (Future project phases will include additional program areas as needed.) The phased building option provides 60,061 SF of enclosed building area. The construction cost projected for this facility in 2021 dollars and built within the geographic area identified in this study is $62.4 million **($76 million in 2026).**

These two options provide flexibility in the potential paths to be chosen as funding potential from the various sources identified are further developed and a final budget is established in subsequent phases of the project.

4. Capital and Operational Analysis Funding

Determining a method for funding the capital development costs and the anticipated annual operating subsidy of the proposed new Covington Maple Valley Aquatic Recreation Center are critical components of this feasibility study. Several different funding sources may need to be utilized for the center to become a reality. A fundraising plan early on will be critical to advance future planning design, public outreach and education, and fundraising efforts. As a result, many possible funding sources were investigated.

Based on the financial analysis performed for this study, capital funding from partnerships, fundraising, foundations, grants, and naming rights could yield 33% at the low end and upwards of 75% on the high end of the total need. Operations funding from partnerships, interlocal agreements, sponsorships, and grants could yield 22% at the low end and upwards of 30% on the high end of the total need. The remaining funding for capital and operations funding will need to come from public funding through taxes.

Potential sources of funding are available from private sources as well as government-sponsored grant programs. The study contains detailed information for a capital campaign's planning, execution, and timeline to tap into private foundations, corporate and business support, and individual donations. An initial search of the Foundation Directory Online https://fconline.foundationcenter.org/ resulted in 54 potential prospects, with six identified as most likely to provide funding. Funding from private sources would be the final step in a fundraising effort, as donors want to know the project is funded to a point of becoming reality.

The cities will need to retain legal counsel specializing in non-profits to provide initial steps for setting up a non-profit. Please refer to the guide "Starting A Non-Profit", in **Appendix E,** or through the following link: https://www.sos.wa.gov/_assets/charities/training/starting-a-nonprofit-pdf.pdf. Additional resources:

> Nonprofits and Charities: https://www.sos.wa.gov/corps/nonprofitinformation.aspx

> Washington Nonprofits: https://www.washingtonnonprofits.org/

Various types of public funding mechanisms and taxing districts are available as potential funding sources for this project. The research considered Park and Recreation Districts, Park and Recreation Service Areas, Public Facility Districts, and Metropolitan Park Districts.

The findings resulted in the recommendation to pursue the creation of a Metropolitan Park District (MPD) in a future phase when appropriate, as this approach provides the most logical method amongst all other approaches, (refer to Chapter IX.A.ii Special Districts for additional information on "Special Districts"). Two MPD boundaries were tested to determine potential tax revenues for the project. Those approaches align with the debt service associated with the two program options identified above (the exact boundaries must be determined for Chapter IX.B.1 "Possible Metropolitan Park District Boundaries").

Recreation Center Business Plan: A critical element in determining the project's feasibility is the business/operations plan, a tool that forecasts costs and revenues associated with the completed project. When costs exceed revenues, an operating subsidy is determined. Results from the business/operations plan inform the process of establishing a potential MPD taxation rate for exploration. Options explored in the study include Option #1, complete Building Program, and Option #2, Phase Building Program.

A complete list of assumptions are included in the report but include:

> Operations start after 2025

> Other providers remain constant in the market

> It is operated by the MPD (or similar organization), requiring additional staff and expenses

> This facility replaces the existing Covington Aquatics Center

> No partnerships with other organizations are included

> No debt service for capital funding of the building is included (refer to Chapter IX, Capital and Operational Analysis)

> Hours of operation as listed in the appendix

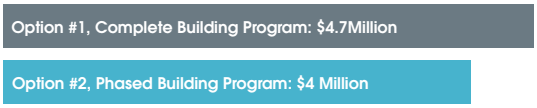
> A fee structure is established and applied to the anticipated usage of the facility, as outlined in this study

The balance of revenue-generating programs and operating loss programs is well equalized in the current programming needs. Changes to the programming or assumptions may affect the overall cost recovery rate (expenditures divided by revenue) and must be examined moving forward.

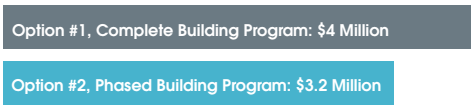
The Cost recovery rate for Option #1, Complete Building Program, is projected to be an exceptional 84% with operational expenses of $4,689,503+/- , revenues at $3,931,405+/-, and an annual subsidy of $758,098.

Cost recovery for Option #2, Phased Building Program, is projected at a remarkable 80% with operational expenses of $3,988,600+/-, revenues at $3,207,400+/-, and an annual subsidy of $781,132.

Operating Expenses

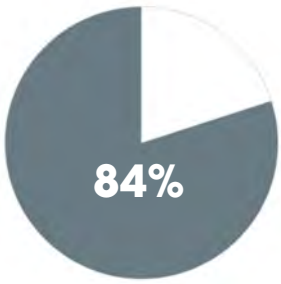


Revenue

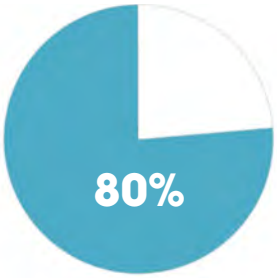


Recovery Rate

Complete Building Program: 84%



Phased Building Program: 80%



Annual Operating Subsidy*

Full Program: $758,000

Phased Program: $781,000

*Option #2, Phased Building Program, requires $23,000 more per year than Option #1, Complete Building Program.

Over ten years, the operating subsidy equals $230,000 more for the smaller facility.

5. Project Benefit and Economic Impact Analysis

By utilizing data collected from the study, it is possible to examine the benefits the communities may expect from the development of this project. These include attracting and retaining residents and businesses, improved quality of life, health benefits, and economic impacts. Each of these areas is expanded upon in the report in greater detail.

The study looked at the impacts both the Option #1, Complete Building Program, and Option #2, Phased Program programs would have on the community for the economic impact. This included construction jobs, construction materials and equipment, operational cost, direct market, and non-market area users.

The projected economic impact for the Option #1, Complete Building Program is $67.5 million for construction activities and $5.2 million per year in operations. After year one of operating, this project could provide a total economic impact of $72.7 million to the community. Operational benefits will continue year over year into the future.

The projected economic impact for Option #2, Phased Building Program is $44.9 million for construction activities and $4.4 million per year in operations. After year one of operating, this could have a total impact of $49.3 million to the community. Operational benefits will continue year over year into the future.

6. Feasibility/Next Steps

Feasibility Given the methodology implemented and the findings derived from the information collected during the study, a Covington Maple Valley Aquatic Recreation Center project is feasible. The statistically accurate telephone survey confirmed support for a facility, validated through an extensive and inclusive public outreach program. There are numerous suitable sites within the market area of the study where the facility could be built. Multiple potential community partners could provide support through participation in operations, programs, or capital contributions. Private and public funding mechanisms have been identified that can cover the anticipated capital and operations costs. The study identifies the potential formation of a Metropolitan Park District (MPD) with funding capacity sufficient to cover all capital and operational subsidy costs.

Perhaps most importantly, community leaders are passionately committed to working together to move this project forward to the next step in the process of completing a new facility.

Next Steps The following is a non-ranked summary of recommended measures to be taken once this feasibility study and findings are approved. These steps are not arranged in a suggested sequence; instead, project proponents will need to deliberate and customize their plan on how to prioritize best and execute these following actions:

> Establish a community advocacy group to generate anticipation of the proposed facility and foster excitement to move the project into the next phase. This group would need to continue with an educational campaign to ensure that the community understands the project value to the community. The inherent challenge will be determining how to best bring multiple municipalities together and share ownership and usage of the facility.
*High Priority, tied to community engagement.

> Conduct a detailed geo-coded survey to test the viability of creating an MPD to test the overall support for this project. Survey results should provide perceptions of "likely voters" and inform final project scope decisions based on available funding for capital and operations.
*High Priority, site will influence direction.

> Initiate a capital campaign planning study to test the community's willingness to support the project financially. Include preparation, research, and analysis, and reporting. Establish a capital campaign strategy with a private fundraising consultant, including a case for support, donor engagement, leadership and staffing, and systems.
*High Priority

> Establish a 501^{C}3 foundation (or use an existing public-focused foundation) to provide a means of collecting funds and to potentially create eligibility for a broader range of grant funding opportunities.
*Medium Priority, commence around capital campaign planning study.

> Determine a final site to locate the facility to finalize the boundaries of the MPD. Monitor the land acquisition cost and impacts on development cost while continually evaluating sites for consideration.
*High Priority will inform other decisions.

> Continue to engage the community through public presentations, social media, and advertising on needs and program considerations. Monitor local, regional, and national trends regarding indoor aquatics and recreational needs.
*Medium-High Priority, on-going communication and education.

> Continue developing relationships with potential partners through private presentations and other engagements to maximize the potential of sharing development costs and increasing revenues for the facility, as described in Chapter IX of the report.
*Medium-High Priority, on-going.

> Establish a Metropolitan Park District (MPD) with an elected board of commissioners comprised of representatives from all jurisdictions included in the MPD. MPD's are specifically intended "to provide for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards and recreational facilities (RCW 35.61.010)". Out of 23 current MPD's in Washington, nine were formed to maintain and operate pool facilities. Use a Citizen's Advisory Board to provide input to establish the MPD Board of Commissioners.
*High Priority, work likely commences after geo-coded survey.

> Once a site is selected, the next phase of architectural services for the project can commence. These services typically start with developing plan options for the selected location and demonstrate how the final programming areas would be arranged on the site. This next phase should also include early evaluation of the potential use of alternative delivery methods beyond the traditional design-bid-build approach.
*High Priority, supports community outreach, fundraising, MPD formation, and delivery method.

V. Mission Statement

RE-CREATE AND RECREATE

The cities of Covington and Maple Valley are studying the feasibility of a new aquatic and recreation center that could replace the existing Covington Aquatic Center and address area-wide recreation needs.

VI. Outreach and Information Gathering

The study utilized various platforms and methods to bring attention and community member engagement to this necessary public process. The following information summarizes the effort and effectiveness of the outreach process.

Nonquantifiable outreach items include word of mouth, viewed flyers posted throughout the communities, and private, unmonitored social media channels.

A. Public Awareness, Outreach, and Participation Summary

1,600 + Contacts /Touches

Virtual Workshop/Meetings, Surveys, Project Website, Live Stream

75 + Inputs

Total Focus Group Participation

56,300 Community Accounts

Community Email Accounts

30,000 Unique Views

Direct Mailers [1], OTT [2] "Pre-Roll"

88,000 +

Total Potential Awareness

1. Refers to commercial streaming service providers; i.e., Hulu, Sling, etc.
2. OTT Refers to advertisements on a web page that viewers can click. OTT (over-the-top) is a means of providing television and film content over the internet at the request and to suit the requirements of the individual consumer. The term itself stands for "over-the-top", which implies that a content provider is going over the top of existing internet services.

B. Phone Survey Results and Highlights

In late August and early September 2020, a telephone survey was conducted among 200 residents in the potential future service area of a new aquatic and indoor recreation center in the Covington and Maple Valley area.

The survey results indicated that residents are most likely to use the Covington Aquatic Center or their own home for indoor recreation activities. The most critical factors that impact where residents go for indoor recreation are:

1. Safety
2. Convenience
3. Staff/Instructor knowledge and friendliness
4. Cost

Fifty-two percent of residents reported driving less than twenty minutes for indoor recreation, though the survey indicated that Covington residents are willing to drive longer.

The survey did not indicate any strong, or negative feelings towards current recreation or exercise options in the area, but 58% of the residents did indicate the need for better quality recreation facilities in their community. When asked to rank the possible amenities and uses, residents ranked recreation swimming at the top of the list, followed by swim lessons, competitive and lap swimming.

Fifty-three percent of all residents claim they would use a new aquatic facility once a month or more, while 20% of residents indicated they weren't sure if they would use it or not.

When asked about current habits, over a third of all respondents indicated that they had not used the Covington Aquatic Center at all in the past year. Maple Valley residents were more likely to have never used it than Covington residents. Covington residents believe the current aquatic center provides recreation needs for their community. Still, fewer in Maple Valley feel this way - more than one-in-three don't know enough to have an opinion. However, both communities believe a new facility would serve their community well.

Half of Covington residents indicated they would be willing to pay more taxes to fund a new facility. The majority of Maple Valley residents indicated they would not.

When considering features for a new center, 78% of respondents believed an indoor pool is essential. An outdoor pool, gymnasium, and indoor walk/jog track also ranked highly.

Methodology

Phone Survey Results (120+ Participants)

SAMPLE

200 live interviews among a representative sample of Maple Valley and Covington area residents.

METHOD

Landline and cell phone interviews were conducted Aug. 21-Sept. 3, 2020.

SAMPLING ERROR

Plus or minus 7% at the 95% confidence level. The margin for error is higher for subgroups, such as gender or an individual age category.

NOTE: The complete phone survey is included in the Appendix.

C. Situational Assessment

Methodology

Between May and August 2020, participants completed the situational assessment from the re-createandrecreate.com website link or by phone interview. Questions had no predetermined responses or multiple-choice responses. Participants provided their
evaluation in response to the questions asked of them.

The Core Planning Group reviewed the responses and categorized them into "Key Findings" from respondents' input. They are providing a unique insight into the understanding of market forces in the community.

Key Findings and Recommendations:

- A new facility is necessary to address limited access to community indoor recreation.
- Facility services are focused on families, training/ instruction, sports, and water safety.
- Facility is inclusive of different users/multi-generational, ability levels, demographics/cultural needs.
- User involvement in planning and determination of significant uses.
- Communication – openness to ideas from community/ voice heard.
- Private business vs. public entity interests are considered.
- Funding concerns/who's paying and affordability; voter awareness for taxation.
- Equitable location and services for communities and impacts on infrastructure: traffic, public, multi-modal transportation, and parking tied to population growth.

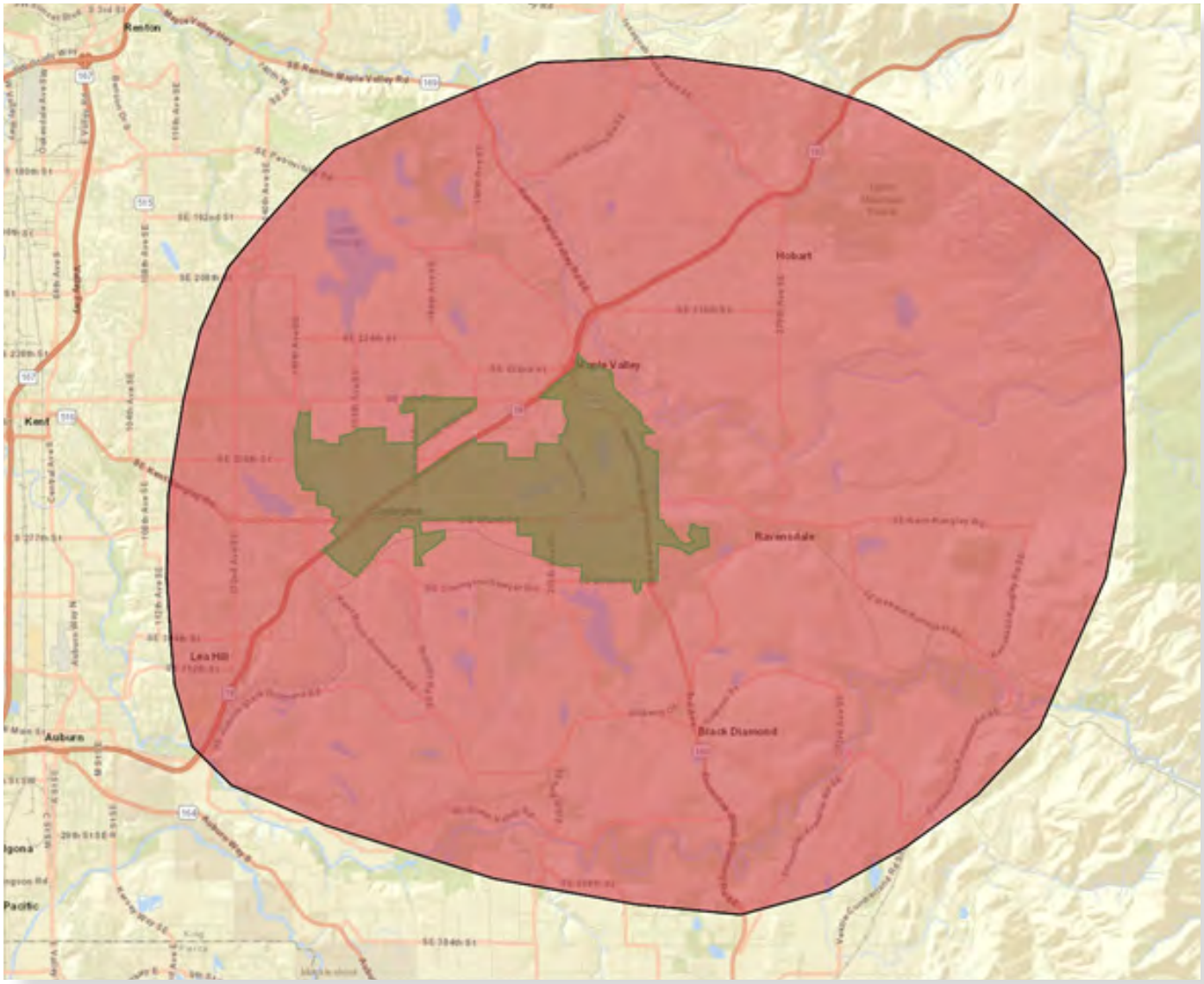
D. Market and Demographic Analysis Summary

Market Analysis

The project's market analysis was completed as part of the planning effort for the proposed new Covington and Maple Valley Aquatic and Recreation Center. This analysis examines the demographic characteristics of the market area, the rates of participation in sports and cultural arts activities, and a review of the other providers in the area.

NOTE: Complete Market and Demographic Analysis are included as an appendix.

Map A - Service Area Map (by BK Associates)



Primary Service Area – Green Boundary (city boundaries of Covington and Maple Valley)
Secondary Service Area – Red Boundary

Demographics

The following summarizes the demographic characteristics within two predetermined geographic areas identified as Primary and Secondary Service Areas. The Primary Service Area is the boundary of the combined cities of Covington and Maple Valley.

The Secondary Service Area is an approximate 180 square mile area that represents the potential the extended market for the facility based on the presence of other providers and the existing demand for the Covington Aquatic Center.[1]

Demographic Summary

	Primary Service Area	Secondary Service Area
Population:		
2010 Census	39,981	129,864
2020 Estimate	48,421	151,623
2025 Estimate	52,315	161,994
Households:		
2010 Census	13,418	44,427
2020 Estimate	15,977	50,817
2025 Estimate	17,152	53,871
Families:		
2010 Census	10,736	35,022
2020 Estimate	12,878	40,455
2025 Estimate	13,874	43,046
Average Household Size:		
2010 Census	2.98	2.92
2020 Estimate	3.03	2.98
2025 Estimate	3.05	3.00
Ethnicity (2020 Estimate):		
Hispanic	9.0%	8.2%
White	76.5%	71.5%
Black	3.6%	4.4%
American Indian	0.6%	0.7%
Asian	8.8%	13.6%
Pacific Islander	0.6%	0.7%
Other	3.4%	3.3%
Multiple	6.6%	5.9%
Median Age:		
2010 Census	34.4	37.5
2020 Estimate	36.4	39.1
2025 Estimate	36.6	39.7
Median Income:		
2020 Estimate	$109,226	$109,509
2025 Estimate	$119,438	$120,373

1 B*K accesses demographic information from Environmental Systems Research Institute (ESRI), which utilizes 2010 Census data and their demographers for 2020-2025 projections.

Demographic Summary

The following summarizes the demographic characteristics of the Primary and Secondary Service areas.

- At nearly 48,500 people, the primary service area is large enough to support a sizable indoor aquatic/ recreation center. The secondary service area adds over 100,000 in additional population from whom to draw. This is a substantial market.
- Both service areas are projected to grow at a considerable rate over the next five years. Beyond 2025, the population is expected to continue to grow at a steady pace. The City of Covington's 2016 comprehensive plan estimates the city's population to be 27,645 by 2035. The City of Maple Valley's 2020 Parks and Recreation master plan projects the city's population to be 29,680 by 2030. This would push the primary service area's population to at least 57,325 by 2035. In the secondary service area, Black Diamond alone is projected to grow from approximately 4,500 to over 19,000 by 2035.
- The median age of both service areas is younger than the state of Washington and the national median age. When combined with the average household size and percentage of households with children, communities with families are the predominant demographic.
- The median household income level is significantly higher than the state and national numbers. However, the cost of living is also higher than the state and national numbers.
- The spending potential index (SPI) for recreation is substantially higher than the state and national numbers. This indicates a strong willingness to pay for recreation services.
- The age distribution in both service areas is higher in the youth and adult age groups. There will be strong future growth in all age groups in the primary service area, while the secondary service area will grow in all age groups other than the 45-54 age category. It is important to note that the highest rates of growth will be in the senior age groups.
- There is less ethnic diversity in either service area, but there is a measurable Hispanic and Asian population.
- The demographic and socioeconomic categories of each service area point to a population that is active in recreation activities.

Sports Participation

On an annual basis, the National Sporting Goods Association (NSGA) conducts an in-depth study and survey of how Americans spend their leisure time. This information provides the data necessary to overlay participation rate onto the service areas to determine the market potential. The information contained in this section of the report utilizes the NSGA's most recent survey. That data was collected in 2019, and the report was issued in June of 2020.

Participation Growth or Decline for Indoor Activities in **Primary Service Area**

	Average % Of Participation	2010 Population	2020 Population	2025 Population	Difference
Aerobics	17.5%	6,218	7,648	8,264	2,046
Basketball	9.1%	3,231	3,973	4,294	1,063
Cheerleading	1.4%	498	612	662	64
Exercise Walking	36.1%	12,831	15,782	17,054	4,223
Exercise w/ Equipment	20.9%	7,415	9,120	9,855	2,440
Martial Arts/MMA	2.1%	744	915	989	245
Pickleball	2.3%	806	992	1,072	265
Pilates	2.2%	770	947	1,023	253
Running/Jogging	16.5%	5,843	7,186	7,765	923
Swimming	17.0%	6,041	7,430	8,029	988
Table Tennis/Ping Pong	3.6%	1,261	1,551	1,676	415
Tennis	4.5%	1,593	1,959	2,117	524
Volleyball	4.0%	1,434	1,764	1,906	472
Weightlifting	13.6%	4,843	5,957	6,437	1,594
Workout @ Clubs	14.3%	5,088	6,258	6,762	675
Wrestling	1.2%	411	506	547	135
Yoga	10.8%	3,847	4,731	5,113	1,266
Did Not Participate	20.8%	7,377	9,074	9,806	2,428

Participation Growth or Decline for Indoor Activities in
Secondary Service Area

	Average	2010 Population	2020 Population	2025 Population	Difference
Aerobics	17.5%	20,702	24,384	26,050	5,348
Basketball	8.9%	10,554	12,431	13,281	2,727
Cheerleading	1.4%	1,612	1,898	2,028	416
Exercise Walking	36.5%	43,042	50,697	54,162	11,120
Exercise w/ Equipment	21.0%	24,778	29,185	31,180	6,402
Martial Arts/MMA	2.1%	2,432	2,864	3,060	628
Pickleball	2.5%	2,903	3,420	3,654	750
Pilates	2.2%	2,558	3,013	3,219	661
Running/Jogging	16.3%	19,254	22,679	24,228	4,974
Swimming	16.9%	19,995	23,551	25,161	5,166
Table Tennis/Ping Pong	3.5%	4,163	4,903	5,238	1,076
Tennis	4.5%	5,258	6,194	6,617	1,359
Volleyball	4.0%	4,694	5,529	5,907	1,213
Weightlifting	13.6%	16,097	18,960	20,255	4,159
Workout @ Clubs	14.4%	16,946	19,961	21,325	4,378
Wrestling	1.1%	1,339	1,577	1,685	346
Yoga	10.8%	12,747	15,015	16,041	3,293
Did Not Participate	20.8%	24,559	28,928	30,905	6,345

National Sports Participation Trends

Below are listed several sports activities and the percentage of growth or decline that each has experienced nationally over the last ten years (2010-2019).

National Activity Trend (in millions)

	2010 Participation	2019 Participation	Percent Change
Kayaking	5.6	10.7	90.9%
Yoga	20.2	31.8	57.6%
Running/Jogging	35.5	46.0	29.7%
Gymnastics	4.8	5.9	23.8%
Aerobic Exercising	38.5	47.4	23.2%
Weightlifting	31.5	37.8	20.0%
Cheerleading	0.0	3.7	18.0%
Wrestling	2.9	3.3	15.0%
Exercise Walking	95.8	106.5	11.2%
Workout @ Club	36.3	39.6	9.1%
Lacrosse	2.6	2.8	7.5%
Pilates	5.5	5.9	7.1%
Exercising w/ Equipment	55.3	58.3	5.5%
Ice/Figure Skating	8.2	8.6	5.3%
Soccer	13.5	14.2	5.2%
Volleyball	10.6	10.6	0.2%
Hockey (ice)	3.3	3.3	0.0%
Tennis	12.3	12.2	-0.6%
Baseball	12.5	12.2	-2.0%
Football (flag)	0.0	6.5	-2.9%
Football (touch)	0.0	8.9	-4.0%
Bicycle Riding	39.8	37.8	-5.1%
Martial Arts / MMA	0.0	6.0	-5.8%
Basketball	26.9	25.2	-6.2%
Softball	10.8	10.1	-6.8%
Swimming	51.9	48.0	-7.4%
Golf	21.9	17.9	-18.3%
Football (tackle)	9.3	7.3	-21.3%
Mountain Biking (off road)	7.2	5.6	-21.7%
Table Tennis/Ping Pong	12.8	9.9	-22.4%

Sports Participation Summary

The following summarizes key sports participation statistics and their impact on the Primary and Secondary Service areas.

- Sports activities that have the top ten greatest participation rates are fitness-related or swimming.
- Over 333,000 annual swimmer days (one person swimming, one time) are available in the primary service area and over 1 million in the secondary service area.
- Within the two service areas, all sports activities that could occur indoors at a recreation center have and will continue to increase in participation from 2010 until 2025.
- Sports activities that have increased in participation in the last ten years are primarily fitness-related or outdoor recreation-based, while many traditional team sports have declined in involvement.

Market Analysis

Cultural Arts Participation

The National Endowment for the Arts (NEA) provides insight into how Americans spend time with cultural arts activities. All the participation numbers in this report section are national participation numbers and reflective of national trends.

The Survey of Public Participation in the Arts (SPPA) is the nation's largest, most representative survey of adult patterns of arts participation in the United States. The NEA completes its study occasionally, with the last three years being 2008, 2012, and 2017. Essential footnotes and key takeaway findings from the 2017 survey instrument are listed below:

Comparison of Public Participation in Arts Between 2002-2017:

Visual Art	2002	2008	2012	2017
Art Museums/Galleries	26.5%	22.7%	21.0%	23.7%
Historic or Notable Parks, Monuments, Buildings	31.6%	24.9%	23.9%	8.3%
Craft Fairs or Visual Arts Festivals	33.4%	24.5%	22.4%	23.8%

Performing Arts	2002	2008	2012	2017
Jazz	10.8%	7.8%	8.1%	8.6%
Classical Music	11.6%	9.3%	8.8%	8.6%
Latin Music	-	4.9%	5.1%	5.9%
Opera	3.2%	2.1%	2.1%	2.2%
Ballet	3.9%	2.9%	2.8%	3.1%
Other Dance	6.3%	5.2%	5.6%	6.3%
Musical Plays	17.1%	16.7%	15.2%	16.5%
Non-Musical Plays	12.3%	9.4%	8.3%	9.4%
Outdoor Performing Arts Festivals	-	20.8%	20.8%	24.2%

Making and Sharing Art

Percentage of American Adults Who Made Art in the Last 12 Months

	Percentage
Any Art	54%
Performing Arts	40%
Visual Arts	33%
Creative Writing	7%

Percentage of American Adults Who Did Performing Arts

	Percentage
Singing	25%
Dancing	24%
Playing Musical Instrument	11%
Creating or Performing Music in Other Ways	3%
Acting	2%
Using Electronic Media to Edit or Remix Music	2%

Percentage of American Adults Who Did Visual Arts

	Percentage
Taking Photographs	14%
Painting, Drawing, Sculpting, or Making Prints	13%
Weaving, Crocheting, Quilting, Needleworking, Knitting or Sewing	12%
Editing Photographs	10%
Doing Scrapbooking, Origami, or Other Paper-Based Art	7%
Doing Leatherwork, Metalwork, or Woodwork	7%
Creating Films or Videos	5%
Making Pottery, Ceramics, or Jewelry	4%
Designing or Creating Animations, Digital Art, Computer Graphics or Video Games	3%

Cultural Participation Summary

The following summarizes key national cultural arts participation statistics.

- Adults attending visual or performing arts activities grew by 3.6% from 2012 until 2017.
- Reading poetry was an area of substantial growth in the 2017 survey.

The top three forms of arts attendance in the performing arts in 2017 were:

- Outdoor performing arts festivals.
- Musicals.
- Other performing arts events.

Following a sharp decline in overall arts attendance from 2002-2008, participation rates held steady from 2008-2012 and have increased into 2017.

- Visual arts attendance declined significantly from 2002 to 2012 but rebounded in 2017.
- There has not been much of a change in adults participating in performing arts from 2012-2017.
- A high percentage of adults (7% to 54%) made some form of art in 2017.
- The percentage of adults who participated in some form of performing arts was lower but still significant (2% to 25%) in 2017.
- The percentage of adults who participated in some form of visual arts was lower (3% to 14%) in 2017.
- Over 65% of adults agreed with having arts and cultural activities available in their neighborhood.

Recreation Facility Trends

There continues to be robust growth in the number of Americans participating in recreation and leisure activities. In its 2020 study, the Physical Activity Council indicated that 36.7% of Americans (age six and older) participated in an active, high-calorie burning activity at least once a week.
International Health and Racquet Sports Association (IHRSA) reported that membership in U.S. health clubs has increased by 28% since 2010. Memberships in health clubs reached an all-time high of 64.2 million in 2019.

Statistics indicate that approximately one out of five people of the U.S. population (or 21.2%) belong utilize a health club. Most public recreation centers attract between 20%-30% of a market area (more than once) during a year. This indicates the relative strength of a market for a community-based recreation facility. However, despite these increases, the American population as a whole continues to lead a relatively sedentary life, with an average of 25.4% of adults across the country reporting that they engage in zero physical activity (according to The Center for Disease Control in 2018). It is important to note that this percentage has been declining steadily since a high in 2008 of 36.2%.

One of the most remarkable participant growth areas over the last ten years, is in fitness-related activities such as yoga, exercise with equipment, aerobic exercise, and weightlifting. This is also the most volatile area of growth, with specific interest areas soaring in popularity for a couple of years, only to be replaced by a new activity for the coming years.

Also, solid growth numbers are running/ jogging, while swimming participation remains consistently high despite recent drops in overall numbers. Significantly, many of the activities that can take place in an indoor recreation setting are ranked in the top fifteen in broad participation by the National Sporting Goods Association.

Due to the increasing recreational demands, there has been a shortage in most communities of the following spaces:

- Gymnasiums
- Pools (especially leisure pools)
- Weight/cardiovascular equipment areas, especially functional training space
- Indoor running/walking tracks
- Meeting/multipurpose (general program) space
- Senior's program space
- Pre-school and youth space
- Teen use areas
- Fieldhouses (turf and hard court)

As a result, many providers have attempted to include these amenities in public community recreation facilities. With the growth in youth sports and the high demand for school gyms, most communities are experiencing an acute lack of gymnasium space. Weight/cardiovascular space and more specifically functional training space is also in high demand, and provides a facility with the potential to generate significant revenues.

The success of most community-based recreation providers is dependent on meeting the recreational needs of a variety of individuals. The fastest growing segment of society is the senior population. Meeting the needs of this group now and into the future is especially important now and in the coming years. Indoor walking tracks, exercise areas, warm water pools, pickleball courts, and classroom spaces are important to this age group. Marketing to the younger, more active senior (usually age 55-70) is paramount, as this age group has the free time available to participate in leisure activities, the desire to remain fit, and more importantly, the disposable income to pay for such services.

Youth programming has always been a cornerstone for recreation services and will continue to be so, with an increased emphasis on teen needs and opportunities. With a continuing increase in single-parent households and two working parent families, the demand for before and after-school child care continues to grow, as does the need for preschool and daycare programming.

Assessment of Other Recreation Service Providers

The following is an assessment of other indoor recreation service providers that are present in the greater Covington and Maple Valley market area and the possible impact on the market for a proposed new Covington Maple Valley Aquatic Recreation Center.

General Assessment

The Covington and Maple Valley service area is located in the southern portion of King County, with a population present to the north and west of this area. As a result, there are a number of indoor recreation facilities concentrated in this area. These consist of several public and non-profit facilities as well as a large number of private providers. Some providers are located in the immediate Covington and Maple Valley market as well.

This assessment was generated from visits to the market, material from the two communities,
previous research in the area, and internet searches. This is a representative listing only, and other providers could be present in the market area.

Public Providers

Community Recreation Centers
Within the greater market area, many of the communities have some form of a community recreation center. Most of these have weight/cardio equipment space, group exercise rooms, gymnasiums, and community rooms.
However, aquatics are not part of these facilities except for the Federal Way Community Center, which has a recreational and a competitive pool and is the most comprehensive public center in the region. Within Maple Valley, itself is the Lake Wilderness Lodge, which is primarily a meeting and events venue with some limited recreation
offerings. Significantly, the City of Covington does not have a public community recreation center. However, the Community Room at City Hall is utilized for some activities, as is the multi-purpose room at the Covington Aquatic Center.

Senior Centers
Many of the communities in the area also have stand-alone senior centers in addition to community recreation centers. These are generally smaller facilities that have a sizeable congregate space where a senior lunch program is provided. Most programming is based on more passive activities, including arts and crafts, education, social programs (such as cards), dance, limited fitness activities, and social services.

Neither Covington nor Maple Valley has public senior centers; however, there are non-profit centers in the area (see below) funded by the cities of Black Diamond and Maple Valley.

Aquatic Centers
There are a number of indoor public pools in the Covington and Maple Valley market area, including a vast number of stand-alone aquatic facilities that were part of King County's Forward Thrust initiative in the early 1970s (Julius Boehm, Enumclaw, Auburn, Mount Rainier, Hazen, and Lindbergh). These are all 6-lane, 40-yard pools whose communities have renovated (Julius Boehm) or replaced them as a result. The only public aquatic facility part of a more significant recreation center is the Federal Way Community Center.

The King County Aquatic Center in Federal Way is one of the nation's more prominent competitive swimming and diving venues. It includes a 50-meter pool, separate diving well (with a 10-meter platform), seating for 2,500, and a program/ warm-up pool. This facility hosts a wide variety of local, regional, national, and international swimming and diving events.

Most indoor public aquatic facilities are conventional 6- lane pools that support lap swimming, competitive swimming, and swim lessons. Si-View has a much smaller pool that serves primarily as a teaching pool. The Federal Way Community Center is the only indoor facility that has a recreational pool. Recreation pools are defined as warm water pools with interactive play features, zero-depth entry, slides, and other features such as a vortex, climbing wall, or a current channel. There is only one significant outdoor public aquatic center in the Henry Moses Aquatics Center in Renton. It features an extensive recreational pool as well as a conventional lap pool. Lake Wilderness in Maple Valley, Lake Meridian in Kent have open water swimming area and beach. It is important to note that neither the Kent School District nor the Tahoma School District has a pool for their high schools. As a result, all high school swim teams must use alternate pools outside of the area.

The existing Covington Aquatic Center has been a long-time provider of aquatic services to the greater Covington and Maple Valley area. This market can be enhanced with a new facility that is more comprehensive in nature. It started as one of the Forward Thrust pools built and operated by King County and was first known as the Tahoma Pool.

It is critical to be aware that the City of Bellevue is studying the feasibility of building one of the nation's largest indoor aquatics complexes that could feature a 50-meter competition pool, diving pool, therapy pool, large recreation pool, and a program pool. If this facility is constructed, it will have a profound impact on the east-side aquatics market, including Covington and Maple Valley to some extent.

It should be noted that King County has undertaken a study to determine if a competitive aquatics venue should be constructed somewhere in the county. Several other communities have completed studies in the past for potential new indoor aquatic facilities (Issaquah, Si View District). Still, none of these projects are expected to move forward soon.

Other

In addition to the public facilities noted above, gyms and other community spaces can be utilized in the Kent School District and the Tahoma School District. However, there are limitations on public use based on a priority of service for school-based programs and activities. More importantly, these are not available for general public access or for dynamic programming.

Non-Profit Providers

In addition to the public sector facilities, there are also a significant number of non-profit providers. This consists primarily of YMCAs located in communities immediately outside of Covington and Maple Valley. These are all comprehensive centers that have pools, extensive fitness facilities, gyms, and other amenities. The Kent YMCA is a new facility that opened in 2019, and it serves the Covington/Maple Valley market. Most all of the YMCAs have lap/competitive pools as well as separate, smaller recreational pools. The market focus for YMCAs is close to that of the public sector, emphasizing families.

In addition to the YMCA's, the Greater Maple Valley Community Center is primarily a senior-focused facility. It also serves toddlers and teens but lacks active use space. It is funded in part by the City of Maple Valley and has a solid social services orientation. There is also a small Community Center in the City of Black Diamond with a senior focus, and it receives some funding from the City of Black Diamond.

Several churches in the market area provide senior programs and services as well.

Private Providers

Fitness/Recreation Facilities

The most significant number of other providers in the market are private fitness centers. There are several more extensive full-service facilities such as LA Fitness and 24 Hr. Fitness, as well as discount providers such as Planet Fitness or Anytime Fitness. There are also smaller, more specialized facilities (CrossFit, etc.) spread throughout the market area. Most of these facilities have a strong focus on the adult fitness market.

Many of these providers are located in Covington and Maple Valley proper, including a new Planet Fitness that opened in 2021 in Covington. Despite the number of private fitness providers in the market, this does not mean there will not be a demand for these amenities at a public facility. The reality is that private and public fitness facilities serve different markets and have other operational principles and fee structures.

It is essential to realize that many yoga, martial arts, and dance studios are located throughout the market area. These providers have not explicitly been inventoried, but they have a relatively small impact on a possible public recreation center. A number of private senior housing, complexes provide recreation services for their residents as well.

Aquatic Facilities

In addition to the private fitness providers, there are also a number of private pools. Most of these are outdoor pools associated with country clubs. They have little impact on indoor public pools due their small size and seasonal nature. There are also several private swim schools that provide swim lessons for youth.

Specialty Facilities

Beyond the more traditional aquatic, fitness, and senior facilities, several specialty sports facilities are also available. These include:

> Two existing ice rinks in the area, with a new double sheet complex that just came online in Snoqualmie. The ice market appears to be well served by the existing providers.

> There are two "fieldhouse" facilities. The facility in Issaquah has hard court and turfed areas that support youth and adult court sports and field-based activities. The facility in Auburn is focused on youth and adult court sports. There is a growing market nationally for fieldhouse facilities to support ongoing team sports programming and tournaments. Most of these facilities are developed privately, but cities, parks, and recreation districts are increasingly building and operating them.

> There is also an indoor tennis center located to the south in Edgewood and the Boeing Tennis Center in Kent. Indoor tennis is a minor market focus that requires large spaces to support a relatively small number of participants at a time. The demand for indoor pickleball courts has become a bigger market in many communities.

Key Findings and Recommendations

Many other indoor aquatic, fitness, and recreation providers are located to the north and west of Covington/Maple Valley in Kent and Renton, in Issaquah, Snoqualmie, and to the southwest in Auburn and Federal Way. As a result, the market for a new Covington Maple Valley Aquatic Recreation Center will primarily serve the local market unless there is some unique amenity included beyond the basic community needs identified.

1. The public sector providers primarily have stand-alone community centers, senior centers, and aquatic facilities, with very few comprehensive centers that provide all three amenities at one location.

2. The YMCAs are significant facilities and primary indoor recreation, aquatic, and fitness providers in the market area. The new Kent YMCA serves some of the same market areas as a possible new Covington Maple Valley Aquatic Recreation Center.

3. Most senior centers are smaller facilities that serve the more traditional senior markets with limited active use space and a strong focus on the older, more conventional, senior market. The younger "Baby Boomer" (1946-1964) age group appears to be under-served.

4. Care will have to be taken to ensure that any banquet/event space included in a new Covington Maple Valley Aquatic Recreation Center does not compete directly with the Lake Wilderness Lodge or Lake Wilderness Golf Course.

5. There are two ice rinks in the region (Kent and Renton) Renton) and a new double sheet of ice in Snoqualmie. This severely limits the market for an ice rink in Covington and Maple Valley proper.

6. There are only two fieldhouses in the greater market area (north and southwest), providing an opportunity to serve this fast-growing sports segment in Covington/Maple Valley.

7. It will be difficult to adequately serve the tournament and event market without an equity partner (a partner that will bring capital and possibly operational dollars to the project) to develop a large facility to attract these functions. Any such facility will need to primarily serve the ongoing needs of the two communities and the immediate surrounding area.

8. The ability of a public aquatic, recreation, or fitness facility to capture a significant market share is primarily based on the amenities included in a center, the variety of amenities available, the size of the facility, and the fees that are charged.

Specific market opportunities include:

> A facility that provides a competitive/lap/teaching pool to replace the existing Covington Aquatic Center.

> An indoor aquatic center with a solid recreational orientation (zero-depth entry, interactive features, slides, etc.)

> An outdoor aquatic element with a strong recreational orientation.

> A comprehensive aquatic/recreation center in the same building that serves youth, seniors, and families.

> A facility with active use spaces such as a pool, fitness area, gym, walk/jog track, community rooms , and classrooms for more passive focused programming.

> A fieldhouse with either multiple hard court spaces and turf areas.

VII. Site Considerations

One of the primary tests in the feasibility of a project is to determine whether a viable site is available to place the facility. While the scope of work for this study did not include the final selection and acquisition of a specific location, a final recommendation of the most suitable site is included at the end of this section. It remains a critical task to identify potential areas and focus on the attributes of the few most suitable sites for the project to make a final recommendation. Numerous site criteria must be identified and considered to complete this task objectively.

The most suitable sites were analyzed to provide a meaningful look at important criteria for the subsequent phases of the work. Site analysis tasks in this study included the following steps as a means of providing the information necessary to inform this feasibility study:

1. Create an initial list of site evaluation criteria to identify suitable potential sites for the new facility to be located.

2. Search for the available properties within Covington, Maple Valley, and surrounding areas that would fit within the initial site evaluation criteria.

3. From the list of properties, conduct an initial evaluation to create a "short list" of the most suitable properties based on the initial evaluation criteria. Properties within both Covington and Maple Valley city boundaries were required to be included.

4. Create a more specific list of weighted evaluation criteria for the most suitable properties identified in #2 above.

5. Apply the weighted criteria to the short list of properties, scoring each on their characteristics to determine a final list of the most suitable properties. Properties within both Covington and Maple Valley city boundaries were required to be included.

6. Perform a more detailed analysis of the short list of sites, including civil engineering analysis and relative development issues for comparison purposes.

7. Based on the findings from the process described above, provide a recommendation for the most suitable site(s) for the project to be located.

A. Initial List of Criteria

The design team established the following list of initial site selection criteria drawing on past experiences on other similar projects. The following criteria were presented to and approved by the Steering Committee:

SITE SELECTION CRITERIA - SCORING BASIS

1. Site Conditions:

a. Adequate Developable Site Area: Site-by-site evaluation ensure developable area exists sufficient to support building program, parking, and future expansion.
b. Capacity for Future Expansion: More future planning options if larger.
c. Safety/Security Context: Safe pedestrian and vehicular access; good lighting and visibility.
d. Visibility/Prominence: Allows buildings to be highly visible to the public.
e. Adjacent Land Use: Project works well with adjacent developments now, in the future.
f. Topography: Higher score for flat sites, 5% or less slope best; more planning options, less cost.
g. Soils/Subsurface Conditions: Soils and subsurface conditions conducive to development and storm water management.
   - Ideally, granular soils – sands/gravels
   - Try to avoid clay soils
   - Try to avoid restrictive layers (rock/caliche)

2. Infrastructure:

a. Access To Utilities Adjacent To Site:
   - Water Service: Water service with good pressure/flows adjacent to the project site.
     - Typically a minimum diameter of 8"
     - Ideally static pressure of at least 80 psi
   - Sanitary Sewer Service: Sanitary sewer service adjacent to project site.
     - Typically a minimum diameter of 8"
     - Deep enough sewer to serve site with gravity service (ideally at least 10 feet deep)
     - Natural Gas: Adequate natural gas service adjacent to project site.

b. Existing Frontage Improvements: Ideally, no frontage improvements are required:
   - Off-site road improvements already constructed (curb, gutter, sidewalk, and storm).
   - No off-site utility extensions are required (water, sewer, power, communications, natural gas).
   - No off-site traffic signals are required.

c. Storm Water Management: Ideally have on-site subsurface conditions that allow storm water to be managed on-site (utilizing infiltration facilities):

> Ideally granular soils – sands/gravels.

> No clay soils, restrictive layers (rock/caliche), or shallow groundwater.

d. Utility Incentives: Special Funding Programs from local utilities.

3. Vehicular/Pedestrian Accessibility

a. Traffic Impact Issues: Cost for likely mitigation/ signalling or other infrastructure.

b. Pedestrian/Bike Access: connections to current and planned trails, connectivity.

c. Transit Availability: Availability, distance, frequency.

d. Vehicular Access: Direct access from site to public right-of-way available (ideally a minimum of 2 points of connection feasible).

e. Parking Capacity/Ability to Share Parking: Adequate area, access, adjacent parking/ sharing.

4. Anticipated Costs

a. Relative Land Acquisition Costs: Owned versus purchase price

b. Impact/Regulatory Fees: Per zoning/local ordinances.

c. Onsite Development Costs: Unusual site costs/ existing conditions/demolition.

d. Off-site Development Costs: Utilities, traffic infrastructure/widening improvements.

e. Site-related Scheduling/Phasing Impact on Construction: impact on schedule, costs.

B. Site Identification and Analysis

The process utilized by CBRE to provide an inventory of available property was as follows:

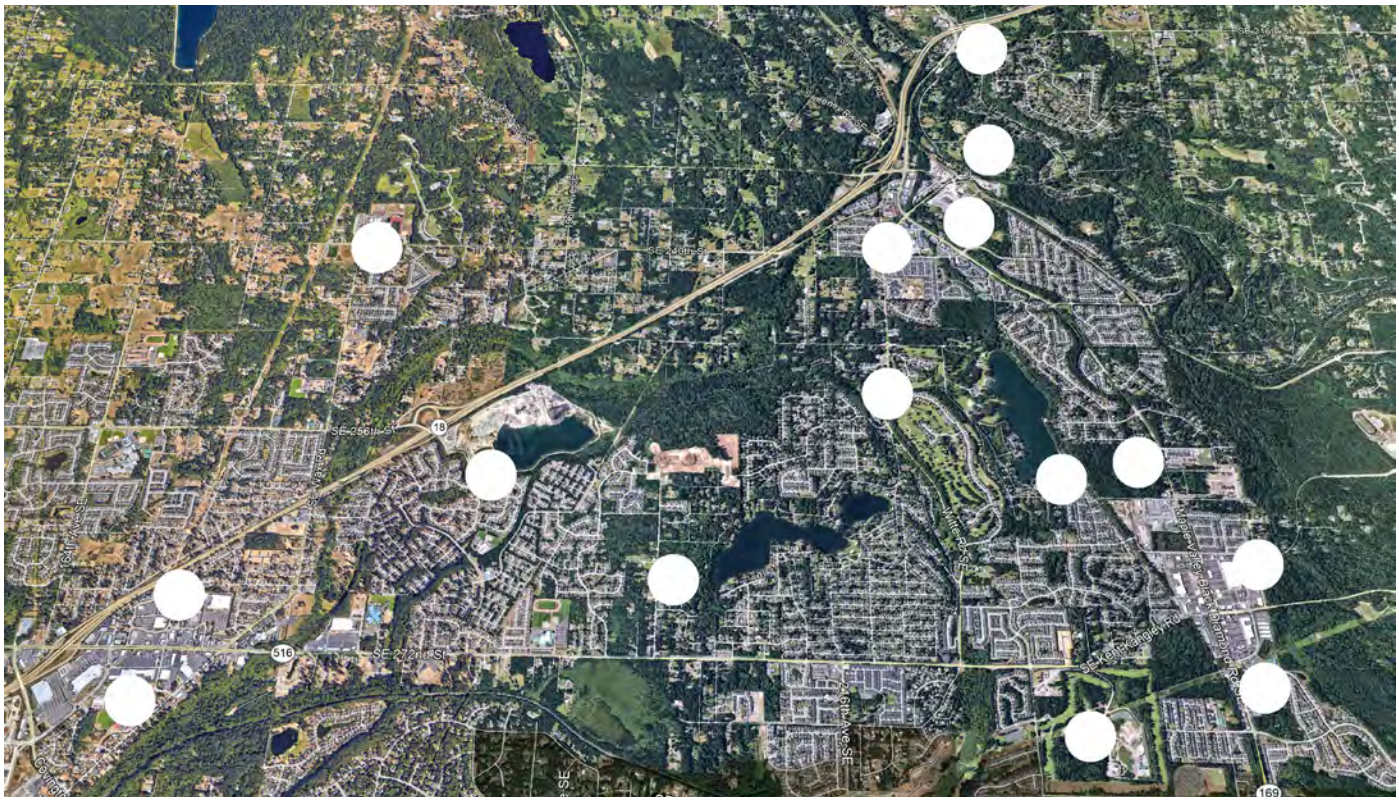
1. Run a CBA (commercial multiple listing) search based on the criteria noted above.
2. Drive the area, review the available properties, and identified sites that look like they fit the initial criteria.
3. Research the county/city websites for size, sale information, zoning, critical areas, etc.
4. Research the availability of basic infrastructure on municipal websites (in this case, the municipalities provided a lot of this information).
5. Create a map locating the properties to be given consideration and a spreadsheet with basic site information.
6. Contact landowners on a limited basis.

The following process narrowed the list of potential sites to the top preferred sites:

1. Use the initial list of criteria noted above as a guideline to help initial screening and ultimately eliminate low-scoring sites.
2. Select the top sites based on characteristics such as good access, availability, infrastructure in place or a plan in place for it, zoning, and a location convenient for all residents of both communities.

C. Identified Sites

Using the site identification and analysis process outlined above, an inventory of 14 sites was identified that met the initial criteria. The sites represented both public and private ownership and ranged from 5 acres to 122 acres. The following map illustrates the locations of the 14 sites:



From the feasibility perspective, it is encouraging to know that this quantity of sites is available and viable for the potential development of an indoor aquatics and recreation center.

CBRE performed an initial analysis comparing the positive and negative attributes of the 14 sites to one another and the established criteria and then narrowed the number of areas to be considered down to six. Upon further research on availability that list was narrowed down to three sites, all centrally located within the catchment area. The three sites selected for further study were:

- **SITE A, Covington**
- **SITE F, Maple Valley**
- **SITE C, Centrally located between the two cities**

D. Final Site Analysis Criteria

During the process of initial site identification, the feasibility study team, working in concert with the Core Planning Group and the Steering Committee, established a detailed scoring matrix with weighted criteria to analyze the final list of sites in much more detail.

Coffman Engineers provided a more detailed review of each site from a civil engineering perspective to further inform the scores assigned to each site. Detailed civil reports for each area are contained in **Appendix C**.

The following matrix contains the resulting scoring prepared by the feasibility study team:

Top Three Sites From Six Evaluated

			City of Covington		Centrally Located		City of Maple Valley	
Criteria		Criteria Weight	Site A		Site C		Site F	
		(1.0 low, 2.0 high)	score	weighted	score	weighted	score	weighted
1. Site Conditions								
a	Adequate Developable Site Area	2.0	2	4	2	4	2	4
b	Capacity for Future Expansion	1.4	1.5	2.1	1.5	2.1	2	2.8
c	Safety/Security Context	1.6	2	3.2	2	3.2	1	1.6
d	Visibility/Prominence	1.4	1.5	2.1	1.7	2.4	1	1.4
e	Adjacent Land Use Context	1.0	1.5	1.5	2	2	2	2
f	Topography	1.5	3	4.5	3	4.5	3	4.5
g	Soils/Subsurface Conditions	1.6	3	4.8	2	3.2	2	3.2
h	Neutral Site Location	2.0	1	2	2	4	1	2
2. Infrastructure								
a	Access to Utilities Adjacent to Site	1.4	3	4.2	1	1.4	2	2.8
b	Existing Frontage Improvements	1.1	3	3.3	1	1.1	2	2.2
c	Storm Water Management Requirements	1.0	3	3	2	2	3	3
d	Utility Incentives	1.2		0		0		0
3. Vehicular/Pedestrian Accessibility								
a	Traffic Impact Issues (1=significant impacts, 4=minimal impacts)	1.4	2	2.8	3	4.2	2	2.8
b	Pedestrian/Bike Access	1.4	3	4.2	3	4.2	2	2.8
c	Transit Availability/Proximity (1=poor, 4=great)	1.5	3	4.5	2	3	3	4.5
d	Vehicular Access	1.8	2	3.6	2	3.6	3	5.4
e	Parking capacity/Ability to Share Parking	2.0	3	6	3	6	4	8
4. Anticipated Costs								
a	Relative Land Acquisition Costs (1=high, 4=low)	1.5	4	6	1	1.5	3	4.5
b	Impact/Regulatory Fees	1.2	2	2.4	2	2.4	2	2.4
c	On-Site Development costs	1.0	2.5	2.5	2	2	1	1
d	Off-Site Development costs	1.4	3	4.2	3	4.2	2	2.8
e	Site-related Schedule/Phasing Impact on Construction	1.0	4	4	4	4	2	2
Total Score/total Weighted Score				74.9		65		65.7
Scoring Scale: 1=Poor, 2=Average, 3=Good, 4=Superior								

Highlighted (criteria weight) revised per steering committee recommendations.

The following matrix supplements the scoring matrix with additional civil engineering comparisons:

Feature	City of Covington	Centrally Located	City of Maple Valley
	Site A	Site C	Site F
Site Location	Town Center	Residential Area/Future Town Center	High School Sports Complex Adjacent
Owner Type	Client Owned	Developer	Other Public Agency
Site Access	Direct to main road only	Existing gravel 2-lane frontage Potential for main road access	Side Arterial Only
Tree Clearing Required	Very Low	Very Low	High, in areas and numerous significant trees
Environmental Concerns	None	None, currently being addressed	Possible wetlands on south portion of site
Earthwork & Grading Required	Low	Expected low, mass grading may be completed by developer	Medium
Stormwater Management	Water Quality and Detention	Water Quality and Detention expected, verify if overall facilities will be provided by developer	Water Quality and Detention
Public Water Service	At Site	Available adjacent, verify developer plans	At Site
Sanitary Sewer Service	At Site	Available adjacent, verify developer plans	At Site

E. Detailed Analysis of Selected Sites

The following paragraphs describe findings for each of the four final sites and provide a basis for the site recommendations at the end of this section:

SITE A: (HIGHEST SCORING SITE)

General Description: This parcel was previously used as a Kent School District elementary school and was purchased by Covington. Located in the downtown core, the intention was to develop a town center, including potentially a new aquatic/recreation center. The site is adjacent to SE 276th St. to the north and SE Wax Rd to the southeast providing good vehicular access. Land uses adjacent to the site include an Urgent Care clinic, high-density housing and retail to the north, SoCo Park and Jenkins Creek to the southeast, and lower density residential uses to the south and west. Future bike lanes are proposed on SE 276th St. and SE Wax Road, with an existing bike lane located one block west of the site. A future recreational trail is planned directly east of the site connecting to SoCo Park, Jenkins Creek Park, and the King County Regional Trail System (RTS).

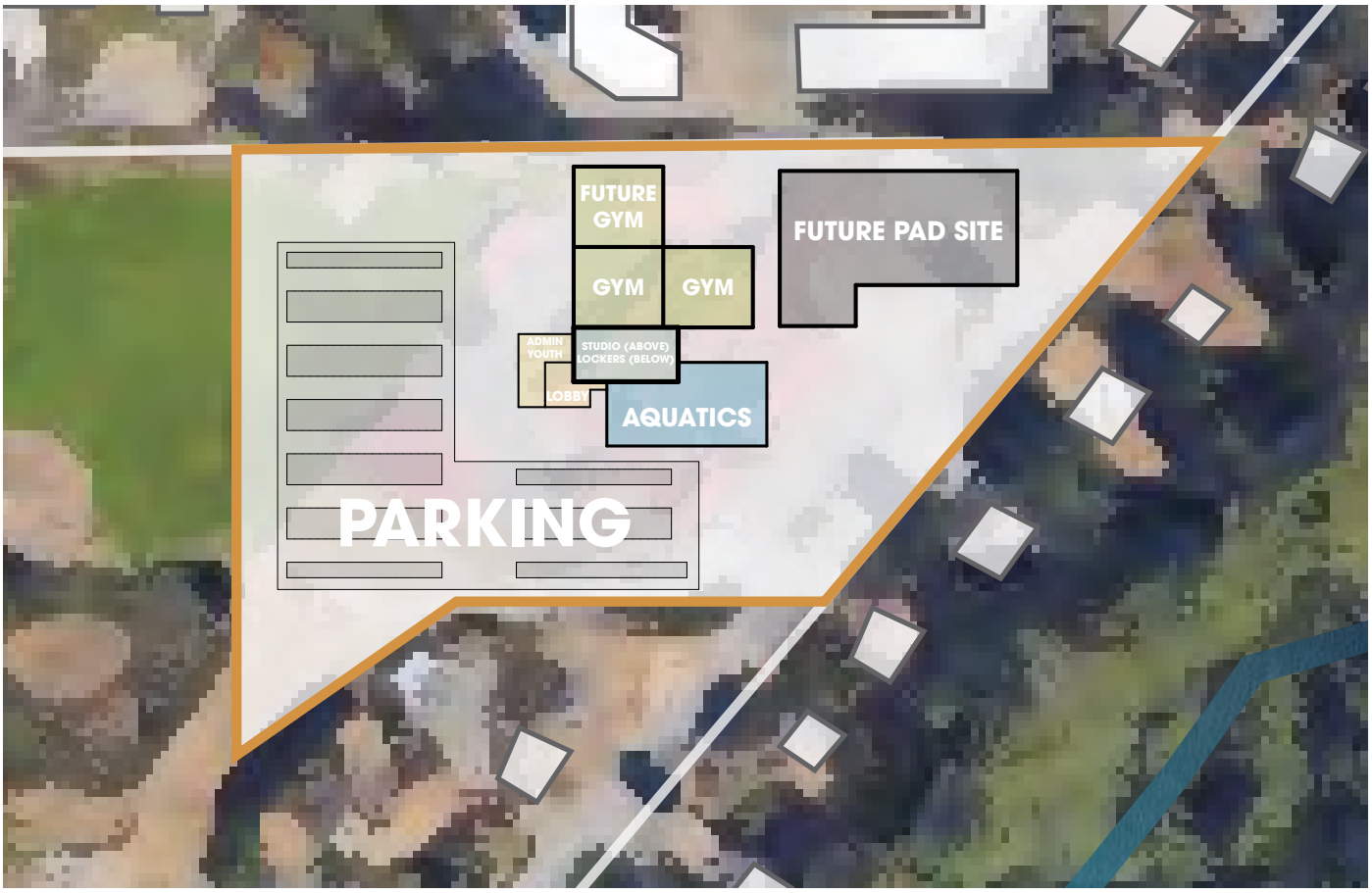
The site scored very well primarily due to city ownership/ no acquisition cost, relatively low development cost, favorable access, and minimal time needed to prepare for construction.

The site scored less favorably on existing, visibility/ prominence, and adjacent uses/context. Future development plans do provide for improved adjacent uses.

Access: Vehicular access is provided off of SE Wax Road.

Earthwork and Grading: A Web Soil Survey (WSS) reports Everett's very gravelly sandy loam with 0 to 8% slopes.

The following diagram illustrates at scale one potential layout of the complete building program on the identified site.



SITE A

Stormwater Management: Existing stormwater management improvements are located along the east side of the site along SE Wax Road. Utilizing and upgrading the existing stormwater management system to account for the increased runoff from the proposed Aquatic and Recreation Center improvements appears to be the most feasible and cost-effective solution.

Domestic Water and Fire Protection: The existing site is served with water from the Covington Water District's system, consisting of a water system in SE Wax Road. An existing 8-inch water main is located within SE Wax Road to the east of the project site. Based on the Covington Water System Plan 2016, the water system pressure is approximately 95 psi, so it is anticipated that the system has adequate capacity for the proposed Aquatic and Recreation Center domestic and fire protection systems.

SITE C: (THIRD HIGHEST SCORING SITE)

General Description: This site is owned by Oakpointe Development Group and would exist within a 214- acre development. The site was used as a gravel pit that is currently being reclaimed for use as a new planned mixed-use development. The planned uses adjacent to this site are favorable and complimentary to an aquatics/recreation center. The site has nearby access to Highway 18, is centrally located within the market area for this project and will connect to current and future recreation trails leading to Covington and Maple Valley.

This site scored well in the categories of site area and vehicular access. The site scored less favorably in the areas of site acquisition cost, infrastructure, visibility, and capacity for future expansion.

Access: Vehicular access is provided off SE 256th Street with parking facilities provided at that location. It is assumed the overall developer will make the connection and install new access roads throughout the overall development to serve the future tenants/ owners.

Earthwork and Grading: A Web Soil Survey (WSS) reports Everett's very gravelly sandy loam with 0 to 8% slopes, Everett's very gravelly sandy loam with 8 to 10% slopes, and Orcas peat.

The following diagram illustrates at scale one potential layout of the complete building program on the identified site.

SITE C

Stormwater Management: It is expected that the Oakpointe Development group will have an overall development stormwater strategy that will be the basis for the overall development. Utilizing and upgrading the existing stormwater management system to account for the increased runoff from the proposed Aquatic and Recreation Center improvements appears to be the most feasible and cost-effective solution.

Domestic Water and Fire Protection: The existing site is served with water from the Covington Water District's system, consisting of a water system in SE 258th Street. An existing 8-inch water main is located within SE 258th Street to the south of the project site. Based on the Covington Water System Plan 2016, the water system pressure is approximately 95 psi, so it is anticipated that the system has adequate capacity for the proposed Aquatic and Recreation Center domestic and fire protection systems.

SITE F: (SECOND HIGHEST SCORING SITE)

General Description: This parcel is owned by King County and identifies approximately 11 acres of a 122-acre mixed-use planned development. The site is bordered on the north edge by Highway 516 and is surrounded by primarily residential uses. The location of Tahoma High School is adjacent to the east. Planned adjacent uses include a higher education technical school and housing, light manufacturing, office spaces, and other mixed uses. Connections to existing trails are possible to the south of the site.

The site scored well in most categories while scoring lower in site conditions and infrastructure.

Access: Vehicular access is provided from 228th Ave SE.

Earthwork and Grading: A Web Soil Survey (WSS) reports Everett's very gravelly sandy loam with 8 to 15% slopes. A small 0.2- acre Western area is Everett's very gravelly sandy loam with 15 to 30% slopes.

Stormwater Management: Existing stormwater management improvements are located along 228th Avenue SE and SE 272nd Street. Multiple catch basins are located in 228th Avenue SE along the west side of the site, being considered for the proposed Aquatic and Recreation Center. Utilizing and upgrading the existing stormwater management system to account for the increased runoff from the proposed Aquatic and Recreation Center improvements appears to be the most feasible and cost-effective solution.

The following diagram illustrates at scale one potential layout of the complete building program on the identified site.

SITE F

Domestic Water and Fire Protection: The existing site is served with water from the Covington Water District system, consisting of a water main in SE Bear Boulevard. An existing 12-inch water main is located within SE Bear Boulevard to the east of the project site. Based on the 2015 Covington Water District Water System Plan, the water system pressure is approximately 90 psi, so it is anticipated that the system has adequate capacity for the proposed Aquatic and Recreation Center domestic and fire protection systems.

F. Findings and Recommendations

As noted previously, the task of site analysis within this overall report was to determine the availability of viable sites within the cities of Covington and Maple Valley, to analyze those sites and make a recommendation of the site deemed most suitable for the project. The analysis and final scoring of the sites is based on a moment in time by necessity. Fortunately, it appears that there are several viable sites available, a finding that strengthens the feasibility of the project moving forward. As the sales and purchases of real estate occur daily, it is impossible to predict specific sites' availability for any particular length of time.

Based on the research and evaluation criteria scoring results shown in "D. Final Site Analysis Criteria" above, Site A scored the highest with 74.9 points and would be the most suitable of the sites studied for an indoor aquatics and recreation center. The following highest-scoring Site was Site F with 65.7 points, followed by Site C with 64.9 points.

It is the recommendation to pursue Site A once necessary approvals and community support for the project are verified. If Site A is no longer available in the future, it is recommended to pursue Site F, Site C, or other available sites with similar attributes.

Based on the results of the programming efforts for the potential new indoor aquatics/recreation facility, combined with the review of the most suitable sites available at the time of this study, the following list represents what will be the most valuable attributes for the selected location:

1. Site-by-site evaluation will be required to ensure a developable area exists sufficient to support the building program, parking, and future expansion. The developable portion of the site will offer much more flexibility in site design and building layout if its length to width ratio is 2:1 or less.

2. Costs will be minimized for site development and therefore maximized for investment into the program areas of the building if the following attributes exist:

    a. The topography of the site is relatively flat to minimize grading and storm water system costs with minimal sensitive area designations (i.e. wetlands).

    b. Major utilities infrastructure is accessible in the adjacent right-of-way.

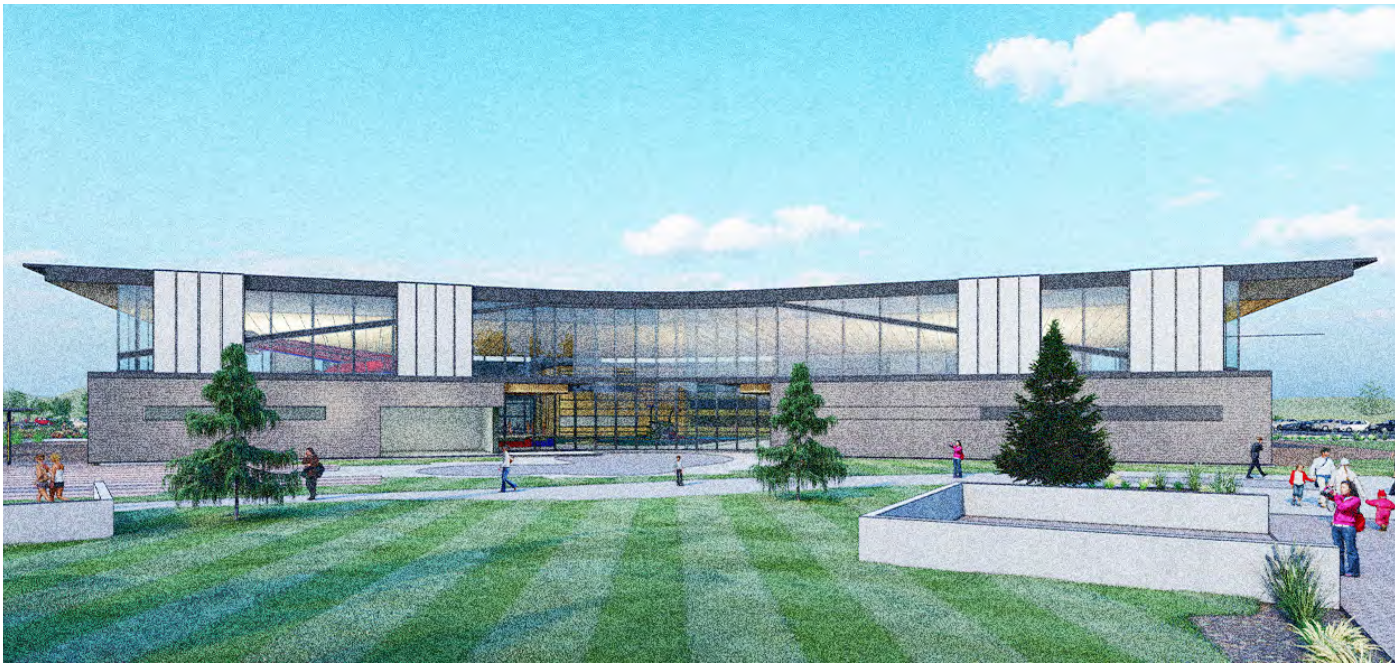
    c. Suitable sub-surface geotechnical conditions for efficient foundation system design and stormwater treatment.

3. Direct access to existing vehicular and pedestrian circulation systems, including public transit.

4. Properties are adjacent to the site that offer complimentary uses with the potential for shared parking agreements.

5. Location so much as possible, central to the market area for the project.

Preliminary conceptual building design on hypothetical site.



VIII. Building Program Considerations

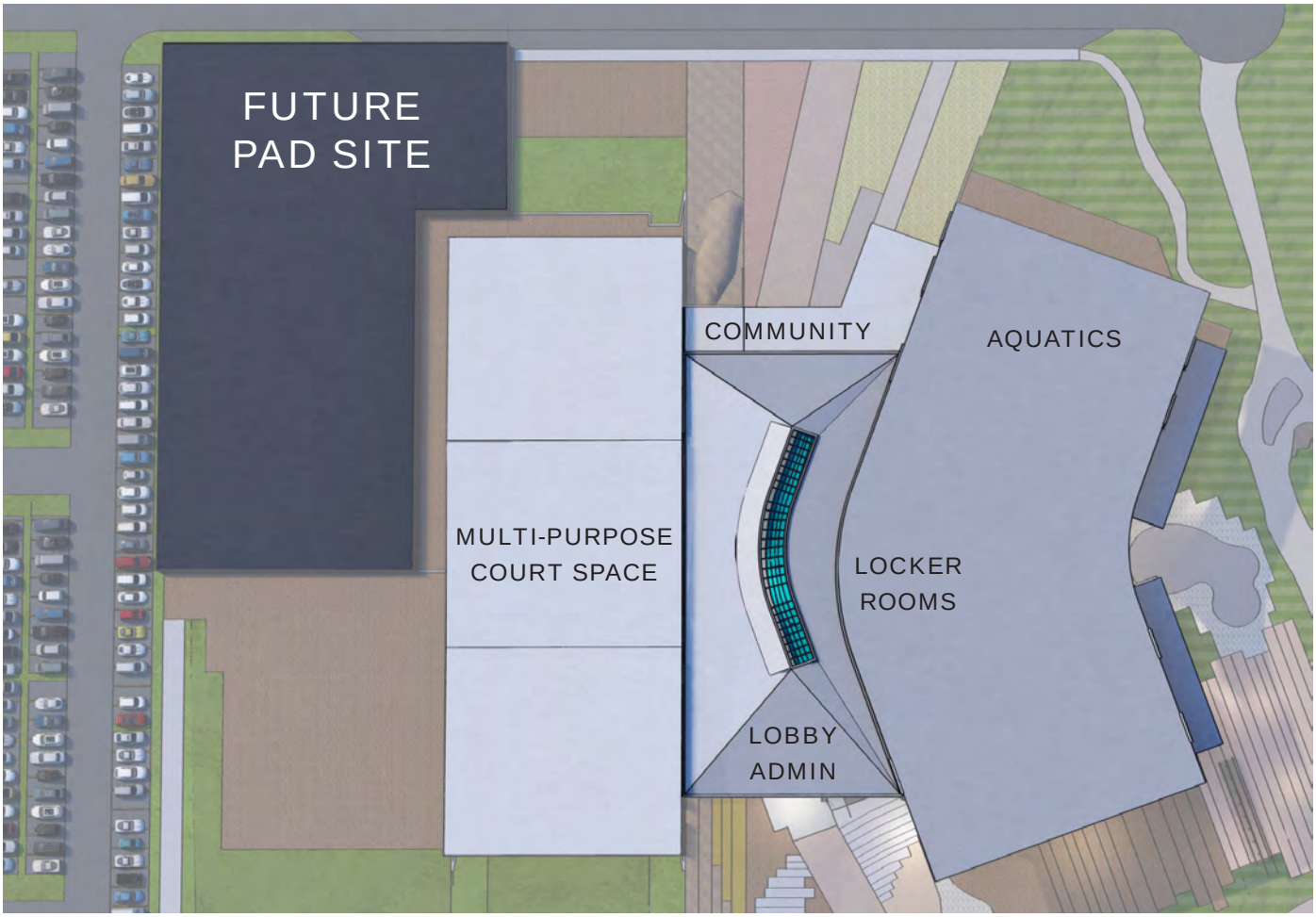
One task in determining the feasibility of a project is to establish what should be included in the project. This project's scope was not to determine the final building program but to identify the most significant community needs.

The following program information should be viewed as the starting point for determining what would be ultimately housed in a new facility serving the residents of Covington, Maple Valley, and surrounding communities. As the study develops, local community needs and trends may change and need to be evaluated through each stage of advancement.

The building program tasks included the following items to inform the feasibility study:

1. Assessed current providers and offerings within the local market.
2. Reviewed the statistically accurate phone survey results for community needs.
3. Compared stated needs from the situational assessment against the phone survey.
4. Reviewed demographic and market statistics and compared those to current regional and national trends for indoor recreation and cultural and community needs.
5. Evaluated focus group interviews for supporting or divergent needs in the phone Survey, situational assessments.
6. Assessed potential partner and stakeholder interviews for areas of possible shared need.
7. Examined programs for revenue generation compared to expenditure.

Preliminary conceptual building design on hypothetical site.



A. Area Summaries

The following building program is broken into two possible paths for consideration:

Option #1: A complete building program based on the communities' desired and perceived needs. Refer to **Appendix D** for Program Area Descriptions.

Option #2: A phased building program approach provides basic community needs in the proposed facility program with an eye toward master planning for the desired program needs and future growth.

The development of the building program utilized a variety of public and private input sources as outlined in Section VI. Received feedback was consistent across multiple sources of input.

In finalizing the program areas, spaces were weighed against existing indoor aquatic/recreation amenities in the market area. Particular attention was paid to primary project goals and value, including:

- Serves both communities.
- Serves all age groups and abilities while supporting diversity, equity, and inclusion (DEI).
- Serves a wide range of recreational needs from aquatics, sports, and the arts.
- Plans to replace the Covington Aquatic Center.
- Minimization of duplicate services with other local providers of recreation services.
- Actively pursue potential partnerships with other organizations and entities.
- Fits within the funding realities for the project.
- Long and short-term needs of the greater community.
- Consider physical and mental benefits to the community.

OPTION #1: COMPLETE BUILDING PROGRAM

PROGRAM AREA		SF/ROOM	QTY	AREA	TOTAL AREA
1.0	**Lobby & Entry**				
1.1	Vestibule	160	1	160	
1.2	Lobby/Lounge	2,000	1	2,000	
1.3	Member Services / Reception Desk	240	1	240	
1.4	Storage Equipment Rental	250	1	250	
1.5	Vending Alcove	120	1	120	
1.6a	Public Toilets - Male	180	1	180	
1.6b	Public Toilets - Female	180	1	180	
1.7a	Convenience Toilets - Male	75	2	150	
1.7b	Convenience Toilets - Female	75	2	150	
				Sub-Total	**3,430**
2.0	**Center Administration**				
2.1	Parks & Rec Administration	800	1	800	
2.2	Work Room	175	1	175	
2.3	Staff Break Room	200	1	200	
2.4	Office - (Directors)	120	2	240	
2.5	Office - (General)	100	2	200	
2.6	Storage	100	1	100	
2.7	Data Closet	150	1	150	
				Sub-Total	**1,865**
3.0	**Youth / Community Areas**				
3.1	Child Watch	900	1	900	
	Storage	60	1	60	
	Toilet	150	1	150	
3.2	Youth / Teen Center	1,000	1	1,000	
	Office	100	1	100	
	Storage	40	1	40	
3.3	Community Room	3,000	1	3,000	
	Storage	500	1	500	
3.4	Meeting / Conf Room*	300	1	300	
3.5	Catering / Teaching Kitchen	600	1	600	
				Sub-Total	**6,650**

*Meeting/ Conf Room Located in Proximity to Center Administration.

OPTION #1: COMPLETE BUILDING PROGRAM (CONT.)

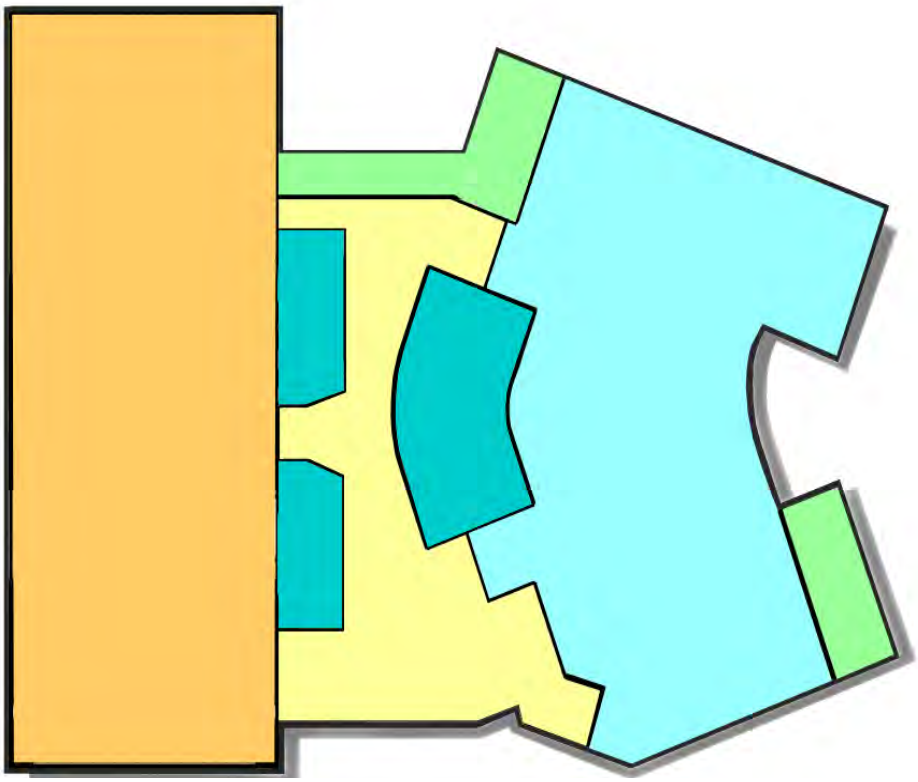
	PROGRAM AREA	SF/ROOM	QTY	AREA	TOTAL AREA
4.0	**Wellness Venues**				
4.1	Gymnasium	8,000	2	16,000	
	Storage	600	1	600	
4.2	Elevated Walk / Run Track	3,400	1	3,400	
4.3	Group Exercise Studio	2,000	1	2,000	
	Storage	300	1	300	
4.4	Dance / Spinning Studio	1,000	1	1,000	
	Storage	300	1	300	
4.5	Fitness Director	100	1	100	
4.6	Weights / Cardio	5,000	1	5,000	
4.7	(Future) Auxilliary Gymnasium	8,000	1	*16,000	
4.8	(Future) Climbing / Bouldering Wall	500	1	*500	
				Sub-Total	**28,700**
5.0	**Aquatics Center**				
5.01	Indoor Family Recreation Pool	3,500	1	3,500	
	Storage	200	1	200	
5.02	Party Rooms	400	2	800	
5.03	Indoor Competition Lap Pool (8 Lanes)	4,600	1	4,600	
	Storage	200	1	200	
5.04	Spectator Seating (300 People)	2,000	1	2,000	
5.05	Therapy Pool	600	1	600	
	Storage	100	1	100	
5.06	Aquatic Office	250	1	250	
5.07	Lifeguard Office	250	1	250	
5.08	Pool Equipment Storage	1,500	1	1,500	
5.09	Convenience Toilet	75	1	75	
5.10	Aquatics Deck	10,750	1	10,750	
5.11	Pool Mechanical Room	2,000	1	2,000	
				Sub-Total	**26,825**
6.0	**Locker Rooms**				
6.1	Locker Room - Men	1,400	2	2,800	
6.2	Locker Room - Women	1,400	2	2,800	
6.3	Locker Rooms - Family & Special Needs	140	10	1,400	
				Sub-Total	**7,000**
7.0	**Support Spaces**				
7.1	Facility Manager Office	100	1	100	
7.2	Custodial Closet	75	4	300	
7.3	Maintanance and House Storage Areas	280	2	560	
--	Main Stair	200	1	200	
--	Stair #1	400	1	400	
--	Stair #2	400	1	400	
--	Elevator	120	1	120	
--	Elevator Machine Room	45	1	45	
--	Electrical Closet	120	2	240	
--	Mechanical Areas	400	2	800	
				Sub-Total	**3,165**
	TOTAL S.F.				**77,635**
	14% Core and Curculation Spaces				10,869
	TOTAL BUILDING S.F.				**88,504**

* Square Footage of future spaces not included in Sub-Total

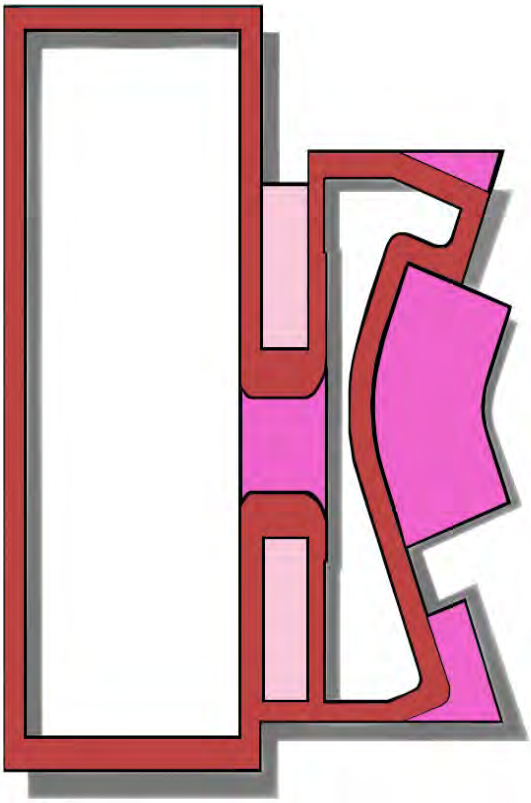
OPTION 1, COMPLETE PROGRAM

KEY:

- Wellness/Multi-Purpose
- Youth/Community
- Community Public Space
- Locker Rooms
- Aquatic Center
- Wellness Studio
- Wellness Weights/Cardio
- Wellness/Indoor Track



Preliminary Conceptual Level 1 Programming Plan



Preliminary Conceptual Level 2 Programming Plan

OPTION 2, PHASED BUILDING PROGRAM

The following represents targeted areas for inclusion from the "Complete Building Program", emphasizing the ease of future expansion to the base program, maintaining amenity programming for the community, albeit at a reduced capacity. This information is followed by spaces providing the lowest return on investment and can be programmatically shared with other areas.

The two areas where most programing shifted to future expansion are "4.0 Wellness Venues" and the "5.0 Aquatics Center", resulting in fewer program spaces from opening day for aquatic and fitness programs and community gathering space in the main lobby/lounge area.

Option 2: Phased Building Program

PROGRAM AREA		SF/ROOM	QTY	AREA	TOTAL AREA
1.0	**Lobby and Entry**				
1.1	Vestibule	160	1	160	
1.2	Lobby / Lounge	1,000	1	1,000	
1.3	Member Services / Reception Desk	240	1	240	
1.4	Storage Equipment Rental	250	1	250	
1.5	Vending Alcove	120	1	120	
1.6a	Public Toilets - Male	180	1	180	
1.6b	Public Toilets - Female	180	1	180	
1.7a	Convenience Toilets - Male	75	2	150	
1.7b	Convenience Toilets - Female	75	2	150	
				Sub-Total	**2,430**
2.0	**Center Administration**				
2.1	Parks & Rec Administration	800	1	800	
2.2	Work Room	175	1	175	
2.3	Staff Break Room	200	1	200	
2.4	Office - (Directors)	120	1	120	
2.5	Office - (General)	100	1	100	
2.6	Storage	100	1	100	
2.7	Data Closet	150	1	150	
				Sub-Total	**1,645**
3.0	**Youth / Community Areas**				
3.1	Child Watch	900	1	900	
	Storage	50	1	50	
	Toilet	125	1	125	
3.2	Youth / Teen Center	-	1	-	
	Office	-	1	-	
	Storage	-	1	-	
3.3	Community Room	2,250	1	2,250	
	Storage	400	1	400	
3.4	Meeting / Conf Room*	300	1	300	
3.5	Catering / Teaching Kitchen	600	1	600	
				Sub-Total	**4,625**
	*Meeting / Conf Room Located in Proximity to Center Administration				
4.0	**Wellness Venues**				
4.1	Gymnasium	8,000	1	8,000	
	Storage	600	1	600	
4.2	Elevated Walk/Run Track	-	1	-	
4.3	Group Exercise Studio	1,825	1	1,825	
	Storage	175	1	175	
4.4	Dance / Spinning Studio	1,000	1	1,000	
	Storage	150	1	150	
4.5	Fitness Director	100	1	100	
4.6	Weights / Cardio	4,000	1	4,000	
4.7	(Future) Auxilliary Gymnasium	8,000	2	*16,000	
4.8	(Future) Climbing / Bouldering Wall	500	1	*500	
				Sub-Total	**15,850**

Values in red indicate targeted reductions in building areas.

Option 2: Phased Building Program

PROGRAM AREA		SF/ROOM	QTY	AREA	TOTAL AREA
5.0	**Aquatics Center**				
5.01	Indoor Family Recreation Pool	2,625	1	2,625	
	Storage	200	1	200	
5.02	Party Rooms	400	2	800	
5.03	Indoor Competition Lap Pool (8 Lanes)	4,600	1	4,600	
	Storage	200	1	200	
5.04	Spectator Seating (150 People)	1,250	1	1,250	
5.05	Therapy Pool	-	1	-	
	Storage	-	1	-	
5.06	Aquatic Office	250	1	250	
5.07	Lifeguard Office	250	1	250	
5.08	Pool Equipment Storage	1,000	1	1,000	
5.09	Convenience Toilet	75	1	75	
5.10	Aquatics Deck	7,200	1	7,200	
5.11	Pool Mechanical Room	2,000	1	2,000	
				Sub-Total	**20,450**
6.0	**Locker Rooms**				
6.1	Locker Room - Men	1,000	2	2,000	
6.2	Locker Room - Women	1,000	2	2,000	
6.3	Locker Rooms - Family & Special Needs	130	8	1,040	
				Sub-Total	**5,040**
7.0	**Support Spaces**				
7.1	Facility Manager Office	100	1	100	
7.2	Custodial Closet	75	4	300	
7.3	Maintenance and House Storage Areas	280	2	560	
--	Main Stair	200	1	200	
--	Stair #1	400	1	400	
--	Stair #2	400	1	400	
--	Elevator	120	1	120	
--	Elevator Machine Room	45	1	45	
--	Electrical Closet	120	1	120	
--	Mechanical Areas	400	1	400	
				Sub-Total	**2,645**
	TOTAL S.F.				**52,685**
	14% Core and Circulation Spaces				7,376
	TOTAL BUILDING S.F.				**60,061**

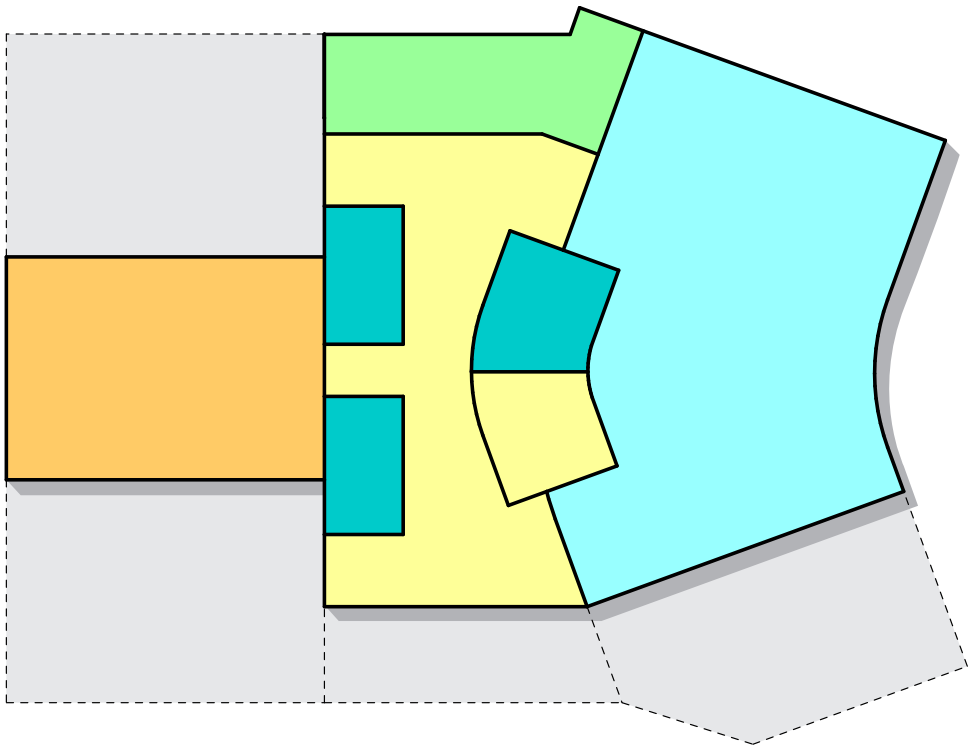
* Square Footage of future spaces not included in Sub-Total

Values in red indicate targeted reductions in building areas.

Option 2: Phased Building Program

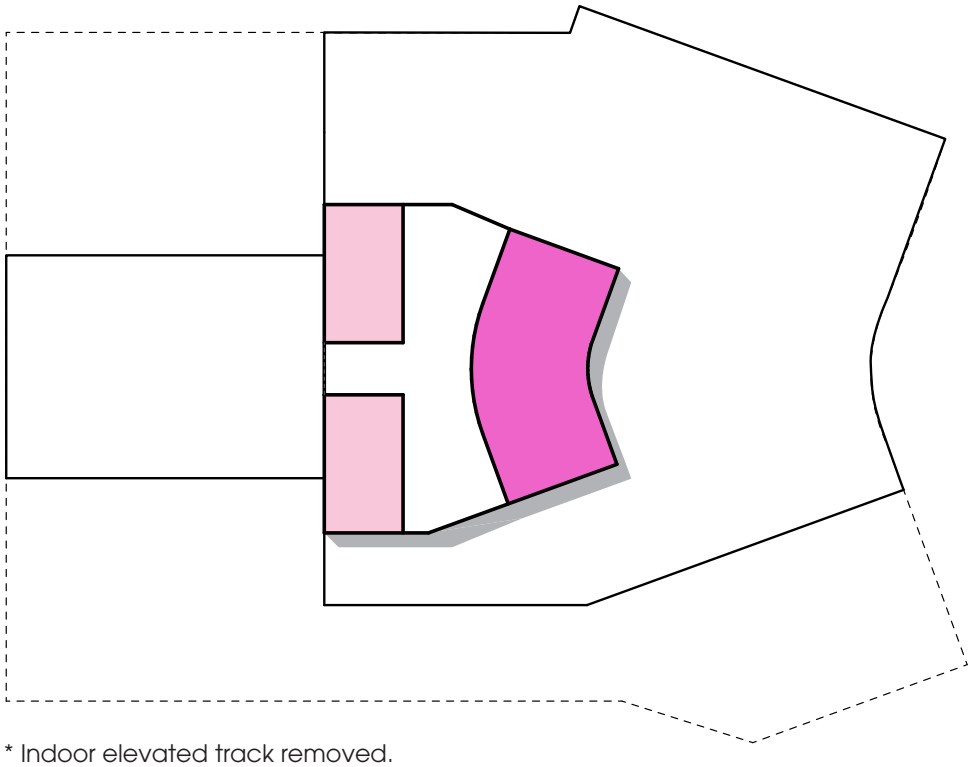
KEY:

- Wellness/Multi-Purpose
- Youth/Community
- Community Public Space
- Locker Rooms
- Aquatic Center
- Wellness Studio
- Wellness Weights/Cardio



Preliminary Conceptual Level 1 Programming Plan

Future expansion compared to Option 1 Complete Program



Preliminary Conceptual Level 1 Programming Plan

* Indoor elevated track removed.

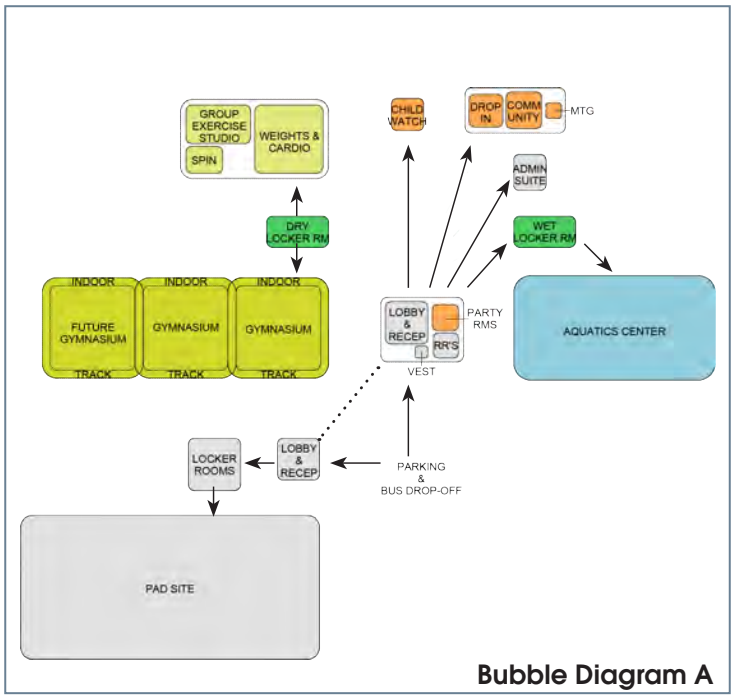
B. Program Adjacencies

The study reviewed possible space planning adjacencies for the program spaces. Given the programmatic elements and requirements for use in the gymnasium and aquatics venue, a multi-story facility was determined to provide the most efficient layout. Savings are also noticed in the areas of land use and construction efficiencies.

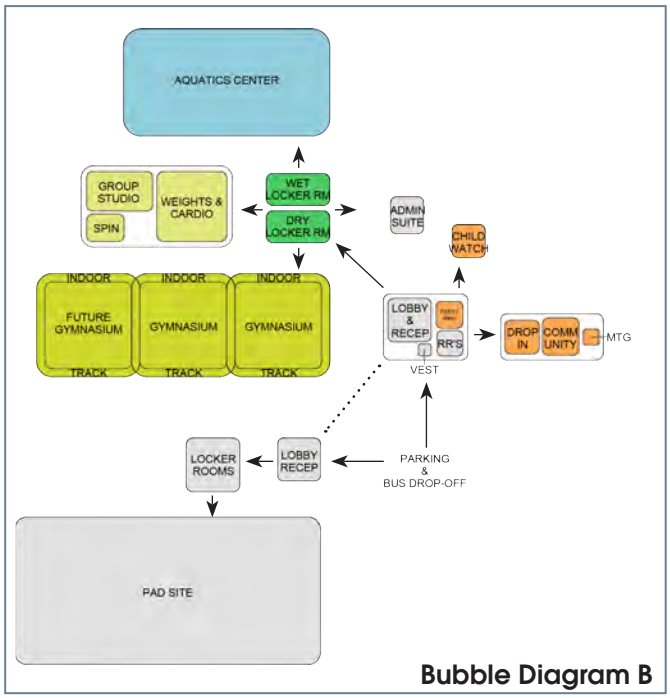
SITE DEVELOPMENT PROGRAM

The study evaluated current planning and zoning requirements between the cities of Covington and Maple Valley. Under current zoning and planning requirements, parking requirements create the most significant programming difference. Based on current zoning requirements, a facility in Covington requires 25% less parking than Maple Valley. Selection of the final site shall re-examine the zoning and planning requirements and current exemptions in effect at that time.

Any site being evaluated for use should accommodate land to develop a Pad Site for a private partner. This study determined a need for 51,500 square feet of pad site area for sports-related development. Depending on the location, parking could range between 128-510 parking stalls for the pad site portion of the project. Impact for parking should be evaluated against the current zoning and look at shared parking agreements between the two facilities.



Bubble Diagram A



Bubble Diagram B

Adjacency diagrams utilized to study spacial relationships and inform initial preliminary programming efforts of this study.

Final site selection will inform the programming contained in this report and will need to be re-evaluated to determine efficiencies to be gained.

C. Cost Information

As part of the study, the building programs were evaluated for their probable project costs. The amounts indicated reflect Spring 2021 market values. Due to unprecedented volatility in the market, pricing is reflective of current market conditions and is subject to changes in either an upward or downward trajectory.

Based on current historical data, escalation has been projected at 4% Year over Year (YOY) for five (5) years. A 4% YOY for five (5) years produces an escalation factor of 21.67%. The following cost does not include the land acquisition cost for the project. Land cost is another area that has seen historical increases and unpredictably in a specific region or community.

With a particular site not approved at the time of this report from the available sites, probable site development costs are being provided as an allowance based on "total construction cost." For purposes of this costing exercise, a site development allowance has been utilized based on historical data for an average site requiring typical development needs. A site with below or above average development needs will drive a lower or higher development cost for the project.

In this instance, the average development cost is 14% of the non-escalated building construction cost.

Another line item provided as a percentage of the total escalated construction cost is "soft cost." Soft costs include but are not limited to the following items:

- Design Fees
- Taxes on MACC (Maximum Allowable Construction Cost)
- Furniture Fixtures and Equipment (FF&E)
- Land Survey
- Geo-Technical Report
- Testing and Balancing
- Inspections
- Permitting Fees

The complete building program is projected to cost just over $114 million, while the phased building program is projected to have an initial cost of just under $76 million. These values are comprehensive total probable project costs.

Preliminary conceptual building design on hypothetical site.

OPTION #1: COMPLETE BUILDING PROGRAM

Program Area Cost	SF	2021 Construction Cost	2026 Construction Cost
1.0 Lobby and Entry	**3,430**	**$1,518,500**	**$1,847,559**
1.1 Vestibule			
1.2 Lobby / Lounge			
1.3 Reception / Membership Services			
1.4 Rental Equipment Storage			
1.5 Vending Alcove			
1.6a Public Toilet - Male			
1.6b Public Toilet - Female			
1.7a Convenience Toilets - Male			
1.7b Convenience Toilets - Female			
2.0 Center Administration	**1,865**	**$765,500**	**$931,384**
2.1 Parks and Recreation Administration			
2.2 Work Room			
2.3 Staff Break Room			
2.4 Office - Director			
2.5 Office - General			
2.6 Storage			
2.7 Data Closet			
3.0 Youth / Community Areas	**6,650**	**$3,151,250**	**$3,834,126**
3.1 Child Watch			
3.2 Youth Teen Center			
3.3 Community Room			
3.4 Meeting / Conference Room			
3.5 Catering / Teaching Kitchen			
4.0 Wellness Venues	**28,700**	**$15,850,000**	**$19,284,695**
4.1 Multi-purpose Court Surface			
4.2 Elevated Walk Jog Track			
4.3 Group Exercise Studio			
4.4 Dance Spin Studio			
4.5 Fitness Director Office			
4.6 Weights / Cardio			
4.7 Future Multi-purpose Court Surface			
4.8 Future Climbing / Bouldering Wall			
5.0 Aquatics Center	**26,825**	**$17,777,500**	**$21,629,884**
5.01 Indoor Family Recreation Pool			
Tower Slides			
5.02 Party Room			
5.03 Indoor Competition Lap Pool (8 lane)			
Aquatics Storage			
5.04 Spectator Seating (300 people)			
5.06 Therapy Pool			
5.07 Aquatic Office			

OPTION #1: COMPLETE BUILDING PROGRAM

Program Area Cost	SF	2021 Construction Cost	2026 Construction Cost
5.08 Lifeguard Office			
5.09 Aquatics Equipment Storage			
5.10 Convenience Toilet			
5.11 Aquatics Deck			
5.12 Pool Mechanical Room			
6.0 Locker Rooms	**7,000**	**$3,150,000**	**$3,832,605**
Male Locker Room			
Female Locker Room			
Family / Special Needs Locker Rooms			
7.0 Suport Spaces	**3,165**	**$ 1,242,750**	**$ 1,512,054**
7.1 Facility Manager Office			
7.2 Custodial Closet			
7.3 Maintenance and Storage Areas			
Main Stair			
Egress Stair No. 1			
Egress Stair No. 2			
Elevator			
Elevator Machine Room			
Electrical Closet			
Mechanical Areas			
Sub Total	**77,635**	**$43,455,500**	$52,872,307
Planning Factor 14%*	10,869	$6,083,770	$7,402,123
TOTAL BUILDING S.F.	**88,504**	**$49,539,270**	**$60,274,430**
Site Development Allowance			
Level of Development Required:			
Moderate, 12%			
Average, 14% (Shown)		**$6,935,498**	**$8,438,420**
Extensive, @ 16%			
GC's and Contingencies		**$12,265,923**	**$14,923,949**
Total Construction Cost (including GC's and Contingencies)**		**$68,740,691**	**$83,636,799**
Soft Costs		**$25,159,093**	**$30,611,068**
TOTAL COST (Including Soft Costs)***		**$93,899,748**	**$114,247,867**

* Includes required areas and built space not programmed, but not limited to.

** Includes general conditions, design and construction contingencies.

*** Includes but not limited to, F.F.E. (Fixture, Furniture, and Equipment), design and engineering fees, testing and balancing, commissioning, permitting fees, inspections, insurance, bonding, taxes, fees, and etc.

OPTION #2: PHASED BUILDING PROGRAM

Program Area Cost	SF	2021 Construction Cost	2026 Construction Cost
1.0 Lobby and Entry	**2,430**	**$1,068,500**	**$1,300,044**
1.1 Vestibule			
1.2 Lobby / Lounge			
1.3 Reception / Membership Services			
1.4 Rental Equipment Storage			
1.5 Vending Alcove			
1.6a Public Toilet - Male			
1.6b Public Toilet - Female			
1.7a Convenience Toilets - Male			
1.7b Convenience Toilets - Female			
2.0 Center Administration	**1,645**	**$666,500**	**$810,931**
2.1 Parks and Recreation Administration			
2.2 Work Room			
2.3 Staff Break Room			
2.4 Office - Director			
2.5 Office - General			
2.6 Storage			
2.7 Data Closet			
3.0 Youth / Community Areas	**4,625**	**$2,189,375**	**$2,663,813**
3.1 Child Watch			
3.2 Youth Teen Center			
3.3 Community Room			
3.4 Meeting / Conference Room			
3.5 Catering / Teaching Kitchen			
4.0 Wellness Venues	**15,851**	**$8,345,000**	**$10,153,362**
4.1 Multi-purpose Court Surface			
4.2 Elevated Walk Jog Track			
4.3 Group Exercise Studio			
4.4 Dance Spin Studio			
4.5 Fitness Director Office			
4.6 Weights / Cardio			
4.7 Future Multi-purpose Court Surface			
4.8 Future Climbing / Bouldering Wall			
5.0 Aquatics Center	**20,450**	**$13,330,000**	**$16,218,611**
5.01 Indoor Family Recreation Pool			
Tower Slides			
5.02 Party Room			
5.03 Indoor Competition Lap Pool (8 lane)			
Aquatics Storage			
5.04 Spectator Seating (150 people)			
5.06 Therapy Pool			
5.07 Aquatic Office			

OPTION #2: PHASED BUILDING PROGRAM

Program Area Cost	SF	2021 Construction Cost	2026 Construction Cost
5.08 Lifeguard Office			
5.09 Aquatics Equipment Storage			
5.10 Convenience Toilet			
5.11 Aquatics Deck			
5.12 Pool Mechanical Room			
6.0 Locker Rooms	**5,040**	**$2,268,000**	**$2,759,476**
Male Locker Room			
Female Locker Room			
Family / Special Needs Locker Rooms			
7.0 Suport Spaces	**2,645**	**$1,008,750**	**$1,227,346**
7.1 Facility Manager Office			
7.2 Custodial Closet			
7.3 Maintenance and Storage Areas			
Main Stair			
Egress Stair No. 1			
Egress Stair No. 2			
Elevator			
Elevator Machine Room			
Electrical Closet			
Mechanical Areas			
Sub Total	52,685	$28,876,125	$35,133,581
Planning Factor 14%*	7,376	$4,042,658	$4,918,702
TOTAL BUILDING S.F.	**60,061**	**$32,918,783**	**$40,052,283**
Site Development Allowance			
Level of Development Required:			
Moderate, 12%			
Average, 14% (Shown)		**$4,608,630**	**$5,607,320**
Extensive, @ 16%			
GC's and Contingencies		**$8,150,691**	**$9,916,945**
Total Construction Cost (including GC's and Contingencies) **		**$45,678,103**	**$55,576,547**
Soft Costs		**$16,718,185**	**$20,341,017**
TOTAL COST (Including Soft Costs) ***		**$62,396,288**	**$75,917,564**

* Includes required areas and built space not programmed, but not limited to.

** Includes general conditions, design and construction contingencies.

*** Includes but not limited to, F.F.E. (Fixture, Furniture, and Equipment), design and engineering fees, testing and balancing, commissioning, permitting fees, inspections, insurance, bonding, taxes, fees, and etc.

Key Findings and Recommendations

The task of this project was to determine the program spaces of greatest need for the community. This requirement had to balance program spaces that generate income against those that operate at a deficit while being constructed within an available funding mechanism. Based on the current needs of the community can be achieved.

Option #1 is a complete building program built in the initial phase that requires a more extensive Metropolitan Park District (MPD) catchment area to fund the construction and annual operation budget. A larger MPD lessens the individual household funding burden.

Option #2 is a phased building program that would be possible with an MPD utilizing the city limits of Covington and Maple Valley but necessitates a higher individual household funding burden. Based on the feedback from the broad base of individuals and groups interviewed, the need for an indoor aquatics and recreation facility is great. The following items need consideration as the study moves forward.

1. Continue to engage the community on needs and program consideration while monitoring local, regional, and national trends regarding indoor aquatics and recreational needs.
2. Monitor the land acquisition cost and determine where the facility will be located and impacts on development cost.
3. Continue developing potential partnerships to share development cost and/or increase revenues for the facility.

Preliminary conceptual building design on hypothetical site.

IX. Capital and Operational Analysis

A. Funding Options

One of the challenges for this project is determining a method for funding the capital development costs and the anticipated annual operating subsidy of the proposed Covington Maple Valley Aquatic Recreation Center. Several different funding sources may need to be utilized for the center to become a reality. As a result, a number of possible funding sources were investigated. Although this is not meant to be an exhaustive list, it does indicate potentially available funding sources.

1) Capital Funding Sources

A. PARTNERSHIPS

There is certainly the possibility of including equity (primary) partners in the project with the involvement of the two cities. However, there may be opportunities for other equity partners such as neighboring communities (Black Diamond), King County, school districts, YMCA, and medical service providers. There will be limits on the number of partnerships established for the project due to competing interests. Partnership dollars received from other organizations (beyond the two cities) could generate 10%-20% of the project's total capital cost. The following are general funding possibilities based on partner interviews that were conducted as part of this study.

I. Neighboring Communities: The most likely source of capital funding would be from Black Diamond. At this point, they have not expressed any interest in being an equity partner in the project. They are more apt to be part of a metropolitan park district than any other form of funding.

II. King County: Funding from the county's aquatic facilities grant program could be up to $5 million.

III. Medical Partner: Could fund a small portion of the project, but this is likely to be for areas of the center that they would utilize (therapy pool or fitness space) for their programs. Funding is expected to be lower than $5 million and could involve a rental or lease of space rather than a one-time capital contribution.

IV. Seattle YMCA: Their financial involvement is tied to an operational contract for the facility and would come in fundraising. There is no commitment to a fundraising amount, but historically this has been in the range of $2 to $3 million.

V. School Districts: Of the two school districts (Kent and Tahoma) that service Covington and Maple Valley, Kent was the one that expressed at least a willingness to explore some level of capital funding (this would be for the competitive pool only).

VI. Other Partnerships: Several organizations have expressed an interest in possibly constructing their facilities on the same site as a Covington Maple Valley Aquatic Recreation Center. This includes a youth sports group (Valor Soccer) for a field house facility and a possible indoor tennis center organization (Gorin Tennis). While this type of partnership would enhance the recreation opportunities, it would not fund any aquatic/ recreation center.

A more detailed partnership assessment discussed later in this chapter will be necessary to determine a realistic level of funding from these entities, coinciding with future planning, funding, and design efforts.

B. FUNDRAISING

i. Capital Campaign: A possible source of capital funding could come from a comprehensive fundraising campaign in the two cities and the greater market area. Contributions from local businesses, private individuals, and social service organizations should be targeted. To maximize this form of funding, a private fundraising consultant would be necessary. A fundraising goal could be to fund between 10% and 25% of the project's capital cost. Please refer to **Appendix E** for additional information on capital campaigns.

ii. Foundation Gifts: There are foundations in the greater Seattle area that could be capital funders for portions of the facility. Reaching out to these foundations to determine their level of interest, the key amenities they would support, and other project requirements for possible funding will be essential. It should only be expected that 5% to 10% of the project could be funded through foundations.

Formation of Project-Specific 501(c)3: It is highly recommended that a 501(c)3 foundation be established for the project (or an existing public-focused foundation utilized for this purpose). This will provide a way to collect various fundraising dollars and equity partner payments for the project. This may also make the project eligible for a broader range of grant dollars as well.

iii. Grants: Several grants are available for recreation projects. It is more challenging to fund active recreation facilities than parks and open space, but an effort should acquire limited funding from these sources. Critical aspects of the facility that should be targeted for grants are serving youth, teens, seniors, and sustainable construction. Significant funding from this source is unlikely, but it never-the-less could assist with the project for approximately 3% and 5% of the total project cost. Possible grant funding could come from:

Pacific Northwest Swimming: This would be a small (less than $200,000) grant for the competitive pool.

iv. Naming Rights and Sponsorships: Although not nearly as lucrative as for large stadiums and other similar facilities, the sale of naming rights and long-term sponsorships could be a source of some capital funding as well. It will be necessary to hire a specialist in selling naming rights and sponsorships if this revenue source is maximized to its fullest potential. No lifetime naming rights should be sold. Only 20-year maximum rights should be possible.

Determining the level of financial contribution necessary to gain a naming right will be crucial. This could mean contribution up to 10%-20% of the total cost of the entire project for overall facility naming rights or 50% to 100% for individual spaces within the center itself.

C. PUBLIC FUNDS/TAX INITIATIVES

Even when all of the potential funding sources noted above are combined, they will at best generate a funding level of 25% to 50% for the project. The primary source of funding will have to come from tax dollars. As a result, several possible tax options were explored.

i. City of Covington and City of Maple Valley: If the cities are going to be the primary funding agent for the aquatic/recreation center, several options to acquire the necessary fundings for the project will need to be evaluated.

> General Fund: The utilization of any existing non-allocated tax dollars for the project. This is not a realistic funding option currently.

> Capital Improvement Fund: Project funding from city resources allocated for major capital projects. This source will also not be able to fund the project.

> Councilmanic Bonds: Bonds that are authorized by City Council for the project. This will only be able to fund a small portion of the cost of a center.

> Bond Measure: A voter-passed (60% super majority) tax initiative to fund the project. This could be a primary method to fund a full, comprehensive center if there is adequate bonding capacity between the two cities.

> Park Impact Fees: Utilization of development fees for the construction of the center. These fees would only pay for a small portion of the center and would not allow funding for other parks and recreation projects.

> Property Transfer Excise Tax: Use of revenues derived from taxes on the sale of real property. This would have limited funding potential.

> Utility Tax: Utilization of revenues generated from taxes on utilities. Not a realistic funding source at this time.

> Certificates of Participation (COP): A form of lease-purchase, COPs are issued for debt periods similar to normal bonds, but the building itself serves as the collateral. This funding mechanism does not require voter approval, but there still has to be the ability to make a substantial annual "lease" payment.

ii. Special District

> Parks and Recreation Service Area (PRSA): A PRSA could be established in the Covington/Maple Valley area to broaden the tax base and support the concept of a more regional center. The PRSA establishes the tax base for the center and would construct and operate the facility. This requires another level of taxation within the area as well as a vote of the people to establish the service area and the level of taxes.

> Metropolitan Park District (MPD): Similar in many ways to a PRSA, but with fewer limitations, an MPD could also be established in the greater Covington/ Maple Valley area to provide a tax base for building and to operate an aquatic/ recreation center. This also requires another level of property tax and a vote of the people to establish and set the taxing level.

> Public Facilities District (PFD): A relatively new option is for the cities is to establish a PFD district within its boundaries and fund the development and operation of a community center from a 2% sales tax. This option does not extend the district's boundaries beyond city boundaries, but it does use a different taxing source than property taxes. This option is not an acceptable method for funding the project.

v. Washington State Legislative Funding: The State legislature can provide a grant for new recreation facilities through a general appropriation. This source of funding could be difficult to obtain but might be up to $5 million.

vii. Federal Funding: Obtaining some level of federal funding for the project is unlikely but not impossible. There has been some limited funding for evacuation shelters and also for energy efficiency initiatives.

Please refer to **Appendix F** for additional information on Special Taxing Districts.

2) Operational Funding Sources

It is projected that an annual operations subsidy will need to be funded each year. As a result, a funding plan for the required subsidy will be necessary.

A. **Partnerships:** If there are equity partners in the project (beyond the two cities), there may be a contractual requirement with these partners to help fund the annual subsidy. However, these contributions would likely be small and for specific elements of the facility. This could be in the form of a contractual obligation or a straight rental of time.

B. **Inter-local Agreements:** Establishing agreements with other governmental agencies and community organizations to fund the ongoing operation of the center is possible. However, unless the other organization is the actual operator of the center, it is unlikely that any significant operational dollars will be generated from this source.

C. **Sponsorships:** The establishment of sponsorships for different programs and services and funding for various aspects of a facility's operation. But in most cases, this provides a relatively low revenue stream for funding day-to-day operating costs for a center.

D. **Grants:** Some grants are available for programs and services that serve the disadvantaged, youth, teens, and seniors. In addition, ongoing energy conservation efforts, public health initiatives, diversity, equity, and inclusion (DEI) issues, and other social service-oriented programs may be funded as well.

E. **Endowment Fund:** This would require additional fundraising to establish an operational endowment fund designed to fund capital replacement and improvements at the center. It is often difficult to raise funds for operational endowments, and the initial principal funding level is very high.

F. Public Funds/Tax Initiatives:

> Cities of Covington and Maple Valley: If one or both of the cities are the owner and operator of the center, then it should be expected that they will have to be a primary operations funder of the facility.

> General Tax Dollars: The utilization of any existing non-allocated tax dollars for operations. This will not likely result in any significant funding for center operations.

> Tax Increase: To fund significant increases in operational costs, the cities will likely need a tax increase.

> PRSA/MPD: The annual operational deficit could be funded through a special district.

3) Funding Summary

The following table summarizes possible sources of center funding.

Capital Source	Possible Percent of Total
Partnerships	10%-20%
Fundraising	10%-25%
Foundation	5%-10%
Grants	3%-5%
Naming Rights	10%-20%
Cities of Covington/Maple Valley, Bond Measure	50%-100%
Special District	50%-100%
Washington State	0%-5%
Federal	0%-5%

Operations Source	Possible Percent of Total
Partnerships	Small Portion
Inter-local Agreements	Non-Significant
Sponsorships	Non-Significant
Grants	Non-Significant
Endowment Fund	Non-Significant
Cities of Covington/Maple Valley	Significant
Special District	Significant

B. Summary of Potential Funding Capacity From A Metropolitan Park District

1) Possible Metropolitan Park District Boundaries

One of the possible funding options being considered for the aquatic/recreation center is forming a Metropolitan Park District. Establishing the size and boundaries of the district will ultimately determine the level of funding that might be possible for both capital and operations.

This effort aims to identify two potential geographic areas that could be considered for the MPD and utilize this information as a template for determining possible tax revenues that could be generated to support the center. This template is a general exercise only and should not be construed as the exact boundaries for the MPD. Significant additional study will be necessary to establish final boundaries for the district. There would need to be another phase of the project utilizing the findings from this planning effort.

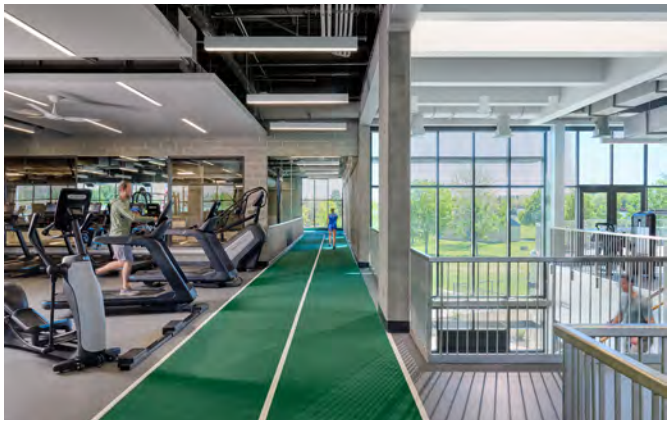
Covington and Maple Valley Option

This option establishes the district's boundaries using the city boundaries of the two communities together. The primary beneficiaries of the project would be the residents of the two communities, but other users would come from outside of the two communities. This option would be the easiest district to establish as it would only require a vote of residents of the two communities.

Expanded Area Option

With this option, the boundaries are expanded to include a larger geographic area where the population would still receive a direct benefit by having a center near them. For this exercise, the Secondary Service Area from the Market Analysis portion of the study was modified to determine the possible boundaries of the district. The border of this option includes the cities of Covington and Maple Valley and adds in the city of Black Diamond.

It is recognized that the residents of Black Diamond would likely be primary users of the center. In addition, the unincorporated area of King County that is close to Covington and Maple Valley has also been included. However, the portion of the cities of Kent and Auburn has not been included within this same area as these communities have established parks and recreation departments with existing indoor recreation centers. The two cities would likely oppose being included in a Metropolitan Park District as a result, even though residents of these communities near Covington and Maple Valley would probably be users of the center.



Establishing this more significant geographic boundary for the district will be more difficult as Black Diamond and the unincorporated area must opt into the district, along with the cities of Covington and Maple Valley.

Setting MPD Boundaries:

The final site for the center will have a strong bearing on the possible boundaries of the MPD. Until the location is determined, it is difficult to establish firm boundary options. The local government jurisdictions in the proposed MPD will need to approve the possible inclusion of their residents into the district.

The residents of the proposed MPD must approve the formation of the district. So, establishing boundaries that form a geographic area where there is likely to be strong support for the center and the formation of the district is paramount. The formation will likely require a detailed survey of the population to determine the level of support for the project based on the proposed site and amenities and the tax implications. The survey results will need to be geocoded to determine responses by geographic location.

Key Considerations

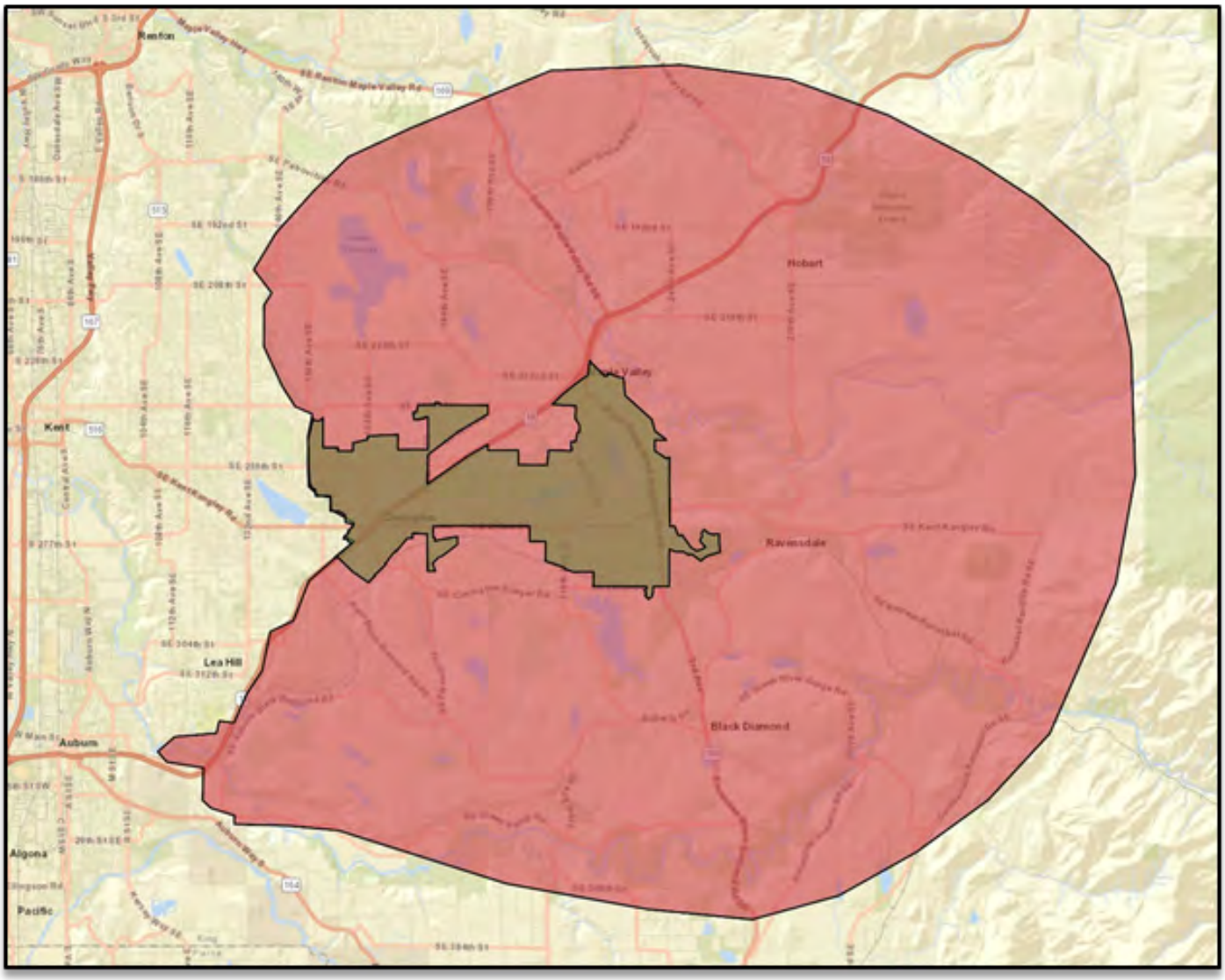
> The larger the district's geographic area, the lower the property tax load is for the residents and/or the higher the possible funding level.

> There is no direct relationship between the market area for who would use the center and where the district's boundaries might be.

> The size of the district and the jurisdictions located within the boundaries directly impact the representation on the MPD board.

> Individuals within the boundaries of an MPD would be considered "residents" for user fees.

Metropolitan Park District Boundaries Catchment Area Utilized In Study.
– 169 sq. miles



Green Boundary – Represents City boundaries of Covington and Maple Valley option.
Red Boundary – Represents Expanded Area Option

2) Summary of Potential Funding Capacity From A Metropolitan Park District

ECONorthwest has evaluated the potential funding levels that may be available for each of the scenarios described in Section 2, Summary of Potential Funding Capacity From A Metropolitan Park District above. Their findings are summarized below:

A. SCENARIO 1

Boundaries include the cities of Covington, Maple Valley, Black Diamond, and selected portions of unincorporated King County.

MPD Base Year	2022
General Inflation	2.50%
Operating Subsidy	1.50%
Scenario	2
Assessed Valuation	$17,602,450,146
New Construction	$144,098,400
Levy	$7,569,054
Levy Rate	$0.43
Operations Subsidy (annual)	$758,098

Summary:

First Year Property Tax Revenue	$7,569,054
Legislative Debt Limit	$440,061,254
Issuable Debt (est.*)	$115,529,014
Median Home Value	$455,000
Median Home Annual Tax Amount	$196

*Assumes 20-Year Bond payment with an anticipated 3.5% interest rate.

B: SCENARIO 2

Boundaries are defined as the combined city limits of the cities of Covington and Maple Valley.

MPD Base Year	2022
General Inflation	2.50%
Operating Subsidy	1.50%
Scenario	1
Assessed Valuation	$7,597,412,307
New Construction	$129,961,263
Levy	$4,786,370
Levy Rate	$0.63
Operations Subsidy (annual)	$781,132

Summary:

First Year Property Tax Revenue	$4,786,370
Legislative Debt Limit	$189,935,308
Issuable Debt (est*)	$76,513,820
Median Home Value	$448,000
Median Home Annual Tax Amount	$282

SCENARIO 1 uses a levy rate of $.43, significantly lower than Scenario 2 given the larger geographic area contributing to the levy. This rate produces an issuable debt amount of $115,529,014, including a **$758,098** operating subsidy. This amount yields a median home annual tax amount of $196, or $3.77 a week, an average cup of coffee.

This amount is commensurate with Option #1, Complete Building Program, with an initial scope of 88,504 SF and a construction cost of $114,247,867, escalated to the year 2026, which is included in the Building Program, Section VIII.

FOR PURPOSES OF COMPARISON:

SCENARIO 2 uses a levy rate of $.63 to produce an issuable debt amount of $76,513,820, including a **$781,132** annual operating subsidy (See Part D "Recreation Center Business Planning"). This amount yields a median home annual tax amount of $282, or $5.42 a week, a premium cup of coffee.

This amount is commensurate with Option #2, Phased Building Program, with an initial scope of 60,061 SF and a construction cost of $75,917,564, escalated to the year 2026, which is included in the Building Program, Section VIII.

Partnership Assessment

A significant number of new public aquatic and recreation centers now involve some form of partnership with other community organizations and recreation service providers. For partnerships to be effective, the following must occur.

- Must actively pursue and sell the benefits of the partnership.
- Weigh the benefits vs. the cost of the partnership.
- Don't compromise on the original vision and mission of the project.
- Establish a shared partnership vision.
- Expect compromises to meet different needs and expectations.
- Clearly define development and operations requirements.

An essential step in determining the feasibility of developing a new aquatic/recreation center in Covington and Maple Valley is to assess the partnership opportunities with several organizations.

Through the focus group and stakeholder meetings portion of the study, various organizations and entities were identified as possible partners for the center. These include:

- Cities of Covington and Maple Valley
- Health Care Providers
- School Districts
- Neighboring Communities
- Seattle YMCA
- Private Recreation Providers
- King County
- Greater Maple Valley Community Center
- Community Sports Organizations
- Community Organizations
- Business and Corporate Community
- Boys and Girls Club
- King County Libraries
- Chamber of Commerce
- Cultural Arts Groups
- Social Service Providers
- Economic Development Entities

The following is a general summary of the partnership assessment and recommendations for how to proceed with partnering with a community center.

SPECIFIC PROJECT ROLES:

After reviewing the partnering assessment for each organization, partnerships can be categorized into three possible levels.

Primary or Equity Project Partners: These would be the potential main partners in the project who have the most interest, the ability to fund, and a willingness to be a part of the development and operation of a facility.

Covington and Maple Valley: The fact that the two cities partnered to complete the initial feasibility study for the project indicates an interest in exploring the possible development of an aquatic/recreation center that would serve both communities. A significant portion of the funding of both the development and operations of the facility will likely have to come from these two cities or through an agreement to establish a metropolitan park district. The future of the project is tied directly to a partnership between the two cities.

Seattle YMCA: The YMCA is interested in being the center's operator and would be willing to assist with fundraising for some of the capital costs of developing the facility. It also should be expected that the YMCA would be responsible for at least a portion of the anticipated operational shortfall on an annual basis. The YMCA may wish to change the amenities projected to be included in the center to meet their specific needs.

Kent School District: The school district's interest is in the competitive aspects of the aquatic center. They would hope to continue to use the pool to serve a couple of their high school swim teams and would be willing to pay market rates for use. Depending on the site (within the school district's boundaries), the district would at least be willing to consider some level of capital involved in the project.

King County: It is expected that some center use will come from unincorporated King County residents. If Covington and Maple Valley opt to establish a metropolitan park district, then the county will need to approve being included in any district formed. In addition, the county could be a possible financial partner through their aquatic facility grant program and could be a provider of a site for the center.

Neighboring Communities: Many center users will come from neighboring communities, especially Black Diamond. The City of Black Diamond should be approached regarding a partnership involving financial contributions from the city itself or inclusion in the MPD. Up to this point, Black Diamond has not shown interest in partnering on the project.

Health Care Providers: With MultiCare Health System and Valley Medical Center in the communities and other health care service providers, there are opportunities to form a partnership with one or more medical organizations. The possible inclusion of fitness amenities and a therapy pool in the center should increase the interest from these entities. It is conceivable that a healthcare provider could help with capital funding for a portion of the facility (fitness/wellness, therapy pool), lease space, or possibly provide programs and services for the center. Partnerships between public entities and health care providers can be very beneficial for both parties, and this should be vigorously pursued in the future. Both MultiCare and Valley Medical Center expressed interest in the project and willingness to explore a possible partnership.

Private Recreation Providers: During the focus group sessions, there was interest in the project from several private recreation providers to be part of the project. While much of the appeal was in having a facility that serves as a location for their programs, there was interest expressed by two organizations (Gorin Tennis Academy and Valor Soccer) to be possible equity partners in the development of an indoor tennis facility and an indoor soccer complex. Having a large enough site to provide a development pad for these organizations to build and develop their facilities based on a low fee ground lease would most likely be the best approach. While there are several realistic opportunities for an equity partner(s) for the aquatic/ recreation center, additional work will be needed to establish a partnership agreement. This will require a further project definition, the site determined, and primary funding mechanisms found.

Secondary Project Partners: These organizations could have a direct interest in a Covington/Maple Valley aquatic/ recreation center project but not to the same level as a primary partner. Capital funding for the project is unlikely, but there could be some assistance with the program and service delivery.

Tahoma School District: The school district's role in the project would be limited to using the competitive pool on a fee basis. They indicated that there would not be any willingness to provide a capital contribution for the pool's construction.

Greater Maple Valley Community Center: With the focus of this facility on seniors and youth, working with the community center to coordinate services will be necessary. While there is little expectation for financial assistance in developing or operating the center, the center will impact how seniors and youth utilize the new center.

Boys and Girls Club: The Club could be approached about partnering with the center to bring more services for youth to the facility. Determining the proper role and how that fits with public recreation will be the key. If the Seattle YMCA is an equity partner, then the active involvement of the Boys and Girls Club may be more difficult.

Public Libraries: The King County Library System provides various services for youth, teens, and other community segments beyond essential library services. The center should work with the library staff in Covington, Maple Valley, and Black Diamond to develop cooperative efforts.

Social Service Providers: Social services to center users (especially teens and seniors) should be encouraged. Several local providers in the Covington and Maple Valley area can provide some of these services.

Other Recreation/Fitness Service Providers: Partnering with select outside recreation providers is encouraged to offer various programs and services. These services should be provided on a contract basis with a split of gross revenues at a rate of 70% for the vendor and 30% for the center. These other providers could include private fitness providers, sports, cultural arts, and other organizations. The key factor with the secondary partners is determining what programs and services are most appropriate for this delivery method realizing that there is the potential for overlapping services.

Support Partners: These organizations should support the development of a new aquatic/recreation center but would see limited to no direct involvement in the development or operation of the facility.

Community Sports Organizations: Local sports organizations could be primary users of a new aquatic/ recreation center if the amenities they need are available (gymnasium, competitive pool, etc.) and support their activities. It should be expected that these groups would be strong supporters of a center and would pay market rates for their use of the facility.

Cultural Arts Groups: A significant number of cultural arts groups in the greater Covington and Maple Valley area could use the center for their programs and services. These groups should also be strong supporters of the center and would be expected to pay for the use of the center.

Community Organizations: Developing working relationships with community organizations and service clubs could provide much-needed support for the project and generate possible facility users.

Covington and Maple Valley and Black Diamond

Chamber of Commerce: The chambers should be a strong proponent for the project and the benefits that it can provide to local businesses and the community in general. It is recognized that there has been some concern expressed by other private fitness facilities and providers in the area and that this could impact the chambers' cooperation.

Covington and Maple Valley Economic Development Entities: These groups can be strong supporters of the project if the economic value of having such a facility is emphasized.

Business and Corporate Community: It is important to approach the corporate community with a variety of sponsorship opportunities to enhance the revenue prospects of the center.

Support partners' involvement in the process should be a priority to build overall awareness of the project and help promote its use. As possible on-going users of the facility, they could provide a solid revenue stream for the amenities.

As a new aquatic/recreation center becomes closer to reality, the partnering opportunities will become more apparent. A well-written partnership agreement will need to be drafted between any organizations involved in the project. The agreement should clearly outline the capital funding requirements, project ownership, priorities of use/ pricing, operating structure, facility maintenance, and long-term capital funding plan. These agreements should be approved before committing to the beginning design or construction of the center.

C. Funding Findings and Recommendations

Based on the financial analysis performed for this project,capital funding from partnerships, fundraising, foundations, grants, and naming rights would plausibly yield 25% to an unlikely 50% of the funds required to construct the facility.

An annual operations funding from partnerships, inter-local agreements, sponsorships, and grants would yield approximately 22% of the total need. The remaining funding for capital and annual operations funding will need to come from public funding through taxes.

Recommendations (not in prioritized order):

1. Conduct a detailed geocoded survey to test the viability of creating an MPD.
2. Survey results will inform final decisions on project scope based on available funding for capital and operations.
3. Determine a final site to locate the facility to finalize the boundaries of the MPD.
4. Establish a Metropolitan Park District (MPD) with an elected board of commissioners made up of representatives from all jurisdictions included in the MPD. MPDs are specifically intended "to provide for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities (RCW 35.61.010.)". Out of 23 current MPDs Washington, nine were formed to maintain and operate pool facilities.
5. Establish a citizen's advisory board to provide input to the MPD board of commissioners.
6. Begin a capital campaign planning study to test the community's willingness to support the project. Include preparation, research and analysis, and reporting. Establish a capital campaign strategy, including a case for support, donor engagement, leadership, and staffing and systems. Maximize capital campaign funding through the use of a private fundraising consultant (per IX.a.1.B.i Capital Campaign).
7. Establish a 501(c)3 foundation (or use an existing public-focused foundation) to provide a means of collecting funds and to potentially create eligibility for a broader range of grant funding opportunities.
8. Complete a partnership assessment and partnership agreements, as outlined in this chapter.

D. Recreation Center Business Plan

Operations Plan

The following operations plan has been completed for the planned Covington/Maple Valley Aquatic/ Recreation Center.

Assumptions

The following are the basic assumptions for the operations plan. Two possible options have been developed. The first is a full-service option based on a larger Metropolitan Park District funding plan. The second is a smaller option focused on an MPD that encompasses only Covington and Maple Valley.

Option #1: Complete Building Program – A center as described in Chapter VII, that includes a recreation pool, an 8-lane lap pool, therapy pool, party room, gym, elevated track, group exercise room, spinning studio, weight cardio space, child watch room, youth/ teen center, community room, administrative area, lobby, and locker rooms.
Approximately 88,500 SF

Option #2: Phased Building Program – A center as described in Chapter VII, with the same essential components as option one except there is no walk/jog track, no therapy pool, and only a single gym. Other spaces have been reduced in size, including child watch, community room, group exercise room, weight/ cardio area, recreation pool, spectator seating, and locker rooms.
Approximately 60,000 SF

Premise

- This operations estimate is based on a program plan and preliminary concept plan for the facility options only.
- The center will draw well from the entire secondary service area for facility use, programs, and rentals.
- There will be a high level of programming in the center. The program types and numbers are representative of what could be offered at the center.
- No partnerships with other organizations have been shown in this operations plan.
- The presence of other providers in the market will remain the same.
- The center will be operated by a metropolitan park district (MPD or similar organization), requiring additional administrative staff and operating expenses.
- Use and revenue projections are based on the new center replacing the existing Covington Aquatic Center.
- No new ongoing use or long-term rental of space in the facility has been shown.
- Most maintenance and custodial services have been shown as being provided in-house but could be a contracted service.
- Basic capital replacement dollars are shown.
- No debt service for the capital funding of the building has been shown, due to bonding and repayment through MPD funding.
- This operational budget represents total expenses and revenues.
- Part-time wage scales reflect the $15.00 minimum wage that will be in place by 2025.
- The first year of operation will be 2025 or later.

The basic hours of operation will be:

Day	Hours
Monday - Friday	5:00am – 10:00pm
Saturday	7:00am – 8:00pm
Sunday	9:00am – 7:00pm
Total Hours	**108 Hours/Week**

The following fee structure was used for this report.

Category	Daily		10 Visit		3 Month		Annual		Month to Month	
	Res	NRes	Res	NRes	Res	NRes	Res	NRes	Res	NRes
Adults	$10.00	$12.50	$80	$100	$225	$280	$600	$750	$53	$66
Youth (3-17)	$8.00	$10.00	$64	$80	$225	$280	$600	$750	$53	$66
Senior (60+)	$8.00	$10.00	$64	$80	$125	$156	$330	$415	$31	$38
Family[1]	N/A	N/A	N/A	N/A	$335	$420	$900	$1,125	$78	$97

Fitness	$12.00 Daily Fee per class (dry/aquatic)
Drop-in Child Watch	$3.00 per hour

Note: Fee structure pricing is based on an anticipated 2025 or later opening date. 10 Visit passes are a 20% discount over the daily fee. 3 Month passes are ¼ of the Annual rate times 150%. Month to Month is the annual rate divided by 12 plus $3 per month. Non-resident rates are approximately 25% higher than the resident rate.

Three-month and annual/Month to Month passes include basic land and water group exercise classes plus free drop-in child watch.

1 Includes 2 adults and all youth under 21 living in the same home.

Operations Plan Summary

The following figures summarize the anticipated operating expenses and projected revenues for the operation of the Covington and Maple Valley Aquatic and Recreation Center. Expenses and revenues have been shown for the two project options.

Center Size	**Option #1: Complete Building Program 88,500 SF**	**Option #2: Phased Building Program 61,000 SF**
Expenses	$4,689,503	$3,988,606
Revenues	$3,931,405	$3,207,474
Difference	($758,098)	($781,132)
Recovery %	84%	80%

This operations plan was completed based on general information and a basic understanding of the project with a program and basic concept plan for the center. As a result, there is no guarantee that the expense and revenue projections outlined above will be met as there are many variables that affect such estimates that either cannot be accurately measured or are not consistent in their influence on the budgetary process.

Expenses: Expenditures have been formulated based on the costs typically included in the operating budget for this type of facility. The figures are based on operation by an MPD, the size of the center, the facility's specific components, and the projected hours of operation. Actual costs were utilized wherever possible, and estimates for other expenses were based on similar facilities. All expenses were calculated as accurately as possible. Still, the actual costs may vary based on the year the center opens, final design, site, operational philosophy, and programming considerations adopted by staff.

Category	Full Program	Phased Program
Personnel		
Full-time	1,833,300	1,524,600
Part-time	1,940,246	1,742,538
Total	$ 3,773,546	$ 3,267,138
Commodities		
Office supplies	15,000	12,000
Chemicals (pools)	40,000	32,000
Maintenance/repair/materials	25,000	20,000
Janitor supplies	25,000	20,000
Recreation supplies	50,000	40,000
Uniforms	4,500	3,600
Printing/postage	25,000	20,000
Concession food	-	0
Items for Resale	10,000	8,000
Other Misc. expenses	1,500	1,200
Total	$ 196,000	$ 156,800

Category	Full Program	Phased Program
Contractual		
Utilities (Gas & Electric-$3.00 SF)	265,500	183,000
Water/sewer	45,000	36,000
Insurance	40,000	32,000
(property & liability)		
Communications	10,000	8,000
(phone)		
Building Contract services	75,000	60,000
District Contract Services (legal, finance, other)	75,000	75,000
Rental equipment	4,000	4,000
Advertising	50,000	40,000
Training	5,000	4,000
Conference	4,000	3,200
Trash Pickup	4,500	4,500
Dues/subscriptions	1,500	1,200
Bank charges	88,457	72,168
Other	2,000	1,600
Total	$ 669,957	$ 524,668
Capital		
Replacement fund	$ 50,000	$ 40,000
Grand Total	**$ 4,689,503**	**$ 3,988,606**

Revenues: The following revenue projections were formulated from information on the specifics of the project and the demographics of the service areas and comparing them to state and national statistics and other similar facilities in the area. Actual figures will vary based on the size and makeup of the components selected during the final design, site, market stratification, philosophy of operation, fees and charges policy, and use priorities.

Revenue figures have been shown for both of the facility options.

Category	Full Program	Phased Program
Fees		
Daily Admissions	123,840	99,072
10 Admissions	15,300	12,240
3 Month Pass	80,745	64,596
Monthly Annuals*	1,415,100	1,144,733
Annuals	726,492	587,690
Group/Corporate	25,000	20,000
Aquatic Rentals	268,380	220,655
General Facility Rentals	152,900	101,450
Other	-	
Total	$ 2,807,757	$ 2,250,435

Category	Full Program	Phased Program
Programs		
Aquatics	661,447	568,723
Fitness/General	420,202	354,816
Total	$ 1,081,648	$ 923,539
Other		
Resale items	15,000	12,000
Child Watch	10,000	8,000
Special events	2,000	1,500
Vending	15,000	12,000
Total	$ 42,000	$ 33,500
Grand Total	**$ 3,931,405**	**$ 3,207,474**

Staff: The determination of full-time and part-time staff positions was developed based on the center being operated by a metropolitan park district, the expected use of the center, the hours of operation, the key amenities that are contained in the center, and operational practices of the facility. These figures include expected instructors for various recreation and aquatic programs that may be occurring at the facility.

Pay rates were determined based partly on wage scales for existing positions at the Covington Aquatic Center. The wage scales for staff positions reflect an anticipated wage for 2025.

Full-Time

		Full Program		Phased Program	
Full Time Staff	**Salary**	**Positions**	**Total**	**Positions**	**Total**
District/Recreation Center Manager	$ 122,500	1	$ 122,500	1	$ 122,500
Assistant Manager	$ 106,000	1	$ 106,000	1	$ 106,000
Aquatics Supervisor	$ 89,000	1	$ 89,000	1	$ 89,000
Aquatics Coordinator	$ 79,000	1	$ 79,000	1	$ 79,000
Recreation Supervisor Fitness	$ 89,000	1	$ 89,000	1	$ 89,000
Recreation Supervisor Sports	$ 89,000	1	$ 89,000	0	$ -
Recreation Supervisor General	$ 89,000	1	$ 89,000	1	$ 89,000
Accounting Clerk	$ 84,000	1	$ 84,000	1	$ 84,000
Marketing Coordinator	$ 79,000	1	$ 79,000	1	$ 79,000
Maintenance Foreman	$ 79,000	1	$ 79,000	1	$ 79,000
Custodian	$ 61,000	2	$ 122,000	1	$ 61,000
Front Desk Specialist	$ 70,500	2	$ 141,000	2	$ 141,000
Aquatics Specialist/Head Guard	$ 70,500	2	$ 141,000	1	$ 70,500
Positions		16		13	
Salaries			$ 1,309,500		$ 1,089,000
Benefits	40.00%		$ 523,800		$ 435,600
Total Full-Time Staff			**$ 1,833,300**		**$ 1,524,600**

Part-Time

		Full Program			Phased Program		
Part-Time	**Rate**	**Hours**	**Weeks**	**Total**	**Hours**	**Weeks**	**Total**
Front Desk Sup	$ 22.60	38	52	$ 44,658	38	52	$ 44,658
Front Desk Attend	$ 21.00	146	52	$ 159,432	146	52	$ 159,432
Lifeguard	$ 18.20	798	52	$ 754,972	629	52	$ 595,358
Head Lifeguard	$ 21.00	61	52	$ 67,095	75	52	$ 81,648
Gym Attendant	$ 16.50	50	30	$ 24,750	50	30	$ 24,750
Weight Room Attendant	$ 16.50	108	52	$ 92,664	108	52	$ 92,664
Youth/Teen Attendant	$ 16.50	73	52	$ 62,634	73	52	$ 62,634
Custodian	$ 19.90	66	52	$ 68,297	84	52	$ 86,923
Child Watch	$ 16.50	117	52	$ 100,386	117	52	$ 100,386
Total		1457		$ 1,374,888	1320		$ 1,248,453
F.T.E.		36.43			33.00		
Aquatics				$ 218,152			$ 181,594
General				$ 170,821			$ 154,078
Total				$ 1,763,860			$ 1,584,125
Benefits	10.0%			$ 176,386			$ 158,413
Total				$ 1,940,246			$ 1,742,538

Admission Revenue: The following spreadsheets identify the expected use numbers for each form of admission that the center will offer (see projected fee schedule) for both facility options.

Option #1: Complete Building Program

Daily Fees	Fees	Number	Revenue
Adult	$10.00	20	$200.00
Youth	$8.00	10	$80.00
Senior	$8.00	5	$40.00
Total		35	$320
			x 360 days/yea
Grand Total			$115,200
	% of users	% of fee increase	
Non. Res.	30%	25%	$8,640
Adjusted Total			$123,840

10 Admissions	Fees	Number	Revenue
Adult	$80	100	$8,000
Youth	$64	50	$3,200
Senior	$64	50	$3,200
Total		200	$14,400
	% of users	% of fee increase	
Non. Res.	25%	25%	$900
Adjusted Total			$15,300

3 Month Passes	Fees	Number	Revenue
Adult	$225	100	$22,500
Youth	$125	10	$1,250
Senior	$125	50	$6,250
Family	$335	140	$46,900
Total		300	$76,900
	% of users	% of fee increase	
Non. Res.	20%	25%	$3,845
Adjusted Total			$80,745

Option #1: Complete Building Program

Month to Month	Fees	Number	Revenue	Months	Total Revenue
Adult	$53	606	$32,092	12	$385,098
Youth	$31	40	$1,251	12	$15,016
Senior	$31	363	$11,262	12	$135,148
Family	$78	1,009	$78,715	12	$944,581
Total		2018	$123,320		$1,479,843
	% of users	% of fee increase			
Non. Res.	20%	25%			$ 92,490
Sub-Total					$ 1,572,333
Loss	10%		$0		$157,233
Adjusted Total					$1,415,100

Annual Passes	Fees	Number	Revenue
Adult	$600	298	$178,939
Youth	$330	20	$6,561
Senior	$330	179	$59,050
Family	$900	497	$447,347
Total		994	$691,897
	% of users	% of fee increase	
Non. Res.	20%	25%	$34,595
Adjusted Total			$726,492

Revenue Summary	
Daily	$123,840
10 Admissions	$15,300
3 Month	$80,745
Month to Month	$1,415,100
Annual Passes	$726,492
Total	$2,361,477

Passes Sold
2,018
994
3,012

Annual Passes equal **9%** of the households (2025) in Covington and Maple Valley (17,152). Plus **4%** of the households in the Secondary Service Area (36,719).

The annual passes have been divided with 2/3 being month to month and 1/3 pre-paid annual passes.

Option #1: Complete Building Program

General Recreation Programs: The following spreadsheets identify representative recreation programs that could be offered at the center.

Program Calculations - Expenses

Adult Leagues	Position	Staff	Rate/Game	Game/Wk	Weeks	Total
Basketball	Official	2	$25.00	3	8	$ 1,200
	Scorer	1	$16.50	3	8	$ 396
Volleyball	Official	1	$25.00	3	8	$ 600
Indoor Soccer	Official	1	$25.00	3	16	$ 1,200
Total						$ 3,396

Youth Leagues	Position	Staff	Rate/Game	Game/Wk	Weeks	Total
Basketball	Official	2	$25.00	3	8	$ 1,200
	Scorer	1	$16.50	3	8	$ 396
Volleyball	Official	1	$25.00	3	8	$ 600
Indoor Soccer	Official	1	$25.00	3	16	$ 1,200
Total						$ 3,396

Youth Sports Camps	Position	Staff	Rate/Hr	Number	Hours	Total
Basketball	Coaches	2	$25.00	1	16	$ 800
Volleyball	Coaches	2	$25.00	1	16	$ 800
Other	Coaches	2	$25.00	1	8	$ 400
Total						$ 2,000

Youth Sports Clinics	Position	Staff	Rate/Hr	Number	Hours	Total
Basketball	Coaches	2	$25.00	1	4	$ 200
Volleyball	Coaches	2	$25.00	1	4	$ 200
Other	Coaches	2	$25.00	1	4	$ 200
Total						$ 600

Adult Tournaments	Position	Staff	Rate/Game	Games	Tourn.	Total
Basketball	Official	2	$25.00	27	1	$ 1,350
Volleyball	Official	1	$16.50	27	1	$ 446
Indoor Soccer	Official	2	$25.00	27	1	$ 1,350
Total						$ 3,146

Youth Tournaments	Position	Staff	Rate/Game	Games	Tourn.	Total
Basketball	Official	2	$25.00	27	2	$ 2,700
Volleyball	Official	1	$16.50	27	2	$ 891
Indoor Soccer	Official	2	$25.00	27	1	$ 1,350
Total						$ 4,941

Fitness	Rate/Class	Classes/Week	Number of Staff	Weeks	Total
Group Fitness Classes	$ 30.00	48	1	52	$ 74,880
Personal Training	$ 35.00	10	1	52	$ 18,200
Total					$ 93,080

Option #1: Complete Building Program

Pickleball Clinics	Position	Staff	Rate/Hr	Number	Hours	Total
Clinics	Coach	1	$25.00	4	1.5	$ 150
Total						$ 150

Birthday Parties	Rate/Class	Classes/Week	Number of Hours	Weeks	Total
Parties	$ 16.50	10	2	52	$ 17,160
Total					$ 17,160

General Recreation Classes	Rate/Class	Classes/Week	Number of Staff	Weeks	Total
Arts & Crafts Classes	$ 21.00	6	1	32	$ 4,032
Adult Classes	$ 21.00	6	1	32	$ 4,032
Youth/Teen Classes	$ 21.00	6	1	32	$ 4,032
Summer/Break Day Camp					
Supervisor	$ 22.60	40	1	10	$ 9,040
Leader	$ 21.00	40	2	10	$ 16,800
Misc. Classes	$ 21.00	3	1	32	$ 2,016
Total					$ 39,952
Contract/Other					$ 3,000
Grand Total					**$ 170,821**

Program Calculations - Revenues

Adult Leagues	Teams	Fee	Seasons	Total
Basketball	6	$ 500	1	$ 3,000
Volleyball	6	$ 350	1	$ 2,100
Indoor Soccer	6	$ 500	2	$ 6,000
Total				$ 11,100

Youth Leagues	Players	Fee	Seasons	Total
Basketball	60	$ 90	1	$ 5,400
Volleyball	60	$ 90	1	$ 5,400
Indoor Soccer	60	$ 90	2	$ 10,800
Total				$ 21,600

Youth Sports Camps	Participants	Fee	Seasons	Total
Basketball	20	$ 150	1	$ 3,000
Volleyball	20	$ 150	1	$ 3,000
Other	20	$ 150	1	$ 3,000
Total				$ 9,000

Youth Sports Clinics	Participants	Fee	Number	Total
Basketball	20	$ 35	1	$ 700
Volleyball	20	$ 35	1	$ 700
Other	20	$ 35	1	$ 700
Total				$ 2,100

Adult Tournaments	Teams	Fee	Number	Total
Basketball	16	$ 300	1	$ 4,800
Volleyball	16	$ 250	1	$ 4,000
Indoor Soccer	16	$ 250	1	$ 4,000
Total				$ 12,800

Youth Tournaments	Teams	Fee	Number	Total
Basketball	16	$ 200	2	$ 6,400
Volleyball	16	$ 200	2	$ 6,400
Indoor Soccer	16	$ 250	1	$ 4,000
Total				$ 16,800

Fitness	Rate/Class	Classes/Week	Participants	Weeks/sessions	Total
Group Fitness Classes	$ 12.00	48	2	52	$ 59,904
Personal Training	$ 50.00	10	1	52	$ 26,000
Total					$ 85,904

Option #1: Complete Building Program

Pickleball	Rate/Class	Sessions/Week	Number of Part.	Weeks	Total
Open Play	$ 10.00	3	25	30	$ 22,500
Clinics	$ 25.00	4	10	1	$ 1,000
Total					$ 23,500

Birthday Parties	Rate	Number	Weeks	Total
Parties	$ 200.00	10	52	$ 104,000
Total				$ 104,000

General Recreation Classes	Rate/Class	Classes/Week	Participants	Weeks/sessions	Total
Arts & Crafts Classes	$ 65.00	6	8	4	$ 12,480
Adult Classes	$ 65.00	6	8	4	$ 12,480
Youth/Teen Classes	$ 65.00	6	8	4	$ 12,480
Summer/Break Camp	$ 200.00	1	30	10	$ 60,000
Misc. Classes	$ 65.00	3	8	4	$ 6,240
Total					$ 103,680
Contract/Other					$ 5,000
Total					**$ 395,484**
Non-resident		**25% of the reg.**	**25% fee increase**		**$ 24,718**
Grand Total					**$ 420,202**

General Recreation Programs: The following spreadsheets identify representative recreation programs that could be offered at the center.

Option #2: Phased Building Program

Program Calculations - Expenses

Adult Leagues	Position	Staff	Rate/Game	Game/Wk	Weeks	Total
Basketball	Official	2	$25.00	3	8	$ 1,200
	Scorer	1	$16.50	3	8	$ 396
Volleyball	Official	1	$25.00	3	8	$ 600
Total						$ 2,196

Youth Leagues	Position	Staff	Rate/Game	Game/Wk	Weeks	Total
Basketball	Official	2	$25.00	3	8	$ 1,200
	Scorer	1	$16.50	3	8	$ 396
Volleyball	Official	1	$25.00	3	8	$ 600
Total						$ 2,196

Youth Sports Camps	Position	Staff	Rate/Hr	Number	Hours	Total
Basketball	Coaches	2	$25.00	1	16	$ 800
Volleyball	Coaches	2	$25.00	1	16	$ 800
Total						$ 1,600

Youth Sports Clinics	Position	Staff	Rate/Hr	Number	Hours	Total
Basketball	Coaches	2	$25.00	1	4	$ 200
Volleyball	Coaches	2	$25.00	1	4	$ 200
Total						$ 400

Fitness	Rate/Class	Classes/Week	Number of Staff	Weeks	Total
Group Fitness Classes	$ 30.00	48	1	52	$ 74,880
Personal Training	$ 35.00	8	1	52	$ 14,560
Total					$ 89,440

Pickleball Clinics	Position	Staff	Rate/Hr	Number	Hours	Total
Clinics	Coach	1	$25.00	4	1.5	$ 150
Total						$ 150

Birthday Parties	Rate/Class	Classes/Week	Number of Hours	Weeks	Total
Parties	$ 16.50	10	2	52	$ 17,160
Total					$ 17,160

Option #2: Phased Building Program

General Recreation Classes	Rate/Class	Classes/Week	Number of Staff	Weeks	Total	
Arts & Crafts Classes	$ 21.00	5	1	32	$ 3,360	
Adult Classes	$ 21.00	5	1	32	$ 3,360	
Youth/Teen Classes	$ 21.00	5	1	32	$ 3,360	
Summer/Break Day Camp						
Supervisor	$ 22.60	40	1	10	$ 9,040	
Leader	$ 21.00	40	2	10	$ 16,800	
Misc. Classes	$ 21.00	3	1	32	$ 2,016	
Total					$ 37,936	
Contract/Other						$ 3,000
Grand Total						**$ 154,078**

Program Calculations - Revenues

Adult Leagues	Teams	Fee	Seasons	Total
Basketball	6	$ 500	1	$ 3,000
Volleyball	6	$ 350	1	$ 2,100
Total				$ 5,100

Youth Leagues	Players	Fee	Seasons	Total
Basketball	60	$ 90	1	$ 5,400
Volleyball	60	$ 90	1	$ 5,400
Total				$ 10,800

Youth Sports Camps	Participants	Fee	Seasons	Total
Basketball	20	$ 150	1	$ 3,000
Volleyball	20	$ 150	1	$ 3,000
Total				$ 6,000

Youth Sports Clinics	Participants	Fee	Number	Total
Basketball	20	$ 35	1	$ 700
Volleyball	20	$ 35	1	$ 700
Total				$ 1,400

Fitness	Rate/Class	Classes/Week	Participants	Weeks/sessions	Total
Group Fitness Classes	$ 12.00	48	2	52	$ 59,904
Personal Training	$ 50.00	8	1	52	$ 20,800
Total					$ 80,704

Pickleball	Rate/Class	Sessions/Week	Number of Part.	Weeks	Total
Open Play	$ 10.00	3	25	30	$ 22,500
Clinics	$ 25.00	4	10	1	$ 1,000
Total					$ 23,500

Birthday Parties	Rate	Number	Weeks	Total
Parties	$ 200.00	10	52	$ 104,000
Total				$ 104,000

Option #2: Phased Building Program

General Recreation Classes	Rate/Class	Classes/Week	Participants	Weeks/sessions	Total
Arts & Crafts Classes	$ 65.00	5	8	4	$ 10,400
Adult Classes	$ 65.00	5	8	4	$ 10,400
Youth/Teen Classes	$ 65.00	5	8	4	$ 10,400
Summer/Break Camp	$ 200.00	1	30	10	$ 60,000
Misc. Classes	$ 65.00	3	8	4	$ 6,240
Total					$ 97,440
Contract/Other					$ 5,000
Total					**$ 333,944**
Non-resident		**25% of the reg.**	**25% fee increase**		**$ 20,872**
Grand Total					**$ 354,816**

Aquatic Programs: The following spreadsheets identify representative aquatic programs that could be offered at the center.

Option #1 Complete Building Program

Program Calculations - Expenses

LOS Classes 1/2 Hour	Rate/Class	Classes/Wk	Classes	Sessions	Total
Summer	$ 11.30	90	10	4	$ 40,680
Spring	$ 11.30	60	8	4	$ 21,696
Fall	$ 11.30	60	8	4	$ 21,696
Winter	$ 11.30	60	8	2	$ 10,848
Total					$ 94,920

LOS Classes 1 Hour	Rate/Class	Classes/Wk	Classes	Sessions	Total
Summer	$ 22.60	12	10	4	$ 10,848
Spring	$ 22.60	8	8	4	$ 5,786
Fall	$ 22.60	8	8	4	$ 5,786
Winter	$ 22.60	8	8	2	$ 2,893
Total					$ 25,312

Water Exercise	Rate/Class	Classes/Wk	Weeks	Total
Summer	$ 30.00	24	14	$ 10,080
Spring/Fall	$ 30.00	24	26	$ 18,720
Winter	$ 30.00	24	12	$ 8,640
Total				$ 37,440

Summer Swim Team	Rate	Season		Total
Coach	$2,500	1		$ 2,500
Asst. Coach	$2,000	1		$ 2,000
Total				$ 4,500

Swim Clinics	Rate	Hours	Clinics	Total
Coach	$30	2	2	$ 120
Asst. Coach	$25	2	2	$ 100
Total				$ 220

Other	Rate/Class	Classes/Wk	Weeks	Total
Semi-Private Lessons	$ 22.60	10	45	$ 10,170
Private Lessons	$ 22.60	10	45	$ 10,170
Lifeguard Training	$ 30.00	33	3	$ 2,970
WSI	$ 30.00	33	3	$ 2,970
Therapy	$ 40.00	12	40	$ 19,200
Misc.	$ 22.60	6	50	$ 6,780
Total				$ 52,260

Contract/Other	$ 3,500
Grand Total	**$ 218,152**

Option #1: Complete Building Program

LOS 1/2 Hour	Classes/Week	Fee	Participants	Sessions	Total
Summer	75	$110	4	4	$ 132,000
	15	$80	4	4	$ 19,200
Spring	50	$88	4	4	$ 70,400
	10	$64	4	4	$ 10,240
Fall	50	$88	4	4	$ 70,400
	10	$64	4	4	$ 10,240
Winter	50	$88	4	2	$ 35,200
	10	$64	4	2	$ 5,120
Total					$ 352,800

LOS 1 Hour	Classes/Week	Fee	Participants	Sessions	Total
Summer	12	$170	4	4	$ 32,640
Spring	8	$136	4	4	$ 17,408
Fall	8	$136	4	4	$ 17,408
Winter	8	$136	4	2	$ 8,704
Total					$ 76,160

Private Lessons	Classes/Week	Fee	Participants	Sessions	Total
Semi-Private	10	$30	3	45	$ 40,500
Private Lessons	10	$45	1	45	$ 20,250
Total					$ 60,750

Water Aerobics	Classes/Week	Fee	Participants	Sessions	Total
Summer	24	$12	3	14	$ 12,096
Spring/Fall	24	$12	3	26	$ 22,464
Winter	24	$12	3	12	$ 10,368
Total					$ 44,928

Summer Swim Team	Fee	Season	Participants	Total
	$175	1	50	$ 8,750
Total				$ 8,750

Swim Clinics	Fee	Number	Participants	Total
	$20	2	20	$ 800
Total				$ 800

Other	Classes/Week	Fee	Participants	Sessions	Total
Lifeguard Training	1	$275	10	3	$ 8,250
WSI	1	$275	8	3	$ 6,600
Therapy	12	$15	5	40	$ 36,000
Misc.	6	$15	5	50	$ 22,500
Total					$ 73,350

Contract/Other					$ 5,000
Total					**$ 622,538**
Non-Resident			**25% of Reg.**	**25% Fee Increase**	**$ 38,909**
Grand Total					**$ 661,447**

Program Calculations - Expenses

LOS Classes 1/2 Hour	Rate/Class	Classes/wk	Classes	Sessions	Total
Summer	$ 11.30	81	10	4	$ 36,612
Spring	$ 11.30	54	8	4	$ 19,526
Fall	$ 11.30	54	8	4	$ 19,526
Winter	$ 11.30	54	8	2	$ 9,763
Total					$ 85,428

LOS Classes 1 Hour	Rate/Class	Classes/wk	Classes	Sessions	Total
Summer	$ 22.60	11	10	4	$ 9,944
Spring/Fall	$ 22.60	7	8	4	$ 5,062
Fall	$ 22.60	7	8	4	$ 5,062
Winter	$ 22.60	7	8	2	$ 2,531
Total					$ 22,600

Water Exercise	Rate/Class	Classes/Wk	Weeks	Total
Summer	$ 30.00	22	14	$ 9,240
Spring/Fall	$ 30.00	22	26	$ 17,160
Winter	$ 30.00	22	12	$ 7,920
Total				$ 34,320

Summer Swim Team	Rate	Season		Total
Coach	$2,500	1		$ 2,500
Asst. Coach	$2,000	1		$ 2,000
Total				$ 4,500

Swim Clinics	Rate	Hours	Clinics	Total
Coach	$30	2	2	$ 120
Asst. Coach	$25	2	2	$ 100
Total				$ 220

Other	Rate/Class	Classes/Wk	Weeks	Total
Semi-Private Lessons	$ 22.60	9	45	$ 9,153
Private Lessons	$ 22.60	9	45	$ 9,153
Lifeguard Training	$ 30.00	33	3	$ 2,970
WSI	$ 30.00	33	3	$ 2,970
Therapy	$ 40.00		40	$ -
Misc.	$ 22.60	6	50	$ 6,780
Total				$ 31,026

Contract/Other	$ 3,500
Grand Total	**$ 181,594**

Option #2: Phased Building Program

LOS 1/2 Hour	Classes/Week	Fee	Participants	Sessions	Total
Summer	68	$110	4	4	$ 119,680
	13	$80	4	4	$ 16,640
Spring	45	$88	4	4	$ 63,360
	9	$64	4	4	$ 9,216
Fall	45	$88	4	4	$ 63,360
	9	$64	4	4	$ 9,216
Winter	45	$88	4	2	$ 31,680
	9	$64	4	2	$ 4,608
Total					$ 317,760

LOS 1 Hour	Classes/Week	Fee	Participants	Sessions	Total
Summer	11	$170	4	4	$ 29,920
Spring	7	$136	4	4	$ 15,232
Fall	7	$136	4	4	$ 15,232
Winter	7	$136	4	2	$ 7,616
Total					$ 68,000

Private Lessons	Classes/Week	Fee	Participants	Sessions	Total
Semi-Private	9	$30	3	45	$ 36,450
Private Lessons	9	$45	1	45	$ 18,225
Total					$ 54,675

Water Aerobics	Classes/Week	Fee	Participants	Sessions	Total
Summer	22	$12	3	14	$ 11,088
Spring/Fall	22	$12	3	26	$ 20,592
Winter	22	$12	3	12	$ 9,504
Total					$ 41,184

Summer Swim Team	Fee	Season	Participants	Total
	$175	1	60	$ 10,500
Total				$ 10,500

Swim Clinics	Fee	Number	Participants	Total
	$20	2	20	$ 800
Total				$ 800

Other	Classes/Week	Fee	Participants	Sessions	Total
Lifeguard Training	1	$275	10	3	$ 8,250
WSI	1	$275	8	3	$ 6,600
Therapy	12	$15		40	$ -
Misc.	6	$15	5	50	$ 22,500
Total					$ 37,350

Contract/Other					$ 5,000
Total					**$ 535,269**
Non-Resident			**25% of Reg.**	**25% Fee Increase**	**$ 33,454**
Grand Total					**$ 568,723**

Rentals: This spreadsheet indicates the anticipated revenue derived through the rental of spaces in the center.

Option #1: Complete Building Program

General Rentals

Revenues	Rate/Hr.	Number of Hrs.	Weeks	Total
Group Exercise Room	$ 100	1	50	$ 5,000
Dance/Spin Studio	$ 75	1	50	$ 3,750
Community Room (per section)	$ 75	6	50	$ 22,500
Community Room (weekends) (entire room/6 hrs)	$ 1,350	1	50	$ 67,500
Catering/Teaching Kitchen	$ 50	4	50	$ 10,000
Conference Room	$ 35	4	50	$ 7,000
Youth/Teen	$ 75	1	50	$ 3,750
Party Room	$ 50	4	50	$ 10,000
Gymnasium (per court)	$ 75	12	26	$ 23,400
Total				**$ 152,900**

Aquatic Rentals

Revenues	Rate/Hr.	Lanes	Number of Hrs.	Weeks/Times	Total
Recreation Pool	$ 300	1	0.5	46	$ 6,900
Competitive/Lap Pool	$ 225	1	4	46	$ 41,400
Therapy	$ 50	1	20	46	$ 46,000
School Dist. Use					
Lap Pool (8 lanes x $22 x 4hrs)	$ 22	8	20	14	$ 49,280
Swim Meets	$ 200	1	4	8	$ 6,400
Swim Teams/Other					
Lap Pool (8 lanes x $22 x 3hrs)	$ 22	8	15	40	$ 105,600
Swim Meets	$ 200	1	8	8	$ 12,800
Total					**$ 268,380**

Option #2: Phased Building Program

General Rentals

Revenues	Rate/Hr.	Number of Hrs.	Weeks	Total
Group Exercise Room	$ 100	1	50	$ 5,000
Dance/Spin Studio	$ 75	1	50	$ 3,750
Community Room (per section)	$ 80	4	50	$ 16,000
Community Room (weekends) (entire room/6 hrs)	$ 960	1	50	$ 48,000
Youth/Teen	$ 75	0	0	$ -
Conference Room	$ 35	4	50	$ 7,000
Party Room	$ 50	4	50	$ 10,000
Gymnasium	$ 75	6	26	$ 11,700
Total				**$ 101,450**

Aquatic Rentals

Revenues	Rate/Hr.	Lanes	Number of Hrs.	Weeks/Times	Total
Recreation Pool	$ 225	1	0.5	46	$ 5,175
Competitive/Lap Pool	$ 225	1	4	46	$ 41,400
Therapy	$ 50	0	0	0	$ -
School Dist. Use					
Lap Pool (8 lanes x $22 x 4hrs)	$ 22	8	20	14	$ 49,280
Swim Meets	$ 200	1	4	8	$ 6,400
Swim Teams/Other					
Lap Pool (8 lanes x $22 x 3hrs)	$ 22	8	15	40	$ 105,600
Swim Meets	$ 200	1	8	8	$ 12,800
Total					**$ 220,655**

X. Project Benefits and Economic Impact Analysis

By utilizing the planning efforts for the proposed new Covington Maple Valley Aquatic Recreation Center as a base, examining the potential benefits to the communities derived from the project is possible. It is also possible to estimate the economic impact of the project on the area.

Project Benefits

Potential project benefits of an indoor aquatic/recreation center can be classified into several areas. These include:

Attract and Retain Residents and Businesses

- This facility will draw people from outside the Covington and Maple Valley area and attract visitors to the site for specific programs and activities.
- Indoor public aquatic/recreation centers are a key driver to enhancing the value of homes and other real estate in a community.
- Public centers help attract new businesses. Quality of life is one of the prime determiners of where new companies locate.
- Aquatic/recreation centers can bolster economic development in a community.
- Facilities of this nature help retain existing residents and attracting new residents to an area.
- A public aquatic/recreation center helps promote partnerships with the business sector for specific programs and services. It can result in the location of other private recreation facilities on or near the facility's site.

- Indoor aquatic/recreation centers are an essential contributor to and a component of an area's quality of life.
- Centers of this nature help develop community and provide an identity for a geographic area.
- Aquatic/recreation centers serve the needs of a wide age range from preschool through seniors and directly benefit families. Intergenerational opportunities can also be promoted.
- Public aquatic/recreation centers can have a diverse socio-economic as well as cultural appeal.
- Such facilities contribute to a more inclusive community.
- Communities are safer with a measurable decrease in crime rates and other detrimental activities, due to well-managed parks and recreation services.

Health Benefits

- Public aquatic/recreation centers contribute to a person's overall wellbeing.
- Improvements can be made to one's overall physical and mental health.
- Centers provide the opportunity to be more creative and explore more recreation opportunities.
- Participation at aquatic/recreation centers can reduce hospital stays and health care visits.
- Public aquatic/recreation centers help reduce social isolation.
- Aquatic/recreation centers can promote fitness and wellness.
- Public aquatic and recreation centers can be a hub for social service offerings and functions.
- These centers can promote environmental health.
- Facilities of this nature help to reduce stress.

Sources: National Recreation and Parks Association "The Economic Impact of Parks, 2017"; "Pennsylvania Borough News Magazine", April 2019; "Economic Benefits of the Proposed Multi-Sport Complex in Helena, Montana", May 2017. www.nrpa.org/our-work/three-pillars/social-equity-and-parks-and-recreation/

Economic Impact

The economic impact can be classified into several different areas. It is important to note that at this early stage of planning for developing a possible indoor aquatic/ recreation center, there is considerable variability in determining the financial impact that the center will have on the greater Covington and Maple Valley area.

These calculations do not note where the economic impact will occur (Covington, Maple Valley, or other communities). It should also be pointed out that no overall multiplier was applied to the base economic numbers (meaning the economic impact could be more significant than estimated).

Economic impact numbers have been shown for the two facility options being considered (Full Program and Phased Program) based on the facility program statement and preliminary concept plan. The actual calculations
of economic impact from Operations are based on the operations plan that has been developed for the two options.

Construction – The actual construction of the center itself can result in new jobs in the area and an increase in expenditures for building materials and equipment. Preliminary estimates are noted below.

Option #1: Complete Building Program

Source of Impact	Possible Economic Impact
Construction Jobs (136 x 2 yrs. x $45,000)	$12,240,000
Construction Materials and Equipment	$50,800,000
Taxes for Purchase of Materials-8.7%	$4,419,600
Total	**$67,459,600**

Option #2: Phased Building Program

Source of Impact	Possible Economic Impact
Construction Jobs (91 x 2 yrs. x $45,000)	$8,190,000
Construction Materials and Equipment	$33,800,000
Taxes for Purchase of Materials-8.7%	$2,940,600
Total	**$44,930,600**

Note: The construction impact does not include any benefits for the construction jobs and assumes an annual average wage of $45,000. This estimate was developed based on information provided by ALSC Architects.

Operations – The economic impact of operating the aquatic/recreation center can occur in two areas.

Direct – This is related to the generation of jobs that are created and also the expenditures for goods and services (operating supplies, utilities, and equipment).

Option #1: Complete Building Program

Source of Impact	Possible Annual Economic Impact
Personnel Costs (Full and Part-Time)	$3,072,860
Operating Materials, Supplies and Contracts	$777,500
Taxes Collected for Use and Programs-8.7%	$299,552
Total	**$4,149,912**

Option #2: Phased Building Program

Source of Impact	Possible Annual Economic Impact
Personnel Costs (Full and Part-Time)	$2,673,125
Operating Materials, Supplies and Contracts	$609,300
Taxes Collected for Use and Programs-8.7%	$246,373
Total	**$3,528,798**

Note: Personnel costs do not include any benefits.

Non-Market Area Use – This is the calculation of possible revenue that is generated from people coming from outside the local market area for participation in programs, events, and general use at the center that would not typically be coming to the area. This is an available estimate only and is based on preliminary plans for the center. It is not anticipated that the facility will attract significant events or activities regularly. Most participants will be coming from the greater Seattle area and will not spend the night in the area but return home for any multi-day activities.
It is also important to note that no multiplier is being utilized for these projections. The calculation of per visit/attendance expenditure rates is based on a series of reports generated by Dean Runyan Associates for the Washington Tourism Alliance for the State, King County, and the Seattle Southside area. Information regarding possible overnight visitor spending was utilized for general estimates of daily and portion of a day potential spending levels for projected non-market area users of the center.

Daily Admission/10 Admission Pass Users

The following are annual projections of non-market area users that pay either for a daily pass or ten visit pass to the center.

Option #1: Complete Building Program

Pass Type	Total Visits, Annually	20% of Total Visits are Non-Market	Total Expenditures $20/visit
Daily Pass	12,600	2,520	$50,400
10 Visit Pass	2,000	400	$8,000
Total	**14,600**	**2,920**	**$58,400**

Option #2: Phased Building Program

Pass Type	Total Visits, Annually	20% of Total Visits are Non-Market	Total Expenditures $20/visit
Daily Pass	10,080	2,016	$40,320
10 Visit Pass	1,600	320	$6,400
Total	**11,680**	**2,336**	**$46,720**

Note: No calculations are included for 3-month, month-to-month, or annual passes as it is assumed virtually all of these passes will be purchased by people living within the market area for the center.

Option #1: Complete Building Program

Program Type	Total Attendance, Annually	% Attend., Non-Market	Adjusted Attendance Total	Expend. Per Attendance	Total Expenditures Per Attendance
General	30,583	5%-25%	8,100	$20	$162,004
Sports Tourn.	2,112	50%	1,056	$100	$117,200
Aquatics	56,218	25%	14,500	$20	$290,000
Total	**88,913**		**23,656**		**$569,204**

Option #2: Phased Building Program

Program Type	Total Attendance, Annually	% Attend. Non-Market	Adjusted Attendance Total	Expend. Per Attendance	Total Expenditures Per Attendance
General	27,736	5%-25%	7,398	$20	$152,982
Sports Tourn.	0	50%	0	$100	$0
Aquatics	49,702	25%	12,871	$20	$257,420
Total	**77,438**		**20,275**		**$410,402**

Note: No sports tournaments are projected to be offered in the Phased Program option due to the small size of the gym space.

Total attendance is based on the number of people registered for the program, times the number of occasions the program meets and the number of sessions that are offered. The percentage of attendance for non-market varies by the type of program and is a general estimate only that can vary by individual classes and activities.

General – Programs include youth and adult activities in several areas, including sports leagues, camps, and clinics; fitness, pickleball, birthday parties, arts and crafts
classes, summer/break camps, and other general programs.

Sports Tournaments – Could include adult and youth basketball, volleyball, and indoor soccer (futsal).

Aquatics – Possible programs include youth and adult activities in the following areas: learn to swim classes, water exercise, summer swim team, swim clinics, and other programs (private/semi-private swim lessons, lifeguard/WSI training, and therapy).

Rentals

Other center users come from the rental of space in the building for various activities and functions. Below is the estimate of annual non-market area rental participants and their possible economic impact from the use of the center.

Option #1: Complete Building Program

Rental Type	Total Attendance Annually	% Attend. Non-Market	Adjusted Attendance Total	Expend. Per Attendance	Total Expenditures Per Attend.
General	21,000	25%	5,250	$20	$105,000
Aquatics	38,600	25%-50%	10,650	$20-$100	$333,000
Total	**59,600**		**15,900**		**$438,000**

Option #2: Phased Building Program

Rental Type	Total Attendance Annually	% Attend. Non-Market	Adjusted Attendance Total	Expend. Per Attendance	Total Expenditures Per Attend.
General	14,630	25%	3,658	$20	$73,150
Aquatics	33,540	25%-50%	9,385	$20-$100	$307,700
Total	**48,170**		**13,043**		**$380,850**

General – Rentals are for the following spaces: exercise rooms, community room, youth/teen room, conference room, party room, and gymnasium.

Aquatics - Rentals are for the following spaces: recreation pool, competitive/lap pool for high school swim team to use and meets, and for swim club use and meets.

Total Estimated Non-Market Economic Impact

The tables below indicate the estimated total economic impact that "non-market area" users might generate from using the Covington and Maple Valley Aquatics and Recreation Center.

Option #1: Complete Building Program

Source	Amount
Admissions	$58,400
Programs	$569,204
Rentals	$438,000
Total	**$1,065,604**

Option #2: Phased Building Program

Source	Amount
Admissions	$46,720
Programs	$410,402
Rentals	$380,850
Total	**$837,972**

XI. Appendix

A. Phone Survey

B. Situational Assessment

C. Site Analysis

D. Building Program Area Descriptions

E. Capital Planning Report

F. Metropolitan District Formation Summary

A. Phone Survey

Covington/Maple Valley Area Residents
Feasibility Study Recreation Survey
September 2020

EXECUTIVE SUMMARY

In late August/early September of 2020, a telephone survey was conducted among 200 residents in the potential future service area of a new aquatic/indoor recreation center in Covington/Maple Valley. The survey results indicated that residents are currently most likely to use the Covington Aquatic Center or their own homes for indoor recreation activities.

The most important factors that impact where residents go for indoor recreation are:

1. Safety,
2. Convenience,
3. Staff/Instructor knowledge and friendliness and
4. Cost.

SAMPLE

200 live interviews among a representative sample of Maple Valley and Covington area residents.

METHOD

Landline and cell phone interviews conducted August 21-September 3, 2020.

SAMPLING ERROR

Plus or minus 7% at the 95% confidence level. The margin for error is higher for subgroups, such as gender or an individual age category.

52% of residents reported currently driving less than twenty minutes for indoor recreation activities, though the survey indicates Covington residents are likely to drive longer than Maple Valley residents.

The survey did not indicate any strong, negative feeling towards current recreation or exercise options in the area, but 58% of residents did indicate there is a need for better quality recreation facilities in their community. When asked to rank possible amenities and uses for a pool, residents ranked recreation swimming at the top of the list followed by swim lessons. Competitive and lap swimming were ranked last.

53% of all residents claim they would use a new aquatic facility once a month or more, while 20% of residents indicated they weren't sure if they would use it or not. Maple Valley residents were more likely to indicate they would never use a new facility than Covington residents. When asked about current habits, over a third of all respondents indicated that they have not used the Covington Aquatic Center at all in the past year. Maple Valley residents were more likely to have never used it than Covington residents.

Covington residents believe the current aquatic center provides recreation needs for their community, but fewer in Maple Valley feel this way – more than one-in-three don't know enough to have an opinion. However, both communities believe a new facility would serve their community well. Half of Covington residents indicated they would be willing to pay more taxes to fund a new facility.

The majority of Maple Valley residents indicated they would not. When considering features for a new center, 78% of respondents believed an indoor pool is important. An outdoor pool, gymnasium and indoor walk/jog track also ranked highly.

A. Phone Survey

CITY/AREA	
COVINGTON	40%
MAPLE VALLEY	40%
SURROUNDING AREAS	20%

GENDER	
MEN	49%
WOMEN	51%

AGE	
18-44	49%
45+	49%

CHILDREN IN HOUSEHOLD	
YES	50%
NO	47%

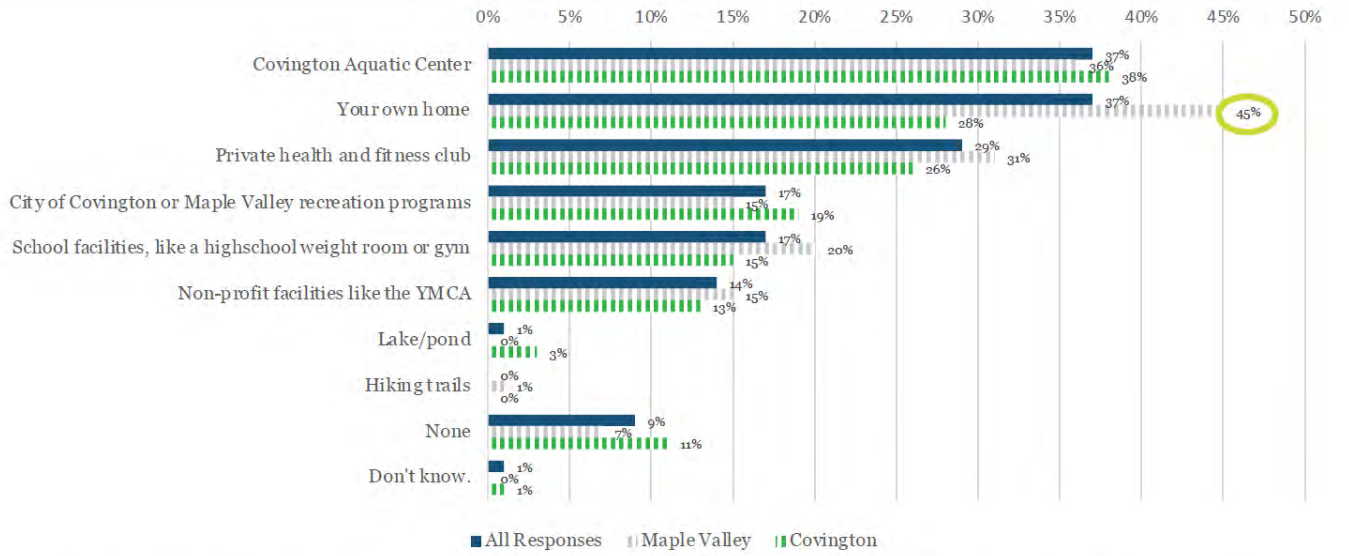
HOMEOWNER/RENTER	
RENT	17%
OWN	73%

LENGTH OF RESIDENCE	
0-19 Years	65%
20+ Years	30%

Objective: Identify current indoor recreational activities and usage of other recreational facilities.

A. Phone Survey

1. Where do you and your household currently go for your indoor recreation needs? (choose all options that apply)



*Maple Valley residents were more likely to identify their homes as a place for indoor recreation than Covington residents. The Covington Aquatic Center was a top answer for all residents.

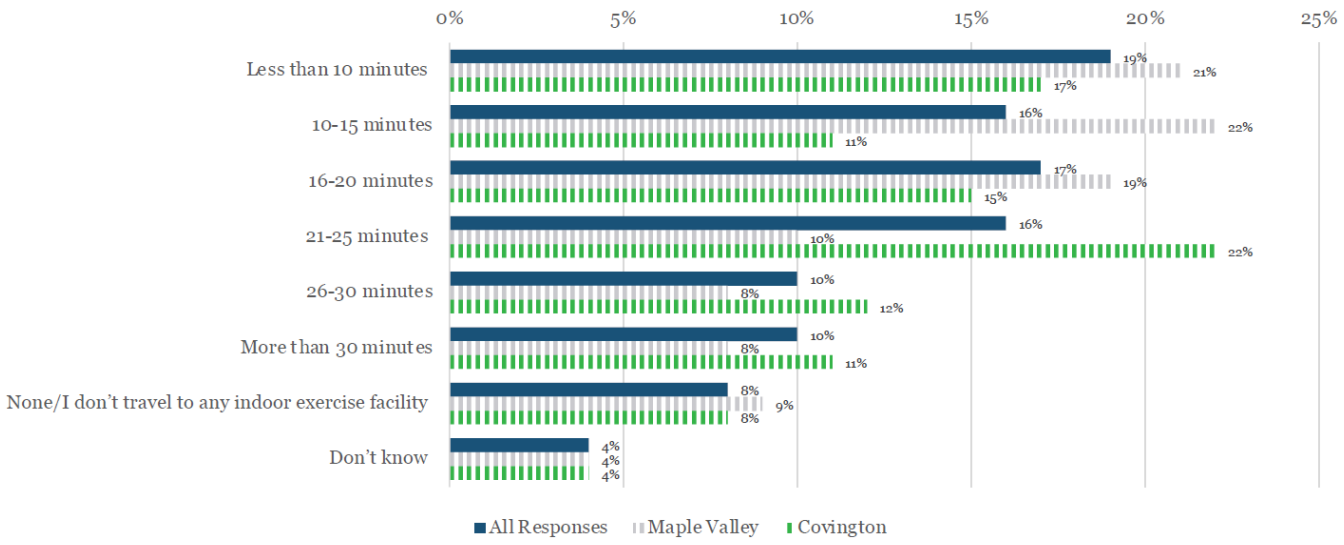
2. What factors go into your decision about where you go for your indoor recreation? Please rank from most important (7) to least important (1).

	All Responses: Mean score	All Responses: % Very Important	Maple Valley: Mean score	Maple Valley: % "Very" important	Covington: Mean score	Covington: % "Very" important
Safety	**6.39**	66%	**6.26**	66%	**6.53**	66%
Convenience of location – "How long it takes me to get there."	**6.28**	62%	**6.15**	59%	**6.40**	65%
Staff/Instructor knowledge and friendliness	**6.04**	44%	**5.80**	36%	**6.28**	53%
Cost – "Fees for use and/or programs "	**5.96**	56%	**5.95**	57%	**5.97**	54%
Programs/Classes offered – "I go for a specific class at a specific time."	**5.20**	35%	**4.72**	28%	**5.67**	42%
Variety of amenities offered – "The types of offerings in a facility."	**5.00**	23%	**4.61**	18%	**5.39**	28%
Family Atmosphere	**4.96**	27%	**5.11**	30%	**4.82**	24%
Social – "I can go with a group of friends."	**4.62**	14%	**4.51**	11%	**4.73**	17%
Preferences of my child/children – "My kids love going there."	**4.31**	19%	**4.63**	32%	**4.00**	27%
Other – Availability of childcare in the facility	**3.13**	15%	**2.89**	14%	**3.36**	16%

Safety ranked the highest of the factors that impact where residents go for indoor recreation. Two-thirds of respondents identified safety as very important. There was little difference in the order of factors between Maple Valley and Covington residents except for family atmosphere– Maple Valley residents ranked family atmosphere higher than programs offered and variety of amenities while Covington residents valued those factors more than family atmosphere.

A. Phone Survey

3. How long do you usually travel for day-to-day recreation or exercise facilities?



- 52% of respondents reported traveling 20 minutes or less for day-to-day recreation or exercise.
- Covington residents reported driving longer with over 60% of Covington residents responding with travel times over 15 minutes compared to only 44% of Maple Valley residents.

9

Objective: Understand community want/need for improved recreational facilities

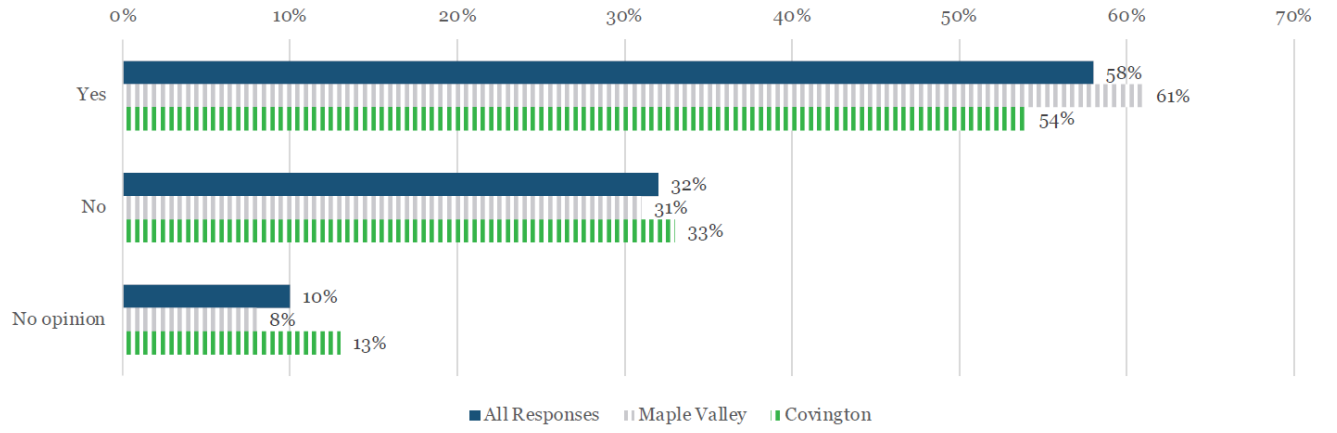
A. Phone Survey

4. On a scale of 1-7, where 1 is "Not at all satisfied" and 7 is "Highly satisfied," how do you rank your satisfaction in the following areas in Covington and Maple Valley:

	All Responses: Mean score	All Responses: % "Very" Satisfied	Maple Valley: Mean score	Maple Valley: % "Very" Satisfied	Covington: Mean score	Covington: % "Very" Satisfied
Quality of local parks and park facilities	**5.24**	19%	**5.03**	15%	**5.46**	23%
Number of local parks and park facilities	**5.02**	20%	**4.91**	20%	**5.14**	19%
Quality of family friendly recreation opportunities	**4.94**	16%	**4.78**	16%	**5.11**	15%
Quality of indoor exercise facilities	**4.69**	17%	**4.56**	16%	**4.83**	18%
Number of indoor exercise facilities	**4.44**	10%	**4.24**	10%	**4.66**	10%

All mean scores for these questions fell on the "satisfied" side of the scale. There is a higher level of satisfaction for the quality and number of parks than the quality and number of indoor exercise facilities.

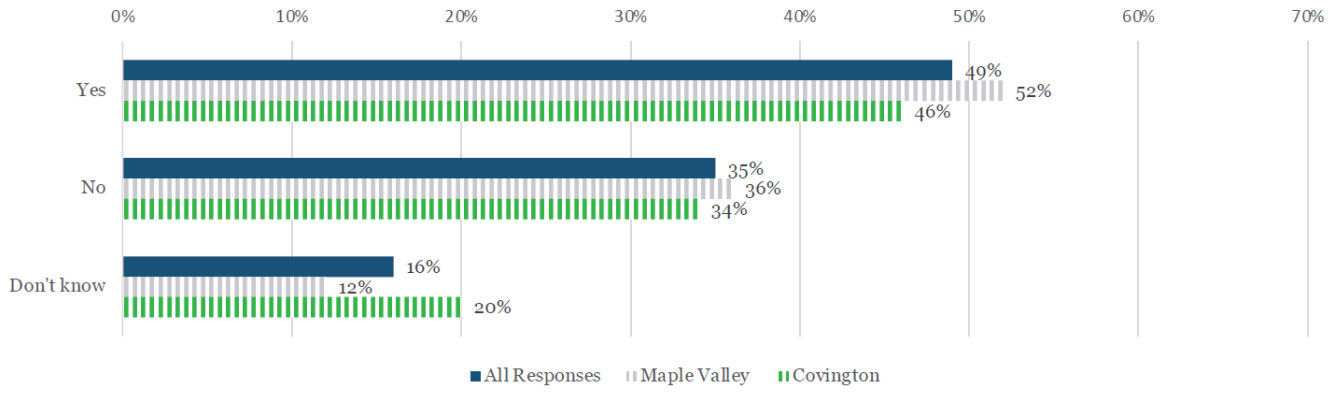
5. Do you feel there is a need for better quality recreational facilities in the area?



The majority of residents agreed there is a need for better quality recreational facilities in the area.

A. Phone Survey

6. Do you feel there is a need for better quality exercise facilities in the area?



Compared to the responses for the previous recreation facilities question, residents didn't feel as strongly about the need for quality exercise facilities.

7. A possible area of focus for this project is a pool. I'm going to read a list of various aquatic related activities that could possibly have an emphasis at a pool. Please rate the importance of each of the following potential features of a new aquatic center. Use a 7-point scale where a "7" is very important and a "1" is not important at all.

	All Responses: Mean score	All Responses: % "Very" Important	Maple Valley: Mean score	Maple Valley: % "Very" Important	Covington: Mean score	Covington: % "Very" Important
Recreational swimming	**5.91**	43%	**5.90**	49%	**5.92**	38%
Learn to swim/swimming lessons	**5.82**	43%	**5.80**	44%	**5.83**	41%
Spa, whirlpool, hot tub	**5.60**	45%	**5.35**	46%	**5.85**	44%
Water therapy	**5.54**	42%	**5.13**	37%	**5.92**	48%
Water fitness classes	**5.14**	28%	**5.02**	27%	**5.26**	28%
Sauna	**5.33**	37%	**4.96**	33%	**5.68**	40%
Lap swimming	**4.20**	24%	**4.13**	25%	**4.27**	23%
Competitive swimming	**3.86**	19%	**3.68**	19%	**4.03**	20%

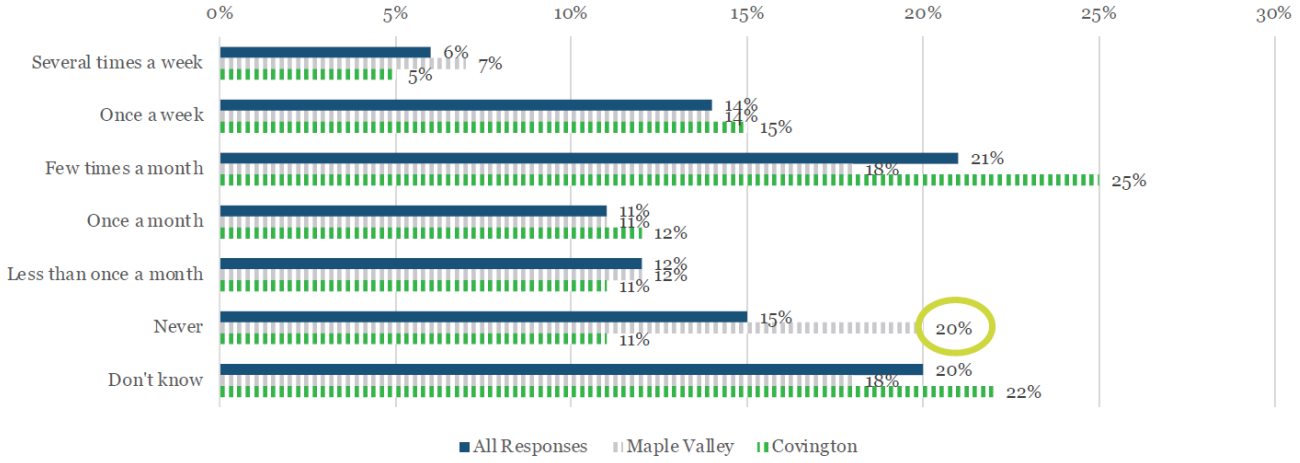
Residents ranked recreational activities higher than competitive or lap swimming needs.

A. Phone Survey

7. Is there any other feature that I haven't mentioned that would be important to you... What is that?

	All Responses % Mentioned	Maple Valley: % Mentioned	Covington: % Mentioned
Diving	1%	1%	1%
Olympic sized pool	1%	-	1%
Water polo	-	1%	-
Area for kids	-	-	1%
Party Room	-	1%	-

8. If a new aquatic and recreation facility were built in your area with the features that your household desires, how often would your household use the facility?



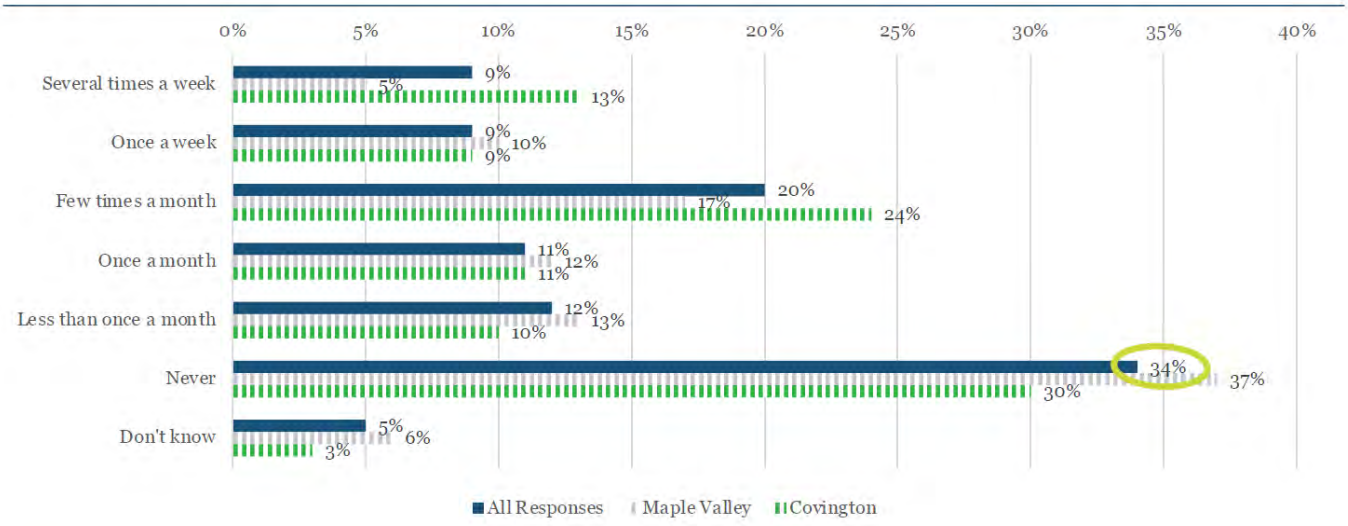
53% of all residents claim they would use a new aquatic facility once a month or more. 20% of respondents indicated they weren't sure if they would use it or not.

* Maple Valley residents were more likely to indicate they would never use a new facility when compared to Covington residents.

A. Phone Survey

Objective: Understand current use of Covington Aquatic Center

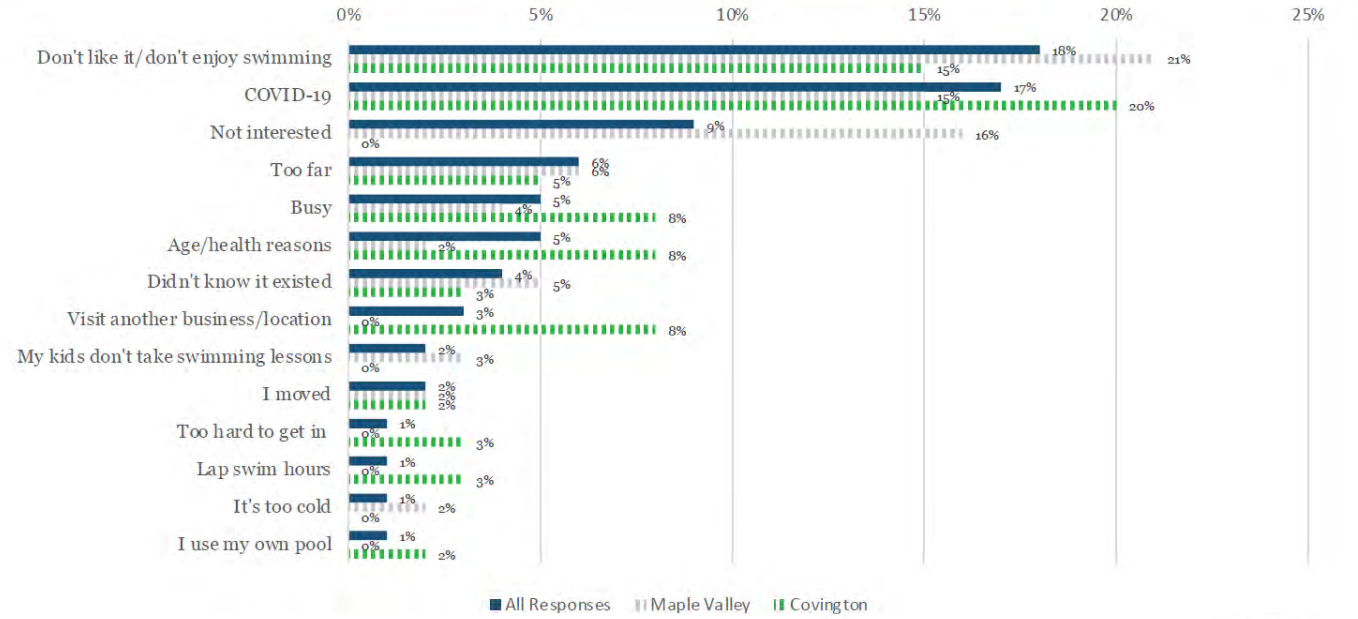
9. In the past 12 months, how often have you used the Covington Aquatic Center?



Over a third of all respondents indicated that they have not used the Covington Aquatic Center at all in the past year. Maple Valley residents were more likely to have never used it than Covington residents.

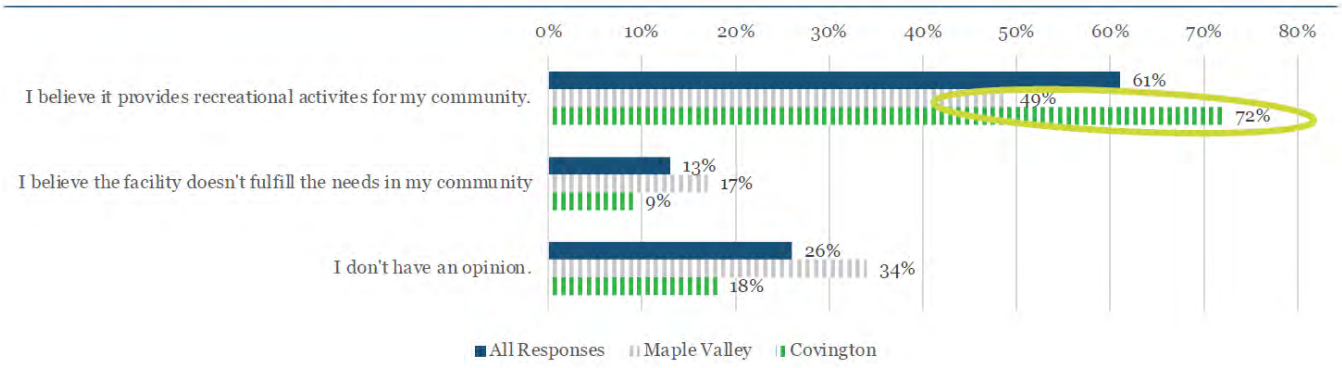
A. Phone Survey

90e. If answered "None" or "Every few months" in previous question, is there any particular reason you don't use the facility often?



n=91

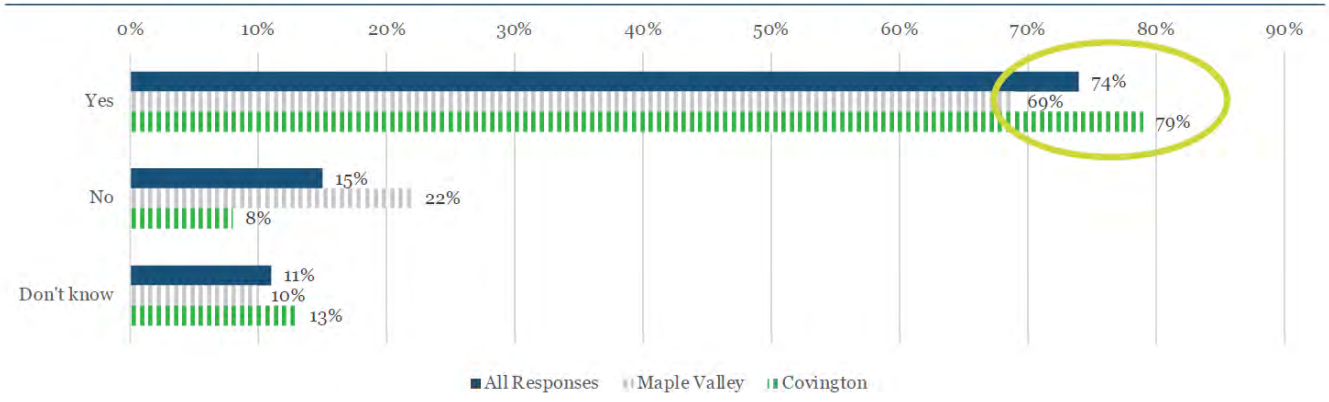
11. Which of the following best describes your perception of the Covington Aquatic Center?



*Covington area residents say their aquatic center meets needs, but fewer in Maple Valley feel this way – more than one-in-three don't know enough to have an opinion.

A. Phone Survey

12. Do you feel like a new aquatic/recreation center with expanded amenities would serve your community well?

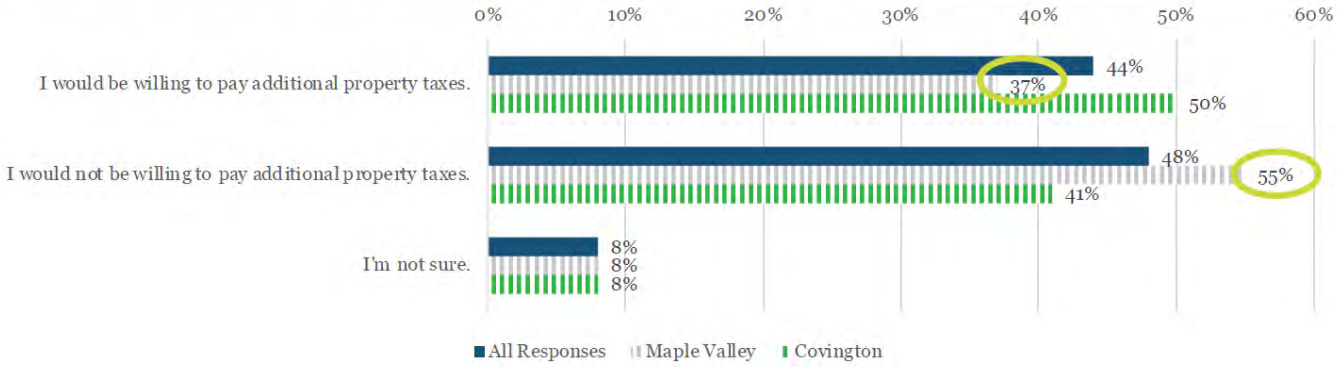


✳ Though the last question indicates that views may vary on current perceptions of the Covington Aquatics Center, the majority of residents believe a new facility would serve their community well.

Objective: Identify perceptions of potential funding options and gauge individual willingness to fund.

A. Phone Survey

13. Covington and Maple Valley are exploring ways to fund the creation of a new recreation and aquatic center. Would you be willing to pay additional property taxes to fund a recreation facility like a new aquatic center in your community?



* A majority of Maple Valley residents are unwilling to pay for a new center.

Objective: Identify future facility mandatories and other desired amenities.

A. Phone Survey

14. For each activity, please rate the importance of each of the following potential features of a new aquatic center. Use a 7-point scale where a "7" is very important and a "1" is not important at all.

	All Responses: Mean score	All Responses: % "Important"	Maple Valley: Mean score	Maple Valley: % "Important"	Covington: Mean score	Covington: % "Important"
Indoor Pool/Aquatic Center	**6.14**	78%	**6.00**	71%	**6.27**	85%
Outdoor Pool/Aquatic Center	**5.59**	66%	**5.25**	57%	**5.91**	76%
Gymnasium for Basketball, Volleyball, etc.	**5.51**	65%	**5.63**	65%	**5.41**	64%
Indoor Walk/Jog Track	**5.43**	74%	**5.28**	69%	**5.56**	80%
Senior Center	**5.31**	66%	**5.22**	65%	**5.40**	67%
Weight/Cardio Equip. Area	**5.29**	70%	**5.23**	68%	**5.35**	73%
Youth/Teen Center	**5.11**	61%	**5.20**	62%	**5.02**	60%
Group Ex/ Dance Room	**4.76**	51%	**4.58**	46%	**4.93**	57%
Multipurpose Rooms	**4.73**	55%	**4.52**	52%	**4.92**	58%
Indoor Playground	**4.25**	45%	**4.30**	46%	**4.20**	44%
Arts & Crafts Room	**4.12**	42%	**3.59**	32%	**4.60**	52%
Indoor Ice Rink	**3.42**	35%	**3.37**	32%	**3.48**	39%
Indoor Turf Area	**4.30**	47%	**4.48**	46%	**4.13**	48%

14oe. Is there any other feature or program that I haven't mentioned that would be important to you?

	All Responses % Mentioned	Maple Valley: % Mentioned	Covington: % Mentioned
Racquetball	2%	2%	2%
"More activities for kids, seniors, disabled"	1%	2%	1%
Parks/Picnic Areas	1%	-	2%
Archery	1%	-	2%
Restaurant/Cafeteria	1%	-	1%
Tennis	1%	1%	-
Movies	-	-	1%
Bowling	-	1%	-
Crossfit	-	1%	-
Climbing	-	1%	-
Ziplining	-	1%	-
Yoga	-	-	1%

B. Situational Assessment

METHODOLOGY

Participants completed the situational assessment from the "**re-createandrecreate.com**" website link or phone interview by the core planning group. Questions had no predetermined responses or multiple choice responses. Participants provided their personal assessment in response to the question asked of them.

Responses were reviewed by the Core Planning Group and categorized into "Key Findings" from respondents input. Providing a unique insight into the understanding of market forces in the community.

Responses To Situational Assessment (Responses Are Unedited)

B. Situational Assessment

Question 1:
Tell me about you, your community and your place in it. What stakeholder perspective do you represent? (Note stakeholder group represented).

> Retired lived and raised 3 children for last 30 years. Now have grandchildren Covington resident, current neighborhood was build in 1980 and doesn't have any parks or play area near it. We do enjoy going to the Covington park.

> Covington resident for 11 years, seeking balance of urban and rural lifestyle. $ children (9-15 years old) Home schooled and rely on community assets for social activities. Active in the local government with 8-9 years experience manning booths, open-houses and attending council meetings.

> Covington resident 20 plus years, actively involved in planning commission. Coach boys and girls soccer and involved in multiple sports leagues. Have connections to local HOA's through third party.

> Moved here 5 years ago. Small business owner and pastor of local church. Actively involved in local government and business groups.

> Live in Renton but work in Maple Valley at a non-profit that serves the Maple Valley community. Have children ages 7-19 some with special needs, active volunteer in multiple organizations over the past 20 years.

> Covington Resident since 2006 and active on the City council. As such am concerned with all citizen interests and that all views heard and understood.

> I iive in Covington. I am a working mother of 2 elementary school kids. We love to swim. We like to camp, shoot archery, go hunting and play sports.

> I'm a citizen of Covington. I am a stay at home parent with 3 children ages 7, 5, and 1.5 years old.

> City employee. First responder. Volunteer coach offering middle school students, a weight-lifting program twice a week through a local school facility and with their population. Equipment storage but no weight room. Gym is over-booked and this club is pushed out of the space 50% of the time and constrained to only meet with on-site population.

> I live in Maple Valley and enjoy a variety of forms of physical exercise.

> Homeowners with teenaged kids in Maple Valley.

> Maple Valley homeowner and parent

> Stay at home mom of four kids under six

> Come from the perspective of looking at the community as a whole, economies of scale and leverage, users are users. Of not being tied to a jurisdiction but rather shared experiences of interest . City Planner. Adopted community vision and direction have merit, use as launch pads.

> Economic interests. Aware of needs and wants. Regionally. Awareness of impacts of users. Think in terms of a 25 mile radius for service, of driving range for recreation opportunities.

> I a resident of Covington who pays taxes. There is ZERO interest for me in the current recreation opportunities. I would love it if there were opportunities for me in the existing recreation schedule, but they simply don't exist. When I offered to pay half the cost of one to try something new, it didn't make it into the schedule but we continue to throw money at an aging aquatic center that does not pay for itself and doesn't even approach beginning to pay for its replacement.

> My husband and I live in Maple Valley in Cherokee bay. We love our neighborhood and neighbors, we often BBQ with them and spend lots of time connecting with others within our own neighborhood. We are newer to the area, so we haven't reached beyond that, but intend to do so.

B. Situational Assessment

> I am a 50-year old, married woman with 4 "children." 3 have graduated from Tahoma School District; the last will enter freshman year in September. I feel that in the last 16 years I have been actively aware of events and decisions that have shaped the Maple Valley community.

> Use the aquatic for swimming

> I am a work from home mom, who is currently homeschooling my Kindergartener. My husband and I have lived in Kentlake Highlands for the last 12.5 years and call this home. My parents and siblings live within a 10 mile radius.

> Resident

> My family and I are very active in our Maple Valley community through lots of service as a family and through our church. We help clean up the parks and trail, I have run the Art Docent program at LWES for the past 3 years, and my son did countless number of service hours before earning the rank of Eagle Scout. We have also painted rocks to leave around town for others to find. Our whole family loves the Covington Aquatics Center and swim there throughout the year.

> Young Family in the median age range in maple valley, work in the city.

> Maple valley mom with 2 younger children (4 and 7)

> We are an active family of 5, who have been attending Arena Sports in Issaquah in order to have a single location in which child 1 can participate in soccer, child's 2 can participate in swim, and child 3 can utilize the gym to workout all without eating into our busy weekend racing schedules.

> I'm a Maple Valley resident, and a parent of two elementary aged kids.

> Long time MV resident and business owner.

> Homeowner in maple valley. Have lived in Covington/Maple Valley for 10 years.

> I'm a stay at home mom to two teenagers, one who has special needs. We live in Maple Valley. Both my children and I would love a better community center that would offer more activities, especially for teens.

> I live in Maple Valley, homeowner, family of 5 which includes 3 young children who will attend TSD in the future.

> Parents of young children living in Maple Valley We moved from the city to Maple Valley to provide our kids with better outdoor activities and more kid oriented activities. Living in a smaller community decreases the stress of managing these kid opportunities due to minimized travel times and more flexible schedules.

> I live in Maple Valley with my husband and son. My son attends Rock Creek ES.

> Parent of younger children, taxpayer in Maple Valley

> My family lives in central Maple Valley (4-Corners area.) We are an active family that uses all the parks and open spaces within the city. As a younger family, we spend much of our time traveling outside of the area to attend classes and sporting activities not offered within the area.

> I am a parent of teens and have raised my children in Maple Valley. Our family has participated in many community activities and regularly supports local businesses. I applied for the Steering Committee but if not chosen, I would love to contribute in other ways.

> Maple Valley resident. I have two daughters (middle School and high school) who would use a rec facility along with myself and husband.

> SEE ADDITIONAL NOTES FROM THIS INTERVIEW Long term resident, small business owner, local leader. Very active and committed to Covington.

> Active in past public and private efforts to secure a community center. Strong belief in the need for community gathering spaces, ideally a community center more so than a recreation center. The community is really SE King County with populations that traverses the whole area.

>

B. Situational Assessment

- Not site or city specific. Involve Kent and Auburn and Black Diamond, even if they are not at the highest level of partnership. Service area is likely 10 miles in each direction for a new center. Believes
- Covington is the heart of the under-served community which would have interest and need for this. Users are not likely to come to/support this center who live further west than 132nd (Kent); focus should be the east and south. Parent, mental health therapist.
- Maple valley resident, mom in her early 30s with two young children
- I am a local resident since 1992, regular participant in indoor and outdoor recreation and competition.
- My husband and I have 4 kids and we like to be active. We have been hoping for a rec center in Maple Valley for a long time, and believe many in our community agree.
- Parent of teens living in maple valley
- Parent, New to the community (moved here last summer)
- Life long Maple Valley resident with 1 tween and 3 younger nieces living right next door.
- Father of two elementary school boys. Two working parents. Moved to Washington 6 years ago and Maple Valley 3.5 years ago.
- Single family home with 2 kids. Involved in local children's groups.
- Parent, GS leader
- Home owner
- We are a resident of MV. We are a married couple with 3 young children. We own our home.
- Professional and community member
- Family oriented community. Raising our family here
- Parent of 3 teenagers (2) at the HS, one is an adult teenager.
- Park and Recreation professional. Project manager experience bringing various contributions together but not dictating what the contributions will be. Teens in the household. Enjoy aquatics. Not likely to drive out of area for recreation. Pool users are the current base of recreation users. Look at its draw, assume it, and then look for expansion. SE King County is all viable as service areas - where there is not a accessible affordable recreation service "The plateau" (area between rivers?!) is lacking of choices, point that out and push for regional solutions
- Athletics, Kent School District. Worked in several school districts, only been with KSD for 2 years. KSD has 6 different townships within it! Used to crossing jurisdictional lines. Covington residents are spread out in various high schools with very different environments and access issues.
- Focus on giving kids access to athletics. Wants it available and affordable. Kentlake is out there, in terms of location whereas Kentwood might have easy access and it not feel like the regional solution but convenience for some. Wants access for the kids, access. Make it available, affordable, and accessible. Existing pool (CAC) is an expensive rental. Price per student is higher than any other sport. Wants to meet every kids needs. Hard to balance cost per unit as user/client; really wants a better model for cooperation than customer based. This could be a winning part of this study!
- Covington resident
- 20 year resident in MV. 15 and 8 year old children. User of Aquatic Center, attended birthday parties there as well community event days there.
- 7 years in Communications in Tahoma School District, has social media expertise. Active with Girl Scouts Was employed as the South County
- Journal reporter at the time of the cities incorporation. Wrote on the loss of the KC funds for local recreation programming and concern for the

B. Situational Assessment

- MV Community Center. With Lions club of MV which focused on youth, hunger, environment, vision. "This is a younger Lions group than typical."
- Family of 4, comment to Seattle and very interested in sports and outdoor activities
- 21 year member of the Tahoma School board, recently retired from it. Founder (1997) of the Creative Arts Council of MV, offering community arts/performance space. This group's tagline is "Creating community through the arts." Initiative to provide a pocket park, successful. Public art proponent. Lead numerous bond efforts in MV for school and performing arts, including the new Tahoma HS. Was part of board when the current CAC was offered, first, to TSD. Refused it due to expected $300M deficit in budget to operate it. Currently hosting virtual community meetings and fundraisers.
- Retired , 11 year employee as Community Development Director for Covington Covington resident for 7+ years, Senior citizen.
- Former Mayor, Long term Council members, a City of Covington founder, engaged in the incorporation and aware of surrounding communities. Engaged in many community groups and activities, especially Kiwanis. Raised family here in the 60's when recreation was very limited, traveled to Kent for facilities.
- Long time Maple Valley resident. Very involved in youth and adult sports.
- Maple Valley resident, parent of 2 elementary school age children.
- I am a mom of 3 Elementary-age boys, working full time outside the home, and married to a husband that also is employed full time outside the home. We own a house in Maple Valley. We are End users of recreation activities.
- My family and I live in Maple Valley, and we like to take advantage of the public services that our community has to offer.
- I am a a stay-at-home mother of 2 children in Tahoma elementary schools (grades 1 and 5). My husband works for the FAA. We moved to Maple Valley from California in 2018.
- Hi, I have been a long time (30+ years) advocate for youth sports. I was a stakeholder in the start to finish development and fundraising of Ravensdale Park. I love the outdoors and have been a competitive runner, cyclist, soccer player, swimmer and coach for the better part years, too.
- Wife and mother of 3 kids, aged 6-15. Address is Black Diamond, but we are part of the Tahoma School District.
- Parent and elementary teacher
- family, mother, children, swimming team
- We are a family with 2 professional working parents and 3 children ranging from age 2-7. We represent the family/community stakeholder group.
- I am a school nurse in Kent school district and I live in Maple Valley. I was a swimmer all through highschool and sqam for WSU. I worked in aquatics for most of my life and am still a certified lifeguard and lifeguard instructor. I may be taking a position as a highschool swim coach this year. I also have 3 teenagers, two who are divers.
- I represent the parents, middle aged adults, athletes and employees. Maple Valley is the community I live in, work in, recreate and raise my family in.
- My family and i moved here in the summer of 2019, and love our new community. We made friends so quickly and easily. I've been working since last September as a Paraeducator at Cedar River Elementary, and have enjoyed getting to know the students and their families as I see them around the neighborhood.
- I am a part time working mother of two children 1 and 4 years. I work as a physical therapist, and would like to represent access for those with disabilities or mobility restrictions.
- We are a family of four with two children in Kindergarten and 1st Grade at Tahoma Elementary. We live just outside the MV city limits on the Cedar River.

B. Situational Assessment

> Parent

> Maple Valley, Washington. We are a family who resides here with 4 kids who could really use a community center with lots of options to keep our family busy.

> We are a family of 5. In the maple valley/Hobart area. 3 kids. 2 kids have gone through Covington aquatic center from parent child all the way to level 6 learn to swim. 1 child swims for king swim team out of Covington. 1 child still does swim lessons at Covington. We have done birthday parties there and family swims. Lots of time spent there.

> Mother, family of four, two teenage kids. All family members, individually and collectively, as well as family friends.

> I'm a 36 year old stay-at-home mom, living with my 37 year old husband and 7-month old daughter in a single family home. We own a single vehicle, but appreciate having other options of transportation. We moved from Seattle to Maple Valley within the past year, and do not yet have connections in the community except for our neighbors. All of our family lives out of the country, our friends are in Seattle, and coworkers also outside of Maple Valley, so we are eager to meet others who live close-by.

> We are long time Maple Valley residents for over 30 years. We raised our children here and now they are raising their children (our grandchildren) here.

> I have kids that would love to swim

> Parent.

> I am: Resident and taxpayer of MV Grandparent of two MV children 7 and 3 years old Homeowner Swimmer

> These questions are too complex

> I live in Maple Valley. I have raised my family here with my husband. We moved here in 1995. I also teach at Tahoma High School and know that youth need places to go and productive things to do.

> 3 stakeholder groups: Parent, Resident of Ravensdale community, commuter

> I live in Maple Valley. Maple Valley is a very outdoorsy town, situated on the edge of King County

> Our family loves in Maple Valley. We have 2 young kids and are friends of lots of similar families in Maple Valley.

> I am the mother of a 4-year-old and 6-year old.

> I am a mom of two, 13 year resident here in Maple Valley. I also started a non-profit here to help kids in my community. I want what is best for this community and the kids of it.

> 52 year old mother of 3. Still active in supporting middle school and high school groups. Participating in community events. Love to support local businesses. Frequently walking the four corners area of Maple Valley and Lake Wilderness. Active in several groups that serve our community. Influencer of youth groups, church groups and some community service groups. Looking forward to a very active retirement in 6-8 years.

> My family lives in maple valley and we used to swim at the aquatic center when for swim was available

> I grew up in Maple Valley, graduated from Tahoma but moved away after getting married. I spent about ten years in Caliofornia and decided that I needed to return to Maple Valley so my kids could grow up in this wonderful community. I've been back for 12 years which means I've lived in MV for almost 30 years combined.

> Long term volunteer with Parks and Economic Development in Covington, appointed official Covington has been changing so much, it is hard for anyone to say who it is now and destined to be. Apartment growth has made it more transitional population, requiring more active polling to understand Once was a bedroom community for family exclusively, now has more employment here and folks expecting local services

> There is a long standing concern for teens without local options.

B. Situational Assessment

- I am a 40 year old married mom living in Maple Valley with 2 elementary students in Tacoma SD where I am an avid volunteer. I love to support local businesses and really love it when my children's activities are within our community. My girls take swim lessons yearly at CAC and they play soccer in the local Valor program. I feel I represent the stakeholder group of mother's of young school age children who need and want access to more recreation options in MV.
- Homeowner in Maple Valley with 3 kids that all have participated in parks and rec activities and swim lessons in Covington
- Identify with Covington, raised her 3 kids here who all graduated from Kent Lake. 2 now live in Maple Valley Sees MV and Covington as a community, also Kent and Auburn Employed with KC Juvenile court, for SE King County Works to coordinate education and job training for teens, around school calendar Works with Kent YMCA on their community resources and has placed teen interns there.. Takes a strength based approach to her work and her view of the community
- Hello, I'm a resident of Covington. Lived here for 2 years but I used to work in the area after graduating high-school.
- Maple Valley community former Chair of the MV Parke and recreation commission currently on the MV Planning commission
- A 20+ year resident of Maple Valley. I have been active throughout the community the entire time I have lived here.
- King County Parks employee, mostly works with east side cities on partnerships and grants Focus on aquatics Lives outside of the community,
- plays a regional role Worked with MV on Ravensdale Fields, i.e.. to ensure city program access on a county facility Coordinate land/funds from King County, works with locals who want to build facilities
- My family and I own a house in Maple Valley that we live in. Two of our kids are in elementary school at Rock Creek Elementary. We are a very active family, and would love a pool in Maple Valley and indoor tennis courts.
- We are a very active family of four. We'd LOVE a community center (fitness room, group exercise classes, break-out rooms for recreational classes, running track, courts, swimming pool, etc.).
- Maple Valley citizen, parent of two TSD students
- Family of 6 (4 kids). Married (male and female) and 4 girls aged 8,7,5,2. These answers are on a personal and citizen level and not business or other stakeholder.
- Youth coach/Active parent
- Owner and manager of Covington Place. Board member of the Chamber and EDC.
- Youth Council of Covington: Area high-school students and a Green River College student

Question 1 Key Findings:

Limited access to Indoor Recreation, Sports and non-sport interests, Family services needed, Funding Concerns / Anti-tax, government; Location bias (want in my community).

B. Situational Assessment

Question 2:
What are some unique aspects of your community we should know about in order to maximize public outreach opportunities and garner community participation and feedback?

- This is a young community that only knows change. It may be hard to identify it beyond geography and very young traditions.
- Bedroom Community; most commute to work making attendance of meetings difficult. Sporting events and tournaments best way of gathering exposure. Three groups exist, long-term residents (rural days of old); Transplants (Like balance of rural and urban); New residents (creating new connections, seeking opportunities to be involved). Social Media/ electronic communication good method to reach community. Open-houses if timed / scheduled correctly.
- HOA's and community centers, social media and work crews to engage people, Sports clubs and internal networks.
- Isolated communities, hard to get people together. Exacerbated by COVID and lack of central facility to have both communities gather at. Income disparity between communities and older citizens. Food bank needs have increased in community as wealth disparities have grown. Community becoming more diverse and less reliant on bedroom community to Seattle. Growing drug and addiction issues, community doesn't want to address / talk about. We would represent the residents.
- Employee of city, in recreation industry. Will think of it a workplace and look for employee needs. Among them, personal workout opportunities, healthy environment, storage. Resident of Covington. Family interest. Participant in activities, including fitness. My community is the Tri-area , family connections. Shared places like Costco. Parks.
- Homeowner
- A family that is close to being empty nesters. Came here in 2008 for the schools. We understood this was a bedroom community, but not to the extent that other than great schools, there is not much to MV.
- Family in maple valley with school age kids
- I am a resident of Maple Valley
- I live in Covington area but actually in unincorporated King County, with a Kent address/zip code! Community focused family, highly participatory. Choose a neighborhood feeling with some open space but couldn't find it in Covington. Wanted access to urban conveniences and choices, without long commutes for errands and work. Value connection and knowing people. Wants more. Personable relationships.
- There is a disconnect between that ideal and the reality of experience offered here, non personable. Did recreational programming and volunteer management at the YMCA in Puyullup before moving here.
- Two independent cities, not wanting government interference. No good indoor aquatics or recreational facilities in the two communities, commute to Federal Way / Renton. Need to have thoughtful discussion on how the facility is to be paid for. Location of facility needs public transportation link. Not located away from public transportation as Tukwilla Community Center to limit low income user access. Maple Valley is affluent with surrounding communities having less disposable income. Many people outside of the Maple Valley city limits choose to live there to avoid government interference in daily lives. They want amenities but don't want to pay for them. Covid-19 will lessen constituents appetites for increased taxes or fees, many people have experienced encomonic hardships due to pandemic.
- Covington has had steady community leadership with strong vision toward bread and butter issues. City staff who take their mission seriously to help the larger community. Retail center which is trying to be diversified to include the medical sector. Making it a destination community, not a drive through city. Environmental connections are important, rural and urban are intermingled. People lament on the amount of change that has and is occurring. How to protect standard of life while also allowing growth and future opportunities.

B. Situational Assessment

- Hand out fliers at all the grocery stores. I think that would be a great way to reach everyone.
- The community is not city or jurisdiction specific. Not easily identified. Covington, in particular, is a bedroom community. Residents work, school, shop, and play elsewhere. Business owners don't live here, same with majority of workforce like the hospital staff. Actual resident generally do not like the city or connect to the City as a community. There is a perception that local taxes go to others, meaning to those who come here to shop (roads) from elsewhere or the kids bused in from Kent. Local kids are a minority in the local schools; majority of high school students go to Kent Lake, Kent Ridge, or Kent-Meridian. Users then are not the same as residents/ constituents.
- My son and I were semi-regular visitors to the Covington Aquatic Center prior to the outbreak of COVID-19. The easiest way to reach us is via email and Facebook (we see the notices on the City of Maple Valley's Facebook page).
- The school district is a great way to spread information, as are the parent and community pages on Facebook.
- Social media Billboards Informational signage at parks and on trails Advertise at Covington Aquatic Center
- Unique aspect of Covington is communication staff. Allows focus and reach with social media. 272nd is a big connector between cities, allows for signage and capture of market. Assuming the school districts would be interested; use their communication channels. School teams and clubs might be able to get involved now more than ever with electronic participation. Get on their website if possible. Due to Covid, there are unique digital opportunities, such as list-serves that people depend on right now. Complete list of all businesses is on hand for outreach, say to shared essential locations (schools, grocery stores, hospitals.)
- Our community communicates heavily through Facebook groups, finding ways to reach out to the smaller Facebook groups would be highly effective.
- Requires multi-level reach out. Single notice or email is not enough. Covid may be a good time to get people's attention. Expectation among this population to address needs in a practical way, not in a mouth-service or generic way (i.e. offer direct benefit for participating like a membership/access or incentives to attend . Community cynicism is real about costs, taxes, benefits. They expect cost more than benefit and that more costs are coming. Address long term costs and expectations. Community center may be more accepted than items that have not passed the public vote. Don't know how the cities could do this together. Belief in cooperation but the logistics and practicality of different budgets sound like a big challenge. Spend time on those, early. Are there models to study?
- There is a toxic Facebook group you should completely ignore
- ... what makes MV unique, not much. There's no tourist place to go, no down town to walk around, some trails, but it's difficult when you've been in a place like Bellingham where's the trail system is amazing. Their downtown has so much. Lake wilderness is quite beautiful but often closes during the summer for swimming due to bacteria. MV is a great gateway to other places.
- Lacking in activities and responsibilities for older kids.
- Having a booth at Farmers Market or info at local grocery stores where you can reach more community members
- Large families. Bedroom community, with working parents. Daytime activities are difficult for families here. Be flexible realizing that community dynamics change. In outreach and in promoting recreation, show the benefit for participation - show that it matters and the involvement continues into something more. Simplicity of participation is important - free and accessible is best. Erika from MV Chamber is a partner, city managers share. Family movie nights. Drop in rates. Well orchestrated. We have folks who just need to be asked. Hidden aspect of community, passionate individuals. Lack things to offer, with possibilities that have definition and structure. Time and commitment needs to be understood and defined. Active search requires messaging. Need messaging. Activate the community. Tell them how to be professionally fun. Use of video. Play off the other city attitude. Open it up. Let them come. Don't use boundaries.
- The community of Maple Valley is apathetically don't want to show up for anything or learn about issues/ proposals, but they'll be loud and irritated when the end result isn't what they were expecting.

B. Situational Assessment

- Our neighborhood has its own Facebook page to share events and community happenings.
- Many members of Church of Jesus Christ of Latter-day Saints with active youth programs that would likely regularly utilize the facility
- I think the the best way to reach a large number of our community who care about the Aquatics Center is by posting in the Facebook group "Living in Maple Valley". The members seem to care and want to help out where they can.
- Virtual Public Meetings, Social Media posts
- Connected network of maple valley parents that are very interested in the unique Recreation needs of kids and teens.
- I don't think our community is all that unique in terms of the best outreach protocol. Passing out flyer's in schools to raise student and parent awareness and interest as well as social media utilization - especially within local groups - is the best way to reach as many people as possible within the service demographic.
- With COVID and many community events/activities closed I think reaching out on social media and through email correspondence from parks and rec, other city email is probably the easiest. Maybe see if the school districts will send out flyer's (maybe on their Peachjar accounts). Try to advertise in places that are visible to seniors, parents, special needs population - community center, therapy centers, PT or Dr offices. Some posted flyer's in waiting rooms could be helpful with a QR code or web address listed
- Large and rapidly growing group of Seniors in MV. Many are connected through the MV Community Center.
- Facebook, mailed newsletters
- The Tacoma School District periodically sends out emails that reach parents with information for things like sports opportunities, music lessons, camps, etc. Asking the district to email a flier or some such that links to your survey would be helpful.
- Provide current updates of this effort to "Voice of the Valley" and through the various local Facebook Mom Groups.
- Using different platforms of in-Person meetings, surveys, communicate on city websites and Social media platforms
- As a growing community, it is very active on social media (FB, Twitter, etc..) Another effective method would be signage along major roads.
- It should be noted that the largest community Facebook group is known for terrible behavior and frequent political arguments which alienate residents and which does not represent the population of Maple Valley, so that is where NOT to reach out effectively. There are some smaller, more civil Facebook groups which would be a more representative source of community feedback.
- The community wants to be heard, but they don't want to talk publicly or listen to experts! Everyday interactions are key. They want opportunities to contribute their time and efforts but not in a formal government way. Have informal meetings without public record. Meet outside of City Hall. Neighborhood contacts or walks? Sporting events? Visit the residents. Social media is critical, use the professionals for consistent, ongoing messaging. Community requires education about tax levels, revenue streams, and costs/benefits of public expenses. Need an understanding of various service levels and what it takes to provide them.
- Engage families, including teens! We in MV/Covington need a safe and active place for our older kids to engage.
- Social media
- Make feedback methods available through on line, in person, by phone etc.
- We do not have indoor recreation center in maple valley like YMCA like facility which is family friendly and affordable

B. Situational Assessment

- Listing surveys and information on social media could get a wide following. Also, getting the word out through schools would be effective.
- Community Facebook pages seem to be the latest and greatest source of information around here. This survey was shared on a private community page.
- Very kid friendly.
- Need Children's programs. Desperate need for Volleyball opportunities
- Social media engaged community; lots of teens with little to do, so outreach to the teens would be ideal
- We have a large population of young families.
- Youth sports groups, teachers, clubs, city events
- Family friendly, warm and welcoming!
- Our current community is limited for things for teenagers to do unless he/she is involved in a club ball sport of some sort. Please consider helping our community find new outdoor/indoor options for our youth going forward.
- This community does not have the experience of a public indoor center and without a context for its value. They don't have it so they can't imagine paying for an intangible product. Maybe show them examples, models, show what other cities have, like Federal Way, how it afforded, what it costs, successful cost recovery ideas. Be purposeful in communications, not simply open. Show what you are trying to accomplish. Promote the benefits and engage with real examples, such as air conditioned all weather year round safe place to go for all - consistent and dependable; "a warm place to go in the dead of winter." Stress convenience and meaning of being local, with easy access. Not having to leave this community anymore for this at 5am or 5pm! Low cost, close to home feeling Provide a relaxation atmosphere as well as a fitness goal Set a realistic but promising cost recovery goal
- KSC has 100 nationalities in it, 60 languages used at a school Kent SD has many tools for this. Allow their comfort, especially with language Go to the source - where the people are. School population for one. Find them. We have existing Receptacle agreements in place to build on - use of facilities with bare minimum costs Do not have a focus on funds but on shared uses that reduce cost. Suggest Usage Agreements on all costs fronts: maintenance, marketing, registering, replacement costs
- Has heard constant refrain the the HS needs a pool. Also constant question of having the prime stadium (Maxwell Stadium at Maple View MSI) ut their bond supporters needed to know there was no redundancy and that current investments were being honored. Everyone would want to use a new pool but not want to be taxed for it. Consider user payments for specialty aspects, maybe not for general access but for sports and training. Mission-oriented groups are reality. Their organization could not makes sense of building a pool at new HS. Costs and insurance. It can be understood that it takes a special public role to provide for such, an education point for the voting public. Stress practicalities. Strategy to focus on the activities that people are doing - show it and highlight it. Attract where they are now. Peach jar (computer software for notices) is a means for non-profits to upload PDF to parents, fee-free. Recommends it for the study! Community is always changing and new people are arriving with new expectations.
- Very conservative group, not very willing i. Spending extra
- This population needs proof and evidence when it comes to costs. Can be negative and easily influenced by nay-sayers; the social network is know of this in MV. There is entitlement culture too meaning if it is wanted, it is expected. (maybe not so much of "we can do it" in MV) They will expect a good deal of what is offered to

pay for itself, operations in the black would help sell it. They will invest/pay up front for kid-focused facility that is needed and good for families. Existing budget has to be explained, as folks will think there is money that is available if prioritized. Stress: kids, families, and affordability. Get both cities involved in design events/outreach. Recalls the success of a charette event that resulted in shared/our vision. Use the Wilderness Lodge to host a successful creative session. Ten Trails in Black Diamond will bring traffic gridlock and high demand for services.

> Smaller communities offer opportunity for input and critical involvement These are newer communities, still forming and learning about success. Change is underway, talk of it and embrace it. Speak of the costs as worth it - stress benefits. Potential here for distinct community identity and place-making Realization has set in now they the cities must partner to attract certain things, compete, improve quality of life. Growing senior population, prefer local and do not want to travel far, especially at night Anti-government sentiment. "The Spill Over" effect of being dissatisfied with federal and state government, translates to the local level. Distrust is the starting point. Failed levies and even transportation taxes paid by others - failed despite the message that visitors/road users would cover more than share

> Residents here are spoiled. Have tremendous access that was not present 20 years ago. Much has been provided by others and in the region that they don't recognize. Use CAC as an example of what is possible together. MValley had not faced the kind of financial restrictions in meeting a regional need. Growing and changing community, also maturing among the cites. Wider sophistication and expectations. New homes in BD will present higher needs. Regional is already proven as a answer, per the schools and the recent Regional Fire Authority. Area has lakes and water access - water safety is important and part of the selling point of aquatics. Schools used to require swim training. Community that needs hands-on materials to engage, less verbal and conceptual. Notice and Information will require multiple contacts - think of making message 7 times Give them pieces of the puzzle to manipulate People will need to know what is good them, then for their family, then for the community. Ask them first and follow with, "Do you think that can be provided for all community members?" Senior Housing is on the increase in Covington, also the Water Gardens near Maple Valley.

> Community Facebook Page

> Email, online surveys that are short are most effective.

> My community is very active online and there are many Facebook groups that represent the area. If someone is not in one of the area groups, they usually know someone that is. Having a profile set up isnâ€™t enough. Getting the info posted to these groups is key to increasing reach.

> The Tahoma school district is one of the best school districts in the state, so Maple Valley is a very family-friendly area with very little crime.

> I do not have Facebook, which seems to be a primary mode of communication within the Maple Valley community so I would appreciate communication via email or text. I also appreciate printed material on occasion (such as the Recreation Guide).

> The area is growing very fast. It is important to keep the community feel, by making sure everyone knows what this area stands for and what it has to offer. Things like strong recreational programs and place to go to. Quality small businesses also give a community it's own identity. If we don't have some of these things, the area will lose the identity that has made it so appealing for families to live and move here.

> Email is great, texts with links

> we need a pool in Maple Valley, we have swimming teams that would use it, as well as the community use for recreation, birthday parties

> This is a family oriented community that would vastly benefit from a high quality aquatic center to promote water safety for our children, sports for our teens, and health/fitness for our adults.

> We are very connected in maple valley through the schools and through Facebook groups.

> Our community is home to very civic involved members, active outdoors families and community minded people. We partake in community wide activities and events, give back to members and organizions in need. Social media reaches the most members as well as public message and announcement boards.

B. Situational Assessment

- There are a lot of pretty active social media sites - Facebook neighborhood groups, etc. E-Mail, Web-site, etc.
- Please involve senior centers, local pediatric therapy groups, and those living in adult family homes as they would greatly benefit from access to a therapeutically warm pool. Medical centers that provide therapy may be able to offer specialized treatment services in an accessible warm pool supporting the community.
- Internet and social media, especially in the current pandemic are likely to be the most effective at reaching people. Possibly also ads and information booths at grocery stores may also be good.
- Community pages on FB
- There are several Maple Valley Facebook pages that are active. I would make the link for this survey easier to find. I got the original email, but couldnâ€™t find the survey link anywhere. Iâ€™m pretty tech savvy, but had to have someone else send me the link for this survey.
- We need to keep swim lessons at a fair reasonable price. Learning to swim is very important. Lots of water recreation around this area.
- Community is family and children focused, with a strong desire to bring all community members together including elderly and very young. We are also animal lovers.
- I value opportunities to volunteer, support local businesses, and use alternative transportation (walking, bicycle, transit). I enjoy fresh local produce and cuisines, and a variety of arts (live music, visual arts). I swim, cross-train, and do some yoga for recreation. I look forward to introducing my daughter to all of the above and would especially welcome people from other generations, cultures and ethnicities into her life.
- There needs to be more family oriented activities and business. Also needs some specific to teenagers.
- It's family oriented and this gives an opportunity to spend quality time together
- Email
- Our School District is full and soon to be overflowing due to its highly rated schools and proximity to major workforce giants. Our only pool is in Covington and is overcrowded and aging. Children need to learn to swim when living in an area wit so many lakes and rivers. Reach out through social media and the school district.
- Ask the teens! The youth of this community feel disconnected because there is no central core to "town" and no public transportation to get them where they want to go. Areas of interest are too far apart to walk. There is no form of entertainment in either Covington or Maple Valley, besides outdoor activities, and it RAINS a lot from October to March.
- This community doesnâ€™t have a single location that is considered city center. And there is no central communication avenue that will be seen/ heard by most people. Information must be broadcast via multiple sources (social media, flyers, Email, websites)
- Many of us are families with young children. Easy, quick, and online is appreciated. Reaching out for participation and feedback via Facebook would be beneficial.
- Maple Valley is a very family-oriented community.
- We are a small yet supportive community. One thing we support is our kids. There a not a lot of opportunities for things for kids to do in our community, a newer pool/community center would be great.
- Many parents can be reached through Facebook and email. We are still reaching out through Zoom calls and email, but not as frequently. Signs along walking trails are also a good way to get noticed. Contact the various service groups and ask us to help spread the word. Use the school, church and community outreach networks.
- I have no idea. The email you sent me was successful because Iâ€™m here taking the survey so that seem to work. Many people go to the farmers markets so maybe have a booth there.
- Many in Maple Valley like to support local, want the feel of a small community (even though it has grown tremendously), and want things to do for the youth here.

B. Situational Assessment

> Population is less likely to vote for things than most. Feel over-taxed. King County taxes are high and the populations expects use of those funds, not local taxes. So little comes back from King County; must educate people that King is not going to fund a regional solution Ignore the naysayers - don't give the attention, won't change their opinions There was an Anti-development attitude in Covington; Covington water is expensive; bad reputation a place to build This changed and became business friendly, to the point that it attracts builders, no loner need t recruit Big box retail did come to Covington, especially during the prohibition of development in MV MV also reliant on sales tax too now; had to change their zoning and encourage business Find those who are excited; capture them and make them the campaigners and presenters to councils Advocate through the schools Time to do long range planning; there are no loner "baby cities" with short horizons

> I feel a large portion of our community is on social media of some kind wether it be Facebook , Twitter or Next Door Apps that seems like a good place to see out participation. Announcements through school fliers might also be good.

> Many Covington residents lack convenient transportation Young people are without automobile access/family transportation during the day Second language speakers should be engaged Faith community is strong here and should find a means to reach them

> I'm a new resident, so I guess I would be closely involved with new Covington transplants. We love the area but the city is so new that it lacks a lot of community gatherings that you see in other neighboring communities (i.e. Kent/Renton/Seattle).

> Participation is tough for public meetings. Virtual meetings help and lots of communication around the meeting times and agenda is helpful.

> While almost everyone expresses a desire to have indoor recreation facilities, the exact specifics to what those would include varies widely. Some want a pool, some want basketball courts, some want batting cages. The real question is what are they willing to pay for through their taxes.

> Growth rate of area, more demand and pressure Lack of accessible facilities Under-served population challenges May need to address the SE King Mayors - given a lack of SE King County entity

> Maple Valley is a very physically active community, and there is a great need for an aquatic center in Maple Valley. Indoor tennis courts would also serve the community well.

> Facebook and emails

> Growing rapidly Need improved infrastructure to match growth

> Not sure I understand the question? Looks like 2-4 questions. Where I live or Covington? Outreach and participation and feedback?

> Young people like to hang out but don't have much opportunity here. Need their own space. New generation of residents is coming into the area and they have needs and interests to capture, especially having had recreation facilities elsewhere and possibly now face small yards.

> Our community is nearly 30,000 people with numerous young families. We have TWO true community parks....zero indoor recreation options. I feel like Maple Valley is far behind in recreational opportunities.

Question 2 Key Findings:

Inclusive of different users / ability levels; Affordability; Family focused / awareness; Involvement of users and those with need; Alt transportation, Multi-modal options; Aquatics for water safety, Users - Multi-generational, Communication social Media (Facebook) and Billboards (vehicle traffic); Facility is needed; Voter awareness for taxation.

B. Situational Assessment

Question 3:
What first comes to mind when you think about indoor community recreation opportunities?
(List first thoughts)

- Community center - pool, gym, gathering spot
- Gym (community doesn't have one), Group activity / sports related, swimming, Classrooms for recreation activities, multi-purpose space with stage.
- Teamwork with sports org, Kent Commons, Indoor soccer, meeting rooms, not just sports, community space for other activities, a pool
- Basketball and ball sports. Triathlete- pools and sports training mechanism, rock climbing, Pinball/ arcade, billyards, Places that don't require you to be an athlete but provide social and mental well being, yoga, meditation, nutritional coaching, community garden. Foster community to come together and get to know one another. No community gym in area (rent the school gyms to host community events. Gym, fitness center, swimming pool, meeting space swimming There's not a lot here. The aquatic center and they are building/built a YMCA but thatâ€™s in Kent. I think of City Hall in Covington as my daughter took a ballet class there. I also think of LA Fitness as they have indoor classes and indoor rec opportunities Existing is almost entirely in-school, restricted spaces. Good for the population there but constraining. Great to use Elementary schools to actually reach local residents and to get them to better facilities, totally lacking now. Think of sports, camps, mentoring, class spaces.
- Swimming, basketball, climbing wall
- Swimming pool, weight room, classes, gathering spaces.
- Gyms, pool, fitness classes
- Pool, gym
- Swimming, Gymnasiums indoor basketball courts, racketball, yoga studios dance classes and martial arts.
- Basketball courts YMCA like facilities Large swimming pool- lessons and play! (Outdoor options) Group fitness classes Smaller gymnastics style gym
- Gym, indoor team sport instruction for children, teenage recreation activities (a safe, active and positive meeting place), workout class instruction for teens and adults.
- Swimming pool, basketball/sport court, indoor track, climbing wall, kid friendly activity area/playground
- Lots of privately owned facilities here now, why not support them? No need for publicly subsidized facilities.
- Aquatic center, climbing center, space for classes and small child play, indoor track, racquetball courts, basketball courts,
- Much like the Federal Way CC, I think of fun swimming areas, ability to have indoor party areas, climbing walls, exercise opportunities, club activities for special interests, maybe community focus for special needs activities.
- Swimming facility, rock climbing, indoor sport courts
- Family oriented work out facilities Rooms large and small that can be reserved, Indoor running track Bouldering gym (large rocks with rope routes are nice, but not really necessary to learn about climbing)
- Boys and Girls Club type facility
- A pool!!!! In Maple Valley proper. Indoor gym equipment, courts for basketball/volleyball, indoor track
- My first thought is a swimming pool that supports competitions, senior therapy, and a child water park. This requires warm water for the elderly and youngsters and cool water for classes and competitions. In addition,

basketball courts, bowling lanes, gym space for classes, and a fitness center.

- Gym equipment and weights, classes (group fitness, dance, intro to different sports), indoor running track, space for hobby/interest groups to gather (knitting, book groups, crafters, video and board games).
- Sports, fitness opportunities, pool
- Envisions a large, comprehensive center, like the Pierce County YMCA model (not the King County model) Indoor, all year, volleyball and basketball and dance. Multipurpose classrooms and meeting space for community members, that is free or affordable. Senior programming. Winter time destination. Place for Teenagers to enjoy, of their choice.
- Soccer, swimming, Tennis/racquetball , Rock climbing.
- It rains a lot here. Opportunities for indoor family time for all ages.
- Multi sport/activity facility, large capacity, high quality (competition level facility)
- Swimming Badminton court Basketball court Indoor running/ walking track
- Pool, tennis courts and programs, workout facilities and classes with childcare.
- There arenâ€™t any. I believe a Rex center would be a positive addition for families and teens
- Gathering place, activities, get out of the rain in winter.
- Pool, gymnastics, ninja warrior-type challenge courses, possibly laser tag
- None in Maple Valley. Closest is Covington Aquatic Center which is a bit out of the way.
- Indoor sports (basketball and volleyball)
- Volleyball, swimming with slides and lazy river like Federal Way community center, Auburn Les Grove has an amazing community center kids program.
- Rock climbing, fitness classes
- excitement! We have nothing like that in the area and it's desperately needed. Pool
- Courts, gym, pool
- Enjoyment for all ages
- Indoor ball sports (tennis, volleyball, basketball, swimming, crafts).
- Multipurpose gyms is best and most needed, goal of letting all local leagues come indoors (volleyball, dance, basketball, pickleball) Federal Way Community Center comes to mind for an example, especially for its success. Examine their business model as it appears that memberships largely pay for the costs. Indoor tracks that encourage movement and possibly with views of courts, activities, and complimentary workout stations Open gym time Open Swim
- School gyms Spaces that have proximity to users, especially school kids
- Gyms and workout facilities, places for group classes.
- Pool. Gym. Fitness opportunities. Parking lot!
- Pool
- Great need for kids recreation in the area. Evidence by booked facilities and busy new Ravensdale fields/clubs. Bowling aisle. Climbing wall • Indoor gyms. Place for pick-up games and casual gathering in a supervised space
- Lacking Senior facilities and programs. Boy Scouts needs indoor space, and aquatics. Private fitness centers are meeting the active adult need, not the seniors or teens though

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- Indoor swimming, indoor basketball courts, indoor tennis, indoor art classes, indoor bowling
- Swimming, classes, basketball, sports
- YMCA, indoor sports leagues
- Rock walls, indoor pools, indoor sport courts (basketball, soccer, racketball, etc.).
- Maple Valley doesn't have a fully formed, fully functional, fully utilized space for indoor community recreation.
- Mostly School facilities like Tahoma SD or some of the Kent schools in the area (Kentlake/Kentwood). Covington Pool.
- pool, workout spaces (yoga, classes, etc.), childcare options
- Fitness classes Indoor climbing wall Child care Common space Pool with lots of activity areas for different ages
- swimming teams can rent out the pool and I don't have to drive an hour to get to Normandy Park, Evergreen, Mercer Island, etc.
- Aquatic center. Indoor climbing gym. Indoor athletic facilities (soccer, basketball, volleyball).
- We have nothing, especially for teenagers. We have no skating rink, bowling alley, trampolines, laser tag, NOTHING for the kids to do. The one youth center has no way for the kids to get there and it is not near the middle and high schools at all. The kids are desperate for some clean, safe fun and recreation
- Something that other communities have. Maple Valley is lacking in this area and desperately needs an outlet for our athletes, families and youth.
- Oh boy! I moved here from Vancouver, WA and LOVED the Firstenburg Community Center they built about 10 years ago. So many good memories there. -Kindergarten and 1st grade soccer seasons in the gym (no sitting in the rain!) -pool with a water slide, lazy river, hot tub and splash zone. -exercise classes in the aerobics room, weights, track and stairmasters -community ed classes in the conference rooms -birthday parties using the pool, gym or rock wall, -teen nights - daddy daughter dances, pool (the billiards kind) -air hockey, you name it. The best part was that this building was connected to our local library branch building, so everyone could just pop over and pick up our books on hold or return books while we were there. Here's the link if you want to check it out: https://www.cityofvancouver.us/parksrec/page/firstenburg-hoursfees.
- Aquatics, cost effective fitness, cleanliness, access for all. Bouldering is cheaper and safer than top roping in a rock wall!
- Swimming, rock climbing, racquetball, martial arts, dance.
- Water park, sports field, and rock climbing
- Pool, basketball courts, rock climbing, gym equipment, possible hourly childcare
- Fun community pool. Separate lap swim pool Exercise classes and gym Preschool Summer camp Rock climbing wall Senior activities
- Basketball, swimming, yoga, racketball, strength training, cardio, coaches, support, nutrition, family support.
- Team sports, racquet sports, workshops on crafts, home improvement and hobbies, networking events, swimming, yoga, spin class, kickboxing, community tournaments, swap meets, trade shows, art shows, town hall talks.
- Pool, skating, bowling dancing, games, etc.
- Fun
- YMCA
- YMCA Lessons Basketball Gymnastics Dance Volleyball Racquetball Swimming Fitness Center

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- Rec Center with gyms, weight room, aerobic/dance classroom space Pool Climbing Wall Classroom Space for Continuing Education/ Community Interest Classes Multipurpose Space for musical performances and theater
- I imagine the kind of resources the YMCA offers in the Midwest: safe indoor facilities for kids and adults to play court sports, swim, workout, take classes (yoga, martial arts, art, coding, etc). Some Yâ€™s offer bowling and a rock climbing wall. Essentially I imagine a place where everyone (young, old, special needs) in the community can find an affordable place to support their physical and mental growth and stimulation.
- Pool, childrenâ€™s play area
- I first think about the fact that I am a working mom and most activities seem to be accessible for stay-at-home moms, i.e. Monday-Friday, 9-5.
- Lots of fun and safe opportunities for kids, young adults and adults.
- pools and rock climbing walls, YMCA, all-weather playgrounds, gathering places for parents to meet while their children play in a safe environment, coffee/snacks nearby
- Swimming, basketball, pickle ball, indoor track, gym, exercise classes for kids and adults
- Not much in MV! Or in Covington. If you are part of an organized club/sport you have places to go but for someone to simply want an acitvity to do (rather spur of the moment) there are not many options. No drop-in basketball, no movie theater, no YMCA...
- Teen sports have been left out, in terms of meeting their interests that schools do not provide. Afterschool activities are needed Teen destination, indoor Co-ed volleyball would be a hit, example of something uniquely offered in the community, not in schools Senior exercise programs
- Swimming pool. Gymnasium for basketball, volleyball, pickle ball. Climbing wall. Studio rooms for exercise classes or dance/recreation classes of any kind. Exercise equipment. Indoor track. Racketball courts. Tennis courts. A small coffee/snack shop. Something along the lines of Mel Korum YMCA in Puyallup or the Kroc Center in Coeur d'Alene Idaho. www.kroccda.org
- Pool, workout facility, rock climbing, indoor soccer
- Need for Information center/outreach services Learning opportunities are needed for healthy living, job training, networking, socializing Inclusive
- Best example would be the Federal Way Recreational center. -Indoor pool with shallow party zone for kids -quarter olympic/diving board for swim meets -indoor gym -multipurpose room for parties or individual class (gymnastics, dance, Karate, yoga, etc.,.) -exterior rock climbing wall -exterior trails -exterior Racquetball courts (only 3 in western washington: West Fenwick Park, Kent; Ridgecrest Park, Shoreline and W F West High School in Chehalis) -Skate Park -Breakout rooms, (20 person capacity) for specialty learning (worker Retrain, language courses, tax preps, etc.,.)
- Community a play for kids to hang out and compete learn about life and sports.
- Basketball courts, pickleball courts, indoor track, swimming pool, splash pool.
- Open and affordable if public. Not turning people away. Safe space. Teaching safety, particularly water safety. Mission to keep kids healthy - on-going and interactive resources on site Priority users is OK Pools Sammish pool, Lynwood pool - immediate booking of time
- Aquatic center, and indoor tennis courts
- Maple Valley has NONE! It's awful!
- Appeal for all ages,Basketball courts, pool

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- - indoor pool (with outside as well) - recreation center with multiple festival, parties, and community events open to all but for special events. (see YMCA in Newcastle as example for their programming and facilities ... that's an A+ example) - https://www.seattleymca.org/locations/ coal-creek-family-ymca
- Children and families and the outlets that they have (or donâ€™t have) that help them cultivate positive learning behaviors/social skills/ hobbies.
- Businesses offering fitness classes
- Basketball and volleyball courts Staging and learning opportunities for Outdoor recreation - how to hike, camp, rock climb, kayak, scuba Having a "commons" area to meet up, friendly to all Have space for clubs and for youth to form clubs Make community program spaces for needed organizations like DARE Make it place where you can find and share your passion Diving facility - so few in the area, not a current draw at CAC

Question 3 Key Findings:

Lack of access to indoor recreation facilities; Options In offerings (determine the major uses for community - Volleyball, rock climbing, bouldering, community gathering, studio/classroom, teaching kitchen) complete health; Flexible space; Community sports conducted in school gyms, limits access.

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Question 4:
What type of recreation facilities, programs, or amenities do you believe would draw people to your community? What would people go out of their way to experience? (List responses)ist thoughts on reaching out most effectively)

> pool

> Separate pools with features, Federal Way community center nice but too far, Splash pad (none close by), Gym, Climbing features, all located in singular facility to draw people to community.

> Swim events, Tournaments (volleyball, Basketball, Indoor soccer, karate, gymnastics, wrestling), Dance and concert space.

> Think beyond the traditional gym activities, rock climbing mobile climbing walls in pool. Adaptable spaces for future needs.

> Water park (Henery Moses is successful), Outdoor recreation facilities are successful (disk golf)

> Indoor Olympic size pool, indoor skate rink, i door sporting facilities.

> A swim center like Federal Wayâ€™s. I drive from Covington to Federal Way to take my kids to the swim center. It is a splash pad, lap swim pool, water slides, lazy river, and best of all a hot tub! I also think indoor rock climbing could be a big draw, indoor basketball courts, etc.

> Indoor gym space for volleyball, BB, dance - programs that have clubs in the area looking for space, with a population beyond the school program. Offer fitness programs and sports performance training - very popular Provide multipurpose spaces with storage for clubs, easy access for community groups. Sliding fee for costs.

> Swimming (lanes, diving pool, water slide, float area, jacuzzi), sauna, water exercise area for seniors, basketball courts, climbing wall, meeting rooms

> We need a larger pool, we need activities for teens and seniors especially.

> We need a larger pool, we need activities for teens and seniors especially.

> Open gym time (basketball) Swim lessons/teams/open swim - maybe an indoor/outdoor setup for summer - slides/fun areas, pool inside Party facilities Fitness classes Workout gym Track Playground Food options Make sure things are accessible for all

> Indoor rock climbing

> A blast for kids. A wow factor. Combine activities to draw different ages. Indoor pool park. All season, a warm and safe lace to go in the winter. "Sound end" is without a great climbing facility. North Bend and Marymoor Park climbing facilities are extremely popular. Camporiented programs that offer instruction, coaching and skill development - value added to recreation. Pump track/biking on site, possibly outdoors a way to introduce to outdoor fitness like mountaineering classes. Partner with Evergreen mountain bike society or Trails.

> Covington needs more organized outdoor recreation opportunities -- softball, tennis, football, soccer -- for youth and adults.

> The rock climbing facilities would bring people in from a far distance, the closest one is in Bellevue, about 45 minutes away. There are a lot of younger active folks moving to the area and more south that would make the drive to Covington/Maple Valley instead of continuing the extra distance to Bellevue/Seattle.

> Combined aquatic center with diverse workout venues. Multi-use classrooms to engage diverse interests. Stay up with trends. Programming options that adapt and show an openness to voices of users. The draw would be to be among others, for gathering and socialization. A place to make friends. Organizational element draws users. Constant instructors area community resource, as if affordable instruction, on site safety and expertise, equipment use. Staff matters - being available, safe/vetted, consistent, standardized.

> All of the above. Indoor pool, fitness facility, gymnasium, indoor track.

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> •Things for seniors to do since there isnâ€™t senior center either. Activities for littles, to include unstructured playtime Sports Learning classes for adolescents on personal finance and general money talk since they donâ€™t get that in school.

> A great pool with possibility or have open air roof (think Australia pools). Diving boards. Having as many activities possible to encourage year round use. Provide jobs for all ages and with a modern design so itâ€™s appealing.

> We often go to other communities to swim, which is an area that we are severely lacking in this community; the other area is teen space and/or gym space

> Swimming. Open play time. Drop in options that are consistent and affordability. Beware wording and messaging, for example, "clinics" suggest cost and specialty service for those who know it/have it. Show sensitivity to diversity in experiences - previous and desired. To draw people, bring a program or idea out of its environment, into a community center. Make something common such as "story time," new and different, like having a read at the pool! Art, cooking classes, creative spaces are needed and a draw in the community, to include homeschooling families. Open music time, meaning jam sessions and play instruments not owned at home. Water play day would be fun. Planned gatherings that are free. Kids need socialization space and flexibility. Free and creative space. Build in quiet space for those who need it, to include for studying and reading away from distraction. Communication Center as a mission of a community enter Sample tables for healthy food, recipes, cultural exchanges. Address real needs like youth suicides, senior citizen isolation, teen parents. Takes time to catch on but just gatherings for folks works, with volunteer facilitators. Market in 3's - use more than one word to express options, engage different perspectives, provide followup to an initial invite. Have a library of classes or subjects for the study. Free reading time.

> indoor water experience (Federal Way, for instance), indoor gyms for basketball, volleyball, tennis, soccer, etc.

> 50 meter lap pool

> A public pool or aquatic center!!

> Swimming, water slide/aquatic play Gym Indoor track Basketball courts

> While I don't think that our community needs another fitness center, I do think that a rock climbing wall or pin-pong/pool room would be an amazing addition to the Covington Center. Maybe an indoor sports court that could double as a local dance hall for square or ballroom dance lessons and events. The sports court/dance floor would appeal to a wide age range.

> Indoor water amenities, Maker labs, rent-able indoor sport courts

> We have very little in this area related to public recreation facilities. Big draws would be Rock climbing Basketball courts Outdoor pool

> I think that Arena Sports in Issaquah where it is connected to the gym is a great working example to use as a base. From there I would add classes, teen activities, and additional sport offerings besides soccer.

> Lazy river style pool with fountains for the kids, a warm water therapy pool (which is great for PT, seniors, and toddler swim classes), rock climbing wall, obstacle course for kids, outdoor splash pad, large trampolines, area for people with sensory sensitivities to enjoy recreation (quieter space, no harsh lights etc), maybe a game space for chess etc

> Better trail access. But why do we want to draw more people here? Would rather serve the existing population.

> Aquatic center, climbing center, space for classes and small child play, indoor track, racquetball courts, basketball courts

> Definitely swimming, camps, special need programs, senior citizen activities, recreational athletics, preschool, after-school programs and/or daycare, teen activities and clubs... all the basics for an all inclusive community center.

> see above

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- The Maple Valley Community Center is also attempting to re-plan their future building. Please coordinate with them to understand how to best maximize the benefits to the local region.
- Outdoor pool! Summer swim team.
- See above...a facility like Federal Way with an amazing pool and gym/courts would be a huge draw to our city. Outdoor splash pad would as well
- A large swimming pool and bowling lanes would satisfy local needs and draw folks from neighboring communities. Both activities support league competitions and are lacking in the area. Note; the Covington Aquatic Center is too remote and does not support national events (only local clubs.)
- Family activities (toddler time, movie nights, various holiday-themed parties), teen programs (homework groups/help, movie night, gaming and board game gatherings), affordable fitness and swimming, billiards/foosball/air hockey.
- Aquatics facilities, indoor/outdoor sports facilities, gym for kids to practice on their own outside of organized practices (open court/gym opportunities), fitness center.
- Sizeable pool for broad users, usually only possible with public contributions for overhead. Childcare facilities and child programming to help families attend with varied interests. Food options. Even if a restaurant or full industrial kitchen is not possible, have a prep/warming room. Perhaps provide vending machines with unique
- go out of your way - food items that encourage health or a positive experience. Warm indoor destination for recreation and exercise in the winter, possibly an "aquatic park" Large Meeting Room/Venue. Larger than the Meridian Valley Country Club space - see notes for facilities to compare to and account for, learn from what works for them now. Lacking large flexible convention/expo space.
- A place where teens can enjoy! Rock climbing, swimming, basketball/soccer
- Warmed pools for younger children, programs for children
- Swimming pool (50 meter), weight lifting, aerobic equipment, team sports, rock climbing, health and wellness coaching.
- Same as above
- Outdoor pool facility during the summer months, indoor swimming, basketball, tennis during winter months.
- Swimming pool, teen programs
- Open gym, indoor play, swimming, teen activity center, indoor track, basketball, tennis/racquetball. We had a great Community activity center in our old town. Would love to see something similiar here. https://www.flower-mound.com/225/Community-Activity-Center-CAC
- Pool with slides/lazy river, gymnastics, ninja warrior-type challenge courses, possibly laser tag, indoor nerf wars
- I would really love to see a YMCA or similar in Maple Valley (or better yet Black Diamond for traffic reasons).
- splash pad, fitness trail
- Volleyball, swimming with slides and lazy river like Federal Way community center, Auburn Les Gove has an amazing community center kids program.
- Rock climbing
- Pool, group classes, children's activities, an outdoor splash pad, summer camps
- Indoor participation for bad weather days Leagues, top golf, sheltered program space Rock wall, gyms
- Kids indoor playground, rock climbing, bowling alley, Dave and Busters, swim school
- An indoor/outdoor recreation option such as volleyball and sand volleyball, swimming.,

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> Competition venue for aquatics or other sports (6 lane min with deck space and spectator amenities) Waterslide Unique feature that is not available elsewhere, a signature memorable item (the place with the big red bucket that spills) Different activities than possible elsewhere - lazy river, obstacle course Co-locate with family supports, like childcare or a full time pre-school Different activities than at other faciltities Outdoor extension of the activities, shoulder seasonal Landscape matters, not just a parking lot Free-use space (no fees options, allow entry to more advanced classes and fitness options) Spectator space Need deck space. Amenities: WIFI, meet-up space, childcare, meeting rooms if it doubles as a community center, Complimentary outdoor space, like sitting areas and plazas

> Larger meet and competition venues Diving is a challenge, having to consolidate Pools: 4 high schools use 3 different aquatic facilities, none of which are KSD located. Feel it out of their control/influence.

> An indoor bouldering gym! The is one is bellevue, Seattle, and Tacoma, and they are all so crowded. There is nothing like this in the Covington, Kent, maple valley area, and I think something like that would be highly successful in this area.

> Noted Huge draws to Wild Waves, and how those features draw people. Zero entry pool. Therapy pool. Lazy river. Special education program is strong in MV. Talk with Special Services Annette Whittlesey at awhittle@TahomaSD.US Never enough gym space. Fully rented across school district

> Pool, gym, indoor basketball and other sports

> Indoor and outdoor destination feeling. Safe environment with adequate supervision for parents to entrust, potentially drop off at Inviting spaces for all ages Make people feel great for being there!

> Tap the staff of all 3 cities

> Teen facility is so needed. Multipurpose space, large enough to have significant event or expo. Gathering space, as requested before, for the Tahoma Cemetery.

> Swimming, tennis, racquetball, volleyball, soooo many indoor sport courts!!!!

> Swimming, sports facilities, exercise facilities a YMCA type facility that is family friendly and affordable.

> Something like the YMCA, indoor activities and water facilities. A place to have community events. Something to appeal to the teen crowd as there arenâ€™t many places for teens to congregate safely.

> #1 on my list would be a sizable facility that contains indoor rock walls (for both rock climbing and bouldering). The closest such facilities to the Maple Valley area are in Bellevue (Stone Gardens) and Seattle (Seattle Bouldering Project and Stone Gardens), so I feel that to have an identical facility in the Maple Valley/Covington area would be very popular, especially since all ages would be able to use it.

> To me, this is hard to answer. In my opinion, there are many amenities that could be incorporated to make this facility a destination worth visiting. like some combination of the Federal Way Community Pool and Renton Community Center facilities, programs and amenities. Most of that depends on the size of land and the budget the project has to work with.

> pool!!!!! Especially if there was childcare for younger ones so the parent can exercise

> An amazing climbing wall, pool with high interest features (slides, zero entry area, hot tub?), Ability to rent or reserve certain areas for gatherings or parties.

> create an olympic size pool

> Aquatic center! Especially it it combined recreation (wading pool, splash pad, water slides, family pool for lessons) with athletics (high quality lap pool with capability for water polo)

> Laser tag, trampolines, movie theater and a rec center with rock climbing, pools, weights, and senior area.

> A high quality aquatic center that offers more than just a lap swim and diving area would provide entertainment and recreation opportunities. Additional ideas include bowling, laser tag, YMCA, skating and a theater.

> See above! The one thing they could not do because of the shape and size of their location was to put a drive-thru at the library so you could pick up your on-hold books that way. If you were just going to the library, it would save parking. Oh and parking was limited at times. If it's for a few communities combined, you will need LOTS of parking! Also just the feel of the space is important; something that is beautiful and inspires creativity and growth.

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> A well ventilated, sound reduction pool with a ramped entrance to the water, hand rails, slides for kids, therapeutically warm pool. Would support both the geriatric and sensory processing impaired communities.

> A pool with more than just swimming lanes but also family activities like kids area, slides, etc. For example the Henry Moses Aquatic Center in Renton regularly draws large crowds. A rock climbing wall would be a large draw, the nearest indoor rock wall is in Bellevue a 40 minute drive without traffic.

> Water park on par with Snohomish

> We have spent a lot of time at YMCAâ€™s up north. As I have talked to people here they would love to have a pool close by, rock climbing, track, basketball courts, gym enjoyment, hourly childcare

> Swim lessons Fitness classes Rock climbing wall Gym membership Preschool/daycare Summer camp

> Lots of evening and weekend free time and organized got teens and young adults. Options for working patents too. Cooking classes. Big enough for all. Lots of light. Much better than another urgent care clinic. YMCA-like.

> Team sports, racquet sports, workshops on crafts, home improvement and hobbies, networking events, swimming, yoga, spin class, kickboxing, community tournaments, swap meets, trade shows, art shows, town hall talks, club meets.

> Same as above but add fun outdoor activities such as rock climbing, skate parks, etc.

> Pool, splash pad, ymca

> Kids activities, adult classes and activitiesq

> All of the above

> Movie Theater Bowling/Pool Hall Rec Center with all of the above mentioned spaces Shoping Mall with REAL stores, not strip mall stores City Center gathering spot

> Our community does not have bowling, rock climbing walls, public tennis courts, public running tracks, and no squash/racket ball courts. Our community also has no facilities to support kids learning to utilize gym equipment, and only limited opportunities For kids and adults to learn martial arts. The Covington pool has been a great resource and needs to be kept or replaced with something equivalent. What the existing pool really lacks is party facilities and family changing rooms.

> A large hybrid indoor/outdoor rock climbing wall would be the #1 thing I would focus on, as that is hard to find around this area, is unique and challenging, and would excite and align with the outdoor nature of Maple Valley.

> People would go out of their way to experience an awesome pool with clean locker rooms and restrooms, or an indoor play area that has features appealing to many different age groups.

> I believe a large children's museum similar to the Hands On Museum in Olympia would bring A LOT of people. No matter where I go I need to drive at least an hour for a good indoor facility.

> Aquatic center (not just a pool), other physical activities basketball court with an indoor track above it, rock wall, youth center (pool tables, foosball tables, gaming center).

> indoor pools with great ventilation and low chlorine (maybe an alternative to chlorine). Separate areas for lap swim, water exercise and family playtime. Water safety and swimming lessons. Rock climbing for many skill levels, including harnesses for daring beginners. Party rooms and gathering spaces to hang-out while youth play. indoor/outdoor fitness that might be available to try even when the facility is closed. Near enough to the trails for walkers to enjoy as a destination

> Cool aquatic center with slides for kids and an adult area, indoor water park. Exercise classes and unique things like a rock wall. Basically a place for the whole family can have fun! Something for everyone! A skating rink would be cool!!

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> Even though the Covington Aquatic Center exists, it feels exclusive to Covington. In my mind, it will always be the Tahoma Pool and it feels like since they give discounts to Covington residents, they are excluding Maple Valley residents. I know the intent is draw Covington patronage, however, to me it feels like "because you don't live in our boundary we can charge you MORE". In all actuality, they lost out on me going there because of that - instead of making additional money (by charging me more money than a Covington family) I didn't go AT ALL.

> Pool Downtown atmosphere, that of being a destination Event venues though hard to imagine the center could have enough floor space for tournaments, expos, events

> See above

> Pool with water slide, gymnasium that can be used for adult sports leagues, rock wall

> Food distribution center Class with the products available Nutrition Regularity Child care Trainings on computers Technology access and education Lastest trends in digital information and entertainment Speakers Series Learning English classes Community garden WIFI Place for non profits to run a program, service, amenities Lounge atmosphere, comfortable space to spend time Free time and creative opportunities, even puzzles and games for free Teens - studying location, job readiness, computer access, digital software learning Place for youth volunteer opportunities and place to have professional experience

> -Racquetball -Mat sports (wrestling, Judo, etc.,. NOTE; Kent and historic Judo club, https://www.seattletimes.com/life/lifestyle/kents-high-schooljudo-program-inspires-students-other-school-districts/) -Extra curricular hobbies (needle work, crochet, sewing, etc.,.Computer programming, robotics) -Weight lifting and exercise -yoga

> Pool Climbing wall or American Ninja type of activities. Sports courts etc. As many possible uses as you can.

> Pools. Aquatic expectations/roles: 1. Universities (most competitive focus 2. Regional providers tend to be county/metro efforts 3. Local recreation and intro to athletics

> municipalities, YMCA, non profit clubs who sponsor use Example: YMCA contributed capital funds/campaigned for Sammamish Pool

> Aquatic center and indoor tennis courts

> We don't need to draw any more NEW people to our community. BUT, we need to offer recreational opportunities for our current residents.

> Maple Valley needs a Community Center. We need indoor recreational spaces, an indoor pool, basketball courts, etc.

> Climbing wall, rentable space for nerf guns

> See my prior response ... but I'll use a model in the area we moved to Maple Valley, WA from (we moved from Newcastle, WA) ... YMCA in Newcastle -https://www.seattleymca.org/locations/coal-creek-family-ymca ... take all that is good with them and customize and add to it in Maple Valley and you have a winner and everything you need to know! (bigger pool would be nice)

> Facilities that include athletics/daycare/swimming as well as seating areas for kids as a safe space to study, socialize or play games with friends.

> Indoor climbing, though Iâ€™d prefer to see this as a business than a city sponsored activity. Performing arts center. I was involved with the funding and planning of this: http://www.parkerarts.org/

> Social media friendly - supportive for this, for creating posts with attractions that encourage gathering Cool, unique art Community art display and rotation Live art creation sessions and classes Mural art - by youth Stage - performance opportunities - including casual improv and poetry slams

Question 4 Key Findings:

Responses mirrored Question 3 responses in uses added (walking track, wave pool, splash pad, ball courts (squash, racquet, tennis)); Parking, Childcare / summer camp; Inspirational; Size - don't build to small day one (right size); Natural daylighting / bright not dark; Tied to community (destination venues, mall movie theater, bowling).

B. Situational Assessment

Question 5:
What groups of people or individuals should be involved in planning a new aquatics/recreation facility? (List responses)

- Community members local business
- Be aware of community members wanting to prevent change. Representation of multi-generational needs; empty-nester seniors, older adults with young children, young families, singles/young adults, and children. Involvement of people not typically involved in community development, bring a fresh perspective. Organizations King Aquatics Club; Raise the Bar (Kent) - Tri-athletes.
- Sports Organizations , HOA's, Churches, Coaches and coaching organizations, project management, design and money
- Local business owners, faith community, minority and lower income community members. Need to find ways to engage and provide outreach to them, multi-lingual meetings and pamphlets to advertise events and information. Dominant historic representation overpowers new citizens and ideas.
- Maintenance and facility operators. Need a business plan on how it's going to be paid for, operations and funding sources. What have other regional operators done to be successful. Local private fitness owners, how do they compliment one another (need to know this won't close my private business).
- Definitely those that plan it for a profession but also parents and community members that will be using the facilities.
- Parents, teens, people who have used the current facility so know what they wish it had. Someone with a broader view to be able to make sure it has something for all age groups.
- Involve the Athletic Directors of the individual schools. Chris Arrington of Cedar Heights for sure at 253 740-5150. Work with "Communities in School" active in the Kent SD. Reach out to large multifamily communities, like Polaris that have some facility options for lessons/engagement. Include Economic Development committees.
- Youth sports leagues (swimming, basketball, volleyball), fitness instructors (yoga, dance, etc.), seniors, representatives from the Greater Maple Valley Community Center
- TEENS, first and foremost. Retired people and seniors, and others from all walks of life.
- Community members, reps from Covington Aquatics, Cov and MV parks and rec reps, reps from possible sport teams (swim team, etc).
- Include all ages. Find diversity of the south sound community; ensure it is represented in perspectives. Schools. Sports organizations. Community Development offices of the two cities.
- The group of people involved in planning the facility should include equal numbers of people who do and do not use the existing facility. Anything else is stacking the deck with a group that will not look at cost relative to benefit.
- I would have to say that I think diversity could be really important for your group of planners. There are so many people from different walks of life within our area. Everyone should be represented in some way when considering a game plan.
- More ages and groups. Despite the family focus, don't let the singles go un-involved. Big market for indoor recreation. Teenagers! They need a hang-out, and to know voices are present in what is designed and offered. Artists should be involved, to help provide a sense of place. Let local instructors know and give input. Reach out to Aaron Hawks, Karate instructor, from Timberlane Steering Committee suggestion: Lauren Ravotti
- Community members and experts
- Your regular users.
- Teens on sports teams, coaches, actual educated planners, community members

B. Situational Assessment

- Community members should be involved along with local government officials...it would be important and useful to speak to other communities who have gone through this process and have successful community centers (ie; Federal Way)
- Involve people who can have real conversations and deal with issues honestly. Real barriers to participation exist, like work hours. Give folks different ways to participate or suggest representation. Arts commission. Youth Council. Involve other agencies and providers as advisors and possible partners, without getting them to commit their resources or their set-role. Imagine the possibilities if a bridge were to be put in place between operations and jurisdictions. Involve the KC Library System, ask about its lessons, cultural challenges, outreach, community awareness Engage "For Culture" public art installations Justin (City Hall landlord) Ed Holmes, Real Life Church Operations and Chamber Schools. Green Valley College Art docents who are trained at Green River and now serve as parent volunteers for each classroom (KSD) Public and private schools should be approached as advisors. Plug into art. Clayopatra in Maple Valley offers free classes. Storytime like Ms. Sharon at MV library which is part of the KCLS - provide community connections that matter. Green River College. Tian Chang runs continuous education. Get local artists involved in design and in programming needs.
- hit all the age groups - teens (middle school and high school), college students, young professionals (not really a ton in this area, though), parents with children, adults with no children, and seniors. Also look for ethnic and economic diversity (low-income apartment residents to those who reside on acreage in old-town MV).
- Tri clubs and others if it's a long course pool
- Neighborhood parents, those in the ADA community (my mom, who is a citizen of Kent is wheelchair bound due to a stroke), physical therapists, local swim schools (south sound swim).
- Residents
- I think any community member who wants to be involved should be able to, even if it's as simple as filling out a survey like this. I don't haven't anyone specifically in mind who should help with planning, but I do believe that it will be important to make sure every age group of our community is represented in the planning committee and can positively contribute to the board while keeping an open mind that not everyone will be pleased with whatever the final decision ends up being.
- City Recreation Staff Community program managers maintenance staff
- Parents representative of all ages of kids Retirees Teens
- Parents, teens, and workout enthusiasts as well as people who live in the neighborhoods which butt up to the center. Their input should be considered as they can easily be a primary revenue source if they feel the service adhears to them, or primary challenge if not.
- Please include people from a diverse background and include seniors, special needs, teens, and those who work with young children who can give important insight on needs and design features that make recreational spaces more inviting and inclusive to all.
- Liam taxpayers, not just potential users.
- Moms, lgbt, parks and rec leaders, school athletic director
- Seniors, young kids, mothers with babies and/or multiple children , special needs people - children and adults.
- business owners, parents, community leaders
- Working parents Stay at home parent(s) Maple Valley Community Center Leader Tahoma School District Teachers King County Library - Maple Valley and Covington Branches Maple Valley Park Facility workers who might provide pragmatic insights
- Parents, community center, maybe school leaders if it would be used for HS swim teams
- You current plan should be fine in reaching the correct citizens who would have an interest. It's important to reach families as well as our senior population.

B. Situational Assessment

- Familes with children, people of color, teens.
- No one coming to pad their resume and leverage the experience. Political concerns, regarding spokespeople and leaders with known agenda Chele Dimmit, Timberlane Valley Automotive owner - see notes from interview Real Church leaders Representative Pat Sullivan (former Mayor of Covington) County Councilperson Regan Dunn Athletic programs Schools
- Parents, teens and seniors.
- Swim coaches, participants at local gyms to let you know what amenities they wish they had at their current gym.
- Coaches, sports teams, residents, and participants of sports and outdoor activities.
- Teachers Community members from different ethnic background and culture
- Community members who would plan to use the facility regularly.
- Teens, parents, parks and rec employees
- Diverse community leadership, surveys sent out to gather feedback from everyone.
- More than just wealthy people/developers
- Families with younger children, perhaps through the elementary schools.
- swimmers, families, elderly
- Parents
- Teens
- Parents, local small businesses, home owners
- Citizens, youth, coaches, recreation professionals
- Parents with kids of all ages
- A board made up of non-city council members, but includes local business owners, and parents of both young K-3rd graders and parents of teenagers.
- Less a city focus and guard against political interests Avoid turf-minded individuals (meaning wanting it in their area) Motivation should be pro-the-community Avoid giving voice to negative voices Engagement requirement (Steering Committee) should be the person is tested and prove, knowledgeable from local experience.
- Valor soccer is active across the area, looking for turf spaces YMCA childcare programs and centers for input or possible use Talk to YMCS. Ms. Kelly Guy, site manager; also ask for the former manager, now in Seattle YMCA. Kent Parks contact - David Heldt, well aware of the YMCA site and joint use model Kent City Council ask them for idea on how to reach into the community, into diverse populations Local small swim communities. Larger meet hosting could interest thgem Water polo club which currently has to rent space; Kentridge water polo (?) is worthy of talking to
- The people who will use it and those familiar with similar past projects.
- Lori Cloud, Assistant Superintendent lcoud@TahomaSD.US Superintendent Mike Hason mhanson@TahomaSD.US Athletic Directors of School Districts Greater MV community center, non-profit board. They use to get KC funds, need partners. Has annual fundraisers. Building campaign is on for them; Mark Pursley, head of that campaign. Teen Center Proponents (Lions, schools, homeschool community) MV Rotary has been cooperative. Tahoma School vote committee exists; looks into future levy/bond, been involved in those. Facebooks: Community of Maple Valley (free for all, challenging); Maple Valley Covnington WA and surrounding communities (11,000), Living in Maple Valley (6700 people), Positive Community (2800) of Maple Valley; Feeder programs, including the Tahoma Junior Bears which has a board. PTA Roundtable meeting - presidents of each school meet. Laura Meyers

B. Situational Assessment

lmeyers@gmail.com, Denise Wagner dwagner1417@yahooo.com (referral) Competitive swimming contacts. Girl scout troops. Tahoma Schools Foundation (non-profit) Voice of Valley may have a digital media side. Send press release to them... still active... voice9696@comcast.net (address to Donna Hayes) Unincorporated Areas Council, Greater Maple Valley GMVUAC.org Legislative liaison, Mary Jane Glaser. Creative Arts Council

> School/parents, kids MV Community Center. Note their "big bold idea" campaign to build more performance art space. Need for their teen space "The Den" to attract more use. Currently in a mobile unit. Talk to Mark Pursley. MV Chamber. CRITICAL to get the MV business community behind this project. Ask Ericka at chamber for SC members. MV Rotary should be courted.

> Engage Andy Williamson of BD Active HOAs, especially Timberlane, Winterhaven, the Reserve Engage Pat Sullivan (first mayor, state rep) Interview Beth Porter (new to Council) Kent (former Covington) City Administrator Derek Matheson Brian Ross of Oakpoint Contact Salina Lyons, former City Planner who knows development community

> Get a community coach on Steering Commitee Chery Hanson, Black Diamond COMMUNITY CENTER! (a former gym left to the community) Enumclaw SD provides schools for Black Diamond but can't really meet after school needs, given the distance. BD is really more a part of this community. Roads connect to MV and to COV, make for region. shared trails and parks. Shared future. Ask for market information/service demands of the Grange facility, through Rosie Knott 206 920-9559.

> The community. All who want a say

> Families that live in the community.

> Parents of children under age 18, teenagers from 14-18, seniors that would use the facilities and their caregivers, advocates for low-income groups

> Members of the communities in which the facilities would be constructed.

> adults, children, teens, community leaders, community businesses and sponsors, police/safety

> 1st, you need like-minded people who are willing to commit to the project. Then it is good to have people who have experience and the skill sets needed to build it.

> community members and school representatives

> Parents! Event planners would probably make good thought partners, fitness coaches...

> people who can think ahead and think for the future (don't build for today, build for tomorrow, think of growth)

> Families!

> Teenagers, seniors, families with young children, and middle aged who need to exercise.

> Civic and city leaders, philanthropists, business owners, and community members of various ages

> Parents, teachers, pastors, police, social services, senior groups, teachers of community ed programs or really any citizen that may use the space. Also, I'm not sure if there would be an interview process to make sure that those on the committee have the ability to collaborate in an effective and efficient way, but I feel that would be important to keep the meetings short and drama-free!

> Physical therapists Occupational therapist Recreational therapists Swim coaches Athletic trainers Geriatric specialists

> Families, health and fitness experts, individual community members.

> Families and local residents.

> It would be great to be able to have the community to have some feedback, but Iâ€™m sure there are developers that have more experience with the planning and logistics.

> Families Swim teams

B. Situational Assessment

> All demographics. School athletics coaches and teachers. Activity director type from elderly care facility. Parents of all ages. Young adults.

> Be sure to include all ages, from children to young adult, middle-age and seniors. Also include all levels of income, not just home-owners, business owners and car-owners. It's important to note too, that people from a range of ethnic backgrounds need a place to gather. It will take guidance from people of racial minorities to ensure a welcoming, safe space. When it comes to physical accessibility, it's crucial that experts are involved in filling these specifications.

> All ages and demographics! Not just the city, businesses and funders but every day community members! All ages please!

> People who have a vision for all ages

> Moms

> Parents of young children Parents of Teens Seniors Local Politicians

> Churches Scouting groups Schools Swim Teams Sports Teams

> Parents, Single people, commuters and those who donâ€™t, people who live nearby, young, old, special needs support groups.

> Families with young children and families with teens should be involved. Maple Valley is lacking in facilities for youth, and having representation from young families is crucial.

> People who actually live in the community and, in my perspective, parents.

> Please include parents and invested community members.

> young families, singles, school-age parents, teens, young adults and retired. include wheelchair friendly lift for the pool, city planners, groups good and fund-raising (they know how to get the word out)

> City and community members

> Teens/Youth from the area, Community Center staff who can address the needs they see in the community, those who may be interested in renting out the facility like Youth Groups, parents of youngsters who may want to host birthday parties there, and someone who works for the city who can address traffic increase.

> Reach out to the apartment complexes, both the management and the residents Club sports - they have the demand Swim team

> Families with young children, Swim teams that might be using the facility, Elderly as it can be a place for exercise and connection with others. Park and Rec sports teams

> Parents, coaches of competitive swim teams

> Human Service Commission. Youth representative is Carson Homeless/housing/training is done by Vine Maple Place Youth Pastors - great reach into the community youth Faith community has awareness of community needs; we should coordinate with their programming and outreach CARES network - luncheon - is a good group to reach faith communities Social justice groups - Robert Gant, KC Juvenile Community Manager at Superior Court SE Youth and Family Services, a non profit Credible Messengers, organization that reaches young people facing challenges, needs meeting space Community Passageways - works with youth Communities in Schools The King County Network (works around school access, transportation?) Coalition of Recreation Providers for Play Equity (County) Youth Source in Renton Kent Youth and Family Services Nexus in Auburn

> -Neighborhood correspondents, diverse demographics. Old/young, new residents/tenured residents, different cultural backgrounds, etc.,.

> Community representatives, business owners/chamber of commerce city leaders developers

B. Situational Assessment

- Local government elected officials, city staff members, citizen board members. Utilizing the services of a planning consultant may be worthwhile.
- State of Play Report, with University of Washington expertise Play Equity Coalition - now have school districts are participating, especially Renton SD School Districts
- parents feel safer, accustomed to bringing youth here. Schools play a sense of community - the population and needs are best connected there Caroline Hope - Des Moines Park now (resource) - worked in Redmond on priority setting Pool operators - Evergreen, Cascade, etc.
- Community members and experts
- People with sports backgrounds, parents of kids on athletic teams. NOT 75 year olds who are out of touch with the community's current actual needs.
- People in our community, architects, urban planning experts An intelligent and well thought out board who represent all areas of the citizen population ... including citizens from all ages and family backgrounds and make-ups. Also, bring in professionals who run other successful facilities and get their input or University programs that specialize in recreational management. For example, I majored in recreational management at BYU in Utah and a phenomenal program and we helped cities plan pools, rec centers, etc.
- A diverse group across ethnic groups and socioeconomic status. We need input from as many perspectives as possible.
- Business and civic leaders.
- Youth Council! "Dive Team" at Kent Lake Green River College

Question 5 Key Findings:

Challenges in bringing communities together; Communication - feeling of openness and consideration of comments; Ownership of facility; Private verse public interests; Equitable services for both cities; Site and future growth considerations; Steering committee members need to be open to ideas and diverse community (not politicians padding resume); Traffic and infrastructure impacts; Population growth; Taxation and education

B. Situational Assessment

Question 6:
What do you see as the key challenges in bringing multiple local communities together for one community project? (List responses)

> Just many difference of opinions and the money and tax factor. Thats a huge one.

> Silo mentality. Maple Valley - comes off as self-centered, entitled, everything should occur there; underlying mistrust of Covington. Black Diamond: upheaveal, resetting. Kent: Internally focused, self-sufficent

> Mountain Soccer Org. No challenge in bringing communities together to accomplish a common good. Pandemic is biggest challange at this time.

> Isolated communities need to be brought togetherto realize greater good for all. Provide examples of how the effort helps the local community. Local food drive during pandemic was geared to giving back locally and had great response. Provide something that standsout from current built environemt and engages younger residents. Need something besides strip malls and cloged intersections to keep young people in the community. Bring pride of Ownership, and respect for the built environment. Don't want to be know as the commuter city for Seattle, create our own draw and destinations.

> Individualistic mentality (why should I pay for someone elses amenity). Travel time if not centrally located. Traveling out of ones one community not viewed favorably.

> Picking a good location as I'm sure each community will want it in their area.

> Apathy. Different agendas and purposes in looking at recreation. Sense of community is only strong among a subset of the population. Beware talking to the chorus. Maple Valley has a greater sense of community but their population is largely homogeneous. They have a wider span of recreation users with means, the ones who demand and support programs of their choice. Services in their area cater to higher income population which can drive to specialty facilities, like pools. Covington has a wider span of those who unmet needs and limited means to access recreation, due to income, transportation, access, and family needs. While Covington may have pockets of wealth and even a higher median income, it has real disparities. Kent residents will want recreation opportunities and programs here but they are outside a likely voting tax base, given that City's independence and the Kent YMCA.

> Time, money, and setting priorities

> Covington and Maple Valley can be quite different.

> Compromising :)

> Separate constiuencies. Challenge of different funding sources. Affordability challenges, different understanding. Housing costs, travel costs Maple Valley feels like it is built out with set demographics. Four Corners has potential but it feels like Maple Valley is only interested in certain kinds of development. Covington seems to have more diversity, more elderly, more long term residents, more multifamily. All ages population. Covington has opportunities for more commercial growth. The challenge will be to think as one and approach needs as one given differences.

> We currently cannot measure use of the existing aquatic center enough to answer a simple question -- what is the number of distinct users of the aquatic center. If we don't solve this problem, the challenges will be larger and more complex with a new facility.

> Some key challenges could be losing site of what the overall goal of the project is. Everyone should be considered, but you do also need to prioritize what the larger majority of the overall area desires to keep people coming back. Covington and Maple Valley communities are very similar, so I don't think it will be too big of an issue.

> People do not want to pay for other people experiences and costs. Beware subsidy discussion. A recreation center could excite the wider population though who can support some public costs. Commonalities should be stressed among the cities and communities, such as a strong presence of families

> Those against new taxes, and again the toxic online groups MV is well known for.

B. Situational Assessment

- Getting people interested.
- Each side looking out for their own interests. Need to be collaborative.
- It may be difficult if there are too many people at the table so it would be important to define key committees and how decisions will be made
- Affordability. Access. Engaging diverse needs. Being a fair facilitator among different interests. Needs for consistent structure among community driven interest. Get volunteers signed up for specific roles and times and then recognition and re-commitment to keep programming and even the study going. In working with providers and schools for example, focus on the shared mission, the outcome, the benefit - not so much the responsibilities and jurisdiction/service boundary/liability.
- financing and location
- People have differing opinions.
- Funding Location
- As mentioned above, I think the greatest challenge will be coming to a comprises on what ideas should move forward. Everyone is going to have their own ideas of what they feel would be the best fit for the Center, but it will be important to find board members willing to work as a team to come up with what will benefit the community as a whole.
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- Uncertainty about location, control, equal access, and equitable cost sharing.
- Obviously there will be many different opinions/priorities. Will there be enough space for people of both communities?
- Covington is in Covington and Maple Valley is in Maple Valley. Drawing community from both to either location will be hard. Location is directly associated with usability for me and my family. Not to mention, in my opinion, Maple Valley is predominantly more affluent and less diverse, and Covington is the opposite. Mixing the two communities is necessary, but may be an issue as well. Keeping fees affordable, but having it maintained in such a manner that it remains "new" feeling and exclusive, will be interesting.
- stakeholder engagement, competing priorities
- Finding the best location that splits the distance between both communities. This location needs good bike and car access. It would be great if this was incorporated into the large Covington development off 18. exit 256 The planned yet unbuilt bike trail between Green-to-Cedar River and Soos creek could be a great bike-able access point.

B. Situational Assessment

- Cost and location
- Agreeing of placement and funding
- There would need to be commitments by all three cities to fund, sustain, use, and promote a locally shared aquatic/community center. I do know that some swimming clubs will partially fund new pools if they can get exclusive rights to water. I'm sure there might be other teaming opportunities with other sports clubs.
- People want their voices heard, so serious outreach for input is crucial -- no one should later say, "I didn't even know about this!"
- Trust. Establish that the study, the findings, and the goal is open to finding answers for all interested and for joint-ventures, not single venture programs. Open to various participants levels, partnerships, relationship to private efforts. Maple Valley is more internally focused and less likely to use a facility in Covington. Part of the wider MV community, such as on its northern end associate with East Side (Issaquah) and not "our area." Honesty. Enthusiasm.
- Money!
- Location
- Cost and funding mechanisms, obtaining consensus on location and design.
- Like minded people
- Probably burden of cost sharing, location.
- Fair taxes. I also feel like we should have equal access to Covington specific programs...discount costs like Covington residents
- Current community center only cares about seniors.
- NA
- Central location, admin direction and joint use goals, fees and revenue sharing
- Opinions
- unsure
- Need for community stability, to include long term committed councils. Possibly get commitments documented. Should arrive at an operator that is separate from the cities, by contract. Do not think YMCA is the right fit here, in part due to their investment in Kent and as they are membership based. This should be publicly available recreation. Community center as part of the center? This depends on how it is presented... what is the benefit and to whom... It could work depending on the marketing and messaging, from the onset. Use both cities names and don't worry about non-city residents not feeling it. Sense of place will come through residents who already associate with the cities. They come here already! Shared approach should be stress as a means to lessen tax burden, case a wide net. Process could be haunted by: Who will own? Who manages? Different rates for users? Beware speculation. Acknowledge distrust. Private/public venture have a lot to prove and would require viable models for buy-in. The YMCA in Kent had the city contribute land and $8M of site improvements, including ownershipof the parking lot. This might help with the pro-forma for a developer to consider costs, liability, or even their tax burden. Impact fee use possible?
- Ask with, start with, "What is popular for all?" "What would we all use?" Reciprocal agreements - let us use facilities with bare minimum costs , no focus on funds, Usage Agreements on all fronts: maintenance, marketing
- Location and funding.
- Meaningful dialogue Documenting considerations Addressing organizational needs and constraints Tracking conversations across the media - can't control it or play into to much Purposeful communications
- Money and different opinions

B. Situational Assessment

- History of collaboration between TSD and the Tahoma National Cemetery. Worked in 2012 with locals rep and got to a site design with architects, 5 acres + at Maple View MS that could have been a joint-use gathering facility. National organization (Vets?) was not supportive in the end, even spoke of a parking garage. (Note, this would meet event parking requirements for the main stadium there, for CCP events, pool competition)
- Show examples of joint owned/run facilities Acknowledge that "outsiders" are part of the community and that they do NOT take away or costs more for this Build a long-term message. Establish the long-view as shared. Community tie is not possible without it. Speak of the larger community from the onset, as a broader expanding view, extends already in terms of parks, schools, retail that fit needs. This won't happen by one city, or be paid for by one city, will require multiple budgets and regional/state funds that belong to all.
- Speak of the limits of city infrastructure and city ability to meet all citizen interests regarding recreation. Need to partner. Welcome service groups. Inventory existing facilities and consider those as the baseline to improve upon, i.e. wilderness lodge, the Meridan Grange Use the CAC for meetings, including the add-on community room (demonstrates possibilities, between cities) Still acknowledge this as "local" even though not city-singular
- Difference of opinions. Budgets.
- Determining the location as each community will prefer the facility be in their locality. Will all local communities have discounted rates or only those that live in the community the facilty is located in. This would create greater difficulty.
- Aligning budgets, creating consensus on priorities, varied needs of different communities
- Logistics, such as having everyone on the same e-mail/text chain, and finding 1 location that is convenient for everyone to go to for meetings.
- Being that I was part of the Ravensdale Park Project that was funded by city, county and state funds along with hard work from local community members , it takes a delicate balance between both groups and a willingness to compromise for the good of the community to make the project a reality..
- Deciding on a site and amenities that would serve all.
- who's going to own the pool and have more access
- Location
- Trying to figure out which way to go. We really need a federal way community center attached to a movie theater, laser tag arena and youth center.
- Meeting location, current covid restrictions, availability
- At this time, being unable to meet in person. Also finding a way to navigate through everyone's ideas to reach conclusions in the most amicable way possible. When the Vancouver one was built, one area of controversy was public vs. commercial interests. There was an older gym in town that was trying to obtain financing for updates and improvements at the same time the community center was breaking ground. The banks all turned him down because they said the community center would meet all of those needs and he ended up going out of business. In this financial climate, that is something I think you would need to be especially sensitive about.
- Communication COVID
- Budget
- No idea
- The timing of getting it done. I would love to see this done sooner rather than later.
- I think it's great as long as it's big enough since both communities have grown and continue to grow so much.
- Location to service both equally well. Cost sharing. Adequate space to accommodate multiple communities.

B. Situational Assessment

> Each group is most comfortable participating when they see that others like them are also involved, so you must appeal to a number of stakeholders at the same time. It's necessary to promote both input and learning from everyone. Each group has a preferred method of communicating, which may be adverse to another group.

> Too many opinions and can't make everyone happy but at least try to listen and consider requests.

> Not seeing eye to eye

> Everyone would want it placed in their community Money

> NONE... collaboration at it's best!

> Communication and getting participation from people who are already very busy.

> Issues regarding an added traffic burden depending on location.

> Funding and infrastructure - the Maple Valley area is growing very quickly, but roads are not widening/ being built to accommodate.

> Financial, land space, and location

> Parking, traffic, funding, fees to use the completed facility.

> Funding

> Exclusivity - do NOT do what the Covington Aquatic Center has done with pricing; location and traffic around the area; taxation (what city gets the tax revenue generated from it).

> Change in the populations, especially Black Diamond Covington draws users from more outside the city, from unincorporated, Renton, Kent, Ravensdale, etc. Covington residents see non-citizens using their facilities and don't want to pay for them. Despite concerns, citizens did not choose the sales tax option that would have made outsiders pay for roads - they are "stupid." "Ignorance shouldn't be bliss" - confront the lack of understanding and take away their excuse for being anti-tax Stunned by perceptions people carry. Figure out what the two communities don't have and list that together; which ones do we need each other for. Involve school districts without depending on them; Enumclaw School District may have transportation services for their local students School districts will be influenced by a demand of parents - go through parents

> Money. Who pays for what.

> Finding a location that seems perfect for both communities

> Is the information accessibile? Physical access to the center guaranteed? Conduct need assessment as one community; keep that focus going forward Transportation needs to be considered for the study and for the center - city van option, take tour of sites? Local programming is a good way to build interest in far flung areas

> Lots of cooks in the kitchen. Tons of inputs and great idea, but unable to fulfill all the request. Just too many idea, not enough space/time/ money.

> Funding

> Equitable spread of costs. Where will it be located and would there be a regional park district to administer it.

> Biggest challenge is funding. "new paths may be needed to get on the need path" - no set model, role. Build through experience together... Determine goals. Common goals. Ensure shared mission. Establish a public facility purpose. Setting priorities and agreements from there. Reaching the under-served youth in the region - engaging and connecting them County-wide deficit in recreation facility, overwhelming needs It is OK - and strategic - to prioritize access and rights in a public facility, based on funding Build values as a community - share outcomes, center our goals, clarify purpose Matrix of values - some items will fit much criteria but still get disqualified

> Too many opinions

> I don't like the idea of a joint project. Maple Valley should take care of their own residents and make it happen on their own.

B. Situational Assessment

- Size and scale (don't go small ... make it grand and go big!) The bigger the more it can be used. There is always social and economic issues with larger communities and it needs to balance all of that. Keep it upscale and clean!
- Priorities Needs Purpose
- Different agendas and funding sources...location
- Having designated space Divisions - accessibility for all, affordability Transportation - need safe and reliable and local service, something MS students would feel good about using Transportation - a shuttle service does work at Green River College Have a convenient meetup spot for the shuttle bus, perhaps Lake Meridian Park (somewhere off site from schools, in the middle space between communities) Locating on a highschool could hinder community identification, "too associated" for those students and for others to consider it as theirs We need a middle ground for the community youth! Kent School district kids can't get to facility on their own; KSD is working on this and already committed to addressing transportation barriers.

Question 6 Key Findings:

Taxation / funding sources, methods; Different community make-ups and access to facility (travel costs and methods of accessing: public trans, private vehicle); Don't lose sight of project goals; Tie to nature; Multiple facilities verse single; Long
view plan for facility; Public need to drive facility.

B. Situational Assessment

Question 7:
Any final thoughts or guidance about the study, site choice, or facility design? (List responses)

> site large enough for outside activities. walking trail, picnic area, play ground.

> In Covington; Sites to be considered - Covington Elementary/New City Hall (not well suited for Maple Valley access though). Projects need to be done big and as well as possible to bolster use.

> Website that explains goals of the project (Transparent process). People familir with design and construction proces. Consider long term growth and deveolpment plans. Leader to drive the best solution forward

> Community engaged and involved would be great. Local community thrives in top notch facility that's partnered with local business and organizations.

> Futre expansion and adaptability of spaces. Lie a young family we need to take the plunge and buy our firs house, involves taking on debt.)

> Must have kids in mind. This community is full of kids that need safe and healthy outlets.

> Ask people for their opinions on what they like and donâ€™t like about the current facility. What they wish it had. As far as site choice goes, make sure it has ample parking. I always think of Lake Meridian. Itâ€™s a popular lake and lots of people visit it on a daily basis but many are turned away bc there isnâ€™t ample parking or parking available in the area. Don't make it like Lake Meridian, a desirable place to go but no way to accommodate when people come.

> It will be difficult to scale to meet market interests (population that drives) and the unmet needs. Hard to have both a low-bar entry and a facility that draws, much less afford the parking requirements and such. The site should be central to the higher needs, especially for kids to get to it by way of bus, walking, and choices. Town Center is ideal for the high density and present needs around it. Best to include open free space like outdoor courts.

> The site should be centrally located (i.e., closest to the greatest number of people who will be using the site most often over the long term). The facility should be designed for maximum longevity and appeal. This is more important than the cost.

> Place it in a safe area. Parts of Covington are not safe. Site it where teens can access it without having to drive or get a ride. Have areas inside that are age-specific, like an indoor play are for tots, a video game room, a place where teens can do sports, lift weights, etc.

> Easy to get to from MV and Cov We have the population to make this amazing! Weâ€™ve visited Sunriver, OR and we've said how cool it would be to have a SHARC in MV!

> Make both cities happy in location and design, The most accessible location is Lakepoint. Convenience of location, access. Direct access from 18 and not being in traffic. The center would do well among other amenities and draws, like their planned waterfront. Great if complemented by outdoor elements that are already planned and not on the center's dime. Relate the facility to other opportunities. Second idea is to look at property off Pipe Lake. Water access would be a large selling point. Downtown Covington site would likely receive push back from Maple Valley for being in Covington's downtown, among traffic and what may be thought of as inconvenient.

> The residents of Covington and Maple Valley should get to vote BEFORE any funds are allocated for a replacement project.

> If the facility is for both communities, location would be great somewhere close between the two of course, facility design wise, I'm sure that all the more wealthy people moving to the area would be attracted to the more modern look, but I don't think it's necessary. I wish I could be of more help, it's a very exciting project. Good luck!

B. Situational Assessment

- Covington residents are more likely to go to MV. Maple Valley is however largely built out, making a site there hard to envision. Covington Town Center would be great for Covington, to include having gathering spaces for events on public land. Black Diamond might have the most land available. Convenience is an important factor. Would make sense if a center could be part of a destination, part of a new space. Would Lakepoint be open to a center and to community planning of some of the outdoor setting? Great to think that the facility would leverage the planned lake, i.e. kayak rentals. Relate
- Fast track this. Make it happen with or without new taxes, I don't care. It would be a huge asset to the community.
- We need this desperately. his is so badly needed in this area...it would be important to scale this project based on the population it will serve. Nothing is worse than having a beautiful new facility but not being able to use it bc it is at capacity.
- Open Space. Visual aides that tell stories and welcome all. Welcoming environment, culturally. Pictures of people who look like actual users. Use round corners, not sharp edges in the building. Accentuate flow. Community-based approach is needed for siting and design. Be fitting and welcoming to users, especially those with a need for the safe healthy space. Walkable location or offer community transportation. Don't be in a foreign place for those who don't feel they belong or part of the environment. There are more lower income kids in Covington. Downtown Covington is more accessible for many low income families. Don't create a segregation system unintentionally. Getting to and from center could be part of the safe experience, possibly through exercise tracking/challenges/supervisory program like call in from this point, time it took to get here, skipping to center challenge, etc. Provide "ala cart" options in addition to unlimited membership. Be sure to have a family membership rate and consideration for the costs for the larger families in the area. Currently, during Covid, kids don't have PE and when in school, it is optional. Kids need to know how to play and to relate to others, how to be good to their bodies. Follow through options, comprehensive programming that have teaching, learning, mentoring, practicing new skills In person activities is the key - give it free space without cost. True openness needed.
- I would love to be on the planning committee.
- Make the a pool a 50 meter lap pool. If you do people will come from all around to use it!
- Indoor/outdoor, slides, kids area and lazy river. 10 trails should pave a way for it.
- See the Gene Fullmer Rec Center in Herriman, UT for a state of the Art very successful facility with tons of community support and use
- Mixed Indoor/Outdoor aquatic facility 25 meter 8-lane indoor pool 50 meter 8-lane outdoor pool or reverse with 50 meter inside and 25 outside for better year round use. Saw this when visiting Sydney https://bexleyaquatic.com.au/ Zero depth outdoor splash pad for kids to play Maple Valley near farmers market would be good population central location
- This will be an amazing community builder!!
- Employ youtgn as much as possible too. This can be a great way to get our community prepared for bigger careers later in life in addition to the main goal of the facility.

B. Situational Assessment

> I think this survey is fantastic and a great way to get community members involved in the process. More advertising via social media outlets and through school district's parent email lists (Peach Jar) would be beneficial in reaching a larger audience. The current Maple Valley Community Center building has seen better days and I could see a multi level building going in which would be extremely accessible since the Cedar River Trail runs right by it already. This would reduce the need for a massive parking lot. The building could even have three floor levels with different rooms for activities, with an indoor balcony overlooking a three-story (1st floor to 3rd floor) wall for rock climbing. Activity rooms could house things like an indoor sports court/dance hall, yoga/palates, or pin-pong/pool room. I would recommend that if this site is used, that the seniors still have a space available to them for their brunches and other events like the Read to a Pet still are able to use the new facility. There is an existing skate park on the property, but with the new bigger skate park over by high school, it maybe available space to consider as well. Another location could be the fenced off property by the Tahoma High School at 47.353652, -122.034412. That site would allow for an endless number of possibilities with plenty of space for parking. Shoot, you could even put in a proper drive-in movie theater! I worked at an amazing fitness center in high school with a great layout which could be altered to fit the needs of a local community center. I am happy to draw up the plans from them, but here's their website: https://www.uah.edu/university-recreation/fitness-center?utm_source=GMBandutm_ medium=organicandutm_campaign=mybusiness

> Our community is growing and I would like to see something that can accommodate the diverse range of people living here, including all ages and abilities. It should be a welcoming space for all and have adequate parking.

> There may be demand for a new pool, but not sure that is where I would prioritize my tax dollars. Do NOT want to see a subsidized rec center that would compete with existing private facilities.

> Legacy site is meant for community gatherings, as long as the natural beauty of the area isnâ€™t compromised. Keep as many trees as possible. Sacrifice some parking. Many can get to the area via the lake wilderness trail.

> I loved the open feeling of the Federal Way CC, all the vaulted windows and wide walkways. As for location, I have no idea where a good compromise for both communities would be. If it was Ravensdale and Maple Valley that would be one thing but Covington and Maple Valley is a whole other issue. Definitely tucked in somewhere and not right in the heart of a city. If its right in the middle of a city, I feel the wear and tear would be more.

> go big or go home!

> I grew up in Ballwin, MO, a town similar in size to Maple Valley. While I was young they built an indoor recreation facility which is probably similar to what is being proposed. My family and I utilized this facility substantially for the indoor track and exercise equipment. Less utilized was the aquatic area. So I'd propose more lap lanes and less space consuming play structures. Please reference the link below. Here's a link: https://www.ballwin.mo.us/About-The-Pointe/

> Please have an outdoor pool. There are no public outdoor pool options nearby.

> I would follow the design of Federal Wayâ€™s recreational facilities, site choice in Maple Valley perhaps near Summit Park/HS This facility will not only support Maple Valley and Covington, it will be used by Black Diamond as well. These three cities will put high demand on area roads so a location on either Maple Valley Hwy or Kent Kangley Rd is essential. Both roads have plans to be widened so it would be paramount to have close proximity. Here are two choices I see that would meet this requirement. King County Parcel # 3422069006 (aka The Doughnut Hole). It's owned by the county and can be annexed by the City of Maple Valley. King County Parcel #3222069191. This is privately held and undeveloped. The site and building should be able to expand. Money is always tight so securing enough land and building in a smart way will allow future growth to match growing populations and tax revenues. This facility has the potential to be the hub of community activities for all three cities. Most families have children of all ages who need local options as they currently spend many hours a week driving to other cities to spend money and time. If a facility can cater to all age groups it would be a tremendous success. Thank you for reaching out for comments,

> Lack of parking and overcrowding is a constant and regular issue in Maple Valley for community and school events, so this should absolutely be a focus. A parking garage and/or shuttles from existing parking lots should factor in the planning.

> Always build bigger. If you build it, they will come... ;).

B. Situational Assessment

- Maple valley is growing. It needs a recreation center for kids and teens.
- All outreach must be interactive and allow people to give feedback in various means, at their comfort level. Show you are listening - be responsive, document responses to their input. Get school and library design ideas, lessons learned from working with the population. Focus on access and needs within the community for public investments. Private sector could take care of the recreation side in a public-private partnership. Potentially house for profit tenants. Covington town center would be ideal for encouraging community space and events. OK if at a Maple Valley site, as Covington residents are more likely to go there than vice versa. Be sure study provides a road map for how to make progress towards final product. Project milestones and measurements of success that can be celebrated, perhaps with the start of programs that will grow and flourish with the new facility, such as a volleyball league. Instill a "awaiting our new home" campaign of sorts. Needs boosters with a plan.
- Define decision making methods, transparent (publicly available) status, funding methods and schedule. Use polling to determine public support prior to decision making.
- Good sight on kent Kangley road which is acceptable to both Covington and Maple valley residents
- Please consider the legacy property in Maple Valley
- Maple valley needs something for the youth to do that is not just for athletic kids.
- Variety of activities for everyone. Central location for MV and Covington residents.
- Traffic has greatly increased in Maple Valley with single lane roads headed in all directions or if Maple Valley. Traffic should be a consideration. The expected housing boom in Black Diamond should also be considered.
- closer to 4 corners.
- Programs for children needed!!
- I would love the KC site next to THS. Accessible to both cities, large enough for building and parking, and both Kent and Tacoma HS could use pool
- Covington is convenient because areas residents are already coming here, through here from 18 Close to Highway 18 is ideal for access. This might mean less impact on neighborhoods too. Walkable is not realistic right, now given the cities development schemes. Town Center - too remote Tahoma HS site - too remote Facility should respond to its location, meaning it might have realms of influence to consider and different responsibilities to respond to. Area specific context - what is needed in that area should influence , e.g. if there is a food program or after school access Make a recreation center first, a community center role as secondary if is right for situation Membership rates are not the way forward for the cities Do not place a center in a parking lot(!), but make the public space also welcoming and community minded. If outdoors is not to be activated with recreation (outdoor game space, fireplace), at least have park setting feel with seating, landscaping, a plaza space, perhaps an outdoor blacktop to take indoor recreation outside!
- Please give the community a safe place for bouldering that isn't a 45 minute drive away!
- Balance the traffic and beware of it. Impact of center. Summit Park development the high school drew a lot of community impact concerns: lighting. noise, and environment YMCA and a private group have previously looked at the legacy site - get their findings TSD property at the HS is likely programmed for more parking and a Freshman building - don't think there is acreage available but willing to look into this for us
- The "donut hole" in MV (the King County properties adjacent to HS, once not incorporated) represents some 150 acres. This site has been promising for business development but has its challenges, namely inadequate transportation systems. No bus service or easy access. Anticipate the naysayers. Prepare for them. Don't ignore their issues. Keep excitement going.
- The facilty needs to be family friendly, appeal to a wide variety of ages and interests. A swimming facility like the Federal Way community center would be ideal. We have gone out of our way to go there for open swim over the Covington Aquatic Center due to the features at their facility (slides, lazy river, toddler area, hot tub, lap pool, etc) and nicer locker room including family changing rooms.

B. Situational Assessment

> Please look into building a nice indoor rock wall facility in or near Maple Valley!

> site choice - near where the most people are concentrated (four corners, or nearby?) easy to get to (maybe via bus?) Covington already has regional draw for services : hospital, retail, jobs, commute to jobs, Costco, our unique community park with performance space. This is where the area population already comes for services. Needs visibility, good to be part of a destination location with amenities and with parking Believes public/ private can work; Can trust Oakpoint who can share in this mission, especially quality of life issues Tight inventory of physical sites for this Avoid sites with complex ownership issues Look for site near CCP, good to be near that community draw and existing pool Mercer Island Community Center is a good example to study, well-used site. Outdoor deck and stairs, comfortable furnishings Stress equal access for all is needed for community - different than private facility Embrace multi-levels to avoid site or topography problems

> Need expert facilitation that stressed dialogue Stress Accessibility and Affordablity. Establish core values that you will deliver on. Speak of quality of life and big picture Speak on the value of investments, for the individual, for the family, for the community Ask, "what would you pay for? What won't you pay for but still want? " These get real and present options, to include those that might make the public responsibility more clear. Start with very broad choices - allows for buy-in Realize this is community building as you welcome participants, sponsors, and facilitators. Tap the network of volunteers, build process and engagement around them. Ask for community faciltators, have them host virtual chats, engagement activities. Listen first. Speak after.

> Make a large facility, use the space wisely, if you are going to spend the money, make it big enough!

> The facilty needs to be family friendly, appeal to a wide variety of ages and interests. A swimming facility like the Federal Way community center would be ideal. We have gone out of our way to go there for open swim over the Covington Aquatic Center due to the features at their facility (slides, lazy river, toddler area, hot tub, lap pool, etc) and nicer locker room including family changing rooms.

> There needs to be input from all those the could and would use these facilities, namely what it is that is needed for those groups to successfully utilize the facility. It would be really great if the location was accessible on foot/ bike (like, near a trail) or by public transit. We unfortunately live in an area that is highly car dependent, so having adequate parking is needed.

> Please look into building a nice indoor rock wall facility in or near Maple Valley!

> The site preferably would be located somewhere in the middle with easy access and plenty of parking. I am not sure what exactly the planmay look like, but having a pool set up maybe something like the Federal Way Community Pool where revenue could be made to hopefully

> make the building self-sufficient should be a priority.

> site choice - near where the most people are concentrated (four corners, or nearby?) easy to get to (maybe via bus?)

> we have a lot of families in Maple Valley, it would be nice to have a pool in the city (Covington already has several pools, Maple View is in Covington, Covington community center, and LA Fitness)

> Indoor/Outdoor would offer broad opportunity and capability. Maple Valley is growing rapidly and lacks this type of facility. Maple Valley would be our preferred site!

> I would love to be involved in planning a center like this. With my 30 years of experience as a swimmer, pool manager, coach, instructor and athlete, I have a wealth of knowledge you can draw on.

> Talk to other communities that have successfully managed this project and ended up with a great space that everyone is proud of.

> Bus stop within walking distance Fully wheelchair accessible (lifts, ramps, pvc transport wheelchair). Locker rooms with W/C shower bench. Warm pool and standard olympic pool.

> The area where the MV farmer's market I believe is owned by the City of MV and while it is a bit away from Covington it would be easy to acquire and is on a major route, but facility could be integrated into the natural area similar to the MV library which would fit the ascetic of the community.

B. Situational Assessment

- Don't half ass on parking. Would love to see a design that honors the surrounding nature of our area (MV library)
- Please build one in Maple Valley! There are so many families here that would frequent it often!
- Please keep it affordable for families.
- We need a community facility near Four Corners and have for so long. It could have bowling, movies, arcade, dancing, socials, etc.
- The quality of the surrounding outdoor area goes a long way to help community members transition from their busy lives to gather/recreate.
- Really reach out in different ways to get a full, accurate and honest idea of what the community members are hoping to see in a new facility.
- Nope
- Lots and lots of parking
- Consider a collaboration with public and private (YMCA)
- Make it accessable to TEENS! Think about potentially developing some sort of Covington/Maple Valley transportation program with set routes from different areas of both towns, i.e. 4 Corners, Wax Rd/MVHwy, Wax Rd/Kent-Kangley, Witte Rd. It doesnt matter where it is if there is no plan to get "non-drivers" to it. This area is too spread out to walk everywhere.
- Please maintain as many existing trees on site as possible. Our community is unique because of the amount of forest land that we have maintained. A single facility isnâ€™t the only solution. 2 or 3 facilities that serve specific needs may suit our community better. Also do not make access to this site rely in state route 169. There are already too many driveways accessing that road.
- It would be great to have a facility nearby other Maple Valley amenities. Convenience of the location is a big factor.
- I think this is a great idea. I would love to helpake it happen.
- Traffic flow is very important. If it is too hard to get in and out of the new facility fewer people will come back. Make the facility accessible by footpath, surface streets and freeway. Locals and visitors will arrive from nearby cities. If the experience of getting to and from our new facility was easy they will return. Have some outdoor areas that can be enjoyed even when the facility is closed. Good lighting
- Ensure itâ€™s easy to access for both communities with easy parking!
- Study and its conclusions must sell a product - something people can grasp and value Find those who are excited; capture them and make them the campaigns Advocate through the schools Political edge to the site selection, but less if people are getting what they want Go where there is support, site wise. If Covington residents are more likely to travel, then place it in MV, Traffic problem in Downtown Covington now and certainly into the future. Align with future road projects. Go where the roads are getting improved Culture change from being a 20 year old city needed more than a 20 year plan Hard to get people to talk about 5-year from now. Good luck Have to have a reality check. Use the pool demise as the threat to address. Get the commissions engaged as advocates, to push city council Public needs to get active
- Something along the lines of www.kroccda.org or Mel Korum YMCA
- Bring programs out to the community, perhaps as an introduction to activities to come or underway at center ASK: What has kept people from participating? Barriers? What are you aware of, recreation wise? Do you know of resources that are related, like transportation? Likes the Tahoma HS site
- Hopefully as big as the Kent YMCA. Central, so probably near the new Jenkins creek park area but most likely something off strip (i.e. north or south end of Wax Road).

B. Situational Assessment

> Have a stakeholder group that keeps the process accountability and constant reach out/feedback Equity - ask who is not present? Invite at least, be proactive towards those not attending. In partnering with other cities - document their priorities, make them comfortable, welcome honest differences Redmond Experience with determining needs and priorities - recent, stakeholder group based, success User groups of facilities can have an agreement/role in the capital and maintenance funding, program offering, building management, covering liability of their use, etc. Look for the Win/Win approach to facility management, safety, and oversight of facility.

> Please put the aquatic center and indoor tennis courts in Maple Valley

> The open space near the high school and Glacier Park would be a perfect location for a Community Center. And if it's not feasible to build a full-scale, full-service community center, build it in phases. This community will utilize a facility like this! OR....if the City isn't willing to support such a facility, work with the YMCA, CROC, Boys Club, etc. to bring something in.

> Have ample parking, demand will be high especially in cold and rainy months. Basketball courts, pool (indoor heated and outdoor)

> Yes ... just follow these models (they come to my mind). If you follow the success, design, facilitiation (including CHILD CARE provided services) you can hit a home-run with this and the local community. I'd love it for this to be built in Maple Valley, WA. Models to follow (don't reinvent the wheel ... just build on greatness others have done) - YMCA - Newcastle, WA - https://www.seattleymca.org/locations/coal-creek-family-ymca - YMCA - Sammamish, WA - https://www.seattleymca.org/locations/sammamish-community-ymca - (out of state example) - Orem, Utah - https:// www.oremrecreation.com/amenities/ and pool/water - https://www.oremrecreation.com/scerapool/ (emphasis on the pool and water - our families here NEED a place like this!) - https://www.oremrecreation.com/pf/swimmingpool/ - (out of state example) - Ogden, Utah - https://www.northogdencity.com/parksrec/page/north-shoreaquatic-center (this would be HUGE to have something like this here (both indoor adaption and outside) Just follow those terrific examples and families will be stronger, better, and have a more safe and enjoyable "outlet" to get outside and enjoy a wonderful part of their community. Do it! ;-)

> Needs analysis. First focus on attracting businesses that can fill the need, then, and only if businesses can not fill the need, step in as a city.

> Identify with local setting, area businesses; have a sense of place in the design Near library would have been good but don't think there is land there. (Calhoun pit?) Tahoma students tend to have better access Near Cedar Heights MS - there is an open area that gets used for pop-up events, has view of the forest and mountain Locate near expanding areas where there are new residents Lakepointe Urban Village might be a good attraction for youth/teens

Question 7 Key Findings:

Transportation and location; Funding sources.

Covington & Maple Valley Aquatic & Recreation Center Site A | Town Center Site
August 20, 2021

Design Criteria:

- City of Covington Standards
- Puget Sound Regional Fire Authority Standards
- Covington Water District Standards
- Soos Creek Sewer District Standards
- Washington State Department of Transportation Standard Specifications
- Department of Ecology Stormwater Management Manual for Western Washington, 2014
- ADA Accessibility Requirements: IBC, ADAAG 2010, PROWAG

Access: Vehicular access is provided off of SE Wax Road with parking facilities provided at that location. Fire access shall be provided to the new Aquatic & Recreation Center in coordination with the Puget Sound Regional Fire Authority requirements. Pedestrian access shall comply with ADA requirements.

Earthwork and Grading: A Web Soil Survey (WSS) was used to obtain a general report of the soils that can be expected in this area. It is not intended to be a substitute for a geotechnical report prepared by a licensed Geotechnical Engineer. WSS reports Everett very gravelly sandy loam with 0 to 8% slopes.

Site grading shall comply with ADA accessibility requirements and maintain positive drainage away from existing and proposed buildings. A site specific geotechnical engineering evaluation shall be conducted for the Aquatic & Recreation Center building and site development including recommendations for site preparation and fill placement, design and construction of foundations, design and construction of concrete slab-on-grade floors, lateral earth pressure criteria for design of permanent subsurface walls and retaining walls, seismic design criteria, pavement thicknesses for the proposed surfacing, addressing any contaminated soil that is encountered, and stormwater management improvements.

Stormwater Management: Existing stormwater management improvements are located along the east side of the Aquatic & Recreation Center along SE Wax Road. New stormwater management improvements associated with the Aquatic & Recreation Center shall comply with the 2014 Department of Ecology Stormwater Management Manual for Western Washington. It is anticipated improvements will be both non-pollutant generating surfaces and pollution generating surfaces. Therefore, managing stormwater volume and stormwater quality will be primary considerations. Utilizing and upgrading the existing stormwater management system to account for the increased runoff from the proposed Aquatic & Recreation Center improvements appears to be the most feasible and cost-effective solution. Storm drain piping and collection devices shall comply with City of Covington Standards.

Domestic Water and Fire Protection: The existing site is served with water from the Covington Water District's system, consisting of a water system in SE Wax Road. An existing 8-inch water main is located within SE Wax Road to the east of the project site. Based on the Covington Water System Plan 2016, the water system pressure is approximately 95 psi, so it is anticipated the system has adequate capacity for the proposed Aquatic & Recreation Center domestic and fire protection systems. Existing fire hydrants are located adjacent to the Aquatic & Recreation Center site to the east along SE Wax Road.

It is anticipated water service would be provided to the Aquatic & Recreation Center facility via a new connection to the existing water main in SE Wax Road. A water meter vault would be placed near the SE Wax Road right-of-way line. A typical vault assembly would have a domestic water meter and backflow prevention assemblies for the domestic and fire service. The fire department connection and post indicator valve on the building fire service line are also typically constructed as part of the vault assembly. Water services shall be ductile iron in compliance with Covington Water District requirements. Water pipe shall be installed with restrained joints in compliance with the Covington Water District pipe restraint table. The determination if additional fire hydrants are required shall be coordinated with the Puget Sound Regional Fire Authority.

Sanitary Sewer: Soos Creek Water and Sewer District provides sanitary sewer service for the site via a sewer main located on SE Wax Road. An existing 8-inch sanitary sewer main is located within the project site.

It is anticipated sanitary sewer service would be provided to the Aquatic & Recreation Center facility via a new connection to the existing sewer main on the project site. New services shall have a minimum diameter of 6 inches and shall be PVC, ASTM D 3034, SDR 35 pipe. Manholes and cleanouts shall comply with Soos Creek and Sewer District standards.

SITE A – TOWN CENTER SITE
17070 SE WAX ROAD
COVINGTON, WASHINGTON

SITE INVESTIGATION REPORT

Prepared by Kaity Brecht and Allison Hazen
Coffman Engineers
March 9, 2021

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COFFMAN ENGINEERS

INTRODUCTION

Coffman Engineers conducted a site visit to Site A – Town Center on Friday, February 19, 2021. The temperature was in the 40ºF - 50ºF range and skies were partly cloudy and dry. The area has recently experienced some precipitation so ground conditions were damp, but stormwater flow was not present to observe. The central property was fully enclosed by a chain link fence system without open access. Site observations were from the perimeter frontages.

The subject parcel is approximately 7.98 acres in size. This property was the host of a now mostly demolished elementary school. The main building has been demolished, with just the transformer remaining in the middle of the lot. Exposed dirt is the finished surface. Some pavement, curbs and evidence of utilities remain. A small support building remains on-site, currently occupied by the City of Covington Police Department. There is also a small classroom building, covered basketball pavilion and playground equipment that remains.

EXISTING SITE CONDITIONS

1. Environmental
   a. Visual Evidence of Soil Contamination: None observed
   b. Visual Evidence of Wetlands: None
   c. Visual Evidence of Significant Trees: A few significant trees are present along the frontage. A qualified arborist may need to observe the trees and assess their health.
   d. Visual Evidence of Critical Areas: None observed
   e. Reported Evidence of Environmental Issues: None observed .The King County assessors site notes that this site is:
      i. Groundwater Management Area (by Easy King County)
      ii. Area Susceptible to Groundwater Contamination (High)
      iii. Wellhead Protection Area (5-yr and 10-yr times of travel)
      iv. Water Resource Area (Duwamish-Green)
      v. Notes adjacent noxious weed (City owned right of way and adjacent playfield has Sulfur Cinquefoil, Class B and Tansy Ragwort, Class B on the adjacent play field)
      vi. Noted as Urban Growth Area
2. Geotech
   a. General Soil Condition: Site is either all paved, building or exposed fill from the building demolition.
   b. Evidence of Rock: None observed.
   c. Soil Type: Web Soil Survey (WSS) was used to obtain a general report on the soils that can be expected in this area. It is not intended to be a substitution for a geotechnical report prepared by a licensed Geotechnical Engineer. WSS reports Everett very

gravelly sandy loam with 0 to 8% slopes. A copy of the WSS can be found in the Appendix.

3. Drainage Observations
   a. Direction of Existing Drainage Flow: Site is very flat and it appears all previous stormwater was managed by pipe collection and conveyance. Generally, the site appears to be slightly sloped from west to east.
   b. Drainage Issues: None known or observed.
4. If buildings exist, are they occupied (x) or unoccupied (x) N/A( ); It appears the small support building is currently a field office for the City of Covington Police Department. The other remaining building do not appear to be used.
5. Retaining Walls Present: Yes ( ) No (x)
6. Fence Present: Yes (x) No ( ); Locations: The northerly boundary is fenced with 6'-high chain link fencing. There is also a temporary construction fence system that enclosed the area of disturbance where the main school building has been demolished.
7. Pavement condition: Poor
8. Site sidewalk conditions: N/A, though the SE Wax Road public sidewalk is in good condition.
9. Accessibility comments: It should be noted that the ramps in the public right-of-way are not ADA compliant, so it should be expected that upgrades will be required.

EXISTING SITE UTILITIES

The maintenance staff is unaware of any service issues with the site. Sewers (sanitary and storm) have functioned with adequate capacity. No issues with the water service or any of the commercial utilities (electric, comm, data).

Visual Evidence of Utilities on Site:

	Type	Location
Sanitary sewer:	Manhole	SE Wax Road SW site corner NE site
Storm sewer:	Catch basins Drain	SE Wax Road; driveways; SW site corner; NE site SE Wax Road driveway

Water:	Meter Box (Domestic) Valve Box Fire Hydrant Survey Paint & Markers	SE Wax Road 16" DI; SW site corner; NE site SE Wax Road SE Wax Road; SW site corner Survey Paint notes a 16" DI pipe along the SE Wax RD frontage.
Gas:	Gas line	SE Wax Road
Electric:	Meters and pole Transformer	Available and present Middle of demolished area.
Telephone:	Service pedestal	Available and present

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STORM SEWER

1. Is storm sewer available? ☒Yes ☐No Surface drainage to street? ☐Yes ☒No
   Who has jurisdiction? City of Covington
2. Location of storm sewer: Unknown
   Size of line: __☒Gravity ☐Forced
3. Is the above-described system adequate for the Tenant's use? ☒Yes ☐No
4. Is sewer tap permitted? N/A
   Tap to be made By: ☐City ☐Local Plumber; with City Inspection
5. General Facilities Fund/System Development Charge: ☒ None
6. Is an engineering study for storm water disposal (runoff, retention) required: ☒Yes ☐No
   Comment: Per Department of Ecology Stormwater Management Manual for Western Washington, 2014

   Will a retention/detention system by required? ☒Yes ☐No
   Will water quality treatment be required? ☒Yes ☐No
   Will an infiltration test be required? ☒Yes ☐No
7. Flood Zone: FEMA Zone X: Area determined to be outside of 500-yr floodplain
8. Is there a present or propose storm sewer moratorium? ☐Yes ☒No
   If yes, explain: n/a
9. Other requirements: _____

   City of Covington, dept
   Verified By: _____ Phone:_____

Site A – Town Center Site
Site Investigation Report
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COFFMAN ENGINEERS

SANITARY SEWER

1. Is sewer tap permitted: ☒Yes ☐No Type of sewer: ☒Separated ☐Combined

   Who has jurisdiction? Soos Creek Water & Sewer District

2. Location of Sanitary Sewer: On-site

   Size of Line: 8" ☒Gravity ☐Forced

   Nearest manhole: MH#: 471-10 Inv. Elev.: 344.82

   Minimum Tap Size Allowed: 6" at 2.00 % slope.

3. General Facilities Fund / System Development Charge: $1000 per utility
4. If sanitary sewer is not available, can we use a septic system? ☐Yes ☐No ☒N/A
5. Is there a present or proposed sewer moratorium? ☐Yes ☒No If yes, explain N/A
6. Dumpster Enclosure Drain Required: ☒Yes ☐No
   a. Dumpster drain to connect sanitary? ☒Yes ☐No ☐N/A
   b. Will an oil/water separator be required? If so, what types?: Not Required.

Soos Creek Water & Sewer District
Verified By: Lynn Ramsey Phone: (253) 630-9900

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WATER

1. Is water available: ☒Yes ☐No Jurisdiction of water lines: Covington Water District
2. Location of Water Line: SE Wax Road
3. Size of line: 8" Normal septic pressure: 95 psi
4. Is there a chemical makeup report or analysis available? ☐Yes ☒No
5. General Facilities Fund / System Development Charge: Yes, project dependent
6. Is well permitted (If water is not available.): ☐Yes ☐No ☒N/A

   Has potability test been performed? ☐Yes ☐No ☒N/A
7. Minimum distance-well to septic fields (if applicable): n/a
8. Describe the tapping practices for this AHJ: Contractor shall call for inspection and approval of the tapping process. All taps shall be installed with saddles.
9. Is a Backflow Preventer required? ☒Yes ☐No
   Where? At the connection to the water meter on the customer's side of the property line, and prior to any connection downstream (premise isolation)
10. Will FDC or PIV be required for the sprinkler system? ☒Yes ☐No ☐N/A
11. Fire Hydrants: Fire hydrants and their locations will need to be coordinated with the Puget Sound Regional Fire Authority.
12. Service Recommendations: None

City of Covington, dept
Verified By: Karen Smith Phone: (253) 867-0901

Site A – Town Center Site
Site Investigation Report
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COFFMAN ENGINEERS

Street Frontage

1. Roadway: SE Wax Rd Jurisdiction: City of Covington
   a. Existing Conditions:
      - Site Boundary: East
      - Existing Driveway to Site? Yes (X) No ( )
      - Number of Lanes: 2 Speed Limit: 35 mph Road Material: Asphalt
      - Roadway Class: Major Collector
      - Median Present? Yes ( ) No (X)
      - Deceleration Lane Present? Yes ( ) No (X)
      - Number of Curb Cuts Present? 3
      - Sidewalks Present? Yes (X) No ( )
      - Culverts and headwalls required: Yes ( ) No (X)
      - Ditch Present? Yes ( ) No (X)
   b. Development Requirements
      - Size of primary curb cuts: Max: 30 ft Min. 0 ft Radius. 12 ft
      - How close to property line is curb cut permitted? 5'-6"
      - How close to corner is curb cut permitted? 5'-6"
      - Number of curb cuts permitted: One per frontage - no additional, existing drives will be evaluated by City with pre-application package.
      - Concrete approaches required? Yes (X) No ( )
      - Declaration lane required? Yes ( ) No (X); Width 12 ft Length 150 ft
      - Can Median be cut? Yes ( ) No ( ) N/A (X)
      - Exterior curbs and gutters required? Yes (X) No ( ); Type and Size: 6"
      - Sidewalks required? Yes (X) No ( );
        Type and Size: 8 ft min. width, concrete
      - Offsite improvements required? Yes (X) No ( );
        Type: sidewalk with a 5'6" planter strip
      - Are traffic directional signals required for proper entrance and egress?
        Yes ( ) No ( ); Remarks: MUTCD standards, traffic dependent
      - Transportation/Traffic Impact Fees: Project dependent
      - Traffic study required? Yes ( ) No ( ); If so, for what? Project dependent
      - Clear Vision Requirements: 3' max, 11' min

City of Covington, Public Works Department
Verified By: Robert Lindskov Phone: (253) 480-2467

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PHOTOS

SE Wax Road Frontage, looking Northwest

Existing Building, looking Northwest
Western Site Area

Site A – Town Center Site
Site Investigation Report
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Playground and Covered Basketball Court, looking Northeast
Western Site Area

Demolished Site, looking Southwest

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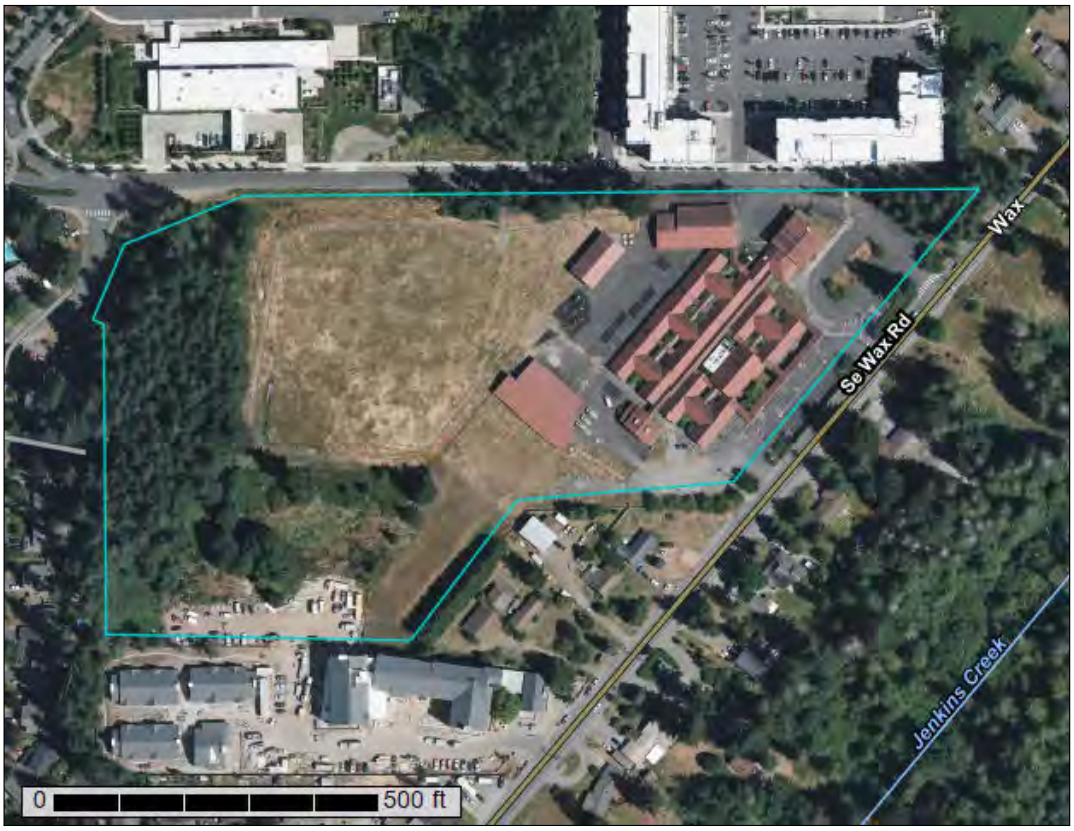
WEB SOIL SURVEY

United States Department of Agriculture

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for King County Area, Washington

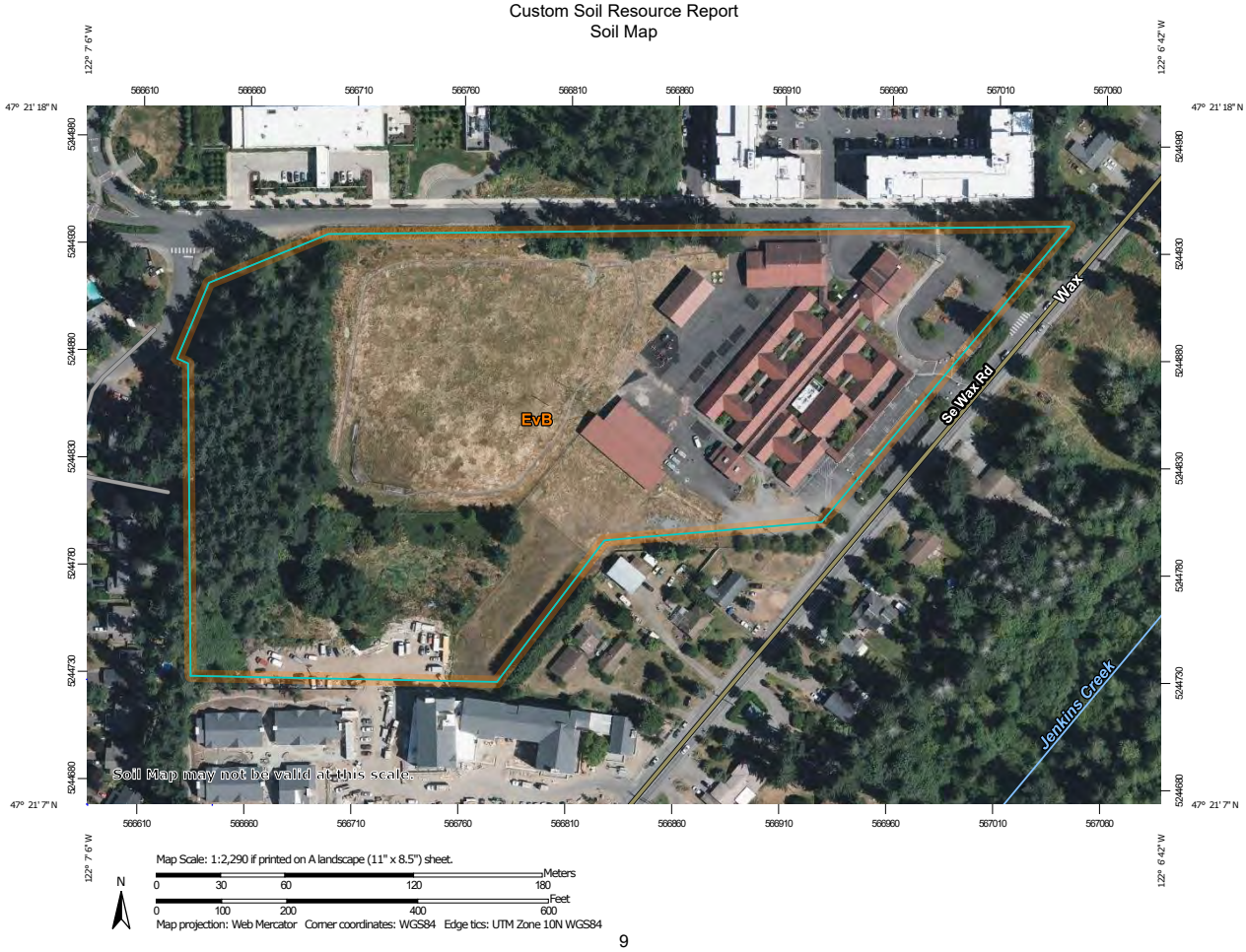


February 16, 2021

C. Site Analysis

SITE A

Custom Soil Resource Report
Soil Map



Custom Soil Resource Report

MAP LEGEND

Area of Interest (AOI)

- Area of Interest (AOI)

Soils

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features

- Streams and Canals

Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background

- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: King County Area, Washington
Survey Area Data: Version 16, Jun 4, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 25, 2020—Jul 27, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

10

Custom Soil Resource Report

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
EvB	Everett very gravelly sandy loam, 0 to 8 percent slopes	14.9	100.0%
Totals for Area of Interest		**14.9**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Custom Soil Resource Report

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Custom Soil Resource Report

King County Area, Washington

EvB—Everett very gravelly sandy loam, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2t629
Elevation: 30 to 900 feet
Mean annual precipitation: 35 to 91 inches
Mean annual air temperature: 48 to 52 degrees F
Frost-free period: 180 to 240 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Everett and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Everett

Setting

Landform: Eskers, moraines, kames
Landform position (two-dimensional): Summit, shoulder
Landform position (three-dimensional): Crest, interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Sandy and gravelly glacial outwash

Typical profile

Oi - 0 to 1 inches: slightly decomposed plant material
A - 1 to 3 inches: very gravelly sandy loam
Bw - 3 to 24 inches: very gravelly sandy loam
C1 - 24 to 35 inches: very gravelly loamy sand
C2 - 35 to 60 inches: extremely cobbly coarse sand

Properties and qualities

Slope: 0 to 8 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat excessively drained
Capacity of the most limiting layer to transmit water (Ksat): High (1.98 to 5.95 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Low (about 3.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4s
Hydrologic Soil Group: A
Forage suitability group: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Other vegetative classification: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Hydric soil rating: No

Custom Soil Resource Report

Minor Components

Alderwood

Percent of map unit: 10 percent
Landform: Ridges, hills
Landform position (two-dimensional): Summit
Landform position (three-dimensional): Crest, talf
Down-slope shape: Linear, convex
Across-slope shape: Convex
Hydric soil rating: No

Indianola

Percent of map unit: 10 percent
Landform: Eskers, kames, terraces
Landform position (three-dimensional): Tread
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Covington & Maple Valley Aquatic & Recreation Center Site C | Lakepointe Site
August 20, 2021

Design Criteria:

- City of Covington Standards
- Puget Sound Regional Fire Authority Standards
- Covington Water District Standards
- Soos Creek Sewer District Standards
- Washington State Department of Transportation Standard Specifications
- Department of Ecology Stormwater Management Manual for Western Washington, 2014
- ADA Accessibility Requirements: IBC, ADAAG 2010, PROWAG

Access: Vehicular access is provided off of SE 256th Street with parking facilities provided at that location. Fire access shall be provided to the new Aquatic & Recreation Center in coordination with Puget Sound Regional Fire Authority requirements. Pedestrian access shall comply with ADA requirements. It is assumed the overall developer will make the connection and install new access roads throughout the overall development to serve the future tenants/owners.

Earthwork and Grading: A Web Soil Survey (WSS) was used to obtain a general report of the soils that can be expected in this area. It is not intended to be a substitute for a geotechnical report prepared by a licensed Geotechnical Engineer. WSS reports Everett very gravelly sandy loam with 0 to 8% slopes, Everett very gravelly sandy loam with 8 to 10% slopes, and Orcas peat.

Site grading shall comply with ADA accessibility requirements and maintain positive drainage away from existing and proposed buildings. A site specific geotechnical engineering evaluation shall be conducted for the Aquatic & Recreation Center building and site development including recommendations for site preparation and fill placement, design and construction of foundations, design and construction of concrete slab-on-grade floors, lateral earth pressure criteria for design of permanent subsurface walls and retaining walls, seismic design criteria, pavement thicknesses for the proposed surfacing, addressing any contaminated soil that is encountered, and stormwater management improvements.

Stormwater Management:

It is believed that the Oakpointe Development group will have an overall development stormwater strategy that will be the basis for the overall development. New stormwater management improvements associated with the Aquatic & Recreation Center shall comply with the 2014 Department of Ecology Stormwater Management Manual for Western Washington. It is anticipated improvements will be both non-pollutant generating surfaces and pollution generating surfaces. Therefore, managing stormwater volume and stormwater quality will be primary considerations. Utilizing and upgrading the existing stormwater management system to account for the increased runoff from the proposed Aquatic & Recreation Center improvements appears to be the most feasible and cost-effective solution. Storm drain piping and collection devices shall comply with City of Covington Standards.

Domestic Water and Fire Protection: The existing site is served with water from the Covington Water District's system, consisting of a water system in SE 258th Street. An existing 8-inch water main is located within SE 258th Street to the south of the project site. Based on the Covington Water System Plan 2016, the water system pressure is approximately 95 psi, so it is anticipated the system has adequate capacity for the proposed Aquatic & Recreation Center domestic and fire protection systems. It is assumed the overall developer will make the connection and install a new service main to serve the future parcel developments.

It is anticipated water service would be provided to the Aquatic & Recreation Center facility via a new connection to the existing water main in SE 258th Street. A water meter vault would be placed near the SE 258th Street right-of-way line. A typical vault assembly would have a domestic water meter and backflow prevention assemblies for the domestic and fire service. The fire department connection and post indicator valve on the building fire service line are also typically constructed as part of the vault assembly. Water services shall be ductile iron in compliance with Covington Water District requirements. Water pipe shall be installed with restrained joints in compliance with the Covington Water District pipe restraint table. The determination if additional fire hydrants are required shall be coordinated with the Puget Sound Regional Fire Authority.

Sanitary Sewer: Soos Creek Water and Sewer District provides sanitary sewer service for the site via a sewer main located in SE 258th Street. It is assumed the overall developer will make the connection and install a new service main to serve the future parcel developments.

It is anticipated sanitary sewer service would be provided to the Aquatic & Recreation Center facility via a new connection to the existing sewer main on the project site. New services shall have a minimum diameter of 6 inches and shall be PVC, ASTM D 3034, SDR 35 pipe. Manholes and cleanouts shall comply with Soos Creek and Sewer District standards.

SITE C – LAKEPOINTE
18808 SE 256th STREET
COVINGTON, WASHINGTON

SITE INVESTIGATION REPORT

Prepared by Kaity Brecht and Allison Hazen
Coffman Engineers
March 19, 2021

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INTRODUCTION

Coffman Engineers conducted a site visit to Site C – Lakepointe on Friday, March 12, 2021. The temperature was in the 40ºF - 50ºF range and skies were sunny and dry. The area has recently experienced some precipitation so unpaved ground conditions were damp, but stormwater flow was not present to observe. The property is an active asphalt plant and quarry, so access to a large amount of the property was not possible due to safety. Site observations were from Frontage Road (the interior perimeter ring road that runs along the west and north side of the property). Access to the east and south sections of the ring road were not permitted due to safety.

The subject parcel is approximately 80 acres in size and part of a 214-acre overall development by Oakpointe (developers). We understand the new Aquatic Center would be located on a plot of land approximately 8-10 acres in size. The overall site is bound by SE 265th Street to the west (which acts as an existing drive into the site), Auburn-Echo Lake Cutoff Road (SR-18) to the north, undeveloped land to the east, and residential areas to the west and south that include a small, forested buffer.

The site is an activate quarry and asphalt plant, but we understand that many of the activities that are currently taking place are filling the gravel pits and grading for future development. We also understand the developer of the overall property will be working on infrastructure plans to install roadways and utility mains throughout the buildout to attract tenants. The contents of this report summarize current conditions, but if this property is a consideration, the developer should be consulted on their plans to redevelop this land with a master plan and infrastructure.

EXISTING SITE CONDITIONS

1. Environmental
   a. Visual Evidence of Soil Contamination: None observed; however, several chemical drums were located on site, along with a vehicle maintenance shop. This should be vetted with Oakpointe.
   b. Visual Evidence of Wetlands: Possible presence. The county website shows a large wetland in the center of the parcel; however, the area appears to have been infilled and is getting prepped for development. This should be confirmed with the developer to determine if any wetlands are present, delineate the boundaries and assess the quality/classification of the wetland and its buffers.
   c. Visual Evidence of Significant Trees: There are a few significant trees along the north Frontage Road and the perimeter of the site. The majority of the site has been completely cleared and excavated.
   d. Visual Evidence of Critical Areas: Although it was not accessible for observation, the quarry area currently has steep slopes and is being stabilized. Recent ariel photography shows a grouping of ponds in the southwest areas of the site.
   e. Reported Evidence of Environmental Issues: The King County assessors site notes that this area is:
      i. One Groundwater Source (Group D Well) is located on site, near the site entrance.

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ii. Groundwater Management Area (by East King County)
iii. Area Susceptible to Groundwater Contamination (High)
iv. The east end of the site is a category 2 Critical Aquifer Recharge Area
v. Wellhead Protection Area (5-yr and 10-yr times of travel)
vi. Water Resource Area (Duwamish-Green)
vii. Landslide Hazard – This is expected to be corrected by the overall developer.

2. Geotech
   a. General Soil Condition: The site has been mined as a quarry and is currently be infilled for future development. The developer may be able to provide backfill specifications and/or an updated Geotechnical report or testing for the infill.
   b. Evidence of Rock: Site will be mostly infilled. Not large boulders or cobble were observed.
   c. Soil Type: Web Soil Survey (WSS) was used to obtain a general report on the soils that can be expected in this area. It is not intended to be a substitute for a geotechnical report prepared by a licensed Geotechnical Engineer. WSS reports Everett very gravelly sandy loam with 0 to 8% slopes in the western and central site, Everett very gravelly sandy loam with 8 to 15% slopes in the eastern site, and Orcas peat in the southeastern site. A copy of the WSS can be found in the Appendix.
3. Drainage Observations
   a. Direction of Existing Drainage Flow: West to east, towards the lake.
   b. Drainage Issues: The site has been identified as having drainage complaints by the county. Oakpointe should be consulted in regards for resolution. The property infill will likely resolve drainage complaints.
4. If buildings exist, are they occupied (x) or unoccupied ( ) N/A( ) Small office buildings, job trailers, vehicle service shop, shipping containers, silos and asphalt plant equipment structures.
5. Retaining Walls Present: Yes ( ) No (x); None observed.
6. Fence Present: Yes (x) No (x); The property has a security gate and a large sound wall that acts as a fence. The property does not appear to be completely enclosed.
7. Pavement condition: Poor.
8. Site sidewalk conditions: N/A
9. Accessibility comments: N/A

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EXISTING SITE UTILITIES

Visual Evidence of Utilities on Site:

Utility	Type	Location
Sanitary sewer:	None	N/A
Septic:	Tank	There is an existing septic tank between the small office building and the vehicle shop at the entrance. Otherwise, portable potties were observed throughout the site.
Storm sewer:	Catch Basins	Along the entrance drive (SE 256th St) and in the paved parking areas by the entrance. Otherwise, storm sewer was not observed elsewhere on the site.
Water:	Water Service	Water usage within some of the buildings is present, though the source is unknown. No meters or valves were observed. It is noted that the King County map shows a groundwater source well adjacent to the vehicle maintenance shop.
Gas:	6" service line	Survey paint at the truck scales near the entrance. No meters or valves were observed.
Propane:	Aboveground Tank	Within the paved parking lot at the entrance.
Electric:	Meters and pole	Available and present
Telephone:	None	Available and present

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STORM SEWER

1. Is storm sewer available? ☐Yes ☒No Surface drainage to street? ☐Yes ☒No
   Who has jurisdiction? City of Covington
2. Location of storm sewer: There are a few catch basins along the entrance drive (SE 256th Street) and in the parking lot near the entrance. It should be verified with Oakpointe if this storm sewer will remain and if additional storm infrastructure will be installed with the overall development.
3. Is the above-described system adequate for the Tenant's use? ☐Yes ☒No
4. Is sewer tap permitted? N/A
5. General Facilities Fund/System Development Charge: ☒ None, N/A
6. Is an engineering study for storm water disposal (runoff, retention) required: ☒Yes ☐No
   Comment: Per Department of Ecology Stormwater Management Manual for Western Washington, 2014. Without access to a storm sewer and the natural discharge point being Pipe Lake, we anticipate high water quality and a controlled release to the lake for larger storm events. We anticipate using infiltration to the maximum extent feasible.

   Will a retention/detention system by required? ☒Yes ☐No
   Will water quality treatment be required? ☒Yes ☐No
   Will an infiltration test be required? ☒Yes ☐No
7. Flood Zone: FEMA Zone X: Area determined to be outside of 500-yr floodplain
8. Is there a present or propose storm sewer moratorium? ☐Yes ☒No N/A
   If yes, explain: n/a
9. Other requirements: None

   City of Covington
   Verified By: _____ Phone:_____

Site C – Lakepointe Site
Site Investigation Report
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COFFMAN ENGINEERS

SANITARY SEWER

1. Is sewer tap permitted: ☒Yes ☐No Type of sewer: ☒Separated ☐Combined

   Who has jurisdiction? Soos Creek Water and Sewer District

2. Location of Sanitary Sewer: SE 258th Street. It should be verified with Oakpointe if they will install new mains as a part of the overall development infrastructure.

   Size of Line: 8" ☒Gravity ☐Forced

   Nearest manhole: MH#: 509-44 Inv. Elev.: 372.60

   Minimum Tap Size Allowed: 6" at 2.00 % slope.

3. General Facilities Fund / System Development Charge: $1,000 per utility
4. If sanitary sewer is not available, can we use a septic system? ☐Yes ☐No ☒N/A
5. Is there a present or proposed sewer moratorium? ☐Yes ☒No If yes, explain N/A
6. Dumpster Enclosure Drain Required: ☒Yes ☐No
   a. Dumpster drain to connect sanitary? ☒Yes ☐No ☐N/A
   b. Will an oil/water separator be required? If so, what types? Not required

Soos Creek Water District
Verified By: Lynn Ramsey Phone:(253) 630-9900

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WATER

1. Is water available: ☒Yes ☐No Jurisdiction of water lines: Covington Water District
2. Location of Water Line: SE 258th Ave.. It should be verified with Oakpointe if they will install new mains as a part of the overall development infrastructure.
3. Size of line: 8" Normal septic pressure: 95 psi
4. Is there a chemical makeup report or analysis available? ☐Yes ☒No
5. General Facilities Fund / System Development Charge: Yes, project dependent
6. Is well permitted (If water is not available.): ☐Yes ☐No ☒N/A

   Has potability test been performed? ☐Yes ☐No ☒N/A
7. Minimum distance-well to septic fields (if applicable): n/a
8. Describe the tapping practices for this AHJ: Contractor shall call for inspection and approval of the tapping process. All taps shall be installed with saddles.
9. Is a Backflow Preventer required? ☒Yes ☐No
   Where? At the connection to the water meter on the customer's side of the property line, and prior to any connection downstream (premise isolation)
10. Will FDC or PIV be required for the sprinkler system? ☒Yes ☐No ☐N/A
11. Fire Hydrants: Fire hydrants and their locations will need to be coordinated with the Puget Sound Regional Fire Authority.
12. Service Recommendations: None

Covington Water District
Verified By: Karen Smith Phone: (253) 867-0901

Site C – Lakepointe Site
Site Investigation Report
Page 8 of 11

COFFMAN ENGINEERS

Street Frontage

1. Roadway: SE 256th Street Jurisdiction: City of Covington
   a. Existing Conditions:
      - Site Boundary: Southwest
      - Existing Driveway to Site? Yes (X) No ( )
      - Number of Lanes: 2 Speed Limit: 10 mph Road Material: Asphalt
      - Roadway Class: Minor Arterial
      - Median Present? Yes ( ) No (X)
      - Deceleration Lane Present? Yes ( ) No (X)
      - Number of Curb Cuts Present? 1
      - Sidewalks Present? Yes ( ) No (X)
      - Culverts and headwalls required: Yes ( ) No (X); at driveway
      - Ditch Present? Yes ( ) No (X); x
   b. Development Requirements
      - Size of primary curb cuts: Max: 30 ft Min. N/A Radius. 12 ft
      - How close to property line is curb cut permitted? 5'-6"
      - How close to corner is curb cut permitted? 5'-6"
      - Number of curb cuts permitted: One per frontage - no additional
      - Concrete approaches required? Yes (X) No ( )
      - Declaration lane required? Yes ( ) No (X); Width 12 ft Length 150 ft
      - Can Median be cut? Yes ( ) No ( ) N/A (X)
      - Exterior curbs and gutters required? Yes (X) No ( ); Type and Size: 6" concrete
      - Sidewalks required? Yes (X) No ( ); Type and Size: 8' min width, concrete
      - Offsite improvements required? Yes ( ) No (X); Type: _____ n/a
      - Are traffic directional signals required for proper entrance and egress? Yes ( ) No ( ); Remarks: Traffic dependent, follows MUTCD standards
      - Transportation/Traffic Impact Fees: Project dependent
      - Traffic study required? Yes ( ) No ( ); If so, for what? Project dependent
      - Clear Vision Requirements: 3' max, 11' min

City of Covington, Public Works Department
Verified By: Robert Lindskov Phone: (253) 480-2467

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PHOTOS

Main Parking Area and Offices Area
SE 256th Avenue, looking North.

Pits

Site C – Lakepointe Site
Site Investigation Report
Page 10 of 11

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Asphalt Silos
North Site

Heavy Gravel Industrial Area
Rear Portion of Site

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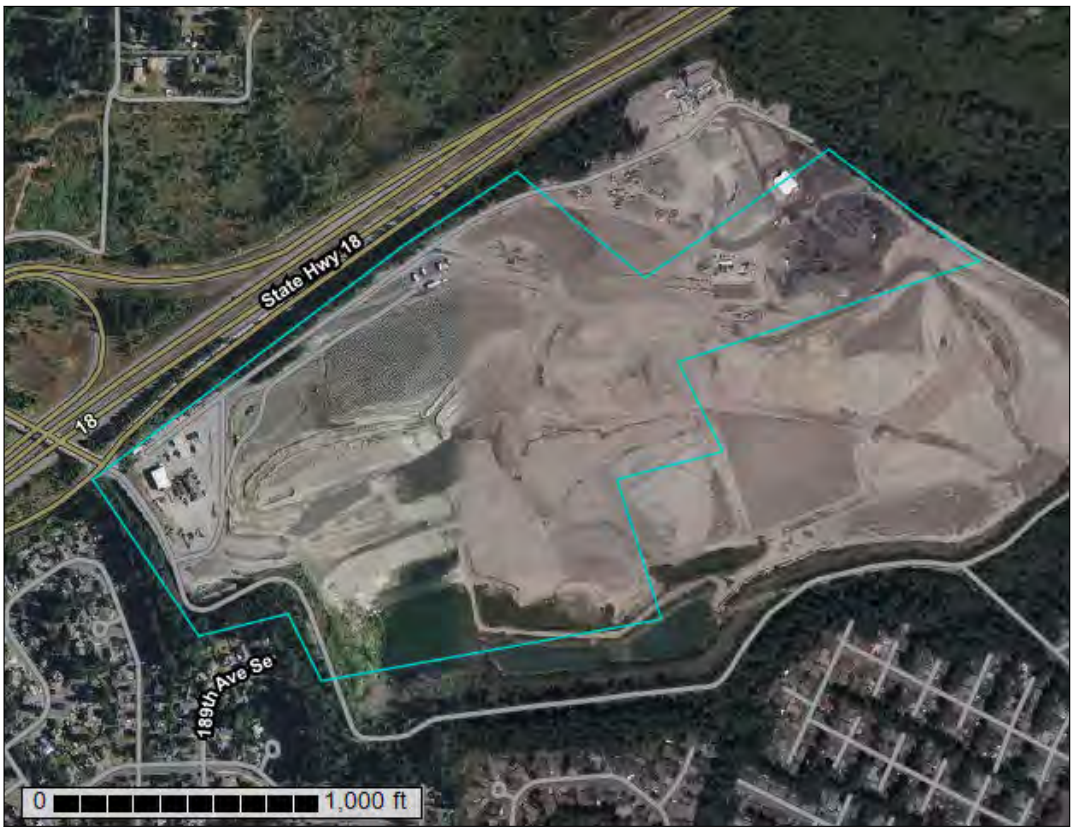
WEB SOIL SURVEY

United States Department of Agriculture

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for King County Area, Washington



March 10, 2021

C. Site Analysis

Custom Soil Resource Report

MAP LEGEND

Area of Interest (AOI)

Area of Interest (AOI)

Soils

Soil Map Unit Polygons

Soil Map Unit Lines

Soil Map Unit Points

Special Point Features

Blowout

Borrow Pit

Clay Spot

Closed Depression

Gravel Pit

Gravelly Spot

Landfill

Lava Flow

Marsh or swamp

Mine or Quarry

Miscellaneous Water

Perennial Water

Rock Outcrop

Saline Spot

Sandy Spot

Severely Eroded Spot

Sinkhole

Slide or Slip

Sodic Spot

Spoil Area

Stony Spot

Very Stony Spot

Wet Spot

Other

Special Line Features

Water Features

Streams and Canals

Transportation

Rails

Interstate Highways

US Routes

Major Roads

Local Roads

Background

Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: King County Area, Washington
Survey Area Data: Version 16, Jun 4, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 1, 2019—Jul 27, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

10

Custom Soil Resource Report

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
EvB	Everett very gravelly sandy loam, 0 to 8 percent slopes	54.5	74.7%
EvC	Everett very gravelly sandy loam, 8 to 15 percent slopes	7.5	10.3%
Or	Orcas peat	10.9	15.0%
Totals for Area of Interest		**73.0**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The

delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Custom Soil Resource Report

King County Area, Washington

EvB—Everett very gravelly sandy loam, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2t629
Elevation: 30 to 900 feet
Mean annual precipitation: 35 to 91 inches
Mean annual air temperature: 48 to 52 degrees F
Frost-free period: 180 to 240 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Everett and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Everett

Setting

Landform: Eskers, moraines, kames
Landform position (two-dimensional): Summit, shoulder
Landform position (three-dimensional): Crest, interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Sandy and gravelly glacial outwash

Typical profile

Oi - 0 to 1 inches: slightly decomposed plant material
A - 1 to 3 inches: very gravelly sandy loam
Bw - 3 to 24 inches: very gravelly sandy loam
C1 - 24 to 35 inches: very gravelly loamy sand
C2 - 35 to 60 inches: extremely cobbly coarse sand

Properties and qualities

Slope: 0 to 8 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat excessively drained
Capacity of the most limiting layer to transmit water (Ksat): High (1.98 to 5.95 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Low (about 3.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4s
Hydrologic Soil Group: A
Forage suitability group: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Other vegetative classification: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Hydric soil rating: No

Minor Components

Alderwood

Percent of map unit: 10 percent
Landform: Ridges, hills
Landform position (two-dimensional): Summit
Landform position (three-dimensional): Crest, talf
Down-slope shape: Linear, convex
Across-slope shape: Convex
Hydric soil rating: No

Indianola

Percent of map unit: 10 percent
Landform: Eskers, kames, terraces
Landform position (three-dimensional): Tread
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

EvC—Everett very gravelly sandy loam, 8 to 15 percent slopes

Map Unit Setting

National map unit symbol: 2t62b
Elevation: 30 to 900 feet
Mean annual precipitation: 35 to 91 inches
Mean annual air temperature: 48 to 52 degrees F
Frost-free period: 180 to 240 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Everett and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Everett

Setting

Landform: Kames, eskers, moraines
Landform position (two-dimensional): Shoulder, footslope
Landform position (three-dimensional): Crest, base slope
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Sandy and gravelly glacial outwash

Typical profile

Oi - 0 to 1 inches: slightly decomposed plant material
A - 1 to 3 inches: very gravelly sandy loam
Bw - 3 to 24 inches: very gravelly sandy loam
C1 - 24 to 35 inches: very gravelly loamy sand
C2 - 35 to 60 inches: extremely cobbly coarse sand

Properties and qualities

Slope: 8 to 15 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat excessively drained
Capacity of the most limiting layer to transmit water (Ksat): High (1.98 to 5.95 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Low (about 3.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4s
Hydrologic Soil Group: A
Forage suitability group: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Other vegetative classification: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Hydric soil rating: No

Minor Components

Indianola

Percent of map unit: 10 percent
Landform: Kames, terraces, eskers
Landform position (three-dimensional): Riser
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Alderwood

Percent of map unit: 10 percent
Landform: Hills, ridges
Landform position (two-dimensional): Shoulder
Landform position (three-dimensional): Nose slope, talf
Down-slope shape: Convex, linear
Across-slope shape: Convex
Hydric soil rating: No

Or—Orcas peat

Map Unit Setting

National map unit symbol: 1hmtl
Elevation: 10 to 1,000 feet
Mean annual precipitation: 27 to 60 inches
Mean annual air temperature: 48 to 52 degrees F
Frost-free period: 160 to 180 days
Farmland classification: Prime farmland if drained

Custom Soil Resource Report

Map Unit Composition

Orcas and similar soils: 75 percent
Minor components: 25 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Orcas

Setting

Landform: Depressions
Parent material: Mossy organic material

Typical profile

Oi - 0 to 6 inches: peat
Oi2 - 6 to 60 inches: peat

Properties and qualities

Slope: 0 to 1 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Very high (19.98 to 99.90 in/hr)
Depth to water table: About 0 inches
Frequency of flooding: None
Frequency of ponding: Frequent
Available water capacity: Very high (about 26.9 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 6w
Hydrologic Soil Group: A/D
Forage suitability group: Wet Soils (G002XN102WA)
Other vegetative classification: Wet Soils (G002XN102WA)
Hydric soil rating: Yes

Minor Components

Tukwila

Percent of map unit: 10 percent
Landform: Depressions
Hydric soil rating: Yes

Seattle

Percent of map unit: 10 percent
Landform: Depressions
Hydric soil rating: Yes

Bellingham

Percent of map unit: 5 percent
Landform: Depressions
Hydric soil rating: Yes

Covington & Maple Valley Aquatic & Recreation Center Site F | Summit Site
August 20, 2021

Design Criteria:

- City of Maple Valley Standards
- Puget Sound Regional Fire Authority Standards
- King County Stormwater Management Manual, 2016
- Washington State Department of Transportation Standard Specifications
- ADA Accessibility Requirements
- Covington Water District Standards
- Soos Creek Water and Sewer District

Access: Vehicular access is provided from 228th Ave SE. Fire access shall be provided to the new Aquatic & Recreation Center in coordination with Puget Sound Regional Fire Authority requirements. Pedestrian access shall comply with ADA requirements.

Earthwork and Grading: A Web Soil Survey (WSS) was used to obtain a general report of the soils that can be expected in this area. It is not intended to be a substitution for a geotechnical report prepared by a licensed Geotechnical Engineer. WSS reports Everett very gravelly sandy loam with 8 to 15% slopes. A small 0.2-acre Western area of the site is Everett very gravelly sandy loam with 15 to 30% slopes.

Site grading shall comply with ADA accessibility requirements and maintain positive drainage away from existing and proposed buildings. A site specific geotechnical engineering evaluation shall be conducted for the Aquatic & Recreation Center building and site development including recommendations for site preparation and fill placement, design and construction of foundations, design and construction of concrete slab-on-grade floors, lateral earth pressure criteria for design of permanent subsurface walls and retaining walls, seismic design criteria, pavement thicknesses for the proposed surfacing, addressing any contaminated soil that is encountered, and stormwater management improvements.

Stormwater Management: Existing stormwater management improvements are located along 228th Avenue SE and SE 272nd Street. Multiple catch basins are located in 228th Avenue SE along the west side of the site being considered for the proposed Aquatic & Recreation Center. The catch basins appear to collect stormwater from several contributing areas including overflow from the wooded area along the west side of 228th Avenue SE. Stormwater appears to be collected in the catch basins along the western edge of the site.

New stormwater management improvements associated with the proposed Aquatic & Recreation Center development shall comply with the 2016 King County Stormwater Management Manual. It is anticipated that the improvements will include a mix of pollutant generating surfaces including parking areas, and non-pollutant generating surfaces including the pedestrian walkways and building roof. Therefore, managing the stormwater volume (detention facilities) and water quality treatment will be considered. Utilizing and upgrading the existing stormwater management system to account for the increased runoff from the proposed Aquatic & Recreation Center improvements appears to be the most feasible and cost-effective solution. It is anticipated that additional catch basins and cleanouts may need to be added to the site. Storm drain piping and collection devices shall comply with the 2016 King County Stormwater Management Manual standards.

Domestic Water and Fire Protection: The existing site is served with water from the Covington Water District system, consisting of a water main in SE Bear Boulevard. An existing 12-inch water main is located within SE Bear Boulevard to the east of the project site. Based on the 2015 Covington Water District Water System Plan, the water system pressure is approximately 90 psi, so it is anticipated the system has adequate capacity for the proposed Aquatic & Recreation Center domestic and fire protection systems. Existing fire hydrants are located adjacent to the site to the east and west.

It is anticipated water service would be provided to the proposed Aquatic & Recreation Center via a new connection to the existing water main in SE Bear Boulevard. A water meter vault would be placed near the SE Bear Boulevard right-of-way line. A typical vault assembly would have a domestic water meter and backflow prevention assemblies for the domestic and fire service. The fire department connection and post indicator valve on the building fire service line are also typically constructed as part of the vault assembly. Water services shall be ductile iron in compliance with the Covington Water District requirements. Water pipe shall be installed with restrained joints in compliance with the Covington Water District pipe restraint table. The determination if additional fire hydrants are required shall be coordinated with the Puget Sound Regional Fire Authority.

Sanitary Sewer: Soos Creek Water and Sewer District provides sanitary sewer service for the site. The existing sewer is approximately 5 to 10 feet deep. An existing 12-inch sanitary sewer main is located within 228th Avenue SE with service extending on-site.

It is anticipated sanitary sewer service would be provided to the proposed Aquatic & Recreation Center via a new connection to the existing sewer main in 228th Avenue SE. New services shall have a minimum diameter of 6 inches and shall be PVC, ASTM D 3034, SDR 35 pipe. Manholes and cleanouts shall comply with Soos Creek Water and Sewer District Standards.

SITE F - SUMMIT
22801 SE 272nd STREET
MAPLE VALLEY, WASHINGTON 98038

SITE INVESTIGATION REPORT

Prepared by Kaity Brecht and Allison Hazen
Coffman Engineers
March 9, 2021

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COFFMAN ENGINEERS

INTRODUCTION

Coffman Engineers conducted a site visit to Site F - Summit on Friday, February 19, 2021. The temperature was in the 40ºF - 50ºF range and skies were partly cloudy and dry. The area has recently experienced some precipitation so ground conditions were damp, but stormwater flow was not present to observe. The property was fully enclosed by a chain link fence system without open access. Site observations were from the perimeter frontages.

The subject parcel is approximately 122 acres in size. This property is split into two areas by a new street, SE Bear Boulevard, that provides access to the new adjacent Tahoma High School complex.

The northwest section of the property is approximately 13.7 acres. The northerly half of this portion of the site is an abandoned DOT yard with dilapidated out buildings, some broken paving, jersey barrier walls, truck scales and a fueling awning. No evidence of tank removal was visible from the perimeter. The southerly half of this portion of the site is naturally forested of a medium density.

The southern portion of the site is approximately 109 acres. This portion of the property is made up of a non-operating golf course, rock quarry and forested areas. Old water hazards are present, and vegetation there should be inspected to ensure the manmade ponds have not evolved into wetlands. This portion of the property also hosts major overhead power transmission lines, further potentially limiting the developable areas of this property.

EXISTING SITE CONDITIONS

1. Environmental
   a. Visual Evidence of Soil Contamination: None observed
   b. Visual Evidence of Wetlands: None observed. However, the full property could not be accessed. Aerial photos show varying terrain with three ponds on the south parcel. The ponds appear to be manmade, possibly a water hazard from a golf course that is no longer in operation. It was also noted that the high school has a wetland along the shared property line at the east end of the large parking lot (south of the soccer field). In this area, the overhead power transmission line borders the area, so this adjacent wetland may not impact developable area on the subject site. Low-laying areas and ponds should be inspected closer and possibly verified by a biologist.
   c. Visual Evidence of Significant Trees: Yes, there are numerous wooded areas on both portions of the parcel that are medium- to high- density vegetation. Hundreds of trees are anticipated to be classified as significant. A biologist or arborist should be engaged to conduct a survey.
   d. Visual Evidence of Critical Areas: None observed. The King County parcel data did not indicate critical areas on site.
   e. Reported Evidence of Environmental Issues: None observed. The King County iMap did not indicate areas of environmental issues. Permit records available online do not reflect the removal of any fuel tanks. Recommend vetting with seller.

2. Geotech
   a. General Soil Condition: The northern portion (approx. 6 acres) is mostly cleared and developed with some areas of paving and lawn. Several forested areas can expect to have several inches of organics in the soil mix. There is a defunct golf course around the perimeter of the southerly portion of the site, with a large quarry/stockpile area in the southwest interior of the property.
   b. Evidence of Rock: None observed.
   c. Soil Type: Web Soil Survey (WSS) was used to obtain a general report on the soils that can be expected in this area. It is not intended to be a substitution for a geotechnical report prepared by a licensed Geotechnical Engineer. WSS reports Everett very gravelly sandy loam with 8 to 15% slopes. A small 0.2-acre Western area of the site is Everett very gravelly sandy loam with 15 to 30% slopes. A copy of the WSS can be found in the Appendix.
3. Drainage Observations
   a. Direction of Existing Drainage Flow: The overall site has many high points and low areas, however, per the King County USGS information, the SW corner of the site is near elevation 615 with a plateau area that extends to the northeast. The plateau has steep slopes at the tip and both sides, which grades down to approximately 550 in the forested area south of the King County storage yard and the rock quarry area. The north property line along SR-516 is near elevation 560 and the northeast corner of the southern portion (southeast corner of 228th Ave SE & SE Bear Blvd) of the property is approximately 590. A topographic survey by a licensed land surveyor is recommended for more information.
   b. Drainage Issues: None observed, but King County parcel viewer indicates that this property has received drainage complaints. This should be vetted with the owner.
4. If buildings exist, are they occupied ( ) or unoccupied (x); Mostly small out buildings.
5. Retaining Walls Present: Yes (x) No ( ); Several concrete jersey barriers are stacked to form temporary retaining walls for rock storage on the north area of the site. The neighboring high school has a keystone retaining wall along the entire easterly property line of the northern section of the site (along their football field parking). This wall varies in height from 1-ft to 6-ft in height (above the subject parcel). Along this same property line, the subject parcel slopes upward and a precast box retaining wall is approximately 6-ft high (below) the subject parcel at the NE corner of the site.
6. Fence Present: Yes (x) No ( ); Locations: Both portions of the site are fully enclosed with chain link fencing 6-ft to 8-ft in height, with gates and barbed wired. Some areas within the site are also fenced with chain link to protect water hazards and past operations.
7. Pavement condition: Poor/Broken where present.
8. Site sidewalk conditions: N/A. Old asphalt golf cart paths are overgrown and poor.
9. Accessibility comments: N/A

COFFMAN ENGINEERS

EXISTING SITE UTILITIES

Visual Evidence of Utilities on Site:

Utility	Type	Location
Sanitary sewer:	Manhole	SE Bear Blvd
Storm sewer:	Rain garden & Drains Sewer Main Culvert Catch Basins	Along north side SE Bear Blvd Within SE Bear Blvd Southwest property Along SR-516
Water:	Water Meter Fire Hydrants	Adjacent to 228th Street, near intersection with 272nd Street East side of 228th Street between SR-516 & SE Bear Blvd
Gas:	None Residential Gas Meters	None observed at site Present at some homes on west side of 228th Street.
Electric:	Meters and pole Overhead Powerlines Power towers/ transmission lines	SW corner of developed King County store yard. Westside of 228th Street and south side of SR-516 Cuts east/west across northern portion of southern property.
Telephone:	None	None observed onsite, but likely source will be overhead lines.

COFFMAN ENGINEERS

STORM SEWER

1. Is storm sewer available? ☒Yes ☐No Surface drainage to street? ☐Yes ☒No
   Who has jurisdiction? City of Maple Valley
2. Location of storm sewer: 228th Ave SE and SE 272nd St
   Size of line: 12" ☒Gravity ☐Forced
3. Is the above-described system adequate for the Tenant's use? ☒Yes ☐No
4. Is sewer tap permitted? ☐Yes ☐No ☒N/A
   Tap to be made By: ☐City ☐Local Plumber; N/A
5. General Facilities Fund/System Development Charge: ☒ None
6. Is an engineering study for stormwater disposal (runoff, retention) required: ☒Yes ☐No
   Comment: Per King County Stormwater Management Manual, 2016

   Will a retention/detention system by required? ☒Yes ☐No
   Will water quality treatment be required? ☒Yes ☐No
   Will an infiltration test be required? ☒Yes ☐No
7. Flood Zone: FEMA Zone X: Area determined to be outside of 500-yr floodplain
8. Is there a present or propose storm sewer moratorium? ☐Yes ☒No
   If yes, explain: n/a
9. Other requirements: _____

   City of Maple Valley, Stormwater dept
   Verified By: Hailey Kimball Phone (206) 391-8052

Site F - Summit
Site Investigation Report
Page 6 of 13

COFFMAN ENGINEERS

SANITARY SEWER

1. Is sewer tap permitted: ☒Yes ☐No Type of sewer: ☒Separated ☐Combined

   Who has jurisdiction? Soos Creek Water and Sewer District _____

2. Location of Sanitary Sewer: Private Drive (on-site from 228th Avenue SE)

   Size of Line: 12" ☒Gravity ☐Forced

   Nearest manhole: MH#: 1289-7 Inv. Elev.: 542.37

   Minimum Tap Size Allowed: 6" at 2.00 % slope.

3. General Facilities Fund / System Development Charge: $1,000 per utility

4. If sanitary sewer is not available, can we use a septic system? ☐Yes ☐No ☒N/A

   - Required system/tank capacity: _____
   - Required leach field area: _____
   - Field location restrictions: _____
   - Final effluent treatment/disposal required? ☐Yes ☐No

5. Is there a present or proposed sewer moratorium? ☐Yes ☒No If yes, explain N/A

6. Dumpster Enclosure Drain Required: ☒Yes ☐No

   a. Dumpster drain to connect sanitary? ☒Yes ☐No ☐N/A

   b. Will a oil/water separator be required? If so, what types? (ask if a down-turned elbow is acceptable): No

Soos Creek Water & Sewer District
Verified By: Lynn Ramsey Phone: (253) 630-9900

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COFFMAN ENGINEERS

WATER

1. Is water available: ☒Yes ☐No Jurisdiction of water lines: Covington Water District
2. Location of Water Line: SE Bear Blvd
3. Size of line: 12" Normal septic pressure: 80 psi
4. Is there a chemical makeup report or analysis available? ☒Yes ☐No
5. General Facilities Fund / System Development Charge: Yes, project dependent
6. Is well permitted (If water is not available.): ☐Yes ☐No ☒N/A
   Has potability test been performed? ☐Yes ☐No ☒N/A
7. Minimum distance-well to septic fields (if applicable): n/a
8. Describe the tapping practices for this AHJ: Contractor shall call for inspection and approval of the tapping process. All taps shall be installed with saddles.
9. Is a Backflow Preventer required? ☐Yes ☐No
   Where? At the connection to the water meter on the customer's side of the property line, and prior to any connection downstream (premise isolation)
10. Will FDC or PIV be required for the sprinkler system? ☒Yes ☐No ☐N/A
11. Fire Hydrants: Fire hydrants and their locations will need to be coordinated with the Puget Sound Regional Fire Authority.
12. Service Recommendations: None.

City of Covington Water District
Verified By: Karen Smith Phone: (253) 867-0901

Site F - Summit
Site Investigation Report
Page 8 of 13

COFFMAN ENGINEERS

Street Frontage

1. Roadway: SE 272nd St Jurisdiction: City of Maple Valley
   a. Existing Conditions:
      - Site Boundary: N
      - Existing Driveway to Site? Yes (x) No ( ); along 228th Ave
      - Number of Lanes: 2 Speed Limit: 40 mph Road Material: Asphalt
      - Roadway Class: Urban Minor Arterial
      - Median Present? Yes ( ) No (X)
      - Deceleration Lane Present? Yes (X) No ( )
      - Number of Curb Cuts Present? 0
      - Sidewalks Present? Yes (X) No ( )
      - Culverts and headwalls required: Yes ( ) No (X); at driveway
      - Ditch Present? Yes ( ) No (X)
   b. Development Requirements
      - Size of primary curb cuts: Max: none Min. 20 ft Radius. 25 ft
      - How close to property line is curb cut permitted? 9' min
      - How close to corner is curb cut permitted? 6' min
      - Number of curb cuts permitted: One per frontage - no additional
      - Concrete approaches required? Yes ( ) No (X)
      - Declaration lane required? Yes (X) No ( ); Width 12 ft Length 150 ft (WSDOT requirements used)
      - Can Median be cut? Yes ( ) No ( ) N/A (X);

        Exterior curbs and gutters required? Yes (X) No ( );

        Type and Size: 6" Cement concrete curb and gutter
      - Sidewalks required? Yes (X) No ( );

        Type and Size: Concrete, 8' min. width
      - Offsite improvements required? Yes (X) No ( );

        Type: frontage improvements – pedestrian access
      - Are traffic directional signals required for proper entrance and egress? Yes (X) No ( ); Remarks: Based off of MUTCD
      - Transportation/Traffic Impact Fees: Yes, project dependent

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- Traffic study required? Yes (X) No ( ); If so, for what? Required when a project trip generation analysis indicates the project generates 15 or more peak hour trips.
- Clear Vision Requirements: area between heights of 3' and 10' in an area measuring 30' from the point of intersection of the street right-of-way lines.

2. Roadway: 228th Ave SE Jurisdiction: Maple Valley
   a. Existing Conditions:
      - Site Boundary: W
      - Existing Driveway to Site? Yes (X) No ( )
      - Number of Lanes: 2 Speed Limit: 25 mph Road Material: Asphalt
      - Roadway Class: Collection
      - Median Present? Yes ( ) No (X)
      - Deceleration Lane Present? Yes (X) No ( )
      - Number of Curb Cuts Present? 1
      - Sidewalks Present? Yes (X) No ( )
      - Culverts and headwalls required: Yes ( ) No (X); at driveway
      - Ditch Present? Yes ( ) No (X); x
   b. Development Requirements
      - Size of primary curb cuts: Max: n/a Min. 20 ft Radius. 25 ft
      - How close to property line is curb cut permitted? 9'
      - How close to corner is curb cut permitted? 6'
      - Number of curb cuts permitted: One per frontage - no additional
      - Concrete approaches required? Yes ( ) No (X)
      - Declaration lane required? Yes (X) No ( ); Width 12 ft Length 150 ft
      - Can Median be cut? Yes ( ) No ( ) N/A (X);
      - Exterior curbs and gutters required? Yes (X) No ( );

        Type and Size: 6" Cement concrete curbs and gutters
      - Sidewalks required? Yes (X) No ( );

        Type and Size: Concrete, 8' min
      - Offsite improvements required? Yes (X) No ( );

        Type: pedestrian access
      - Are traffic directional signals required for proper entrance and egress? Yes ( ) No (X); Remarks: Based on MUTCD

- Transportation/Traffic Impact Fees: Yes, project dependent
- Traffic study required? Yes ( ) No ( ); If so, for what? Required when a project trip generation analysis indicates the project generates 15 or more peak hour trips.
- Clear Vision Requirements: area between heights of 3' and 10' in an area measuring 30' from the point of intersection of the street right-of-way lines.

City of Maple Valley, Engineering
Verified By: Steven Chen Phone (425) 390-9710

PHOTOS

WSDOT Staging Area, looking South from SR-516
North Site

Site Vegetation at North Site

Site F - Summit
Site Investigation Report
Page 12 of 13

Entrance to Gated SE Bear Boulevard, looking east

Southern Site Area

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WEB SOIL SURVEY

United States Department of Agriculture

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for King County Area, Washington

February 16, 2021

C. Site Analysis

SITE F

Custom Soil Resource Report

MAP LEGEND

Area of Interest (AOI)

- Area of Interest (AOI)

Soils

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features

- Streams and Canals

Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background

- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: King County Area, Washington
Survey Area Data: Version 16, Jun 4, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 1, 2019—Jul 25, 2019

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Custom Soil Resource Report

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
EvC	Everett very gravelly sandy loam, 8 to 15 percent slopes	123.2	99.8%
EvD	Everett very gravelly sandy loam, 15 to 30 percent slopes	0.2	0.2%
Totals for Area of Interest		**123.5**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however,

onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Custom Soil Resource Report

King County Area, Washington

EvC—Everett very gravelly sandy loam, 8 to 15 percent slopes

Map Unit Setting

National map unit symbol: 2t62b
Elevation: 30 to 900 feet
Mean annual precipitation: 35 to 91 inches
Mean annual air temperature: 48 to 52 degrees F
Frost-free period: 180 to 240 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Everett and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Everett

Setting

Landform: Kames, eskers, moraines
Landform position (two-dimensional): Shoulder, footslope
Landform position (three-dimensional): Crest, base slope
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Sandy and gravelly glacial outwash

Typical profile

Oi - 0 to 1 inches: slightly decomposed plant material
A - 1 to 3 inches: very gravelly sandy loam
Bw - 3 to 24 inches: very gravelly sandy loam
C1 - 24 to 35 inches: very gravelly loamy sand
C2 - 35 to 60 inches: extremely cobbly coarse sand

Properties and qualities

Slope: 8 to 15 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat excessively drained
Capacity of the most limiting layer to transmit water (Ksat): High (1.98 to 5.95 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Low (about 3.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4s
Hydrologic Soil Group: A
Forage suitability group: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Other vegetative classification: Droughty Soils (G002XS401WA), Droughty Soils (G002XF403WA), Droughty Soils (G002XN402WA)
Hydric soil rating: No

Custom Soil Resource Report

Minor Components

Indianola

Percent of map unit: 10 percent
Landform: Kames, terraces, eskers
Landform position (three-dimensional): Riser
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Alderwood

Percent of map unit: 10 percent
Landform: Hills, ridges
Landform position (two-dimensional): Shoulder
Landform position (three-dimensional): Nose slope, talf
Down-slope shape: Convex, linear
Across-slope shape: Convex
Hydric soil rating: No

EvD—Everett very gravelly sandy loam, 15 to 30 percent slopes

Map Unit Setting

National map unit symbol: 2t62c
Elevation: 30 to 900 feet
Mean annual precipitation: 35 to 91 inches
Mean annual air temperature: 48 to 52 degrees F
Frost-free period: 180 to 240 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Everett and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Everett

Setting

Landform: Kames, eskers, moraines
Landform position (two-dimensional): Backslope
Landform position (three-dimensional): Side slope
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Sandy and gravelly glacial outwash

Typical profile

Oi - 0 to 1 inches: slightly decomposed plant material
A - 1 to 3 inches: very gravelly sandy loam
Bw - 3 to 24 inches: very gravelly sandy loam
C1 - 24 to 35 inches: very gravelly loamy sand
C2 - 35 to 60 inches: extremely cobbly coarse sand

Custom Soil Resource Report

Properties and qualities

Slope: 15 to 30 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat excessively drained
Capacity of the most limiting layer to transmit water (Ksat): High (1.98 to 5.95 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Low (about 3.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4e
Hydrologic Soil Group: A
Forage suitability group: Droughty Soils (G002XS401WA), Droughty Soils (G002XN402WA)
Other vegetative classification: Droughty Soils (G002XS401WA), Droughty Soils (G002XN402WA)
Hydric soil rating: No

Minor Components

Indianola

Percent of map unit: 10 percent
Landform: Eskers, kames, terraces
Landform position (two-dimensional): Backslope
Landform position (three-dimensional): Side slope
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Alderwood

Percent of map unit: 10 percent
Landform: Ridges, hills
Landform position (two-dimensional): Backslope
Landform position (three-dimensional): Side slope, nose slope, talf
Down-slope shape: Linear, convex
Across-slope shape: Convex
Hydric soil rating: No

D. Building Program Area Descriptions

PROGRAM AREA		SF/ROOM	QTY	AREA	TOTAL AREA
1.0 Lobby & Entry					
1.1	Vestibule	160	1	160	
1.2	Lobby/Lounge	2,000	1	2,000	
1.3	Member Services / Reception Desk	240	1	240	
1.4	Storage Equipment Rental	250	1	250	
1.5	Vending Alcove	120	1	120	
1.6a	Public Toilets - Male	180	1	180	
1.6b	Public Toilets - Female	180	1	180	
1.7a	Convenience Toilets - Male	75	2	150	
1.7b	Convenience Toilets - Female	75	2	150	
				Sub-Total	**3,430**
2.0 Center Administration					
2.1	Parks & Rec Administration	800	1	800	
2.2	Work Room	175	1	175	
2.3	Staff Break Room	200	1	200	
2.4	Office - (Directors)	120	2	240	
2.5	Office - (General)	100	2	200	
2.6	Storage	100	1	100	
2.7	Data Closet	150	1	150	
				Sub-Total	**1,865**
3.0 Youth / Community Areas					
3.1	Child Watch	900	1	900	
	Storage	60	1	60	
	Toilet	150	1	150	
3.2	Youth / Teen Center	1,000	1	1,000	
	Office	100	1	100	
	Storage	40	1	40	
3.3	Community Room	3,000	1	3,000	
	Storage	500	1	500	
3.4	Meeting / Conf Room	300	1	300	
3.5	Catering / Teaching Kitchen	600	1	600	
				Sub-Total	**6,650**
	*Meeting / Conf Room Located in Proximity to Center Administration				
4.0 Wellness Venues					
4.1	Gymnasium	8,000	2	16,000	
	Storage	600	1	600	
4.2	Elevated Walk / Run Track	3,400	1	3,400	
4.3	Group Exercise Studio	2,000	1	2,000	
	Storage	300	1	300	
4.4	Dance / Spinning Studio	1,000	1	1,000	
	Storage	300	1	300	
4.5	Fitness Director	100	1	100	
4.6	Weights / Cardio	5,000	1	5,000	
4.7	(Future) Auxilliary Gymnasium	8,000	1	*16,000	
4.8	(Future) Climbing / Bouldering Wall	500	1	*500	
				Sub-Total	**28,700**

D. Building Program Area Descriptions

4.0	**Wellness Venues**				
4.1	Gymnasium	8,000	2	16,000	
	Storage	600	1	600	
4.2	Elevated Walk / Run Track	3,400	1	3,400	
4.3	Group Exercise Studio	2,000	1	2,000	
	Storage	300	1	300	
4.4	Dance / Spinning Studio	1,000	1	1,000	
	Storage	300	1	300	
4.5	Fitness Director	100	1	100	
4.6	Weights / Cardio	5,000	1	5,000	
4.7	(Future) Auxilliary Gymnasium	8,000	1	*16,000	
4.8	(Future) Climbing / Bouldering Wall	500	1	*500	
				Sub-Total	**28,700**
5.0	**Aquatics Center**				
5.01	Indoor Family Recreation Pool	3,500	1	3,500	
	Storage	200	1	200	
5.02	Party Rooms	400	2	800	
5.03	Indoor Competition Lap Pool (8 Lanes)	4,600	1	4,600	
	Storage	200	1	200	
5.04	Spectator Seating (300 People)	2,000	1	2,000	
5.05	Therapy Pool	600	1	600	
	Storage	100	1	100	
5.06	Aquatic Office	250	1	250	
5.07	Lifeguard Office	250	1	250	
5.08	Pool Equipment Storage	1,500	1	1,500	
5.09	Convenience Toilet	75	1	75	
5.10	Aquatics Deck	10,750	1	10,750	
5.11	Pool Mechanical Room	2,000	1	2,000	
				Sub-Total	**26,825**
6.0	**Locker Rooms**				
6.1	Locker Room - Men	1,400	2	2,800	
6.2	Locker Room - Women	1,400	2	2,800	
6.3	Locker Rooms - Family & Special Needs	140	10	1,400	
				Sub-Total	**7,000**
7.0	**Support Spaces**				
7.1	Facility Manager Office	100	1	100	
7.2	Custodial Closet	75	4	300	
7.3	Maintanance and House Storage Areas	280	2	560	
--	Main Stair	200	1	200	
--	Stair #1	400	1	400	
--	Stair #2	400	1	400	
--	Elevator	120	1	120	
--	Elevator Machine Room	45	1	45	
--	Electrical Closet	120	2	240	
--	Mechanical Areas	400	2	800	
				Sub-Total	**3,165**
	TOTAL S.F.				**77,635**
	14% Core and Circulation Spaces				10,869
	TOTAL BUILDING S.F.				**88,504**

* Square Footage of future spaces not included in Sub-Total

Area Descriptions

1.1 VESTIBULE — 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Main point of access to facility
- Highly visible from building approach
- Inviting, yet secure

B. USERS
- All members and other visitors
- All P&R staff

C. SPATIAL REQUIREMENTS
- 1 @ 160sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby
- Reception

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Open during facility hours, Secured with locking doors after hours
- Acoustical: None
- Visual: High visibility upon building approach, well-lit

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Security cameras
- Computer: None
- Data/Communications: None
- Electrical Service: Outlets for cleaning equipment
- Lighting: Ceiling/wall mount or recessed to provide ample lighting into building
- Mechanical Systems: Balanced between indoor and outdoor
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Security cameras

Area Descriptions

1.1 VESTIBULE — 1.0 LOBBY AND ENTRY

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Hard surface
- Floors: Entry mat
- Walls: Glass
- Aesthetics: Highly visible upon building approach; welcoming

N. SITE
- Final part of building entry procession which begins at parking lot; coordinate interior and exterior materials

O. SPECIAL REQUESTS
- None

Area Descriptions

1.2 LOBBY / LOUNGE — 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- First impression to the facility, thus, identity and character should reflect that of the rest of the facility
- Open and inviting
- Centrally located, thus, from this location, users shall be able to intuitively navigate the building layout
- Provide space for kids to wait for parents as well as for users to comfortably sit and socialize

B. USERS
- All Members and Visitors

C. SPATIAL REQUIREMENTS
- 1 @ 2,000 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent

- Vestibule
- Reception
- Member Services / Reception Desk

Access
- Restrooms

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Ample natural light; open to view the general layout of the building

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: Telephone for Members
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overall and accent lighting
- Mechanical Systems: Maintain slight positive air pressure
- Plumbing: Drinking fountain with water bottle filler

I. CASEWORK/STORAGE REQUIREMENTS
- None

Area Descriptions

1.2 LOBBY / LOUNGE — 1.0 LOBBY AND ENTRY

J. FURNITURE REQUIREMENTS
- Lounge Seating – quantity TBD
- Café/Game tables and chairs – quantity TBD
- Benches for waiting – quantity TBD

K. EQUIPMENT REQUIREMENTS
- None

L. DISPLAY REQUIREMENTS
- Electronic display for current events, schedules, etc
- Donor recognition
- Brochure rack

M. FINISHES/AESTHETIC

• Ceiling:	Open structure or wood ceiling
• Floors:	Hard Surface
• Walls:	Paint, accent material such as wood or stone
• Aesthetics:	Warm and inviting; safe; comfortable for variety of user groups; expressive of “WOW” factor; open

N. SITE
- None

O. SPECIAL REQUESTS
- Open to view for supervision

Area Descriptions

1.3 MEMBER SERVICES / RECEPTION DESK — 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Area for greeting Members and non-Members as well as directing them to their destination
- Electronic check-in for Members
- Monitor and control access to building for non-Members
- Financial transactions will occur in this area for both Members and non-Member
  - Non-Members will regularly use Aquatics Facilities, thus entry controlled from this area
- Membership sales and information provided in this location
- Towels and equipment will be handed out from this desk

B. USERS
- All Members
- Non-Members
- (2-3) Staff Members

C. SPATIAL REQUIREMENTS
- 1 @ 240sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby
- Aquatics Center

Access
- Restrooms
- Administration

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- Towel Storage

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all casework and storage; locking cash drawer
- Acoustical: Provide acoustical control for one-on-one conversations
- Visual: Ability to view entry and supervise circulation throughout the building

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Camera to photograph new Members
- Computer: Access for 2 computers
- Data/Communications: Telephone, (1) desktop Printer
- Electrical Service: Ample outlets; (2) card-readers for Member access; camera for new member photos; locate annunciator panels, emergency call buttons and fire alarms
- Lighting: Overall and task lighting
- Mechanical Systems: None
- Plumbing: None

Area Descriptions

1.3 MEMBER SERVICES / RECEPTION DESK — 1.0 LOBBY AND ENTRY

I. CASEWORK/STORAGE REQUIREMENTS
- Cabinet to store towels – on casters
- Built-in Reception desk with cabinets below

J. FURNITURE REQUIREMENTS
- (1) desk for Member Services
- (3) task chairs
- (2) guest chairs

K. EQUIPMENT REQUIREMENTS
- Camera
- Cash Drawer
- (2) Card-readers
- (2) Computers
- (2) Ball racks
- (1) desktop printer

L. DISPLAY REQUIREMENTS
- Small display cabinet for retails items (swim caps, ear buds, goggles, etc)

M. FINISHES/AESTHETIC
- Ceiling: Open to Lobby
- Floors: Hard surface
- Walls: Paint, tackable wallcovering
- Aesthetics: Open and accessible to all; centrally located

N. SITE
- None

O. SPECIAL REQUESTS
- Thoughtful layout to achieve typical tasks associated with Members as well as for non-Members using Aquatics facility
- Locate reception desk far enough into facility to avoid a bottleneck for flow

Area Descriptions

1.4 STORAGE EQUIPMENT RENTAL — 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Secure room in which to store equipment to rent out to members

B. USERS
- Administrative Staff

C. SPATIAL REQUIREMENTS
- 1 @ 250sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby / Lounge
- Reception Desk

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Ability for administrative staff to see who goes in/out

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 10LF adjustable shelving

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Equipment to rent out: basketballs, bands, etc.

Area Descriptions

1.4 STORAGE EQUIPMENT RENTAL — 1.0 LOBBY AND ENTRY

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Acoustical
- Floors: Sealed concrete
- Walls: Paint
- Aesthetics: Professional

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

1.5 VENDING ALCOVE — 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Alcove for housing Vendor supplied pre-packaged snack and drink machines
- Strategically located for users

B. USERS
- Members

C. SPATIAL REQUIREMENTS
- 120sf – may be multiple locations

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby
- Drop-in Center

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- Storage for extra items

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: None
- Visual: Easily seen

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: Adequate for (4) vending machines
- Lighting: Overhead
- Mechanical Systems: None
- Plumbing: Access to water for future mobile espresso cart; locate drinking fountain with water bottle filler nearby

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Owner-supplied vending machines

Area Descriptions

1.5 VENDING ALCOVE

1.0 LOBBY AND ENTRY

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Acoustical
- Floors: Hard surface
- Walls: Paint
- Aesthetics: Easily seen and accessible

N. SITE
- None

O. SPECIAL REQUESTS
- Future: espresso may be sold on a mobile cart, thus, will need access to power and water

Area Descriptions

1.6a PUBLIC TOILETS - MALE 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Restroom for all male users

B. USERS
- Male Members, non-Members and Staff

C. SPATIAL REQUIREMENTS
- 180sf – qty 1

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Easily accessible
- Acoustical: Provide acoustical control
- Visual: Ability to supervise by Staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead and vanity lighting
- Mechanical Systems: Adequate exhaust
- Plumbing: Wall-hung water-closets and urinals

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Diaper-changing station
- Mirrors
- Typical toilet room accessories
- Toilet Partitions - HDPE

Area Descriptions

1.6a PUBLIC TOILETS - MALE **1.0 LOBBY AND ENTRY**

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Cleanable
- Floors: Porcelain Tile
- Walls: Epoxy paint and ceramic tile
- Aesthetics: Clean, safe

N. SITE
- None

O. SPECIAL REQUESTS
- Careful layout to avoid poor sight lines and doors opening directly onto public spaces
- Final determination to be made on gender-specific or gender-neutral toilet rooms

Area Descriptions

1.6b PUBLIC TOILETS - FEMALE 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Restrooms for all female users

B. USERS
- Female members, non-members and staff

C. SPATIAL REQUIREMENTS
- 180sf – qty 1

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: Ability to supervise by Staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead and vanity lighting
- Mechanical Systems: Adequate exhaust
- Plumbing: Wall-hung water-closets

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Diaper-changing station
- Mirrors
- Typical toilet room accessories
- Toilet Partitions - HDPE

Area Descriptions

1.6b PUBLIC TOILETS - FEMALE **1.0 LOBBY AND ENTRY**

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Cleanable
- Floors: Porcelain Tile
- Walls: Epoxy paint and ceramic tile
- Aesthetics: Cleanable and safe

N. SITE
- None

O. SPECIAL REQUESTS
- Careful layout to avoid poor sight lines and doors opening directly onto public spaces
- Final determination to be made on gender-specific or gender-neutral toilet rooms

Area Descriptions

1.7a CONVENIENCE TOILETS - MALE — 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Single toilet room for all male users
- Strategically located throughout the building for quick access

B. USERS
- All male members, non-members and staff

C. SPATIAL REQUIREMENTS
- 2 @ 75sf each = 150sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Wellness Center
- Administration
- Lobby / Lounge

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Easily located by members and monitored by staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead and vanity lighting
- Mechanical Systems: Adequate exhaust
- Plumbing: Wall-hung water-closets and lavatories

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

Area Descriptions

1.7a CONVENIENCE TOILETS - MALE 1.0 LOBBY AND ENTRY

K. EQUIPMENT REQUIREMENTS
- Mirror
- Typical Toilet Room accessories
- Coat hook

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC

• Ceiling:	Painted gyp bd
• Floors:	Porcelain tile
• Walls:	Epoxy paint and ceramic tile
• Aesthetics:	Clean

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

1.7b CONVENIENCE TOILETS - FEMALE 1.0 LOBBY AND ENTRY

A. INTRODUCTION, GOALS AND OBJECTIVES
- Single toilet room for all female users
- Strategically located throughout the building for quick access

B. USERS
- All female members, non-members and staff

C. SPATIAL REQUIREMENTS
- 2 @ 75sf each = 150sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Wellness Center
- Administration
- Lobby / Lounge

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Easily located by members and monitored by staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead and vanity lighting
- Mechanical Systems: Adequate exhaust
- Plumbing: Wall-hung water-closets and lavatories

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

Area Descriptions

1.7b CONVENIENCE TOILETS - FEMALE **1.0 LOBBY AND ENTRY**

K. EQUIPMENT REQUIREMENTS
- Mirror
- Typical Toilet Room accessories
- Coat hook

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC

• Ceiling:	Painted gyp bd
• Floors:	Porcelain tile
• Walls:	Epoxy paint and ceramic tile
• Aesthetics:	Clean

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

2.1 PARKS & REC ADMINISTRATION 2.0 CENTER ADMINISTRATION

A. INTRODUCTION, GOALS AND OBJECTIVES
- Open office area to fulfill daily operational functions and support
- Backup support for Reception/Membership
- Central hub for facility operations
- Secure location to count money

B. USERS
- (6) Administrative Staff

C. SPATIAL REQUIREMENTS
- 800sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Reception/Membership desk
- Offices
- Workroom

Access
- Restrooms

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Ample natural light (provide blinds for control), locate to offer good supervision of reception/membership

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: (6) computers
- Data/Communications: (6) Telephones, desktop printers
- Electrical Service: Ample outlets around room
- Lighting: Overhead and task lighting
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 4 LF Full-HT coat cabinet

Area Descriptions

2.1 PARKS & REC ADMINISTRATION 2.0 CENTER ADMINISTRATION

J. FURNITURE REQUIREMENTS
- (6) 6’ x 8’ workstations with L-shaped desk configuration, upper cabinet storage, and 1 bank of drawers
- (6) 2-drawer file cabinets
- (6) task chairs
- (6) guest chairs

K. EQUIPMENT REQUIREMENTS
- Desktop Printers – quantity TBD

L. DISPLAY REQUIREMENTS
- (1) 4’ tackboard

M. FINISHES/AESTHETIC
- Ceiling: Acoustical
- Floors: Carpet
- Walls: Paint & Tack-able
- Aesthetics: Professional, warm and functional

N. SITE
- None

O. SPECIAL REQUESTS
- *Confirm additional equipment per workstation*
- Inclusion of workroom function in this open area to be determined

Area Descriptions

2.2 WORK ROOM — 2.0 CENTER ADMINISTRATION

A. INTRODUCTION, GOALS AND OBJECTIVES
- General office tasks such as making copies, putting mailers together, etc will be executed in this space
- Regularly used office supplies will be accessible in this room
- Staff will pick up mail here

B. USERS
- All P&R Staff

C. SPATIAL REQUIREMENTS
- 1 @ 175 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Center Administration
- Storage

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- Storage

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Centrally located within Admin
- Acoustical: Provide acoustical control
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: Computer for employee clock in / out
- Data/Communications: Telephone, (1) free-standing printer/copier/scanner
- Electrical Service: Ample outlets around room - including for use to charge devices and equipment
- Lighting: Overhead and task lighting
- Mechanical Systems: Adequate for free-standing copier
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 5LF open base cabinet, countertop and upper cabinet for (24) mail slots
- 8LF base, countertop and upper cabinets for work area and storage

Area Descriptions

2.2 WORK ROOM — 2.0 CENTER ADMINISTRATION

J. FURNITURE REQUIREMENTS
- (2) task chairs

K. EQUIPMENT REQUIREMENTS
- (1) free-standing printer/copier/scanner
- (1) mail stamping machine
- (1) shredder

L. DISPLAY REQUIREMENTS
- (1) 4' Tackboard

M. FINISHES/AESTHETIC
- Ceiling: Acoustical
- Floors: Hard surface
- Walls: Paint & Tackable
- Aesthetics: Professional and functional

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

2.3 STAFF BREAK ROOM — 2.0 CENTER ADMINISTRATION

A. INTRODUCTION, GOALS AND OBJECTIVES
- Place to eat lunch, relax, converse with other colleagues, store lunches, cook lunches, make coffee
- Accommodate staff during break and lunch times

B. USERS
- All P&R Staff

C. SPATIAL REQUIREMENTS
- 1 @ 200 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Center Administration

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- Storage

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Centrally located within Admin
- Acoustical: Provide acoustical control
- Visual: Natural daylight

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Network/Internet Connections
- Computer: None
- Data/Communications: None
- Electrical Service: Ample outlets around room & for appliances - including for use at microwave, refrigerator, toaster, etc.
- Lighting: Overhead and Natural Light
- Mechanical Systems: Adequate
- Plumbing: Sink with Disposal

I. CASEWORK/STORAGE REQUIREMENTS
- 12LF Base cabinets, countertop with sink area and upper cabinets
- Storage for plate, utensils and misc. kitchen equipment
- Food storage in locking base cabinets

Area Descriptions

2.3 STAFF BREAK ROOM — 2.0 CENTER ADMINISTRATION

J. FURNITURE REQUIREMENTS
- (2) tables
- (10) stacking / nesting chairs

K. EQUIPMENT REQUIREMENTS
- (1) refrigerator
- (1) dishwasher
- (1) microwave
- (1) toaster

L. DISPLAY REQUIREMENTS
- (1) 4' Tackboard

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	Hard surface
• Walls:	Paint, Tile at Backsplash & Tackable
• Aesthetics:	Open, Fun & Relaxing

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

2.4 OFFICE – DIRECTOR 2.0 CENTER ADMINISTRATION

A. INTRODUCTION, GOALS AND OBJECTIVES
- Private office for Facility Directors to carry out daily tasks with area for small meeting

B. USERS
- Director
- Any staff or visitor that is meeting with Director

C. SPATIAL REQUIREMENTS
- 2 @ 120sf = 240sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Central Administration

Access
- Conference/meeting space

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Professional and inviting w/ natural lighting

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: (1) computer – networked to central printer / copier
- Data/Communications: Telephone
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overhead and task
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- (1) U-shaped desk w/ credenza, wardrobe cabinet and upper storage
  - Desk to have meeting extension on guest side of desk
- (1) Executive task chair
- (2) guest chairs
- (1) 3’ bookcase
- (2) 4-drawer file cabinets

Area Descriptions

2.4 OFFICE – DIRECTOR 2.0 CENTER ADMINISTRATION

K. EQUIPMENT REQUIREMENTS
- (1) computer

L. DISPLAY REQUIREMENTS
- (1) 4' MB

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	TBD
• Walls:	Paint & Tackable
• Aesthetics:	Professional and inviting

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

2.5 OFFICE – GENERAL 2.0 CENTER ADMINISTRATION

A. INTRODUCTION, GOALS AND OBJECTIVES
- Private office for Management Staff to carry out daily tasks

B. USERS
- (1) Facility Manager

C. SPATIAL REQUIREMENTS
- 2 @ 100sf each = 200sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Central Administration
- Directors offices

Access
- Conference/meeting space

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Easily accessible to all staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: (1) computer – networked to central printer / copier
- Data/Communications: Telephone
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overhead and task
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- (1) L-shaped desk with upper cabinet storage and (1) bank of drawers
- (1) Executive task chair
- (2) Guest chairs
- (1) 4-drawer file cabinet

Area Descriptions

2.5 OFFICE – GENERAL 2.0 CENTER ADMINISTRATION

K. EQUIPMENT REQUIREMENTS
- (1) computer

L. DISPLAY REQUIREMENTS
- (1) 4' markerboard

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	TBD
• Walls:	Paint & Tackable
• Aesthetics:	Professional and inviting

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

2.6 STORAGE — 2.0 CENTER ADMINISTRATION

A. INTRODUCTION, GOALS AND OBJECTIVES
- Secure room in which to store office supplies and to house the safe

B. USERS
- Administrative Staff

C. SPATIAL REQUIREMENTS
- 1 @ 100sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Central Administration
- Workroom

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Ability for administrative staff to see who goes in/out

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 10LF adjustable shelving

J. FURNITURE REQUIREMENTS
- 4-drawer file cabinets – quantity TBD

K. EQUIPMENT REQUIREMENTS
- Free-standing Safe

Area Descriptions

2.6 STORAGE

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Acoustical
- Floors: Sealed concrete
- Walls: Paint
- Aesthetics: Professional

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

2.7 DATA CLOSET — 2.0 CENTER ADMINISTRATION

A. INTRODUCTION, GOALS AND OBJECTIVES
- Central location to house all fixed IT-related equipment

B. USERS
- IT staff

C. SPATIAL REQUIREMENTS
- 1 @ 150sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Central Administration

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: Hub for all IT equipment
- Electrical Service: None
- Lighting: Overhead
- Mechanical Systems: Adequate cooling for equipment
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- MDF equipment

L. DISPLAY REQUIREMENTS
- None

Area Descriptions

2.7 DATA CLOSET — 2.0 CENTER ADMINISTRATION

M. FINISHES/AESTHETIC

- Ceiling: Acoustical
- Floors: Sealed concrete
- Walls: Paint, plywood to 6'AFF
- Aesthetics: Clutter-free

N. SITE

- None

O. SPECIAL REQUESTS

- Provide adequate room to maneuver around equipment or consider IT rack on wheels / slides to pull out for access

Area Descriptions

3.1 CHILD WATCH — 3.0 YOUTH / COMMUNITY AREAS

A. INTRODUCTION, GOALS AND OBJECTIVES
- Room to provide short-term care and supervision of children up to age 6 while parents work out
- Various programs and activities will occur in this space
- Separate zones for age groups
- Storage and toileting facilities will be within the space

B. USERS
- Child-watch Staff
- Children of Members

C. SPATIAL REQUIREMENTS
- Child-watch room: 1 @ 900sf
- Storage: 1 @ 60sf
- Toilet: 1 @ 150sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby
- Exterior play areas

Access
- None

E. LEARNING AREAS WITHIN SPACE
- Zoned per age-group (define the zones)

F. SUPPORT SPACES
- See spatial requirements

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on dutch door and all low cabinetry; direct access to exterior play area
- Acoustical: Provide acoustical control
- Visual: Open with ability to easily supervise entire space; ideally there would be view to exterior with sill-ht allowing children to see outside

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: (1) for Director
- Data/Communications: Telephone
- Electrical Service: Ample outlets around room - including for use to charge devices; tamper-proof outlet covers
- Lighting: Overhead – dimmable – and task lighting
- Mechanical Systems: None
- Plumbing: ADA ht and low sink in Child-watch room for hand-washing, Age-appropriate ht sinks and water-closets in Toilet room,

Area Descriptions

3.1 CHILD WATCH — 3.0 YOUTH / COMMUNITY AREAS

I. CASEWORK/STORAGE REQUIREMENTS
- Child-watch
  - 12LF base, countertop and upper cabinets – bases locking
  - 3LF base, countertop and upper sink cabinet – bases locking
  - 4LF full-ht cabinet – locking
  - Cubbies for diaper bag holding – qty TBD
- Toilet
  - Upper cabinet/shelf for extra toilet paper
- Storage
  - 8LF adjustable shelving

J. FURNITURE REQUIREMENTS
- (1) 2'x4' desk
- (1) task chair
- (1) 2-drawer file cabinet
- Baby Swing
- Age-appropriate tables/chairs – quantity TBD
- Storage cubbies for children's belongings – quantity TBD
- Toy storage cubbies
- Bookcase
- Moveable partitions for zoning space to age groups
- Diaper changing table in Child-watch

K. EQUIPMENT REQUIREMENTS
- Low toilet partitions – HDPE
- Typical toilet room accessories and vanity mirrors
- Wall-mount diaper changing station at toilet room

L. DISPLAY REQUIREMENTS
- Tackable wall surface to display children's art

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical & Gyp Bd
• Floors:	Hard surface with area rugs at Child-watch Porcelain tile at Toilet Sealed concrete at Storage
• Walls:	Paint and Tackable at Child-watch Epoxy paint and ceramic tile at Toilet Paint at Storage
• Aesthetics:	Clean and playful with area for quiet time

N. SITE
- Direct access to outdoor, age-appropriate play areas

O. SPECIAL REQUESTS
- Identify method for check-in process, thus, necessary equipment
- Clarify ages for zoning

Area Descriptions

3.2 YOUTH / TEEN CENTER — 3.0 YOUTH / COMMUNITY AREAS

A. INTRODUCTION, GOALS AND OBJECTIVES
- Large gathering space for families and all ages that is for socializing, playing board games, watching movies, etc.
- Programming will occur in this space and is dependent upon peak times for age groups 7-15, teens and seniors
- Flexibility is a key element to ensure ease of use for a variety of activities
- The space should be able to function on its own as well as to open up to the adjacent and larger Community room for events

B. USERS
- Members of all ages

C. SPATIAL REQUIREMENTS
- Teen Center: 1 @ 1,000sf
- Youth Programs Office: 1 @ 100sf
- Storage: 1 @ 40sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Pubic Toilet Rooms
- Community Room

Access
- Not centrally located

E. LEARNING AREAS WITHIN SPACE
- Flexible programming space

F. SUPPORT SPACES
- See Spatial Requirements above

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Lock on all door, yet accessible for secure after-hours use
- Acoustical: Provide acoustical control
- Visual: Ample natural light (provide blinds for control)

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Ceiling - mounted speakers with audio system; wall-mount TV and DVD player
- Computer: (1) for Director
- Data/Communications: Wireless access at Teen Center
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overhead and accent with ability to adjust light levels
- Mechanical Systems: None
- Plumbing: Drinking fountain IN or NEARBY room

Area Descriptions

3.2 YOUTH / TEEN CENTER — 3.0 YOUTH / COMMUNITY AREAS

I. CASEWORK/STORAGE REQUIREMENTS
- 4LF full-ht AV storage cabinet at Teen Center - locking
- 8LF adjustable shelving in Storage – consider rolling cabinets (locking)

J. FURNITURE REQUIREMENTS
- Teen Center
  - Lounge seating – quantity TBD
  - Coffee tables – quantity TBD
  - Bistro tables/chairs – quantity TBD
  - Furniture will be used to “zone” the room
- Youth Programs Office
  - (1) 2’x4’ desk
  - (1) task chair
  - (2) guest chairs
  - (1) 2-drawer file cabinet

K. EQUIPMENT REQUIREMENTS
- Teen Center
  - Table-top games (foosball, ping pong, etc)
  - Wall-mount TV and DVD player
- Youth Programs Office
  - Computer
  - Desktop Printer

L. DISPLAY REQUIREMENTS
- Writable wall surface at Teen Center
- Tackable space to display art or flyers

M. FINISHES/AESTHETIC
- Ceiling: Acoustical & Gyp Bd
- Floors: Hard Surface with area rugs at Drop-in Center and Office
  Sealed concrete at Storage
- Walls: Paint, writeable wall surface at Teen Center; consider operable wall to open up to Community Room
- Aesthetics: Inviting, playful, cozy, appealing to a variety of age-groups at Drop-in Center

N. SITE
- This room will be used after-hours, thus, locate to allow for limited and secure access

O. SPECIAL REQUESTS
- Ideally, this room is located outside of the facility control-point
- The room may be zoned for active as well as lounging activities: 1 - video game playing and movie watching in a living room type environment, 1 – socializing with friend in a coffee house environment
- Further discussion is needed regarding the need for exterior access to a patio or other outdoor social space

Area Descriptions

3.3 COMMUNITY ROOM — 3.0 YOUTH / COMMUNITY AREAS

A. INTRODUCTION, GOALS AND OBJECTIVES
- Large and flexible gathering space for all age groups to have meetings, classes and less physical activities such as arts and crafts
- Community groups may hold meetings in this space
- Staff may hold meetings in this room

B. USERS
- All Members
- Staff
- Covington & Maple Valley Community Groups

C. SPATIAL REQUIREMENTS
- Community Room: 1 @ 3,000 sf
- Storage 1 @ 500 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Teen Center
- Storage (table and chair)
- Catering / Teaching Kitchen?

Access
- Public Toilet Rooms

E. LEARNING AREAS WITHIN SPACE
- Programmed activities

F. SUPPORT SPACES
- See Spatial Requirements above

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors; operable wall to allow for division of room – ensure second access
- Acoustical: Provide acoustical control
- Visual: Ample natural light (provide blinds for control)

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Ceiling - mounted speakers for audio equipment; full-wall projection / markerboard surface
- Computer: None
- Data/Communications: Wireless access; *ceiling mount projector*
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overhead with ability to adjust lighting
- Mechanical Systems: None
- Plumbing: Sink w/ clay trap and copper piping

Area Descriptions

3.3 COMMUNITY ROOM — 3.0 YOUTH / COMMUNITY AREAS

I. CASEWORK/STORAGE REQUIREMENTS
- Community Room:
  - 4LF full-ht cabinet for AV – locking
  - 8LF base, countertop and upper cabinets
  - 3LF sink base, countertop and upper cabinet
  - 8LF adjustable shelving – consider rolling cabinets (locking)
- Storage:
  - 8LF adjustable shelving – consider rolling cabinets (locking)

J. FURNITURE REQUIREMENTS
- Folding tables – quantity TBD
- Stacking chairs w/ storage cart – quantity TBD
- Mobile demonstration table w/ mirror

K. EQUIPMENT REQUIREMENTS
- *Ceiling mounted projector*
- *Wall mounted projection screen*
- (2) 8' markerboards
- Adaptor plug for interface with variety of devices

L. DISPLAY REQUIREMENTS
- Tackable wall surface

M. FINISHES/AESTHETIC
- Ceiling: Acoustical & Gyp Bd
- Floors: Hard surface
- Walls: Paint, Tackable; consider operable wall to open up to Teen Center
- Aesthetics: Inviting and fun

N. SITE
- Direct access to patio for revenue generating activities

O. SPECIAL REQUESTS
- Some storage may occur in locking mobile cabinets - TBD

Area Descriptions

3.4 MEETING / CONFERENCE ROOM 3.0 YOUTH / COMMUNITY AREAS

A. INTRODUCTION, GOALS AND OBJECTIVES
- Group meetings for 8-12 people
- Flexible to accommodate current and future technology

B. USERS
- 8-12 Members, Staff or Community

C. SPATIAL REQUIREMENTS
- 1 @ 300sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- None

Access
- P&R Administration

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: Ability to see in/out

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Equipped for presentation w/ ceiling mt projector
- Computer: Wireless access
- Data/Communications: Equipped for presentation w/ ceiling mt projector
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports; *ceiling mt projector*
- Lighting: Overhead and dimmable
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- Conference table to seat 12
- (12) Stacking chairs
- Mobile cart or credenza

Area Descriptions

3.4 MEETING / CONFERENCE ROOM 3.0 YOUTH / COMMUNITY AREAS

K. EQUIPMENT REQUIREMENTS
- Ceiling mount projector
- Wall mount projection screen
- 8’ markerboard

L. DISPLAY REQUIREMENTS
- Tackable wall surface

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	Soft Surface (Carpet)
• Walls:	Paint, tackable wallcovering
• Aesthetics:	Professional

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

3.5 CATERING / TEACHING KITCHEN 3.0 YOUTH / COMMUNITY AREAS

A. INTRODUCTION, GOALS AND OBJECTIVES
- A kitchen for purposes of teaching cooking skills, nutrition as well as for Member events

B. USERS
- Members and Staff

C. SPATIAL REQUIREMENTS
- Kitchen: 1 @ 500sf
- Pantry: 1 @ 100sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Community Room

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- See Spatial Requirements above

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all cabinets
- Acoustical: Provide acoustical control
- Visual: layout to provide visibility for demonstration; natural daylight and view to exterior

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: Wireless access
- Data/Communications: None
- Electrical Service: Ample outlets for appliances – consider floor outlets for demo island
- Lighting: Overhead and task
- Mechanical Systems: Exhaust for range
- Plumbing: Sink w/ disposal

I. CASEWORK/STORAGE REQUIREMENTS
- Teaching Kitchen:
  - 20LF base, countertop and upper cabinets – locking
  - 3LF sink base, countertop and upper cabinets – locking
  - Mobile demonstration table with cooktop
- Pantry
  - 10LF cabinetry / adjustable shelving

Area Descriptions

3.5 CATERING / TEACHING KITCHEN 3.0 YOUTH / COMMUNITY AREAS

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Demonstration table
- Commercial refrigerator/freezer unit
- Commercial range
- Wall ovens

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	Cleanable flooring at Teaching Kitchen Sealed concrete at Pantry
• Walls:	Paint
• Aesthetics:	Clean and open

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

3.6 PARTY ROOMS — 3.0 YOUTH / COMMUNITY AREA

A. INTRODUCTION, GOALS AND OBJECTIVES
- Space to rent for parties for 8-10 people
- Flexible to accommodate current and future technology

B. USERS
- 8-10 Members or Community

C. SPATIAL REQUIREMENTS
- 2 @ 350sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- None

Access
- P&R Administration

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Equipped for presentation w/ ceiling mt projector
- Computer: Wireless access
- Data/Communications: Equipped for presentation w/ ceiling mt projector
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports; *ceiling mt projector*
- Lighting: Overhead and dimmable
- Mechanical Systems: None
- Plumbing: Sink

I. CASEWORK/STORAGE REQUIREMENTS
- 10LF Base Cabinet

J. FURNITURE REQUIREMENTS
- (2-4) folding / nesting tables to seat 10
- (10) Stacking chairs

Area Descriptions

4.1 GYMNASIUM — 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Area equipped for programmed activities such as organized basketball and volleyball games, youth programs, indoor soccer, etc as well as for drop-in, un-programmed activities such as shooting hoops, etc
- The courts shall be set up for full-court games as well as cross-court games during tournament play
- Spectator seating for 150 people
- Suspended running track

B. USERS
- Members
- Spectators

C. SPATIAL REQUIREMENTS
- Gymnasium: 2 @ 8,000sf = 16,000 sf
- Storage: 1 @ 600sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Community Room
- Storage

Access
- Main Lobby

E. LEARNING AREAS WITHIN SPACE
- Programmable space

F. SUPPORT SPACES
- See Spatial Requirements above

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: Wireless access
- Data/Communications: Scoreboard
- Electrical Service: Scoreboard
- Lighting: Overhead
- Mechanical Systems: None
- Plumbing: Drinking fountain w/ water bottle filler in Gym

I. CASEWORK/STORAGE REQUIREMENTS
- 25LF adjustable shelving in Storage room

Area Descriptions

4.1 GYMNASIUM

4.0 WELLNESS VENUES

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- (4) main adjustable ht backboards
- (8) adjustable ht backboards at cross-courts
- Divider curtain
- (2) Main Scoreboards
- Mobile scoreboards for cross-court games
- Floor inserts for volleyball standards
- Various ball racks, nets, racquets
- Telescoping bleacher seat for 150 spectators – split seating with half each side of curtain

L. DISPLAY REQUIREMENTS
- Tack strip for event posters

M. FINISHES/AESTHETIC

• Ceiling:	Exposed structure, painted
• Floors:	Hardwood athletic floor at Gym Sealed concrete at Storage
• Walls:	Paint, wall pads and painted acoustical panels
• Aesthetics:	Bright and open with use of translucent panels; open from Lobby

N. SITE
- None

O. SPECIAL REQUESTS
- Suspended running track above/around gymnasium requires consideration as to the type of backboards
- Programs include: rec-league sports, basketball, volleyball and pickle-ball
- Gym floor striping to include pickleball

Area Descriptions

4.2 ELEVATED WALK/RUN TRACK — 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Suspended running track for purposes of indoor running and walking

B. USERS
- Members

C. SPATIAL REQUIREMENTS
- 1 @ 3,400sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Gymnasium

Access
- Group Exercise Studio

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Careful planning to avoid track crossings
- Acoustical: Provide acoustical control
- Visual: Ample natural light (provide roller shades for control), maximize visual interest by capturing views inside building and to site

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Clock / Timer on the Wall
- Computer: None
- Data/Communications: Wireless access
- Electrical Service: Outlets for fitness equipment at “wide spots in road”
- Lighting: Overhead
- Mechanical Systems: None
- Plumbing: Nne

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- None

L. DISPLAY REQUIREMENTS
- None

Area Descriptions

4.2 ELEVATED WALK/RUN TRACK — 4.0 WELLNESS VENUES

M. FINISHES/AESTHETIC

- Ceiling: Exposed structure, painted
- Floors: Rubber track surface, lined
- Walls: Paint
- Aesthetics: Bright and open with clear sightlines

N. SITE

- None

O. SPECIAL REQUESTS

- Two to Three-lanes

Area Descriptions

4.3 GROUP EXERCISE STUDIO — 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Studio space which is equipped for group aerobic exercise, yoga, strength training classes, etc
- The space shall be flexible with ability to divide the larger into two smaller studios

B. USERS
- All Members
- Fitness Staff

C. SPATIAL REQUIREMENTS
- Group Exercise Studio: 1 @ 2,000sf
- Storage: 1 @ 300sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Dance / Spinning Studio
- Storage

Access
- Convenience Toilet Rooms

E. LEARNING AREAS WITHIN SPACE
- Programmable activity space

F. SUPPORT SPACES
- See Spatial Requirements above

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: Ample natural light (provide blinds for control); ability to see activity from other parts of the building as well as to exterior while at the same time careful planning for modesty

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Ceiling - mounted speakers; audio equipment with controls at instructor area
- Computer: None
- Data/Communications: Wireless access
- Electrical Service: Outlets at instructor areas – including USB port
- Lighting: Ambient and overhead with flexibility to adjust for different moods
- Mechanical Systems: Improve heating / cooling with temperature control in each room
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 3LF cabinet for storing audio equipment – provide one at each end of room

Area Descriptions

4.3 GROUP EXERCISE STUDIO — 4.0 WELLNESS VENUES

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Exercise Studio
  - Mirrors
- Storage
  - Yoga mats – quantity TBD
  - Racks for hand-held equipment – quantity TBD
  - Hooks for bands and jump ropes – quantity TBD
  - Racks/nets for exercise balls – quantity TBD
  - Step benches and risers – quantity TBD

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC

• Ceiling:	Exposed structure - painted, acoustical clouds, gyp bd soffits - painted
• Floors:	Hardwood at Exercise Studio - to be determined Sealed concrete at Storage
• Walls:	Paint, acoustical operable panel partition to spinning studio, mirrors, graphics
• Aesthetics:	Inspiring with view capability; ability to create a quiet meditative environment as well as a high energy activity space

N. SITE
- None

O. SPECIAL REQUESTS
- Consider layout of Exercise Studios to allow for sharing of Storage room(s), thus, of equipment
- High acoustical performance rating needed in operable panel partition
- Ensure large opening at Storage to allow ease of movement in/out during class time

Area Descriptions

4.4 DANCE / SPINNING STUDIO — 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Studio space which is equipped for Dance and Spinning classes

B. USERS
- Members
- Fitness Staff

C. SPATIAL REQUIREMENTS
- Dance / Spinning Studio: 1 @ 1,000sf
- Storage: 1 @ 300sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Group Exercise Studio

Access
- Convenience Toilet Rooms

E. LEARNING AREAS WITHIN SPACE
- Programmable activity space

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: Ability to see activity inside of the room; ability to darken room

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Ceiling - mounted speakers; audio equipment with controls at instructor area
- Computer: None
- Data/Communications: Wireless access
- Electrical Service: Outlets at instructor areas – including USB ports
- Lighting: Ambient and overhead with flexibility to adjust for different moods; *consider neon or black supplemental lights*
- Mechanical Systems: Improve heating / cooling with temperature control in each room
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 3LF cabinet for storing audio equipment – provide one at each end of room

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Spinning bikes – 35 bikes
- Mirrors
- Ballet Barre

Area Descriptions

4.4 DANCE / SPINNING STUDIO — 4.0 WELLNESS VENUES

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure - painted, acoustical clouds,
- Floors: Rubber athletic flooring
- Walls: Paint, mirrors, acoustical panels, graphics
- Aesthetics: High energy activity space with ability to darken room, yet illuminate with neon or black lights

N. SITE
- None

O. SPECIAL REQUESTS
- Room to be flexible allowing bikes to be moved to the side, thus, having space to offer other group fitness class

Area Descriptions

4.5 FITNESS DIRECTOR — 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Private office for Fitness Director to carry out daily tasks and to manage the Exercise Areas

B. USERS
- Fitness Director

C. SPATIAL REQUIREMENTS
- 1 @ 100sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Group Exercise Studio
- Weights / Cardio

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Ability to view out of office to supervise Weights / Cardio

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: *consider controls for Weights / Cardio audio to be located in this room*
- Computer: (1) computer
- Data/Communications: Telephone, (1) desktop printer
- Electrical Service: None
- Lighting: Overhead and task
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- (1) L-shaped desk w/ overhead storage and 1 bank of drawers
- (1) task chair
- (2) guest chairs
- (1) 2-drawer file cabinet

Area Descriptions

4.5 FITNESS DIRECTOR — 4.0 WELLNESS VENUES

K. EQUIPMENT REQUIREMENTS
- 4' markerboard
- (1) desktop printer

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	Soft Surface
• Walls:	Paint & Tack-able
• Aesthetics:	Professional and inviting

N. SITE
- None

O. SPECIAL REQUESTS
- Locate to ensure space is easily accessible to Members

Area Descriptions

4.6 WEIGHTS & CARDIO — 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Large, open area for individual use of cardio, free weight and sectorized plate equipment
- Stretching area
- P&R staff provides training to help Members reach their fitness goals
- Fitness assessments occur in this area

B. USERS
- Members
- Fitness Staff

C. SPATIAL REQUIREMENTS
- Weights & Cardio: 1 @ 5,000sf – zoned for activity

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Convenience toilet rooms
- Exercise studios
- Fitness Director

Access
- Maintenance/repair shop

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- See Spatial Requirements above

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Adequate circulation and zoning for safe use of equipment
- Acoustical: Provide acoustical control
- Visual: Ample natural light (provide blinds for control) and views to exterior from cardio area

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Ceiling - mounted speakers
- Computer: Computer (s) – network to printer / copier
- Data/Communications: Wireless access; desktop printer / copier
- Electrical Service: Ample floor and wall outlets in support of powered equipment
- Lighting: Overhead and accent
- Mechanical Systems: Adequate cooling in support of activities – consider thermal separation to aid with efficiency of HVAC system; ceiling fans at free weight area
- Plumbing: Drinking fountain with water bottle filler

I. CASEWORK/STORAGE REQUIREMENTS
- 6LF Moveable check-in desk w/ bank of drawers

Area Descriptions

4.6 WEIGHTS & CARDIO — 4.0 WELLNESS VENUES

J. FURNITURE REQUIREMENTS
- Weights & Cardio:
  - (1) task chair
  - (1) 2-drawer file cabinet
- Fitness Assessment – semi private w/ partitions
  - (2-3) task chairs
  - (1) 2'x4' desk
  - Moveable storage cart

K. EQUIPMENT REQUIREMENTS
- 12"x12" lockers – quantity TBD
- Cardio and strength equipment – type and quantity TBD
- 8-10 stretching mats
- Mirrors – quantity TBD
- TV's – quantity TBD
- Equipment spray/paper towel station

L. DISPLAY REQUIREMENTS
- 4' tackboard

M. FINISHES/AESTHETIC
- Ceiling: Painted exposed acoustical deck w/ suspended acoustical clouds
- Floors: Rubber sport floor & artificial turf
- Walls: Paint, Graphics and acoustical panels
- Aesthetics: Open to rest of facility as well as well as to exterior; clutter-free

N. SITE
- None

O. SPECIAL REQUESTS
- Zoned such that spaces are as non-dedicated and flexible as possible for current and future programmatic needs
- Layout shall remain open to ensure good sightlines for supervision and assistance
- Locate free weights so lifter noise does not impose on other area

Area Descriptions

4.7 (FUTURE) AUXILIARY GYMNASIUM 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Secondary gymnasium for overflow activities as well as for additional programming opportunities to supplement the main Gymnasium
- Area equipped for programmed activities such as organized basketball and volleyball games, indoor soccer, etc. as well as for drop-in, un-programmed activities such as shooting hoops, etc.

B. USERS
- Members

C. SPATIAL REQUIREMENTS
- 1 @ 8,000sf (note: area not included in Total Building Area)

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Main Gym
- Storage

Access
- Main Lobby

E. LEARNING AREAS WITHIN SPACE
- Programmable space

F. SUPPORT SPACES
- Storage

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: Wireless Access for mobile scoreboard
- Electrical Service: Mobile scoreboard
- Lighting: Overhead
- Mechanical Systems: None
- Plumbing: Drinking fountain w/ water bottle filler nearby

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

Area Descriptions

4.7 (FUTURE) AUXILIARY GYMNASIUM — 4.0 WELLNESS VENUES

K. EQUIPMENT REQUIREMENTS
- (2) main adjustable ht backboards
- (4) adjustable ht backboards at cross-courts
- Divider curtain
- Mobile scoreboards
- Floor inserts for volleyball standards
- Various ball racks, nets, racquets

L. DISPLAY REQUIREMENTS
- Tackstrip for event posters

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure, painted
- Floors: Hardwood athletic floor
- Walls: Paint, wall pads and painted acoustical panels
- Aesthetics: Bright and open with use of translucent panels; open from Lobby

N. SITE
- None

O. SPECIAL REQUESTS
- *Confirm (future) activities to occur in this gym*

Area Descriptions

4.8 (FUTURE) CLIMBING / BOULDERING WALL 4.0 WELLNESS VENUES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Dedicated area for recreational climbing with flexibility for staff to adjust routes
- Centrally located to allow for high visibility to the area
- Flexible for future use if climbing/bouldering is no longer of interest

B. USERS
- Members
- Climbing Staff

C. SPATIAL REQUIREMENTS
- 1 @ 500sf (note: square footage not included in Total Building Area)

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Lobby/circulation
  - Equipment check-out

Access
- Reception desk for distribution of equipment

E. LEARNING AREAS WITHIN SPACE
- Programmable space

F. SUPPORT SPACES
- Storage of equipment – location TBD

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: controlled access to climbing wall
- Acoustical: Provide acoustical control
- Visual: Visible from Lobby to allow for viewing

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead and task
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 6LF full-ht cabinet to store equipment for distribution

Area Descriptions

4.8 (FUTURE) CLIMBING / BOULDERING WALL 4.0 WELLNESS VENUES

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Harnesses, ropes and other climbing equipment
- Fall mats

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure - painted
- Floors: Rubber athletic floor and fall mats
- Walls: Panelized wall system, paint
- Aesthetics: Open and spacious

N. SITE
- None

O. SPECIAL REQUESTS
- Wall construction to be panelized for ability to remove as interest wanes
- *Confirm intentions for bouldering and for belaying*
- *Confirm location for storing and distributing equipment*
- *Identify quantity of climbing routes desired*

Area Descriptions

5.01 INDOOR FAMILY RECREATION POOL — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Body of water in Aquatics Center for leisure/activity such as recreational swimming, walking activities and programming, etc
- Zero-depth entry to pool
- Amenities that are attractive to multiple ages

B. USERS
- Members
- Non-members

C. SPATIAL REQUIREMENTS
- Rec Pool: 1 @ 3,500sf
- Storage: 1 @ 200sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- All other Aquatics Center pools – zoned for safety
- Locker Rooms
- Party Rooms

Access
- Lobby
- Convenience Toilet

E. LEARNING AREAS WITHIN SPACE
- Programmable activity

F. SUPPORT SPACES
- Storage

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Zoned for safety
- Acoustical: Provide acoustical control
- Visual: Ample natural light without glare; unobstructed sightlines for safety

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: General convenience outlets around pool
- Lighting: Overhead with special care to locate for ease of maintenance (not over water)
- Mechanical Systems: Adequately manage humidity and air quality due to chemicals
- Plumbing: Provide drinking fountain inside Aquatics Center

I. CASEWORK/STORAGE REQUIREMENTS
- 8LF adjustable shelving in Storage

Area Descriptions

5.01 INDOOR FAMILY RECREATION POOL — 5.0 AQUATICS CENTER

J. FURNITURE REQUIREMENTS
- Benches – quantity TBD

K. EQUIPMENT REQUIREMENTS
- 12”x12”x12” lockers on deck for pay use - HDPE
- Water slide with separate run-out
- Preferred location to penetrate exterior of building
- Lazy-river feature with vortex
- Evaluate additional features such as floatable courses, climbing walls, balance activities, etc
- Lifeguard perches
- Towel hooks on walls

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC

• Ceiling:	Exposed structure - painted
• Floors:	Concrete and Porcelain Tile Sealed concrete at Storage
• Walls:	Porcelain tile with finger grips at Rec Pool Paint at Storage
• Aesthetics:	Bright and cheery; fun!

N. SITE
- Future splash pad and/or outdoor pool to be considered

O. SPECIAL REQUESTS
- Plan for future addition/amenity to aquatics

Area Descriptions

5.02 PARTY ROOMS

5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Space to rent for parties for 8-10 people
- Flexible to accommodate current and future technology

B. USERS
- 8-10 Members or Community

C. SPATIAL REQUIREMENTS
- 2 @ 400 sf = 800 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- None

Access
- P&R Administration

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: Equipped for presentation w/ ceiling mt projector
- Computer: Wireless access
- Data/Communications: Equipped for presentation w/ ceiling mt projector
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports; *ceiling mt projector*
- Lighting: Overhead and dimmable
- Mechanical Systems: None
- Plumbing: Sink

I. CASEWORK/STORAGE REQUIREMENTS
- 10LF Base Cabinet

J. FURNITURE REQUIREMENTS
- (2-4) folding / nesting tables to seat 10
- (10) Stacking chairs

Area Descriptions

5.02 PARTY ROOMS **5.0 AQUATICS CENTER**

K. EQUIPMENT REQUIREMENTS
- Ceiling mount projector
- Wall mount projection screen
- 8' markerboard

L. DISPLAY REQUIREMENTS
- Tackable wall surface

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	Cleanable
• Walls:	Paint & Tackable
• Aesthetics:	Professional

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

5.03 INDOOR COMPETITION LAP POOL — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Cool body of water in Aquatics Center for lap swimming, swim lessons and the occasional competitive swimming
- 8-lanes, 25 yards long
- Elevated spectator seating separated from deck with available on deck overflow seating (see 5.3)

B. USERS
- Members
- Spectators

C. SPATIAL REQUIREMENTS
- Lap Pool: 1 @ 4,600sf
- Storage: 1 @ 200sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- All other Aquatics Center spaces – zoned for safety
- Adjacent, separated from recreation pool
- All Locker Rooms

Access
- Lobby
- Convenience Toilet

E. LEARNING AREAS WITHIN SPACE
- Programmable activity

F. SUPPORT SPACES
- Storage

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Zoned for safety; chair lift (ADA) and stair entries to pool
- Acoustical: Provide acoustical control
- Visual: Ample natural light without glare; unobstructed sightlines for safety

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: General convenience outlets around pool
- Lighting: Overhead with special care to locate for ease of maintenance (not over water)
- Mechanical Systems: Adequately manage humidity and air quality due to chemicals
- Plumbing: Provide drinking fountain inside Aquatics Center

I. CASEWORK/STORAGE REQUIREMENTS
- 8LF adjustable shelving in Storage

Area Descriptions

5.03 INDOOR COMPETITION LAP POOL — 5.0 AQUATICS CENTER

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- 12”x12”x12” lockers on deck for pay use - HDPE
- Lifeguard perches
- Towel Hooks on walls
- (8) Starting platforms/blocks
- Wheelchair lift
- Removable lane dividers

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure - painted
- Floors: Deck level gutter
Concrete (gunnite) pool
Sealed concrete at Storage
- Walls: Porcelain tile with finger grips at pool edge, Paint & Acoustical Paint at Storage
- Aesthetics: Bright and cheery; fun!

N. SITE
- Future splash pad and/or outdoor pool to be considered

O. SPECIAL REQUESTS
- Concrete pool preferred
- Provide starting platforms on deep end
- Plan for future addition/amenity to aquatics
- Confirm need for loud speaker during Swim Competition
- Cost comparison to be done to determine deep end depth of 7’ or 9’
- 9’ depth is necessary for Red Cross certification

Area Descriptions

5.04 SPECTATOR SEATING — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Seating space for up to 300 people including members, non-members and community members using the Aquatics Center and watching competition meets

B. USERS
- All members, non-members and staff

C. SPATIAL REQUIREMENTS
- 1 @ 2,000sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: Open with unobstructed views towards Competition lap lanes, elevated, 10'-0" preferred

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead lighting with special care for placement for ease of maintenance
- Mechanical Systems: Adequate exhaust for humidity control and good air quality
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Bench / Seating for up to 300 people

`

Area Descriptions

5.04 SPECTATOR SEATING — 5.0 AQUATICS CENTER

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure - painted
- Floors: Slip resistant concrete or porcelain tile
- Walls: Epoxy paint and ceramic tile; acoustical panels
- Aesthetics: Bright and open; fun!

N. SITE
- None

O. SPECIAL REQUESTS
- Careful placement to eliminate obstructed views

Area Descriptions

5.05 THERAPY POOL — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Warm body of water in Aquatics Center for general wellness and fitness, small group and one-on-one rehab
- 16'W x 24'L and 3-1/2' to 4-1/2' deep

B. USERS
- Members
- Spectators

C. SPATIAL REQUIREMENTS
- Therapy Pool: 1 @ 700 sf
- Storage: 1 @ 100sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- All other Aquatics Center spaces – zoned for safety
- All Locker Rooms

Access
- Lobby
- Convenience Toilet

E. LEARNING AREAS WITHIN SPACE
- Programmable activity

F. SUPPORT SPACES
- Storage

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Zoned for safety; chair lift and ramp entries to pool for ADA
- Acoustical: Provide acoustical control
- Visual: Ample natural light without glare; unobstructed sightlines for safety

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: General convenience outlets around pool
- Lighting: Overhead with special care to locate for ease of maintenance (not over water)
- Mechanical Systems: Adequately manage humidity and air quality due to chemicals
- Plumbing: Provide drinking fountain inside Aquatics Center

I. CASEWORK/STORAGE REQUIREMENTS
- 8LF adjustable shelving in Storage

J. FURNITURE REQUIREMENTS
- None

Area Descriptions

5.05 THERAPY POOL — 5.0 AQUATICS CENTER

K. EQUIPMENT REQUIREMENTS
- None

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC

• Ceiling:	Exposed structure - painted
• Floors:	Deck level gutter Concrete pool Sealed concrete at Storage
• Walls:	Porcelain tile with finger grips at pool edge Paint at Storage
• Aesthetics:	Bright and cheery; fun!

N. SITE
- None

O. SPECIAL REQUESTS
- Final depth to be determined

Area Descriptions

5.06 AQUATIC OFFICE — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Room/office for Aquatics Director and Staff to carry out daily tasks
- Location for Aquatics Staff to store personal belongings
- Spray toy and equipment controls

B. USERS
- Aquatics Staff

C. SPATIAL REQUIREMENTS
- 1 @ 250sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Open with unobstructed views to all pools

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: (1) computer
- Data/Communications: Telephone, desktop printer
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overhead and task
- Mechanical Systems: Improve heating / cooling with temperature control in office
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 4LF full-ht storage cabinet

J. FURNITURE REQUIREMENTS
- 2’x4’ desks – quantity TBD
- Task chairs – quantity TBD
- (2) 4-drawer file cabinets

Area Descriptions

5.06 AQUATIC OFFICE — 5.0 AQUATICS CENTER

K. EQUIPMENT REQUIREMENTS
- Computer
- Desktop printer
- Half-ht wardrobe lockers – quantity TBD
- Towel hooks – quantity TBD

L. DISPLAY REQUIREMENTS
- 4’ markerboard
- 4’ tackboard

M. FINISHES/AESTHETIC
- Ceiling: exposed structure - painted
- Floors: slip resistant concrete
- Walls: Epoxy paint
- Aesthetics: Professional w/ high visibility to pools

N. SITE
- None

O. SPECIAL REQUESTS
- All equipment and temperature controls to be housed in office

Area Descriptions

5.07 LIFEGUARD OFFICE — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Room/office for Lifeguards to carry out daily tasks
- Location for Lifeguards to store personal belongings
- Spray toy and equipment controls

B. USERS
- Lifeguards

C. SPATIAL REQUIREMENTS
- 1 @ 250sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Open with unobstructed views to all pools

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: (1) computer
- Data/Communications: Telephone, desktop printer
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overhead and task
- Mechanical Systems: Improve heating / cooling with temperature control in office
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 4LF full-ht storage cabinet

J. FURNITURE REQUIREMENTS
- 2’x4’ desks – quantity TBD
- Task chairs – quantity TBD
- (2) 4-drawer file cabinets

Area Descriptions

5.07 LIFEGUARD OFFICE — 5.0 AQUATICS CENTER

K. EQUIPMENT REQUIREMENTS
- Computer
- Desktop printer
- Half-ht wardrobe lockers – quantity TBD
- Towel hooks – quantity TBD

L. DISPLAY REQUIREMENTS
- 4’ markerboard
- 4’ tackboard

M. FINISHES/AESTHETIC
- Ceiling: exposed structure - painted
- Floors: slip resistant concrete
- Walls: Epoxy paint
- Aesthetics: Professional w/ high visibility to pools

N. SITE
- None

O. SPECIAL REQUESTS
- All equipment and temperature controls to be housed in office

Area Descriptions

5.08 POOL EQUIPMENT STORAGE — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Area for Aquatics staff to store aquatics toys, equipment and supplies

B. USERS
- Aquatics Staff

C. SPATIAL REQUIREMENTS
- 1,500sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center
- Delivery of pool chemicals

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: None
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead
- Mechanical Systems: Adequate for circulation in wet, caustic environment
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 10LF adjust shelving with pulleys / lift or other system to utilize vertical space in room

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Heavy duty storage hooks – quantity TBD

Area Descriptions

5.08 POOL EQUIPMENT STORAGE — 5.0 AQUATICS CENTER

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure
- Floors: Sealed concrete
- Walls: Epoxy paint
- Aesthetics: Functional

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

5.09 CONVENIENCE TOILET – GENDER NEUTRAL 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Single toilet room for all aquatics users
- locate off pool deck for quick access

B. USERS
- All members, non-members and staff

C. SPATIAL REQUIREMENTS
- 1 @ 75sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Easily located by members and monitored by staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead and vanity lighting
- Mechanical Systems: Adequate exhaust
- Plumbing: Wall-hung water-closet

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Mirror
- Typical Toilet Room accessories
- Coat hook

Area Descriptions

5.09 CONVENIENCE TOILET – GENDER NEUTRAL 5.0 AQUATICS CENTER

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Painted gyp bd
- Floors: Porcelain tile
- Walls: Epoxy paint and ceramic tile
- Aesthetics: Clean

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

5.09 POOL EQUIPMENT STORAGE — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Area for Aquatics staff to store aquatics toys, equipment and supplies

B. USERS
- Aquatics Staff

C. SPATIAL REQUIREMENTS
- 1,500sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center
- Delivery of pool chemicals

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: None
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead
- Mechanical Systems: Adequate for circulation in wet, caustic environment
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 10LF adjust shelving with pulleys / lift or other system to utilize vertical space in room

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Heavy duty storage hooks – quantity TBD

Area Descriptions

5.10 AQUATICS DECK — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
- Deck space for circulation, support areas and general use in the Aquatics Center

B. USERS
- All members, non-members and staff

C. SPATIAL REQUIREMENTS
- 1 @ 10,750 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Office

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: None
- Acoustical: Provide acoustical control
- Visual: Open with unobstructed views and no glare on water

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead lighting with special care for placement for ease of maintenance
- Mechanical Systems: Adequate exhaust for humidity control and good air quality
- Plumbing: Drinking fountain to be located on pool deck

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- TBD

Area Descriptions

5.10 AQUATICS DECK — 5.0 AQUATICS CENTER

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure - painted
- Floors: Slip resistant concrete or porcelain tile
- Walls: Epoxy paint and ceramic tile; acoustical panels
- Aesthetics: Bright and open; fun!

N. SITE
- Consider future outdoor pool and/or splash pad

O. SPECIAL REQUESTS
- Careful placement of under-water walls and other barriers to eliminate obstructed views
- Window placement and height to avoid glare on water

Area Descriptions

5.11 POOL MECHANICAL ROOM — 5.0 AQUATICS CENTER

A. INTRODUCTION, GOALS AND OBJECTIVES
-

B. USERS
-

C. SPATIAL REQUIREMENTS
- 1 @ 2,000 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
-

Access
-

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
-

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security:
- Acoustical: Provide acoustical control
- Visual: Open with unobstructed views and no glare on water

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: None
- Lighting: Overhead lighting with special care for placement for ease of maintenance
- Mechanical Systems: Adequate exhaust for humidity control and good air quality
- Plumbing: Drinking fountain to be located on pool deck

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- TBD

Area Descriptions

5.11 POOL MECHANICAL ROOM — 5.0 AQUATICS CENTER

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Exposed structure - painted
- Floors: Slip resistant concrete or porcelain tile
- Walls: Epoxy paint and ceramic tile; acoustical panels
- Aesthetics:

N. SITE
-

O. SPECIAL REQUESTS
-

Area Descriptions

6.1 LOCKER ROOM - MEN — 6.0 LOCKER ROOMS

A. INTRODUCTION, GOALS AND OBJECTIVES
- Room for male users to dress, shower and store personal belongings while using the facilities

B. USERS
- Male Members
- Male Non-members

C. SPATIAL REQUIREMENTS
- 2 @ 1,400 sf each = 2,800 sf– includes Showers, Toilet Room, Changing and Locker Areas

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center

Access
- Wellness Center
- Gymnasium

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Direct access from Aquatics Center
- Acoustical: Provide acoustical control
- Visual: Avoid poor sightlines into room; entry to be easily visible to staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: Outlets to accommodate hair dryers at vanity counter; swim suit dryer
- Lighting: Overhead and vanity
- Mechanical Systems: Improve heating / cooling with temperature control
- Plumbing: wall-hung water-closets, *Consider timers on showers*

I. CASEWORK/STORAGE REQUIREMENTS
- 8LF vanity counter

J. FURNITURE REQUIREMENTS
- None

Area Descriptions

6.1 LOCKER ROOM - MEN

K. EQUIPMENT REQUIREMENTS
- Typical toilet and shower room accessories
- Diaper changing station
- Locker room benches
- Full-ht and Half-ht lockers

L. DISPLAY REQUIREMENTS
- 4' tackboard

M. FINISHES/AESTHETIC
- Ceiling: Cleanable, humidity resistant acoustical panel or painted gyp bd
- Floors: Resinous flooring
- Walls: Paint and ceramic tile
- Aesthetics: Clean and sterile while being open and warm

N. SITE
- None

O. SPECIAL REQUESTS
- Further exploration is needed to determine best layout to provide for Member usage as well as provide access to non-members using the Aquatics Center
- Provide a shower on the pool deck, adjacent to the Aquatics Center entry point from LR's
- Quantity of group: private showers TBD

Area Descriptions

6.2 LOCKER ROOM - WOMEN

A. INTRODUCTION, GOALS AND OBJECTIVES
- Room for female users to dress, shower and store personal belongings while using the facilities

B. USERS
- Female Members
- Female non-members

C. SPATIAL REQUIREMENTS
- 2 @ 1,400 sf each = 2,800 sf – includes Showers, Toilet Room, Changing and Locker Areas

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center

Access
- Wellness Center
- Gymnasium

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Direct access from Aquatics Center
- Acoustical: Provide acoustical control
- Visual: Avoid poor sightlines into room; entry to be easily visible to staff

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: Outlets to accommodate hair dryers at vanity counter; swim suit dryer
- Lighting: Overhead and vanity
- Mechanical Systems: Improve heating / cooling with temperature control
- Plumbing: wall-hung water-closets, *Consider timers on showers*

I. CASEWORK/STORAGE REQUIREMENTS
- 8LF vanity counter

J. FURNITURE REQUIREMENTS
- None

Area Descriptions

6.2 LOCKER ROOM - WOMEN

K. EQUIPMENT REQUIREMENTS
- Typical toilet and shower room accessories
- Diaper changing station
- Locker room benches
- Full-ht and Half-ht lockers
- Swimsuit dryer

L. DISPLAY REQUIREMENTS
- 4' tackboard

M. FINISHES/AESTHETIC
- Ceiling: Cleanable, humidity resistant acoustical panel or painted gyp bd
- Floors: Resinous or Porcelain flooring
- Walls: Paint and ceramic tile
- Aesthetics: Clean and sterile while being open and warm

N. SITE
- None

O. SPECIAL REQUESTS
- Further exploration is needed to determine best layout to provide for Member usage as well as provide access to non-members using the Aquatics Center
- Provide a shower on the pool deck, adjacent to the Aquatics Center entry point from LR's
- Quantity of Group: private showers TBD

Area Descriptions

6.3 LOCKER ROOMS – FAMILY & SPECIAL NEEDS 6.0 LOCKER ROOMS

A. INTRODUCTION, GOALS AND OBJECTIVES
- Private room for families and those with special needs to dress, change and shower
- Fully Handicap accessible

B. USERS
- Members
- Non-members

C. SPATIAL REQUIREMENTS
- 10 @ 140sf each = 1,400sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Aquatics Center
- Group Locker Rooms

Access
- Weights / Cardio
- Gymnasium

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Avoid poor sightlines

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: None
- Electrical Service: Outlets to accommodate hair dryers at vanity counter; swimsuit dryer
- Lighting: Overhead and vanity
- Mechanical Systems: Improve heating / cooling with temperature control
- Plumbing: wall-hung water-closets, *Consider timers on showers*

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- None

Area Descriptions

6.3 LOCKER ROOMS – FAMILY & SPECIAL NEEDS 6.0 LOCKER ROOMS

K. EQUIPMENT REQUIREMENTS
- Diaper changing stations
- Robe hooks
- Swimsuit Dryer
- Locker bench – 3'L

L. DISPLAY REQUIREMENTS
- None

M. FINISHES/AESTHETIC
- Ceiling: Cleanable, humidity resistant acoustical panel or painted gyp bd
- Floors: Resinous flooring
- Walls: Paint and ceramic tile
- Aesthetics: Clean and sterile while being open and warm

N. SITE
- None

O. SPECIAL REQUESTS
- Further exploration is needed to determine best layout to provide for Member usage as well as provide access to non-members using the Aquatics Center

Area Descriptions

7.1 FACILITY MANAGER OFFICE — 7.0 SUPPORT SPACES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Private office for Facility Manager to carry out daily tasks

B. USERS
- Facility Manager

C. SPATIAL REQUIREMENTS
- 1 @ 100sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Main delivery location to building
- Maintenance Shop

Access
- All facility

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: Provide acoustical control
- Visual: Professional

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: (1) computer – networked to nearest printer
- Data/Communications: Telephone, (1) desktop printer
- Electrical Service: Ample outlets around room - including for use to charge devices; USB ports
- Lighting: Overhead and task
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- None

J. FURNITURE REQUIREMENTS
- (1) L-shaped desk w/ upper storage
- (1) Task chair
- (1) 4-drawer file cabinet

Area Descriptions

7.1 FACILITY MANAGER OFFICE — 7.0 SUPPORT SPACES

K. EQUIPMENT REQUIREMENTS
- (1) computer
- (1) desktop printer

L. DISPLAY REQUIREMENTS
- (1) 4' MB

M. FINISHES/AESTHETIC

• Ceiling:	Acoustical
• Floors:	Soft Surface
• Walls:	Paint
• Aesthetics:	Professional

N. SITE
- None

O. SPECIAL REQUESTS
- Close proximity to Maint / Storage / Repair room
- Locate in vicinity of equipment and supply delivery to building

Area Descriptions

7.2 CUSTODIAL CLOSET — 7.0 SUPPORT SPACES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Room for storage of custodial supplies and equipment as well as for mop sink to execute daily cleaning tasks
- One room per floor of building

B. USERS
- Building Custodial Staff

C. SPATIAL REQUIREMENTS
- 4 @ 75sf each = 300 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Centrally located on each floor

Access
- None

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: None
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: Wireless access
- Electrical Service: Ample outlets around room - including for use to charge equipment
- Lighting: Overhead
- Mechanical Systems: None
- Plumbing: Floor/mop sink

I. CASEWORK/STORAGE REQUIREMENTS
- 8LF adjustable shelving per closet

J. FURNITURE REQUIREMENTS
- None

K. EQUIPMENT REQUIREMENTS
- Maintenance equipment stored TBD
- Broom/mop rack

Area Descriptions

7.2 CUSTODIAL CLOSET — 7.0 SUPPORT SPACES

L. DISPLAY REQUIREMENTS
- 4’ markerboard

M. FINISHES/AESTHETIC

• Ceiling:	Exposed structure
• Floors:	Sealed concrete
• Walls:	Paint, FRP to 4’ on wet walls
• Aesthetics:	Functional

N. SITE
- None

O. SPECIAL REQUESTS
- None

Area Descriptions

7.3 MAINTENANCE AND HOUSE STORAGE AREAS 7.0 SUPPORT SPACES

A. INTRODUCTION, GOALS AND OBJECTIVES
- Area for Maintenance staff to receive and store supplies and equipment
- Repair of facility equipment will occur in this room

B. USERS
- Maintenance Staff

C. SPATIAL REQUIREMENTS
- 2 @ 280sf each = 560 sf

D. SPATIAL RELATIONSHIPS/ADJACENCIES

Adjacent
- Building receiving area

Access
- Cardio / Weights

E. LEARNING AREAS WITHIN SPACE
- None

F. SUPPORT SPACES
- None

G. ENVIRONMENTAL REQUIREMENTS
- Access & Security: Locks on all doors
- Acoustical: None
- Visual: None

H. SPECIAL UTILITY REQUIREMENTS
- Audio/Visual: None
- Computer: None
- Data/Communications: Wireless access
- Electrical Service: Ample outlets around room for power equipment
- Lighting: Overhead and task
- Mechanical Systems: None
- Plumbing: None

I. CASEWORK/STORAGE REQUIREMENTS
- 4LF full-ht storage cabinet
- 10LF adjust shelving

J. FURNITURE REQUIREMENTS
- Workbench / table

K. EQUIPMENT REQUIREMENTS
- Maintenance tools and related storage cabinets

E. Capital Planning Report

CAMPBELL & COMPANY

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MEMORANDUM

June 21, 2021

To: ALSC Architects

From: Campbell & Company (Kate Roosevelt, Executive Vice President)

Re: Campaign planning report for a proposed aquatics and recreation center in Covington / Maple Valley, WA

INTRODUCTION

Thank you for the opportunity to be a part of the project team studying the feasibility of a proposed aquatics and recreation center in Covington / Maple Valley, WA. This memorandum summarizes our research and assessment of potential strategies for a capital campaign that would contribute to the revenue required to build the new center. While the primary focus of our research was private fundraising potential, we included information on potential grant programs that are managed by the WA Department of Commerce. As described below, our general framework for campaign planning is centered on four elements that are critical for success: case for support, donor engagement, leadership, and staffing and systems. While we did not conduct a campaign planning study as a part of this process, we are using this framework to convey our considerations about a capital campaign.

Below you will find:

- Campaign Planning Framework
- Key Considerations
- Prospect Research Summary
- Sample Gift Table
- Sample Timeline
- Campaign Planning Resources

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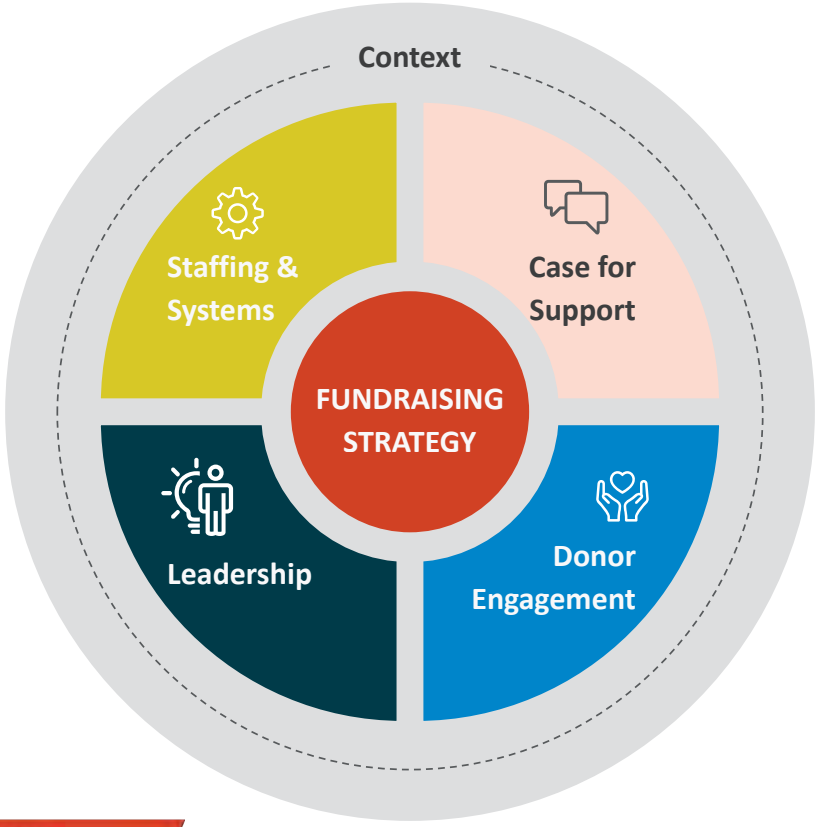
CAMPAIGN PLANNING FRAMEWORK

Campaign Strategy: A comprehensive strategy includes a feasible fundraising goal, budget, timeline, and structure for the campaign. Influenced by internal strengths and weaknesses as well as external opportunities and threats, the strategy encompasses the four elements critical to campaign success:

- **Case for Support:** The campaign's vision and impact must be clear, compelling, and communicate a strong rationale for funding priorities. The philanthropic case should be made for investing in the institution and its vision for the community.
- **Donor Engagement:** At all stages of the campaign, a commitment to relationship-based, donor-centered fundraising is essential. A strong base of donors should be ready to show support with leadership gifts.
- **Leadership:** A campaign requires visible leaders willing to champion the effort, make connections, solicit gifts, and advise on strategy. Leadership comes from top staff and board members, augmented by other community leaders committed to the campaign.
- **Staffing and Systems:** Few projects require as much of an organization's internal capacity as campaigns. Staffing and systems must be in place to support volunteer leaders, manage donor relationships, and track and report on a significantly increased level of development activity beyond annual fundraising efforts.



KEY CONSIDERATIONS FOR A CAMPAIGN TO SUPPORT A NEW AQUATICS AND RECREATION CENTER IN COVINGTON / MAPLE VALLEY, WA

While we were not charged with conducting a campaign planning study (see *The Value of a Campaign Planning Study* below) for the proposed project, a study would help to confirm campaign readiness once project plans and a capital funding/revenue strategy are better defined. As noted above, we have used our Campaign Planning Framework for conveying the key considerations for a campaign we were able to determine at this early stage of project development.

CASE FOR SUPPORT

Capital projects that attract private support successfully convey **an outcome-oriented story that addresses unmet needs in a community**. They also center the story on a vision for the future – a vision that donors can help to achieve through their giving. Given that the new center will likely be built with a variety of funding sources, and that philanthropy will likely be a small piece of the funding pie, it is imperative to demonstrate what difference philanthropy will make in achieving the short and long-term goals for the project.

In this case, the cities should consider isolating or carving off **an element (or elements) of the project that could be the focus** of a compelling case for giving. Some funders will even require this and choose to support a specific aspect of the new facility rather than the facility overall. YMCAs and Boys and Girls Clubs have been especially successful doing this over time in the Puget Sound region and across the state.

It is also critical that the cities be able to **detail the programmatic plans** for the new center as donors are more apt to fund buildings that are in service to a mission and programs. For example, program outcomes such as youth development, health and wellness, intergenerational connections, access, childcare, and more will help to show prospective funders what the new center will make possible over the long-term.

DONOR ENGAGEMENT

With no existing donor base to call on, a campaign for this project will require **developing new relationships with prospective funders** in and around the project site and across King County. A detailed *Prospect Research Summary* is included below. In addition, it is important to note that elements of the project may intersect with a range of funder interests, but overall, it may not be a perfect match for any funder. Therefore, it will be important to identify key elements and outcomes of the project that can be matched with funder priorities and interests.

Another factor that may influence donor interest and willingness to support the project is **donor recognition**, including opportunities to be recognized in (or name) spaces in the new center. The value (or gift level) assigned to these “naming opportunities” should be based on

perceived value and visibility, not on the actual per square foot cost of constructing the space. If the cities wish to consider pitching a naming opportunity for the enter center, the gift needed to qualify for that top level of recognition should be 20-50% of the project costs. Our research did not explore naming rights such as the rights corporations secure for sports arena, for example. These agreements have a distinct marketing agenda to them and are generally negotiated for a specific period with an option to renew.

LEADERSHIP

To carry out a capital campaign, and just generally raise private dollars (contributions) to support the project, the cities will need to **identify a tax-exempt nonprofit organization registered in Washington State** to own the campaign, accept and steward campaign donations, ensure those donations are tax deductible to the fullest extent of the law, and ensure the promises of the campaign are met. This third party would serve as an "honest broker" between the government agencies advancing this project and the community at large. This can be accomplished in one of three ways: 1) engage an existing nonprofit organization that aligns with the mission of this project to serve as a fiscal sponsor, 2) engage an existing nonprofit organization that aligns with the mission of this project to own and run the campaign, and 3) create a new nonprofit organization. We recommend you explore options 1 and 2 before going to the effort and expense of establishing a new organization. There are several athletics, parks, and recreation-oriented nonprofit organizations in King County that could potentially serve in this role.

In addition, a **volunteer leadership team** will need to be assembled to champion the campaign across the community, cultivate and solicit gifts and grants, and convey through their association with the project that it is a top priority for the residents of the surrounding area. It is critical for the leadership team to center on **active volunteers** who are willing to meet with prospects and solicit gifts over several years. It is also critical that this group **represent the full range of identities and interests** in the community. Subgroups can be activated on an ad hoc basis to engage specific constituencies or interest groups. Finally, it may be advantageous to recruit an **honorary chair or co-chairs** who would inspire people to get on board, give, and see the campaign through to completion. Candidates for such a role would be prominent families, business owners, influencers, and/or elected officials.

STAFFING AND SYSTEMS

Any campaign effort will require a **team of professionals** to administer the day-to-day operations of the campaign. This team would typically be employed by the nonprofit organization owning the campaign. Alternatively, some organizations retain "residential counsel" for their campaign. This model of counsel (or consulting) places a consultant onsite to direct and manage all aspects of the campaign and work closely with the volunteer leadership team. Residential counsel can be an attractive option for organizations/campaigns where there

is little need or desire to have an ongoing fundraising program. Key administrative activities would include volunteer/committee management and support, tracking assignments and donor/prospect information in a database designed for this purpose, processing gifts, scheduling and preparing for meetings with prospects, managing small cultivation and fundraising events, and communicating with key audiences (to share updates and steward relationships).

At a minimum, **the campaign should be managed by a "campaign director"** who is on point to manage the implementation of the campaign plan. Administrative support is also essential. Consultants (serving more at an arm's length than residential counsel) can be retained to advise on campaign strategy, donor strategy, grant writing, communications, graphic design, digital fundraising, database management, event management, and more.

Depending on the model employed to administer the campaign, the cities should expect to budget for **campaign expenses** (including all of the activities notes above) in the range of 10 to 20 percent of the campaign fundraising goal (e.g., a $5 million campaign would cost $500,000 to $1 million to administer). It should also be noted that it is considered unethical in the fundraising profession to charge a commission on funds one raises (or to be paid a percentage of funds raised). Therefore, any consultants retained to help administer aspects of the campaign should be paid on a fee for service basis.

PROSPECT RESEARCH SUMMARY

There are four sources of support that could be explored for a campaign to help fund the new aquatics and recreation center:

- Competitive grants available every two years through the State of Washington's Department of Commerce ($1,000,000-$2,000,000 possible)
- Grants from private foundations in the region ($500,000-$2,500,000)
- Grants and sponsorships from private businesses in the region ($10,000-$100,000)
- Donations from individuals and families ($200,000-$3,000,000)

We estimate that a total of $2 million to $5 million could be raised from these sources.

This funding mix is quite typical of a capital campaign for a regional facility, and the intersection of different funding sources can create significant opportunities for matching and challenge grants. For example, funding from WA State sources will require some degree of a "private match," and private donors are often motivated by knowing that their donations are helping to unlock public/government grants.

WASHINGTON STATE DEPARTMENT OF COMMERCE COMMUNITY CAPITAL FACILITIES

This project may qualify for a grant from either the Building Communities Fund or Youth Recreation Facilities program. Grants of this sort come with strings attached including requirements that the building meets certain performance standards (e.g., energy efficiency, green building materials), requirements to pay prevailing wage, and/or a requirement of site control. All of these factors, and more, should be considered before a decision is made to submit an application.

- **Building Communities Fund:** State grants are available to nonprofit, community-based organizations to defray eligible capital costs to acquire, construct, renovate or rehabilitate nonresidential community and social service centers.
  - The Building Communities Fund Program awards state grants to nonprofit, community-based organizations to defray up to 25 percent or more of eligible capital costs to acquire, construct, or rehabilitate nonresidential community and social service centers. *There is no minimum or maximum grant award amount, but our experience is that grant size rarely exceeds $1 million.*
  - This is a reimbursement-style grant for capital construction projects only. Operating costs are ineligible. It is funded through the sale of state bonds (no federal funds). Awardees are selected through a competitive grant application process conducted every two years by the Department of Commerce. Applicant projects must be located in a "distressed community" or serve a substantial number of low-income or disadvantaged persons.
  - Program will reopen in Summer 2022 for 2023-2025 biennium.
- **Youth Recreational Facilities:** The 2003 Legislature created the Youth Recreational Facilities (YRF) program to award state grants to defray up to 25 percent of eligible capital costs for the acquisition, construction and/or major renovation of nonresidential youth recreational facilities.
  - This is a reimbursement-style grant and operating costs are ineligible. The grants are funded by the sale of state bonds only. Awardees are selected through a competitive grant application process held every two years.
  - Applications are electronic and entered into ZoomGrants when the application round is open.
  - Grant applications are screened by staff and then ranked by an advisory board of youth recreational facilities experts.
  - Ranking criteria include:
    - The ability to complete the project expediently.
    - The organizational capacity to run the facility effectively.

  - Community need.
  - Availability of other funding sources.
- *There is a maximum grant award amount of $1,200,000.*
- Program will reopen in Spring 2022 for 2023-2025 biennium.

Projects that were funded by these programs in the recently adopted 2021-2023 capital budget include the following:

- Local and Community Projects
  - Puyallup Recreation Center (Puyallup), $1,030,000
  - Sprinker Recreation Center Outdoor Improvements (Tacoma), $400,000
  - Aquatic and Recreation Center (King County), $1,050,000
  - Richmond Highland Recreation Center Repairs (Shoreline), $500,000
  - Enumclaw Aquatic Center (Enumclaw), $258,000
  - Shore Aquatic Center Expansion (Port Angeles), $200,000
  - Everett YMCA (Everett), $1,000,000
- Youth Recreation Facilities:
  - $14,000-$1,837,000 (Boys and Girls Club of Spokane County, $600,000)

PRIVATE FOUNDATIONS

A search of the Foundation Center Online database search resulted in 54 potential prospects. Further vetting of these prospects narrowed the list to *six (6) prospects with a total potential giving range of $500,000-$2,500,000.* In addition, there are two community foundations in the region (Seattle and Tacoma) that could potentially offer grant dollars through Donor Advised Funds where a donor's interest aligns with the goals of the project.

See chart below for details.

Grantmaker Name	Notes from Campbell & Company	Range of Potential Grant	City	State	URL
Greater Tacoma Community Foundation	GTCF is a community foundation with Donor Advised Funds. Slight possibility that a Fund Holder might have interest in the project.	NA	Tacoma	WA	https://www.gtcf.org/
Joshua Green Foundation	Private foundation that funds capital campaigns in education, social services, and the arts.	Up to 1% of campaign goal	Seattle	WA	http://www.joshuagreencorp.com
M.J. Murdock Charitable Trust	YMCA of Boise received $350,000 in 2020 for a new aquatic center. Many facilities grants to YMCAs and Boys and Girls Clubs. Granted $400,000 to new Morrill Meadows Park YMCA in Kent. Grant range is $150,000-$750,000 for similar projects since 2010; most grants in $300,000 range.	$200,000-$400,000	Vancouver	WA	http://www.murdock-trust.org
Norman Archibald Charitable Foundation	Private foundation now operating as a donor advised fund at Seattle Foundation. They like funding capital projects and equipment for nonprofits in NW WA. Average grants size is $3,000-$7,000. Will consider a grant request when nonprofit reaches 70% of campaign goal. Applications accepted on a rolling basis and reviewed quarterly.	$5,000-$10,000	Mercer Island	WA	https://archibaldfoundation.org/
PACCAR Foundation	Private foundation associated with PACCAR. Funds nonprofits in communities where the company has a presence.	$100,000-$1,000,000			https://www.paccar.com/about-us/paccar-foundation/
Seattle Foundation	Seattle Foundation is a community foundation with Donor Advised Funds. Slight possibility that a Fund Holder might have interest in the project.	NA	Seattle	WA	http://www.seattlefoundation.org
Sunderland Foundation	Family foundation connected to Ash Grove Cement Company. Funds higher education, human services, the arts, and health care and hospitals. Typically funds larger, established nonprofit organizations.	$100,000-$500,000	Overland Park	KS	https://www.sunderland.org/
The Norcliffe Foundation	Family foundation associated with PACCAR, which was founded by patriarch several generations back. They like funding capital projects, primarily in the Puget Sound region.	$100,000-$500,000	Seattle	WA	http://www.norcliffefoundation.org

CORPORATE AND BUSINESS SUPPORT

In addition to the companies identified in the Foundation Center Online search, there could be a role for local businesses to play in the campaign through both outright donations and sponsorships. Donor recognition and sponsorship opportunities could help to motivate such gifts. *These donations could range from $5,000-$100,000.*

Service clubs such as Rotary and Kiwanis typically donate to projects like this one if there is widespread community support and club members take the lead on advocating for the donation. *These donations could range from $10,000-$100,000.*

INDIVIDUAL DONATIONS

Individuals and families in the community, especially those who will use the new aquatics and recreation center, should be considered prospective donors for a campaign. However, prospects were not identified as part of our research. The "campaign committee" would play a key role in identifying prospective donors and building the list of 50 or more individuals and families to engage directly in the campaign. Strategies should target lead donors of $100,000+ first, then major donors of $10,000+, then the broad community. Often there is a "bricks and tiles" component of a campaign like this to motivate smaller gifts from many people in exchange for having their name(s) inscribed somewhere in and around the facility. *We estimate that individuals could contribute $200,000-$3 million to a capital campaign.* The high end of this range could be achieved if there are a handful of "angel donors" in the community who are excited about helping to make this project happen.

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SAMPLE GIFT TABLE

This table shows the number of gifts (grants and contributions) that would need to be secured at different gift levels to raise $5 million from individuals, businesses, foundations, and state grant programs. It assumes that some gifts would be paid and pledged over a 3- to 5-year period.

$ Gift Size	*# of Gifts to Secure*	*Total $ Secured*
$1,000,000	1	$1,000,000
$500,000	2	$1,000,000
$250,000	3	$750,000
$100,000	8	$800,000
$50,000	12	$600,000
$25,000	20	$500,000
$10,000	30	$300,000
Under $10,000	Many	$50,000
Total	***100+ gifts***	***$5,000,000***

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SAMPLE TIMELINE

Included at the end of this report is The Lifecycle of a Campaign, which shows the progression of a campaign from planning to completion over a three- to 10-year period of time. Below we have provided a model for a three-year campaign.

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CAMPAIGN PLANNING RESOURCES

Included below for your reference are:

- Campaign Checklist
- The Value of a Campaign Planning Study
- The Lifecycle of a Fundraising Campaign

CAMPAIGN CHECKLIST: REQUIREMENTS FOR A SUCCESSFUL FUNDRAISING CAMPAIGN

This checklist can be used to both assess readiness for a campaign and determine what steps need to be taken to get ready for active fundraising. It maps to the campaign planning framework above as well as the campaign lifecycle at the end of the report.

PROJECT DEFINITION

- Site secured
- Timeline, budget, and costs defined
- Program plan defined
- Future sustainability (assumptions and operating budget)

STRONGEST CASE POSSIBLE FOR MAXIMUM DONOR SUPPORT

- What will the community have that they don't have now?
- How does this project respond to current and future community needs?
- How will this project strengthen the organization's ability to deliver their mission?

VOLUNTEER LEADERSHIP

- Board resolution of support
- Leadership needs and roles defined
- Volunteer fundraising committee recruited and trained
- Staff support defined

FUNDRAISING STRATEGY AND CAMPAIGN PLAN

- Profile of gifts needed to reach goal (number of and constituencies)
- Strategies for all constituencies
- Strategies defined: who, what, when

DONORS AND RECOGNITION PLANS

- Lead donors identified, cultivated
- Gift acceptance policies, processing, accounting, and acknowledgement process

STAFFING AND SYSTEMS

- Campaign staffing & roles/responsibilities of other staff
- Equipment, technology, space

CAMPAIGN MESSAGE, MATERIALS, AND COMMUNICATIONS

- Brochures, packets, pledge cards, fact sheets, etc. (paper and web)
- A compelling campaign theme
- Communications plan

"FAMILY" GIFTS TO LAUNCH CAMPAIGN

- Board campaign begins fundraising process
- Leadership staff, internal supporter

THE VALUE OF A CAMPAIGN PLANNING STUDY

A campaign planning study tests the community's willingness to support a major fundraising campaign. Key steps include developing a case for support and testing the case through confidential interviews, surveys, and/or focus groups. Guided by a volunteer Campaign Planning Committee, the study process results in a report with findings (community opinions), analysis (what those opinions mean for your campaign), and recommendations (how to move forward). A study will prepare you to secure maximum funding for your project in a competitive marketplace where current and potential donors want to see solid planning and a return on their philanthropic investment.

Campaign planning studies are conducted in three phases:

PHASE I: PREPARATION

During this phase, the consultant works very closely with their clients to recruit a Campaign Planning Committee, conduct a fundraising assessment, develop a clear and compelling case for philanthropic support, and determine who should be invited to participate in the study.

PHASE II: RESEARCH

During the research phase, the consultant conducts interviews, focus groups, and surveys to gather opinions about the proposed projects and campaign.

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PHASE III: ANALYSIS AND REPORTING

In the final phase of the study, the consultant reviews and synthesizes the study findings to identify common themes and viewpoints. Based on this analysis, the team outlines recommendations for the proposed campaign and shares these with staff and the Campaign Planning Committee for discussion before writing and delivering the final report to the board.

The best time to conduct a campaign planning study is when you can give donors a clear sense of what a campaign will achieve and what difference it will make to the ability to deliver on your mission. Organizations that have introduced their campaign vision with prospective donors, and who are 80 percent confident of the project scope and budget prior to the study get stronger results. A study should be completed in a tight timeframe in order to give leadership time to make decisions, get back to donors, and keep up the momentum. A study typically takes 16 – 20 weeks.

A study will help you understand what will make your campaign successful through:

- An objective gathering of community and donor opinions about your projects
- Direct feedback on your campaign case messaging, and an understanding of which project elements resonate with donor audiences
- Feedback on how donors are feeling about the economy and other philanthropic priorities
- An assessment of staffing and systems, and what are needed campaign investments
- An analysis of potential lead gift donors and campaign leaders
- A recommended fundraising goal or range based on input from your best prospects

E. Capital Planning Report

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LIFECYCLE OF A FUNDRAISING CAMPAIGN: FROM VISION TO REALITY

	ON YOUR MARK	GET READY	GET SET	GO	KEEP GOING	FINISH LINE
	3 months-3 years	2-6 months	4-6 months	6-9 months	24-48 months	
CAMPAIGN TIMELINE	Planning	Studies & Preparation	Responses & Decisions	Advancement	Active Fundraising	Celebration & Transition
	Define Vision & Create Plans For The Future • Strategic • Business • Facility • Program • Development	**Conduct Study To Test Vision With Community** • Context • Case for Support • Leadership • Donor Engagement • Staffing and Systems ***Campaign strategy: goal, timeline, and structure***	**Refine Project Plans & Campaign Goal** • Board consensus • Budget • Sources of revenue • Timeline	**Launch Campaign** • Campaign leadership • Campaign plan • Staffing and systems • Board campaign and early gifts	**Implement Campaign Plan** • Donor cultivation and solicitation at all levels • Campaign communication	**Complete Campaign** • Donor recognition • Campaign outcomes shared with community • Stewardship plans for all donors
DONOR TIMELINE	Engage & Cultivate		Solicit		Steward	

The lifecycle of a fundraising campaign can range from 3 to 10 years.

www.campbellcompany.com

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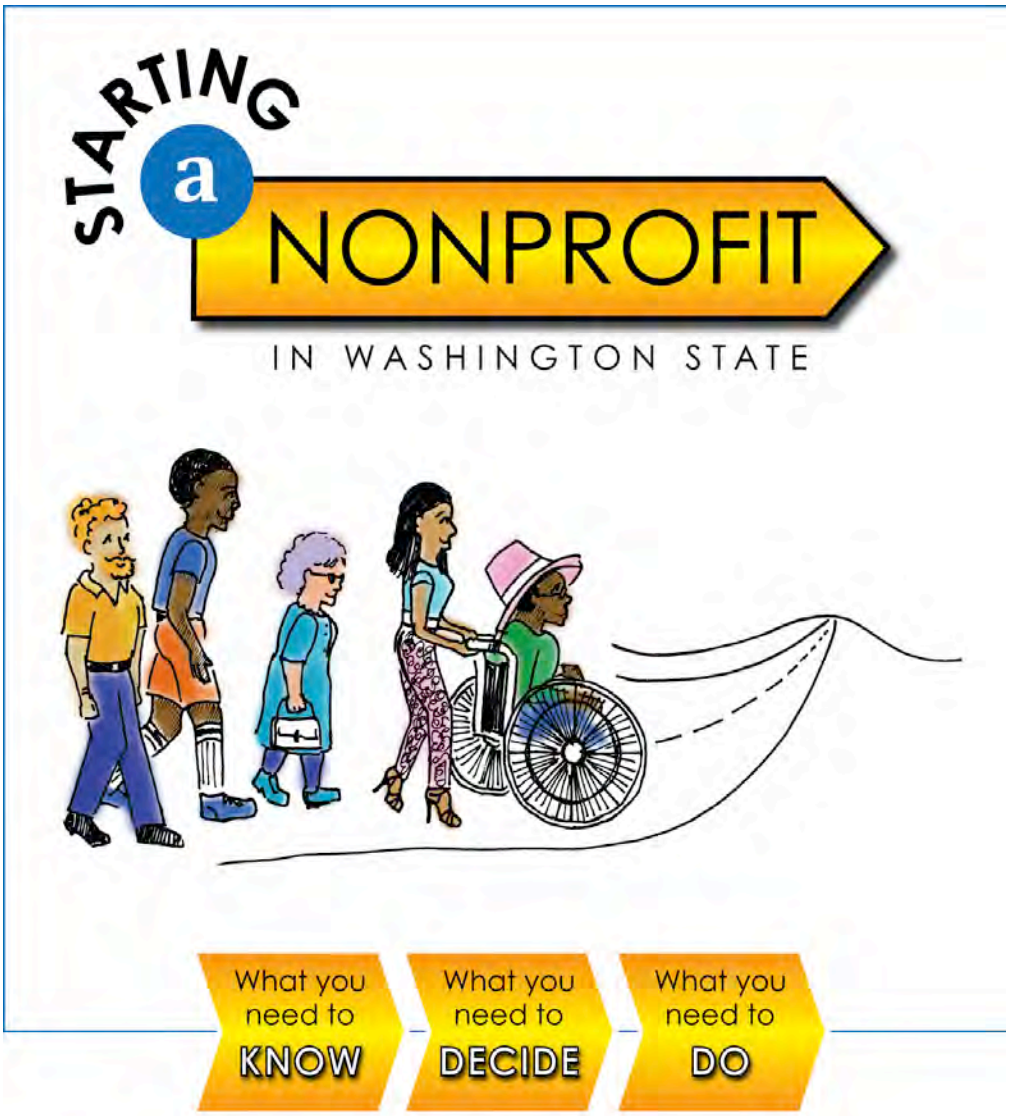

Office of the Secretary of State

WASHINGTON NONPROFITS

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E. Capital Planning Report

Overview

Introduction

You and others in your community see a problem that needs to be solved or an opportunity to make things better. You've been helping your community and see opportunities to do more. It will require funding to take your work to the next level. You know it will be a lot of work, but you courageously step forward to make a difference.

You are in good company. There are 1.5 million nonprofit organizations in the U.S. Washington typically sees 4,000 new nonprofits formed each year. With all of these nonprofits already in existence—and so many struggling to stay in existence – it is important to consider if creating a new organization is the best route to having the impact you want.

The "Starting a Nonprofit" Toolkit invites you and your group to think about the difference you seek to make and the structure best suited to move forward. It leads you through key decision-making steps on whether a nonprofit is the best way for you to accomplish your goals. If you decide to move forward with a nonprofit, "Starting a Nonprofit" guides you through the key compliance and good-practice steps to take it towards becoming operational.

You may be feeling impatient to get started. Yet to be successful, it's critical to pause, reflect, imagine, convene interested people in your community, and plan around important questions that will ultimately strengthen the organization's ability to succeed.

This Toolkit represents a distillation of knowledge, experience, and research from nonprofit leaders, founders, and organizations that serve the nonprofit sector. "Starting a Nonprofit" brings you from idea to organization. It is the first stop on a journey that will lead you to many other resources. It is also a companion toolkit to resources on nonprofit boards, finance, law, and planning that are available in the Washington Nonprofit Handbook, at wanonprofitinstitute.org, and in 501 Commons resources. It is supported by in-person workshops, webinars, networks, and many other chances to learn more.

THE FINE PRINT

This Toolkit includes high-level information about starting a nonprofit. It refers to other resources that go into more depth. It is designed for general use and not for the specific characteristics of an individual organization or person. It contains information about the laws impacting nonprofit organizations in Washington State. Legal information is not the same as legal advice. It is always a good idea to consult with an attorney to get advice as to how the law should be interpreted related to the specifics of your organization and situation. Also, laws impacting nonprofit organizations change over time. The information contained in this Toolkit may become out of date.

Let's go!

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Starting A NONPROFIT

Overview

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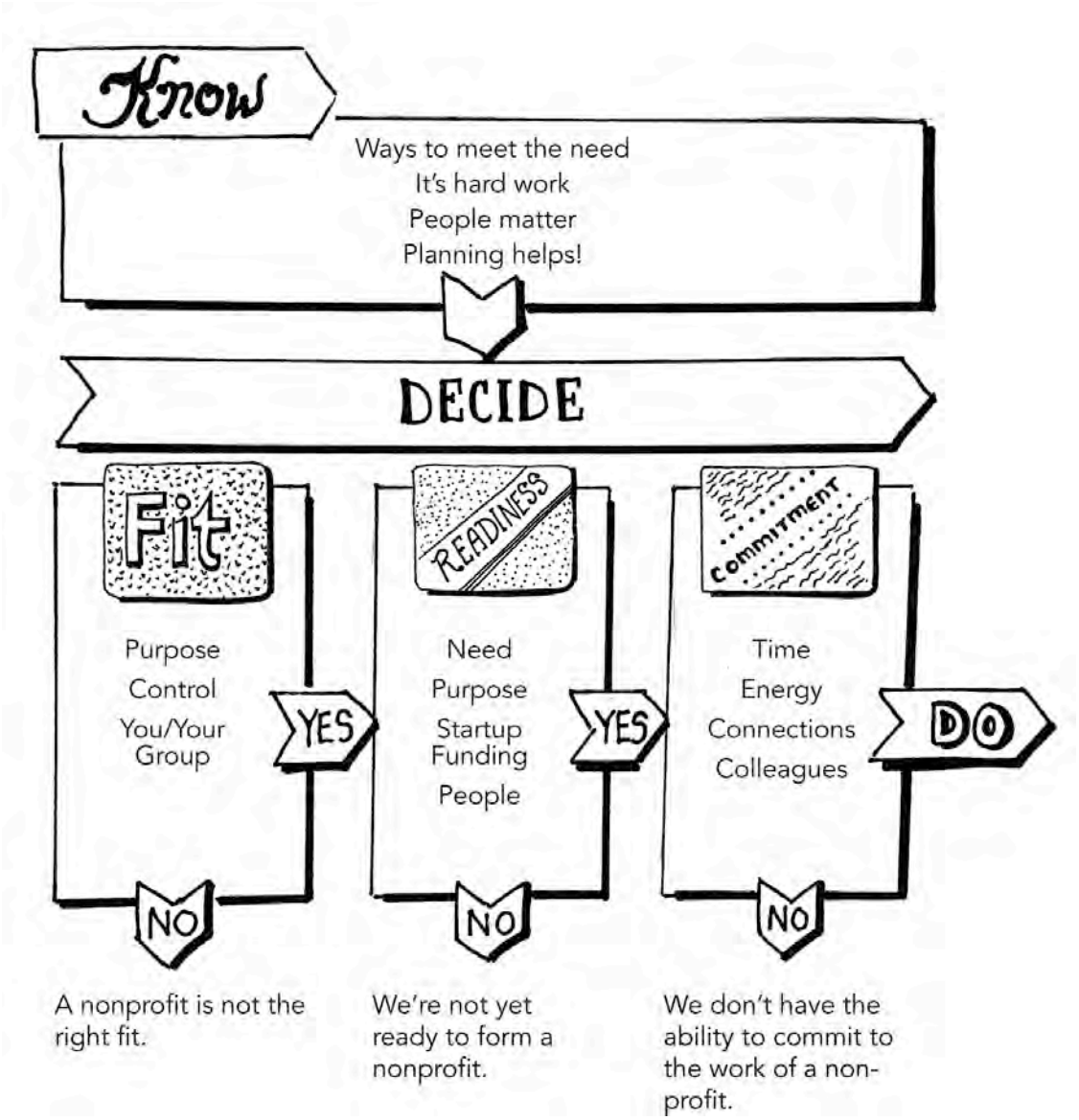

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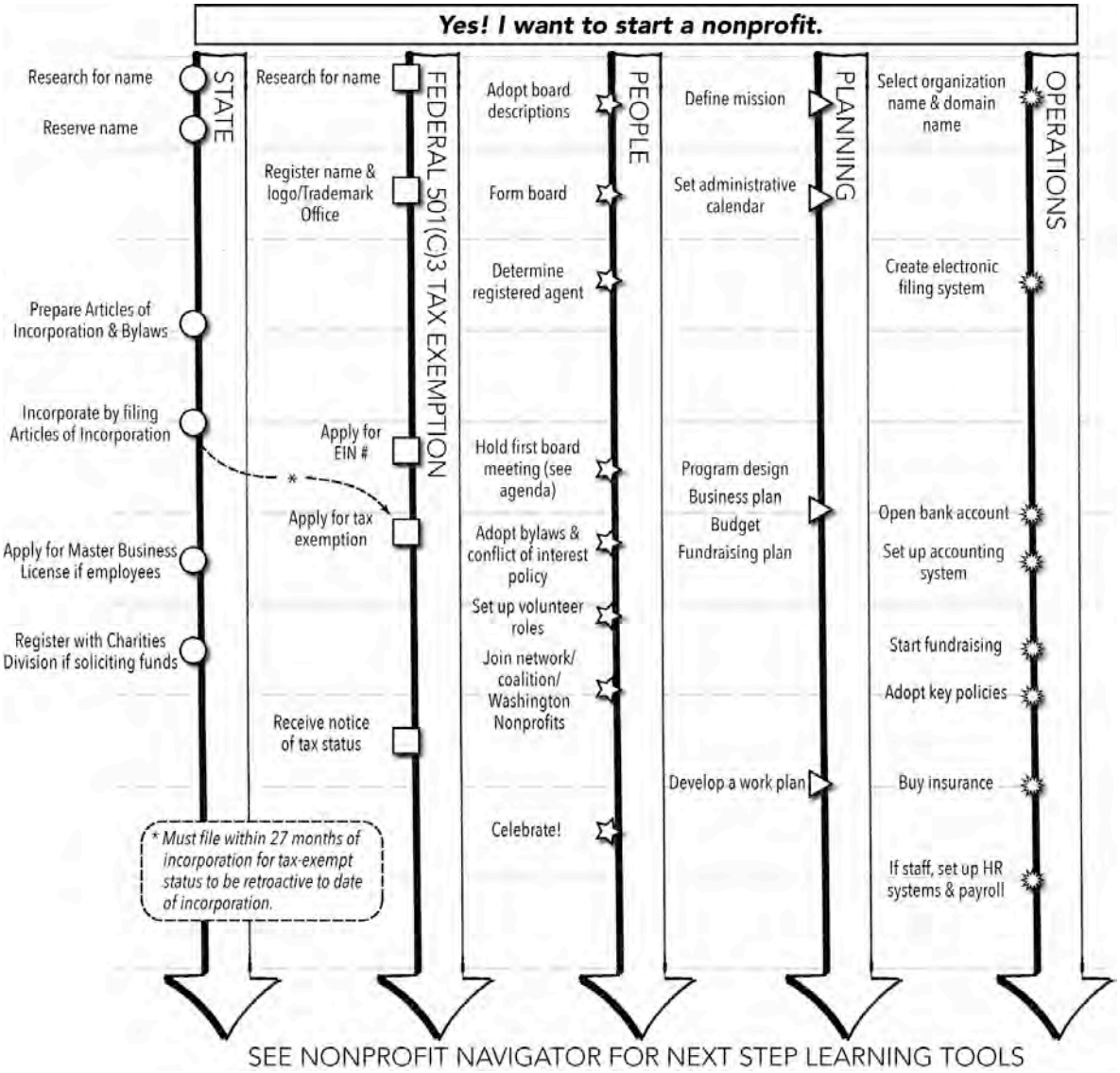

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Starting A NONPROFIT

Know DECIDE DO

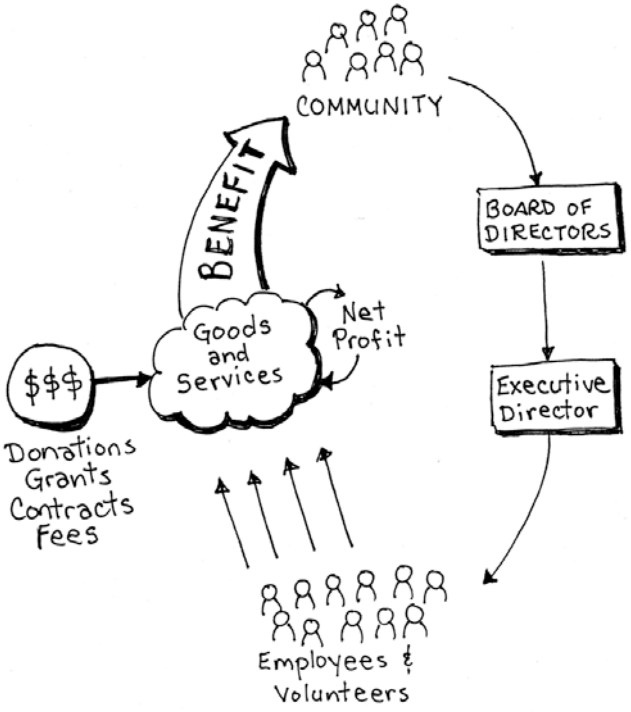
What Is a Nonprofit?

A **nonprofit** is a type of **corporation** that is created to accomplish a public benefit. It does not have owners other than the community at large. It has no shareholders. It cannot be set up for the purpose of generating an income or profit for the organizers. Some organizations apply for **tax-exempt status** from the Internal Revenue Service (IRS) so that donations can be tax-deductible to the donor and the organization can avoid federal corporate income tax. There are many classifications of tax-exempt organizations, one of which is 501(c)(3). (See Resources, page 31, for a link to the other types of organizations, as classified by the IRS.)

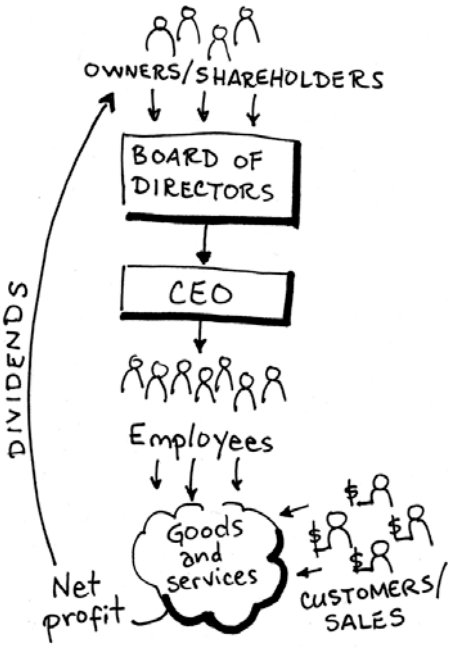
There are important differences between a nonprofit and a for-profit organization. The main differences are:

Owners: A nonprofit does not have an owner. It belongs to the community.
Profits: A nonprofit does not share out profits. Any money left over at the end of the year goes back into furthering the mission of the organization.
Volunteers: Most nonprofits have volunteers. A for-profit does not have volunteers.

NONPROFIT CORPORATION



FOR-PROFIT CORPORATION



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Starting A NONPROFIT

Know DECIDE DO

Part 1: What You Need to Know

Do you want to start a nonprofit? Before you do, there are five big ideas to know.

1. **A nonprofit is *one way* among many to meet a need.**
2. **Running a nonprofit is hard work.**
3. **Community really matters in starting a nonprofit.**
4. **Planning is a key element in starting a nonprofit – and in improving your odds for success.**
5. **If control is important to you, consider a format other than a nonprofit.**

The following sections explore these ideas one-by-one:

1. A nonprofit is *one way* among many to meet a community need.

It may not be necessary to start a new nonprofit to make a difference. Here are some other options:

Join an existing effort: Maybe there is a good nonprofit near you with a similar mission. Volunteer with them, join their board, or apply to work as a staff member.

Form a chapter: Is there a national or regional nonprofit working on the problem your group wants to address? Talk with them about starting a local chapter.

Find a fiscal sponsor: Find a local organization with an aligned mission and operate under their tax-exempt status. See the Resource section (page 31) for information on getting help to craft the agreement.

Stay unincorporated: If you are not raising money from the public, employing staff, or engaging in activities that involve risk or liabilities, you may not need to become a nonprofit corporation or tax-exempt organization. Being active as a group of community members may give you more time to focus on your cause than you would have if you add the responsibilities of running an organization.

Be a for-profit business: Many for-profit businesses have a strong commitment to their community. By operating in a socially responsible way and/or providing in-kind donations and services to nonprofits, for-profit businesses can make a tremendous difference in communities.

Form a Social Purpose Corporation: Your idea may be a business with a strong social conscience. A *Social Purpose Corporation* is a for-profit company with a social purpose. Washington State law has a specific corporate statute that creates a *Social Purpose Corporation*. One can be certified by the nonprofit *B Lab* if it meets rigorous standards. See the Resource section (page 31) for more information.

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2. Running a nonprofit is hard work.

You create a nonprofit to do the work you love or want to see happen. Then you spend a whole lot of time in meetings about governing, raising money, and managing operations, not doing the work itself. This is one of the less-visible realities of running a nonprofit organization.

Nonprofit work, particularly at the beginning, is made up of these main activities:

Compliance tasks: Jump ahead to page 20 to see the various state and federal compliance-related tasks that every nonprofit needs to complete. Some of these are one-time filings. Others are annual filings or licenses. These take time, organization, money, and possibly some finance or legal advice from experts.

Meetings: A nonprofit is governed by a board of directors drawn from and representative of a larger community of people who care about the mission of the organization. That means meetings: Board meetings, community meetings, committee meetings, volunteer meetings, and other gatherings that bring ideas together and move planning forward.

Fundraising: For the first year or two, assume that your community – family, friends, and close community partners – will be financing the work of the organization. Most nonprofit money comes from individuals, not grants or sponsorships. New organizations are often sustained by a few individuals while the board builds a larger community of people who care and establishes the track record required to apply for grants or contracts that will generate revenue.

Providing the programs or services of the organization is work that happens on top of this on-going administrative and fundraising work.

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Starting A NONPROFIT

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3. Community really matters in starting a nonprofit.

Most nonprofit work comes down to relationships, both within the organization and between the organization and its larger community.

It is common that people wear multiple hats in starting a new nonprofit. It is helpful when they these different hats and communicate clearly which hat they are wearing in each situation.

Community: A nonprofit exists to benefit the community. This means that it is vital to have strong relationships with key community members. This includes the people who care most about the mission, people you serve, other nonprofits working in this space, business leaders, elected officials, donors, potential donors, service clubs, and many others.

Board: The board is the backbone of the organization, particularly as it is getting started. They are courageously stepping forward to put their names, time, and energy towards a cause that matters to them. A board that works as a team in a trustful way is a powerful asset to a new nonprofit. Key decisions will be made by this group, not by a single person.

Volunteers: A nonprofit meeting a real community need will attract people who care and want to help. These people matter greatly in your success because they will do the work in the short term while you build up funds to hire staff (if that is the direction you and the board choose).

Community really matters, which is why starting with good habits and a positive culture is so important. There are suggestions throughout this toolkit on ways to build community, a strong organizational culture, and good habits to benefit the work that you are doing.

4. Planning is a key element in starting a nonprofit – and in strengthening your potential for success.

Before you set out on a journey, it is helpful to know where you are going. There are two plans to consider at different stages:

Organizing Plan: Before you decide to form a nonprofit, write down information about your idea and how you plan to implement it. Share this with others who care about your issue or have experience with nonprofit management and fundraising.

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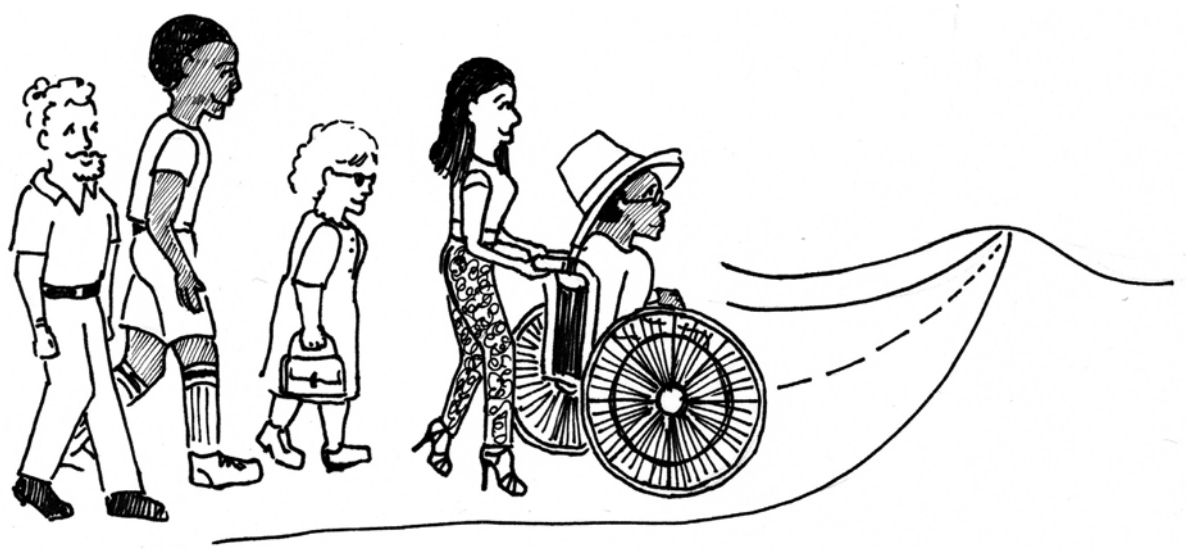
Business plan: Before you begin to raise money you will need a document that explains your goals and how you plan to achieve them. This plan lays out who the organization will serve, how the organization will serve the community, how you and your colleagues will run the organization, and how it will be funded. A business plan is a great tool to develop answers to the IRS application for tax-exempt status. A *Business Plan Template* is included on page 37.

5. If control is important to you, consider a format other than a nonprofit.

There is nothing wrong with wanting control of how an organization operates. A nonprofit corporation is not the right form, however, if you want to maintain control over how the work gets done. On page 15, you'll find suggestions for other ways to accomplish your goal while retaining control.



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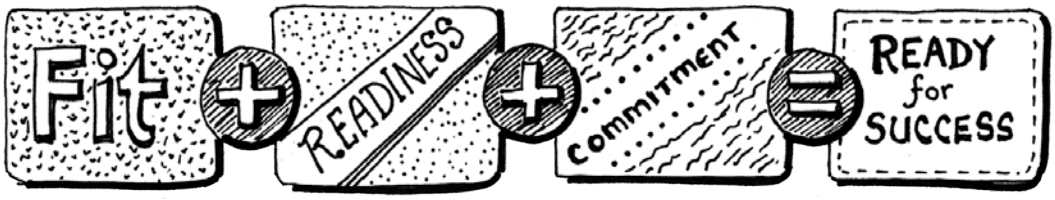
Part 2: Get Ready to Decide

Once you know more about setting up and running a nonprofit, you are ready to decide whether to start a nonprofit organization. There are three main stages of decision-making:

Fit: A nonprofit is one way to make a difference. There are many other options that may be a better fit for what you are trying to achieve.

Readiness: Once you decide that a nonprofit is the right fit, spend some time doing research and thinking about whether you and your community are ready for a new nonprofit.

Commitment: Ready, set…. do we really want to go? Before you set out on this journey, take one more pause to decide that you are ready to step into the leadership role that starting a nonprofit entails.



Here is more information about these three main stages:

1. Fit

While many people think "nonprofit" means helping others, in reality there are many ways to make a difference. It is helpful to ask yourself these questions:

- What is your purpose? What problem are you trying to solve? Who will benefit from your work?
- How will you solve the problem? Do you have a new or unique approach that will be more effective?
- How much time and money is your group willing to give to start the organization and sustain it?
- What organizations are working in this area, and what are they doing?
- How much control do you want or need to do this work? With a nonprofit, you give up control in two ways: 1) Board of Directors – a group of people call the shots, not one or two individuals or

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founders; and 2) The nonprofit is for the public good and cannot benefit any individual people or be controlled for the benefit of any individual people.

Other considerations include:

- **Do you have to become an IRS tax-exempt organization?** No. If you are not soliciting donations from the public, grants from foundations or companies, or government contracts you may not need the benefits provided by becoming a 501(c)(3). See "To 501c or Not to 501c" on page 23 for more information.
- **What type of tax-exempt organization fits your purpose?** 501(c)(3) is one category of tax-exempt status. Others include 501(c)(4) social welfare organizations, which advocate for causes and spend money on changing policies and public perceptions and 501(c)(6) Chambers of Commerce organizations. There are also special rules for religious organizations. You might want to review this IRS list of the types of tax-exempt organizations with an attorney to make sure you are aiming for the correct category. Check under Resources (page 31) for information about finding an attorney that specializes in nonprofits.

Consider it a sign of success if you decide not to start a nonprofit because you can legally accomplish your goals without becoming a nonprofit. The energy you would have put towards starting and maintaining the nonprofit can now go into accomplishing your goals to benefit your community.

2. Readiness

If a nonprofit corporation is the best way to address your issue or opportunity, you'll enter a second decision-making phase to determine if your community is ready to start a new nonprofit. The main areas to explore are:

- **Need**: Is there a real and demonstrated need? Is that need unmet by others?
- **Purpose**: What specifically will happen as a result of the work of your nonprofit? What activities or services will create those results?
- **Funding**: How will you get the money you need to start and sustain the organization? Is there start-up money available to your group?
- **People**: Do you have the right people with the right skills ready to commit their time and money to starting and maintaining a nonprofit?

If it turns out that you are not ready to start a nonprofit, you may want to lay out a timetable and work plan to reconsider in the future. Great things take time.

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Starting A NONPROFIT

Know DECIDE DO

Heart Check

You want to address a community problem but may feel the process of starting and maintaining a nonprofit is daunting. This dilemma may stir up a lot of emotions in your group. It is important to know what each person in your group is feeling and understand how that is impacting your decision-making process. Take time to talk about how you are feeling with family, friends, and your fellow organizers or board members.

3. Commitment

The last step in decision-making is to think again about whether you and your fellow organizers are ready for the work of starting a nonprofit.

- **Time**: Are you ready and able to devote the time now and into the future?
- **Energy**: Do you have the energy to put towards starting this organization?
- **Connections**: Do you have community support? Are you willing to draw on your relationship with family and friends to grow and sustain the organization, at least in the short term?
- **Community**: Do you trust your fellow board members and community partners in this effort?

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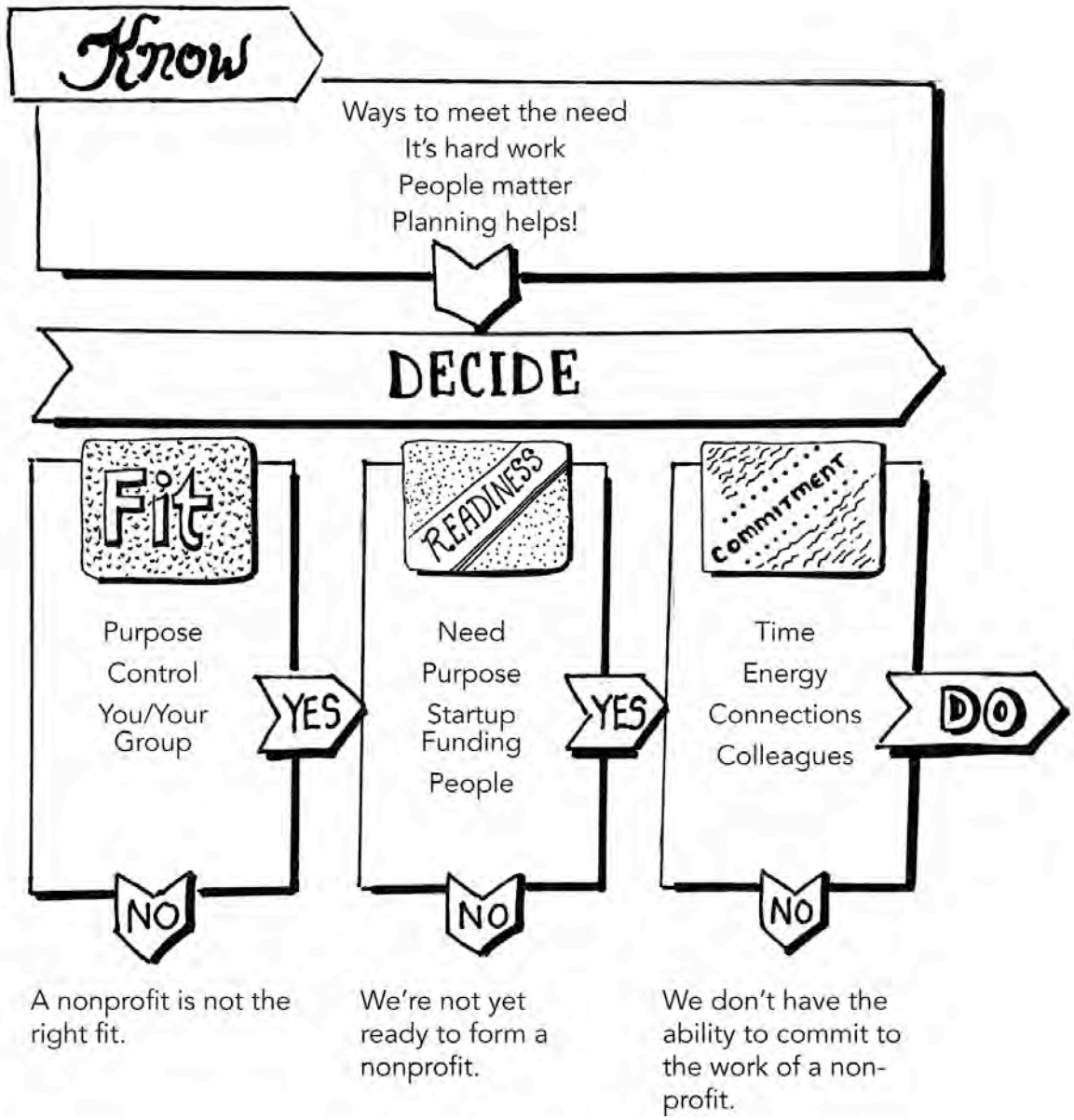
Decision Map



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Decision-Making: Fit

Is a nonprofit the right way for you to make a difference?

		Alternatives	Why?
PURPOSE	You want to earn a profit while doing this work.	For-profit Social Purpose Corporation	*There is nothing wrong with the goal of earning a profit! A nonprofit, however, is created without a profit motive. Any funds left at the end of the year have to be reinvested and cannot go to individuals.*
PURPOSE	You want to fund yourself to work on this cause or offer your services at a reduced cost to people in need.	Partner with an existing organization Work for a nonprofit	*You may think that grant funds are easy to get. They are not! Chances are high that you will not see grant funds for a long time, if ever.*
PURPOSE	You want to address a short-term need or help a very specific population. This is a one-time event.	Partner Fiscal sponsorship	*Working with an established organization can be fast and efficient.*
CONTROL	You want to make key decisions. You want control over the work. You need to sell the entity when you're done.	For-profit Social Purpose Corporation	*A nonprofit organization is governed by a board. No one individual has control. It's subject to reporting and disclosure requirements, in some cases beyond those of for-profit enterprises.*
YOU	You just want to help.	Volunteer for an existing nonprofit Serve on a board	*There are many ways to help within existing organizations.*
YOU	You have limited time.	Volunteer for an existing nonprofit	*Nonprofit work takes a lot a time.*
YOU	You have specialized knowledge or skills.	Volunteer for an existing nonprofit Advocate on behalf of the cause Do public speaking Teach Serve on a board	*There are many ways to use your knowledge and skills effectively.*

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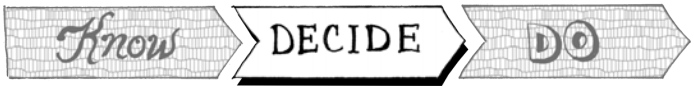

If you got to this point, the following should be true:

- Your purpose is to serve the public on an issue over time, not something quickly solved. You don't intend to make money, be subsidized for your existing work, or give money to specific individuals.
- You have no intention of holding control over the organization. You understand that a nonprofit is governed by a board of directors that ensures that the organization benefits the community.
- There is a group of people who are involved. You and your organizing partners have the time, energy, and commitment to do the work of this organization and provide funding to it for some time to come.

You have completed the first step towards deciding if a nonprofit is the right fit.

Now move on to Decision-Making: *Readiness*.

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Decision-Making: Readiness

Is your community ready for a new nonprofit?

Starting a nonprofit involves a lot of research and community-building. These questions can be used to guide conversations with your fellow board members and organizers in order to decide whether or not to start a nonprofit. Later, you'll use these answers to develop your Organizing Plan.

Does the activity you want to do qualify as a nonprofit?	**Yes / No** If no, you can stop here. If you don't know, contact Wayfind for guidance.
NEED	
What is the need that you want to address?	
What demonstrates that need?	
What other organizations are working on this need?	
What is different about your approach?	
How might you partner with an existing organization?	
PURPOSE*	
What is your mission?	
What does success look like?	
What activities will allow you to achieve success?	
FUNDING	
What individuals, groups, governmental organizations or companies will commit resources to your organization? Make a list of them.	
Who else will commit resources (foundations, government agencies, businesses, etc.)?	
What can you do to generate revenue?	
How do you know? What commitments have they made?	

* The IRS provides definitions of tax-exempt purposes, such as "public benefit" and "charitable." See page 26 for key links.

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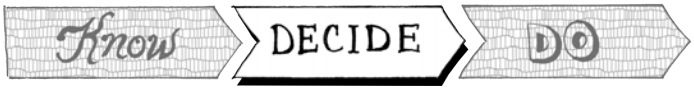

COMMUNITY	
Have you spoken to community members about your idea? Is there community support?	
Have you established relationships with other community members interested in your purpose?	
Have any other community members or partners committed to partnering with you on this work?	
Who will serve on your founding board? (You should have at least 3 unrelated people.)	
What skills do you and your supporters have to contribute to the organization?	
What skills will you need from outside your organization?	

You might look ahead to the Business Plan (page 38) to see how you can add information to this.

At this point, you know:

- **Need**: There is a demonstrated unmet need.
- **Results**: Your group has defined the specific results you want to achieve and for whom.
- **Funding**: Your group knows that you need to identify funding to sustain your work and have start-up funding.
- **People**: Your group has the right people with the right skills ready to commit to the hard work of starting and maintaining a nonprofit.

You have completed the second step towards deciding if a nonprofit is the right fit.

Now move on to Decision-Making: *Heart Check* to develop a deeper sense of the emotions that are motivating you.

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Starting A NONPROFIT

Know DECIDE DO

Heart Check

How are you feeling?

Before moving on to "Commitment," check in on how you are feeling. Starting a nonprofit is an emotional time for many. The emotion around your work is important because it is your heart connection to the cause that will sustain you through the hard work ahead. In general, emotions are what motivate us to do things. Understanding your emotions will help you to honor them as you move forward.

Here are some typical emotions related to starting a nonprofit:

Anger (that the community needs exist)
Anticipation
Confusion
Curiosity
Doubt (can I do it?)
Enthusiasm
Excitement
Fear
Hope
Impatience
Invincibility
Outrage
Passion
Satisfaction
Self-confidence
Worry

1. Circle the emotions that you feel most right now.
2. Invite your fellow organizers to identify what they are feeling right now.
3. Talk about the emotions you are feeling.

Reflection

- Write down some ideas about how you can continue to channel your emotions in a positive way.
- Sometimes emotions keep us from seeing the bigger picture. What is the negative side or drawback of the emotions you are feeling? How might it be holding you back?

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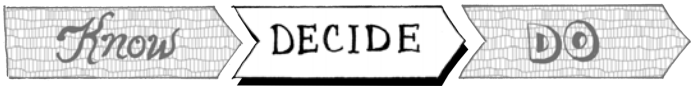

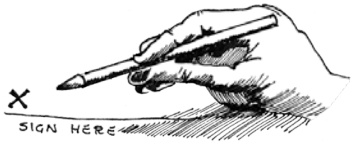

Decision-Making: Commitment

Are you and your community committed to the long-term work of a new nonprofit?

	Yes	No
I am ready to invest significant amounts of time, energy, and connections into the success of this organization.		
I understand that a nonprofit is a corporation with a structure much like a business.		
I know that the work of a nonprofit goes on for a while. I am ready to support this work for a few years at least.		
I understand that I will not have control over the organization. It is not about me or benefiting my interests, but about serving others.		
I have done considerable research to know about other organizations doing this work and believe that we are complementary to existing efforts.		
I understand that nonprofits are mostly funded by individual donors, and that my family and friends will most likely need to fund this organization, at least in the short term.		
I am part of a group of people (at least 3) ready to serve on the board. They are unrelated and bring different skills.		
I know that there is broader community support for this nonprofit and its mission.		
I am excited about the difference we will be able to make together.		

If you and other key members of your organizing group answer "Yes" to all of these questions, you are ready to start a nonprofit. If you have any concerns as you answer these questions, stop and talk about them.

Congratulations!
You have made it through the 3 stages of decision-making in "Starting a Nonprofit."

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Part 3: Start a Nonprofit

You have decided to start a nonprofit. You have done due diligence in making a decision that you and your community stand behind. Now what? There are four big ideas to consider as you begin the actual work of starting a nonprofit organization.

1. **There are five main pathways of activities involved in starting a nonprofit: State, federal, people, planning and operations.**
2. **It is easier to build good habits from the start than change habits later on.**
3. **A nonprofit often transitions from "start-up mode" to being operational faster than expected, so prepare for this transition.**

The following sections explore these ideas one by one:

1. There are five main pathways of activities involved in starting a nonprofit:

Each of these is covered in greater detail below and on the next page.

A. **State law**: You'll need to register with Washington State agencies. There are 3 main offices to be aware of and possibly communicate with:

Office of the Secretary of State/Corporations: You apply to the Office of the Secretary of State to become a nonprofit corporation. This is called "incorporation." You are then required to submit an Annual Report every year after that.

Once the organization becomes a corporation legally, it has to act like a corporation. That means it is no longer just a project of yours. The assets, including money, must be kept separate from any personal assets. Corporate activities, like board meetings and board decisions, must be documented and corporate records must be kept.

Office of the Secretary of State/Charities: If you ask members of the general public to give to your organization and raise $50,000 or more in a year, or if you pay anyone to do the work of the organization, you'll apply to the Office of the Secretary of State to be a Charitable Organization. You are then required to submit an Annual Renewal every following year.

Department of Revenue: You may need to apply for a Master Business License if you are conducting certain kinds of business, hire employees, or have a trade name. See Resources (page 31) for a link to a website to know more.

Registering in Washington State: For more on state law, see the Washington State Handbook and "Let's Go Legal." Nonprofit Navigator on page 26 has key links.

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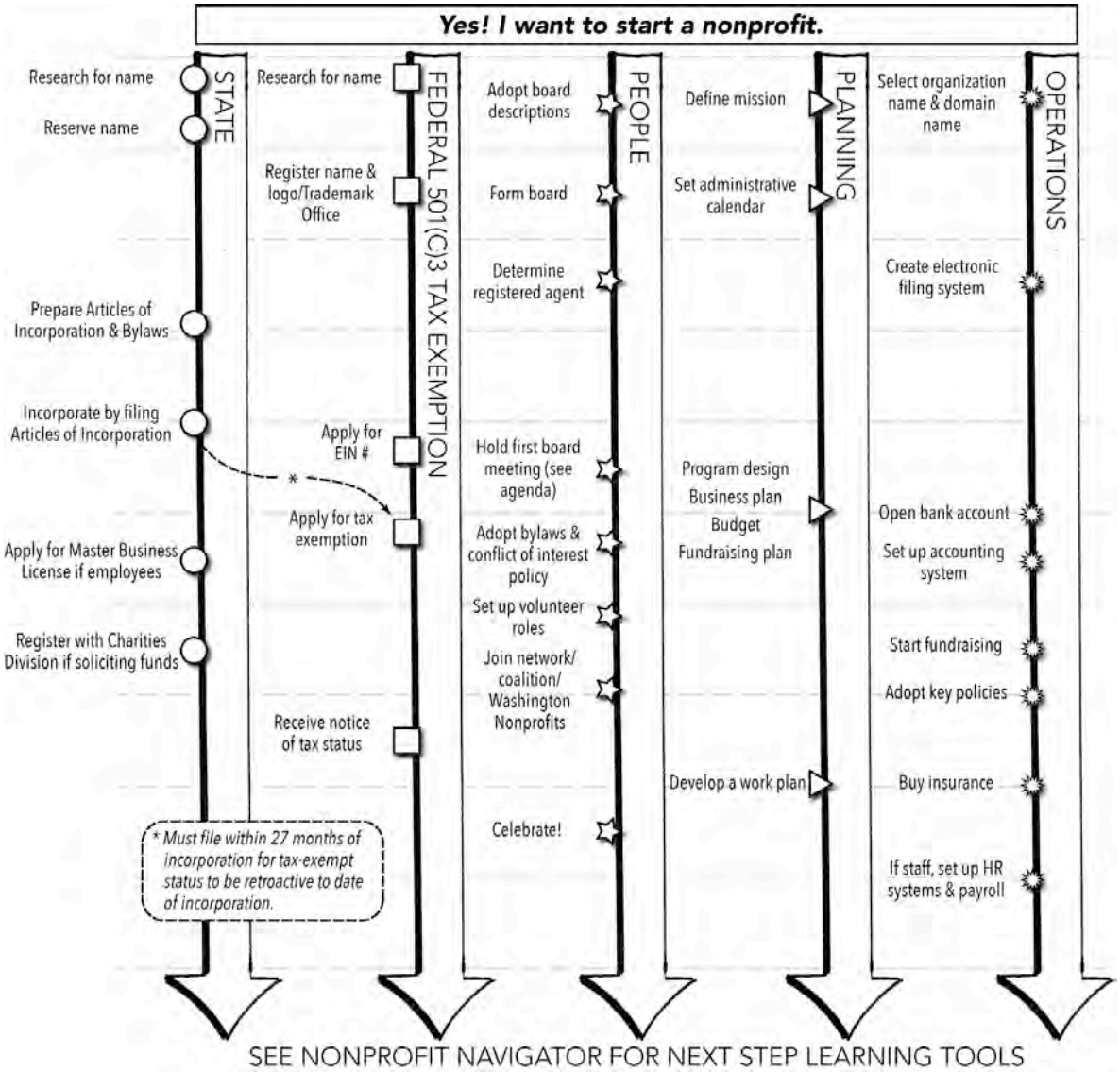
E. Capital Planning Report

Starting A NONPROFIT

Know DECIDE DO

Five Main Pathways of Starting a Nonprofit



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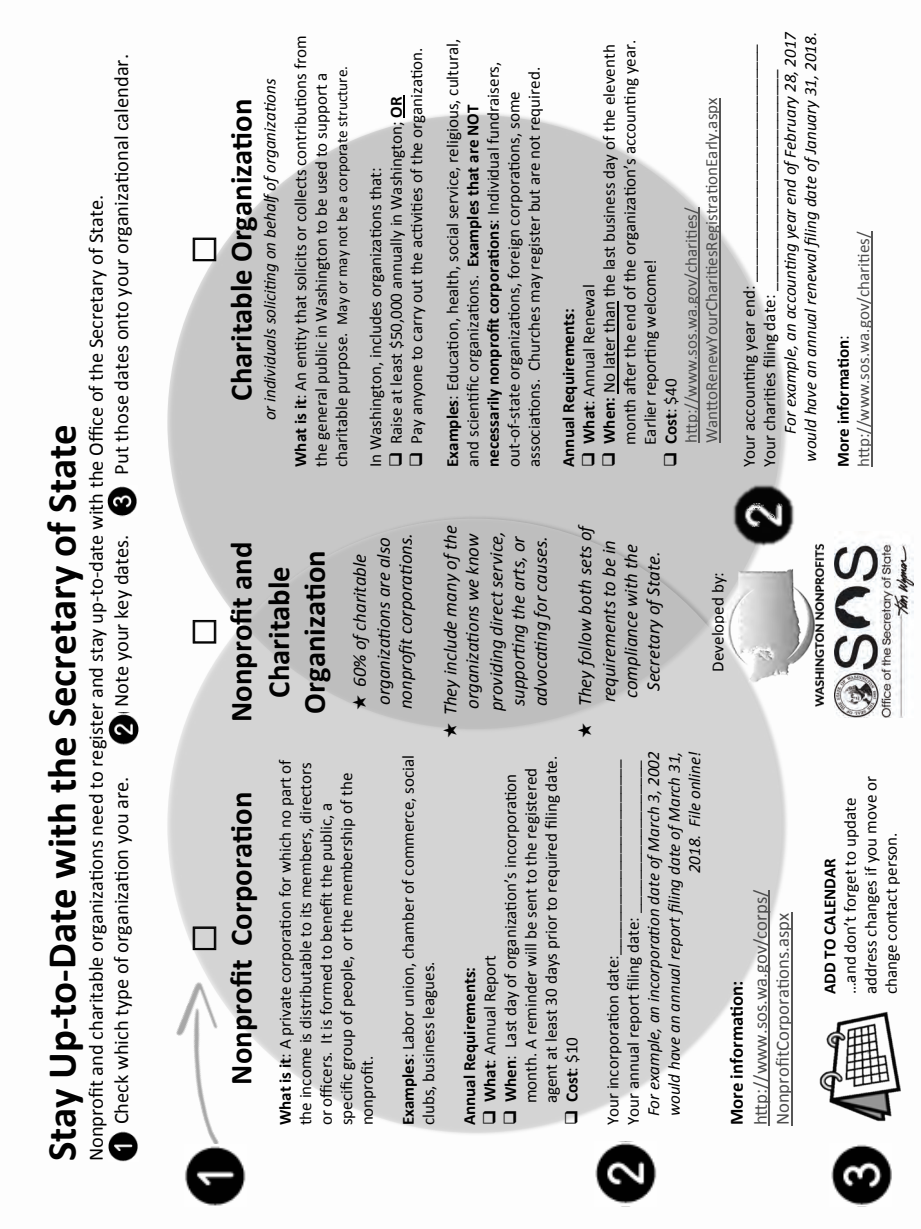
Starting A NONPROFIT

Know DECIDE DO

Registration in Washington State

This graphic was designed to help you track the due dates of the Washington State Office of the Secretary of State Corporations and Charities registrations.



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B. **Federal law**: If you are raising money from individuals or from foundations, government or corporations, apply for tax-exempt status under Section 501(c)3. This is optional—you may decide that you don't need this added step.

> **Registering with the IRS**: See below for information on whether your State-registered nonprofit really needs to obtain tax exempt status with the IRS. See the Nonprofit Navigator on page 26 for links to the IRS. See the Washington Nonprofit Institute on page 27 for federal topics covered by "Finance Unlocked" and "Let's Go Legal."

C. **Community**: As discussed in the Know section of this toolkit, your board, volunteers, and community members are very important in ensuring the success of your organization.

D. **Planning**: You started planning in the Decide section of this toolkit. It is important to keep thinking about the future and documenting your plans as you move forward.

E. **Operations:** And then there is everything else… activities that support the effective running of your organization.

> **Community, Planning & Operations**: See Nonprofit Navigator on page 26 for more resources.

To 501(c) or Not to 501(c)

Being tax-exempt means that you do not have to pay federal corporate income tax on revenues and that contributions given to your organization may be tax-deductible to the donor. You have to apply for this exemption and file an annual report (IRS Form 990). Is it worth it? Ask yourself these questions:

Does a current or future funder require federal tax exemption? Most government, foundation, and corporate funders require that you have tax-exempt status. If you do not plan to apply to government or foundations for funding, this is not a consideration. If you do plan on applying to a government agency or foundation, your nonprofit will need its own tax-exempt status under 501(c)(3) or you must be fiscally sponsored by another nonprofit with 501(c)(3) status.

Do you anticipate your individual donors wanting the ability to deduct donations on their tax returns? This is only helpful for people who itemize on their annual tax return. You may get most of your donations from people who do not care about this. Beginning in 2018, fewer people may be able to deduct their charitable giving as a result of changes in tax law.

See the Washington Nonprofit Handbook for more information.

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2. It is easier to build good habits from the start

You will save time and frustration later on if you start with good habits.

There are two main categories of habits for you to consider:

A. Building Community

Being in community with others to do the good you want to achieve is necessary for success. Starting and running a nonprofit is a lot of work and cannot be done alone or even with a few people. Nonprofits need community support to help do the work and for financial support. Building community by developing authentic relationships with others in the community who have the same goals as you is a critical part of starting a nonprofit.

Creating regular and positive connections with others is an important habit. For example:

- Talk to other community members who you know or are involved in similar activities in your community about what you are doing. Ask them if they are interested in being a part of this work or know of others who might be interested in getting involved.
- Start board meetings by stating your mission. Include it at the top of your meeting agenda.
- Build a time for gratitude into your meetings.
- Schedule at least 10 minutes of learning time into board meetings.
- Schedule a retreat at least once a year for strategic planning and assessment.
- Join a local nonprofit network or a coalition connected to the work that you will be doing.
- Join Washington Nonprofits, your nonprofit state association.
- Explore resources available through 501 Commons and Wayfind.

Turn to page 26 for the Nonprofit Navigator to find out who you should contact for what kind of help.

B. Clear jobs and systems

A lot of decisions move forward fairly quickly when you start a nonprofit. Keeping track of paper, deadlines, filings, etc. can be hard. Here are some ideas to create clear jobs and systems:

- Create a board binder or electronic filing system to keep key corporate documents safe and available. Make sure all board members have access to these documents.
- Create an organizational calendar with key compliance deadlines and annual activities like budgeting.
- Discuss Conflict of Interest and adopt a policy as soon as you can – and before applying for tax exemption. (See Resources, page 31, for more information.)
- Discuss and write down a board job description. (See Resources, page 31.)
- Choose a Registered Agent for the Office of the Secretary of State who is reliable and who has a stable mailing address.
- If you have staff, discuss and write down their job descriptions.

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3. Get ready for transition

Just as a baby quickly transitions into being a toddler, a new organization transitions from planning to operating mode generally a year or so after its founding. It is important to have this transition in mind so that it doesn't take you by surprise.

Some activities to work on as the organization begins to operate:

- **Board development**: Eventually you will want to build your board in an intentional way. See Board Development, page 31, for information about a set of resources designed to help you.
- **Plan-building**: You may be ready for a Business Plan if you don't have one already. You may be better suited for a Strategic Plan. Either way, taking time to plan your activities and finances for the next year is important so you know where you are headed and have an idea of how you will get there.
- **Funding plan**: This is part of plan-building, but it needs to be highlighted because money is the fuel that propels you forward. Planning to have several different sources of funding will help you become more sustainable.
- **Staffing**: Many organizations never hire staff, while others seek to hire staff early in their life cycle. This is an important part of planning if it is something on your horizon. It is important to understand employment law before starting the staffing phase of your organization.

The Nonprofit Navigator and Resources pages in the next section have information on how to move these ideas forward.

Congratulations! You made it through "Starting a Nonprofit."

Keep reading for ways to get what you need to keep going.

A whole community of organizations exists to support you and your group as you achieve your mission. They look forward to hearing from you!

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Starting A NONPROFIT

Helpful Resources

Nonprofit Navigator

You want to make a difference. You are not alone. In Washington, there is a constellation of organizations whose missions are centered on your success. They work with partners across the state and are able to connect you with local nonprofits, consultants, service providers, and networks. Use this navigator to figure out who can best help you. The good news is that any of the Washington-based organizations named below can serve as the front door to getting you help, since they work closely together.

WHAT DO YOU NEED?	WHO CAN HELP
I need to REGISTER as a nonprofit corporation. I need to REGISTER as a charity. I need to RENEW our registration as a corporation or charity, or both.	Washington State Office of the Secretary of State http://www.sos.wa.gov
I need to REGISTER with the IRS as a tax-exempt organization. I need the IRS FORMS.	Federal Internal Revenue Service (IRS) https://www.irs.gov/charities-non-profits
I want to LEARN. I want ideas on how to bring LEARNING into my board meetings. I want to CONNECT with other nonprofits or nonprofit networks in my community. I want to strengthen my voice in PUBLIC POLICY.	Washington Nonprofits http://www.washingtonnonprofits.org http://www.wanonprofitinstitute.org
I want to LEARN. I have an information or referral QUESTION related to our nonprofit. I need help with SYSTEMS: board development, strategic planning, human resources, technology, data systems, communications, and financial management. I'm looking for a CONSULTANT.	501 Commons 501 Commons trainings, Learning Catalog, and online Best Practice resources http://www.501commons.org
I have a legal question. I need pro-bono legal assistance. I want resources on fiscal sponsorship. I would like to attend a training on nonprofit law	Wayfind http://www.wayfindlegal.org

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Helpful Resources

Washington Nonprofit Institute

This toolkit covers how to start a nonprofit. It leads into a set of additional toolkits used by nonprofits to strengthen their board practice. There is a wealth of learning, conversation starters, and key documents available in the following toolkits.

http://www.wanonprofitinstitute.org

Boards in Gear: Explains five main areas of board practice: Connection to Cause, Roles & Responsibilities, Board Development, Board Operations, and Fundraising. All board members will benefit from watching the short videos and reviewing the supporting kit materials.

Finance Unlocked for Nonprofits: Covers five main areas nonprofit board members need to know about finance: How to read a Balance Sheet and Income Statement, IRS Form 990, Giving, and Oversight. All board members should watch the videos and review the supporting kit materials.

Let's Go Legal: Discusses five main areas nonprofit board members need to know about nonprofit law: State and Federal Law, law related to Fundraising, Employment Law, and Intellectual Property. All board members should watch the first 3 videos and review the supporting kit materials. Review Employment and Intellectual Property as needed.

In addition, there is a toolkit on planning called **Strategic Planning in Nonprofits**. You may find this helpful as you craft your mission and vision or dive into deeper planning that typically happens as you transition into being more operational.

The website also contains archived webinars on these important topics:

- Bylaws
- Culture
- Fiscal sponsorship
- Fundraising
- Human Resources
- Insurance
- Liquor laws related to events
- Nonprofit Legal Checklist
- Technology
- Volunteer Management

The Washington Nonprofit Institute website also serves as a clearinghouse, with links to sample documents and resources that board members and staff will find useful.

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Starting A NONPROFIT

Helpful Resources

Glossary

501(c) organizations: There are 29 different types of tax-exempt organizations under federal law, most in Section 501(c). The most common ones are:

> 501(c)(3): Organizations organized for charitable purpose across a wide spectrum of topics. Contributions are generally allowed to be tax-deductible.
>
> 501(c)(4): Civic leagues, social welfare organizations, and associations of employees. These organizations are organized to influence public policy and public opinion. Contributions to these organizations are generally not tax-deductible.
>
> 501(c)(6): Business leagues and chambers of commerce. Contributions are not generally tax-deductible.

Articles of Incorporation: This is the document that creates the corporation. It needs to meet both the state requirements for a nonprofit corporation as well as federal tax law requirements to quality as a 501(c)(3) organization if you are going to apply for that. See "Let's Go Legal" on the wanonprofitinstitute.org website for sample Articles of Incorporation.

B Corp: A B Corp is a corporation that has been certified by nonprofit B Lab to meet certain standards of social and environmental performance, accountability, and transparency.

Budget: Your budget is your financial plan. It lays out how you expect to receive and spend money over a specific period of time, usually one year. It should be developed in tandem with your fundraising plan and is part of your overall business plan. See Resources for a Budget Template.

Business plan: This plan outlines your activities, operations, and funding model. In addition to guiding your organization, a Business Plan is a great tool to develop answers to the IRS application for tax-exempt status. See Resources for a Business Plan Template.

Fundraising plan: Your fundraising plan is the part of your business plan that outlines your fundraising activities, which may include events, individual contributions, contracts and grants. See Resources for a Fundraising Plan Template.

Bylaws: Your Bylaws are the rules of operation for your organization. Rules on how boards are selected and make decisions are in the Bylaws. See "Let's Go Legal" on the wanonprofitinstitute.org website for sample Bylaws.

Charity: Officially, this is a nonprofit that is registered to fundraise (or solicit donations) with the Office of the Secretary of State. An organization is required to do so if it is either raising at least $50,000 in any accounting year or paying someone to do the work of the organization.

Fiscal sponsorship: A formal arrangement in which a 501(c)(3) organization sponsors a project or organization that does not have its own tax-exempt status under Section 501(c)(3). The sponsored organization can seek grants and solicit tax-deductible donations under the sponsor's exempt status. The sponsor is ultimately accountable for the activities of the sponsored organization.

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Helpful Resources

IRS: "IRS" stands for the Internal Revenue Service. The IRS is the taxing agency for the United States Government. The IRS is the federal agency that regulates and monitors 501(c)(3) organizations. Section 501(c)(3) of the Internal Revenue Code is the law that applies to 501(c)(3) organizations.

Organizing Plan: An organizing plan is high-level information about your idea and how you plan to implement it. It is an important tool in deciding whether or not to start a nonprofit. Use the Decision-Making Tools on page 16 to complete the Organizing Plan on page 37.

Nonprofit (or nonprofit corporation): An organization created for a public benefit without shareholders or a profit motive. Nonprofit status is determined under state law. A nonprofit registers with the Washington Secretary of State as a corporation; the process is called "incorporation." CPAs often call these organizations "Not-for-profits" to underscore that their purpose is something other than profit. The organization can generate net income at the end of a year but those funds cannot be distributed to individuals.

Social Purpose Corporation: A social purpose corporation is a for-profit corporation formed to promote at least one general social purpose. It may promote positive (or minimize adverse) short-term or long-term effects of the corporation's activities related to (1) employees, suppliers, or customers; (2) the local, state, national, or world community; or (3) the environment.

Strategic plan: A document developed by the board that outlines the organization's strategy over several years. A strategic plan sets out the organization's goals and the activities and strategies it will use to accomplish those goals. See the Washington Nonprofit Institute (page 27) for information about "Strategic Planning in Nonprofits."

Tax-exempt organization: A nonprofit corporation that has been approved by the Internal Revenue Service (IRS) is called "tax exempt." Tax-exempt status exempts a nonprofit from paying *federal* corporate income tax and allows contributions given to the organization to be tax deductible to the donors if the organization is a 501(c)(3) organization. See the glossary, page 28, for some of the classifications of tax-exempt status. Tax-exempt organizations still have to pay federal employment taxes.

Work plan: A detailed planning document that lists specific activities to accomplish in a particular time period to support your mission and strategy. It typically includes who is responsible for specific tasks and due dates.

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Starting A NONPROFIT

Helpful Resources

Nonprofit Wildcard

Be prepared by thinking through scenarios before they happen.

Starting a nonprofit is like playing The Game of Life. You may be dealt a card you weren't expecting. You might have to shift your plan in order to take advantage of an opportunity or manage a new challenge.

Here are some real "nonprofit wildcards" that might come your way. What would you do in the event of...

Good news?

- A major donor steps forward to support your work.
- Your organization receives positive news coverage.
- Another organization is interested in your work.
- Important community leaders join your effort.
- There is a demographic or political trend in your favor.
- A new law drives up a need for your service.
- Technology accelerates your success.

Bad news?

- An important partner drops out.
- A major donor backs out.
- You receive the wrong tax-exempt type.
- Too much of your money comes from one source so IRS determines you to be a private foundation rather than a public charity.
- You don't have the right to use the name you choose because of an Intellectual Property issue.
- You are offering redundant services.
- You receive negative news coverage, either about your organization or some aspect of your cause.
- You can't find board members
- There is a negative trend impacting you.
- Technology replaces the need for your organization.
- Your international development project was blocked in a host community.

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Helpful Resources

Resources

Following are more detailed resources to address concepts mentioned in this toolkit.

501(c) types. This is a detailed list of the types of organizations, as classified by the IRS. http://www.muridae.com/nporegulation/documents/exempt_orgs.html

Articles of Incorporation. The "Let's Go Legal" toolkit covers Articles of Incorporation in its first two chapters on state and federal law. Visit wanonprofitinstitute.org for "Let's Go Legal."

B Corporation. Visit here for more information: https://www.bcorporation.net/what-are-b-corps

Board development. The "Boards in Gear" toolkit covers how to build a great board in its third chapter, "Board Development." Visit wanonprofitinstitute.org for "Boards in Gear." 501 Commons also provides board development pages on their website.

Board job descriptions. "Boards in Gear" includes a set of key documents, such as board member job descriptions. Visit wanonprofitinstitute.org for "Boards in Gear." 501 Commons offers Best Practices for Boards.

Business plans. There are many examples of completed Business Plans available online. Follow these two links to see some of them:

https://www.councilofnonprofits.org/tools-resources/business-planning-nonprofits
https://www.bridgespan.org/insights/library/strategy-development/sample-nonprofit-business-plans

You can contract with 501 Commons consultants to help you develop or to review your business plan.

Bylaws. Wayfind and Washington Nonprofits teamed on a webinar on by-laws, which is archived on the Washington Nonprofits Institute website. It is worth watching this video before you write up your bylaws. Visit wanonprofitinstitute.org for the webinar.

Conflict of Interest. "Let's Go Legal" includes set of key documents, including a Conflict of Interest policy. Visit wanonprofitinstitute.org for "Let's Go Legal."

Department of Revenue (WA). Visit their website to see if your organization will need to apply for a Master Business License. https://dor.wa.gov/doing-business/business-types/industry-guides/nonprofit-organizations

Employment law. "Let's Go Legal" includes a chapter on Employment Law. This is a great place to start if you are considering hiring staff. Visit wanonprofitinstitute.org for "Let's Go Legal." 501 Commons offers HR Quick Consults and HR services and consultants.

Fiscal sponsorship. Wayfind and Washington Nonprofits delivered a webinar on fiscal sponsorship, with the recording available on Vimeo (https://vimeo.com/148384815). The Washington Nonprofit Handbook contains more information.

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Starting A NONPROFIT

Helpful Resources

Internal Revenue Service (IRS). The IRS has a comprehensive website. To learn how to apply for tax exempt status and what annual reports and filings are needed, go here: https://www.irs.gov/charities-non-profits.

Strategic Planning. "Strategic Planning in Nonprofits" covers strategic planning from community listening through evaluation. There are resources here that would be helpful for new nonprofits, like mission statement writing and how to facilitate effective community meetings. Visit wanonprofitinstitute.org for "Strategic Planning in Nonprofits."

Washington State Office of the Secretary of State. There is excellent information on nonprofits here: https://www.sos.wa.gov/corps/nonprofitinformation.aspx. Follow links to Corporations or Charities for more information on either of those topics.

You can also call their office if you have any questions: (360) 725-0377.

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Starting A NONPROFIT

Helpful Resources

Quiz

There is a lot to know in starting a nonprofit. Here is a quick quiz to check what you remember.

1. Who owns a nonprofit?
   A. Founder
   B. Community
   C. Board
2. How often must a nonprofit communicate with state and federal agencies?
   A. One time
   B. When there is an update
   C. Annually
3. The best way to recruit board members after your organization is started is to:
   A. Recruit people of wealth in the community
   B. Invite friends who support your interest
   C. Identify people connected to your mission
4. When is it appropriate to start thinking about financial controls?
   A. When you take your first donation
   B. When you have at least $5,000
   C. When you are operational (no longer in start-up mode)
5. When do foundations typically start funding new organizations?
   A. In start-up mode
   B. After programs begin
   C. After a few years of programming when there is a track record

Quiz Answers:

1. (B) A community owns an organization. A nonprofit corporation has been given its charity status by the state and, in some cases, federal government because it has a social benefit. If a nonprofit goes out of business, its assets go back into the community, not to any one individual.

2. (C) A nonprofit must communicate with state agencies (corporations and charities if appropriate) once a year. This is in the form of an Annual Report (corporations) or Annual Renewal (charities). If it has 501(c) public charity status, it must also communicate with the IRS once a year. This is done through IRS Form 990, 990 N, or 990 EZ.

3. (C) The best way to recruit board members is to find people who are really passionate about the mission. The other options are common, but hopefully those people also have a strong connection to your mission.

4. (A) You don't want to risk any money you have. As soon as you have any money, you should think about checks-and-balances to keep those funds safe.

5. (C) Foundations tend to fund nonprofits with a track record. There are exceptions, but you should plan on raising funds from individuals at the start.

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Starting A NONPROFIT

Starter Kit

Sample First Board Meeting Agenda

(Held after Articles of Incorporation are filed)

Mission: Our mission is _____

.

Possible meeting goals:

- ❑ Approve the bylaws.
- ❑ Elect officers (if not done already).
- ❑ Elect additional board members.
- ❑ Discuss need for federal tax exemption and authorize officers to seek federal tax exemption if approved.
- ❑ Authorize officers to set up a bank account for the corporation and determine who will be check-signers (people authorized to sign checks on behalf of the organization).
- ❑ Authorize officers to purchase Directors & Officers insurance once the bank account is set up.
- ❑ Adopt board policies, including a code of conduct, a conflict of interest policy, and a document retention policy.

Elements of a board meeting agenda

1. Welcome
    a. Gratitude
    b. Mission
2. Introductions/update from board members (some sort of engagement, warm-up conversation)
3. Discussion and decision topics – What does the board need to decide at this meeting? (See meeting goals above and customize according to where your organization is in the process.)
4. Learning – What topic will be discussed to further board learning? For the first meeting, it is a good start to discuss what information board members would be interested in learning more about. You can share a calendar of upcoming learning opportunities to see who can attend.
5. Pulse – Review what you accomplished this meeting, what needs to be accomplished before the next meeting, and what the goals of the next meeting will be.
6. Connection – Leave time for conversation, celebration… whatever connects your board members to each other.

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Budgeting Worksheet

ORGANIZATION: BUDGET DATE:					
			Annual Budget	Year 1*	
				One-time	Recurring
Support	Contributions				
	Foundation grants				
	Government grants				
	Special events				
	Other:				
		Total support			
Revenue	Admissions				
	Membership fees				
	Fee-for-service income				
	Interest income				
	Other:				
		Total revenue			
Expenses	Salaries, benefits, & taxes				
	Occupancy (rent, utilities)				
	Program expenses				
	Professional fees				
	Supplies				
	Printing				
	Insurance				
	Fundraising				
	Interest				
	Other:				
	Miscellaneous				
		Total expenses			
	Excess (Deficit)				
	Beginning net assets				
	Ending net assets				

* *It is helpful to account for one-time start-up expenses that will not be necessary once you are up and running. Use these columns to keep track of one-time income or expenses vs. on-going income or expenses.*

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Fundraising Plan

Write down the names of funding sources with as much specificity as you can.

Source of revenue	Year 1 Goal	Year 2 Goal
SUPPORT (contributions)		
REVENUE (earned)		
TOTAL INCOME (SUPPORT + REVENUE)		

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Starting A NONPROFIT

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Organizing Plan

Does the activity you want to do qualify as a nonprofit?	**Yes / No** If no, you can stop here. If you don't know, contact Wayfind for guidance.
NEED	
What is the need that you want to address?	
What demonstrates that need?	
What other organizations are working on this need?	
What is different about your approach?	
How might you partner with an existing organization?	
PURPOSE	
What is your mission?	
What does success look like?	
What activities will allow you to achieve success?	
FUNDING	
What individuals, groups, governmental organizations or companies will commit resources to your organization? Make a list of them.	
Who else will commit resources (foundations, government agencies, businesses, etc.)?	
What can you do to generate revenue?	
How do you know? What commitments have they made?	
COMMUNITY	
Have you spoken to community members about your idea? Is there community support?	
Have you established relationships with other community members interested in your purpose?	
Have any other community members or partners committed to partnering with you on this work?	
Who will serve on your founding board? (You should have at least 3 unrelated people.)	
What skills do you and your supporters have to contribute to the organization?	
What skills will you need from outside your organization?	

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Starting A NONPROFIT

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Business Plan

See Resources (page 31) for links to sample business plans. They can be as simple or as complex as you are willing to do.

SECTION 1: Background

Problem the organization has been created to address

A. The cause of the problem
B. Facts and stories that illustrate the problem
C. What the organization will do to address the problem
D. What evidence do you have that this is not already being done or is not available to the people you expect to serve?
E. How you will measure your impact

SECTION 2: Organizational Strategy

Purpose of this section: How will what you do bring about a solution to the problem? (This is sometimes referred to as a "Theory of Change.")

A. Description of your organizational strategy
B. Describe how what you will do will address the problem(s) your organization is being formed to address. Your organization's strategies should explain the specific activities that will be carried out.
C. Desired impact: what the client/community will look like if we are successful

Key strategies* (no more than 3)

Strategy 1

A. Brief description
B. What will be done to address the problem? When will this be done?
C. What is the goal of the activity?

Strategy 2....

Strategy 3....

- How will you know if you are being successful?
- Describe the outcomes you expect to generate. Specifically, how will you measure results and what change do you expect to occur?

---

* There is a lot of discussion among nonprofit people about the difference between goals, strategies and objectives. It can be confusing for people who are new to these words. For more background on this, see "Strategic Planning in Nonprofits" (Washington Nonprofit Institute, page 27). Ultimately what matters is that you have an approach to a problem that will make a difference.

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SECTION 3: Organizational structure

Purpose of this section: Define how the organization will be organized to realize its organizational strategy.

Board of Directors

A healthy board has at least 4 members, including three not related to the founder, to get started. Insert names, addresses, and positions/titles of board members below. Be sure to note the name of the president, vice-president, secretary, and treasurer. Describe what types of board members will be recruited.

NAME	CONTACT INFORMATION	BOARD POSITION

Staff

- Do you intend to have paid staff?
- What positions will be staffed, and how will you phase in these new hires?
- If you will not have staff, how will volunteers be involved in the work of the organization?

Infrastructure

- What systems do you need?
- What is your timeline to implement them?

NEED	TIMELINE	COST/RESOURCES NEEDED
Financial management systems		
Computers/technology		
Website		
Postal address		
Database (method of tracking donations and volunteers)		
Human Resource / volunteer policies		
Other:		
Other:		
Other:		

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Starting A NONPROFIT

Starter Kit

Administrative Calendar

Looking at the checklist for running a nonprofit on page 43, place key activities on this administrative calendar.

Date of incorporation:					
Fiscal year starts:			ends:		
	STATE	FEDERAL	PEOPLE	PLANNING	OPERATIONS
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

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Starting A NONPROFIT

Checklists

Basics of Starting a Nonprofit Checklist

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These are the main tasks involved in starting a nonprofit. They follow the 5 Main Pathways graphic on page 21. Some of these steps contain many parts to getting them done. Please refer to the Washington Nonprofit Handbook for more information.

STATE

- ❑ Research for name (Sec of State website or browsers)
- ❑ File "name reservation" (optional)
- ❑ Prepare Articles of Incorporation & Bylaws
- ❑ Incorporate by filing Articles of Incorporation
- ❑ Apply for Master Business License
- ❑ Register with the Charities Division if you plan on raising funds from individuals

FEDERAL

- ❑ Research for name
- ❑ Register name and logo with patent/trademark office
- ❑ Apply for EIN#
- ❑ Apply for IRS tax exemption

PEOPLE

- ❑ Organizing group adopts board job descriptions
- ❑ Form board
- ❑ Determine registered agent
- ❑ Hold first board meeting

See the Washington Nonprofit Handbook for detailed information.

- ❑ Adopt a conflict of interest policy
- ❑ Set up volunteer roles
- ❑ Join network/coalition/Washington Nonprofits
- ❑ Celebrate

PLANNING

- ❑ Define mission
- ❑ Set administrative calendar (key compliance dates, state and federal filings, business license renewals, and annual budgeting)
- ❑ Start program design, business plan, budget, fundraising plan
- ❑ Develop a work plan

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Starting A NONPROFIT

Checklists

Basics of Starting a Nonprofit Checklist

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OPERATIONS

- ❑ Select organization name and domain name
- ❑ Set up an organizational email domain using Office 365 or Google Apps
- ❑ Open bank account
- ❑ Set up accounting system, including Chart of Accounts
- ❑ Create an electronic filing system
- ❑ Start fundraising
- ❑ Adopt key policies
    - o Financial procedures policies
    - o Document retention
    - o Conflict of Interest
- ❑ Buy insurance
- ❑ If staff, set up HR systems and payroll

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F. Metropolitan District Formation Summary

- **Formation.** Metropolitan Park Districts must be formed through a vote by the public, with a simple majority (50% plus one) however, a city or county (or multiple) can add to the ballot through resolution, or citizens can add by petition.
- **Financing.** These districts are largely financed by a levy that can go up to $.75 per $1000 assessed value. They are subjected to the $5.90 aggregate limit and will be pro-rationed as junior districts.
- **Governance.** They must be governed by a board of commissioners, the makeup of which must be determined prior to being placed on the ballot. However, the makeup can be of elected members, ex-officio members or some combination of representative members through an interlocal agreement.

Formation

There are two ways that a Metropolitan Park Districts (MPD) can be formed:

- **Voter Petition.** A petition of at least 15% of the area's registered voters submitted to each county auditor where the district is located. When filed with multiple auditors, they issue joint certification.
- **Resolution.** A resolution by each of the governing bodies that would be included in part or all of the district. (RCW 35.61.020)

Once certified, what happens next depends on if Boundary Review Board approval is needed:

- **Boundary Review Board.** Notice of the proposal shall be filed; A special election held on the date specified, 60 or more days after approved by boundary review board; No review required if the proposed district only includes one or more cities.
- **No Boundary Review Board.** The proposition would appear at the next general election, or at a special election date, 60 or more days after the last resolution proposing the district is adopted, or the date the county auditor certifies the petition.

Following the petition or resolution, the question is put to voters, requiring simple majority (50% plus one of voters) to pass. The language to voters is fairly prescriptive and must include the proposed boundary, name for the district and composition of the board of commissioners (RCW 35.61.050, RCW 35.61.030.)[4] The ballot proposition must also contain the words:

> "For the formation of a metropolitan park district to be governed by *[insert board composition]."* "Against the formation of a metropolitan park district."

The governing body can establish a MPD with a limited purpose and taxing power per SSB 5138 in 2017. This flexibility addresses that some MPDs are formed in order to acquire the funds necessary to acquire, construct, renovate, expand, operate and/or maintain specific public parks or facilities. The purpose of the MPD must be stated in the petition and on the ballot when voted on and specifically identify those public parks or recreational facilities. It can set a limit to the maximum levy rate at any rate that does not exceed the aggregate, but the ballot proposition must still state the maximum regular levy rate.[5] The following is an example of proposition language

[4] MRSC - Comparison of Recreation Districts. Accessed May 18, 2021. https://mrsc.org/Home/Explore-Topics/Parks-and-Recreation/Park-and-Recreation-Special-Districts/Comparison-of-Recreation-Districts.aspx

[5] State of Washington. (2017). *SUBSTITUTE SENATE BILL 5138, METROPOLITAN PARK DISTRICTS--VARIOUS CHANGES*. Retrieved from http://lawfilesext.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/5138-S.SL.pdf

from the White Salmon Valley Pool Metropolitan Park District, its boundaries are defined by the White Salmon Valley School District and involves the City of Bingen and City of White Salmon, primarily:

- **Jurisdiction:** White Salmon Valley Pool Metropolitan Park District,
  County: Klickitat
  Funding Type/Authority: Metropolitan Park District Formation (Ch. 35.61 RCW),
  Levy (Per $1000 A/V): $0.25

  Ballot Measure Text: Klickitat County Resolution No. 09418, City of White Salmon Resolution No. 2018-07-472 and City of Bingen Resolution No. 2018-024 jointly propose the creation of the White Salmon Valley Pool Metropolitan Park District (MPD) within that portion of the White Salmon Valley School District limits as now or hereafter established lying within Klickitat County with authority limited to construct, operate and maintain a White Salmon Valley swimming pool. The proposition would create a MPD with the powers provided by 35.61 RCW, including, but not limited to, the authority to levy a maximum of $.75 per thousand dollars of assessed property value with an initial levy rate of $0.25 per thousand dollars of assessed value, and not to increase over one percent per year without further voter approval. The District shall be governed by a five-member Board of Commissioners to be elected at large.[6]

Metropolitan Park Districts for Pool Facilities

Out of 23 current Metropolitan Park Districts in the State of Washington, nine were formed for the purpose of maintaining and operating pool facilities.

Exhibit 1. Current Metropolitan Park Districts for Pool Facilities, 2011-2021
Source: MRSC Local Ballot Measure Database, Results Summary, 2021, https://mrsc.org/Elections.aspx#results,

MPD	Election Date	Boundaries	Purpose
Colfax MPD	11/2016	Colfax	Operate & maintain existing swimming pool & parks.
Des Moines Pool MPD	11/2009	Des Moines	Maintain & operate existing Mt. Rainier Pool (with additional funding from Normandy Park MPD & Highline School District).
Normandy Park MPD	11/2009	Normandy Park	Help fund existing Mt. Rainier Pool (along with Des Moines Pool MPD & Highline School District).
Odessa MPD	11/2020	Odessa School District, Lincoln County	Maintain & improve Odessa swimming pool facilities.
Si View MPD	02/2003	North Bend & unincorporated King County	Operate the Si View Park Community Center & Pool, which had been closed due to county budget cuts, as well as other park facilities.
Stevenson Community Pool District	02/2021	City of Stevenson & urban growth	Maintain & operate Stevenson swimming pool.
Tukwila Pool MPD	04/2011	Tukwila	Operate the Tukwila Pool, preventing potential closure following recession & general fund shortfalls.

[6] *What's the 'exact' levy language? — White Salmon Valley Pool*. White Salmon Valley Pool. (2021). Retrieved 19 May 2021, from https://www.whitesalmonvalleypool.org/faq-district/whenmeet-ef6fp. 9/9/2021 12:47:00 PM

F. Metropolitan District Formation Summary

MPD	Election Date	Boundaries	Purpose
White Salmon Valley Pool MPD	11/2018	Bingen-White Salmon	Construct, operate, & maintain White Salmon Valley swimming pool
William Shore Memorial Pool PD	05/2009	Port Angeles School District	Operate the William Shore Memorial Pool, preventing its closure.

Funding and Financing

Financing of Metropolitan Park Districts is done through a tax levy. The levy is permanent, can be increased, but is also subject to pro-rationing as a junior district under the $5.90 aggregate limit for city/count/districts:

- **Tax Levy.** Authority to levy property taxes at $.50 and $.25 per $1000. They are considered as a single levy (up to $0.75) for the 1% annual levy limits. (Ch. 84.55 RCW)
  - **Lid Lifts.** Taxing districts <10,000 population may not increase the amount collected from current assessed valuation by more than 1% annually. Taxing districts with a > 10,000 population may not increase the total levy amount collected from current assessed valuation by more than 1% annually or the rate of inflation, whichever is lower. A taxing jurisdiction may seek voter approval to increase more than 1%, up to the statutory maximum rate, for a specified amount of time.[7]
  - **Excess Levy.** Any levy in excess of $0.75 per $1,000 AV would have to be voter approved by a 60% majority
  - **Proration factors.** There is $5.90 aggregate limit on city, county and junior taxing district levies, as a junior taxing district if the limit is reached, it is possible the levy amount will be pro-rationed and lowered. When this limitation is exceeded, the rates must be prorated or eliminated among the districts, according to a statutory mechanism for reducing junior district rates. RCW 84.52.010 provides the proration order to be followed. MPDs with a population of 150,000 or more may request voter approval to protect up to $0.25 per thousand dollars of assessed value outside of the $5.90 aggregate levy limitation. The ability for a metropolitan park district to protect up to $0.25 per thousand dollars assessed value of their levy rate when the district is located in King County and has a population less than 150,000 from the $5.90 limitation expired after the 2017 tax year.
- **Bridge loan, line of credit.** The ex-officio treasurer may provide a bridge loan/line of credit to newly formed district until sufficient levy proceeds are received. (RCW 35.61.040)
- **Business revenue.** Can conduct recreation or business beneficial for the public, or for revenue for expenditures for parks. (RCW 35.61.130).
- **General obligation debt.** Can be issued in an amount equal to 2 ½ % of assessed valuations. Of this, ¼ % may be non-voted debt. The source for repayment of non-voted debt is the district general fund. For voted debt, debt service is paid from an excess property tax levy and must be passed by a 60% vote. This debt must be used for capital

[7] *MRSC - Levy Lid Lifts*. Mrsc.org. (2021). Retrieved 21 May 2021, from https://mrsc.org/Home/Explore-Topics/Finance/Revenues/Levy-Lid-Lift.aspx.

purposes and can issued for 20 years maximum. (RCW 84.52.056, Constitution art. 7, sec.2, RCW 35.61.100, RCW 35.61.110)

When determining the levy amount to be recommended, Metropolitan Park Districts for the Unincorporated Urban Area of Vancouver undertook a study of a variety of different maintenance and management needs as well as voter likelihood. While the Park District ultimately did not succeed at the ballot, the analysis provided a case study of available tax capacity while considering the state's $5.90 aggregate tax limit and the 101% growth limitation.[89] Since 2011, quite a number of Metropolitan Park District levies have been voted on. Ranging from 0.09 to .75 per $1000 A/V. Exhibit 2 highlights those MPDs which have the levy amount available in the Local Ballot Measure Database.

Exhibit 2. Passed Metropolitan Park District Levy, 2011-2021

Source: MRSC Local Ballot Measure Database, Results Summary, 2021, https://mrsc.org/Elections.aspx#results,

Metropolitan Park District, Year, Levy Mechanism	Amount of Levy (Per $1000 A/V)
Colfax Metropolitan Park District	
2016 Metropolitan Park District Formation (Ch. 35.61 RCW)	0.5
Peninsula Metropolitan Park District	
2017 Levy Lid Lift (RCW 84.55.050)	0.75
Pullman Metropolitan Park District	
2013 Levy Lid Lift (RCW 84.55.050)	0.09
Si View Metropolitan Park District	
2011 Excess Levy (RCW 84.52.052, RCW 84.52.054)	0.21
2012 Excess Levy (RCW 84.52.052, RCW 84.52.054)	0.27
2013 Excess Levy (RCW 84.52.052, RCW 84.52.054)	0.28
2014 Excess Levy (RCW 84.52.052, RCW 84.52.054)	0.19
2015 Excess Levy (RCW 84.52.052, RCW 84.52.054)	0.14
2020 Levy Lid Lift (RCW 84.55.050)	0.54
Stevenson Community Pool District	
2021 Metropolitan Park District Formation (Ch. 35.61 RCW)	0.5
Tumwater Metropolitan Park District	
2018 Metropolitan Park District Formation (Ch. 35.61 RCW)	0.45
White Salmon Valley Pool Metropolitan Park District	
2018 Metropolitan Park District Formation (Ch. 35.61 RCW)	0.25

[8] *Metropolitan Park District for the Unincorporated Urban Area of Vancouver Summary Report #2*. Mrsc.org. (2004). Retrieved 21 May 2021, from https://mrsc.org/getmedia/1170acdd-9676-4bb2-b8bb-20bfe0c82698/v35mpd.pdf.aspx.

F. Metropolitan District Formation Summary

Governance

Metropolitan Park Districts are municipal corporations governed by a board of commissioners. The makeup of the board must be determined and stated in the ballot measure when it is voted on by the public. Board members can be voted on on the same ballot or after formation. Metropolitan Park Districts are governed by a board that may be composed of the following:

- **Five Elected-Commissioners.** They can be elected at district creation; or
- **Ex-officio.** If a district is located entirely within one city or unincorporated area of one county, the legislative body of the city or county may act as metropolitan park board; or
- **Interlocal Agreement.** For a district located in multiple cities or counties, each legislative authority may appoint one or more members to serve as the board.[10]

As Exhibit 3 shows, elected boards are the most common governance structure, especially where there is overlapping jurisdiction with multiple cities or city and county. While most Metropolitan Park Districts that share boundaries with other jurisdictions have an elected board of voting residents within the district boundary, Port Angeles and Clallam County appoint two county commissioners, two city council members and then these four internally nominate one resident as the fifth member.[11]

Exhibit 3. Governance Types of Metropolitan Districts in Washington State, 2021
Source: MSRC List of Metropolitan Park Districts, 2021

Type of Governance	Count
Elected board	14
City council (ex officio)	7
County council (ex officio)	1
2 county commissioners, 2 city council members, 1 resident elected by the board	1
Total	23

Additionally, non-elected citizens and other staff may or can have role to play in advising or governance:

- **Citizen Advisory Boards.** Some metropolitan park districts have established additional citizen advisory boards that meet regularly and provide input to their commissioners, such as the Tukwila Pool Advisory Committee for the Tukwila Pool Metropolitan Park District.[12]

[10] MRSC - Comparison of Recreation Districts. Accessed May 18, 2021. https://mrsc.org/Home/Explore-Topics/Parks-and-Recreation/Park-and-Recreation-Special-Districts/Comparison-of-Recreation-Districts.aspx
[11] William Shore Memorial Pool District. (2009). Interlocal Agreement Between the City of Port Angeles and Clallam County for the Governance of William Shore Memorial Pool District. Port Angeles. Retrieved from https://mrsc.org/getmedia/50C43382-77A1-4EC8-990A-796BDA0DFC9C/P54-C51-WSMPD.aspx
[12] Tukwila Pool Metropolitan Park District - Tukwila Pool. Tukwila Pool. (2021). Retrieved 19 May 2021, from https://tukwilapool.org/tukwila-mpd-info/.

- **Treasurer.** Additionally, the county treasurer of the county within which all, or majority, of the district lies is the ex officio treasurer. If the board receives approval from said county treasurer, another can be appointed treasurer of the district. (RCW 35.61.180); [13]

Alternatives

In addition to Metropolitan Park Districts (MPD), there are two other park district types/service areas; Park and Recreation Districts and Park and Recreation Service Areas as well as a Public Facilities District which can be used to create or manage a public facility such as an aquatic or swim center. Park and Recreation Districts provide "leisure time activities and facilities and recreational facilities, of a nonprofit nature" and Park and Recreation Service Areas "finance, acquire construct, improve, maintain, or operate any park, senior citizen activities center, zoo, aquarium, and, or recreational facilities." There are key differences between the three district/service area types not just in purpose but in formation, financing and governance.[14] Public Facilities Districts are created under statute to develop and operate regional centers and at the city level must cost at least $10 million including debt service. At the county level they can develop and operate sports, convention and entertainment centers that do not meet the $10 million threshold.[15][16]

Formation

- **Park and Recreation Districts.** Formation can be initiation by a petition signed by 15% of the areas registered voters and it must designate the boundaries, district objective and benefit of the district. It requires resolution of city or town approving inclusion of the area with the corporate limits of city or town. The Board of County Commissioners then holds a hearing within 60 days. Following the hearing, the Board designates a name or number of the district and fixes boundaries. A ballot proposition authorizing it is then submitted to voters at next general election 60 or more days after. The initial commissioners are elected at the same election. It requires simple majority approval.
- **Park and Recreation Service Areas**. Formation can be initiated in unincorporated areas by resolution adopted by county legislative body or by petition of 10% of the areas registered voters or in incorporated areas resolution of city or town approving inclusion of the area. Contents of petition or resolution must contain boundaries, a purpose description, and an initial improvements or services cost estimate. If it passes, the county conducts a feasibility study and makes it available within 80 days. Within 20 days of report availability a hearing must be held to accept or dismiss. If it is accepted, it goes to election in the proposed service area; at the next general election or at a special election and then requires simple majority approval.

[13] MRSC - Comparison of Recreation Districts. Accessed May 18, 2021. https://mrsc.org/Home/Explore-Topics/Parks-and-Recreation/Park-and-Recreation-Special-Districts/Comparison-of-Recreation-Districts.aspx
[14] MRSC - Comparison of Recreation Districts. Accessed May 18, 2021. https://mrsc.org/Home/Explore-Topics/Parks-and-Recreation/Park-and-Recreation-Special-Districts/Comparison-of-Recreation-Districts.aspx
[15] Prestion, Gates, Ellis LLP. (2003). *City and County Options for Creative Financing: PFDs, PDAs and 501(c)(3)*s. Seattle. Retrieved from https://mrsc.org/getmedia/4959a4a5-1474-4234-bcc9-5f7cb01d9aee/PDA-PFDfinan.aspx
[16] *MRSC - Public Facilities Districts (PFDs)*. Mrsc.org. Retrieved 16 June 2021, from https://mrsc.org/Home/Explore-Topics/Economic-Development/Financing-Economic-Development/Public-Facilities-Districts.aspx#overview.

F. Metropolitan District Formation Summary

- **Public Facility Districts**. Formation is initiated by an ordinance or resolution at the city or county level, if involving multiple jurisdictions, it may be formed by interlocal agreement.

Financing

- **Park and Recreation Districts.** Financing is done primarily through tax levy. It is a 6-year regular property tax levy ($0.60 per $1,000 assessed valuation max.) authorized when 60% of voters approve with at least 40% of the last general election voter turnout. Alternatively, it passes if the number of "yes" votes equal at least 60% times 40% of the number voting in the last general election. The district may also issue general obligation debt, equal to 1 ¼ % of the assessed valuation. Of this, only 3/8 % may be nonvoted debt. Other funding can come through charges, fees, rates, rentals etc. for facility usage or participation, annual excess tax levy proposition for operating funds, capital outlay funds, and cumulative reserve funds or issue LID or revenue bonds.
- **Park and Recreation Service Areas.** Financing is done primarily through tax levy. It is also a 6-year regular property tax levy (maximum of $0.60 per $1,000) authorized when 60% of voters approve with at least 40% of the last general election voter turnout. Alternatively, the measure passes if the number of "yes" votes equal at least 60% times 40% of the number voting in the last general election. The service area May also charge fees or other direct charges on facilities. The service area can also issue voted general obligation debt equal to 2 ½% of the assessed valuation. Of this 2 ½%, 3/8 % may be non-voted. The service area may also charge fees or other direct charges on facilities.
- **Public Facility Districts**. Financing is usually achieved through a variety of different voted and nonvoted (if pre-2002 formation) taxing options. A 0.2% sales tax approved by a simple majority of voters, admission taxes up to 5% and parking taxes up to 10%. As well, the PFD can issue general obligation and revenue bonds, voter-approved lodging taxes (County only), state sales tax credits (up 0.033% of the sales price; Regional Centers only) and voter-approved excess property tax levies (County PFDs only). They can also apply user charges and fees for facility use and accept gifts, grants, and donations.

Governance

- **Park and Recreation Districts**. The district operates as a municipal corporation with a Board of five commissioners elected from designated districts for staggered, four-year terms with elections held at general election in odd numbered years. Duties are outlined for chairman, secretary and other officers and holding monthly public meetings.
- **Park and Recreation Service Areas.** The service area operates as a “quasi-municipal corporation and independent taxing authority and taxing district possessing all the usual powers of a corporation for public purposes.” If within a county, the county legislative body acts ex officio, but if multi-county or includes a town/city then is governed through an interlocal cooperation agreement.
- **Public Facility Districts**. Public Facility Districts operate as a municipal corporation with independent taxing authority which operates with the same bounds as the jurisdictions that created the district. City, County and multijurisdictional districts may

have different governance structures. City PFDs can have 5-7 board members selected by the city legislative body and can receive recommendations from local organizations. County PFDs can have 5-7 board members, depending on ratio of the population of the largest city in the county to total county population. If a County PFD imposes a lodging tax, then the board must include a representative of the lodging industry. Other specified numbers of the members can be appointed by the county legislative body or other entities such as the governor and would be subject to confirmation by county commission/council.