



Parks and Recreation Advisory Board Recommendation

To: Burlington City Council/Burlington Planning Commission
From: Burlington Parks and Recreation Advisory Board
Project: 2026-2031 Capital Improvement Plan (CIP) Update
Date: April 15, 2025

Summary:

The Parks and Recreation Advisory Board (Parks Board) has reviewed a list of proposed capital projects prepared by the Parks and Recreation Department. The Parks Board finds that the list of proposed capital projects is consistent with the City's adopted Parks Recreation and Open Space (PROS) plan and will improve the quality and accessibility of park facilities and recreation programs in the City of Burlington. The Parks Board recommends the list of capital projects prepared by the Parks and Recreation Department be used to assist in the development of the City's 2026 Capital Improvement Plan (CIP) update.

Findings:

1. The Burlington Parks and Recreation Advisory Board (Parks Board) functions in an advisory capacity to the Mayor, City Council, Parks and Recreation Department, and other City Departments. The Parks Board is responsible for providing guidance on the acquisition of park facilities, long range park planning, the use of park facilities, and park rule, regulations, and fees (BMC 2.270.072).
2. In order to obtain funding from the Washington State Recreation and Conservation Office (RCO) the City is required to have a Parks Recreation and Open Space (PROS) plan. The City adopted a PROS plan consistent with RCO guidelines in 2020.

3. The PROS plan adopted in 2020 includes an inventory of existing facilities, identifies future park needs for a 20 year period, and addresses coordination between the City and other government agencies.
4. The City of Burlington is required to adopt, and periodically update, a comprehensive plan (RCW 36.70A.040). The Burlington Planning Commission and Community Development Department are responsible for developing a comprehensive plan and evaluating proposed amendments to the comprehensive plan (Chapter 17.115 BMC and chapters 35.63 & 35A.63 RCW).
5. Washington State law requires that the City's comprehensive plan include a capital facilities element identifying the facilities, property, and equipment necessary to meet the needs of the population and employment growth forecasted by the comprehensive plan (RCW 36.70A.070(3) and WAC 365-196-415)). The City's comprehensive plan must also include a Parks Element (RCW 36.70A.070(8) and WAC 365-196-440).
6. The Washington State Department of Commerce recommends that the Parks Element of the comprehensive plan be consistent with its PROS plan and Washington State Recreation and Conservation Office (RCO) guidelines.
7. The capital facilities element of the comprehensive plan must include a detailed financing plan identifying specific costs and sources of revenue for a six year period. This financing plan is known as a Capital Improvement Plan (CIP).
8. On May 11, 2023, the Burlington City Council adopted an updated comprehensive plan. The updated comprehensive plan includes a Parks Element and a Capital Facilities Element.
9. The Parks Element of the updated comprehensive plan was developed using the City's adopted PROS plan and includes level of service standards, identifies future park needs, and includes goals and policies covering topics such as capacity, access and inclusion, conservation and environmental management, maintenance, health and physical activity, and financial sustainability.
10. The Capital Facilities Element includes a number of park improvements. These improvements were identified using the long term project lists and priorities in Parks Element.
11. The Washington State Growth Management Act requires that comprehensive plans be internally consistent documents and that all local government actions be consistent with the adopted comprehensive plan (RCW 36.70A.120).

12. The Parks Board has reviewed the project list prepared by the Parks Department and finds that it is consistent with the goals and policies of the Parks Element of the Comprehensive Plan and all applicable Growth Management Act requirements.

Recommendation:

Based on the findings presented above the Parks Board makes the following recommendations:

1. When updating the City's CIP for 2026, the Planning Commission should consider the project list attached to this recommendation;

Dated this 13 day of May, 2025



Marylynn Baker, Chair
City of Burlington Parks and Recreation Advisory Board

Attachments:

"A" 2026 Parks CIP – Board Worksheet, April 2025

Exhibit "A"

| | |
|---------------------------------------------------------------------|-------------|
| New to the CIP | |
| 2026 (REET) | |
| Skagit River Park Design/Engineered drawings for completion of park | \$150,000 |
| 2026 (REET) | |
| West side feasibility study | \$50,000 |
| 2026 (REET) | |
| Engineering, surveys, other | \$50,000 |
| 2026 (REET) | |
| Burlington Hill feasibility study | \$20,000 |
| 2030 (Grant) | |
| Land Acquisition | \$1,000,000 |
| Adjustments to 2026 (REET) | |
| Rotary Park Inclusive Playground (finish restroom) | \$100,000 |
| Rotary East Pump Track (potential rollover of \$5,000 included) | \$25,000 |
| Additions in 2031 (REET + Grant) | |
| Skagit River Park phasing | \$500,000 |