



AGENDA

Agendas may be amended

JOIN TEAMS MEETING: <https://teams.microsoft.com/meet/252718732013900?p=WOexUQRtCyAMqwmQOa>

MEETING ID: 252 718 732 013 900

PASSCODE: GW2W79TK

CALL TO ORDER

ROLL CALL

1. **NOTICE OF AGENDA COMPLIANCE (PER IDAHO CODE §74-204): ACTION ITEM**
Finding that the regular meeting notice and agenda were posted in accordance with Idaho Code §74-204 within forty-eight (48) hours prior to the meeting at: the City of Bellevue City Hall, Post Office, and on the City's website on March 16, 2026. Suggested Motion: I move that the notice for the March 18, 2026, meeting was completed in accordance with Idaho Code, Section §74-204.
2. **CALL FOR CONFLICT (AS OUTLINED IN IDAHO CODE §74-404): ACTION ITEM**
3. **COMMITTEE & LIAISON UPDATES**
4. **PUBLIC COMMENT: FOR ITEMS OF CONCERN NOT ON THE AGENDA – (COMMENTS ARE LIMITED TO 3-5 MINUTES)**
5. **APPROVAL OF MINUTES: ACTION ITEMS**
 - a. March 4, 2026 Regular Meeting Minutes
 - b. March 18, 2026 Regular Meeting Minutes
6. **NEW BUSINESS: ACTION ITEMS**
 - a. Adoption of Bylaws & Election of Committee Officers
7. **WORK SESSIONS: ACTION ITEMS**
 - a. Parks Committee Scope, Name, and Purpose
8. **ADJOURNMENT: ACTION ITEM**



COMITÉ DE PARQUES
CIUDAD DE BELLEVUE, IDAHO
MIÉRCOLES, 15 DE ABRIL DE 2026, 10:00 AM
SALA DE REUNIONES DEL AYUNTAMIENTO
115 E. PINE STREET, BELLEVUE, IDAHO 83313

AGENDA

Las agendas pueden ser modificadas

ÚNETE A LA REUNIÓN DE EQUIPOS:

<https://teams.microsoft.com/meet/252718732013900?p=WOexUQRtCyAMqwmQOa>

ID DE LA REUNIÓN: 252 718 732 013 900

CÓDIGO DE ACCESO: GW2W79TK

LLAMADA AL ORDEN

LISTA DE LISTA

1. **AVISO DE CUMPLIMIENTO DEL ORDEN DEL DÍA (SEGÚN EL CÓDIGO DE IDAHO §74-204): PUNTO DE ACCIÓN**
*Se determinó que el aviso y la agenda de la reunión ordinaria se publicaron conforme al Código de Idaho §74-204 dentro de las cuarenta y ocho (48) horas previas a la reunión en: el Ayuntamiento de Bellevue, la Oficina de Correos y en la página web de la ciudad el 16 de marzo de 2026. **Moción sugerida:** Propongo que el aviso para la reunión del 18 de marzo DE 2026 se completó conforme al Código de Idaho, Sección §74-204.)*
2. **LLAMAMIENTO AL CONFLICTO (SEGÚN LO ESTABLECIDO EN EL CÓDIGO DE IDAHO §74-404): PUNTO DE ACCIÓN**
3. **ACTUALIZACIONES DE COMITÉ Y ENLACE**
4. **COMENTARIOS públicos: PARA ASUNTOS DE INTERÉS QUE NO ESTÁN EN LA AGENDA – (LOS COMENTARIOS ESTÁN LIMITADOS A 3-5 MINUTOS)**
5. **APROBACIÓN DE LAS ACTAS: PUNTOS DE ACCIÓN**
 - a. Acta de la reunión ordinaria del 4 de marzo de 2026
 - b. Acta de la reunión ordinaria del 18 de marzo de 2026
6. **NUEVOS NEGOCIOS: PUNTOS DE ACCIÓN**
 - a. Adopción de Estatutos y Elección de Funcionarios de los Comités
7. **SESIONES DE TRABAJO: PUNTOS DE ACCIÓN**
 - a. Alcance, nombre y propósito del Comité de Parques
8. **APLAZAMIENTO: PUNTO DE ACCIÓN**

**En cumplimiento con la Ley de Personas con Discapacidad Estadounidense, las personas que necesiten adaptaciones especiales durante esta reunión deben notificar a la ciudad de Bellevue, 115 East Pine Street, Bellevue, Idaho 83313, o al número de teléfono 208-788-2128 ext. 4, al menos veinticuatro (24) Horas antes de la reunión.



Minutes

The Parks Committee of the City of Bellevue, Idaho, met for a Regular Meeting on Wednesday, March 4, 2026 at 10:00 AM in the City of Bellevue Public Library, located at 117 E. Pine St, Bellevue, Idaho 83313.

CALL TO ORDER

Chair Fletcher called the meeting to order at 10:07 AM.

ROLL CALL

Kristin Fletcher, Parks Committee Chair - Present

Tom Bergin, Committee Member – Present

Mark Sindell, Committee Member – Present

Staff Present: Carter Bullock, Committee Liaison, Planner

1. NOTICE OF AGENDA COMPLIANCE (PER IDAHO CODE §74-204): ACTION ITEM

MOTION: Committee Member Bergin moved that the notice for the March 4, 2026, meeting was completed in accordance with Idaho Code, Section §74-204, it was seconded, all voted in favor, and the motion carried.

2. CALL FOR CONFLICT (AS OUTLINED IN IDAHO CODE §74-404): ACTION ITEM

Chair Fletcher indicated that she is a member of the Idaho Native Plant Society and the Friends of the Howard Preserve. However, because neither of those roles had an immediate and substantial stake in any of the agenda items, she did not indicate a need to recuse herself from any action.

Neither of the other members of the Committee indicated a potential conflict.

3. COMMITTEE & LIAISON UPDATES

Committee Member Bergin did not have any updates.

Mr. Bullock indicated that he would be presenting a right-of-way management presentation and workshop to the Common Council on March 9, 2026. This workshop would revolve around trees and landscaping in the City right-of-way, and analyze which encroachments should be allowed. Committee Member Sindell suggested that he may have future comments related to street trees in the right-of-way. **Action Item: Mr. Bullock requested that Committee Member Sindell share these comments on street trees outside of the meeting or when appropriate when draft code text results from the Council and Staff's work.**

Committee Member Sindell shared that the Bellevue Urban Renewal Agency's planning and design work for the "Dead End Rights-of-Way" had kicked off with an initial stakeholder meeting.

Chair Fletcher provided a contact for future reference on tree-related work: Linda Reese. Committee Member Sindell indicated that he had worked with her before on a Hailey street tree project.

4. PUBLIC COMMENT: FOR ITEMS OF CONCERN NOT ON THE AGENDA – (COMMENTS ARE LIMITED TO 3-5 MINUTES)

None provided.

5. **APPROVAL OF MINUTES: ACTION ITEM**

- a. November 19, 2025 Regular Meeting Minutes: Carter Bullock, Planner
- b. February 18, 2026 Regular Meeting Minutes: Carter Bullock, Planner

Chair Fletcher indicated a desire for a number of minor revisions to the February 18, 2026 minutes. Mr. Bullock assented to make these changes.

MOTION: Committee Member Bergin moved to approve the November 19, 2025 and February 18, 2026 Regular Meeting minutes as amended, it was seconded, all voted in favor, and the motion carried.

6. **OLD BUSINESS: ACTION ITEMS (CONTINUED FROM FEBRUARY 18, 2026)**

- a. Community Project Draft Plan Discussion: Carter Bullock, Planner

Mr. Bullock presented a draft plan for the Community Project to the Committee for recommendations and thoughts in advance of the Council doing the same at their next meeting (March 9, 2026).

Mr. Bullock first discussed the funding amount received from Blue Cross Foundation for Health, which consists of about \$87,000. He then walked the Committee through the draft project plan, stopping for questions as they arose. The community's priorities, as identified by prior City and Committee surveys, were discussed first. Mr. Bullock explained that a want for new multi-use play space, and especially pickleball, was a "throughline."

Mr. Bullock then presented the suggested project design, which features repaved courts, replaced fencing, relocated gates, new interior fencing, and one (1) existing basketball court being replaced with three (3) new pickleball courts. Committee Member Sindell supported the change in gate locations, inquired about sound mitigation, and received clarification that existing trees would remain in place. Committee Member Bergin suggested some landscaping between the courts and the pavilion be incorporated. Chair Fletcher inquired about the center interior fencing, which Mr. Bullock responded would likely be four (4) to six (6) ft. black vinyl-coated chain link. The Committee then discussed the benches on the side of the remaining basketball court and whether there would be adequate spacing. These benches would likely be the existing benches. Committee Member Sindell then elaborated on the potential sound and visual mitigation options.

Chair Fletcher explained her reservations concerning the design of the project, including her prediction that tight spacing could impact spacing, playability, and lead to overcrowding. She advocated for one (1) pickleball court being planned instead. She also questioned the use of the pavilion for pickleball seating and asserted that vegetation and sound mitigation should be planned on the north side of the courts.

Committee Member Sindell asked Mr. Bullock to explain the rationale behind the suggested design. Mr. Bullock said that the spacing and potential for conflict wouldn't allow for two (2) north-south courts and that the three (3) courts had been requested by the Mayor and other Staff.

Moving on to refencing, Committee Member Bergin asked about the sponsorship requirement laid out by the Sawtooth Wood Products bid. Mr. Bullock explained that the sponsorship sign would likely need to be prominent and that the \$22,000 price accounted for the sponsorship discount.

In response to a question from Chair Fletcher on basketball court sizing, Mr. Bullock responded that regulation sizes aren't typically applied to casual, recreational basketball courts.

Mr. Bullock presented multiple options for sound mitigation and the Committee discussed these. He explained that options for fence-hanging, impermanent sound mitigation products are more cost-effective but opaque, while the Pickleglass product is permanent and transparent but substantially more costly.

Regarding these options, Chair Fletcher stated that the Echo Barrier sounds great but is “ugly as sin” and would look like a wall. She indicated that any of the opaque options could encourage unsafe behavior by reducing visibility. She and Committee Member Sindell stated support for the Pickleglass on these grounds. Mr. Bullock explained that he has discussed the Pickleglass with the Wood River Pickleball Alliance, who may be exploring whether a member could make a donation to allow the City to purchase this product. Committee Member Sindell advocated for Echo Barrier as a backup option. Committee Member Bergin concurred with the other Committee members.

The Committee then explored whether spending \$50,000 on Pickleglass could be a political liability. Chair Fletcher acknowledged this possibility and emphasized the need for clear and emphatic communication. Committee Member Bergin the cost reduction for refencing that would be associated with the Pickleglass addition. Chair Fletcher warned that too much non-permeable fencing surrounding the courts could reduce wind cooling and amplify summer heat.

The Committee discussed the effects and cost of having or lacking sound mitigation on the north side of the play courts. Chair Fletcher wondered if sound may reverberate and be especially severe within the pavilion. She advocated for Pickleglass on the east of the courts and another product on the north. She also expanded on the amount of maintenance that may be needed for the new landscaping in this location specifically. The Committee appeared to arrive on a consensus that both landscaping and some sound mitigation would be necessary here.

Chair Fletcher suggested that the design could feature six (6) foot fencing instead of eight (8), especially on the east and north sides. She then emphasized again that she would not support three (3) pickleball courts. Fewer courts, she argued, would allow for easier management and provide space for seating.

Committee Member Bergin discussed with Mr. Bullock whether the court layout could be changed to north-south, potentially with two (2) staggered courts. Mr. Bullock explained that issues of conflicts would still likely arise. Committee Member Bergin then inquired about the noise level of one (1) versus multiple pickleball games occurring concurrently, and whether there would be a substantial difference. Mr. Bullock and Chair Fletcher concurred that noise levels may not rise but the constancy of noise would.

Mr. Bullock urged the Committee to consider a formal recommendation to Council. In response, Mr. Sindell summarized the Committee’s recommendations to that point.

Committee Member Bergin inquired about, aside from sound mitigation, the cost of building the pickleball courts. Mr. Bullock explained that most of the costs would result from resurfacing, explained the need for this, and went over the received bids. He suggested that one of the court-specific contractors be selected.

Mr. Bullock then presented the costs for permanent versus impermanent net solutions and stated that the impermanent nets would be cheaper and allow for flexibility. The Committee appeared supportive of impermanent nets as a solution.

The presentation and discussion turned to landscaping next. The Committee went over the suggested species in the project plan and some information on species therein was corrected. Mr. Bullock explained that the County and other partners may be coordinating on a native plant garden initiative

but that his information was limited. Committee Member Sindell explained that thuja occidentalis would not do well in Bellevue's climate and that arborvitae would be decimated by deer. Many additional species were suggested by the Committee for selection, including the "Moonglow" juniper cultivar, feather reed grass, penstemons, yarrows, blue flax, Walker's Lot cat mint, and any native pollinator species. Pollinators have the ability to attract native bees and push out stinging bees and wasps. Committee Member Sindell advocated for a simple garden of about five (5) species that are "bulletproof" and waterwise. **Action Item: Committee Member Sindell committed to composing a planting plan and/or summary list of potential species and distributing it to the Committee and Mr. Bullock. Alternatively, this list could be brought to a future Committee meeting.**

Mr. Bullock wondered aloud about whether the Committee could do a planting event. Committee Member Sindell echoed this idea. He advocated that the Committee – along with any willing volunteers – do the physical planting. Mr. Bullock posited that the Public Works/City Assets team could do soil prep and drip irrigation installation, while a local nursery could donate the plants. Mr. Bullock also requested any clarifying information on how much the landscaping could cost. **Action Item: Chair Fletcher suggested contacting all local nurseries to gauge interest in plant donations.**

Moving toward policies and management, Chair Fletcher indicated disapproval of the possibility for organized events at the play courts. She and Committee Member Bergin deliberated over the level of compliance overall with any court rules. He concurred that organized events could pose an issue but advocated that private lessons could be valuable. Chair Fletcher and Committee Member Sindell disagreed.

The Committee went on to agree that a nightly drive-by or visit by a Bellevue Marshal could greatly improve nighttime behavior at the play courts.

Following this, the Committee discussed whether to make official recommendations to the Council. Mr. Bullock summarized the Committee's recommendations to that point, which were:

- That Pickleglass is the preference of the Committee,
- That sound and visual barriers on the north side of the courts should be included,
- That two (2) pickleball courts should be planned instead of three (3),
- That landscaping should be native, low-consumption, and low maintenance,
- That temporary pickleball nets be used,
- That the fencing be shortened to six (6) feet, and
- That no organized events occur.

MOTION: Committee Member Sindell moved that a summary of the Committee's recommendations be represented to the Common Council, it was seconded, all voted in favor, and the motion carried.

7. **NEW BUSINESS: ACTION ITEMS (CONTINUED FROM FEBRUARY 18, 2026)**

- a. Adoption of Bylaws & Election of Committee Chair: Carter Bullock, Planner

This agenda item was continued to the next meeting.

8. **WORK SESSIONS: ACTION ITEMS (CONTINUED FROM FEBRUARY 18, 2026)**

- a. Parks Committee Scope, Name, and Purpose: Carter Bullock, Planner

This agenda item was continued to the next meeting.

- b. 2026 Strategic Planning: Carter Bullock, Planner

This agenda item was continued to the next meeting.

9. **ADJOURNMENT: ACTION ITEM**

MOTION: At 11:46 AM Committee Member Bergin moved to continue the remainder of the agenda items (following 6a) to the next meeting and adjourn the meeting, it was seconded, all voted in favor, and the motion carried.

Kristin Fletcher, Parks Committee Chair

Carter Bullock, Parks Committee Staff Liaison



Minutes

The Parks Committee of the City of Bellevue, Idaho, met for a Regular Meeting on Wednesday, March 18, 2026 at 10:00 AM in the Bellevue City Hall Meeting Room, located at 115 E. Pine St, Bellevue, Idaho 83313.

CALL TO ORDER

Chair Fletcher called the meeting to order at 10:10 AM.

ROLL CALL

COMMITTEE MEMBERS

Kristin Fletcher, Parks Committee Chair – Present

Christina Van Der Meulen, Committee Member – Absent

Tom Bergin, Committee Member – Present

Mark Sindell, Committee Member – Present

STAFF

Carter Bullock, Committee Secretary – Present

VISITORS

Chad Stoesz, Wood River Land Trust (“WRLT”)

Melanie Dahl, Friends of the Howard Preserve (“Friends”)

1. NOTICE OF AGENDA COMPLIANCE (PER IDAHO CODE **§74-204**): ACTION ITEM

MOTION: Committee Member Bergin moved that the notice for the March 18, 2026, meeting was completed in accordance with Idaho Code Section §74-204, it was seconded, all voted in favor, and the motion carried.

2. CALL FOR CONFLICT (AS OUTLINED IN IDAHO CODE **§74-404**): ACTION ITEM

Chair Fletcher indicated that she is a member of the Friends of the Howard Preserve (“Friends”), as the Howard Preserve (“Preserve”) would be relevant to an item on the agenda and a representative of the Friends was present. Throughout the meeting she identified whenever a conflict could be perceived and indicated when she may be talking as a member of the Friends. No vote recusal was necessary.

None of the other members of the Committee indicated a potential conflict.

3. COMMITTEE & LIAISON UPDATES

Secretary Bullock provided an update that the City had received a \$10,000 grant from the Keystone Concept and Blaine County to undertake a community-wide tree inventory. **Action Item: Chair Fletcher indicated that she would send Secretary Bullock an existing brochure on heirloom trees in Bellevue.**

Secretary Bullock then went on to state that Committee Member Van Der Meulen had been officially reappointed to the Committee in the most recent Common Council Meeting.

4. **PUBLIC COMMENT:** FOR ITEMS OF CONCERN **NOT** ON THE AGENDA – (**COMMENTS ARE LIMITED TO 3-5 MINUTES**)

None provided.

7. **WORK SESSIONS: ACTION ITEMS**

- a. Howard Preserve Management Plan Update: Brian Parker, Community Development Director (*Item moved up in the agenda by a motion from Committee Member Bergin, receipt of a second, and a unanimous Committee vote.*) (As Brian Parker was absent, Secretary Bullock presented this item.)

Secretary Bullock identified that the Committee had the entirety of the current Howard Preserve Management Plan (“HPMP”) in their packet for discussion. Chair Fletcher inquired as to the broad strokes of the draft changes so far to the HPMP, and Mr. Stoesz gave an overview. He explained that most of the changes so far have been slight, and that the section appearing in most need of change is the management of events in the Preserve. He explained that the plan could benefit from more correlation with the language of the conservation easement on the property, and that the timeline of events in the document should be updated. He went on to illustrate that a working document exists which the major stakeholders have been able to provide comments on. Secretary Bullock explained that the historical context in the HPMP should be expanded and updated. Mr. Stoesz stated he would add Ms. Dahl to the working document so she could add to and edit the historical context section of the document.

Mr. Stoesz further explained that the prior HPMP’s regulations for events were seldom used because few organized events have occurred in the preserve. Chair Fletcher inquired of Secretary Bullock as to the status of event permits in the Preserve. Secretary Bullock explained that the Common Council had elected to halt all event permitting in the Preserve for ninety (90) days and delete related fees from the fee schedule until the updated HPMP could be updated, or a first draft provided.

The Committee and interested parties discussed the nature of this interim pause on event permitting and the context thereof. Mr. Stoesz opined that the prior fees and event applications for the Preserve were essentially identical to those for any other Bellevue park, and that they should reflect the Preserve’s distinct purposes.

Following a question on Preserve acreage by Chair Fletcher, Mr. Stoesz explained that it is slightly larger than reflected in the prior plan, and substantially larger than when it was first inaugurated. Ms. Dahl then requested that the HPMP’s description of the Friends be changed. The Committee went on to deliberate over which City-owned land counts as part of the Preserve and explored the status and designation of various parcels, rights-of-way, and vacated rights-of-way. The Committee then explored a handful of potential acquisition aspirations and plans.

Chair Fletcher advised that the Committee begin at the start of the HPMP and work its way through each section to provide edits. First the Committee scrutinized sections 1.1-1.4. The Committee considered public access as a value and stated that it should be explored and considered to a greater extent. Committee Member Bergin stated that elm trees should likely be considered an invasive weed.

Chair Fletcher asked Mr. Stoesz how the relationship of the managing partners and the Common Council will work. Mr. Stoesz explained that the WRLT’s role in the Preserve is fairly unique, as it is a non-landowning managing partner which also enforces the conservation easement. He went on to clarify for the Committee how the easement is structured, was granted, and functions.

The Committee then discussed the description of the relevant irrigation districts. The Committee seemed to concur that the irrigation districts should be highlighted and that these districts should be included in substantial decisions as a major stakeholder. Mr. Stoesz agreed that the HPMP should spell out the rights of the irrigation districts.

Secretary Bullock brought the Committee's attention to the description of the City's role as a partner and wondered whether the Committee may like to have an expanded role. Committee Member Bergin stated that the Committee acting as the primary "face" of the City or a recommending body for discussions with the managing partners could be appropriate.

Mr. Stoesz summarized the draft changes to the description of the Friends and the WRLT to the Committee. The Committee found the proposed changes and roles appropriate.

The Committee went on to walk through each of the future management priorities in the existing HPMP. The Committee first discussed the priority of enforcing parking in the handicapped parking space at the Preserve's north entrance. The Committee generally concluded that no substantial issue exists but future improvements here should be made. Mr. Bullock turned the Committee's attention to the handicapped access road and fire turnaround which extend from the north access point and into the Preserve, opining that it may be completely unnecessary. Committee Member Sindell asserted that the degradation of the area within the fire turnaround loop is illustrative of larger degradation below the Elm Street access to the Preserve. He advocated that the management priorities address what isn't working currently. Secretary Bullock concurred and added that good plans tend to include a list of large deficiencies, from which recommended actions and capital improvements should stem. Chair Fletcher summarized that she was hearing a need for identification of a "tiered system of areas that need improvement."

Coming back to the discussion of the degrading area below the Elm Street access, Chair Fletcher communicated that a pile of wood chips there is being stored for eventual path repair and use. Committee Member Sindell and Secretary Bullock concluded that the Preserve should not be used as a work or storage area when the City's Public Works Shop is immediately nearby, and Committee Member Sindell again emphasized restoring the entrance and interface areas of the Preserve.

Secretary Bullock advocated separating management priorities from identified capital improvement needs. Stemming from this thought, Committee Member Sindell focused on a large pile of rock just below Oak Street in the Preserve as an issue requiring particular mitigation and prioritization. He then asked the Committee its opinion on additional benches and picnic tables being added to the Preserve. The Committee appeared to concur on the need for more of these amenities. Ms. Dahl added, regarding the large pile of rock below Oak Street, that it was once planned to be used for river improvements but was abandoned.

The Committee turned to another management priority in the plan: to improve general communication between the managing partners. Chair Fletcher advised finding a different place for this goal. Secretary Bullock suggested placing it at the head of 1.4.

As Committee Member Sindell then needed to leave the meeting, which would end the convening of a quorum, the Committee deliberated on next steps. The Committee resolved to end the meeting and allow all remaining to continue discussing the HPMP in an informal manner without a quorum and without taking any action.

6. APPROVAL OF MINUTES: ACTION ITEMS

- a. March 4, 2026 Regular Meeting Minutes (Not discussed – to be addressed in future meeting.)

7. **NEW BUSINESS: ACTION ITEMS**

- a. Adoption of Bylaws & Election of Committee Chair: Secretary Bullock (Not discussed – to be addressed in future meeting.)

8. **WORK SESSIONS: ACTION ITEMS**

- a. Parks Committee Scope, Name, and Purpose: Secretary Bullock (Not discussed – to be addressed in future meeting.)
- b. 2026 Strategic Planning: Secretary Bullock (Not discussed – to be addressed in future meeting.)

9. **ADJOURNMENT: ACTION ITEM**

MOTION: At 11:10 AM Committee Member Bergin moved to the meeting, it was seconded, all voted in favor, and the motion carried.

Kristin Fletcher, Parks Committee Chair

Carter Bullock, Parks Committee Secretary



Memorandum

To: Bellevue Parks Committee

From: Carter Bullock, Planner

Re: Adoption of Bylaws & Election of Committee Officers

Date: April 15, 2026

Background

Bellevue City Code Section 7-4-3(C)(6) requires the Committee to annually adopt bylaws and elect Committee officers. As this has not occurred for many years, the time is ripe to renew this policy.

Recommendation and Next Steps

It is recommended to adopt the suggested 2026 Bylaws with any necessary amendments; it is also recommended to elect a Chair, Vice-Chair, and Secretary.

Enclosures

1. Suggested 2026 Bylaws

**2026 BYLAWS, PRACTICES AND PROCEDURES
BELLEVUE PARKS COMMITTEE**

**ARTICLE I
ESTABLISHMENT**

Section 1. Establishment:

The Bellevue Parks Committee (hereinafter called the Committee) is established by authority of Idaho Code and Bellevue City Code. The office shall be located in the Bellevue City Hall Building at 115 E. Pine Street, Bellevue, ID 83313, telephone: (208) 788-2128.

**ARTICLE II
MEMBERSHIP AND OFFICERS**

Section 1. Membership:

The Committee shall consist of three (3) to five (5) voting members, to be appointed by the Mayor and confirmed by the Bellevue Common Council. The term of office for each voting member shall be three (3) years in accordance with 7-4-3 of Bellevue City Code, save for the non-voting member serving as the Secretary, who shall serve in perpetuity.

Section 2. Officers, Number, Qualifications and Duties:

The officers of the Committee shall be a Chairperson, Vice-Chairperson, and Secretary. The Chairperson shall be elected by and from among the members of the Committee. The member of the Committee most senior in longevity (not including the Chairperson) shall be designated as and serve as Vice Chairperson. The Secretary shall be a member of Bellevue City Staff appointed by the Bellevue Common Council to be a non-voting member, and shall be elected by the voting members of the Committee as such. The duties of such officers shall be those performed by such officers in similar organizations and as defined by the parliamentary authority adopted by the Committee in Article IV, Section 1, of these Bylaws, as well as the following:

A. Chairperson:

1. Preside at all meetings of the Committee.
2. Sign documents of the Committee.
3. Ensure that all actions of the Committee are properly taken.
4. Make subcommittee appointments as required.
5. Together with the Secretary, prepare agendas for all meetings of the Committee.

B. Vice-Chairperson:

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all the responsibilities of the Chairperson.

B. Secretary:

The Committee will be served by a member of the Bellevue City Staff who has been appointed by the Mayor and confirmed by the Bellevue Common Council to the

Committee as a non-voting member. The Secretary shall cease to serve as such and shall relinquish membership on the Committee if he/she discontinues employment with the City of Bellevue. In addition to providing customary technical support, the Secretary will perform the following duties:

1. Keep the minutes of all meetings of the Committee.
2. Advertise all legal notices required by the Idaho State Code or these bylaws.
3. Together with the Chairperson, prepare agendas for all meetings of the Committee.
4. Be custodian of Committee records.

Section 3. Election and term of Office, Vacancies:

Officers shall be elected by majority vote of the members of the Committee annually within the first five (5) meetings of each calendar year and shall serve until elections are held the following calendar year. Vacancies in officer positions shall be filled by election whenever they occur, at the next meeting following the occurrence of the vacancy in the manner provided for election of officers in this section.

Section 4. Resignation:

Any officer may resign at any time by giving written notice of such resignation to the Committee. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt by the Committee, and the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Removal:

Any officer may be removed, with or without cause, upon a vote of a majority of the voting members of the Committee. A successor may be elected for the filling of vacancies at any time.

ARTICLE III MEETINGS

Section 1. Regular Meetings:

The Committee shall meet on the third Wednesday of each month for a regular meeting. Additional and special meetings may be scheduled as needed. The regular monthly meeting may be scheduled for another date in order to not conflict with holidays or significant local or civic events. Meetings shall be held at the hour and place fixed from time to time by motion of the Committee or at the Hour of 10:00 A.M. at City Hall, Bellevue, Idaho if no other time or place is so fixed. The Secretary will publish and distribute to the members an agenda on or before the Friday before the meeting. In the event there is no business to transact, the meeting will be cancelled. The absence of an agenda serves in lieu of a notification of cancellation.

Section 2. Quorum:

The majority of the voting members of the Committee shall sufficient to constitute a quorum for the transaction of any business of the Committee.

**ARTICLE IV
RULES OF ORDER**

Section 1. Rules of Order:

The Committee shall operate under the general precepts of the current edition of *Robert's Rules of Order Newly Revised*. The order of business for the Committee shall be the following:

- A. Open-call meeting to order
- B. Attendance roll call
- C. Committee Member Updates
- D. Public Comment
- E. Approval of Minutes from Prior Meetings
- F. Old Business:
 - 1. Items from previous meetings
- G. New Business:
 - 1. Items not previously seen by the Committee
- H. Work Sessions and Other Items
- I. Adjournment

**ARTICLE V
VOTING**

Section 1. Voting:

Each voting member of the Committee shall be entitled to one vote on any matter which may come before the Committee. The vote of a majority of the members present at any meeting attended by a quorum of its members shall be necessary to decide upon any item. The Chairperson may enter into the discussion of and vote on any item before the Committee.

**ARTICLE VI
AGENDA**

Section 1. Creation of Agenda

The Agenda for any meeting of the Committee shall be written and agreed upon by both the Chairperson and Secretary. If one (1) or the other of these parties shall propose an agenda for an upcoming meeting, the other party shall have an opportunity to review and suggest changes to said agenda. This must take place one (1) week or more before the next meeting of the Committee. No agenda item shall be added without the consent of both parties, unless either the Chairperson or the Secretary is absent, disabled, disqualified, or does not respond to the suggested agenda by the Thursday before the next Committee meeting at the Hour of 10:00 A.M.

Section 2. Suggestion of Agenda Items

Any member of the Committee or community at large shall be welcome to suggest items for any agenda to the Chairperson or the Secretary.

Section 3. Procedure:

Procedure for considering individual agenda items will normally be observed; however, the Chairperson may rearrange individual items if necessary to expedite the conduct of business.

No new agenda item shall be addressed after any meeting has transpired for two (2) hours unless consented to by an affirmative vote of the Committee. Any items not started at this time will be rescheduled to the next meeting without the need for a Committee vote.

**ARTICLE VII
SUBCOMMITTEES**

Section 1. Subcommittees:

Subcommittees may be established and appointed and given charge and timelines by the Chairperson to assist the Committee in performance of its function. Each subcommittee shall consist of not more than two (2) voting members. Citizens and public officials may also be appointed to serve as non-voting members on the subcommittees.

**ARTICLE VIII
AMENDMENT OF BYLAWS**

Section 1. Amendments:

These Bylaws may be amended at any regular meeting of the Committee by a two-thirds (2/3rds) vote of the members thereof.

Adopted this _____ day of _____, 2026.

_____, Chair



Memorandum

To: Bellevue Parks Committee

From: Carter Bullock, Planner

Re: Parks Committee Scope, Name, and Purpose

Date: April 15, 2026

Background

The Parks Committee has existed in Bellevue for many years under various names. City Code currently features a variety of names and objectives for the Committee, some of which may contradict or which have not been accurately followed for many years. For example, the Committee is referred to as the "Parks Committee," "Park and Tree Committee," "Park and Lands Board," and more throughout code. Furthermore, existing code conflicts as to whether the Parks Committee should be involved in oversight of trees. Subdivision review, which is presented as a central tenet of the Committee's duties in code, does not appear to have been done.

This moment presents an opportunity for the Committee to discuss its scope, name, and purpose, and whether these should change. Then, the Committee may choose to explore which code changes may be needed.

Recommendation and Next Steps

Provide advice to the Secretary and Staff on what code changes may be needed to support the Committee's vision.

Enclosures

1. Chapter 11-5 of code, with most relevant portions highlighted.
2. Chapter 7-4 of code, with most relevant portions highlighted.

CHAPTER 4

TREES AND SHRUBS

SECTION:

7-4-1: Purposes, Objectives And Policies

7-4-2: Definitions

7-4-3: Bellevue Park Committee

7-4-4: Care And Maintenance Of Trees And Shrubs; Prohibited Acts

7-4-5: Misdemeanor Violation; Penalties

7-4-1: PURPOSES, OBJECTIVES AND POLICIES:

This chapter is adopted to encourage the planting, preservation, protection, and proper care and maintenance of trees within the City of Bellevue, Idaho (herein referred to as "the City"). The ultimate goals are to make recommendations to the Council as the Bellevue Park and Tree Committee deems appropriate on matters relating to all aspects of parks and recreation within the City including, without limitation, master planning, specific project planning, policies, procedures, operations, improvements, care, maintenance, budgeting and fundraising, thereby enhancing the beauty of the City, increasing property values and making the community a more pleasant place to live and work, and to protect and promote the health, safety and general welfare of the people of the City, including, without limitation, as follows:

- A. To establish policies, regulations and standards necessary to ensure that the City will realize the benefits of adequate and healthy trees, its community forest, and safe active and passive parks and recreation.
- B. To coordinate proper care and maintenance of trees and parks emphasizing the use of good tree and ground cover care practices, to promote tree species diversity, and to promote education for all citizens on proper tree planting, care, permitted uses and nonpermitted uses of the parks and overall maintenance.
- C. It is hereby declared the policy of the City to protect trees planted and growing within public streets, rights-of-way, parks and other property owned or controlled by the City.
- D. It is hereby declared the policy of the City to require the dedication of park/recreation lands and the planting of street trees as part of the required landscaping improvements in all new subdivisions and other developments pursuant to the applicable subdivision, zoning and other regulations of the City. (Ord. 2012-01, 6-14-2012)

7-4-2: DEFINITIONS:

For the purposes of this chapter, the following words shall have the meanings ascribed to them in this section. All definitions regarding parks, recreation, paths and dedications shall be as provided in title 11, chapter 5 of this Code.

COMMUNITY FOREST: The sum of all trees and shrubs within the City.

FLUSH CUT: Cutting within the branch bark collar or ridge of a branch when pruning.

PERSON: Any individual, partnership, corporation, limited liability company, association or private organization or entity of any character, except the City.

PRIVATE TREE: Any tree on private property not owned or controlled by the City.

PROPERTY OWNER: The record owner or contract purchaser of any parcel of real property within the City.

PRUNING: The removal of branches and other limbs from a tree.

PUBLIC PROPERTY: Any real property owned by the City either in fee simple absolute or implied or expressed dedication to the City for the public for present or future use for vehicular or pedestrian traffic or for public easements under the ownership or control of the City. This definition shall include, without limitation, all City streets, alleys, rights-of-way, easements (where landscaping is permitted), parks, and other property owned or controlled by the City.

PUBLIC STREET: Any public street, alley, easement or right-of-way owned or controlled by the City either in fee simple absolute or implied or expressed dedication to the City for the public for present or future use for vehicular or pedestrian traffic.

PUBLIC TREE: Any tree on public property.

SHRUB: A perennial, multiple stemmed woody plant often formed by a number of vertical or semi-upright branches arising from close or at ground level and whose height at maturity is usually between three feet (3') and fifteen feet (15').

STREET TREE: Any tree, shrub or other woody vegetation within a public street.

STUB: The short length of a branch remaining after pruning.

TOPPING: The cutting back of branches or limbs to stubs larger than three inches (3") in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

TREE: A woody perennial plant with one main vertical trunk or stem and many branches. (Ord. 2012-01, 6-14-2012)

7-4-3: BELLEVUE PARK COMMITTEE:

A. Committee Established; Membership; Appointment And Terms; Vacancies And Removals: There is hereby created the **Bellevue Park and Tree Committee ("BPC")**. The BPC shall consist of a minimum of three (3) but no more than five (5) voting members, each appointed by the Mayor and confirmed by a majority vote of the Common Council ("Council") of the City. The initial appointment term shall be one year for one member and two (2) years for two (2) members. Thereafter, appointments shall be for a term of three (3) years. Whenever a seat on the BPC shall become vacant for whatever reason, the BPC shall report same to the Council within fifteen (15) working days, and that vacancy shall be filed as set forth herein by the Mayor and Council for the remainder of the vacated term. The Council shall select the members to represent the broad interests of the people of the City without regard to sex, age, race, nationality, religion, disability or political affiliation. Voting members of the BPC may be residents of the City or within a six (6) mile radius of the City limits to retain such voting membership. The BPC may appoint nonvoting members as it deems appropriate. The Council, by unanimous vote, may remove a BPC member for any reason deemed appropriate by the Council.

B. Representation: One (1) representative from the City of Bellevue Staff shall be appointed by the Mayor and confirmed by a majority of the Council. The representative will be an ad hoc, non-voting member of the Committee.

C. Purpose And Organization: The purpose of the Committee is to enhance the beauty, vitality and sense of community of the City of Bellevue by providing a variety of parks and recreational opportunities. The BPC shall be a citizen's advisory group to assist the Mayor and Council in accomplishing the goals, objectives and purposes of this chapter and to help administer the provisions and regulations of this chapter. The BPC shall be organized and conduct its affairs in accordance with this chapter and the relevant provisions of Idaho Code.

1. Bylaws: The BPC shall adopt bylaws for the conduct of its governance, meetings and affairs.
2. Officers: The BPC shall elect a Chair, Vice-Chair, and Secretary.
3. Committees: The BPC may establish subcommittees and advisory committees to advise the BPC in carrying out its duties and responsibilities under this chapter, fundraising and other related endeavors.
4. Voting: All three (3) Committee members shall have voting rights. A majority of the members of the BPC shall constitute a quorum, and a majority of a quorum may decide issues before the BPC.

5. Reports And Recommendations: The BPC shall make such reports and recommendations to the Council as the BPC deems appropriate on matters relating to parks within the City, including, without limitation, policies, procedures, operations, planting, care, maintenance, tree removal and budgeting.

6. Meetings:

a. Regular Meetings: At least one regular meeting shall be held each quarter of the year on such regular dates as the BPC may determine. The BPC shall hold its first regular meeting in January of each year, which meeting shall be designated as the annual meeting for the purpose of electing officers, establishing regular meeting dates, and reviewing, amending, repealing or adopting bylaws, policies, and procedures, and to consider such other matters as lawfully on the agenda.

b. Special Meetings: Special meetings may be scheduled as necessary as provided by law.

c. Open To The Public: All BPC meetings and records shall be open to the public and shall comply with the Open Meetings Law ¹.

d. Executive Sessions: The Mayor and Council members shall have the right to attend any executive session of the BPC.

e. Recordkeeping: A record of meetings, motions, studies, findings, and actions taken shall be maintained as required by law.

D. Compensation: Members shall serve without salary, but may receive their actual and necessary expenses while engaged in authorized business of the BPC as budgeted and approved by the Council.

E. Duties And Responsibilities: The BPC's duties and responsibilities shall include the following:

1. Establish bylaws for its governance, and maintain legal records of all BPC meetings, recommendations and actions.

2. Provide recommendations to the City regarding planning, management, administration, information/education and monitoring of City parks and trail easements.

3. Report to the Council on any BPC matters upon request of the Mayor or Council.

4. May make such recommendations to the Council at any time as the BPC deems appropriate.

F. Annual Budget Request And Control Of Expenditures: The BPC may prepare an annual budget request and submit same to the Council indicating any anticipated revenues and expenditures for the upcoming fiscal year. All funds and property, real and personal, acquired by the BPC by donation, gift or otherwise shall be held in the name of the City and in the custody of the City Treasurer. The BPC shall not make expenditures or incur indebtedness in any year which is not approved in advance by the Council. Money or other funds which are donated or given to the BPC may be expended only in accordance with the City budget process. (Ord. 2012-01, 6-14-2012; amd. Ord. 2020-02, 1-27-2020)

7-4-4: CARE AND MAINTENANCE OF TREES AND SHRUBS; PROHIBITED ACTS:

A. The City has the right to plant, maintain, and remove any tree or shrub from public streets or other public property. The City may prune or remove any tree, branch or root which is located within or

encroaches over any public street or other public property as the City may deem necessary, in its sole discretion, to promote public safety or the beauty of public streets and public property.

1. Develop standards and guidelines for the planting of new trees and preservation of existing trees within public property, riparian areas, parking areas, subdivisions and other developments including, without limitation, standards for selection, planting, preservation, care, maintenance, irrigation, pruning and removal of trees and shrubs.
2. Review requests for the pruning or removal of public trees.
3. Coordinate and implement Arbor Day celebrations and other such related and similar activities.
4. Provide and promote education to the people, public utilities, and tree removal and maintenance companies on the proper selection, planting, care, maintenance and pruning of trees.
5. Identify and implement landscaping projects which improve the City forest and/or the purposes, objectives and policies of this chapter.

B. It shall be unlawful for any person to:

1. Damage, injure or poison any public tree; or
2. Attach or place any rope or wire (other than one used to support a young, recently transplanted or broken tree), sign, poster, handbill, advertisement or other thing to or on any public tree; or
3. To cause or permit any wire charged with electricity to come in contact with any public tree; or
4. To cause or permit any gaseous, liquid or solid substance which may be harmful to a tree to come in contact with a public tree; or
5. Prune, remove or destroy any public or street tree.
6. It shall be unlawful for any person to leave branches or debris from the pruning or removal of a tree in the right-of-way of any public street. Branches and debris shall be immediately removed from the right-of-way upon completion of the pruning or removal of the tree.
7. It shall be unlawful for any person to top any street tree.
8. It shall be unlawful for any person to flush cut any branch on any street tree.
9. All stumps of street trees shall be removed below the surface of the ground, so that the top of the stump shall not project above the surface of the ground.

C. Street trees shall be pruned and maintained by qualified (as determined by the City Street Superintendent) City employees or under the supervision of a certified arborist (International Society of Arboriculture) that is licensed by the State of Idaho and insured.

D. All pruning of street trees undertaken by utilities, professional tree care operators or other persons shall be done under the direct supervision of a certified arborist (International Society of Arboriculture) that is licensed by the State of Idaho and insured. Compliance with this standard shall require the certified arborist to first visit the site of the work, to prescribe the pruning to be done and to actively monitor the pruning operation, all of which shall be in conformance with the requirements of this chapter.

E. Each private landowner shall comply with each of the following regulations regarding any tree or shrub on his or her real property located within the boundaries of the City:

1. Maintain such trees and shrubs so that they do not endanger the public or become hazardous to any public street, alley or other public right-of-way, public utilities or other public property in accordance with applicable statutes of the State of Idaho and ordinances of the City.

2. Control infectious, communicable, destructive or dangerous pests and diseases by removing debris, trees or shrubs infected with or harboring such pests or diseases from private real property or by using other legally approved methods to eradicate such insects or diseases that may pose a threat to the community forest or any part thereof.

3. Upon discovery of any destructive, infectious or communicable disease, pest or pathogen which endangers the health or growth of trees or shrubs, or threatens to spread such disease, pest or pathogen, the City shall cause written notice to be served upon the owner of the real property upon which such diseased or infected tree or shrub is located requiring said property owner to eradicate, remove or otherwise control such disease, pest or pathogen within seven (7) days after such written notice is mailed, and said real property owner shall comply therewith. (Ord. 2012-01, 6-14-2012; amd. Ord. 2020-02, 1-27-2020)

7-4-5: MISDEMEANOR VIOLATION; PENALTIES:

A. Any person violating any provision of this chapter shall be guilty of a misdemeanor which shall be punishable as provided in section 1-4-1 of this Code. (Ord. 2012-01, 6-14-2012; amd. 2018 Code)

B. In addition to the penalties set forth in subsection A of this section, any person whose actions cause damage to or the death or destruction of a public tree shall be liable to the City for the value of the public tree and all costs incurred by the City in caring for, treating, pruning and/or removing the public tree. (Ord. 2012-01, 6-14-2012)

CHAPTER 5

PARKS AND PATHWAYS

SECTION:

11-5-1: Purpose

11-5-2: Definitions

11-5-3: Parks And Pathways Required

11-5-4: Parks Committee Powers

11-5-5: Contributions

11-5-6: Multiple Ownership

11-5-7: Minimum Required Improvements

11-5-8: Park Standards

11-5-9: Pathway Standards

11-5-10: Green Space Standards

11-5-11: Dedication And Maintenance

11-5-1: PURPOSE:

The purpose of this chapter is to provide for adequate parks and other recreational opportunities and facilities for the people living and working within as well as those visiting the City, in addition to the other purposes of the Bellevue Comprehensive Plan, this title, the zoning ordinance and the Bellevue Park Master Plan. (Ord. 91-01, 12-2016)

11-5-2: DEFINITIONS:

When used in this chapter, the following words and terms shall have the meanings ascribed to them in this section:

BELLEVUE PARKS COMMITTEE: The recommending body established in section 7-4-3 of this Code.

GREEN SPACE: Land dedicated or restricted as parks, pathways, connective greenways, recreational assets and/or open space.

MASTER PLAN: The Bellevue Parks Master Plan, adopted by resolution on July 13, 2006, as may be amended from time to time.

PARK: A parcel of land dedicated to the City or privately owned and clearly accessible to the public free of charge for nonexclusive recreation and/or cultural use. A park is maintained for the primary purposes of diverse recreational and social opportunities. A park may include one of the following:

Minipark: A parcel of land, between one-fourth ($\frac{1}{4}$) acre and one acre in size that is privately owned and maintained unless otherwise allowed by the Council, but that is used for nonexclusive public recreation and/or cultural purposes.

Neighborhood Park: A parcel of land generally between one and ten (10) acres in size dedicated to the City for nonexclusive public recreation and/or cultural use.

Park/Cultural Space: A parcel of land less than one-fourth ($\frac{1}{4}$) acre in size and located in the B Business, LB/R Limited Business/Residential and T Transitional Zoning Districts, that is privately owned and maintained but that is used for nonexclusive public recreation and/or cultural purposes. A park/cultural space may include courtyards, plazas, gardens, expanded sidewalks and covered areas, provided access to the park/cultural space is available from a public street or property and is normally open to the exterior (e.g., not enclosed in a building).

PATHWAYS: A meaningful pedestrian circulation system dedicated or granted by easement for public use, such as sidewalks and trails that are physically separated from vehicular traffic thoroughfares, which connects to major trail systems, parks, schools, shopping areas and community assets. (Ord. 91-01, 12-2016; amd. 2018 Code)

11-5-3: PARKS AND PATHWAYS REQUIRED:

Unless otherwise provided, every subdivision shall set aside park(s) and/or pathway(s) in accordance with standards set forth in this chapter. (Ord. 91-01, 12-2016)

11-5-4: PARKS COMMITTEE POWERS:

The Bellevue Parks Committee shall review and make a recommendation to the Planning and Zoning Commission and City Council regarding each application for subdivision or development of five (5) residential units or more. Such recommendation will be based on compatibility with the Master Plan and the recreation section of the Comprehensive Plan and compliance with the provisions of this title. (Ord. 91-01, 12-2016)

11-5-5: CONTRIBUTIONS:

The developer of a subdivision or any part thereof, consisting of five (5) or more residential lots, including residential townhouse sublots and residential condominium units, without regard to the number of phases within the subdivision, shall set aside or acquire land area within, adjacent to, or in the general vicinity of the subdivision, or make in lieu payment for parks as required hereunder. (Ord. 91-01, 12-2016; amd. 2018 Code)

A. Land Contributions:

1. Parks shall be developed within the City and set aside in accordance with the following formula:

$$P = x \text{ multiplied by } 0.033$$

"P" is the park contribution in acres

"x" is the number of single-family lots, townhouse sublots, or condominium units contained within the plat. Where multi-family lots are being platted with no fixed number of units, "x" is the maximum number of residential units possible within the subdivision based on current zoning regulations.

2. In the event the subdivision is located in the B Business, LB/R Limited Business/Residential or T Transitional Zoning District, the area required for a park shall be reduced by seventy five percent (75%), but in no event shall the area required for a park/cultural space exceed seventeen and one-half percent (17.5%) of the area of the lot(s) being developed.

B. Contributions In Lieu Of Land Dedications And Improvements:

1. After receiving a recommendation by the Parks Committee, the Council may, at their discretion, approve and accept voluntary cash contributions in lieu of park land dedication and park improvements.

2. The voluntary cash contributions in lieu of park land shall be equivalent to the area of land (e.g., square footage) required to be dedicated under this chapter multiplied by the fair market value of the land (e.g., \$/square foot) in the development at the time of preliminary plat approval by the

