

8 Plan Adoption



Adoption Process

For this plan to be formally adopted and meet the requirements outlined by the Washington Recreation and Conservation Office (RCO), it has undergone a thorough review and approval process involving the Planning Commission, Parks and Arts Commission, and Public Engagement Commission. This process ensures transparency, public engagement, and compliance with all necessary guidelines, ultimately culminating in the formal adoption by City Council. Once approved by RCO, the plan qualifies the City of Liberty Lake to apply for RCO-administered grants for up to six calendar years from the date of adoption.

With the depth of public and staff involvement made over the execution of this planning process, the following review and approvals have been included:

- City Council Ordinance; and
- RCO Self Certification Checklist.





City Council Ordinance

CITY OF LIBERTY LAKE

SPOKANE COUNTY, WASHINGTON

ORDINANCE NO. 3__

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING THE 2026 PARKS & RECREATION MASTER PLAN; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, The City of Liberty Lake Parks & Recreation Master Plan ("Plan") has been developed and adopted to guide and shape the future parks, recreation open space, and trails system in Liberty Lake; and

WHEREAS, A Complete and adopted Parks & Recreation Master Plan that is less than six years old is a requirement for obtaining grant funds from the Washington State Recreation and Conservation Office (RCO); and

WHEREAS, The City of Liberty Lake's current Parks Plan was last updated in 2015 and is therefore in need of updating to meet RCO requirements; and

WHEREAS, The 2026 Plan combines technical analysis with the input of the community to establish priorities for the future improvements of parks and recreation facilities, programs, and services in Liberty Lake; and

WHEREAS, The multifaceted public input process utilized for the plan update was designed to provide multiple opportunities for a range of audiences and constituencies to participate.

WHEREAS, the City began its update process by conducting two community surveys to understand the values, needs, opportunities, and priorities for park improvements expressed by residents; and

WHEREAS, In addition to the surveys, the City conducted an in-depth community workshop, several pop-up tabling information sessions at city events throughout the summer, community stakeholder interviews, and targeted community and school-based engagement exercises to develop the Plan update and to solicit public feedback on proposed capital improvements; and

WHEREAS, The format of the Parks, Recreation, Open Space, and Trails Plan Update was based on the RCO six (6) required plan elements; and

WHEREAS, Public notice requirements have been exceeded and comments have been solicited from the public, focus groups and interested parties, affected agencies, and tribes on the 2026 Plan Update; and

WHEREAS, The Plan will be incorporated by reference as the Parks, Recreation, and Open Space element of the City's Comprehensive Plan by expanding on the information contained in the Comprehensive Plan to provide significantly greater detail regarding the inventory of park and recreation facilities, demands and needs for the future, and level of service standards; and

WHEREAS, The Parks and Arts Commission, Public Engagement Commission, Planning Commission, and City Staff have recommended that the Liberty Lake City Council adopt the 2026 Parks & Recreation Master Plan; and

WHEREAS, The Liberty Lake City Council has considered the recommendations of the Parks and Arts Commission, Public Engagement Commission, Planning Commission and the desires of the community and has determined to adopt the 2026 Parks & Recreation Master Plan.

NOW THEREFORE, the City Council of the City of Liberty Lake, Washington does ordain as follows:

Section 1. Contents of the 2026 Parks & Recreation Master Plan. The 2026 City of Liberty Lake Parks Plan, in the form on file with the Liberty Lake City Clerk as of the date of this ordinance, is hereby adopted as the City's official Parks Plan for all public purposes, including but not limited to, eligibility for grant funding from the Washington Recreation and Conservation Office. The 2026 Parks & Recreation Master Plan supersedes and completely replaces the 2014/2015 Parks, Recreation, Open Space, & Trails Plan Update and all previous parks plans and updates thereto adopted by the City.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance and the attachments hereto shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Administration and Enforcement.

A. Administration. Planning & Building Services shall be responsible for the administration of this Ordinance and projects shall be reviewed prior to the issuance of any permits or approvals to ensure the project conforms to the adopted Parks & Recreation Master Plan.
B. Enforcement. Projects that do not conform to the adopted Parks & Recreation Master Plan shall be subject to the denial of permits or approvals until the project is brought into conformance.

Section 4. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 21st day of April, 2026, and signed in authentication of its passage this 21st day of April, 2026.

_____
Mayor, Cristella Kaminskas

ATTEST:

_____
City Clerk, Rochelle Caton

APPROVED AS TO FORM:

_____
City Attorney, Sean P. Boutz

Date of Publication: _____

Effective Date: _____



RCO Self-Certification Checklist

Planning Eligibility Self-Certification Form		
Use this form to certify the need for any grant projects have been developed through an appropriate planning process. Provide the completed form with the subject plans and adoption documentation to RCO via e-mail or other means of electronic access (i.e. Web link, Box.com, etc.).		
Organization Name:		
Contact Name:		
Adoption Date of Submitted Documents:		
Seeking Eligibility for: ☐ Recreation Grants ☐ Habitat Conservation Grants ☐ Both		
Initial Each to Certify Completion	**Plan Element Certification**	**Document and Page Number Location of Information**
	1. Goals, objectives: The attached plan supports our project with broad statements of intent (goals) *and* measures that describe when these intents will be attained (objectives). Goals may include a higher level of service (see Appendix C).	
	2. Inventory: The plan includes a description of the service area's facilities, lands, programs, and their condition. *(This may be done in a quantitative format or in a qualitative/ narrative format.)*	
	3. Public involvement*:* The planning process gave the public ample opportunity to be involved in plan development and adoption.	
	4. Demand and need analysis: In the plan: An analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc., and explains why these actions are needed. The process used in developing the analysis assessed community desires for parks, recreation, open space, and/or habitat, as appropriate, in a manner appropriate for the service area (personal observation, informal talks, formal survey(s), workshops, etc.).	

	5. Capital Improvement Program:* The plan includes a capital improvement/facility program that lists land acquisition, development, and renovation projects by year of anticipated implementation; include funding source. The program includes any capital project submitted to the Recreation and Conservation Funding Board for funding. *Nonprofit conservancies are exempt from this requirement.	
	6. Adoption: The plan and process has received formal governing body approval *(that is, city/county department head, district ranger, regional manager/supervisor, etc., as appropriate).* Attach signed resolution, letter, or other adoption instrument.	

Certification Signature

I certify that this information is true and complete to the best of my knowledge.

Print/Type Name

Signature (Handwritten or Digital)

Title

Date