

PARKS & RECREATION PLANNING BOARD MEETING AGENDA



City of Lake Stevens Vision Statement

*By 2030, we are a sustainable community around the lake with a vibrant economy,
unsurpassed infrastructure and exceptional quality of life.*

February 14, 2022 - 6:00 PM

REMOTE ACCESS ONLY – VIA ZOOM

Join Zoom Meeting: <https://us02web.zoom.us/j/89547530341>

1. **Call to Order** Chair
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
 - A. Approve Minutes
5. **Discussion Items**
 - A. Draft Plaque and Memorial Policy Jill Meis, Russ Wright
 - B. Parks Update Jill Meis
6. **Board Member Reports**
7. **Council Report**
8. **Upcoming Agenda Items**
9. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

Special Needs: The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

**CITY OF LAKE STEVENS
PARK AND RECREATION PLANNING BOARD
REGULAR MEETING MINUTES**

Virtual Meeting
Lake Stevens, WA 98258

Monday December 13, 2021

CALL TO ORDER: 6:04 PM by Chris Jones

MEMBERS PRESENT: Chris Jones, Tina Decker, Carl Johnson, Marlene Sweet, Roger Schollengerger, Susan Green, Connor Davis, Bryan Heigert, Colton Whitworth, and City Council Liaison Marcus Tageant

MEMBERS ABSENT:

STAFF PRESENT: Jill Meis, Parks Planning and Development Coordinator; Russ Wright, Planning & Community Development Director; Jennie Fenrich & Natalie Held, Planning

GUESTS:

GUEST BUSINESS:

ACTION ITEMS:

- 1.) **Regular Minutes:** Carl Johnson moved to approve the minutes. Roger Schollenberger seconded the motion. The motion carried (10-0-0-0)
- 2.) **Elect Park Board and Vice Chair:** Carl Johnson nominated Chris Jones for Chair. Roger Schollenberger seconded. Tina Decker nominated Roger Schollengerger for Vice. The motion carried (10-0-0-0)
- 3.) **Approve Park Board Members to Serve on Arts and Parks Foundation:** Tina Decker and Carl Johnson would like to continue. Motioned by Marlene Sweet, seconded by Roger Schollenberger. The motion carried (10-0-0-0)

DISCUSSION ITEMS:

1. Draft 2022 Work Program

Coordinator Jill Meis presented updated Park/Project comp plan. Adopt-a-community is ongoing with great participation from the community. Quarterly events are postponed due to COVID but hope to resume next year. Trails master plan review is complete for Phase 1. Recreation program is complete with intent to provide opportunities in the parks. Code review is periodic and ongoing.

Director Russ Wright discussed Community Outreach, Workflow Program, and working with Arts and Parks Foundation to develop criteria for plaques/memorials and siting art in parks. Director Russ would like to see Park Board involved in community events, help to determine most appropriate use of Cedarwood Community space, and get community involvement for design.

2. Parks Update

- North Cove- underground utilities in-progress with concrete scheduled for January. Project estimated to be complete in April
- Sunset Park holds lots of safety concerns and with plans for an engineer team to evaluate
- Eagle Ridge Park- City received the grant to fund project design this year with construction to begin in 2023
- Centennial Woods Park- design still in progress for a pump track and possibly climbing wall
- Cedarwood Community Center– staff is requesting an emergency grant from the state for structural and roof repairs
- Trailmaster plan- currently in middle of acquisition and letters have gone out to homeowners to sign easement for portion of trail in their space
- South Lake Stevens Trail- volunteers from FCCLA of Cavalero picked up trash
- Winterfest- successful event with City ornament handout to public
- Boat Show- June 24-26th at North Cove
- Frontier Heights- landscaping is nearing completion and 4-6 pickle ball courts are on the forefront. Completion estimated summer 2023

Board Member Reports: Tina Decker and Marlene Sweet reported on the Arts and Parks Foundation table at Winterfest; table supplied letters to Santa for kids which Arts and Parks members respond to. Tina Decker updated board on water feature in North Cove; still working with artist. Bryan Heigert toured the former city dump looking at future opportunities of the 40-acre space and attended a meeting with Evergreen to learn more about local pump tracks. Director Russ Wright met with an engineer earlier in the week at former landfill; recommended that city doesn't disrupt membrane at former dump to avoid leachate. Colton Whitworth mentioned people are interested in information on Recreate Responsibly Coalition. Coordinator Jill Meis to provide information. Susan Green will provide upcoming Boat Show schedule from Everett Sale and Power Squadron. Chris Jones mentioned local Little League sign-ups started, anticipating over 700 players. Councilmember Marcus Tagueant reported staff is trying to allocate as much money as possible toward parks and get Parks Director on docket for this year. Board hoping to get back to ribbon-cutting.

ADJOURN:

Carl Johnson moved to adjourn. Marlene Sweet seconded. The meeting adjourned at 7:06 pm. The motion carried (10-0-0-0)

Clerk, Parks & Recreation Planning Board Clerk

PARKS & RECREATION PLANNING BOARD REPORT



Council Agenda Date: 2/14/2022

Subject: Draft Plaque and Memorial Policy

Contact Person/Department: Jill Meis, Russ Wright, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Discussion only

SUMMARY/BACKGROUND:

The Parks and Recreation Planning board has been tasked with creating a policy for placement of plaques and memorials in parks. It is necessary to regulate the placement and aesthetic of memorials to balance the need and keep public property available for use. Staff had a scoping session with the Park Board in November of last year and has prepared a draft policy for input.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Draft POLICY FOR PLACING MEMORIALS IN CITY PAKS AND PUBLIC SPACE

POLICY FOR PLACING MEMORIALS IN CITY PAKS AND PUBLIC SPACE

INTENT:

Parks and public open space areas are to be open, aesthetically pleasing and usable by the public. Memorials and dedication that commemorate a person or event are commonly requested for installation in public spaces. It is necessary to regulate the placement of memorials to keep public property available for use and consistent throughout the community.

Requests for placing memorials on public property will be coordinated through the Director or designee and will be reviewed for design, site selection, installation and maintenance and public safety.

CRITERIA:

1. A memorial may honor a deceased person or animal, or an event deemed to merit such an honor
2. The location of memorials shall not interfere with maintenance activities, existing and proposed circulation and use patterns in the park or open space, and shall not impact any historic/cultural resource or sensitive habitat/species.
3. The memorial and its location, design, and materials shall be compatible with any adopted master plan for the park or open space, and any cultural or habitat resource considerations. Specific locations for the display of memorial plaques may be established from time to time.
4. Memorials shall be made of durable materials that will last over time, discourage graffiti, and not incur additional maintenance.
5. The cost of fabrication and installation of a memorial shall be borne by the donor.
6. The City reserves the right to remove or relocate any memorial for any reason. A reasonable effort will be made to contact the donor prior to the removal. Depending on the nature of the memorial, the City may request a Waiver of Rights pursuant to the Memorials in City Parks and Open Space (Visual Artists Rights Act prior to the installation of the memorial. (See, 17 U.S.C. § 106A(e)(1))
7. The memorial itself, and all artwork contained in it, must be appropriate for viewing by all ages of the general public. Artwork that is obscene or offensive in any way will not be approved.
8. Designated memorial locations may reach a saturation point at which time the City may consider closing the location to additional memorials, expanding the defined area of

memorials at that location, or removing memorials to create room for new memorials and making a reasonable effort to return past memorials to their donors.

OPTIONS:

1. Plaques - Specific areas within public parks and open space areas may be established for the grouped display of memorial plaques involving seating walls, raised planter walls, fences, a defined area on a building wall, contemplative garden paths, etc. The appropriate size and material of the plaques will be specified by the Director.
2. Trees - Tree selection and planting locations will be chosen based on species, topography, soil condition, light exposure, mature plant size, maintenance requirements, and appropriateness for placement; and will be mutually agreed upon by the applicant and the City. The City does not guarantee the memorial tree's viability and as such, recommend several trees are planted when possible.
3. Other – Unique memorials in key locations may be considered for applications that represent broader community values; that meet the intent and criteria of this policy; that provide a public benefit; and that include a maintenance program acceptable to the City.
 - a. Park Furnishings – Memorial text may be included on a park furnishing that is donated by an applicant. Furnishings include benches, picnic tables, trash receptacles, recreational equipment, etc.
 - b. Peace Poles – A limited number of individual peace poles may be allowed in public parks as deemed appropriate by the City. Small plaques containing memorial text may be attached to the raised footing of the pole.

APPLICATION AND APPROVAL PROCESS:

1. An application for a memorial on a park furnishing will be made to the Lake Stevens Arts and Parks Foundation.
2. Applicants may request other, unique memorials. Such an application must include as much details as possible including: the design, size, preferred location, materials, colors, maintenance plan, installation information, timeframe, purpose or historic significance and such other information as the Director deems necessary for an evaluation of the application. The Director may request comments from City Council Members, City Staff or City Commissions. Upon approval of the memorial request, the donor shall be responsible for the costs to fabricate and install the memorial and shall coordinate all the work.

Note: This policy does not contemplate temporary roadside memorials

Parks Update

February 2022

North Cove: Curbs have been poured along the corner at Main Street and Mill Spur.

Eagle Ridge Park: Staff has performed initial outreach for a cultural resource survey on the property in preparation for the contract and development.

Cedarwood Community Center: Staff prepared a request for the legislature for funds to improve Cedarwood and initial outreach has been completed to secure a structural engineer to assess the viability of the structure and the addition of a second floor.

Sunset Park: Staff has selected a consultant to assess the dock and shoreline stabilization needs as well as design the redevelopment of the park.

Trail Master Program: Staff is working through the acquisition of easements to construct phase I of the Trails Master Plan along the utility corridor adjacent to 20th Street Ballfields.

Events, Recreation & Culture:

- The request for proposals was advertised and several submissions have been received.
- A boat show at North Cove is postponed until 2023 due to inventory shortage, city staff is working with Union Marine to bring this event.
- Catherine Creek Disc Golf Course hosted two tournaments in the beginning of February.
- The 1st Annual Lake Stevens Police Polar Plunge will take place February 27 at 9:00am.
- On March 6th Evergreen Dive Service will clean up underwater at Davies Beach; the boat launch will be closed until noon.
- The water tower sculpture is in production and will be placed in the coming months.
- The Arts and Parks Foundation has decided on the design for the seat wall at North Cove Park water feature.