

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.*

October 12, 2022 - 6:00 PM

In-person at The Mill's Sawyers room, 1808 Main Street or Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/83131040066>

1. **Call to Order**
2. **Roll Call**
3. **Oath of Office** Swear in new member,
Dawn Williams
4. **Guest Business**
5. **Action Items**
 - A. Approve September 13, 2022 Minutes
6. **Discussion Items**
 - A. Review Work Plan Update Jill Meis, Sarah
Garceau
 - B. Date Change for Regular Meeting Jill Meis, Sarah
Garceau
 - C. Park Inventory Sarah Garceau
 - D. Parks Update Jill Meis, Sarah
Garceau
7. **Board Member Reports**
8. **Council Report**
9. **Upcoming Agenda Items**
10. **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 September 12, 2022

CALL TO ORDER: 6:02 PM by Vice Chairperson Roger Schollenberger

MEMBERS PRESENT: Vice Chairperson Roger Schollenberger, Marlene Sweet, Bryan Heigert, Susan Green, Marie Supanich

MEMBERS ABSENT: Chairperson Tina Decker, Colton Whitworth, & Carl Johnson, excused

STAFF PRESENT: Sarah Garceau, Parks & Recreation Director; Jill Meis, Parks Coordinator; Kelly Chelin, City Clerk; Cody Schwindt, Planning-Clerk

GUESTS: Members of the *Frontier Heights Homeowners Association* joined at 6:27 PM

ACTION ITEMS:

Member Susan Green motioned to approve Tina Decker, Carl Johnson, and Colton Whitworth's absence. Bryan Heigert seconded the motion. The motion carried (5-0-0-3).

Vice Chairperson Roger Schollenberger introduced the City's new Parks Board Member, Marie Supanich. City Clerk Kelly Chelin swore in new member Marie Supanich to oath of *Park and Recreation Planning Board*. City Clerk Chelin informed the Board of the current status of the final Board Member vacancy is in background checks.

Marie Supanich gives personal introduction.

- 1.) **Approval of amended August 8 Meeting Minutes:** Bryan Heigert moved to approve the minutes. Susan Green seconded the motion. The motion carried (5-0-0-3).

DISCUSSION ITEMS

- 2.) **1) Frontier Heights Phase II:** The City acquired the park in 2018 from the neighboring communities and conducted public outreach to receive community input.

The City drafted a plan onsite with a landscape architect to illustrate a design based-off input from the public. Coordinator Jill Meis provides history of Phase I and previous park. Public comments prioritized looped walking path, new playground, parking, and basketball court to be reconditioned. As well as exercise equipment along the trail and a multi-use athletic field. Devised multiple phase plan to meet budget requirements and quickly implement changes. Phase I included the playground, looped walking path, front parking near Frontier Circle, and resurfacing one of the basketball courts. Phase II will include athletic field, exercise station, and recondition adjacent basketball court into a pickleball court. Phase I was opened in 2020. Sensory garden and viewing labyrinth to be included in Phase II. The City was informed on September 9, 2022 that the athletic field was ranked third project in the State by The Recreation Conservation Office for Youth Athletics Facilities and will receive \$350,000 grant. Ranked 18th in second grant and is waiting on Legislators 2023 budget for receipt results. Member Bryan Heigert asks about sensory garden and Coordinator Meis explains the effect of the planting methods. Vice Chairperson Roger Schollenberger asks about drainage issue; Jill Meis states that the issue has been resolved. Vice Chairperson Roger Schollenberger expresses desire for additional picnic tables and to move pickleball court away from basketball court; Jill Meis states that is not possible due to the location of existing cell towers and space consideration. Vice Chairperson Roger Schollenberger inquires about athletic field use priority; Jill Meis explains athletic field rental policy that is in effect. Guests entered at 19:38. Board discusses fencing, viewing, and plant details for Phase II. Guests express information/ preferences for viewing labyrinth athletic field, parking, and trash services. Guests inform Board about interest in creating educational signage around the park about the ecosystem. Ended discussion at 39:10.

- 3.) **Sunset Beach:** Open house discussion resulted in a proposal to change ADA access and portable restroom to be moved to the South of the property. Proposal included a six-foot chain-link fence and gate along E Lakeshore Dr to control access only within allowable time. At this time, ADA accessibility is not able to be achieved at this time. Large stones onsite can be utilized as barrier separation between the park and parking lot. Jill Meis uses exhibit to describe proposed layout of Sunset Beach to Board and Guests based off public input. Sunset Beach Park Initial Conceptual Design Plan is presented to show consultant design. The Board discusses difference in design of parking, bathroom, and ramp between the public input and consultant design. ADA access is still not achieved, however there is an improvement in the slope. Board was not in support of the chain-link fence. Ended discussion at 58:20.

2) Parks Update

- North Cove- Game tables installed and open to use (ping-pong and chess). BuDu Racing Triathlon was hosted Saturday 9th around the northern area of Lake Stevens. Lake Stevens Rowing Club will host Bull Trout Regatta

October 29th. Followed by Harvest Market October 30th and Harvest Fest October 31st.

- Lake Stevens Film Festival- Held October 8th at Lake Stevens High School and using The Mill for the Awards Ceremony.
- Davies Beach- New docks are installed and open to the public. Public Works is assessing how to transport old docks due to their length and weight.
- Cedarwood Community Center: City has not received structural analysis required to determine future plan.
- Centennial Woods: Rescheduling appointment with Puget Sound Energy to determine use of neighboring parcel for pump track.
- Trail Master Program: Staff is working with the City of Marysville on the Bayview-Connector Trail that will join Lake Stevens with said trail. The trail would connect southern Marysville to Lake Stevens by the Centennial Trail.
- Frontier Heights Park: Corn hole boards installed (Parks does not provide bags). Playground closed due to cracks within the swing structure. Working with manufacturer on assessment and solution. Received \$350,000 grant for Phase II.

BOARD MEMBER REPORTS

Member Susan Green brings to attention of five acres for sale in the Lake Stevens Reserve about possible park opportunities. Sunset Beach 30% design to potentially be available at next Park & Recreation Board. Vice Chairperson Roger Schollenberg thanks Cody for substituting as Clerk for Natalie and thanks new member Marie Supanich.

ADJOURN:

Bryan Heigert moved to adjourn. Susan Green seconded the motion. The meeting adjourned at 7:08 pm. The motion carried (5-0-0-3)

Clerk, Parks & Recreation Planning Board Clerk

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 10/12/2022

Subject: Review Work Plan Update

Contact Person/Department: Jill Meis, Sarah Garceau, Parks Department

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For review, no action requested

SUMMARY/BACKGROUND:

Every year the staff and Park Board work together to develop a work plan for the board. The Park Board meets with the City Council each year to discuss the plan and it is submitted for approval by City Council. Staff would like to review the progress of the work plan with the board and discuss any items the board would like to add for the coming year.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2022 Work Program Status Update



Parks and Recreation Planning Board 2022 Work Program

PROJECT	DESCRIPTION	SCHEDULE	PROJECT MANAGER
COMMUNITY OUTREACH			
1. Coordination with other groups On-going	Coordination with the City Council, School District, Snohomish County and affected community groups on parks & recreation activities.	On-going	Jill / Russ
2. Park and Trail Naming On hold	1. Name "westside trail" . 2. Recommend names for 20 th Street Ballfield	1 st Quarter	Jill / Park Board
3. Adopt-A-Community On-going	Facilitate volunteer assistance with community projects in parks and events with service clubs, scouting groups and other volunteers. - This includes developing a list of projects, schedules and appreciation/recognition for volunteers. - Increase outreach to community businesses to partner on volunteer opportunities.	On-going	Jill / Park Board
4. Arts & Parks Foundation On-going	The Park Board elects 2 members from the board to serve on the Arts & Parks Foundation board and provide updates	January 2021 / On-going	Park Board
5. Volunteering at Events On-going	The Park Board will have volunteer opportunities at events and festivals	On-going	Park Board



Parks and Recreation Planning Board 2022 Work Program

PARK / PROJECT DESIGN			
1. Sunset Park In process	Review design and provide feedback. Park amenities to include a parking, landscaping, view areas, dock/beach improvements, and retaining walls.	1 st Quarter	Jill / Russ Parks Board
2. Eagle Ridge Delayed for grant	Review design and provide feedback. Park amenities to include a parking area, landscaping, interpretive areas, playground and amphitheater. Future/separate phases will include planning the lower portions for mountain bike and hiking trails.	2 nd Quarter	Jill / Russ Parks Board
3. Centennial Park In process	Review 10% design and provide feedback. Park amenities to include a parking area, pump track, climbing wall and picnic areas. Early action is wetland reconnaissance and property acquisition 1 st Quarter.	3 rd Quarter	Jill / Russ Parks Board
4. Cedarwood Community Center Delayed for feasibility	Solicit community input for long term use of the Cedarwood Community Center leading to architectural design.	4 th Quarter	Jill / Russ Parks Board
RECREATION / EVENTS			
1. Annual Events On-going	Develop and work on the coordination of special community events including but not limited to festivals, sporting events and other events.	Quarterly	Jill / Dawn Park Board
2. Issue Annual Recreation Request for Proposal (RFP) Complete	Review and provide feedback for recreation programming to be included in RFP.	1 st Quarter	Jill / Parks Board



Parks and Recreation Planning Board 2022 Work Program

Capital Projects Under Construction			
1. 20th Street Ball Fields On-going	20 th Street Ballfields and Phase 1 Powerline Trail to be constructed. Staff will provide regular updates.	2 nd Quarter	Jill
2. Frontier Heights On-going	Parking lot and landscaping to be completed. Pickleball court will be added. Staff will provide regular updates.	1 st Quarter	Jill
3. Sunset Park Design work in progress	Construct retaining wall, dock repairs and site improvements. Staff will provide regular updates.	3 rd Quarter	Jill
4. Cedarwood Community Center Feasibility underway	Replace roof, windows and siding.	2 nd to 3 rd Quarter	Jill



Parks and Recreation Planning Board 2022 Work Program

PROCESS			
1. Code Review (carryover) On-going	Review and/or make recommendations on proposed municipal code amendments including park impact fees, review of Title 10 Parks and Recreation, recommendations on open spaces, commercial park uses, etc.	3 rd Quarter	TBD
2. Plaques and Memorials in Parks Complete	Adopt standards for plaques and memorials within parks	1 st Quarter	Jill / Parks Board
3. Art in the Parks On-going	Develop evaluation and siting criteria for installation of public art in parks and other public spaces.	On-going	Jill / Russ Parks Board

2022 Schedule will be every month unless additional meetings are required and requested with advance notice.

- 1st Quarter January through March
- 2nd Quarter April through June
- 3rd Quarter July through September
- 4th Quarter October through December

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 10/12/2022

Subject: Date Change for Regular Meeting

Contact Person/Department: Jill Meis, Sarah Garceau, Parks Department

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide input on changing the day of meeting to the second Wednesday of each month.

SUMMARY/BACKGROUND:

The Parks and Recreation Planning Board meets on Mondays for their regularly scheduled meetings. With the formation of the Parks Department, staff schedules have been staggered to meet the needs of the Mill and special events in the community. Mondays staffing is light due to the weekend needs and an alternate work schedule. Staff would like to discuss moving the date of the regularly scheduled meetings to the second Wednesday of the month rather than the second Monday of the month.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 10/12/2022

Subject: Park Inventory

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide feedback on the list of Parks and Amenities.

SUMMARY/BACKGROUND:

Staff is working hard to inventory the city-owned/managed parks and open space properties. One of the department's goals is to maintain a GIS map with these sites and amenities for city use and for the public.

Staff has included the list of parks and amenities and would like the board to comment on any edits or additions at this time. The "amenities" section is about 90% complete and will be finalized as we do physical park walkthroughs/inspections.

The GIS map is posted on our website and can be accessed by clicking on the hyperlink with the text "Click For Map" in the top left corner. The map will be revised in the near future to further identify public vs private parks (hoa) and to add public parks not currently on the map.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Parks Information and Amenities

CLICK FOR MAP # on Map	Name	Address	Acres	Ownership	Responsibility	Playground	Open Space Field	Restrooms	Swim Beach	Spray Park	Mooring Dock	Swim Dock	Concession	Boat Launch	Fee Machines	Disc Golf	Sports Court	Sports Field	Walking Trail	Parking lot	Picnic Table	Off-Leash Dog Area	Skate Park
1	Lundeen Park	10020 Lundeen Pkwy	10.05	COLS	COLS	X	X	F	X			X	X				X		A	X	X		
2	North Cove Park	1806 Main Street	3.66	COLS	COLS	X	X	F	X	X		X						A	X	X			
3	Eagle Ridge	2426 Soper Hill Rd.	28.2	COLS	COLS		X	P										D	X	X			
4	North Cove Boat Launch	17th Pl and 124th Ave	0.89	WDFW	COLS			F		X			X	X					X				
5	N. Shore Swim Beach	11909 N. Shore Dr	0.71	COLS	COLS			P	X		X								X				
6	Sunset	410 E. Lake Stevens Rd	0.6	COLS	COLS			P	X		X								X	X			
8	Davies Beach	20 S. Davies Rd.	2.48	COLS	COLS			F	X		X		X	X					X	X			
10	Jake's Place	Across 13027 12th Pl NE	0.57	COLS	COLS	X	X																
12	The Reserve 2	Next to 502 125th Ave NE	0.29	COLS	COLS	X												D					
14	20th Street Ballfields	8629 20th St	12.36	COLS	COLS		X	P										D	X				
15	Frontier Heights	8801 Frontier Circle	7.2	COLS	COLS	X	X	P								X		A	X	X			
16	Woodland Hills	Next to 8202 16th St	0.66	COLS	COLS	X												A					
Add	Eagle Ridge	2426 Soper Hill Rd		COLS	COLS													D					
Add	Catherine Creek	12708 20th St	16.55	LSSD	COLS			P							X			D		X			
	Catherine Drive	Across 2902 127th Ave NE	0.51	COLS	COLS	X										X		A/D		X			
	Catherine Drive	Through Neighborhood		COLS	COLS													A					
	Cedarwood	10116 5th Pl SE	0.87	COLS	COLS																		
	Centennial Woods	Next to 1803 131 Dr	6.02	COLS	COLS													D					
	Grimm House	1804 Main St	0.58	COLS	COLS																		
	Lake Pointe	Near 12103 9th Pl	0.15	COLS	COLS		X											A					
	Mandolin Court	Next to 3104 Mandolin Ct	0.05	COLS	COLS	X																	
	Oak Hill	10300 33rd St NE	2.63	COLS	COLS	X	X	P								X		A	X	X			
	South Lake Stevens Rd	S. Lake Stevens Rd & Machias Cutoff to S. Lake Stevens Rd & 20th St SE		COLS	COLS													A					

Lake Stevens Parks and Recreation - Parks/Amenities List

10/7/2022 DRAFT

CLICK FOR MAP # on Map	Name	Address	Acres	Ownership	Responsibility	Playground	Open Space Field	Restrooms	Swim Beach	Spray Park	Mooring Dock	Swim Dock	Concession	Boat Launch	Fee Machines	Disc Golf	Sports Court	Sports Field	Walking Trail	Parking lot	Picnic Table	Off-Leash Dog Area	Skate Park
	The Reserve	Next to 603 125th Ave NE	0.11	COLS	COLS	X												D					
	The Reserve	Through Neighborhood		COLS	COLS													D					
	Valor Path	Behind Highschool, 116th Ave NE		COLS	COLS													A					
	Baker Vista	Across from 3315 116th Ave NE	0.47	COLS	HOA	X										X		A		X			
	Bryce Park	Next to 3403 Bryce Dr	0.11	COLS	HOA	X														X			
	Cedar Road	Next to 10827 29th St. NE	0.24	COLS	HOA		X																
	Lake View Park	Next to 10548 Meridian PL NE	0.12	COLS	HOA		X																
	Summer Hill Estates	Next to 11318 36th ST NE	0.11	COLS	HOA	X																	
11	Greenwood Village 3	Next to 722 127th Ave NE	0.44	COLS	HOA	X										X				X			
13	Greenwood Village 2	Next to 12305 4th St NE	0.4	COLS	HOA	X	X									X		D					
	Greenwood Village 1	Behind 525 130th Ct NE	0.55	COLS	HOA	X										X		D		X			
9	Bonneville Field	1530 N. Machias Rd	7.32	COLS	LSLL			P									X		X	X			
8	Cavalero Hill Park	2820 Cavalero Hill Rd	35	SnoCo	SnoCo	X	X	p								X		A/D	X	X	X	X	
	Centennial Trail	East side of Lake Stevens		SnoCo	SnoCo													A					
	Hardford	13205 20th St NE	2.11	SnoCo	SnoCo													A					
	LS Community Park	1601 N. Machias Rd	40	SnoCo	SnoCo	X		X				X					X	A	X	X			
	SR 92	3651 127th Ave	0.38	SnoCo	SnoCo													A		X			
						18	12	14	5	1	1	5	2	2	2	1	9	2	26	13	17	1	1

Owner/Responsibility Key	Locations	Acres
City of Lake Stevens (COLS)	26	95.14
Homeowner Association (HOA)		
Lake Stevens Little League (LSLL)		
Lake Stevens School District (LSSD)		
Snohomish County (SnoCo)		
WA Dept. Fish & Wildlife (WDFW)		

F - Flush Toilet
P - Porta-potty

A - Asphalt Trail
D - Dirt Trail

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 10/12/2022

Subject: Parks Update

Contact Person/Department: Jill Meis, Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For information only, no action.

SUMMARY/BACKGROUND:

Parks Update

October 2022

Events, Recreation & Culture:

- The Lake Stevens Film Festival will be held on October 8, 2022.
- The Lake Stevens Rowing Club will hold the Bull Trout Regatta on October 29, 2022
- The Lake Stevens Farmers Market will return for the Harvest Market on October 30, 2022.
- HarvestFest will return on Halloween, October 31, 2022. This is a family event with Truck or Treat (touch a truck), demonstration by PUD and the ARC trailer, kid's costume parade and vendors. Stay tuned for additional details. The Parks Board members are encouraged to volunteer for this fun event.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None