

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.

June 14, 2023 - 6:00 PM

**In-Person at Public Works Shop, 2306 131st Ave NE or via Zoom:
<https://us02web.zoom.us/j/81528846855>**

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Approve May 10th, 2023 Minutes
 - B. Playground Replacement Recommendations Sarah Garceau
- 5. Discussion Items**
 - A. Rules of Procedure, Purpose and Vision Jill Meis
 - B. Parks Update Jill Meis
- 6. Board Member Reports**
- 7. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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**

Hybrid Meeting
Lake Stevens, WA 98258

Wednesday May 10, 2023

CALL TO ORDER: 6:04 PM by Chairperson Tina Decker

MEMBERS PRESENT: Chairperson Tina Decker, Vice Chairperson Roger Schollenberger, Susan Green, Carl Johnson, Bryan Heigert, Marie Supanich, Marlene Sweet, Colton Whitworth

MEMBERS ABSENT: Dawn Williams, unexcused; Council liaison, Marcus Tageant

STAFF PRESENT: Sarah Garceau, Parks & Recreation Director; Jill Meis, Parks Coordinator; Natalie Held, Planning-Clerk

GUEST BUSINESS: None

ACTION ITEMS:

A) Approval of February 8, 2023 Meeting Minutes: Member Colton Whitworth motioned to approve the minutes. Member Susan seconded the motion. Members discussed new format of action item minutes. Chairperson Tina Decker opposed the reduction to action minutes. The motion carried 7-1-0-1.

DISCUSSION ITEMS

A) Sunset Beach Final Decision: Coordinator Jill Meis presented finalized landscape and structural plans for Sunset Beach which incorporated public survey comments. The estimated start date is to be this summer and projected to be completed by October 2023. It was confirmed the entire park will be closed during construction. Members discussed park elements and police presence.

B) Playground Update and Survey Results: Director Sarah Garceau shared playground and individual park public survey results. Members discussed City-owned vs. HOA-owned parks, liabilities, and maintenance. Park mitigation fees were explained to the Board.

C) Parks Board Priorities: Coordinator Meis shared the Park Board priority survey results from last meeting. Staff and members discussed.

D) Parks Update: Coordinator Meis provided update on Cedarwood Clubhouse federal funding, grant statuses for Frontier Heights, Eagle Ridge community garden beds, and upgrade to the North Cove splash pad. Upcoming events in the City were shared with the Board. Members discussed fireworks ordinance, carnival not available at Aquafest, and water tower feature installation delay.

BOARD MEMBER REPORTS

Vice Chairperson Roger Schollenberger requested darker shades in the Sawyers Room and multi-purpose field within City limits. Members discussed possibilities of field locations, sizing, and options.

Member Carl Johnson shared a picture of the original water tower from the 1940's before it was torn down.

Member Susan Green mentioned the City's demographic is changing in the community and what that might look like in regard to sport demands.

Member Marie Supanich thanked staff for Zoom meeting option, work done on surveys, and continued public outreach.

Chairperson Tina Decker noticed populated skate park at North Cove, reported Mt. Pilchuck 5th grade cohort will be visiting North Cove Park to see new amenities, and inquired on Bayview Trail meeting in Marysville. Coordinator Meis provided update from joint Open House. Survey can be found on City's website. Chairperson Decker thanked staff for maintaining parks.

Due to Farmer's Market, summer meetings will be in new location.

ADJOURN:

Member Carl Johnson moved to adjourn the meeting. Member Bryan Heigert seconded the motion. The motion carried 8-0-0-1. The meeting adjourned at 7:46 pm.

Clerk, Parks & Recreation Planning Board

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 6/14/2023

Subject: Playground Replacement Recommendations

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact: TBD

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Staff Recommendation for Playground Replacement and New Playground Development

SUMMARY/BACKGROUND:

The Parks and Recreation Department began reviewing playgrounds on city property in February 2023. Five playgrounds were closed due to safety concerns, one was reopened after repairs. The department has now analyzed all playground locations in the city and has prepared their recommendation for future playgrounds within the city.

The playground at Oak Hill Park will be replaced and is a top priority. The city is actively working with the developer and will provide the public with an update as soon as possible.

The three playgrounds located at Mandolin Court, Summer Hill Estate, and Greenwood Village 1 were removed and are not recommended for replacement. Reasoning includes the accessibility, parking, site conditions (including topography, size, visibility), and other considerations for best practices in choosing playground locations.

An additional six playgrounds are expected to reach the end of their useful lives within the next five years. One of these, Crossings at Catherine Creek, will not be recommended for replacement, while the remaining five located at Timberlake (Jake's Place), Baker Vista, Greenwood Village 2, The Reserve, and The Reserve 3 should be considered for future replacement.

Many of these playgrounds were originally installed on city property as the neighborhoods were developed by contractors and HOAs were formed. Years ago, open space and storm detentions were

transferred over to city ownership, while HOAs continued to landscape the areas and use the land for recreation. The city is open to discussing possible agreements with HOAs who desire to install private playgrounds, or other recreational amenities, on city-owned land.

Furthermore, the Parks Department has analyzed the locations of playgrounds throughout the city and has determined the areas where future playgrounds should be installed. A large playground to serve the entire community should be placed in the southeast quadrant, as well as the southwest, side of the lake. Several small to medium playgrounds will be needed to serve neighborhoods, with most locations identified around the south half of the lake. These locations will be presented using maps during the meeting.

The Parks and Recreation Department is asking for the Parks and Recreation Planning Board to support the recommendations for playground locations as presented.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Playground Replacement Plan

Playground Analysis - June 2023

Park	Type	Address	Maintenance	Current Status	Life Expectancy	Future Recommendations
Lundeen Park	Large	10020 Lundeen Pkwy	COLS	Open	10+ Years	Permanent playground location
North Cove Park	Large	1806 Main Street	COLS	Open	10+ Years	Permanent playground location
Frontier Heights	Large	8801 Frontier Circle	COLS	Open	10+ Years	Permanent playground location
Bryce Park	Small - HOA	Next to 3403 Bryce Dr	HOA	Open	10+ Years	Determine in the future
Oak Hill	Large	10300 33rd St NE	COLS	Closed	n/a	Permanent playground location
Timberlake / Jakes Place	Small	Across 13027 12th Pl NE	COLS	Open	2-5 Years	Consider future replacement
Baker Vista	Small - HOA	Across from 3315 116th Ave NE	HOA	Open	2-5 Years	Consider future replacement
Greenwood Village 2	Small - HOA	Next to 12305 4th St NE	HOA	Open	2-5 Years	Consider future replacement
The Reserve	Small - HOA	Next to 603 125th Ave NE	HOA	Open	2-5 Years	Consider future replacement
The Reserve 3	Small - HOA	Next to 12425 10th St NE	HOA	Open	Less than 2 years	Consider future replacement
Crossings at Catherine Creek	Small	Across 2902 127th Ave NE	COLS	Open	Less than 2 years	Do not replace
The Reserve 2 (Greenwood Village 1)	Small - HOA	Next to 502 125th Ave NE	HOA	Removed	n/a	Do not replace
Summer Hill Estates	Small - HOA	Next to 11318 36th St NE	HOA	Removed	n/a	Do not replace
Mandolin Court	Small	Next to 3104 Mandolin Ct	COLS	Removed	n/a	Do not replace

COLS = City of Lake Stevens

HOA = Homeowners Association

Note: All listed playgrounds above are on City Property regardless of who maintains the playgrounds/property.

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 6/14/2023

Subject: Rules of Procedure, Purpose and Vision

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: none

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Information only

SUMMARY/BACKGROUND:

The Parks Board from time to time reviews the Rules of Procedure, Vision, and Title to make edits and for the benefit of new members. Staff has included these items for your review and will be discussing them in more detail at an upcoming meeting.

LSMC 2.56 included for reference:

2.56.010 Created.

The Park and Recreation Planning Board (Park Board) is hereby acknowledged and ratified. (See Section [14.16A.380](#) of the Lake Stevens Municipal Code.) (Ord. 811, Sec. 6, 2010)

2.56.020 Membership/Appointment/ Compensation.

The Park Board shall be composed of nine members, appointed by the Mayor with the approval by a majority vote of the City Council, without regard to political affiliation. The Mayor and Council may appoint a member who resides or owns property within the City or the City's Urban Growth Area. At least four members shall be residents of the City. The members of the Park Board shall serve without compensation. (Ord. 1111, Sec. 1, 2021)

2.56.030 Term of Office.

The term of office of each member shall be for four years. The term shall terminate on the last day of the respective calendar year, even though this shortens or extends slightly the appointed term. Should a

Board member desire re-appointment for another term, he/she shall submit a written request to the Mayor for approval, and the concurrence of the City Council.

2.56.040 Removal From Office.

Members may be removed by the Mayor with the approval of the Council for inefficiency, neglect of duty, three consecutive unexcused absences, malfeasance in office, for a disqualifying change of eligibility, or for other good cause. Notification of such dismissal shall be in writing stating the exact cause for dismissal; however, all dismissals shall be final on approval of the Council. (Ord. 1029, Sec. 1, 2018)

2.56.050 Expenses.

The Park Board as a body or individual members thereof may be reimbursed actual and reasonable expenses in the performance of their duties on behalf of the Board from funds included within the general budget of the Planning and Community Development Department. Such expenses may include, but are not limited to, such items as: Travel and subsistence, registration fees and other costs incidental to meetings and conferences, professional and consulting services, educational fees, dues and assessments of professional park planning organizations, subscriptions to periodicals and purchase of informational and educational texts, and similar expenditures that may be deemed necessary to increase the efficiency and professional ability of the members of the Board. Park Board expenses shall be authorized only by the Planning and Community Development Director.

2.56.060 Powers and Duties.

- (a) The Park Board shall be the principal planning advisory body for all matters relating to parks and the provision of recreation services to staff, Mayor and City Council.
- (b) The Park Board shall perform such other advisory functions as may be assigned to it by resolution or motion of the City Council.
- (c) In addition to these and other powers and duties set forth elsewhere in this chapter, the Park Board shall be given the powers and duties hereinafter set forth:
 - (1) To recommend to the staff, Mayor and City Council programs for the provision of recreation opportunities and for park and open space acquisitions and improvements;
 - (2) To publish and distribute copies of status reports of activities of the Park Board which may include plans and official recommendations made by the Board in the regular exercise of its duties, as set forth in this section;
 - (3) To consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens in relation to its plans and recommendations prepared by it;
 - (4) To provide input on prioritization of park projects and recreation programming;

- (5) To exercise such authority as may be necessary to enable it to fulfill its functions, promote park and recreation planning, and carry out the purposes of this section;
- (6) To conduct, upon request by the Mayor or Council, an investigation and submit a report, plan, map, or recommendation in connection with the development of the parks and recreation facilities of the City;
- (7) Assist in development of scope and vision of park development. (Ord. 1078, Sec. 2, 2019)

2.56.070 Rules of Procedures.

The Park Board is hereby directed to adopt rules of procedures for the orderly and fair conduct of matters coming before the Park Board. The Park Board shall review and revise the adopted rules of procedures as necessary, forwarding a copy to the City Administrator, Mayor and City Council.

Vision Statement:

The City of Lake Stevens provides high-quality, well-maintained, safe, and sustainable parks, trails, open spaces, and water access inclusive to all. We support equitable recreational opportunities, varied park amenities, and access to public art to enhance the quality of life, the physical and mental well-being of our residents and visitors that promote cultural connections. We promote diverse, innovative programs, events, and festivals that enrich, educate and enliven our community. We support the economic vitality of lake Stevens as a regional destination.

Mission Statement:

The Parks Division's mission is to:

- Advise the City of Lake Stevens on priorities for the acquisition, development, and maintenance of parks and open spaces considering community preferences, inclusivity, adopted levels of service, financial capability, and regional strategies.
- Provide recommendations on municipal codes, policies, and methods that emphasize conservation, equity, and economic development in parks and recreation matters.
- Support events and festivals that promote responsible recreation, and inclusive cultural connections, foster partnerships, and community pride, and attract visitors.

APPLICABLE CITY POLICIES:

LSMC, Rules of Procedure

ATTACHMENTS:

1. Adopted 2-2017 (003)



CITY OF LAKE STEVENS PARK AND RECREATION PLANNING

BOARD

Rules of Procedures

INTRODUCTION

The Park and Recreation Planning Board (Park Board) is created independent from the legislative functions of the City Council to review and make decisions and recommendations that will promote parks, recreation and open spaces throughout the City. The Park Board is responsible for the review of specific parks, recreation and open spaces in specific zones and assistance with design of these facilities. Members of the Park Board are appointed by the City Council to four-year terms. The Department of Planning and Community Development provide staff support to the Board. The Park Board is regulated by section 14.16A.380 and Chapter 10 of the Lake Stevens Municipal Code.

Public meetings before the Park Board will be governed by these rules of procedure. Questions about the rules of procedure may be asked of the Department of Planning and Community Development, prior to the public meeting, or of the Park and Recreation Planning Board Chair at the beginning of a public meeting. The Park Board may vary in special circumstances as deemed appropriate and necessary for expeditious processing of specific projects.

AUTHORITY AND DUTIES

The Park and Recreation Planning Board shall review and make recommendations to the Planning Commission and to the City Council for parks, recreation and open space capital improvements and site features in specific zones and for specific regulations listed below (LSMC 2.56.060):

1. To recommend to the Mayor and Council programs for the provision of recreation opportunities and for park and open space acquisitions and improvements;
2. To publish and distribute copies of status reports of activities of the Park Board which may include plans and official recommendations made by the Board in the regular exercise of its duties, as set forth in this section;
3. To consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens in relation to its plans and recommendations prepared by it;
4. To request all public officials to furnish, within a reasonable time, such available information to assist in formulating the Board's plans and recommendations;
5. To exercise such authority as may be necessary to enable it to fulfill its functions, promote park and recreation planning, and carry out the purposes of this section;

6. To conduct, upon request by the Mayor or Council, an investigation and submit a report, plan, map, or recommendation in connection with the development of the parks and recreation facilities of the City.

MEETINGS

The Park Board will meet at 6:00 p.m. on the second Monday of each month. Meetings will be held in the Lake Stevens Community Center, 1808 Main Street. Meetings will be noticed and conducted in accordance with the provisions of RCW 42.30, the Open Public Meetings Act.

ORGANIZATION OF THE PARK AND RECREATION PLANNING BOARD

Appointments and Qualifications

The Park and Recreation Planning Board shall consist of seven individuals who own property or reside within the City limits or the City's urban growth area. At least four members must be City residents or own property within the City. Appoints are made by the City Council upon recommendation by the Mayor. The term of each position is four years and shall expire on December 31st in the final year of each term.

Election of Officers

The officers of the Park and Recreation Planning Board shall consist of a Chairperson and Vice-Chairperson elected from the members of the Park Board by a majority vote of the members. The Chairperson and Vice-Chairperson shall be elected at the first regularly scheduled meeting in January of each year. Any officer may be removed at any time by a majority vote of the Park Board. The vacancy of an office caused by the resignation or removal of any officer of the Park Board during his or her term of office shall be filled for the remaining term by a majority vote of the members of the Park Board.

Duties of the Chairperson and Vice-Chairperson

The Chairperson shall preside over the meetings of the Park and Recreation Planning Board and will exercise all the powers usually accorded to the office. The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the members present may elect a temporary Chairperson to preside at the meeting.

Secretary

The Planning and Community Development Department shall assign a staff member to serve as the secretary to the Park and Recreation Planning Board. The secretary will be primarily responsible for all official records, the preparation of recommendations made at Park Board meetings and preparation of all notices of meetings, requiring notice to be given to the media and the public in accordance with the appropriate statutes. The secretary will prepare a final recommendation letter for the Chair to review and sign.

RECOMMENDATIONS

A staff report of findings, conclusions and recommendations shall be forwarded to the Park and Recreation Planning Board before a public meeting. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of the Lake Stevens Comprehensive Plan. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to specific provisions of the parks, recreation and open space guidelines and review criteria incorporated

therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or commercial aspects, if relevant, and on the general public.

After holding a public meeting, the Park and Recreation Planning Board will determine whether the proposal conforms to the criteria of Lake Stevens Municipal Code and the City's Comprehensive Plan based upon a consideration of the whole record.

Review of permit applications for conformance with the development design guidelines shall be done by the Park and Recreation Planning Board in public meetings. The Park Board may also be requested to assist staff in amendments to the design guidelines or adoption of new design guidelines for parks and open spaces.

PUBLIC MEETING

The meetings provide a formal opportunity for anyone to state their opinions or provide information to the Board. The Board's authority is limited to matters related to design of parks and open spaces, and related recreation. In order to ensure a fair and orderly opportunity for everyone to speak, the Board uses the following meeting procedures:

- (1) Staff presentation that describes the proposal, provides options and offers a recommendation.
- (2) Presentation by project proponent.
- (3) Clarifying questions from the Park Board.
- (4) Any other person wanting to speak will be allowed to do so. The Chair will limit the length of questions/comments to three minutes each and will limit questions/comments to matters within the scope of the Park Board's authority.
- (5) After comments, and questions, the Park Board will begin its deliberations. Further comment and questions may occur if requested by the Park Board, if necessary to further their deliberation and reach a recommendation.
- (6) A final recommendation will be approved by motion.

General Rules

The Park Board encourages public input. At Board meetings, public comments may be provided in the ways listed below. Those wishing to speak to the Board must follow the following rules:

- All comments must be provided from the podium.
- Speakers must state their full name and address.
- Comments should be brief and only within the scope of the Park Board's authority.
- Repetition should be avoided. Unless new information is presented, a brief statement of support or disagreement with previous comments is preferred.
- All questions and comments should be directed to the Park Board.

Written Comments

The Park and Recreation Planning Board welcomes letters and other printed materials as a supplement to or in place of oral comments. The materials may be submitted to the Department of Planning and Community Development any time prior to a Board meeting, or directly to the Board at a meeting.

CONDUCTING BUSINESS

Quorum

A quorum is required for the Park and Recreation Planning Board to conduct business. It shall consist of at least four Board members of record, including the Chairperson, at the call for a vote on a recommendation. If members leave during the course of a meeting, reducing the attendance below four members, the quorum will have ceased.

Motions and Votine:

All members of the Park Board may make and vote on motions to recommend approval, approval with conditions, or denial of any park, recreation and/or open space proposal or amendment to a long-range plan. All motions shall be made in the affirmative. All motions shall be accompanied by an oral statement, by the person making the motion, of reasons and findings supporting the motion. This statement may include reference to any part or all of the planning staffs report and to comments or evidence submitted at the hearing. After a board member makes a motion, a separate member must second the motion prior to the entire board taking action by vote. If a motion does not receive a second, the motion fails for lack of support. A tie vote means the motion fails. A member may abstain from voting.

Where not otherwise specified in these rules of procedure, the meetings of the Lake Stevens Park and Recreation Planning Board and the manner of conducting business shall be governed by Robert's Rules of Order Newly Revised (RONR).

Conflict of Interest and Appearance of Fairness

Any member of the Park Board who in his or her opinion has a personal interest in any matters before the Park Board that would tend to prejudice his or her actions shall indicate such interest. In the event of a conflict, he or she shall remove him or herself from the proceedings and retire to another room until a vote is taken on the item. In the event there is an appearance that any member could not make a fair and impartial decision because of a real or perceived interest in a matter before the board, the member shall state the real or perceived interest, or have interest described by other members of the board or the audience and remove him or herself from the proceedings.

APPEALS OF PARK AND RECREATION PLANNING BOARD DECISIONS

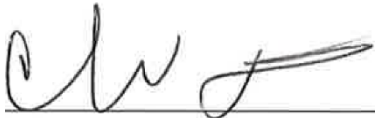
Applicants and any interested party may appeal decisions of the Park and Recreation Planning Board. Only those issues under the authority of the Park and Recreation Planning Board as established by this section are subject to appeal. Appeals of the decision of the Park and Recreation Planning Board will be heard as follows:

1. If a related land use permit does not require an open record public hearing, then the appeal shall be heard by the permit-issuing or review body.
2. If a related development permit requires an open record public hearing, then the appeal shall be heard at that hearing and decided upon by the hearing body or officer hearing the related development permit.

AMENDMENTS

These Rules of Procedure of the City of Lake Stevens Park and Recreation Planning Board may be amended at any meeting of the PARK BOARD by majority vote of the entire membership.

DATED THIS j day of J... .. , 2017.


Chairperson

Vice-Chairperson


Member of the Board


Member of the Board


Member of the Board



Member of the Board


Member of the Board

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 6/14/2023

Subject: Parks Update

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Parks Update
June 2023

Smaller Projects:

- Art Tower: The water tower art piece is scheduled for installation on June 26, concrete pour will be cured by then. A plaque has been ordered for installation.
- North Cove Plaza Concrete Expansion at the Water Feature: This work was finished in time for Memorial Day.
- Davies Low Profile Dock: The dock has been installed and is in use. Just a reminder that this is for non-motorized uses.

Capital Projects:

- Cedarwood Clubhouse: The next steps are to begin design work for the community recreation center. This will be dependent on budget and contracts from the state.
 - Eagle Ridge, Phase II: The concept design for the park improvements has been completed, the next steps will be to hire a firm for engineering and construction documents. This project will include improved access and a new parking lot, paved trail, amphitheater, shelter, restroom, and playground.
-

- Frontier Heights, Phase II: Engineering and construction documents are in progress. This project will include the pickleball courts, athletic field, sensory garden and parking.
- Sunset Park and Dock: Engineering is completed for the Park and the City is working with a company on the specs for the dock. Construction is expected to take place this summer, the park will be closed during that time.
- 20th Street Ballfields and Dog Park: This project will include two parking lots, a paved trail from 20th ST SE to 8th ST SE, a dog park and a playground. Construction is expected to begin in 2023.

Events, Recreation & Culture:

- Lake Stevens Farmers Market returned on June 7, at North Cove Park.
- Pride on the Lake Festival will be June 24, at Lundeen Park.
- Lake Stevens Health and Wellness Festival will take place on June 25, at North Cove Park.
- The Old Fashioned 4th at the Lake will be July 4 at North Cove Park.
- Music in the Park will return on July 12 at North Cove Park
- AquaFest will return on July 23 to the downtown area.
- Movies in the Park will be on August 4 at Lundeen Park and August 18 at Frontier Heights Park.
- Theater in the Park will be on August 6 and 13 at Eagle Ridge Park.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None