

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.*

January 8, 2024 - 6:00 PM

In-person at The Mill, Sawyers Room, 1808 Main St. or via ZOOM Webinar

Join Zoom Meeting:

<https://lakestevenswa.zoom.us/j/85806493304?pwd=VTd5MkRLalYveUVqdnlBUyU0ycDFuQT0>

9 Passcode: 670812

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Appoint Chair and Vice-Chair Jill Meis
 - B. Approve November 8, 2023 minutes
 - C. Naming Policy P-3-90 Jill Meis
 - D. Official naming of the property unofficially named 20th Street Ballfields and trailhead Jill Meis
 - E. Approve 2024 Work Program Jill Meis
- 5. Discussion Items**
 - A. Grounds Operations and Maintenance Standards Sarah Garceau
 - B. Parks Update Jill Meis
- 6. Board Member Reports**
- 7. Council Report**
- 8. Upcoming Agenda Items**
- 9. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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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.

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/8/2024

Subject: Appoint Chair and Vice-Chair

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Appoint a chair and vice-chair to the Parks Board for 2024.

SUMMARY/BACKGROUND:

Each year the Parks Board appoints a chair and vice-chair for the year.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD MINUTES



Hybrid: Zoom & In-person

The Mills Sawyer Room, 1808 Main St

<https://us02web.zoom.us/j/82436822841>

Lake Stevens, WA 98258

Wednesday, November 8, 2023

CALL TO ORDER: 6:10 PM by Marlene Sweet, Temporary Chairperson

MEMBERS PRESENT: Marlene Sweet, Bryan Heigert, Carl Johnson, Colton Whitworth, Dawn Williams

MEMBERS ABSENT: Roger Schollenberg, Susan Green, Tina Decker

STAFF PRESENT: Jill Meis-Parks Coordinator; Sarah Garceau-Parks Director; Jaclyn Lewandowski-Administrative Assistant, Parks and Recreation; David Levitan-Planning

ACTION ITEMS:

Vote for Temporary Chairperson: Chair and Vice Chair absent, following Roberts Rules, members present agree on temp chair. Bryan Heigert motioned to nominate Marlene Sweet. Carl Johnson seconded the motion. Motion passed 5-0-0-3.

Absence: Motion to excuse Susan Green and Tina Decker meeting by Marlene. 5-0-0-3 Roger Schollenberg is unexcused.

Minutes: Motion for approval of September 13, 2023 made by Carl Johnson, seconded by Bryan Heigert. Motion passed 5-0-0-3.

Park Board Rules of Procedure: Jill Meis reviewed changes to Park & Recreation Planning Board Rules of Procedure to vote for approval. Motion to approve changes by Bryan Heigert and seconded by Carl Johnson. Motion Passed 5-0-0-3.

Guest Business:

No Guest present or on Zoom.

DISCUSSION ITEMS:

1. **2024 Comprehensive Plan Update:** Jill Meis requested discussion.
 - a. Discuss changes to the comprehensive plan.
 - b. Explained the need for the city consultant completed an audit & gap analysis.
2. **Parks Update:** Jill Meis presented.
 - a. Sunset Beach discussion about construction completed November 8, 2023.

- b. Eagle Ridge design updated; contract is being constructed.
- c. Frontier Heights design update. Discussed the areas being designed in the next phase.
- d. Rule Signs for Parks are starting to be updated to reflect most common LSMC rules we want to emphasis.
- e. Upcoming event, WinterFest December 2, 2023, from 4:00-7:00pm.

Board Member Reports:

Colton and Dawn, no update.

Bryan Heigert asked about following items:

- Comprehension plan in regard to the pump track. Jill Meis will review and update after discussing with Sarah Garceau to ensure we include in the correct location.
- Noticed increase cost for Cedarwood capital project. Jill Meis explained where the money is being covered.
- Cedarwood property use. Jill Meis & Sarah Garceau explained the collaboration with YMCA waiting to meet with architect before finalizing uses or elements.
- Cavalero Park and fund availability. Sarah Garceau explained demand, Lake City plan, & ability to grow or change Cavalero Park.
- Dog park being put on 20th ballfield & is it a capitol project for 2024. Jill Meis explained the plan for the park. Carl Johnson asked about the size for the dog park, Jill Meis is going to pull the information to share.

Announcement:

Sarah Garceau announced that a Ranger position was approved.

Upcoming Agenda Items:

No agenda items requested.

ADJOURN:

Bryan Heigert motioned to adjourn and seconded by Carl Johnson. The meeting adjourned at 6:52pm by Marlene Sweet, Temp Chairperson. Motion passed 5-0-0-3.

Clerk

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/8/2024

Subject: Naming Policy P-3-90

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve amendments to the City of Lake Stevens Naming Policy P-3-90

SUMMARY/BACKGROUND:

The City of Lake Stevens adopted a policy for naming parks and facilities in 1990. This policy provides the framework for naming a park or facility and process for public input. The policy needs to be updated to provide efficiency and allow for digital solicitation of names. This amended policy summary:

- Provides the Parks Director to ability to review and initiate the process with the Park Board. Previously, the City Council initiated the process after a request was received or on their own initiative. This change still requires City Council approval, but will allow for a more efficient process.
- The Park Board will be able to solicit public comment through the city website and social media in addition to previous methods.
- Clarifies the criteria for proposed names.
- Updates terminology.

APPLICABLE CITY POLICIES:

Naming Policy P-3-90

ATTACHMENTS:

1. Redlined Formatted Naming Policy P-3-90



CRITERIA FOR NAMING CITY PARKS AND FACILITIES

City Policy No.: P-3-90

Effective: October 9, 1990

The following criteria for naming ~~C~~city ~~p~~Parks and facilities is adopted as a procedural guideline:

- ~~1. Upon receiving a request from an organization, or upon its own initiative the City Council will determine whether it is timely to consider naming a certain park or recreation facility. Upon receiving a request from an individual or group, the Parks and Recreation Director will decide if the request is timely. City Council or staff may also initiate this process if a new park or facility is built or if an existing park or facility name needs to be reconsidered. If the request is timely, the director will refer the matter to the Park Board.~~
- ~~2.1. If the City Council determines such consideration is timely, the request will be referred to the Park Board. Park Board agrees it is timely, the board will solicit public comment for a period of not less than two weeks, by posting in the local newspaper, city website and other outlets.~~
- ~~3. Upon receiving the request, the Park Board will solicit through the local newspaper additional recommendations which will be held in an active file for a period of not less than two weeks, after which time the Park Board shall hold a public hearing to solicit public input and additional recommendations. After closing public testimony, the Park Board shall then proceed to adopt by a majority vote a recommendation which shall be forwarded to the City Council for final action within six weeks. The Park Board will hold a public hearing where all proposed names will be presented. The public hearing will also hold public comment where additional names can be brought forward. The Park Board will adopt by a majority vote on the preferred name. The preferred name and a recommendation will be forwarded to the City Council.~~
- ~~4.2. The City Council will consider the recommendation submitted by the Park Board, together with all recommendations submitted to the Park Board. The final decision on the name for a city facility will be made by a resolution of the Council.~~

Recognizing that the naming or renaming of a park or facility should be approached cautiously with forethought and deliberation, the following ~~C~~criteria shall be used by both the Park Board and City Council in determining the name of a city park ~~and recreation or~~ facility ~~shall be as follows:~~

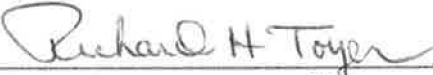
1. City facilities should bear a name which meets one of the following criteria:
 - a. The name should represent the unique historical significance of the site; or,
 - b. The name should reflect some unique natural quality or feature of the area; or,
 - c. The name may identify a national or internationally recognized person who has had a positive influence on the world; or,
 - d. The name may honor a group of people or event ~~from our of~~ local or ~~national heritage~~historical significance; or,



- e. The name may recognize a local ~~citizen~~individual or group who has contributed to the betterment of the City, or, who has played an important role in the development of the community.
2. When proposing to name a city facility in honor of a local ~~citizen~~individual or group, or other person of distinction, the following criteria shall be utilized:
 - a. Individuals will be considered who have made an outstanding contribution to the facility either by providing the initial idea for the project, or by contributing time or material resources to the project.
 - b. Individual will be considered who have played an important role in the community in such areas as civic or youth work, business, recreation programs, cultural development, or athletic activities.
 - c. Individuals will be considered whose name and some historical significance which will serve to enrich the background of the community.
 - ~~e.d.~~Proposals shall be reviewed by staff to avoid duplication, confusing similarity or inappropriateness.

PASSED THIS 8th day of ~~October~~October 1990

AMENDED THIS


Richard H. Toyer, Mayor

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/8/2024

Subject: Official naming of the property unofficially named 20th Street Ballfields and trailhead

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Direct staff to begin the formal naming process for 20th Street Ballfields

SUMMARY/BACKGROUND:

According to Policy P-3-90, the parks board will consider if a request is timely in order to proceed with the protocol to formally name a city park or facility. The park located at 8629 20th Street SE is due to go under construction in 2024. In anticipation of this, the city would like the park board to consider beginning the formal naming process.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/8/2024

Subject: Approve 2024 Work Program

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve 2024 work program

SUMMARY/BACKGROUND:

Each year city staff prepares a work program for the Park Board to guide efforts in the upcoming year. If approved by the Park Board, the plan is then presented to the City Council for approval.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. DRAFT 2024 Work Program (2)

Parks and Recreation Planning Board 2024 Work Program

Action Item	Description	Anticipated Date
Rename "20 th Ball Field" Trailhead/Park	Name the property at 8629 20 th Street SE that will be developed as a trailhead, athletic fields and playground	1 st quarter
Name the trail from 20 th Ball Field to Marysville	Informally called the Powerline Trail or Westside Trail	2 nd quarter
Eagle Ridge Plan Reviews	1. Review 30% engineering plans for site layout and elements. 2. Attend public meeting for playground design. 3. Provide feedback for direction.	2 nd quarter
Cedarwood Community Center	Review 30% Architectural and Engineering	3 rd quarter
North Cove Boat Launch Dock	Review concept plans and design	4 th quarter
Visit all City Parks in 2024	Visit and provide feedback. Are there repairs needed? Do you have thoughts on future park needs?	On-going

2024 Schedule will be every-other 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

Park Board Encouraged Yearly Participation

- Volunteer at Special Events and Park beautification days
- Outreach and coordination with community groups

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/8/2024

Subject: Grounds Operations and Maintenance Standards

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide feedback on standards

SUMMARY/BACKGROUND:

The Grounds Operations and Maintenance Standards establishes a plan for how properties and open space will be operated and maintained. This document will be used by staff to keep parks and open spaces clean, safe and functional, in addition to creating benchmarks throughout the parks system. It can also be referenced by the public so that they know what to expect from the Lake Stevens Parks and Recreation Department.

Each property in the Lake Stevens parks system will be assigned a Level of Maintenance using categories of Level 1, 2, 3 and 4. The levels will establish maintenance procedures for the different types of parks and define how each is cared for (including turf maintenance, irrigation, trash and vegetation).

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Operations and Management Standards 2023

Grounds Operations and Maintenance Standards

CITY OF LAKE STEVENS

PARKS AND RECREATION DEPARTMENT



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Introduction

The City of Lake Stevens Parks and Recreation Department (“Department”) was officially established in August 2022. The city is centered around Lake Stevens, which is approximately one-thousand (1,000) acres. The first city park was established approximately at the time of incorporation in 1960 and was known as North Lakeshore Swim Beach, which still exists today.

Today the Department maintains over twenty-two (22) parks and open spaces covering more than ninety-three (93) acres. The parks system consists of a wide assortment of properties including neighborhood, community, and regional parks, trails and boat launches, which all require unique and individualized care.

The park system receives use year-round, with a significant increase of usage during the peak season, Memorial Day through Labor Day. The waterfront parks are heavily used by families, young adults and teenagers who enjoy picnicking, swimming, and playing. The various trails are explored daily by individuals who enjoy nature while walking, running and biking.

During the off season the parks have lighter usage across our system due to weather and shortened days. Dedicated walkers can be seen each morning and evening, but it is rare during this time of year to see a blanket on the turf. The playgrounds still see use by youth needing to climb and explore but their visits are usually shorter this time of year.

Levels of Maintenance

The level of maintenance to parks and open space is established to determine maintenance priorities and procedures. The first and most important factor is how much the location has been developed, followed by how it was designed to be used. Other consideration includes sun exposure, soil conditions, topography, pedestrian traffic, use patterns, expectations, and resources available.

These established levels of maintenance should be considered baseline guidelines, not rules, as adjustments must and should be made to accommodate the interests and needs of the community in addition to available resources and unpredictable factors. (See section ‘Inventory of Parks’ locations and designated level of maintenance.)

LEVEL 4

Passive parks and undeveloped locations, including wetlands and Native Growth Protection Areas. The level of maintenance will often be applied to a specific area inside of a park that has a different overall level of service.

- Turf Care – Not mowed. Weed control only if legally required.
- Fertilizer – Not fertilized.
- Irrigation – No artificial irrigation.
- Litter Control – On demand or complaint basis.
- Trash Receptacles – Not provided, “Pack it in, Pack it out.”

- Control of Vandalism – On demand or complaint basis and in high profile areas (entries, etc.).
- Pruning – No pruning unless trees and shrubs present a safety hazard.
- Disease and Insect Control – No control except to prevent disease or if it prevents a safety hazard.
- Weed control – Limited to requirements for noxious weed control in relevant areas.
- Repairs – Only done when safety or function is in question.
- Inspections – Once per year at a minimum.
- Decorative Plantings – None.

LEVEL 3

Areas left mostly in their natural state but open for active recreation.

- Turf Care – Low frequency mowing only if the grass area is intended for public use. Low growing grasses may not be mowed, high grasses may receive periodic mowing or weed eating.
- Fertilizer – Not fertilized.
- Irrigation – No artificial irrigation.
- Trash Receptacles – One receptacle may be provided at the entry point if park usage requires it, otherwise “Pack it in, Pack it out” will apply.
- Litter Control – On demand or complaint basis.
- Control of Vandalism – On demand or complaint basis and in high profile areas (entries, etc.).
- Pruning – No pruning unless trees and shrubs present a safety hazard.
- Disease and Insect Control – No control except to prevent disease or if it prevents a safety hazard.
- Weed control – Limited to requirements for noxious weed control in relevant areas.
- Repairs – Only done when safety concerns are present, or if necessary for public use.
- Inspections – Once per year at a minimum.
- Decorative Plantings – None, natural species identified for relevant areas.

LEVEL 2

Park or open space areas which are developed for light recreational use.

- Turf Care – Mowing bi-monthly based on relevant species and usage intent of area. Normally not aerated unless turf quality indicates a need or in anticipation of fertilization. Reseeding or resodding limited high traffic areas if bare spots appear.
- Fertilizer – Applied only when turf vigor seems to be low. Low-level application once per year.
- Irrigation – Dependent on weather conditions and nature of relevant areas. Automatic system is recommended to allow a pre-programmed sensor-based schedule.
- Litter Control – Once per week. High use may dictate higher levels in peak season.
- Trash Receptacles – A limited number will be placed strategically for public used and checked minimally once a week.
- Control of Vandalism – Location of regular vandalism should be noted and staff performing litter control duties should remove graffiti and repair vandalism.
- Pruning – When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two or three years when plantings mature.

- Disease and Insect Control – Control measures may be put into effect when the health or survival of the plant materials or turf is threatened or when public comfort/health is an issue.
- Weed control – Normally used when 50% of small areas are weed infested or when 15 percent of the general turf is infested with weeds. Pre-emergent may be used in select areas.
- Repairs – Only done when safety concerns are present, or if necessary for public use.
- Inspections – Twice per year at a minimum.

LEVEL 1

Well-developed park areas with heavy recreational use.

- Turf Care – Mowing will occur on a weekly basis during growing season. Aeration as required but not less than once per year. Reseeding or sodding once per year in early spring, other than in high traffic areas or high-profile areas if bare spots appear. Reseeding during aeration.
- Fertilizer – Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils and rainfall. Rates should correspond to minimum requirements at least. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen and potassium percentages should follow local recommendations. Trees, shrubs and flowers should receive fertilizer levels to ensure optimum growth. Do not over fertilize.
- Irrigation – Dependent on weather conditions and nature of relevant areas. Automatic system is recommended to allow a pre-programmed sensor-based schedule.
- Litter Control – Minimum of once per day, five days per week in peak seasons, less often during low season. Trash receptacles may be placed at locations best determined for public need.
- Trash Receptacles – A number sufficient for park usage will be placed strategically for public use and checked minimally once a day during the peak-season and twice a week during the shoulder and off-season..
- Control of Vandalism – Locations of regular vandalism should be noted and staff performing litter control duties should remove graffiti and other signs of vandalism.
- Pruning – Usually done at least once per season unless species planted dictate more frequent attention. High growth species or favorable weather conditions may dictate more frequent requirements than most trees and shrubs in natural areas.
- Disease and Insect Control – Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material or could be considered a bother to the public. Preventive measures may be preferable such as systemic chemical treatments. Cultural (planting methods, materials selection) prevention of disease can reduce time spent in this category. Some minor problems may be tolerated at this level and all care should be taken to use substances that will not endanger wildlife or predator insect populations.
- Weed control – Weed control practiced when weeds present a visible problem or when weeds represent five percent of the turf surface. Pre-emergent products may be used.
- Repairs – Regularly performed for safety concerns, public usability and a well-maintained appearance.
- Inspections – Twice per year at a minimum, full park walkthroughs will be performed. Staff will regularly report any needs that arise.

- Decorative Plantings – Maintenance, usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds kept weed free.

Maintenance Guidelines

TURF MANAGEMENT

MOWING AND EDGING

Lawns should not have more than forty percent (40%) of the lawn reach a height of five (5) inches. Lawns should not have more than two-thirds of the height mowed and will never be cut lower than two (2) inches. At the time of mowing, the sidewalks, borders, fences, and other appropriate areas may be edged. All loose grass will be blown back into the lawn. Grass clippings will be mulched and left on the turf and removed only if it will impact the health of the lawn.

WATERING

Regular watering schedules are to be established based off historical weather patterns, needs of species, and park user patterns. Watering should be avoided during the hottest part of the day and steps should be taken to make sure that all watering occurs in landscaped areas and not sidewalks or streets. Special care is taken to prevent excessive runoff and erosion caused by watering. Level 3 and 4 areas would not be expected to receive regular watering unless required for a specific reason, as in waiting for a Native Growth Protection Area to be established.

REPAIR AND RENOVATION

Turf repair and renovation will be performed to improve the aesthetics, useability, and or the health of the site. Preference will be given to species already on site and native species. Regular maintenance such as aeration, dethatching, leveling of bumps, and fertilization will be performed based on the park's service level to reduce the number of renovations and repairs needed. Resodding will occur when the turf needs it due to health or damage and not on a regularly scheduled timeline.

TREE CARE

Each tree has a life cycle and eventually declines as they age. All trees have the potential to be affected by diseases, physical damage, insect infestation and drought conditions. Any one of these factors, alone or in combination, can contribute to the decline of a healthy tree.

Trees are pruned to the height of seven (7) feet over sidewalks and sixteen (16) feet over roadways. At department discretion, Level 1 and 2 locations will receive mulching around the tree base, extending out at least six (6) inches from the base of the tree. If determined needed, trees may be pruned to six (6) feet over the ground to allow line of sight throughout property to increase park user safety.

TREE REMOVAL

Trees and hazardous limbs are removed if they are determined to be a hazard to neighboring homes, park infrastructure or are likely to fall in an area used heavily by pedestrians. Signs of a potentially hazardous trees include but are not limited to:

- Excessive leaning over structures or areas used by pedestrians or vehicles
- Storm damage
- Exposed root system
- Signs of fungal or pest infestation
- Large areas of rot

Some signs of declining or dead trees that should be looked for may include:

- Broken or split tops
- Excessive dieback of foliage
- Large vertical cracks or areas without bark are present
- Growth of mushrooms or fungi on the trunk
- Shifting of a tree resulting in it leaning
- Cavities have decaying wood or black around them
- Root system that is heaving, especially during windy periods
- Multiple codominant leaders

Due to the economic, environmental and social benefits of trees, their removal must be well thought out and documented. At times, trees may be removed for new construction, access, or other issues not related to tree viability. Unstable trees will be removed as required by Lake Stevens Municipal Code (LSMC) 9.60.180. Trees located within a Native Growth Protection Area will follow direction provided by LSMC 14.88.295.

Quick removal restricts the spread of disease and reduces the possibility of human injury or property damage. When a tree is either dead or visibly declining, City staff or a professional arborist will evaluate the tree to determine if removal is warranted or necessary. Not all declining or dead trees will be removed, particularly if the tree doesn't present a danger to the public or to property. Where appropriate, trees will be left as wildlife snags in natural areas and new trees should be planted as a replacement.

Occasionally, healthy trees, without any known or apparent defects, will be removed from park property. If a tree is blocking roadway sight lines, disrupting underground utilities, interfering with overhead utilities, damaging hard surfaces, or presenting a risk to the public, it may be considered for removal. If tree pruning can address the sight line issues, pruning will be considered as a first option before removal. Some urban trees are problematic based on species. Cottonwood (*Populus trichocarpa*), red alder (*Alnus rubra*) and big leaf maple (*Acer macrophyllum*) are all prone to limb failure, short life span and disease. These tree species may be removed based on consideration of future growth characteristics and issues associated with their location.

HAZARD TREES

- Tree risk assessments shall be performed by qualified personnel to the standards established by the International Society of Arboriculture.
- High risk trees that cannot be made safe or functional by appropriate mitigation shall be candidates for removal.

PLANTING AND TRANSPLANTING

As part of beautifying parks and to protect the environment, the department will continually plant and maintain vegetation. This will include planting and transplanting various shrubs, flowers, plants and trees.

Whenever possible, plants should be sowed according to the directions on their label. In general, trees and shrubs should be planted when they are dormant. For deciduous trees, early spring (before new growth begins) and fall (after leaves drop) are the best time to plant. For coniferous trees planting in the fall, prior to first frost, is preferred.

Prior to transplanting a tree, it should be properly prepared for the move by heavily watering with one (1) or more extra gallons of water a day, for at least a fortnight prior to being removed from the ground. Upon planting a tree, it should continue to receive additional water daily for one week following transplanting. After one week the additional water can slowly be scaled back to twice a week for the next two (2) months.

The size of the root ball needed to successfully transplant a tree or shrub depends on the diameter and spread of the tree. The chart below has guidelines for size of hole needed.

- Bare Root Trees – Soak roots for two to three (2-3) hours prior to planting. Dig root hole twice as large as root area. Ensure root flair is a few inches above ground level. Tightly backfill tree in place and water.
- Balled and Bur lapped Trees – Dig a hole twice as large as root ball. Insert root ball in hole, root balls are heavy and may require equipment. Ensure root flair is a few inches above ground. Remove the top third to half of the sack and tightly backfill tree in place and water.
- Mechanical (Tree Spade) – When considering transplanting large trees caliper three or higher contracting the work should be considered.

Trunk caliper (inches)	Minimum ball diameter on field grown shade trees (inches)	Minimum root ball diameter on fabric container grown trees (inches)	Minimum container size (gallons)	Minimum tree height on standard trees (feet)	Minimum tree height on slower grown trees (feet)	Maximum tree height (feet)
1	16	12	5	6	5	10
2	24	18	20	10	8	14
3	32	20	45	12	9.5	16
4	42	30	95	14	10.5	18
5	54	36	95			

IRRIGATION SYSTEM

All new irrigation systems and renovations shall be designed and installed according to departmental standard specifications and comply with all regulations and codes. All backflow preventatives will be installed per manufacturer specifications and in the orientation specified by the approval agency. All double-checks shall be inspected annually by a license technician. Standardized materials and products should be used to increase the ease of maintenance and care. Irrigation systems should:

- Operate remotely, rather than manually
- Accurately time irrigation to specific needs of soils, slopes, plants, and conditions
- Reduce impacts to park use and water loss due to evaporation

Irrigation systems should be winterized before the first freeze, typically in October, and should be de-winterized before temperatures reach seventy (70) degrees Fahrenheit, typically in March. System will be winterized by blowing out all lines. The system will be de-winterized by turning on all zones, repairing broken sprinkler heads or water line leaks, adjusting sprays, and setting the watering schedule.

GRAFFITI AND VANDALISM

Graffiti will be covered or removed within three (3) business days unless it contains vulgar language or racial slurs, in which case it shall be removed immediately. Any graffiti of significant size including threats to people or property will be reported to law enforcement immediately. Removal of graffiti may be performed by using chemical remover products, painting, or replacing graffitied item.

Vandalism will be assessed and repaired immediately whenever possible. Buildings and assets may be closed to the public while awaiting repairs if the damaged items are vulnerable to additional vandalism or are unsafe for public use.

To help protect the Departments assets, anti-graffiti materials are evaluated and considered when ordering signs or any other infrastructure materials.

RESTROOMS

Permeant restrooms will be regularly cleaned once per day that they are open for public use and staff are available. In the peak-season and during times of high usage, they will be spot checked for additional cleaning needs and restocking of paper supplies throughout the day. In the event that a permeant restroom is vandalized or damage staff will make the necessary repairs as needed. If continual vandalism occurs, restrooms may be closed for extended periods of time, as directed by the Parks Director.

Portable restrooms shall be checked, and spot cleaned daily are restocked by Parks staff. The portable restroom provider is scheduled to fully service toilets on a routine basis. If additional services or vandalism is found the provider will be contacted to resolve the issue.

The Department will determine the need for providing access to restrooms at each location using a variety of criteria including but not limited to:

- Cost
- Intended use of property
- Current and future projected resources
- The Level of Service identified for the park

PICNIC SHELTERS

Shelters will have staples and tacks removed two times per year. They shall be pressured washed a minimum of twice a year, with spot cleaning of the floors and tables at least once a week during peak season. Shelters will be painted every 2-3 years, when paint is visibly peeling or cracking. Charcoal disposal containers will be provided at parks that have permeate charcoal grills. The grills and charcoal disposal containers will be checked regularly for disposal.

Shelter reservation signs will be continuously updated as needed at designated locations. They will be provided by the Administrative Assistant to the Field Supervisor or Lead to be distributed to the shelters. When the week's reservations are updated, the former sign will be removed from the shelter.

PLAYGROUND INSPECTION, REPAIR AND REPLACEMENT

Playgrounds will be inspected as depicted in the Playground Inspection Matrix. The inspection types, High Frequency (frequent and routine) and Low Frequency (occasional and thorough that cover wear, tear and mechanical issues) are determined based on the age of the structure, type of material, and the amount of use. Inspections shall be reviewed by a supervisor. Playground repairs will be completed by following the latest ASTM and CPSC guidelines.

Repairs and preventative maintenance shall occur as soon as practical after the need is discovered. If a repair cannot happen immediately and poses a safety concern, the component will be closed to the public until repairs can be made. Signage and public notification should occur when closing a playground component for a reasonably extended period.

TRAILS

Trails surfacing material varies and may consist of compact dirt, gravel, asphalt, cement, or other materials, and will be determined based on the intended use, location, and cost of installation and maintenance. Trails are regularly maintained to remove loose debris and keep vegetation cut back. They are inspected once per year and receive additional inspections after major storm events or when public concerns are received. All new and redeveloped trails will follow accessibility guidelines to the greatest extent practicable.

PLANT/TREE DISEASE AND PEST CONTROL

The use of chemicals, such as pre-emergent, may be used as a preventive measure to reduce the number of pests in turf and landscaped areas. When disease or pests are identified in lawn, landscaped, and wooded areas a control program may be initiated. Best known practices to control the spread of the disease or pests shall be enacted. Controls may include mechanical removal or the use of chemicals.

Regular preventive care will be scheduled based on the sites Level of Maintenance, history of disease and pest concerns, and any other factors staff identify as needed. The area will be monitored for no less than six months following the successful use of controls to assure reinfestation does not reoccur.

All employees using chemicals are trained in the proper use of the chemicals and are licensed or certified as required by Washington State. Employees using chemicals to control disease or pest will follow all state and federal laws and guidelines. All directions on chemical labels will be followed.

PARKING LOTS

Parking lots shall be patrolled for litter regularly. Gates will be washed and cleaned a minimum of once a year. If a parking lot has painted lines, they will be inspected annually and repainted when lines appear to be faded. Parking lots should be blown throughout the year to prevent debris from piling up.

There may be occasions where public parking areas will need to be closed for events. In these cases, the event organizer must request this in their event application. For closure of parking lots, the Department will follow closure procedures.

FENCES

Fences are used for various areas and purposes. Although other options are available, these fence types listed below are generally preferred.

- Two rail hand split cedar split rail fencing for areas where a decorative barrier is needed to keep park users out of areas, such as flower beds and NGPAs.
- Six-foot high black chain-link fencing for areas generally not open to the public, such as detention ponds or separating a walkway from a hillside.
- 10-foot high chain-link fencing is preferred to secure areas that need higher security, such as equipment storage, work zones, City vehicle lots, etc.

All fence posts shall be installed in a concrete footing. Wood fences should be stained once per year. NGPA fences will not use pressure treated posts or rails.

TRASH MANAGEMENT AND RECYCLING

When individual trash cans are provided in the park, they will have lids to help keep rainwater and wildlife out. Larger trash dumpsters will not be placed permanently in every park, but when they are they will be placed behind enclosures. For parks without dumpsters, trash bags will be removed and transported to central locations for final disposal.

Recycling will occur in locations where practical. Rentable facilities, such as The Mill, as well as the main Parks Department shop, have a recycling bin which is separate from the trash dumpster. Recycling will be encouraged at events by placing easy to identifiable receptacles for recycling collection.

BENCHES AND TABLES

A variety of benches and tables are used throughout the park system. A variety of tables and chairs should be used to accommodate park users with different abilities, including benches with backs and no backs, arms and no arms. When new tables and benches are added to parks, the guidelines listed below should be followed.

- For areas with power lines, natural areas, pocket parks and trails, pressure treated wood with metal legs and braces are preferred.
- For parks categorized as a Level 1 or 2, there are two preferences for table types.

- Metal tables coated with thermoplastic, black in color.
- A mix of wood with metal support material.
- Full concrete pads should be used under tables and chairs when placed on grass. Concrete pads help create an accessible environment, as well as reduce time with routine grounds keeping.
- When tables and benches are placed on top of a surface and are not permanently installed, they should be chained to a tree, a permanent ground stake, or another item to prevent them from moving too far from the intended use area.

BEACHES AND SWIM AREAS

Swim areas will be marked with buoy lines to create a visual line that swimmers should not pass. Motorized and non-motorized boats are not allowed in swim areas. Additional buoys will be placed 100 feet from the swim lines to designate a vessel restricted area.

Public beach areas will be combed for debris at least one time per week in the low season, and daily during the peak season. After significant weather events beaches will be assessed for erosion and beach-wrack.

Public beach and swim areas have a life ring installed for emergency use. It is posted that these areas are not monitored by lifeguards and use is at one's own personal risk. Rules signs are posted at all public beaches, some signs may include pictographs of restricted activities.

SIGNAGE

An entry sign displaying the park name, as well as a standard park rule sign, will be installed near the entry of all Level 1 and some Level 2 and 3 park locations. The entry sign will be designed as depicted in the City's Beautification Plan. Rule signs will be on a blue background and be made of reflective material so it can be viewed at all hours of the day. All signposts will be set into concrete, and wooden posts will be pressure treated, to prevent rotting. Signs will be replaced if they have outdated information, become hard to read, or are damaged.

Inventory of Parks

The park inventory includes developed parks, natural areas and trails that are both owned and/or maintained by the City of Lake Stevens Parks and Recreation Department.

The following locations are managed by the Parks and Recreation Department.

Park Name	Address	Level 1	Level 2	Level 3	Level 4
20th Street Ballfields	8629 20th St SE		X		
Catherine Creek	12708 20th St NE			X	
Catherine Drive	Through Neighborhood			X	
Cedarwood	10116 5th Pl SE			X	
Centennial Woods	Next to 1803 131 Dr NE				X
Crossings at Catherine Creek	Across 2902 127th Ave NE		X		
Davies Beach	20 S. Davies Rd.	X			

Eagle Ridge	2420 Soper Hill Rd.			X	
Frontier Heights	8801 Frontier Circle	X			
Lake Pointe	Near 12103 9th Pl NE				X
Lundeen Park	10020 Lundeen Pkwy	X			
Mandolin Court	Next to 3104 Mandolin Ct		X		
North Lakeshore Swim Beach	11909 N. Shore Dr		X		
North Cove Boat Launch	17th Pl NE and 124th Ave NE	X			
North Cove Park	1806 Main St	X			
Oak Hill	10300 33rd St NE	X			
South Lake Stevens Rd	S. Lake Stevens Rd & Machias Cutoff to S. Lake Stevens Rd & 20th St SE			X	
Sunset Beach	410 E. Lake Stevens Rd		X		
The Reserve (Trails)	Through Neighborhood			X	
Timberlake	Across 13027 12th Pl NE		X		
Valor Path	Behind Highschool, 116th Ave NE			X	

The following locations are owned by city and are properties that are open to the public but are managed by other organizations. At these locations, the Department periodically checks on them, and responds to any comments submitted by the public. The Department is not responsible for landscaping or providing trash cans but does perform routine playground safety inspections and will work with HOA's on playground safety.

Park Name	Address	Level 1	Level 2	Level 3	Level 4
Baker Vista	Across from 3315 116th Ave NE		X		
Bonneville Field	1530 N. Machias Rd	X			
Bryce Park	Next to 3403 Bryce Dr		X		
Cedar Road	Next to 10827 29th St NE			X	
Greenwood Village 1	Next to 502 125th Ave NE		X		
Greenwood Village 2	Next to 12305 4th St NE		X		
Lake View Park	Next to 10548 Meridian Pl NE		X		
Summer Hill Estates	Next to 11318 36th St NE		X		
The Reserve 2	Next to 12425 10th St NE		X		
The Reserve 3	Next to 603 125th Ave NE		X		
Woodland Hills	Next to 8202 16th St SE		X		

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/8/2024

Subject: Parks Update

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion

SUMMARY/BACKGROUND:

Parks Update
January 2024

The Park Ranger position will be recruited for in the first quarter.

Future uniforms for parks crew will be rolled out this year. These new uniforms will reflect the blue used for the City of Lake Stevens logo.

Staff is working on a request for proposals for a new Lundeen concessionaire. If you know of someone that may be interested, the request will be distributed in the first quarter.

Capital Projects:

- Design is almost complete for Frontier Heights Park.
- Davies Beach mitigation plantings are in as part of the low float dock project.
- Eagle Ridge consultant selection is complete, and the team will begin design work soon.
- A life ring was installed at Sunset Beach

- A new bench was installed in Frontier Heights Park.

Events, Recreation & Culture:

- Winterfest and Harvestfest were very successful. Staff held a debrief and is working on improvements for next year.
- The upcoming events list for 2024 will be coming soon.

Economic Study

The National Park and Recreation Association (NRPA) and the Center for Regional Analysis at George Mason University partnered to create the Economic Impact of Local Parks Report. This report details the economic impact of local park and recreation agencies in each state. Nationwide, the local parks and recreation industry brought \$201.4 billion in economic and 1,065,832 jobs.

Washington State was ranked #8 of 50 and had an economic impact of over \$5 billion and 23,475 jobs. The report covers 2022. You can access the full report at [The Economic Impact of Local Parks | Research | National Recreation and Park Association \(nrpa.org\)](https://www.nrpa.org/research/economic-impact-of-local-parks).





Davies Beach plantings

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None