

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.*

May 9, 2022 - 6:00 PM

HYBRID MEETING – VIA ZOOM and IN PERSON

Virtually - Join Zoom Meeting: <https://us02web.zoom.us/j/86189740874>

or call in at 253-215-8782 Meeting ID: 861-897-40874

In Person - The Mill, Sawyers Room, 1808 Main Street, Lake Stevens.

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Approval of April 11, 2022 Meeting Minutes
 - B. Plaque and Memorial Policy Jill Meis
- 5. Discussion Items**
 - A. Parks Update Jill Meis
- 6. Board Member Reports**
- 7. Council Report**
- 8. Upcoming Agenda Items**
- 9. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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

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

Virtual Meeting
Lake Stevens, WA 98258

Monday April 11, 2022

CALL TO ORDER: 6:04 PM by Chris Jones

MEMBERS PRESENT: Roger Schollengerger, Tina Decker, Carl Johnson, Marlene Sweet, Bryan Heigert, & Colton Whitworth joined at 6:08

MEMBERS ABSENT: Susan Green, excused

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

GUESTS:

GUEST BUSINESS:

ACTION ITEMS:

Roger Schollengerger moved to approve Susan Green's absence. Carl Johnson seconded the motion. The motion carried (6-0-0-1)

- 1.) **Approve February and March Meeting Minutes:** Carl Johnson moved to approve the minutes. Marlene Sweet seconded the motion. The motion carried (6-0-0-1)
- 2.) **Approve Park Board Chair:** Tina Decker volunteered as Chairperson. Roger Schollengerger motioned to approve. Carl Johnson seconded the motion. The motion carried (6-0-0-1)
- 3.) **Approve Plaque and Memorial Policy:** Jill Meis discussed revisions made to the policy with the input received from the Park Board to outline items and list furnishings. This can be found on page 2 of the policy, where single plaque prescriptive sizes are defined as well. Member Schollengerger inquired about the peace poles and how long they will last. Coordinator Meis shared examples and stated the poles will be designed for the local climate. Director Russ Wright suggested peace poles be tabled until next meeting to think about materials and design. Member Johnson motioned to move revisiting peace poles at next meeting. Roger Schollengerger seconded the motion. The motion carried (6-0-0-1). No objection from the Board on policy verbiage currently.

DISCUSSION ITEMS:

1. Parks Update

- North Cove- Additional signage has been added that indicates target group for playground and rules defining what is acceptable. Staff met with Youth Advisory Council to better understand youth needs at North Cove. Director Russ Wright added the Parks Division met with Public Works, and the Police Department to develop a strategy to correct behaviors including a maintenance routine and enforcement. Staff is looking at opportunities to provide different age groups to be inclusive. The Youth Advisory Committee suggested an outdoor ping pong table and small skate park by old bridge deck. Tina Decker suggested multiple ping pong tables in the City. Examples were provided and members discussed permanent tables vs. non-permanent with a checkout system. Colton Whitworth inquired on ping pong table costs. Jill Meis provided cost for steel table at \$3600 before taxes and shipping. Further discussion included existing teen center at the Boys and Girls Club and Cedarwood geared towards youth.
- Eagle Ridge Park- Staff will begin cultural resource survey with design phase to be completed in 2022 and construction to begin in 2023.
- Cedarwood Community Center– Staff is working with a firm to develop as-builts and assess structure for second floor.
- Sunset Park- Staff is wrapping up contract with consultant with park planning work beginning soon. Public outreach will take place after information of structural needs and shoreline stabilization is received.
- Centennial Woods Park- Staff met with Puget Sound Energy to discuss adjacent parcel. PSE is meeting with their staff to provide next steps.
- Trailmaster Program- Staff is working through acquisitions of the easements.
- Frontier Heights- Staff is preparing an RCO application grant request to develop pickle ball courts and multi-use synthetic court.
- Spring Sprints Regatta- April 23-24th. North Cove Boat Launch will be closed until Sunday at 5pm.
- Lions Club Fishing Derby- May 21st at North Cove
- Lake Stevens Bands- June 4th, the Lake Stevens Arts and Parks Foundation will host the LS School District bands
- Health and Wellness Fair- June 26th at North Cove Park
- 4th of July: Lake Stevens Chamber of Commerce will host celebration at North Cove
- Farmers Market: will return on Wednesdays from 3-7pm starting June 1st and will continue through Aquafest
- Aquafest: will return downtown July 26-31st! Volunteers are needed.
- Theater in the Park: August 7th and August 14th at Eagle Ridge Park and will include Midsummer Night's Dream and Who Stole the Queen of Hearts' Tarts.

Board Member Reports: Tina Decker reported Arts and Parks Foundation is still working on splash pad, market street mural, and interpretive plaques. Annual Scholarship is going out to High School art classes asking youth to make a poster for one of the parks. Foundation is also working on a grant from Snohomish County Parks for the band festival

and interpretive plaques. Bryan Heigert visited Lake Tahoe over spring break and noticed BBQs placed in parks and suggest Lake Stevens consider adding a few. Jill Meis informed the board that BBQs are on order for North Cove and will be installed once received. Colton Whitworth mentioned WA Recreation & Park Association conference is this week and he will be a speaker. Bryan Heigert added Lord Hill Park is removing the mountain bike trails and would like to see some in Lake Stevens. Roger Schollengerger suggested old dump site. Russ Wright explained this is currently under review and other locations are being considered.

Upcoming Agenda Items:

- 1) Peace Poles

ADJOURN:

Carl Johnson moved to adjourn. Marlene Sweet seconded. The meeting adjourned at 6:46 pm. The motion carried (6-0-0-1)

Clerk, Parks & Recreation Planning Board

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 5/9/2022

Subject: Plaque and Memorial Policy

Contact Person/Department: Jill Meis, Community Development

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Plaque and Memorial Policy

SUMMARY/BACKGROUND:

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

At the February meeting, staff received feedback regarding the sizes of the plaques on park furnishings. At the April meeting, staff was requested to bring back examples of a peace pole. A **Peace pole** is a monument that displays the message "May Peace Prevail on Earth" in the language of the country where it has been placed, and usually 3 to 13 additional translations. Staff have provided images of peace poles from Spokane and Indiana for the board's consideration. Each peace pole will be reviewed for appropriateness of placement by the Director.

APPLICABLE CITY POLICIES:

Plaque and Memorial policy

ATTACHMENTS:

2022

1. IndianaP5090060
2. Spokane_Finch_Arboretum_Peace_Pole_20071027
3. Draft Plaque and Memorial Policy





By Mark Wagner (User:Carnildo) - Own work, CC BY 2.5, <https://commons.wikimedia.org/w/index.php?curid=9842714>



POLICY FOR PLACING MEMORIALS IN CITY PAKS AND PUBLIC SPACE

INTENT:

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

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

CRITERIA:

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

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

OPTIONS:

1. Plaques - Specific areas within public parks and open space areas may be established for the grouped display of memorial plaques involving seating walls, raised planter walls, fences, a defined area on a building wall, contemplative garden paths, etc. The appropriate size and material of the plaques will be specified by the Director. For single plaques will be a maximum of 14 inches x 18 inches. Event memorial size will be decided by the Director on a case by case basis depending on location.
2. Trees - Tree selection and planting locations will be chosen based on species, topography, soil condition, light exposure, mature plant size, maintenance requirements, and appropriateness for placement; and will be mutually agreed upon by the applicant and the City. The City does not guarantee the memorial tree's viability and as such, recommend several trees are planted when possible.
3. Other – Unique memorials in key locations may be considered for applications that represent broader community values; that meet the intent and criteria of this policy; that provide a public benefit; and that include a maintenance program acceptable to the City.
 - a. Park Furnishings – Memorial text may be included on a park furnishing that is donated by an applicant or subsequently dedicated. Plaques for park furnishings shall be 6.78 X 2.75 inches. Furnishings include benches, picnic tables, trash receptacles, recreational equipment, etc.
 - b. Peace Poles – A limited number of individual peace poles may be allowed in public parks as deemed appropriate by the City. Small plaques containing memorial text may be attached to the raised footing of the pole.

APPLICATION AND APPROVAL PROCESS:

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

Note: This policy does not contemplate temporary roadside memorials

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 5/9/2022

Subject: Parks Update

Contact Person/Department: Jill Meis, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

N/A

SUMMARY/BACKGROUND:

Parks Update

May 2022

North Cove: Staff has been working with youth organizations to offer alternative recreation to help engage youth that frequent the park.

Davies Beach: The police and fire boats will be relocated to this site at the end of the fixed pier. The floating docks on either side of the launch will be replaced this summer.

Eagle Ridge Park: The cultural resources survey was completed in the last week of April, staff will share the findings when the report has been submitted to the city.

Cedarwood Community Center: The structural engineering firm is under contract and the work will be completed in approximately two months.

Sunset Park: The kickoff meeting for the park design was held last week. Staff will be looking to schedule the first public outreach open house at the July Park Board meeting.

Centennial Woods: Staff will be meeting with the real estate team at PSE to possibly acquire the use of the additional parcel for the pump track.

Trail Master Program: Staff is working through the acquisition of easements to construct phase I of the Trails Master Plan along the utility corridor adjacent to 20th Street Ballfields. Several more homeowners have signed an easement document for the trail. The city has moved forward with drafting the lawsuit for condemnation.

Events, Recreation & Culture:

- The Lions Club Fishing Derby will be on May 21, 2022, at North Cove.
- On June 4, 2022 the Lake Stevens Arts and Parks Foundation will host the Lake Stevens School District bands for a showcase of student talent.
- On June 26, 2022 the Health and Wellness Fair will be held at North Cove Park.
- The Lake Stevens Chamber of Commerce is planning a 4th of July celebration at North Cove Park.
- The Farmers Market will return on Wednesdays starting on June 1 and will continue through August.
- Aquafest will return to Downtown July 26-31, 2022.
- Theater in the Park will return to Eagle Ridge Park on August 7 and August 14 at 4pm. The performances will be A Midsummer Night's Dream and Who Stole the Queen of Hearts' Tarts.

**APPLICABLE CITY POLICIES:**

ATTACHMENTS:

None