

# PARKS & RECREATION PLANNING BOARD MEETING AGENDA



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## *City of Lake Stevens Vision Statement*

*We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.*

July 13, 2026 - 6:00 PM

**Hybrid: In-person or Zoom**

**Join Zoom Meeting: [Zoom Meeting Link](#)**

**Meeting ID: 85686030289 | Passcode: 772001**

- 1. Call to Order**
- 2. Roll Call**
- 3. Oath of Office**
  - A. Swear in new board members
- 4. Guest Business**
- 5. Action Items**
  - A. Approve May 11, 2026 Minutes
- 6. Discussion Items**
  - A. July 2026 Parks Department Update Report Jill Meis
  - B. Annual Work Plan - Park Visitation Discussion
  - C. North Cove Boat Launch Docks Jill Meis
  - D. Athletic Field and Court Rental and Use Policy Sarah Garceau
- 7. Board Member Reports**
- 8. Council Report**
- 9. Upcoming Agenda Items**
- 10. 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, 48 hours prior to this council meeting 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 MINUTES



**Hybrid: Zoom & In-person**  
**The Mill, Sawyer Room, 1808 Main St**  
Lake Stevens, WA 98258  
Monday, May 11, 2026

**CALL TO ORDER:** 6:03 PM Tina Decker

**MEMBERS PRESENT:** Amelia Dickson, Callie Alexander, Dawn Williams, Jennifer Gosselin, Tina Decker, Anji Jorstad-Council Liaison, Tosha Edwards-Council Liaison

**MEMBERS ABSENT:** Bryan Heigert, Carl Johnson

**STAFF PRESENT:** Sarah Garceau-Parks & Rec Director, Jill Meis-Parks Coordinator; Jaclyn Lewandowski-Admin Assistant/Clerk

### **OATH OF OFFICE**

New Park board members signed the Oath of Office paperwork, will be sworn in by City Clerks on July 13, 2026.

### **GUEST BUSINESS:**

None

### **ACTION ITEMS:**

**Minutes:** Motion for minutes approval by Callie Alexander; Jennifer Gosselin seconded. The motion passed: 5-0-0-2.

### **DISCUSSION ITEMS:**

#### **1. Introduction by new Park Board members**

Amelia Dickson and Callie Alexander gave an overview of their background and reason for joining Park Board. Current board members introduced themselves.

#### **2. Annual Work Program**

Goal for this meeting was to visit Catherine Drive Trail and Bayview Trail. Park Board members gave overview of their experience, giving feedback on what they noticed at each location and possible improvements. Park board members picked Timberlake Park and Valor Path for the next visits.

#### **3. Bayview 60% Design Review**

Jill Meis provided an overview of the whole project, showed the section of trail that has been completed, and explained where the 60% design of the next section being worked on is located. Anji Jorstad discussed recent trip to Washington DC giving insight into

their stance for supporting trails and the feedback on what we need to do to obtain grants.

#### **4. May 2026 Department Update Report**

- Lundeen Park – A request for proposals was issued for Lundeen Park and a self-serve kiosk rental service will be installed. The kiosk will provide paddle boards, single and tandem kayaks as well as life vest and whistles at an hourly or daily rate.
- North Cove Park – The Lake Stevens Chamber of Commerce will host 2026 farmer's market. Will be on Tuesdays from 3:00pm-7:00pm
- North Cove Marina – Design consultants created a conceptual design for the new docks at the boat launch. An open house inviting the public to give input on the design occurred on March 25<sup>th</sup> and a survey was sent out through social media for feedback on the design. City Council authorized Davies beach for the first responder dock at the April 28<sup>th</sup> meeting.

#### **Recreation & Events:**

- The Great Egg Hunt had approximately 2,500 people to hunt roughly 17,500 eggs.
- Movies in the Park- roughly 116 people voted for Finding Nemo and The Incredibles. Movies taking place in August.
- Community classes can be found on the Parks website and available for online registration.

#### **Upcoming Events:**

- Farmers market returns to North Cove Park on Tuesdays starting June 2, 2026.
- Community garage sale June 6<sup>th</sup> and 7<sup>th</sup>, register online if you want identify your house as participating.
- The Police will host National Night Out on Aug 4<sup>th</sup>.
- Movies in Park, Friday Aug 7<sup>th</sup> & Friday Aug 21<sup>st</sup>.

#### **COUNCIL MEMBER REPORT:**

**Anji Jorstad:** Applications for Mayor position closed, 8 people applied.

**Tosha Edwards:** Agreed about what was learned and feedback Council learned while in Washington DC. Appreciates the detailed feedback on the park locations.

#### **BOARD MEMBER REPORT:**

**Dawn Williams:** Asked Chamber of Commerce if they would have a kids day at farmers market, they confirmed that they will have a kids day for farmers market.

**Amelia Dickson:** Nothing today.

**Callie Alexander:** Nothing today.

**Jennifer Gosselin:** Would like to explore effective communication to the community, finding new ways to expand how Parks markets. Sarah Garceau will work with our internal marketing person and Jennifer to initiate first steps.

**Tina Decker:** Would like to learn more about CitizenVue App and the Park app. Sarah Garceau will check in with IT Team for next steps.

#### **ADJOURN:**

Amelia Dickson motioned to adjourn; Callie Alexander seconded. Motion passed: 5-0-0-2. The meeting adjourned at 7:01pm.

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 7/13/2026

**Subject:** July 2026 Parks Department Update Report

**Contact Person/Department:** Jill Meis, Parks Department

**Budget Impact:**

**Legal Review:** No

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

For discussion

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## **SUMMARY/BACKGROUND:**

### **July 2026 Parks Department Report**

A mandatory, in-person training for all board and commission members on **Monday July 27, 2026 4:30-6:30 p.m.** During this session, you'll receive hardware that enables secure access to the city's network and city-based email account for public business which will be issued to you during the training.

This step is required to streamline our **compliance** with Washington State's Records Management requirements. This requires 100% compliance from all board and commission members. The training will be open house style—drop in at your convenience, spend 15–30 minutes, and staff will help you get set up and comfortable with the process. Please bring the personal device you currently use to access meeting packets and information (such as an iPad, laptop, or phone) to test your new hardware.

### **Changes**

- Additional picnic shelters are now reservable at Oak Hill Parks and after construction is completed, Frontier Heights. Basketball courts are now reservable at Lundeen, Cavalero and Oak Hill. Reservations are taken using the online reservation system on the website.

- The skate park elements at North Cove have reached the end of their useful life and were removed. The community was surveyed and basketball emerged as a preferred recreation feature. Staff will be installing a basketball hoop.

## Events

- The Farmers Market continues on Tuesdays through August.
- Lake Stevens Police Department will host National Night Out on Tuesday, August 4th at Trestle Station.
- Movies in the Park at Lundeen Park will begin on August 7 at 8:45pm showing Finding Nemo. The Incredibles will wrap up the movies this year on August 21 at 8:15pm
- Pops with Cops will be in the parks over the summer. The schedule includes North Cove Park on July 21 and August 27 and Lundeen Park on August 11 from 1-3pm.
- Several camps and summer activities are available in the T.R.A.I.L.S. activity guide available on the website.

## Capital Projects

- Cedarwood Recreation Area design is moving forward with cultural resources and survey. These elements are needed in order to get to a 30% design. An open house will be scheduled once the renderings are drafted and ready for public input.
- Frontier Heights construction has resumed and the field grading and sensory garden border is underway.
- Davies Pier resurfacing work should begin by August; the bid closing is July 30th.

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## APPLICABLE CITY POLICIES:

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## ATTACHMENTS:

None

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 7/13/2026

**Subject:** Annual Work Plan - Park Visitation Discussion

**Contact Person/Department:** , Parks Department

**Budget Impact:**

**Legal Review:** No

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**RECOMMENDATION(S)/ACTION REQUESTED:**

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**SUMMARY/BACKGROUND:**

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**APPLICABLE CITY POLICIES:**

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**ATTACHMENTS:**

None

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 7/13/2026

**Subject:** North Cove Boat Launch Docks

**Contact Person/Department:** Jill Meis, Parks Department

**Budget Impact:** N/A

**Legal Review:** No

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

Review and provide input on the 30% design of the docks located at North Cove.

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## **SUMMARY/BACKGROUND:**

The City has collaborated with consultants to develop plans for new day-use moorage docks adjacent to the boat launch at North Cove. Initial stakeholder and community engagement has occurred, including two open houses that allowed participants to provide feedback and review conceptual designs. Following these events, surveys were distributed to gather additional input from the community. The feedback collected was subsequently incorporated into a 30% design phase.

As a result of outreach and community involvement, several modifications have been made, notably regarding the first responder section of the dock. After thorough evaluation of both first responder requirements and residents' recreational interests, the City is issued an announce that police and fire docking operations will be relocated to the existing docks at Davies Beach.

The 30% design documents are now available for review and comment by the Park Board. Full design document can be found on our capital project page, [North Cove 30% Design Page](#).

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## **APPLICABLE CITY POLICIES:**

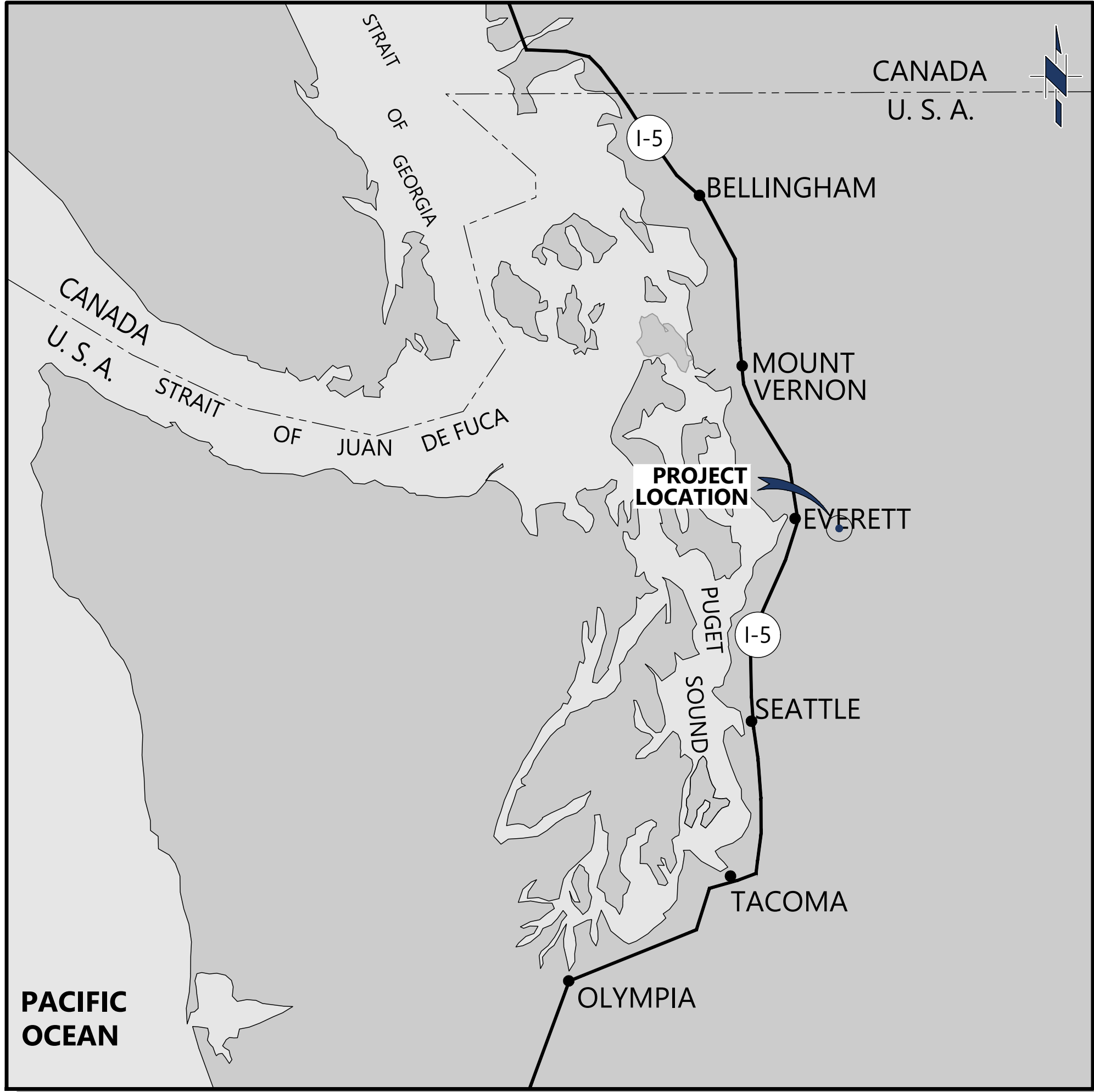
**ATTACHMENTS:**

1. North Cove Day Use Moorage- 30% Design Drawings-Facet

# NORTH COVE DAY USE MOORAGE - PHASE 0

12301 17TH PL NE, LAKE STEVENS, WA 98258

## 30% DESIGN - MAY 2026



## VICINITY MAP

NTS

**MAYOR**  
**VACANT**

**PUBLIC WORKS DIRECTOR**  
**AARON HALVERSON**

**CITY ADMINISTRATOR**  
**GENE BRAZEL**

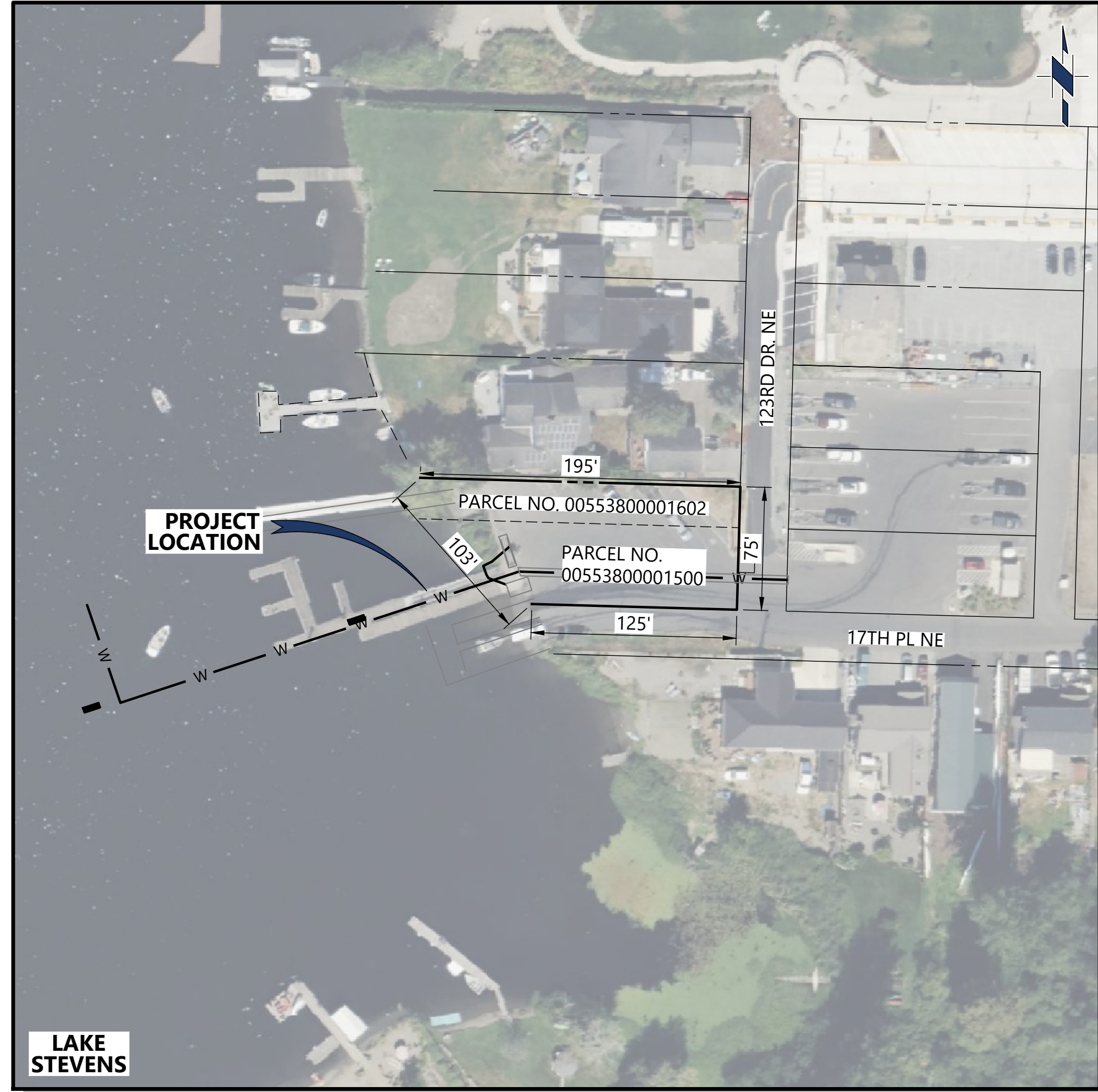
## CITY COUNCIL MEMBERS

**SABINA ARAYA  
BRIAN MCMANUS  
RYAN DONOGHUE  
KYMM SHIPMAN  
ANJI JORSTAD  
TOSHA EDWARDS  
NATHAN PACKARD**

## PROJECT ADDRESS

## NORTH COVE BOAT LAUNCH

12301 17TH PL NE, LAKE STEVENS, WA 98528



## PROJECT LOCATION

NTS

**CALL 811  
2 BUSINESS DAYS  
BEFORE YOU DIG**  
(UTILITY LOCATIONS ARE APPROX.)

| # | DATE    | BY  | REVISION                  |
|---|---------|-----|---------------------------|
| 0 | 5/29/26 | DMM | ISSUED FOR PERMIT - REV 0 |
|   |         |     |                           |
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BASE MAP/TOPOGRAPHY PROVIDED BY OTHERS. FACET CANNOT BE HELD LIABLE FOR ACCURACY. CONTRACTOR SHALL FIELD VERIFY GRADES, UTILITIES, AND ALL OTHER EXISTING FEATURES AND CONDITIONS. IF CONDITIONS ARE NOT AS SHOWN AND/OR PLANS CANNOT BE CONSTRUCTED AS SHOWN, CONTACT FACET PRIOR TO CONSTRUCTION.



9706 4th Ave NE, Suite 300  
Seattle, WA 98115  
P: 206.523.0024

**PRELIMINARY**

# NORTH COVE DAY USE MOORAGE

PERMITTING  
12301 17TH PL NE, LAKE STEVENS, WA 98258

**ISSUED FOR  
PERMIT**

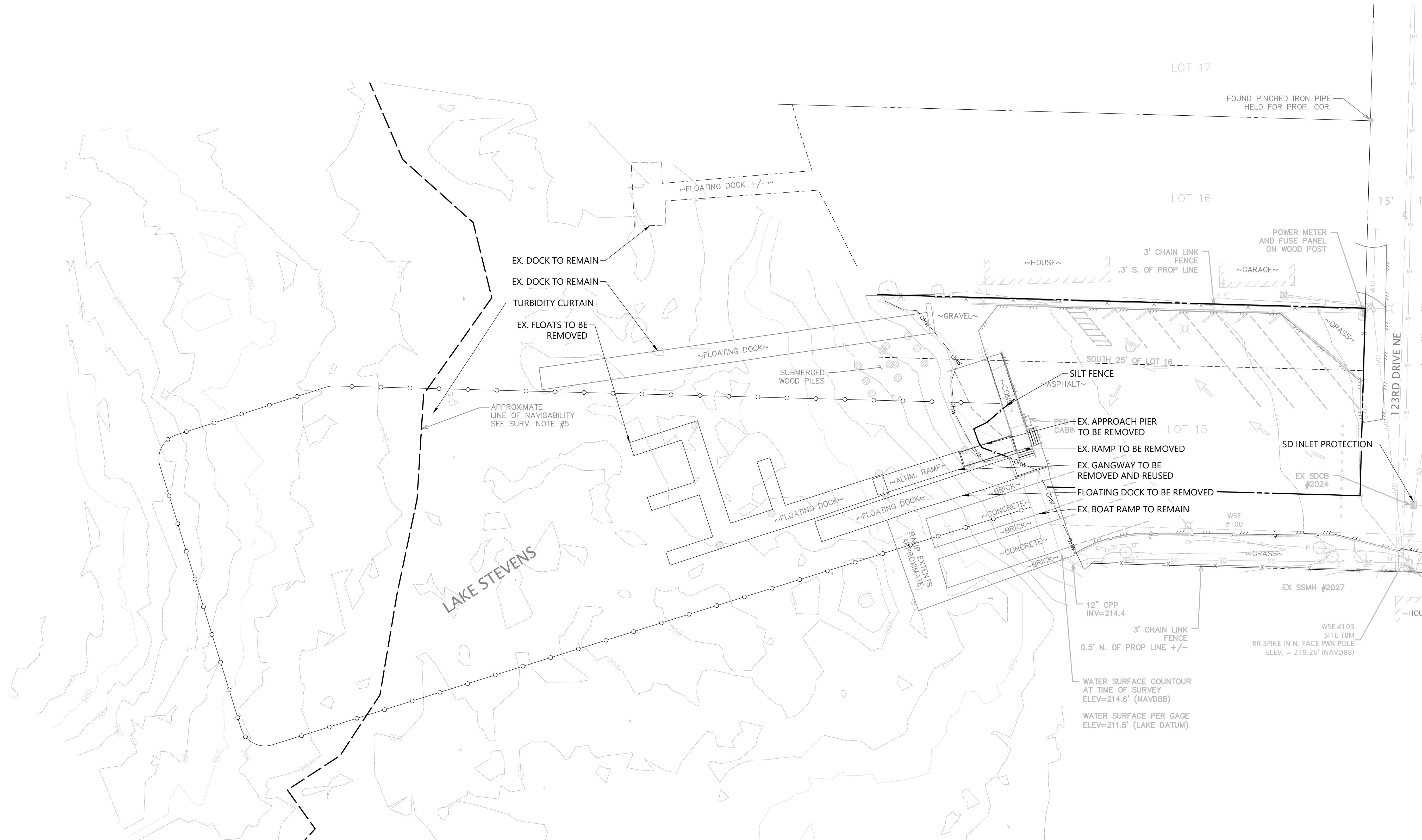
TITLE SHEET,  
VICINITY MAP,  
AND PROJECT  
LOCATION MAP

**DATE:** MAY. 2026

**PLAN NUMBER:**

G1.01

**SHEET:** 1 OF 20



# NORTH COVE BOAT LAUNCH DEMOLITION SITE PLAN



**CALL 811  
2 BUSINESS DAYS  
BEFORE YOU DIG**  
(UTILITY LOCATIONS ARE APPROX.)

| # | DATE    | BY  | REVISION                  |
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**FACET**  
www.facetnw.com

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SEATTLE | KIRKLAND | MOUNT KERNON | WHIDDEY ISLAND | FEDERAL WAY | SPOKANE

**PRELIMINARY**

**NORTH COVE DAY USE  
MOORAGE**  
PERMITTING  
12301 17TH PL NE, LAKE STEVENS, WA 98258

**ISSUED FOR  
PERMIT**

# DEMOLITION SITE PLAN

DATE: MAY. 2026

**PLAN NUMBER:**

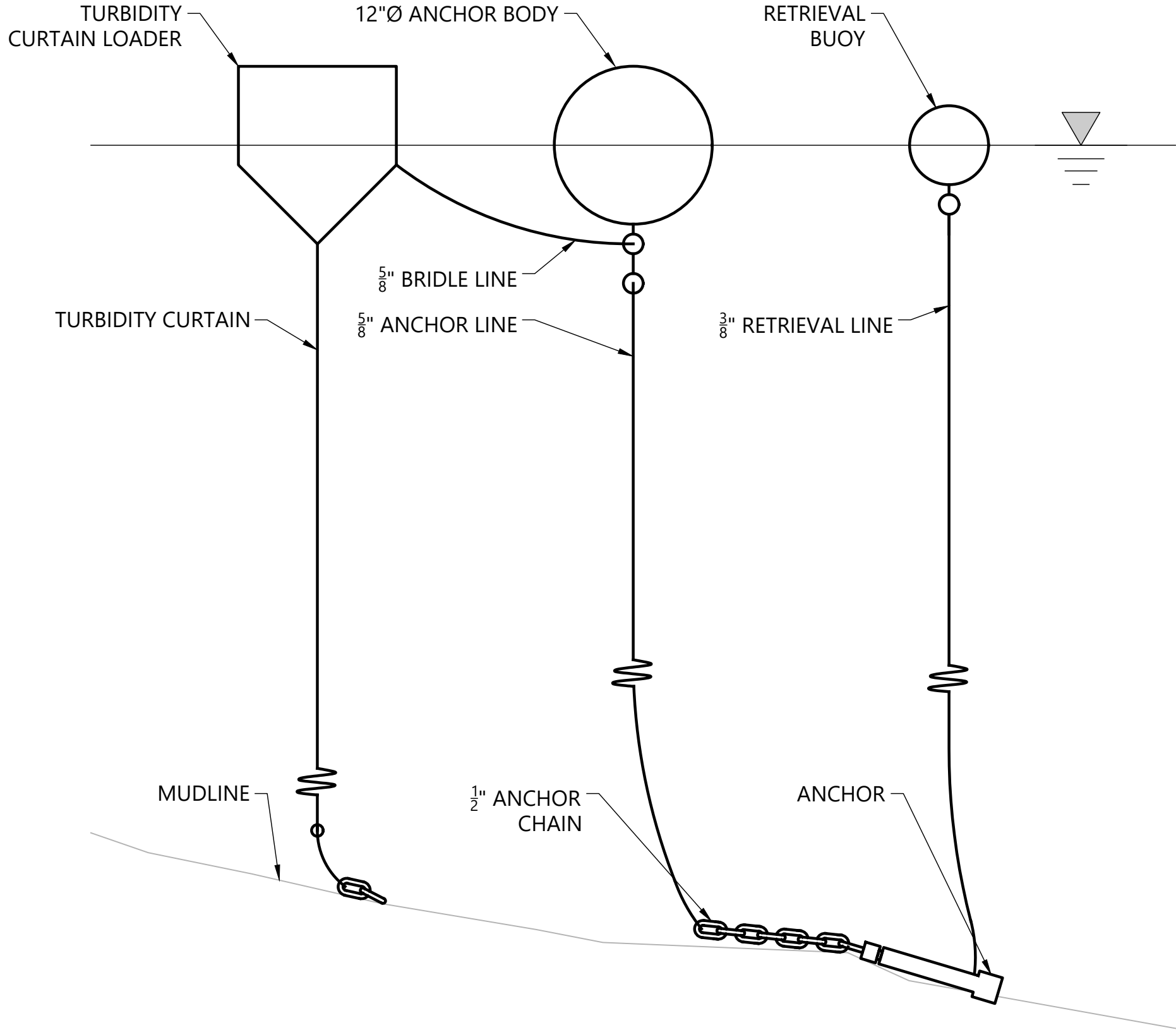
G1.04

**SHEET:** 4 OF 20

5/29/26 - RONNIEBRYANT - Z:\SHARED\PROJECTS\ACTIVE\2025\10\25\10.0753.00\_NORTH COVE MARINA DEVELOPMENT\DRAWINGS\CAD-REV\TACTICAL\12301\_17TH PL NE - NORTH COVE DOCK REPLACEMENT - DESIGN DRAWINGS REVISION.DWG

EROSION AND SEDIMENT CONTROL NOTES

1. THE IMPLEMENTATION OF THESE TESC PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT AND UPGRADING OF THESE TESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS APPROVED.
2. THE TESC FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED PRIOR TO OR IN CONJUNCTION WITH ALL CLEARING AND GRADING SO AS TO ENSURE THAT THE TRANSPORT OF SEDIMENT TO SURFACE WATERS, DRAINAGE SYSTEMS, AND ADJACENT PROPERTIES IS MINIMIZED.
3. THE TESC FACILITIES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE TESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND MODIFIED TO ACCOUNT FOR CHANGING SITE CONDITIONS (E.G., SILT BOOM, ADDITIONAL SUMP PUMPS, RELOCATION OF DITCHES AND SILT FENCES, ETC.).
4. THE TESC FACILITIES SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED TO ENSURE CONTINUED PROPER FUNCTIONING. WRITTEN RECORDS SHALL BE KEPT OF WEEKLY REVIEWS OF THE TESC FACILITIES DURING THE WET SEASON.
5. ANY AREA NEEDING TESC MEASURES NOT REQUIRING IMMEDIATE ATTENTION SHALL BE ADDRESSED WITHIN FIFTEEN (15) DAYS.
6. THE TESC FACILITIES ON INACTIVE SITES SHALL BE INSPECTED AND MAINTAINED A MINIMUM OF ONCE A MONTH OR WITHIN FORTY-EIGHT (48) HOURS FOLLOWING A STORM EVENT.
7. THESE ARE GENERAL REQUIREMENTS, SEE SITE PLANS FOR PROJECT SPECIFIC CRITERIA AND NON APPLICABLE ELEMENTS.



**A** **TURBIDITY CURTAIN**  
T1.01 NTS

CALL 811  
2 BUSINESS DAYS  
BEFORE YOU DIG  
(UTILITY LOCATIONS ARE APPROX.)

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BASE MAP/TOPOGRAPHY PROVIDED BY OTHERS. FACET CANNOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. FIELD VERIFY GRADES, UTILITIES, AND ALL OTHER EXISTING FEATURES AND CONDITIONS. IF CONDITIONS ARE NOT AS SHOWN, AND/OR PLANS CANNOT BE CONSTRUCTED AS SHOWN, CONTACT FACET PRIOR TO CONSTRUCTION.



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PRELIMINARY

NORTH COVE DAY USE  
MOORAGE  
PERMITTING  
12301 17TH PL NE, LAKE STEVENS, WA 98258

ISSUED FOR  
PERMIT

TEMPORARY  
EROSION &  
SEDIMENT  
CONTROL DETAIL  
& NOTES

DATE: MAY, 2026

PLAN NUMBER:

T1.01

SHEET: 5 OF 20

PROJECT INFORMATION

ADDRESS: 12301 17TH PL NE, LAKE STEVENS, WA 98258  
PROJECT: DOCK REPLACEMENT  
PARCEL ID: 00553800001500 & 00553800001602  
AREA OF LOT: 0.28

HORIZONTAL DATUM:  
WASHINGTON STATE PLAN NORTH-ZONOE NAD83(2011) GRID.

VERTICAL DATUM:  
NAVD 88 PER GPS OBSERVATIONS  
SITE TEMP. BENCHMARK  
DESCRIPTION: SET NAIL W/ RED WASHER  
LOCATION: 63.6'S & 18.4'E OF THE S PROP COR  
ELEVATION: 172.54'

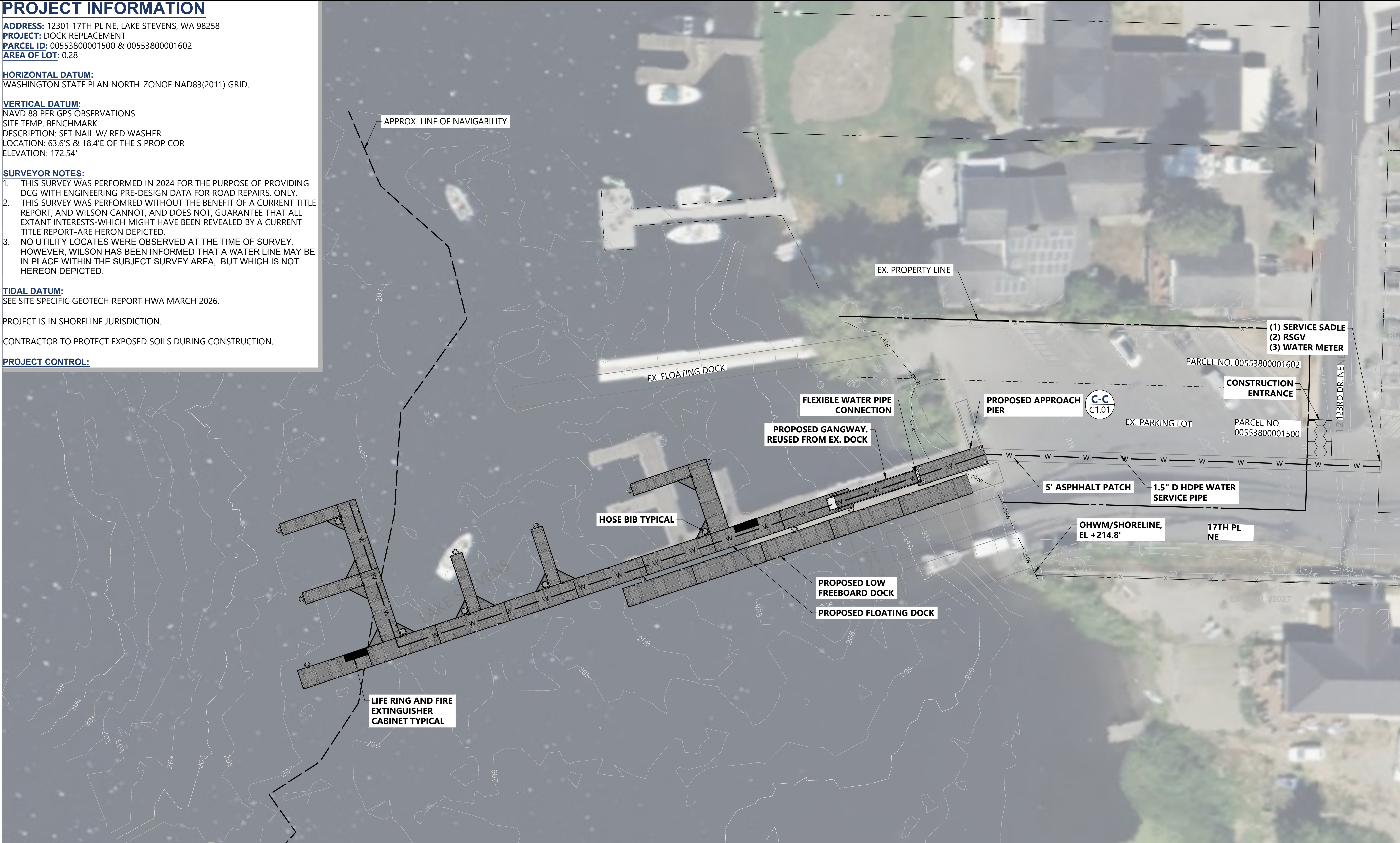
SURVEYOR NOTES:  
1. THIS SURVEY WAS PERFORMED IN 2024 FOR THE PURPOSE OF PROVIDING DCG WITH ENGINEERING PRE-DESIGN DATA FOR ROAD REPAIRS. ONLY.  
2. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT, AND WILSON CANNOT, AND DOES NOT, GUARANTEE THAT ALL EXTANT INTERESTS-WHICH MIGHT HAVE BEEN REVEALED BY A CURRENT TITLE REPORT-ARE HERON DEPICTED.  
3. NO UTILITY LOCATES WERE OBSERVED AT THE TIME OF SURVEY. HOWEVER, WILSON HAS BEEN INFORMED THAT A WATER LINE MAY BE IN PLACE WITHIN THE SUBJECT SURVEY AREA, BUT WHICH IS NOT HEREON DEPICTED.

TIDAL DATUM:  
SEE SITE SPECIFIC GEOTECH REPORT HWA MARCH 2026.

PROJECT IS IN SHORELINE JURISDICTION.

CONTRACTOR TO PROTECT EXPOSED SOILS DURING CONSTRUCTION.

PROJECT CONTROL:



NORTH COVE BOAT LAUNCH  
PROPOSED SITE PLAN



WILSON ENGINEERING SURVEY  
MARCH 20, 2026

CALL 811  
2 BUSINESS DAYS  
BEFORE YOU DIG  
(UTILITY LOCATIONS ARE APPROX.)

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BASE MAP TOPOGRAPHY PROVIDED BY OTHERS. FACET CANNOT BE HELD RESPONSIBLE FOR INACCURACIES OR OMISSIONS. FIELD VERIFY GRADES, UTILITIES AND ALL OTHER EXISTING FEATURES AND CONDITIONS. IF CONDITIONS ARE NOT AS SHOWN, AND/OR PLANS CANNOT BE CONSTRUCTED AS SHOWN, CONTACT FACET PRIOR TO CONSTRUCTION.



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PRELIMINARY

NORTH COVE DAY USE  
MOORAGE  
PERMITTING  
12301 17TH PL NE, LAKE STEVENS, WA 98258

ISSUED FOR  
PERMIT

PROPOSED  
SITE PLAN

DATE: MAY, 2026

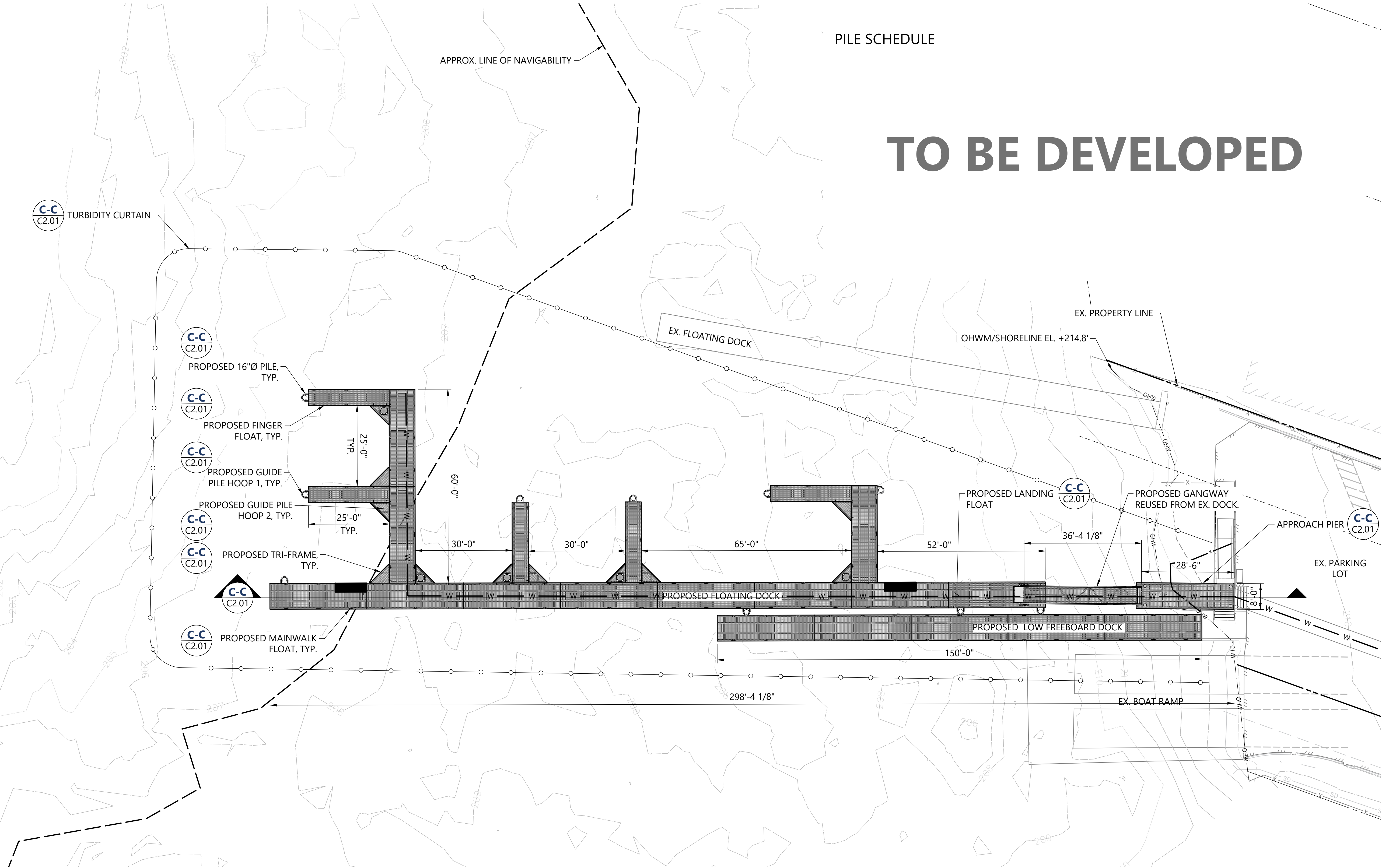
PLAN NUMBER:

C1.01

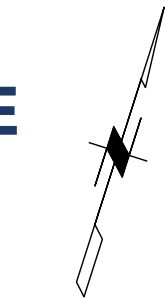
SHEET: 6 OF 20

5/29/26 - RONNIEBRYANT - Z:\SHARED\PROJECTS\ACTIVE\2025\10\25\10.0753.00 - NORTH COVE MARINA DEVELOPMENT\DRAWINGS\CAD-REV\TACT\VE\12301.17TH PL NE - NORTH COVE DOCK REPLACEMENT - DESIGN DRAWINGS REVISION.DWG

LAKE  
STEVENS



PROPOSED FLOATING  
DOCK PLAN & PILE SCHEDULE



PILE SCHEDULE

TO BE DEVELOPED

CALL 811  
2 BUSINESS DAYS  
BEFORE YOU DIG  
(UTILITY LOCATIONS ARE APPROX.)

| # | DATE    | BY  | REVISION                  |
|---|---------|-----|---------------------------|
| 0 | 5/29/26 | DMW | ISSUED FOR PERMIT - REV 0 |

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PRELIMINARY

NORTH COVE DAY USE  
MOORAGE  
PERMITTING  
12301 17TH PL NE, LAKE STEVENS, WA 98258

ISSUED FOR  
PERMIT

PROPOSED  
FLOATING DOCK  
PLAN & PILE  
SCHEDULE

DATE: MAY, 2026

PLAN NUMBER:

C2.01

SHEET: 8 OF 20

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 7/13/2026

**Subject:** Athletic Field and Court Rental and Use Policy

**Contact Person/Department:** Sarah Garceau, Parks Department

**Budget Impact:** N/A

**Legal Review:** No

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

Review and provide feedback on Athletic Field and Court Rental and Use Policy

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## **SUMMARY/BACKGROUND:**

In anticipation of the completion of the synthetic field and pickleball courts at Frontier Heights Park, staff have created a draft Athletic Field and Court Rental and Use Policy. This policy outlines requirements for scheduling and prioritization, and sets expectations for community use.

Please review and provide feedback for consideration. The Parks Department will next reach out to Lake Stevens organizations for additional feedback before finalizing the policy.

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## **APPLICABLE CITY POLICIES:**

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## **ATTACHMENTS:**

1. DRAFT Athletic Field and Court Rental and Use Policy

## Athletic Field and Court Use Policy

The City of Lake Stevens Parks and Recreation Department (hereinafter “City”) performs sports courts and fields maintenance and scheduling of these facilities to ensure equitable distribution of use, maximize use of the facilities by users, and maintain a safe environment to foster a healthy community atmosphere. Lake Stevens has prioritized users to achieve the goals of the City and community. All residents have the right to use parks and fields and the City does not discriminate in the use of city facilities on the basis of race, creed, color, national origin, citizenship or immigration status, sexual orientation, sex, honorably discharged veteran or military status, status as a mother breastfeeding her child, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability and complies with the Americans with Disabilities Act (ADA).

### **Priority categories:**

Application for reserving fields and sports courts will be made in the order or priority listed below:

1. City recreation programs provided by the Parks and Recreation Department.
2. Lake Stevens headquartered recreation youth athletic teams, which are defined as not-for-profit organizations for character building or child welfare, athletic teams serving a majority [80%] of Lake Stevens residents, and organizations concerned with public safety and public benefit to the citizens residing in Lake Stevens.
3. Not-for-profit youth athletic teams or organizations serving 25-79% of Lake Stevens residents.
4. Not-for-profit adult athletic teams with at least 50% Lake Stevens residents.
5. Certain nonprofit organizations devoted to community interest, public agencies, commissions. This classification would include, but not be limited to:
  - Aquafest • Lake Stevens Chamber of Commerce • Lake Stevens Churches •
  - Local Civic Clubs and Service Organizations • Civic or governmental
  - meetings that specifically target Lake Stevens’ community members • Lake
  - Stevens Homeowners Associations • Lake Stevens Ministerial Association •
  - Private K-12 Schools • Snohomish County PUD
6. Other organizations serving Lake Stevens residents.
7. Other organizations serving residents of Snohomish County.
8. All other organizations, groups or individuals.

If two organizations are equal in the above priority description, the Parks and Recreation Director will make the final decision for scheduling reservations.

## Applications for Reservations

Applications for reserving fields and sports courts are accepted as follows:

| Use Period          | Application – Open                 | Applications – Close                | Schedule Posted By                  |
|---------------------|------------------------------------|-------------------------------------|-------------------------------------|
| March – July        | 3 <sup>rd</sup> Monday in December | 3 <sup>rd</sup> Friday in January   | 1 <sup>st</sup> Tuesday in February |
| August – October    | 3 <sup>rd</sup> Monday in May      | 3 <sup>rd</sup> Friday in June      | 1 <sup>st</sup> Tuesday in July     |
| November - February | 3 <sup>rd</sup> Monday in August   | 3 <sup>rd</sup> Friday in September | 1 <sup>st</sup> Tuesday in October  |

After the official schedule is posted for each use period, additional reservations can be made for remaining availability through the end of the use period. Applications must be submitted a minimum of ten (10) days in advance of the requested reservation date and will be processed in the order they are submitted.

## Changes

Changes to a request or approved rental must be made by contacting the Parks Office by phone or email. Any modification or rental fees must be paid at the time the reservation is adjusted.

## Cancellations

A cancellation fee will apply to cancellations made 14 days or more before the reservation date. Cancellations made 13 days or less prior to the reservation date will forfeit all monies. The City reserves the right to cancel or revoke at any time for good cause, without liability.

## Requirements and Responsibilities

- A responsible adult is required to supervise all rentals and ensure policies, procedures and rules are followed (hereinafter “Supervisor”). The Supervisor shall assume full responsibility for the overseeing court/field use and the conduct of all attendees and participants, including the enforcement of all Park and Field/Court Use Rules.
- The Supervisor is responsible for clean-up and must leave the facility in a clean and orderly manner. Any clean-up expenses incurred by the City will be charged to the user.
- The individual and/or organization named in the agreement is responsible for all damage to City property during property use and agrees to pay for any damage.

- All organizations are required to submit proof of insurance with minimum limits of \$1 million per occurrence / \$2 million aggregate with the City of Lake Stevens listed as an additional insured.
- Presidents and or elected officers of organizations are directly responsible for informing team managers and coaches of policies regarding field usage.
- Scheduling for an organization must be coordinated through one representative of the organization.
- The City reserves the right to limit the amount of play permitted on the fields. Use of the facilities will be limited in the event of inclement weather, overuse of the fields that pose a substantial risk of damage to the fields, or maintenance. The City, at its sole discretion reserves the right to cancel any approved application whenever it is deemed in the best interest of the City or facility.
- No lighting is available for fields or courts, unless specifically specified in the description of the field/court.
- Users shall not subject the fields or courts to undue damage or create a hazard. Users shall leave the fields and courts clean and in good order. Appropriate field cleats are required.
- Incidental/unscheduled use of City property (including fields and courts) for organizations/teams is not allowed. Unorganized incidental use (pickup games, family/friend use, etc.) is allowed, as long as such use does not interfere with scheduled use or field maintenance.

### **Field Reservation Minimum**

Field reservations are per hour according to the fee schedule with a minimum of 2 hours.

### **Court Reservation Minimum**

Court reservations are per hour according to the fee schedule with a minimum of 1 hour.

### **Courts**

Pickleball courts are available at Lundeen and Frontier Heights. The court at Lundeen is open for drop-in play. Frontier Heights offers four pickleball courts for community use; two courts are reservable and two courts are available for drop-in use only.

### **Vendors and Events**

Sale/concessions at fields is permissible at City of Lake Stevens Parks with advance approval, through our Vendors at Field/Court program.

If field or court use will charge a spectator fee or use areas outside of the designated field or court areas a Special Event Permit may be required.

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