

PARKS & RECREATION PLANNING BOARD MEETING AGENDA



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.

September 14, 2026 - 6:00 PM

Hybrid: In-person or Zoom

Join Zoom Meeting: [Zoom Link](#)

Meeting ID: 86784148189 | Passcode: 420439

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Approve July 13, 2026 minutes
- 5. Discussion Items**
 - A. September 2026 Parks Department Update Report Jill Meis
 - B. Annual Work Plan - Park Visitation Discussion
 - C. Grounds Operations and Maintenance Standards - Update Sarah Garceau
 - D. Mayor Hilt Discussion on Park Projects Jill Meis
- 6. Council Report**
- 7. Board Member Reports**
- 8. Upcoming Agenda Items**
- 9. 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, July 13, 2026

CALL TO ORDER: 6:11 PM Bryan Heigert

MEMBERS PRESENT: Amelia Dickson, Bryan Heigert, Carl Johnson, Jennifer Gosselin

MEMBERS ABSENT: Callie Alexander, Dawn Williams, Tina Deker

STAFF PRESENT: Sarah Garceau-Parks & Rec Director, Jaclyn Lewandowski-Admin Assistant/Clerk

OATH OF OFFICE

New Park board members took the Oath of Office by City Clerk.

GUEST BUSINESS:

None

ACTION ITEMS:

Minutes: Motion for minutes approval by Carl Johnson; Jennifer Gosselin seconded. The motion passed: 4-0-0-3.

DISCUSSION ITEMS:

1. May 2026 Department Update Report

- Mandatory in-person training for board members, Monday July 27, 2026. Purpose is to secure access to city's network & email account.

Changes:

- Additional picnic shelters and basketball courts have been added to our reservation system.
- Skate Park elements at North Cove reached end of life and has been removed. Basketball hoop will be installed.

Events:

- Farmers Market continues on Tuesdays through August.
- Lake Stevens Police Department hosting National Night Out, Tuesday, August 4th at the Trestle Station.
- Movies in the Park at Lundeen – Finding Nemo August 7th at 8:45pm and The Incredibles August 21st at 8:15pm.
- Pops with Cops from 1:00pm-3:00pm, dates and locations:

- North Cove July 21st & Aug 27th
- Lundeen Park Aug 11th
- T.R.A.I.L.S activity guide available.
- Music in the Park starts in July for 5-weeks.

Capital Projects:

- Cedarwood Recreation Area design is moving forward. Open house will be scheduled once the draft rendering is ready.
- Frontier Heights construction has resumed.
- Davies Pier resurfacing work to begin in August.

Several HOA managed properties were recently taken back by the City. Will be maintained to meet our level of service.

2. Annual Work Plan-Park Visitation Discussion

The parks visited were Valor and Timberlake. Each Park board member gave an overview of their visit and feedback. Next two Parks to visit by next board meeting are Cavalero Hill Park and Lake Pointe.

3. North Cove Boat Launch Docks

Reviewed the 30% design of the docks and shared the changes from original dock to the new concept dock. Provided link to full design page on the Capital Project website. Board members like the new design.

4. Athletic Field and Court Rental and Use Policy

Reviewed the draft rental and use policy for athletic fields and courts. Listened and noted feedback from park board.

COUNCIL MEMBER REPORT:

No report out.

BOARD MEMBER REPORT:

Jennifer Gosselin: Worked the City Booth at Aquafest, enjoyed participating and like hearing positive feedback from the community. Good to have the A-Frames, flags, magnets, & QR codes during the event to share. Suggestion for future swag: keychains and koozies

Bryan Heigert: Recently started sitting on Arts & Park Board. Our most recent project is at Market Place & HWY 9 on the retaining wall.

Amelia Dickson: Attended the Marysville open house for Bayview Trail connecting. Lots of people attended and showed excitement about the project. Unfortunately couldn't work Aquafest but look forward to future opportunities.

Carl Johnson: All of us need give ourselves "pat on the back." Amazing how much we have been able to accomplish.

ADJOURN:

Carl Johnson motioned to adjourn; Jennifer Gosselin seconded. Motion passed: 4-0-0-3. The meeting adjourned at 7:11pm.

Clerk for Park Board Meeting

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 9/14/2026

Subject: September 2026 Parks Department Update Report

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion

SUMMARY/BACKGROUND:

September 2026 Parks Department Report

With the new City email addresses being used, we ask Park Board to check their email at least once a week.

Parks:

- In May, a rental kiosk with self-serve paddle boards and kayaks was deployed at Lundeen Park and in June the Parks Department converted the concession building to an available rental. So far this year, the revenue collected is over \$6000, surpassing last two year's total.
- Lake Stevens Parks and Recreation has a YouTube channel. You can find it by searching City of Lake Stevens Parks and Recreation, @CityofLakeStevensParksRec, or by [clicking here](#).
- The entry sign to Catherine Creek Park was repainted.
- Lake Point Park staircase was repaired, and the handrails were secured.

Capital Projects:

- North Cove Boat Launch 60% designs are included on our website, [click here](#) to view designs.

- Davies Beach Dock Resurfacing will begin on September 21 and should last approximately 30 days. The boat launch will remain open.
- Bayview Trail Phase 1 Planning has reached a 60% design and acquisition has been authorized.
- Frontier Heights Park is substantially complete. The next steps will be landscaping and completion of the sensory garden.

Events

- TRAILS Activity Guide: September edition is now live. To access the online PDF [click here](#).
- Community Garage Sale October 3 & 4 from 9am to 4pm.
- Harvest Market will return to North Cove Park on October 10 from 11am to 3pm.
- The Bull Trout Regatta will return to North Cove Park on October 25.
- HarvestFest will be October 31 at North Cove Park. The department needs volunteers in order to host this event. Please spread the word and consider volunteering at this cornerstone event.
- WinterFest is the second Saturday of the December at North Cove Park.
- Festival of Trees is November 21 at The Mill.
- The Movies in the Park was a success this year; both movies increased attendance over prior years.

Park Impact Fees

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 9/14/2026

Subject: Annual Work Plan - Park Visitation Discussion

Contact Person/Department: , Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Park Board to share their feedback about their visits.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 9/14/2026

Subject: Grounds Operations and Maintenance Standards - Update

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

The Grounds Operations and Maintenance Standards define how parks, trails and open spaces are operated and maintained. This document guides staff in keeping the properties clean, safe and functional, while also establishing clear benchmarks across the parks system. It is additionally available to the public so community members know what to expect from the Lake Stevens Parks and Recreation Department.

Each property within the Lake Stevens parks system is assigned a Level of Maintenance - Levels 1, 2, 3 and 4. The levels outline the maintenance procedures appropriate for different park types and describe the care required for each, including turf management, irrigation, vegetation care and trash services.

The Parks Board last reviewed this document on January 8, 2024, followed by City Council review on January 23, 2024. The Department is now updating the document and is requesting feedback from both the Parks Board and City Council as part of this revision process.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Operations and Maintenance Standards Update 9.2026

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 in size. The city’s first park was established circa 1960, around the same time the city was incorporation, and is known as North Lakeshore Swim Beach.

Today the Department maintains ~~over twenty~~thirty-three (233) parks and open spaces covering more than ~~one hundred thirty-one~~ninety-three (93131) acres. The parks system consists of a wide assortment of properties including neighborhood, community, 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~~serve as a major economic driver, attracting heavy use from residents and non-residents of all ages who enjoy boating, picnicking, swimming, and playing. The various trails are explored daily by individuals who want to escape into 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 are still used by children needing to climb and explore but their visits are usually shorter this time of year.

Levels of Maintenance

Four different maintenance levels have been established to determine maintenance priorities and procedures for the city parks and open spaces. The most important factor when determining what level of maintenance assigned to each location is how developed the location is and how it was designed to be used. Other consideration include: sun exposure, soil conditions, topography, pedestrian traffic, use patterns, and resources available.

These established levels of maintenance are 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’ ~~for~~ locations and designated level of maintenance.)

LEVEL 4

Passive parks and undeveloped locations, including wetlands and Native Growth Protection Areas. This level 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 need to be mowed. Tall growing grasses may receive mowing or weed eating at a frequency of every seven to thirty (7-30) days during growing season.
- 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 frequency will occur every seven to fifteen (7-15) days and based on relevant species and intended use of area during growing season. Typically, 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 up to once per year.
- Irrigation – Dependent on weather conditions and nature of relevant areas. [Artificial a](#)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 fifty percent (50%) of small areas are weed infested or when fifteen percent (15%) 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.~~ At least once a year.

LEVEL 1

Well-developed park areas with heavy recreational use.

- Turf Care – Mowing will occur on a frequency of every five to ten (5-10) days during growing season. Aeration should be done at least once annually. Overseeding or sodding at least once per year, other than in high traffic areas or high-profile areas which may require more frequent care if bare spots appear. Reseeding should occur during aeration.
- Fertilizer – Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amount and type of fertilizer depends 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. Artificial ~~Automatic~~ system is recommended to allow a pre-programmed sensor-based schedule.
- Litter Control – Minimum of once per day, seven days per week in peak seasons, and less often during the shoulder and low-off-peak season.
- 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 performed 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~~[At least once per year](#), 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 one-third 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 impacts the health of the lawn.

WATERING

Regular watering schedules are established based on historical weather patterns, needs of species, and park user patterns. Watering should be avoided during the hottest part of the day. Employees will monitor irrigated and landscaped areas to make sure that water does not overflow onto sidewalks or streets. Special care is taken to prevent excessive runoff and erosion caused by watering. [Automatic sprinkler systems that can predict weather patterns are preferred.](#) Level 3 and 4 areas would not be expected to receive regular watering unless required for a specific reason (i.e., during the establishment of a Native Growth Protection Area).

REPAIR AND RENOVATION

Turf repair and renovation will be performed to improve the aesthetics, useability, and the health of the site. Preference on the type of grass seed will be given to species already on site and native species (i.e., blue grass, ryegrass/fescue seed mix, etc.). Regular maintenance such as aeration, dethatching, leveling of bumps, fertilization, and removal of invasive species 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 departments 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 it is determined that a line of sight throughout property is needed to increase park user safety, trees may be pruned up to six (6) feet above ground level.

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 tree 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 by following the requirements in the Lake Stevens Municipal Code (LSMC) 9.60.180. Trees located within a Native Growth Protection Area will follow direction provided by the LSMC 14.88.295.

Quick removal of trees can help minimize the potential 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 site 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 and assessed 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 protecting 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 (1) week following transplanting. After one (1) 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~~ trees in place and water.
- Balled and Burlapped 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 then~~ water.
- Mechanical (Tree Spade) – When considering transplanting large trees, ~~caliper~~ 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 to 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 [automatically and](#) 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. Systems will be winterized by blowing out all lines with air. They will be de-winterized by turning on each zone individually, repairing broken sprinkler heads or water line leaks, adjusting sprays, and setting the watering schedule.

GRAFFITI AND VANDALISM

Graffiti should be covered or removed within three (3) business days unless it contains vulgar language, [threats](#) 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 [over it](#), or replacing [the](#) 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

Permanent restrooms will be regularly cleaned once per day when they are open for public use and staffing levels allow. 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 permanent restroom is vandalized or damaged, staff will make the necessary repairs [as needed in a timely manner](#). 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 by Parks staff. The portable restroom provider is scheduled to fully service toilets on a routine basis. If additional services are needed, or if 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 two (2) to three (3) years, when paint is visibly peeling or cracking. Charcoal disposal containers will be provided at parks that have permanent charcoal grills. The grills and charcoal disposal containers will be checked regularly for disposal.

Shelter reservation signs will be continuously updated and posted to ensure all park visitors know when the shelter is reserved, as needed at reservable locations. The reservation signs will be prepared by the designated Parks Administrative Staff Administrative Assistant and provided to the Field Supervisor or Lead for posting to be distributed to at the shelters. When the week's reservations are updated, the former sign will be removed from the shelter. General signage about how to rent a space or other Park happenings may be placed when there are no rentals for that period.

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 be made immediately and poses a safety concern, the component will be closed to the public until repairs can be made. Signage will be posted when a play component is closed for repairs, and Additionally public notification via the website and social media will be made if it is anticipated to be closed for more than seven days.

TRAILS

Trails surfacing materials will vary and may consist of compact dirt, gravel, asphalt, cement, or other materials. The surfacing type 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. When trees fall across approved trails, ~~they-the trail~~ will be cleared regardless of ~~the~~ park's level of service. All new and redeveloped trails will follow accessibility guidelines to the greatest extent practicable.

~~Integrated pest management~~ INTEGRATED PEST MANAGEMENT

The use of chemicals, such as pre-emergent and post-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 location's assigned 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 (6) months following the successful use of controls to ~~assure~~ensure reinfestation does not reoccur.

All herbicide products will undergo scheduled replacement on a three-year cycle to mitigate the development of weed resistance and maintain long-term treatment efficacy.~~s will be swapped out after 3 years of use to prevent weed resilience to products.~~

All employees using chemicals are trained in the proper use of the chemicals and are licensed or certified as required by Washington State or under the direct supervision of a licensed/certified employee. 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. All spraying or spreading devices will be inspected prior to applications. All applications of chemicals will be documented.

PARKING LOTS AND BOAT LAUNCHES

Parking lots shall be patrolled for litter regularly. Gates will be washed and cleaned at 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. Any surface damage is assessed and repaired as needed. Parking lots will have debris blown off throughout the year to prevent debris ~~from piling up~~accumulation.

Lake Stevens is the largest natural lake in Snohomish County, and the Parks Department recognizes the critical role that public boat launches play in supporting the City's economic activity. All public launch facilities will undergo annual inspections to assess structural integrity and operational readiness. Necessary repairs to launch surfaces and associated docks will be completed with priority given to user safety, equipment protection, and environmental stewardship. Fees collected from onsite payment machines will be processed ~~on a~~ routinely, with increased collection frequency during peak-use periods. Enforcement of illegal parking and boater operation regulations remains under the jurisdiction of the Lake Stevens Police Department.

There may be occasions when public parking areas [or boat launches](#) 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, the fence types listed below are generally preferred.

- Two (2) 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 (6') 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 (10') 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. [Non-split rail](#) ~~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 Department's main shop, will 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. ~~This includes seating options~~ [benches](#) with backs and no backs, arms and no arms, [as well as options for mobility devices](#). 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 groundskeeping.

- 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 (1) time per week in the shoulder and off-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 may will 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. Signs will be cleaned as needed with a microfiber cloth to prevent scratching.

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.

<u>Park Name</u>	<u>Address</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
<u>Baker Vista</u>	<u>3312 116th Ave NE</u>	-	-	<u>X</u>	-
<u>Bryce Park</u>	<u>3235 Bryce Dr</u>	-	-	<u>X</u>	-
<u>Catherine Creek</u>	<u>12708 20th St NE</u>	-	-	<u>X</u>	-
<u>Catherine Drive (Trail)</u>	<u>124th Ave NE & 125th Ave NE Through Neighborhood</u>	-	-	<u>X</u>	-

Cavalero Hill Park	7708 20th St SE	-	<u>X</u>	-	-
Cedar Road	10903 29th St NE	-	-	<u>X</u>	
Cedarwood	10116 5th Pl SE	-	-	<u>X</u>	
Centennial Woods	1801 131st Dr NE	-	-	-	<u>X</u>
Crossings at Catherine Creek	2905 127th Ave NE	-	<u>X</u>		-
Davies Beach	20 S. Davies Rd.	<u>X</u>	-	-	-
Eagle Ridge	2420 Soper Hill Rd.	-	-	<u>X</u>	-
Frontier Heights	8801 Frontier Circle	<u>X</u>	-	-	-
Greenwood Village – 125th Ave NE	500 125th Ave NE	-	-	<u>X</u>	-
Greenwood Village – 4th St NE	12381 4th St NE	-	<u>X</u>	-	-
Lake Pointe	915 E. Lakeshore Dr	-	-	-	<u>X</u>
Lundeen Park	10020 Lundeen Pkwy	<u>X</u>	-	-	-
Mandolin Court	3105 Mandolin Ct	-	<u>X</u>		-
North Lakeshore Swim Beach	11909 N. Shore Dr	-	<u>X</u>	-	-
North Cove Boat Launch	17th Pl NE and 124th Ave NE	-	<u>X</u>	-	-
North Cove Park	1806 Main St	<u>X</u>	-	-	-
Oak Hill	10300 33rd St NE	-	<u>X</u>	-	-
South Lake Stevens Rd	S. Lake Stevens Rd & Machias Cutoff to S. Lake Stevens Rd & 20th St SE	-	-	<u>X</u>	-
Sunset Beach	410 E. Lake Stevens Rd	-	<u>X</u>		-
Summer Hill Estates	11320 36th St NE	-	-	<u>X</u>	
The Reserve (Trails)	Between 4th St NE & 14th St NE	-	-	<u>X</u>	-
The Reserve – 10th St NE	12429 10th St NE	-	-	<u>X</u>	-
The Reserve – 125th Ave NE	601 125th Ave NE	-	-	<u>X</u>	-
Timberlake	1192 131st Ave NE	-	<u>X</u>		-

Valor Path	11113 25th St NE	-	-	X	-
West Lake Park	8629 20th St SE	-	-	X	-
Woodland Hills	8098 16th St SE	-	-	X	-
Park Name	Address	Level 1	Level 2	Level 3	Level 4
Catherine Creek	12708 20th St NE			X	
Catherine Drive (Trail)	124 th Ave NE & 125 th Ave NE Through Neighborhood			X	
Cavalero Hill Park	7708 20 th St SE		X		
Cedarwood	10116 5th Pl SE			X	
Centennial Woods	1801 131 st Dr NE				X
Crossings at Catherine Creek	2905 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	915 E. Lakeshore Dr				X
Lundeen Park	10020 Lundeen Pkwy	X			
Mandolin Court	3105 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)	Between 4th St NE & 14 th St NE			X	
Timberlake	1192 131 st Ave NE		X		
Valor Path	11113 25 th St NE			X	
West Lake Park	8629 20 th St SE			X	

The following locations are owned by the city and are properties that are open to the public but managed by other organizations. These locations are periodically checked by the Department and any concerns submitted by the public will be responded to. 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	3312 116th Ave NE			X	
Bonneville Field	1530 N. Machias Rd		X		
Bryce Park	3235 Bryce Dr			X	
Cedar Road	10903 29th St NE			X	
Greenwood Village 1	500 125th Ave NE			X	

Greenwood Village 2	12381 4th St NE		X		
Lake View Park	10552 Meridian PL NE				X
Summer Hill Estates	11320 36th St NE			X	
The Reserve 2	12429 10th St NE			X	
The Reserve 3	601 125th Ave NE			X	
Woodland Hills	8098 16th St SE			X	

DRAFT

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 9/14/2026

Subject: Mayor Hilt Discussion on Park Projects

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion

SUMMARY/BACKGROUND:

Mayor Kurt Hilt introduction and vision for Lake Stevens parks with the Park Board.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None