

**CITY OF LAKE STEVENS
PARK AND RECREATION PLANNING BOARD
REGULAR MEETING MINUTES
Community Center
1808 Main Street, Lake Stevens
Monday, October 12, 2015**

CALL TO ORDER: 6:00 pm by Chair Carl Johnson

MEMBERS PRESENT: Chris Jones, Carl Johnson, Jim Kelley and Terry Van Wyck

MEMBERS ABSENT: Marlene Sweet, Roger Schollenberger and Leland Adams

STAFF PRESENT: Lead Senior Planner Russ Wright and Permit Specialist Casey Howell

OTHERS PRESENT: City Council Liaison Kathy Holder, Tracey Trout and Gary O'Rielly

Excused Absence Motion by Board Member Van Wyck to excuse Marlene Sweet, Roger Schollenberger and Leland Adams, seconded by Board Member Kelley, motion carried 4-0-0-3.

Guest Business None

Action Items

Approve June 23, 2015 Minutes

Motion by Board Member Kelley to approve the minutes, seconded by Board Member Van Wyck, motion passed, 4-0-0-3.

Discussion Items

Hartford Trail Connection

Wright provided staff report and map for the proposed trail connection. As part of the Parks and Recreation Capital Facility Plan and Park Board's current work program, the Hartford Trail Connection would create a new trail connection where Hartford Drive and the Centennial Trail intersect. The proposed intersection exists on undeveloped right-of-way and other properties that would either be dedicated to the city or would provide access through an access easement. The proposed trail connection would be paved, a fence and landscaping placed along the trail, and possible placement of a bench or picnic table at the trailhead. Phase one is to create the trailhead, phase two is to enhance the existing walkway between trail connection and downtown.

Park Board discussed the proposal and provided feedback related to the project. Topics included safety concerns related to the existing walkway to downtown, the desire to keep consistent with amenities at County parks in close proximity, proposed vegetation and placement of fencing.

Motion by Board Member Kelley to recommend to Council that staff move forward with developing proposals and start land use process to obtain right-of-way vacation, seconded by Board Member Jones, motion carried 4-0-0-3.

Cavalero Park Update

Wright provided handouts of the conceptual plans of the project. The City continues to work with Snohomish County on this project and State legislature has guaranteed funds for phase one. City and county are set to match those funds which could bring the budget to over \$1 million for phase one. The County has gone out for Request for Proposals for design work, proposals are due at the end of this month. Review and construction will probably be around 2017. Public outreach and meeting for the early design phase are slated for January.

Park Board discussed the proposal and provided feedback related to the project. Topics included classifying each phase of the project, possible rearranging of phases, wetland buffers on site, a secured skate park and permanent restrooms.

Board Member Reports None

Staff Reports None

Council Reports None

Adjourn Motion by Board Member Kelley to adjourn at 6:35 p.m., seconded by Board Member Van Wyck, motion carried, 4-0-0-3.

Proposed Future Agenda Items

Adopt-a-Park Update

Carl Johnson, Chair

Casey Howell, Permit Specialist

Staff Report
City of Lake Stevens
Park & Recreation Planning Board

Park Board Briefing
Date: **December 14, 2015**

Subject: **Eagle Statue / Work Program / Adopt-a-Park**
Contact Person/Department: **Russell Wright, Interim Planning Director**

SUMMARY: Staff will discuss the Eagle Statue / 2016 Work Program / Adopt-a-Park Program with the Park Board

Action Item C

The city received a donation of a painted concrete eagle statue from Eddi Walty. We would like the Park Board to recommend placement of the statue at Eagle Ridge Park near the flagpole.

Discussion Item A

Staff has prepared a draft Work Program for the Park Board's Review and City Council's approval (attached). The 2016 Schedule will be every other month, unless additional meeting are required and requested with advance notice. The 2016 Work Program carries over some projects from previous years and adds a discussion for refining the Adopt-a-Park program for the year:

1. Continued coordination on Cavalero Community Park with Snohomish County and affected user groups;
2. Continued coordination with City Council, Arts Commission, Snohomish County and affected community groups on parks and recreation planning issues;
3. Establish / Redefine an Adopt-a-Park Program for the city in coordination with the Public Works Department, Community Service Groups and other interested organizations;
4. Code review and recommendation of any municipal code amendments that may affect parks and recreation; and
5. Continued coordination and development a Trail Master Plan and other trail opportunities as opportunities arise.
6. Frontier Heights – Coordinate with affected Public and Private Groups related to the transition and/or re-development of Frontier Heights Park as opportunities arise.

Staff will develop a detailed schedule and for each action before the Park Board begins the task.

Discussion Item B

Chair Johnson has requested that the city rejuvenate the Adopt-a-Park program. A discussion of a potential framework and goals will be discussed with the Park Board. Based on the Park Board's comments, a schedule and specific scope will be developed mid-year.

PROJECT	PROCESS	SCHEDULE	START	PROJECT MANAGER
1. Cavalero Community Park – Continued coordination on Cavalero Community Park with Snohomish County and affected user groups.	Coordinate with user groups and provide input as needed.	Ongoing	Ongoing	REW / Parks Coordinator
2. Coordination with other groups – Continued coordination with the City Council, Arts Commission, Snohomish County and affected community groups on parks and recreation planning issues.	Specific tasks will be defined as project proceeds	To be determined	Ongoing	REW / Parks Coordinator
3. Adopt-a-Park – Establish / Redefine an Adopt-a-Park Program for the city in coordination with the Public Works Department, Community Service Groups and other interested organizations.	Specific tasks will be defined as project proceeds	To be determined	3 rd Quarter	Parks Coordinator
4. Code Review – Review and/or make recommendations on proposed municipal code amendments including a review of park impact fee amendments, general review of Title 10 Park and Recreation, and recommendations on private open space for residential development.	Specific tasks will be defined as project proceeds	To be determined	3 rd Quarter	AL / Parks Coordinator
5. Trail Master Plan – Develop a framework for a Trail Master Plan to include a power line trail, shoreline access and pedestrian connections.	Specific tasks will be defined as project proceeds	To be determined	TBD	REW / MM
6. Frontier Heights – Coordinate with affected Public and Private groups related to the transition and/or re-development of Frontier Heights Park as opportunities arise.	Specific tasks will be defined as project proceeds	To be determined	TBD	TBD

2016 Schedule will be every other month unless additional meeting are required and requested with advance notice.