

CITY OF LAKE STEVENS
PARK AND RECREATION PLANNING BOARD
REGULAR MEETING MINUTES
Community Center
1808 Main Street, Lake Stevens
Monday, December 14, 2015

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

MEMBERS PRESENT: Chris Jones, Carl Johnson, Jim Kelley, Roger Schollenberger, Leland Adams and Terry Van Wyck

MEMBERS ABSENT: Marlene Sweet

STAFF PRESENT: Interim Planning Director Russ Wright and Permit Specialist Casey Howell

OTHERS PRESENT: Councilmember Sam Lowe

Excused Absence Motion by Board Member Jones to excuse Marlene Sweet, seconded by Board Member Van Wyck, motion carried 6-0-0-1.

Guest Business None

Action Items

Approve October 12, 2015 Minutes

Motion by Board Member Van Wyck to approve the minutes, seconded by Board Member Kelley, motion passed, 6-0-0-1.

Elect Officials for 2016

Motion by Board Member Van Wyck to re-elect Carl Johnson for Chair, seconded by Board Member Schollenberger, motion carried 6-0-0-1.

Motion by Board Member Van Wyck to re-elect Jim Kelley as Co-chair, seconded by Board Member Schollenberger, motion carried 6-0-0-1.

Accept Eagle Statue at Eagle Ridge Park

Concrete eagle statue was donated to the city and is slated to be placed at Eagle Ridge Park near the flag pole patio area. Board recommends having it placed in the canopy area near the front of the building so that it is visible and protected from weather, theft and vandalism. In addition, the Board recommends that a plaque be displayed with the statue recognizing the donator.

Motion by Board Member Jones recommends accepting eagle statue at Eagle Ridge Park, seconded by Board Member Van Wyck, motion carried 6-0-0-1.

Discussion Items

2016 Work Program

Director Wright reported that many items will transfer over from 2015. Existing items such as Cavalero Park, Frontier Heights improvement opportunities, and code amendments related to Parks, in addition to establishing or re-defining the work program, continuing coordination with other city service clubs and administering the trail master plan. Parks will be a big emphasis with new Council and Mayor and will look to Park Board for guidance and

recommendations. Board requests progress reports of standing agenda items aka current park projects and funding availability.

Board is encouraged to recommend where the most need is in the community based on the Park Plan and Capital Facilities Plan and to emphasize that need to City Council.

Adopt-A-Park

Proposed for third quarter of 2016. The help is most needed for special projects, for example, painting park signs, followed by beautification and lastly, maintenance. The responsibility will most likely lie with the new Parks Coordinator.

Board Member Reports None

Staff Reports

Future Parks Coordinator Position

As part of 2016 budget council has created a Parks Coordinator position. This position will help out with special events, sports tourism, liaison to Park Board, adopt-a-park program, and public outreach to bring more attention to city parks. The position will be full-time under the Planning and Community Development Department and will coordinate with Public Works.

Cavalero Park Update

The county has selected a consultant to start design work, kick off will be sometime in January. The city has allocated funds for this project, as has the state.

Council Reports None

Adjourn Motion by Board Member Jones to adjourn at 7:55 p.m., seconded by Board Member Van Wyck, motion carried, 6-0-0-1.

Proposed Future Agenda Items

Park Board Rules and Procedures

Carl Johnson, Chair

Casey Howell, Permit Specialist

Staff Report
City of Lake Stevens
Park & Recreation Planning Board

Park Board Briefing
Date: **February 8, 2016**

Subject: **Sign Standards / Business Development / Park Projects**
Contact Person/Department: **Russell Wright, Interim Planning Director**

SUMMARY: Staff will discuss Sign Standards / Business Development / Park Projects with the Park Board and request action and direction.

Action Item B

The city requests the Park Board adopt minor revisions to the current sign program to make park signs more consistent with city-wide sign standards, in order to create greater cohesion and brand recognition. The specific request would be to change the color of regulatory signs to city blue with white letters from white with green letters, as described in the attached memorandum from the Public Works Department (**Exhibit 1a**). Other proposed changes would be to educational and memorial signs that would also adopt city colors. City logo would be added to all signs. The proposed changes to the Park Signage Program are shown in edit mode as **Exhibit 1b**. New illustrations will be added as signs are produced.

Discussion Item A

The city's Economic Development Coordinator would like to discuss potential commercial opportunities within city parks with the Park Board, as described in her email dated January 26, 2016 (**Exhibit 2a**) and the accompanying scope of work (**Exhibit 2b**). Based on the Park Board's direction, staff will bring back a proposed code amendment to the Park Board for review and recommendation to City Council.

Discussion Item B

As requested by the Park Board, staff is bringing forward a summary of current park development activities underway, including:

Cavelero Park – Skate Park

- County and city have selected Grindline Skateparks, Inc. a Seattle based company to develop alternatives for a 10,000 to 20,000 square foot park.
- Outreach and design work will begin this spring after a public involvement process.
- It is anticipated that a final design will be completed by mid-2016 with plans ready for construction in late 2016 or early 2017.

Lundeen Park

- Lundeen House is being transformed into an information center as a joint effort between the city and Chamber of Commerce. The facility will include a visitor center, Chamber of Commerce and city offices for economic development and a meeting room. Interior

modifications will include an ADA restroom and a secured entrance area. The facility will be staffed during regular hours and possibly weekends. Opening is expected to occur in late spring to early summer.

- The area around the Lundeen House Site is currently being redeveloped to meet ADA requirements, provide safety and visibility from the street and create a new visitor's entrance on the eastern side.
- In addition to changes to Lundeen House, city staff is developing a beautification plan for the entire park that will include significant maintenance to paved paths and landscaping, which will be added as a capital project in the 2016 Comprehensive Plan. A full design will be brought to the Park Board for review and comment.

Hartford/Centennial Trail Head

- Construction of a new trailhead and connection between Old Hartford Road pedestrian shoulder to the Centennial trail is under design and permit review.
- When completed this project will provide a looped system between Downtown, Hartford, Centennial Trail and 20th Street NE (returning to Downtown).
- A full design will be brought to the Park Board for review and comment.
- Target completion is this summer.

Other projects that will be evaluated this year include parks acquisition, Eagle Ridge improvements and possible annexations.

Exhibit List:

- 1a: Public Works Memorandum
- 1b: Revised Sign Program
- 2a: J. Ashe email
- 2b: Scope of Work



MEMORANDUM

To: Planning and Community Development, Interim Director Russell Wright

From: Amanda Wells, Public Works Administrative Assistant

Date: 5 January 2016

Subject: Proposal – Modify the Park Signage Program

Proposal: Amend the City of Lake Stevens’ adopted 2008 Planning and Community Development Park Sign Program.

Background: The Planning and Community Development Director, in conjunction with the Public Works Director have requested that the City create signage that is clean, cohesive, and is consistent with City branding.

Findings: As of present the City of Lake Stevens City Parks Division maintains roughly 20 City Parks. Policy 5.7.2 states the City is to standardize facility design to ensure consistency and quality in the Lake Stevens Park system. While a brand is often the result of awareness, it is first based upon providing consistent name recognition and positive branding image. No matter which strategy is utilized it is critical that a recreation, park, tourism agency stays consistent in its messaging.

Currently we have an assortment of City Welcome, Park Entry and Regulatory Signs posted in City Parks that are in need of being restored, condensed into a uniform and consistent with City branding and recognition. Spring 2015 the City Welcome signs were updated with a fresh coat of paint, as well as the Lundeen Entry Sign. Upon review of Park Regulatory Signs, City administration has requested that we simplify signage and create a cohesive City wide brand. I have researched Regulatory Signs, and compiled a sign that is clean, condensed, and conforms to the image currently portrayed on our City Entrance Signs.

Recommendation: My recommendation is that the current adopted Design Specifications of white background-green lettering be amended to the City Logo blue with white lettering. This will present a more cohesive presentation in our Park Signage, as well as unify our City branding in all City maintained Parks. Blue Signage will also reduce the maintenance factor of white signs, and is more cost effective as it is a MUTC guideline for guide and directional signage used in multiple municipalities.

Endorsed By: _____ Date: _____

Approved By: _____ Date: _____

Exhibit Uniform Presentation



LUNDEEN PARK

CITY OF LAKE STEVENS

A Cooperative Project for Outdoor Recreation by:

- Snohomish County
- The Interagency Committee for Outdoor Recreation IAC
- Washington State Department of Natural Resources DNR Aquatic Lands Enhancement Account ALEA







Attention Lundeen Park Patrons

Park Hours: 8:00AM—DUSK

The City of Lake Stevens welcomes you to the various parks throughout the City and hopes that you enjoy your visit.

The City asks that park patrons observe the following rules pursuant to LSMC: Chapter 10.03

- ◆ Please supervise children at all times
- ◆ Watercraft is prohibited within any park, unless designated & posted allowed by City Officials
- ◆ No Lifeguard, Swim at your own risk
- ◆ No Swimming under the dock
- ◆ Dogs and/or other domestic animals must be kept on a leash no greater than 8ft in length
- ◆ Disturbing, or Injuring of Animals and Plant life prohibited
- ◆ Do not feed park wildlife or waterfowl
- ◆ Removal or Destruction of City property is prohibited
- ◆ Vehicles only allowed in designated roadway and parking areas, no parking after Dusk
- ◆ Tobacco, Drugs, and Alcohol are prohibited
- ◆ All fireworks are prohibited
- ◆ Do not use cook devices on table tops
- ◆ Unauthorized possession of firearms or weapons is prohibited
- ◆ Golfing is prohibited
- ◆ Place any waste in designated receptacles
- ◆ Household and/or commercial garbage dumping prohibited
- ◆ No skateboards or similar wheeled devices
- ◆ Camping prohibited
- ◆ No unauthorized solicitation
- ◆ No Assemblies, Events, Amplified Music, or Public Address systems without City permit approval.
- ◆ Park Shelter Area Reserved Daily, please contact City Hall for more information at (425) 334-1012

Respect and Enjoy your Parks

These Regulations are Enforceable by Law Enforcement

In Case of Emergency: Police/Fire/Medical: Dial 9-1-1



PARK SIGNAGE PROGRAM



**Planning and Community Development Department
Adopted July 14, 2008**



CITY OF LAKE STEVENS PARK SIGNAGE PROGRAM

- 1.0 Introduction
- 2.0 Type of Signage
 - 2.1 Informational/Directional Signs
 - 2.2 Regulatory/Warning Signs
 - 2.3 Educational/Interpretive Signs
- 3.0 Location and Placement for Signage
- 4.0 Design and Specifications
 - 4.1 Park Sign Design Matrix
 - 4.2 Design Examples
 - a. Park Entry/Name Signs
 - b. Informational and Directional Signs
 - c. Regulatory Signs
 - d. Educational and Interpretive Signs
 - e. Warning Signs
 - f. Memorial and Sponsorship Plaques
 - g. Kiosks, Shelters and Notice Boards
 - h. Fee Paying Area Signs
- 5.0 Inventory
 - 5.1 Park Sign Inventory Matrix
- 6.0 Summary

1.0 INTRODUCTION

Signage plays an important role throughout the City of Lake Stevens Park and Trail system, a comprehensive Park Signage Plan insures that information is provided to citizens regarding parks and trails in a consistent manner. Signs cover a wide variety of information from park name signs at entry ways to directional signage on trails. Signage may also contain information on safe and appropriate use of facilities or interpretive signs that can include educational or historical facts. This plan provides the guidelines for design, color scheme, size and placement of signs. Consistent signage throughout the City, inclusive of parks, trails and recreational areas plays an important factor in the City's identity and is consistent with the Parks and Recreation Element of the City's Comprehensive Plan, Goal 5.7 Develop Park and Trail Design Standards;

Policy 5.7.2 Standardize facility design to ensure consistency and quality in the Lake Stevens Park system, and establish a standard for trail signage including interpretive, safety, and regulatory signs.

Policy 5.7.3 Establish a signage program for City Parks.

2.0 TYPES OF SIGNAGE

Park and Trail signage is divided into these primary categories informational/directional signs, regulatory/warning signs, and educational/interpretive signs.

2.1 Informational/Directional Signs - These signs provide information to park and trail users by pointing out nearby support facilities (including water, restrooms, and emergency phones) and could include local points of interest. Adopt-a-Park signage also falls into this category, letting park visitors know that a certain group or organization sponsor the park or trail. Informational signs on trails can include distance markers, indicating the distance traveled or the length of a trail. A Park and Trail map or guide is also a useful tool for citizens and can be offered in various formats such as handouts, the City website or a kiosk inside a park. Maps or guides should include;

- all local parks
- connecting trails
- designated on-street bike or walking routes
- connecting sidewalks
- transit stops near the recreational facilities

A kiosk may also include a bulletin board for temporary signs, such as posters and fliers with information about park development, trail closures, construction, or community events.

2.2 Regulatory/Warning Signs - In general, regulatory/warning signs promote safe park use. These include traffic control signs such as;

- stop and yield
- right-of-way

These signs also advise park users and motorists when caution is advised, such as intersections of trails and roadways. Signage in this category may also include park rules and regulations in regards to activities such as;

- skateboarding
- smoking
- pet waste disposal
- other prohibited activities

Warning signs may relate to significant grade changes, areas with limited sight distance, or changes in surface conditions.

2.3 Educational/Interpretive Signs - Educational signs point out areas of interest that make the park unique, including natural and historic features. These features may include but are not limited to;

- ecologically significant areas
- sites of important social political events
- local history

Educational signs can also inform the public about environmental conditions such as wetlands and stream restoration and can suggest appropriate stewardship in these areas. Information on identifying animals, plants, insects, fish and birds also provides opportunities to encourage 'outdoor' classrooms. Educational park signage can also include useful health information about physical activity.

3.0 LOCATION AND PLACEMENT OF SIGNS

Locations for signs should be evaluated on a case-by-case basis and signs should only be posted where necessary, an over abundance of signs can be overwhelming and creates visual pollution.

- Key entry signs should be placed at what is considered to be the main entrance of every park. Signage can be the same for every park or can be customized to reflect the historical, environmental or memorial significance of a particular park.
- Regulatory/warning signs (when applicable) should follow the standards set forth in the *Manual on Uniform Traffic Control Devices (MUTCD)*.
- Regulatory/warning signs should not be grouped together but placed in or as close to the area that it applies to.
- Distance markers, in general, are placed at ½ mile or 1 mile increments starting at the beginning of a trail, progress maps can also be included.

- Informational boards or educational signs should be designed and placed in a manner that meets ADA regulations and are accessible to children.
- Placement considerations should also take into account the ability to maintain not just the signs but the areas around it, allowing room for maintenance equipment such as brush trimmers and mowers.

4.0 DESIGN AND SPECIFICATIONS

Wood is often a popular choice for signage material however there are many drawbacks to using wood in an outdoor environment and require seasonal maintenance. More common materials for signage now include steel, aluminum, fiberglass, and other recycled materials. These materials while often more expensive to initially purchase, offer longevity, durability, and are vandal resistance. It is fairly common to see regulatory/warning signs and the educational/interpretive signs in metal while park entry signs tend to be more decorative and substantial in size. To ensure that the Park Signage program is consistent the following Park Signage Matrix 4.1, has been developed that outlines design specifications for all signage that may be used in the City of Lake Stevens parks and recreation facilities. When a sign is needed that is not found on the Park Signage Matrix, a draft picture of the sign and a brief report summarizing why it does not fall under any of the existing design categories should be submitted to the Park Board.

4.1 Park Sign Design Matrix

SIGN TYPE	DESIGN-BACKGROUND/LETTERING	FIXTURE	CITY LOGO	PARK BOARD REVIEW	MISC.
Park Entry/ Park Name	May reflect the historical or environmental significance of site.	Cement or Composite	Yes	Yes	
Informational/ Directional	Blue background with white lettering.	Mounted on treated 4 X 4 post	No Yes	No	
Regulatory Sign	Blue background with white lettering White background with green lettering	Mounted on treated 4 X 4 post	No Yes	No	
Educational/ Interpretive	Green White background with white blue lettering. Subject headings in earth tones.	Mounted on treated posts	Yes	Yes	ADA accessible
Warning Sign	Red background with white lettering.	Mounted on treated 4 X 4 post	No	No	Used sparingly to ensure impact
Memorial & Sponsorship	Beige/tan White background with black blue lettering	Galvanized screws or spot welded	No Yes	No	Three lines
Kiosks, Shelters, Notice Board	Green metal roof. Safety glass or similar product if notice board is enclosed.	Mounted on treated posts	No	Yes	ADA accessible
Fee Paying Area	Yellow background black lettering and black border.	Mounted on treated 4 X 4 post	No	No	Posted at entry to fee pay area

4.2 Design Examples

4.2A Park Entry/Name Sign



Design Specifications

May reflect the historical, environmental or memorial significance of the site.

Size and shape will vary depending on site location but consideration should be given to street visibility and sight distance issues at Park entrance and exits.

Grant recognition, when necessary should be incorporated into the sign.

Installations and Materials

Cement or composite pilings would be preferred over treated posts.

Signs should be constructed from stone, concrete, composite or fiberglass materials, preferably manufactured from recycled materials.



4.2B Informational and Directional Signs

Design Specifications

Color: Blue Background
White Lettering
White Border

Size: 18" X 12"

Material: Aluminum

City Logo: No, with the exception
of Adopt-A-Park Signs



Installation

Post: 4 X 4 Treated Post

Sign: Top of Sign Flush with the
top of Post

Height: 6' from above ground

Placement: Near Park Entry or
Parking Lot

4.2C Regulatory Signs



Design Specifications

Color: White Background
Green Lettering
Green Border

Size: 18" X 12"

Material: Aluminum

City Logo: No (exception to this is the no tobacco use)

Installation

Post: 4 X 4 Treated Post

Sign: Top of Sign Flush with The top of the Post

Height: 6' from above ground

Placement: May be attached to buildings or mounted with the Pet Waste Receptacles.



4.2D Educational and Interpretive Signs

Design Specifications

- Color:** Green Background
White Lettering
Subject Headings Highlighted
in Earth Tones
- Size:** Will vary depending on site
and amount of information
- Material:** Aluminum
- City Logo:** Yes, white lettering on bottom
right corner



Installation

- Post:** Treated posts, size will
vary depending on size
of sign and location
- Sign:** Placement should take
into consideration ADA
and child accessibility

4.2E Warning Signs



Design Specifications

Color: Red Background
White Lettering
White Border

Size: Will Vary

Material: Aluminum

City Logo: No

Installation

Post: 4 X 4 Treated Post

Sign: Top of Sign Flush
with Top of Post

Height: 6' above ground
(see exceptions in
Placement)

Placement: Maybe placed on a
Dock, Building or
other structure or
location to maximize
sign impact



4.2F Memorial and Sponsorship Plaques



Design Specifications

Memorial and Sponsorship Plaques that are attached to pet waste receptacles, picnic tables and park benches should all be consistent in size shape and color.

Color: Beige/Tan Background
Black Lettering

Size: 3" X 6"

Material: Composite, Aluminum or similar material that will withstand the elements.

Sponsorship and Memorial Signage required for larger projects should reflect the spirit or memorial significance of the project



4.2G Kiosks, Shelters and Notice Boards

Design Specifications

- Color: Green Roof
- Size: Will Vary
- Material: Metal Roof or Cover
Plexi Safety Glass or similar
type product for enclosed portion

Installation

- Post: Treated post (size will vary
depending on structure)
- Height: Will vary
- Placement: Special consideration should be
made to meet ADA Standards and
for child accessibility



4.2H Fee Paying Area

Design Specifications

Color: Yellow Background
Black Lettering
Black Border

Size: Will Vary

Material: Aluminum

City Logo: No

Installation

Post: 4 X 4 Treated Post

Sign: Top of Sign Flush with
Top of Post

Height: 6' above ground

Placement: Entry to fee paying area whenever possible. Additional signage if needed can be placed inside the area



5.0 INVENTORY

An inventory of existing signs in the City parks, trails and recreational facilities was completed in March 2008 and recorded in a Park Sign Inventory (refer to Park Sign Inventory Matrix 5.1 table included in this document). Many inconsistencies were found including a variety of regulatory, informational and directional signs in different colors and sizes. Some parks did not contain the necessary signage while others had an over abundance. The City's goal is to replace these with signs that follow the adopted design standards as maintenance and budget allows, this matrix will be updated as replacements are made.

6.0 SUMMARY

A comprehensive park sign policy has the potential to enhance the park patron's experience using the City's park and recreational facilities, as well as learning about the area's natural resources and historical significance. Signage can provide a sense of place and local pride by incorporating the history of a specific site. Providing consistent park signage plays a huge role in the promotion of our parks and gives the park user informational tools needed to conveniently and safely orientates the City's recreational facilities and helps maintain the image of the park. The primary goal of the Park Signage Program is to maintain and enhance the appearance of the City's park and recreational facilities, thereby enriching the overall quality of life within our community.

Russell Wright

From: Jeanie Ashe
Sent: Tuesday, January 26, 2016 5:12 PM
To: Park Board; Kathy Holder
Subject: Business Development in Parks
Attachments: LAKE STEVENS PARKS.docx

Good afternoon all –

First, an introduction. I am the City of Lake Stevens' economic development coordinator. I am tasked with business recruitment, retention and expansion. I routinely work with small businesses to ensure the City's climate is welcoming and our companies remain viable. During the course of my work, I seek out ways to promote and utilize our community's assets.

The City has a serious request from a business that wants to set up a paddle board kiosk at Lundeen Park. The business was turned away this past summer and I would like to explore the opportunity with you and, if appropriate, implement policies and procedures to support this business – and potentially others – this coming spring/summer.

A discussion regarding changing the existing City ordinance to allow for the private sector to conduct business on public property will be an agenda item at the next Park Board meeting. In the meantime, I have put together a brief for your information and consideration.

I look forward to seeing you at the February 8th Park Board meeting. In the meantime, please do not hesitate to contact me if I can answer any questions or be service.

Cheers,

Jeanie

Jeanie L. Ashe, Economic Development Coordinator
City of Lake Stevens, Washington

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Cell: (425) 327-7863

Email: jashe@lakestevenswa.gov

Web: www.lakestevenswa.gov



LAKE STEVENS PARKS, RECREATION & OPEN SPACE ELEMENT

Business Development, Concessions, and Contracts

A VISION FOR PARKS

The City of Lake Stevens will create diverse recreational opportunities for all ages to enjoy parks, trails and activities and local events throughout the community and with expanded access to Lake Stevens. (2015 – 2035 City of Lake Stevens Comprehensive Plan Chapter 5)

CITY ORDINANCE

Title 10 – Parks and Recreation 10.03.180(c) *Except as provided in Sections 10.03.040 and 10.03.170 it is unlawful for persons to conduct activities in a City of Lake Stevens park area for private voluntary gain (profit).*

RECOMMENDATION

Change the City's ordinance to allow for appropriate and feasible concession amenities and activities.

JUSTIFICATION

Additional concession amenities and activities would enhance citizen's outdoor recreation experience, add to the City's brand as a destination for outdoor recreation, fully utilize the City's assets, and create a small revenue stream for the City and/or community service clubs.

CONSIDERATIONS

- Appropriate/feasible commercial activities
 - Existing concession stand
 - Food trucks
 - Kiosks
- Seasonal time frame
- Space standards
- Signage
- Impacts
 - Increased usage = increased park maintenance?
- Administration
 - Contracts
 - Licensing
 - Insurance
 - Background checks
 - Marketing