



**PARK BOARD AGENDA**  
**Community Center**  
**1808 Main Street, Lake Stevens**  
**Monday, April 11, 2016**

CALL TO ORDER: 6:00 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS:	A.	Approval of February 8, 2016 Minutes and March 7, 2016 Minutes*	Park Board
	B.	Catherine Creek Sign	Wright
	C.	Commercial Uses	Ashe

DISCUSSION ITEMS:

BOARD MEMBER  
REPORTS:

STAFF REPORT / DIRECTOR'S REPORT:	A.	Park Updates
		1. Cavalero
		2. Lundeen
		3. Frontier Heights
	B.	Citizen Advisory Committee

COUNCIL REPORTS:

ADJOURN:

PROPOSED FUTURE  
AGENDA ITEMS:

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\*ITEMS ATTACHED

\*\*ITEMS PREVIOUSLY DISTRIBUTED

#ITEMS TO BE DISTRIBUTED

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***THE PUBLIC IS INVITED TO ATTEND***

***Special Needs***

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, (425) 377-3227, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6388, and ask the operator to dial the City of Lake Stevens City Hall number.

**CITY OF LAKE STEVENS  
PARK AND RECREATION PLANNING BOARD  
REGULAR MEETING MINUTES  
Community Center  
1808 Main Street, Lake Stevens  
Monday, February 8, 2016**

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

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

MEMBERS ABSENT:

STAFF PRESENT: Interim Planning Director Russ Wright, Economic Development Coordinator Jeanie Ashe and Permit Specialist Casey Howell

OTHERS PRESENT: Kathy Holder

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**Excused Absence** None

**Guest Business** None

**Action Items**

*Approve December 14, 2015 Minutes*

Motion by Board Member Kelley to approve the minutes, seconded by Board Member Jones, motion passed, 7-0-0-0.

*Park Sign Standards*

Russ Wright requested a recommendation from the board for a new sign package proposed by the Public Works Department. The city is trying to develop a more cohesive brand identity and consistency in color palate for citywide signs. The proposed package consists of a blue and white color palate and would include the city's logo on signs. In addition, sign consolidation is proposed in areas where there are various signs posted in one place. Memorial sponsorship signs were discussed as an exemption from the sign package due to their special engraving characteristics. There was some concern about distinction of signs if they were to become too uniform.

Motion by Board Member Kelley recommends moving forward with blue and white color scheme and revisiting the topic of memorial signs, seconded by Board Member Van Wyck, motion carried 5-2-0-0.

**Discussion Items**

*Business Development in Parks*

Jeanie Ashe, Economic Development Coordinator, is requesting consideration from the board to change an existing city ordinance to allow for private voluntary gain in City parks. If the choice is to move forward there would need to be a variety of parameters considered and enforced. The board discussed types of concessions, parking concerns, administrative processes, traffic counts, and other cities that allow business in parks.

Motion by Board Member Adams to schedule a special meeting on March 7<sup>th</sup> to review the process of allowing business in parks, followed by public input at the regular April meeting,

seconded by Board Member Jones, motion carried 7-0-0-0.

*Park Projects*

Lundeen Park improvements are underway. The ranger house is being transformed into a Visitor Information Center that will accommodate the city's Economic Development Coordinator and the Chamber of Commerce. In addition, there will be ADA improvements at the park. Overcrowded and hazardous trees are being removed for safety and visibility; a plan for tree restoration will be put into action later in the year.

*Cavalero Park*

Park design will be completed by the middle of this year, permitting is slated for the fall, and the final plan should be ready for construction early next year. Design concepts will be coming to the Park Board for consideration.

*Hartford Trail*

City is working with a willing neighbor to do property swaps via BLA. There will be a trailhead installed and beautification of the trail.

**Board Member Reports** None

**Staff Reports**

**Council Reports** None

**Adjourn** Motion by Board Member Van Wyck to adjourn at 7:10 p.m., seconded by Board Member Adams, motion carried, 7-0-0-0.

**Proposed Future Agenda Items**

Joint Meeting w/ City Council – March 15, 2016 (tentative)

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Carl Johnson, Chair

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Casey Howell, Permit Specialist

**CITY OF LAKE STEVENS  
PARK AND RECREATION PLANNING BOARD  
SPECIAL MEETING MINUTES  
Education Service Center  
12309 22<sup>nd</sup> ST NE, Lake Stevens  
Monday, March 7, 2016**

CALL TO ORDER: 6:00 pm by Co-chair Jim Kelley

MEMBERS PRESENT: Chris Jones, Jim Kelley, and Marlene Sweet

MEMBERS ABSENT: Carl Johnson, Leland Adams, Roger Schollenberger and Terry Van Wyck

STAFF PRESENT: Interim Planning Director Russ Wright, Economic Development Coordinator Jeanie Ashe and Permit Specialist Casey Howell

OTHERS PRESENT: Kathy Holder and Riley Poor

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**Excused Absence** None

**Guest Business** None

**Action Items** None

**Discussion Items**

*Business Development in Parks*

Jeanie Ashe provided a staff report highlighting code sections and proposed revisions related to business development in city parks. The objective is to allow private entities to sell approved refreshments, merchandise and services in city parks through a concessions contract or agreement. A sample professional contract was provided to the board, in addition to a sample Request for Proposal to solicit seasonal concession contractors that also demonstrates concession site selection.

Riley Poor, NW Sales Rep, was present to discuss paddleboard rentals at Lundeen Park this summer as part of a pilot program that would work under the confines of the parks code and track a variety of components. Subsequent to the pilot program, staff would work with the board to identify other concession sites, marketing opportunities and additional services.

Board members discussed weather concerns, local business interest, parking at city parks, student stores, water access for activities, advertising/signage, storage space, hours of operation and educating the public.

Other thoughts and concerns can be sent to Casey Howell and they will be incorporated into the packet that is returned to the board. As there was no quorum, action on this request was deferred to the next Park Board Meeting.

**Board Member Reports** None

**Staff Reports** None

**Council Reports** None

**Adjourn**

**Proposed Future Agenda Items**

Joint Meeting w/ City Council – March 15, 2016

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Jim Kelley, Co-chair

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Casey Howell, Permit Specialist



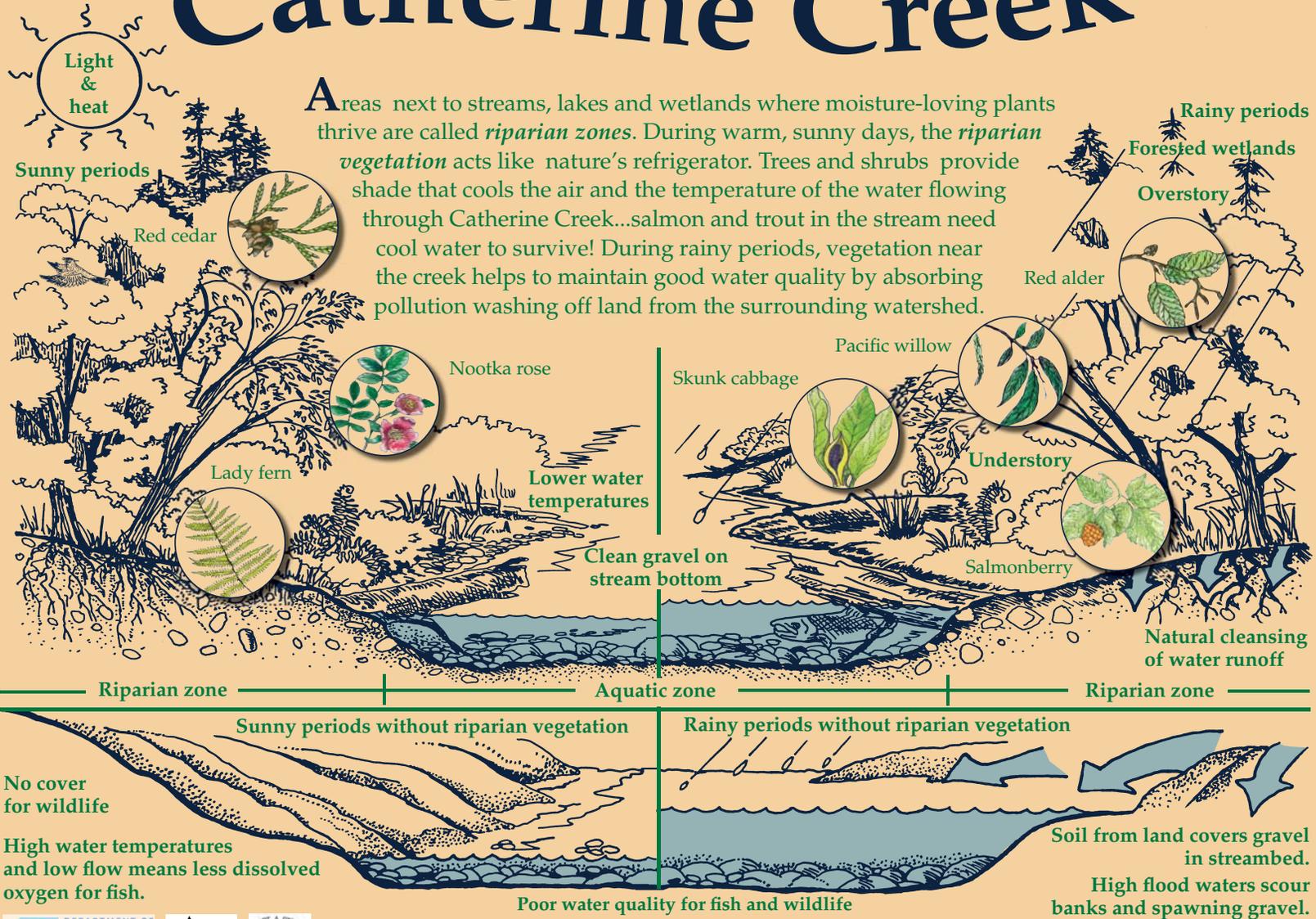
## Memo

**Date:** March 16<sup>th</sup>, 2016  
**To:** Russ Wright, Interim Planning and Community Development Director; Park Board  
**From:** Mathew Goad, Engineering Tech Public Works  
**Subject:** **Conservation Work at City parks.**

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Adopt A Stream Foundation / Stream Keepers have been working in partnership with the City to perform restoration of the stream and riparian zone of Catherine Creek. One of the project locations is at Catherine Creek Park where they removed a large patches of blackberries at the downstream end of the Park, and planted native trees and shrubs within 35' of the west bank of the creek. As Part of this project there is an interpretive sign that we are placing at the site. We would like to know if there is any input from the Park Board on the location of the sign. Please find attached Exhibits of what the sign will look like and a map of the proposed location.

# Catherine Creek



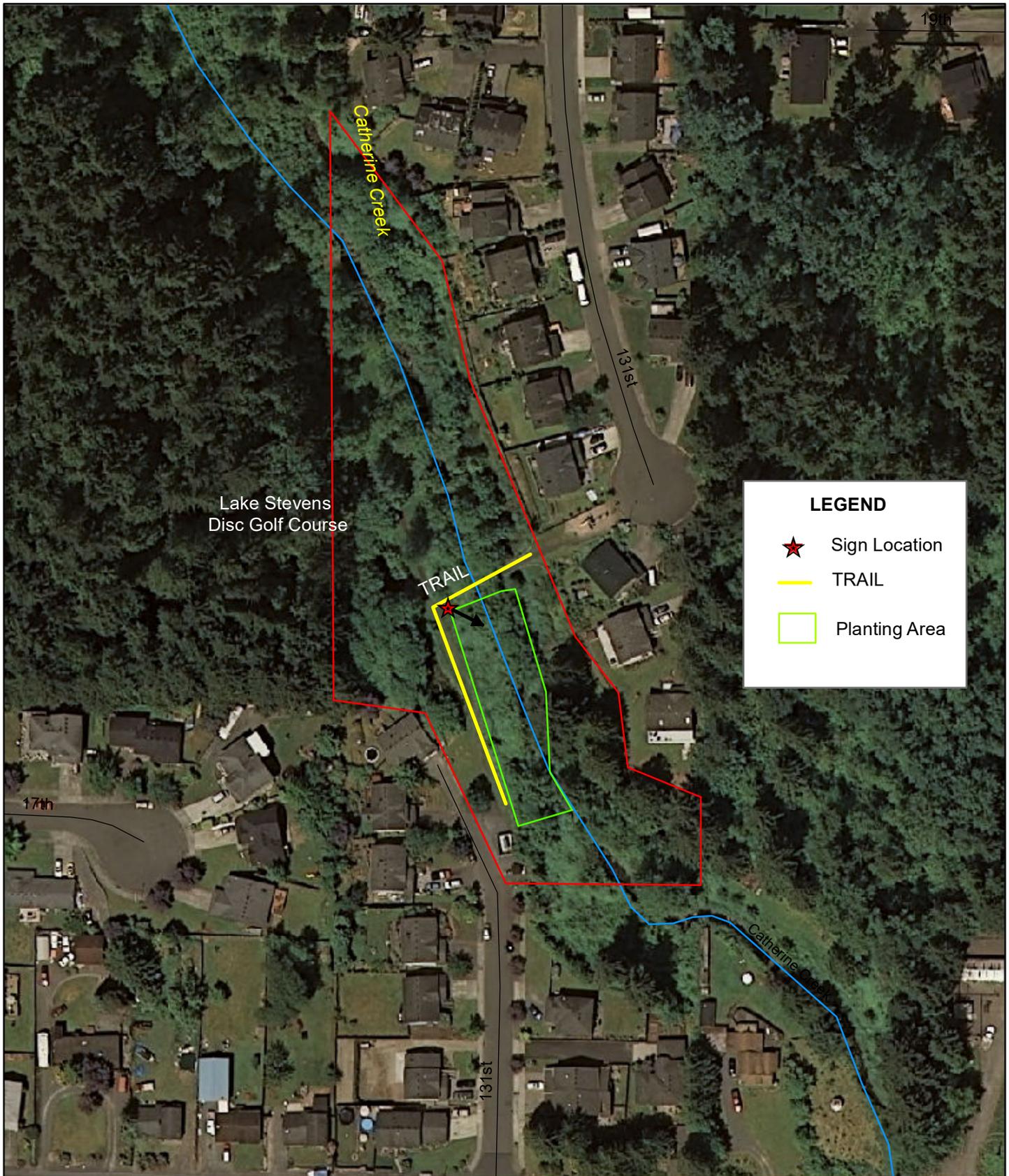
Areas next to streams, lakes and wetlands where moisture-loving plants thrive are called *riparian zones*. During warm, sunny days, the *riparian vegetation* acts like nature's refrigerator. Trees and shrubs provide shade that cools the air and the temperature of the water flowing through Catherine Creek...salmon and trout in the stream need cool water to survive! During rainy periods, vegetation near the creek helps to maintain good water quality by absorbing pollution washing off land from the surrounding watershed.



Between 2014 and 2015, the Adopt A Stream Foundation, in partnership with the City of Lake Stevens and the WA Department of Ecology, restored this section of Catherine Creek from an area dominated by non-native blackberry to a native riparian landscape.

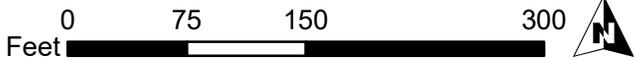
Art & Design: Sandra Noel

# Catherine Creek Park Interpretive Sign Location



**LEGEND**

- ★ Sign Location
- TRAIL
- Planting Area





NW Stream Center  
Nature Preserve  
**KEEP OUT**  
NO TRESPASSING  
425-316-8522

Staff Report  
City of Lake Stevens  
Park & Recreation Planning Board

Park Board Briefing  
Date: **April 11, 2016**

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

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**SUMMARY:** approve interpretive sign in Centennial Park and changes to the park code to allow limited business activities in parks.

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**Action Item A**

The Public Works Department has worked with the Adopt-A-Stream Foundation / Stream Keepers on a restoration project along Catherine Creek adjacent to Centennial Park. The Public Works Department has requested that the Park Board approve the proposed sign (**Exhibit 1**).

**Action Item B**

The city's Economic Development Coordinator has proposed amendments to the park code to allow limited commercial opportunities within city parks. Staff is looking for the Park Board to forward a recommendation to City Council approving the proposed regulations and policies attached as (**Exhibit 2a and 2b**).

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**Exhibit List:**

- 1: Public Works Memorandum
- 2a: Draft Ordinance
- 2b: Draft Policies