



**PARK BOARD AGENDA  
Lake Stevens  
Community Center  
1812 Main Street  
Lake Stevens, WA 98258**

**Monday, October 10, 2016**

CALL TO ORDER: 6:00 pm

ROLL CALL: Open Meeting

GUEST BUSINESS:

ACTION ITEMS: A. Approval of September 2016 Minutes Park Board  
B. Parks Board Rules of Procedure

DISCUSSION ITEMS: A. Eagle Scout Project Hayden Ploeger

BOARD MEMBER REPORTS:

STAFF REPORT: A. Park Updates  
1. Cavelero  
2. Lundeen  
3. Frontier Heights  
4. Eagle Ridge

COUNCIL REPORTS:

ADJOURN:

PROPOSED FUTURE AGENDA ITEMS:

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\*ITEMS ATTACHED  
\*\*ITEMS PREVIOUSLY DISTRIBUTED  
#ITEMS TO BE DISTRIBUTED  
***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  
 SPECIAL MEETING LOCATION  
 Lake Stevens Fire Department Conference Center  
 1825 South Lake Stevens Road  
 Lake Stevens, WA 98258**

**Monday, September 12, 2016**

- CALL TO ORDER: 6:11 pm by Jim Kelley
- MEMBERS PRESENT: Jim Kelley, Leland Adams, Chris Jones, Roger Schollenberger, Marlene Sweet, Terry Van Wyck and City Council Liaison Kathy Holder
- MEMBERS ABSENT: Carl Johnson
- STAFF PRESENT: Community Development Director Russ Wright, Parks and Recreation Coordinator Jim Haugen and Snohomish County Parks and Recreation Parks Senior Park Planner Kevin Teague
- OTHERS PRESENT: Mayor John Spencer, Council members Todd Welch, Sam Low and Kim Daughtry. Community members Terri Spencer, Joyce Bell, Gary O’Rielly, Brandon Authier, Kelly & Hayden Primozich, Sam Arellano-Vega, Christopher Goad, Tyler Roberts, Dylan Hatch, Leif Bruton, Gary Williams, Ian Williams and Nathan Hanson

**Excused Absence**

Leland Adams made a motion to excuse Carl Johnson  
 Seconded: Marlene Sweet,  
 Motion carried.

**Guest Business**

**Action Items**

Motion to approve *July 11, 2016 Minutes*. Moved by: Chris Jones  
 Seconded: Roger Schollenberger  
 Motion carried.

Motion to approve *August 8, 2016 Minutes*. Moved by: Chris Jones  
 Seconded: Roger Schollenberger  
 Motion carried.

Open House: Jim Kelley Introduction of Board Member and others

**Discussion Items** None

**Board Member Reports** None

**Staff Reports** None

**Council Reports** None

**Adjourn**

Motion to adjourn

Moved by: Marlene Sweet

Seconded: Roger Schollenberger,

Meeting adjourned at 6:18 PM

**Proposed Future Agenda Items**

Policy P-3-90

Parks Board Rules of Procedure Adoption

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Carl Johnson, Chair

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Casey Howell, Permit Specialist

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## **CITY OF LAKE STEVENS PARK AND RECREATION PLANNING**

### **BOARD**

### **Rules of Procedures**

#### **INTRODUCTION**

The Park and Recreation Planning Board (Park Board) is created independent from the legislative functions of the City Council to review and make decisions and recommendations that will promote parks, recreation and open spaces throughout the City. The Park Board is responsible for the review of specific parks, recreation and open spaces in specific zones and assistance with design of these facilities. Members of the Park Board are appointed by the City Council to four-year terms. The Department of Planning and Community Development provide staff support to the Board. The Park Board is regulated by section 14.16A.380 and **Chapter 10** of the Lake Stevens Municipal Code.

Public meetings before the Park Board will be governed by these rules of procedure. Questions about the rules of procedure may be asked of the Department of Planning and Community Development, prior to the public meeting, or of the Park and Recreation Planning Board Chair at the beginning of a public meeting. The Park Board may vary in special circumstances as deemed appropriate and necessary for expeditious processing of specific projects.

#### **AUTHORITY AND DUTIES**

The Park and Recreation Planning Board shall review and make recommendations to the Planning Commission and to the City Council for parks, recreation and open space capital improvements and site features in specific zones and for specific regulations listed below (LSMC 2.56.060):

1. To recommend to the Mayor and Council programs for the provision of recreation opportunities and for park and open space acquisitions and improvements;
2. To publish and distribute copies of status reports of activities of the Park Board which may include plans and official recommendations made by the Board in the regular exercise of its duties, as set forth in this section;
3. To consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens in relation to its plans and recommendations prepared by it;
4. To request all public officials to furnish, within a reasonable time, such available information to assist in formulating the Board's plans and recommendations;
5. To exercise such authority as may be necessary to enable it to fulfill its functions, promote park and recreation planning, and carry out the purposes of this section;

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6. To conduct, upon request by the Mayor or Council, an investigation and submit a report, plan, map, or recommendation in connection with the development of the parks and recreation facilities of the City.

## **MEETINGS**

The Park Board will meet at 6:00 p.m. on the second Monday in February, June, August, October and December. Meetings will be held in the Lake Stevens Community Center, 1808 Main Street. Meetings will be noticed and conducted in accordance with the provisions of RCW 42.30, the Open Public Meetings Act.

## **ORGANIZATION OF THE PARK AND RECREATION PLANNING BOARD**

### **Appointments and Qualifications**

The Park and Recreation Planning Board shall consist of seven individuals who own property or reside within the City limits or the City's urban growth area. At least four members must be City residents or own property within the City. Appointments are made by the City Council upon recommendation by the Mayor. The term of each position is four years and shall expire on December 31st in the final year of each term.

### **Election of Officers**

The officers of the Park and Recreation Planning Board shall consist of a Chairperson and Vice-Chairperson elected from the members of the Park Board by a majority vote of the members. The Chairperson and Vice-Chairperson shall be elected at the first regularly scheduled meeting in January of each year. Any officer may be removed at any time by a majority vote of the Park Board. The vacancy of an office caused by the resignation or removal of any officer of the Park Board during his or her term of office shall be filled for the remaining term by a majority vote of the members of the Park Board.

### **Duties of the Chairperson and Vice-Chairperson**

The Chairperson shall preside over the meetings of the Park and Recreation Planning Board and will exercise all the powers usually incident to the office. The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the members present may elect a temporary Chairperson to preside at the meeting.

### **Secretary**

The Planning and Community Development Department shall assign a staff member to serve as the secretary to the Park and Recreation Planning Board. The secretary will be primarily responsible for all official records, the preparation of recommendations made at Park Board meetings and preparation of all notices of meetings, requiring notice to be given to the media and the public in accordance with the appropriate statutes. The secretary will prepare a final recommendation letter for the Chair to review and sign.

## **RECOMMENDATIONS**

A staff report of findings, conclusions and recommendations shall be forwarded to the Park and Recreation Planning Board before a public meeting. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of **the Lake Stevens Comprehensive Plan**. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to

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specific provisions of the parks, recreation and open space guidelines and review criteria incorporated therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or commercial aspects, if relevant, and on the general public.

After holding a public meeting, the Park and Recreation Planning Board will determine whether the proposal conforms to the criteria of Lake Stevens Municipal Code and the City's Comprehensive Plan based upon a consideration of the whole record.

Review of permit applications for conformance with the development design guidelines shall be done by the Park and Recreation Planning Board in public meetings. The Park Board may also be requested to assist staff in amendments to the design guidelines or adoption of new design guidelines for parks and open spaces.

## **PUBLIC MEETING**

The meetings provide a formal opportunity for anyone to state their opinions or provide information to the Board. The Board's authority is limited to matters related to design of parks and open spaces, and related recreation. In order to ensure a fair and orderly opportunity for everyone to speak, the Board uses the following meeting procedures:

- (1) Staff presentation that describes the proposal, provides options and offers a recommendation.
- (2) Presentation by project proponent.
- (3) Clarifying questions from the Park Board.
- (4) Any other person wanting to speak will be allowed to do so. The Chair will limit the length of questions/comments to three minutes each and will limit questions/comments to matters within the scope of the Park Board's authority.
- (5) After comments, and questions, the Park Board will begin its deliberations. Further comment and questions may occur if requested by the Park Board, if necessary to further their deliberation and reach a recommendation.
- (6) A final recommendation will be approved by motion.

## **General Rules**

The Park Board encourages public input. At Board meetings, public comments may be provided in the ways listed below. Those wishing to speak to the Board must follow the following rules:

- All comments must be provided from the podium.
- Speakers must state their full name and address.
- Comments should be brief and only within the scope of the Park Board's authority.
- Repetition should be avoided. Unless new information is presented, a brief statement of support or disagreement with previous comments is preferred.
- All questions and comments should be directed to the Park Board.

## **Written Comments**

The Park and Recreation Planning Board welcomes letters and other printed materials as a supplement to or in place of oral comments. The materials may be submitted to the Department of Planning and Community Development any time prior to a Board meeting, or directly to the Board at a meeting.

## **CONDUCTING BUSINESS**

### **Quorum**

A quorum is required for the Park and Recreation Planning Board to conduct business. It shall consist of at least three Board members of record, including the Chairperson, at the call for a vote on a recommendation. If members leave during the course of a meeting, reducing the attendance below three members, the quorum will have ceased.

### **Motions and Voting**

All members of the Park Board may make and vote on motions to recommend approval, approval with conditions, or denial of any park, recreation and/or open space proposal or amendment to a long-range plan. All motions shall be made in the affirmative. All motions shall be accompanied by an oral statement, by the person making the motion, of reasons and findings supporting the motion. This statement may include reference to any part or all of the planning staff's report and to comments or evidence submitted at the hearing. After a board member makes a motion, a separate member must second the motion prior to the entire board taking action by vote. If a motion does not receive a second, the motion fails for lack of support. A tie vote means the motion fails. A member may abstain from voting.

Where not otherwise specified in these rules of procedure, the meetings of the Lake Stevens Park and Recreation Planning Board and the manner of conducting business shall be governed by Robert's Rules of Order Newly Revised (RONR).

### **Conflict of Interest and Appearance of Fairness**

Any member of the Park Board who in his or her opinion has a personal interest in any matters before the Park Board that would tend to prejudice his or her actions shall indicate such interest. In the event of a conflict, he or she shall remove him or herself from the proceedings and retire to another room until a vote is taken on the item. In the event there is an appearance that any member could not make a fair and impartial decision because of a real or perceived interest in a matter before the board, the member shall state the real or perceived interest, or have interest described by other members of the board or the audience and remove him or herself from the proceedings.

## **APPEALS OF PARK AND RECREATION PLANNING BOARD DECISIONS**

Applicants and any interested party may appeal decisions of the Park and Recreation Planning Board. Only those issues under the authority of the Park and Recreation Planning Board as established by this section are subject to appeal. Appeals of the decision of the Park and Recreation Planning Board will be heard as follows:

1. If a related land use permit does not require an open record public hearing, then the appeal shall be heard by the permit-issuing or review body.
2. If a related development permit requires an open record public hearing, then the appeal shall be heard at that hearing and decided upon by the hearing body or officer hearing the related development permit.

## **AMENDMENTS**

These Rules of Procedure of the City of Lake Stevens Park and Recreation Planning Board may be amended at any meeting of the PARK BOARD by majority vote of the entire membership.

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DATED THIS \_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice-Chairperson

\_\_\_\_\_  
Member of the Board

\_\_\_\_\_  
Member of the Board