



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

Monday, January 9, 2017

CALL TO ORDER: 6:00 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS: Approval of December 2016 Minutes Park Board
Election of officers

DISCUSSION ITEMS: Park and Recreation Planning Board Rules of Procedures

BOARD MEMBER REPORTS:

STAFF REPORT: Parks update
Arts and Parks Foundation

COUNCIL REPORTS:

ADJOURN:

FUTURE AGENDA ITEMS:

*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**

Lake Stevens Community Center
1812 Main Street
Lake Stevens, WA 98258

Monday, December 12, 2016

CALL TO ORDER: 6:02 pm by Carl Johnson

MEMBERS PRESENT: Carl Johnson, Chris Jones, Marlene Sweet,
Terry Van Wyck and City Council Liaison
Kathy Holder

MEMBERS ABSENT: Leland Adams and Roger Schollenberger

STAFF PRESENT: Russ Wright, Community Development
Director and Jim Haugen, Parks and
Recreation Coordinator

OTHERS PRESENT: Mason Jones and Kloe Jones

Excused Absence

Motion by Board Member Terry Van Wyck to excuse Leland Adams and Roger Schollenberger, seconded by Board Member Marlene Sweet
Motion carried.

Guest Business

Mason Jones enquired as to when the Skate Park will be open. He was told that the current schedule will have the Skate Park opening in the summer of 2017.

Action Items

Motion to approve, November 12, 2016 Minutes. Moved by: Carl Johnson
Seconded: Chris Jones
Motion carried.

Discussion Items

The Parks and Recreation Planning Board Rules of Procedure were reviewed and changes were noted. The Board will vote at the next meeting to approve the Procedures.

Board Member Reports

Chris Jones stated that the Hartford baseball fields are being upgraded.

Staff Reports

Jim Haugen gave a Parks & Recreation update.

Cavelero – Meeting with the County Parks and Grindline on Monday the 19th to finalize plans and costs. Meeting with Peter Kirk on Friday 16th to discuss the BMX program.

Lundeen – Kid fence is in, street fence to be removed Wednesday the 14th. Trees are still being removed. A bid proposal for Park drainage, grading and irrigation is being put together for work to be done this spring. The new sign is in the process of being installed.

Frontier Heights – Jim has met with all of the utilities holding easements on the property. A HOA meeting is scheduled for January 17th and hopefully the vote process will begin.

Eagle Ridge – Community garden plans are being developed. The Snohomish Conservation District has been assisting.

North Cove – Trees are being cut to make room for the new modular City offices.

Recreation – We will work together with the School District on developing a City/School Recreation program for the community.

Park Planning Board – We will have an election of officers at our next meeting and we are looking for a new Board member to replace Jim Kelley.

Council Reports

None

Adjourn

Motion to adjourn, Moved by: Chris Jones, Seconded: Terry Van Wyck
Meeting adjourned at 6:42 PM

Proposed Future Agenda Items

Policy P-3-90
Parks Board Rules of Procedure Adoption

Carl Johnson, Chair

Jim Haugen, Parks & Recreation Coordinator

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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;

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 of each month. 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. Appoints 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 accorded 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 specific provisions of the parks, recreation and open space guidelines and review criteria incorporated

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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 four 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 four 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.

DATED THIS ____ day of _____, 2017.

Chairperson

Vice-Chairperson

Member of the Board

Member of the Board