



**PARK AND RECREATION PLANNING BOARD
AGENDA
Community Center
1808 Main Street, Lake Stevens
Tuesday, November 27, 2012**

CALL TO ORDER: 6:00 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS: A Approval of September 25, 2012 Minutes* Becky

DISCUSSION ITEMS: A Photo Assignments Russ
B Park Plan Process Russ

INFORMATION ITEMS: A Centennial Trail Sign Grant Becky

COMMISSIONER
REPORTS:

PLANNING DIRECTOR'S
REPORTS:

ADJOURN:

PROPOSED FUTURE
AGENDA ITEMS:

* ITEMS ATTACHED
** ITEMS PREVIOUSLY DISTRIBUTED
#ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

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CITY OF LAKE STEVENS
PARK AND RECREATION PLANNING BOARD
REGULAR MEETING MINUTES
Community Center
1808 Main Street, Lake Stevens
Tuesday, September 25, 2012

CALL TO ORDER: 6:05 pm by Co-Chair Jones

MEMBERS PRESENT: Chris Jones, Marlene Sweet, Will Brandt and Terry Van Wyck

MEMBERS ABSENT: Leland Adams, Roger Schollenberger and Carl Johnson

STAFF PRESENT: Planning Director Rebecca Ableman, Public Works Director, Mick Monken and Public Works/Planning Coordinator Georgine Rosson

OTHERS PRESENT:

Excused absence. Motion to excuse Board Members Adams, Schollenberger and Johnson by Board Member Van Wyck, second by Board Member Sweet. Passed 4-0-0-3.

Guest business. None

Approval of Minutes: The Park Board approved amended minutes of July 31, 2012. Motion to approve minutes by Board Member Van Wyck, second by Board Member Sweet. Motion passed, 3-0-1-3. Board Member Brandt abstained.

Discussion Items: *Title 10 Parks and Recreation Proposed Code Amendments:* Planning Director Ableman presented some general guidelines of current code and proposed changes. Some of the code items discussed were firearms, private buoys and markers on the lake and noise on the lake. Board Member Jones asked about “no parking” signs on main street near the boat launch, he stated it is difficult to drive through this area when boat trailers and vehicles are parked along both sides of the street.

Information Items: *Park Maintenance Level of Service:* Public Works Director Mick Monken gave a presentation on current levels of service for parks and trails in the city. He stated Public Works staff is currently able to maintain the desired level of service, although staff is looking into ways to reduce the maintenance of “pocket parks” throughout the city. These types of parks require a large amount of staff time, but serve a smaller population. Staff establish policies that determine service priorities if there is ever a situation where the desired level of service cannot be maintained. Co-Chair Jones suggested soliciting help from park sponsors if there is ever a situation where level of service cannot be maintained. He suggested a city wide park clean up day where park sponsors and community volunteers spend a day cleaning up area parks.

Subarea Plan Update: Planning Director Ableman announced that council approved

both subarea plans and planned actions, staff will now turn to the existing downtown area and plan to finish the downtown framework over the next few months.

Park Mitigation Fees: Planning Director Ableman and City Administrator Berg are working on putting together information on fees collected, what is on the program and how the fees can be allocated. Staff will have the information for the November meeting. With the subarea plans being adopted, there are recreational pieces the city may want to implement in the near future. Staff will be coordinating with the county for some of these areas.

Board Member Reports: Board Member Sweet stated the eagle killed by lightning in July was not George or Martha, there appears to be two pairs of eagles consistently using the lake.

Planning Director's Reports: *Shoreline Master Plan Update:* Planning Director Ableman gave an update on the Shoreline Master Plan. It is currently being reviewed by the Department of Ecology and staff expects a response from the agency sometime in October.

2013 Park Board Work Program: Park Board will hold a joint meeting with council the first of the year to discuss upcoming projects and ideas. Budget projections for 2013 are about the same as 2012, Planning staff is updating the Parks and Recreation element of the code and actively seeking grants for park projects. Planning staff will send out email reminders to Park Board members regarding pictures.

Events Planning Director Ableman discussed the various events the city has hosted over the past year, many of these events use the boat launch parking area and some events like Aquafest and Ironman require closure of the boat launch. Closing the boat launch creates an inconvenience for many citizens, and staff is looking into other options, including coordinating with Snohomish County to use the Wyatt boat launch during these events. The city has seen an increase in the number of requests for events in the downtown area, and the redevelopment framework will look at options to better facilitate events.

Adjourn. Board Member Van Wyck moved to adjourn at 7:00 p.m., second by Board Member Brandt. Motion carried unanimously. (4-0-0-3)

Chris Jones, Co-Chair

Georgine Rosson, Planning/Public
Works Coordinator



Staff Report
City of Lake Stevens
Park & Recreation Planning Board

Park Board Briefing
Date: **November 27, 2012**

Subject: **Parks & Recreation Meeting**
Contact Person/Department: **Russell Wright**, Senior Planner

SUMMARY:

Discuss Photo Assignments and 2013 Parks and Recreation Plan Update Process. Receive information on Sign Grant.

Discussion Item 1

Park Board members have submitted several park and facility photos, as noted on the attached sheet. Staff needs additional photos for the following park facilities: Centennial Woods, Eagle Ridge, Mill Cove Reserve, North Lakeshore Swimming Beach, Centennial Trail, Lake Stevens Community Park, Sunset Park, and Kid's Oasis.

Discussion Item 2:

Staff is preparing to update the Parks and Recreation Element of the Comprehensive Plan in 2013. The first step is preparing a project scope and process overview with the Park Board. Once a process is established, staff will provide a draft schedule for consideration.

Information Item 1:

Director Ableman is working on a grant project to install informational signage along the Centennial Trail.

ATTACHMENT:

Photo Assignment Worksheet
Draft Park Plan Update Process

Park Board Photo Assignments

All digital photos can be sent to rwright@lakestevenswa.gov.

Park/Facility	Park Board Member	Received
Catherine Creek Park	Roger / Leland	Yes
Centennial Woods	Marlene	No
City Boat Launch	Chris	Yes
Eagle Ridge Park	Marlene	No
Lundeen Park	Roger / Leland	Yes
Mill Cove Reserve	Chris	Waterside only
North Cove Park	Chris	No
North Lakeshore Swimming Beach	Terry	Waterside only
Cavalero Community Park	Will	Yes
Centennial Trail	Chris	No
Lake Stevens Community Park	Terry	No
Sunset Park	Marlene	No
Willard Wyatt Park	Roger / Leland	Yes
Lake Stevens Pool	done	Yes
Kid's Oasis	Terry	No

Draft Parks & Recreation Element Update Process

1. Scoping/Information Gathering

- a. Review of Current Parks & Recreation Element**
 - i. Background**
 - ii. Parks & Recreation Facility Classifications**
 - 1. *Parks***
 - 2. *Facilities***
 - 3. *Trails***
 - 4. *Open Space***
 - 5. *Programs***
 - iii. Inventory of Parks & Recreation Facilities & Programs**
 - iv. Inventory of Parks & Recreation Facilities Status & Future Needs**
 - v. Parks & Recreation Plan**
 - 1. *Level of Service***
 - 2. *Financing***
 - vi. Parks & Recreation Goals & Policies**
- b. Review of Regional Park Plans**
 - i. Comparison of Parks & Recreation Facilities & Programs**
 - ii. Comparison of Levels of Service**
 - iii. Comparison of Financing**
- c. Public Outreach**
 - i. Open House**
 - ii. Surveys (Survey Monkey advertised through paper and website)**

2. Analysis & Recommendation

- a. Staff Analysis & Findings**
- b. Public Meetings w/ Park Board**
- c. Draft Park Plan**
- d. Plan Review w/ Park Board**

3. Comprehensive Plan Process

- a. Public Meetings/Hearings w/ Planning Commission**
- b. Report PC Recommendations to Park Board**
- c. Public Meetings/Hearings/Adoption w/ City Council**
- d. Report CC Actions to Park Board**