



**PARK BOARD AGENDA  
Community Center  
1808 Main Street, Lake Stevens  
Tuesday, May 21, 2013**

CALL TO ORDER: 6:30 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS: A Approval of March 26, 2013 Minutes \* Russ

DISCUSSION ITEMS: A Park & Recreation Element Update\* Russ

INFORMATION ITEMS:

COMMISSIONER  
REPORTS:

PLANNING DIRECTOR'S  
REPORTS:

ADJOURN:

PROPOSED FUTURE AGENDA ITEMS: A Needs Assessment

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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.

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**CITY OF LAKE STEVENS**  
**PARK AND RECREATION PLANNING BOARD**  
**REGULAR MEETING MINUTES**  
Community Center  
1808 Main Street, Lake Stevens  
Tuesday, March 26, 2013

CALL TO ORDER: 6:05 pm by Chair Jones

MEMBERS PRESENT: Chair Chris Jones, Roger Schollenberger, Carl Johnson, and Marlene Sweet

MEMBERS ABSENT: Will Brandt, Terry Van Wyck, Co-Chair Leland Adams

STAFF PRESENT: Planning Director Rebecca Ableman, Senior Planner Russ Wright and Public Works/Planning Coordinator Georgine Rosson

OTHERS PRESENT: Mary Neary  
Katherine Runyon

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**Excused Absence:** Board Member Johnson motioned to excuse Board Members Brandt and Van Wyck, second by Board Member Schollenberger motion passed 4-0-0-3.

**Guest Business:** Chair Jones welcomed Ms. Neary and Ms. Runyon to the meeting. Ms. Runyon distributed a proposal for a Center for Non-Motorized Watercraft on Lake Stevens to each of the board members present. The proposed Center would be located at Lundeen Park and would be home to the rowing clubs, kayaking and canoeing clubs, and offer rental services for canoes, kayaks, pedal boats and small sailboats. The proposal includes re-locating the floating dock from North Cove Park to Lundeen Park, and includes designating certain days or hours on the lake for non-motorized activities only. The Center would be supported financially through boat rentals and space rental to the various rowing clubs in the area. Board Member Schollenberger expressed concern over the two rowing clubs and wondered how space would be divided among the clubs. He was also concerned about the cost of constructing this type of structure and wondered who would pay for it. Ms. Runyon responded the rowing clubs would be treated equally and the clubs would pay rent. Regarding construction cost, she stated that grants, levies or bonds were possible funding sources. Several board members were concerned over lack of space for this type of structure and activity at Lundeen Park. Planning Director Ableman suggested these types of questions regarding non-motorized watercraft could be added to the parks survey the City will be developing later this year.

**Action Items:** *Approval of Minutes from January 22, 2013:* Board Member Johnson made a motion to approve minutes; Board Member Schollenberger seconded the motion; motion passed, 4-0-0-3.

*Approval of Minutes from February 26, 2013:* Chair Jones made a motion to approve minutes; Board Member Johnson seconded the motion; motion passed, 4-0-0-3.

**Discussion Items:** *Park Inventory and Level of Service:* Senior Planner Wright presented an overview of the different types of parks throughout the city. Mini parks are the smallest parks, which are usually found within developments and typically serve the immediate residential neighborhood. Neighborhood parks were discussed next. These parks are mid-sized parks, usually under 10 acres that offer more amenities and serve the needs of multiple residential neighborhoods. Community parks are the largest parks in the park inventory, usually greater than 10 acres and less localized. These parks may have a variety of amenities, including playgrounds, athletic fields, picnic shelters and restrooms. The city has special use parks as well, which are parks that offer unique cultural or recreational experiences, such as the boat launch. The use of schools as parks helps supplement the recreational needs of the community. Staff is proposing to include schools in the parks inventory as school parks. Open Space and Trails were the final types of parks covered in the presentation. These types of parks are typically undeveloped lands set aside for passive recreational uses, or Native Growth Protection Areas set aside as permanently protected critical areas and buffers. Trails can be paved pathways in parks or along public roads, or soft surface trails for walking or hiking. Chair Jones asked about Lochsloy Park and if it is included in the inventory. Mr. Wright responded Lochsloy Park would be added to the special use parks inventory. Board Member Schollenberger asked about Hartford ball field and if it was included in the inventory, Mr. Wright was not familiar with this park and stated he would look at this park and determine if it falls within the Lake Stevens use area. Chair Jones mentioned some trails that were not listed in the inventory, such as Machias trailhead, Mr. Wright agreed that Machias trailhead was a major trailhead and would determine if it falls within the Lake Stevens use area. Discussion followed on Centennial Middle School, which is in the Snohomish School District and if it should be included in our school parks inventory.

The second half of Senior Planner Wright's presentation focused on proposed Levels of Service (LOS) based on park type. The current LOS of 7.5 acres per 1000 people does not consider the different types of parks. Staff is looking at new ways to determine LOS based on the type of park and quality of amenities and is recommending that the city move away from the service level based on population only. We would replace the existing LOS with a service area. The proposed LOS or service area for mini parks is one park within ½-mile radius of all residential areas. The type of amenities would include OSHA approved play equipment, benches and landscaping. Proposed service area for neighborhood parks is one park within a 1-mile radius of all residential areas. The amenities would be similar to mini parks but include restrooms, parking and picnic areas. Proposed service area for community parks is one park within a 2-mile radius of all residential areas. Additional amenities would include athletic courts/fields, trails and special features. The proposed LOS for Open Space is 5 to 10% of the city, including NGPA easements and tracts. The amenities would include soft trails with view areas and interpretive information. The proposed service area for trails is one trail within one mile of residential areas (this may include linear parks and enhanced sidewalks). Trail amenities may include paved paths with ADA compliance, landscaping, facilities, viewing areas and interpretive information. Special Use parks should be developed as the opportunity arises; no minimum standards for this type of park were proposed. The city is considering entering into an Interlocal Agreement with the school district for the use of school facilities for park uses. The presentation concluded with maps showing the distribution of the different types of parks and area where the city should focus development of additional parks.

Board Member Schollenberger suggested signage be included at the entrance to mini parks identifying the name of the park (if there is one) and if it is publically or privately owned. Mr. Wright thought this type of signage should be a standard for all types of parks. Mr. Wright asked the board members if they thought privately owned mini parks should be included in the LOS? Both Chair Jones and Board Member Schollenberger thought they should not be included. Board Member Johnson asked how many privately owned mini parks are within the city; Mr. Wright stated he is working on getting this number together.

Discussion followed regarding increasing open space through land development and amending city code to require open space with new developments. Senior Planner Wright explained the current open space code requirements for residential and commercial development.

**Information Items:** None

**Board Member Reports:** Board Member Johnson distributed a list of future suggestions for the Park Board.

**Planning Director's Reports:** Planning Director Ableman updated the board on the Shoreline Master Program. City Council will hear public comment on April 8<sup>th</sup>. Ironman event will be the weekend of July 20<sup>th</sup> and 21<sup>st</sup>, which is the weekend before Aquafest. Ironman will have an Ironkids event on Saturday, with the main race on Sunday. Aquafest is in the middle of being reviewed by staff. The city has received an application for a "Movie in the Park" event at North Cove Park. Staff is working through several issues regarding showing a movie in a public park. Board members suggested showing a movie in conjunction with a downtown event, like Aquafest. Chair Jones asked about Music on the Lake and if the event coordinators need any help. Ms. Ableman suggested the Park Board members check directly with the event coordinator. Board Member Schollenberger asked about the SR 204 and SR9 9 interchange, Ms. Ableman responded it looks like the final improvement solution will be widening SR 204; the city still has some circulation improvements to complete. Commercial development along 20<sup>th</sup> St. SE is progressing; the city is talking with possible developers, and is in the process of getting a business recruitment consultant in place to help recruit new businesses.

**Absence:** Board Member Johnson motioned to excuse Co-Chair Adams, second by Board Member Sweet, motion passed 4-0-0-3.

**Adjourn.** Board Member Johnson motioned to adjourn at 7:46 p.m., second by Board Member Sweet. Motion passed 4-0-0-3.

**Proposed Future Agenda Items:**

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Chris Jones, Chair

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Georgine Rosson, Planning/Public  
Works Coordinator



Staff Report  
City of Lake Stevens  
Park & Recreation Planning Board

Park Board Briefing  
Date: **May 21, 2013**

Subject: **2013 Parks & Recreation Element Update**  
Contact Person/Department: **Rebecca Ableman**, Planning & Community Development Director  
**Russell Wright**, Senior Planner

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**SUMMARY:** Staff will present an overview of survey elements.

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**Discussion Item A – 2013 Parks & Recreation Element Update**

To date, the Park board has reviewed the scope of work for the Park & Recreation Element update, the current inventory of parks and recreation facilities, existing and proposed park typologies, and proposed modifications to the level of service. The purpose of tonight's meeting is to discuss planned survey elements. Once staff finalizes the survey questions, they will distribute the survey to the public. Completed surveys will help form a new baseline to identify community-level parks and recreation needs and wishes. This information will help staff finalize a revised level of service, identify necessary capital improvements, and complete remaining revisions to the Park & Recreation Element of the Comprehensive Plan.

The proposed Parks & Recreation Survey will include the following elements:

- **Demographic Information** (e.g., resident, age, gender, & family composition)
- **Access to Facilities** (e.g., proximity to facilities & how residents get to facilities)
- **Facility Uses & Preferences** (e.g., how often are facilities used, favored facilities, favored activities, priority of facility types)
- **Community Desires & Satisfaction** (e.g., desired facilities & activities, satisfaction with existing facilities, & areas to improve)
- **Funding & Support** (e.g., what funding sources should be used for facilities & activities)

Staff is looking for direction from the Park Board on proposed survey elements.

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