



**PARK BOARD AGENDA  
Community Center  
1808 Main Street, Lake Stevens  
Tuesday, June 25, 2013**

CALL TO ORDER: 6:00 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS:	A	Approval of May 21, 2013 Minutes *	Russ
	B	Election of a Representative to the Parks and Arts Foundation	Russ

DISCUSSION ITEMS:	A	Park Plan Update – Recap of Discussion Items to date.*	Russ
	B	Format for next Public Meeting	Russ

INFORMATION ITEMS:	A	North Cove Eagle Scout Project	Russ
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BOARD MEMBER REPORTS:

PLANNING DIRECTOR'S REPORTS:

ADJOURN:

PROPOSED FUTURE AGENDA ITEMS:	A
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\*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**  
**SPECIAL MEETING MINUTES**  
Community Center  
1808 Main Street, Lake Stevens  
Tuesday, May 21, 2013

CALL TO ORDER: 6:32 pm by Chair Jones

MEMBERS PRESENT: Chair Chris Jones, Vice-Chair Leland Adams, Roger Schollenberger, Carl Johnson, and Terry VanWyck

MEMBERS ABSENT: Will Brandt, Marlene Sweet,

STAFF PRESENT: Senior Planner Russ Wright and Public Works/Planning Coordinator Georgine Rosson

OTHERS PRESENT:

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**Excused Absence:** Vice-Chair Adams motioned to excuse Board Members Brandt and Sweet, second by Board Member Johnson. Motion passed 5-0-0-2. (This motion was presented at the end of the meeting).

**Guest Business:** None.

**Action Items:** *Approval of March 26, 2013 meeting Minutes:* Board Member VanWyck motioned to approve minutes, Board Member Schollenberger second. Motion passed, 4-0-0-3.

Board Member Johnson arrived at 6:38 pm.

**Discussion Items:** *Park & Recreation Element Update - Overview of Survey Elements:*

Senior Planner Wright presented the proposed survey elements for the 2013 Parks & Recreation Element Update. He began by describing the information the city is proposing to gather. This information includes:

- Demographic Information (e.g., city resident, age, gender & family composition)
- Access to Facilities (e.g., proximity to facilities and 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)

An area for general comments and suggestions will also be part of the survey.

Once staff has finalized the survey questions, the survey will be distributed to a randomly selected pool of Lake Stevens' residents. The survey may be a hard copy, or participants may be directed to a website to take the survey. The selection of participants and the survey method is still being reviewed and finalized. 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 Parks & Recreation Element of the Comprehensive Plan.

Board Members had questions and suggestions on the survey. Vice-Chair Adams asked how the public would be made aware of the various parks throughout the City. Planner Wright responded that the survey might include information on the various parks or a link to information on our website. He also stated that Board Members have discussed the various parks in past meetings and the information is on the City's website. Board Member Schollenberger asked if there would be a notice in the paper regarding the survey. Planner Wright responded the City would place a notice in the paper. Chair Jones suggested having the survey available at the City's booth at Aquafest. Vice-Chair Adams suggested adding a question regarding recreational activities that citizens travel outside the city to enjoy.

**Information Items:** None.

**Board Member Reports:** Chair Jones asked about Hartford and Lochsloy parks and if they will be included in the Level of Service (LOS). Planner Wright responded they are currently identified as area amenities, but a decision to include them in the LOS will not be made until after the survey is complete and a needs assessment is done. Chair Jones asked about the parking lot paving underway at the Senior Center. Planner Wright responded Public Works is in the process of expanding the parking lot and it will be paved with asphalt.

**Planning Director's Reports:** None.

**Adjourn.** Co-Chair Adams motioned to adjourn at 7:06 p.m., second by Board Member VanWyck. Motion passed (5-0-0-2).

**Proposed Future Agenda Items:** *Needs Assessment:* This was not discussed at the meeting.

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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: **June 25, 2013**

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

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**SUMMARY:**

2013 Park Plan Recap and Format of Second Public Meeting

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**Discussion Item 1 – Park Plan Update**

Topics discussed to date with the Park Board:

1. Scope of Work and Schedule for the proposed city's Park and Recreation Plan 2013 update to ensure the plan element continues to address the recreational needs of the community and contains all of the elements, recommended by the Recreation & Conservation Office (RCO), which enable the city to compete for grant funding for parks and recreation projects. The update will be completed with the annual Comprehensive Plan docket.
2. Parks inventory and typologies – the city currently has approximately 146 acres of public parks, 10 acres devoted to special uses, within city limits, and 122 acres of open space in its parks and recreation inventory – these numbers includes city parks, county parks, trails, undeveloped property and Native Growth Protection Areas. Park types include mini-parks, neighborhood parks, community parks, special use parks and open space.

The Lake Stevens School District facilities compliment the city inventory with athletic facilities and playground throughout the city. In addition to public facilities, there are approximately 168 acres of private open space or other recreational properties within or near the city.

3. Level of service – the current LOS is 7.5 acres of parkland per 1,000 people. The city's current model does not distinguish types of parks and the different functions provided. Based on our current Level of Service the city has a deficit of approximately 63 acres of parkland when evaluating the city's 2011 population estimate (28,210). Staff is recommending a level of service that focuses on access to facilities and the quality of facilities and amenities available as well as recommending targets for different types of facilities.
  - Mini-parks encourage 1 park w/in ½ mile radius of all residential areas
  - Neighborhood parks LOS – 1 park w/in 1 mile radius of all residential areas
  - Community parks LOS – 1 park w/in 2 miles radius of all residential areas
  - Trails LOS – 1 trail w/in 1 mile of residential areas
  - Open Space LOS – 5% of city

4. 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)

Survey distribution will be by stratified random mailing to capture a representative cross-section of the population. This method will include random mailings to property owners and targeted random mailings to rental units. The survey will also be available on the city's website.

Staff has also had introductory workshops with the Planning Commission and City Council on these topics. The next steps in the project are:

1. Complete & distribute public survey
2. Analyze survey results to prepare needs assessment & final LOS recommendations
3. Complete plan revisions
4. Prepare an updated capital facilities plan
5. Prepare an updated fees survey / impact fee
6. Adopt w/ 2013 Comprehensive Plan schedule

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#### **Discussion Item 2 – Format of next public meeting**

Staff would like to host a second public meeting July 23, 2013 to cover the topics listed above and receive additional public comment. Staff would like feedback from the Park Board on the format of the next meeting, specifically the board's expectation for notification, public interaction, materials, location. Please be prepared to discuss this topic.

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#### **ATTACHMENT:**

Draft Park Plan Typologies  
Draft Public Inventory  
Draft Private Inventory

<b>Proposed Park Typologies</b>			
Type	Size	Typical Amenities	Area Served
Mini-Park	≤ 1 acre	Playgrounds, Landscaping, Picnic Benches	Residential areas w/in 1/2 mile
Neighborhood Park	≤ 10 acres	Informal, active, and passive recreation Playgrounds, Landscaping, Picnic Areas, Trails, single or small fields, Parking, Restrooms, etc	Residential areas w/in 1-1/2 miles
Community Park	> 10 acres	Informal, formal, active, and passive recreation amenities to serve the community Playgrounds, Landscaping, Picnic Areas, Trails, Multiple Fields, Structures, Parking, Permanent Restrooms, etc	Residential areas w/in 3 miles
Special Use		any park type or facility that provides a unique experience may include boat launch, cultural facilities, or public art	Community
Open Space		Undeveloped or low intensity uses that may include passive recreation areas, trails, or NGPAs	varies







Facility	Location	Owner	Area (acres)	Designation	Picnic Shelter/Benches	Playground	Trail/Pathway	Basketball	Track	Tennis	Athletic Fields/Football/Soccer	Beach / Swimming	Softball/Baseball	Dock	Boat Launch	Swimming Pool	View Corridor	Gymnasium	Restrooms	Community Center	Open Space	Native Growth Protection Area	Landscaping	Other
Open Space																								
16th St Open Space	16th Street NE & Main	City of Lake Stevens	1.77	Open Space																	X			
18th St Open Space	125th Ave NE & 18th St NE	City of Lake Stevens	1.87	Open Space																	X			
4th St NE Open Space	4th St SE	Snohomish County	9.83	Open Space																	X			
Baker Vista	34th St NE & 116th Ave NE	City of Lake Stevens	2.77	Open Space																	X	X		
Bridgeport at the Crossing 1	Catherine Dr & 124th Ave NE	City of Lake Stevens	9.72	Open Space			X														X	X		
Bridgeport at the Crossing 2	124th Ave NE & 30th Pl NE	City of Lake Stevens	0.26	Open Space			X														X		X	
Castle Dwellers SP	24th St NE	City of Lake Stevens	0.04	Open Space																	X	X		
Cedar Road	29th St NE & Cedar Rd	City of Lake Stevens	2.30	Open Space																	X	X		
Grade Road	25XX Grade Rd	City of Lake Stevens	25.94	Open Space																	X			
Greenwood Village	4th St SE	City of Lake Stevens	20.91	Open Space		X															X	X		X
Lake Forest	25th St NE	City of Lake Stevens	1.01	Open Space			X														X			
Lake Pointe	9th Pl NE & 122rd Ave NE	City of Lake Stevens	0.48	Open Space																	X			
Lake Stevens Woods Div1	Catherine Dr & 125th Ave NE	City of Lake Stevens	4.09	Open Space		X															X	X		
Lake Stevens Woods Div2	Bryce Dr NE & 125th Ave NE	City of Lake Stevens	7.04	Open Space		X															X	X		
Lake Stevens Woods Div3	Catherine Dr & 32nd St NE	City of Lake Stevens	1.70	Open Space																	X	X		
Lake Stitch	Lake Stitch	Snohomish County	0.31	Open Space																	X			
Lake Villa	126XX - 16th St NE	City of Lake Stevens	2.35	Open Space																	X	X		





Facility	Area (acres)	Designation	Playground	Trail/Pathway	Basketball	Tennis	Athletic Fields/Football/Soccer	Beach / Swimming	Softball/Baseball	Dock	View Corridor	Gymnasium	Restrooms	Community Center	Open Space	Native Growth Protection Area	Landscaping	Other
Private Parks & Open Space																		
AMBER SKYLINE (TRACT 9990)	0.88	OPEN SPACE / NGPA													X			
AMBER SKYLINE DIV 2 (TRACT 998)	0.94	OPEN SPACE / NGPA													X	X		
AMBER SKYLINE DIV 3 (TRACT 995)	0.82	OPEN SPACE / NGPA													X	X		
AMBER SKYLINE DIV 4 (TRACT 994)	0.97	OPEN SPACE / NGPA													X	X		
AMBER SKYLINE DIV 5 (TRACT 993)	0.96	OPEN SPACE / NGPA													X	X		
AMBER SKYLINE DIV 6 (TRACT 992)	1.04	OPEN SPACE / NGPA													X	X		
AMBER SKYLINE DIV 7 (TRACT 991)	0.54	OPEN SPACE / NGPA													X	X		
ANGELIA HEIGHTS	0.90	PRIVATE MINI-PARK	X												X	X		
AUTUMN GLEN	0.17	OPEN SPACE / NGPA / MINI-PARK	X												X	X		
AVERY PARK DIV 1	7.26	OPEN SPACE / NGPA / MINI-PARK	X												X	X		
AVERY PARK DIV 2	0.51	OPEN SPACE / NGPA													X	X		
BOND FIELD	1.95	PRIVATE - SPECIAL						X										
BOYS & GIRLS CLUB	1.47	PRIVATE - SPECIAL										X	X					
BRIDGEPORT AT THE CROSSINGS	0.07	OPEN SPACE													X		X	
CEDAR COVE	2.59	OPEN SPACE					X								X			

Facility	Area (acres)	Designation	Playground	Trail/Pathway	Basketball	Tennis	Athletic Fields/Football/Soccer	Beach / Swimming	Softball/Baseball	Dock	View Corridor	Gymnasium	Restrooms	Community Center	Open Space	Native Growth Protection Area	Landscaping	Other
Private Parks & Open Space																		
CEDARWOOD	0.36	PRIVATE MINI-PARK	X												X		X	
CEDARWOOD DIV 1	1.52	OPEN SPACE													X			X
CEDARWOOD DIV 2	0.88	OPEN SPACE / MINI-PARK	X												X			X
CHELNIC GREEN	0.36	OPEN SPACE													X			X
EAST EVERETT	1.28	OPEN SPACE													X			
EAST EVERETT	0.63	OPEN SPACE													X			
FENNER	2.04	OPEN SPACE / NGPA													X	X		
FOREST VISTA ESTATES	4.29	OPEN SPACE													X			
FRONTIER HEIGHTS SOUTH	2.25	OPEN SPACE / NGPA													X	X		X
FRONTIER HEIGHTS SOUTH	2.38	OPEN SPACE		X											X			
FRONTIER HILLS DIV 1	1.97	OPEN SPACE													X			
FRONTIER HTS DIV 1	0.04	OPEN SPACE													X			
FRONTIER HTS DIV 1	0.33	PRIVATE - SPECIAL													X			X
FRONTIER HTS DIV 1	0.19	PRIVATE - SPECIAL													X			
FRONTIER HTS DIV 2	7.10	PRIVATE NEIGHBORHOOD	X		X										X			
FRONTIER HTS SOUTH	0.06	OPEN SPACE													X			
GLENACRES DIV 1	11.83	OPEN SPACE / REC / DRAINAGE		X											X			

Facility	Area (acres)	Designation	Playground	Trail/Pathway	Basketball	Tennis	Athletic Fields/Football/Soccer	Beach / Swimming	Softball/Baseball	Dock	View Corridor	Gymnasium	Restrooms	Community Center	Open Space	Native Growth Protection Area	Landscaping	Other
Private Parks & Open Space																		
GLN ACR DIV 2 (992, 987, 986, 985, 982, 983, 2005)	12.72	OPEN SPACE / NGPA													X	X		
HELEENA HILLS	5.15	OPEN SPACE / NGPA													X	X		
INGLEWOOD ESTATES	2.09	OPEN SPACE / NGPA													X	X		
INGLEWOOD FOREST DIV 1	1.36	OPEN SPACE / NGPA													X	X		
INGLEWOOD FOREST DIV 2	2.95	OPEN SPACE / NGPA	X												X	X		
INGLEWOOD FOREST DIV 3	5.44	OPEN SPACE / NGPA / SPECIAL			X										X	X		
INGLEWOOD FOREST DIV 4	0.90	OPEN SPACE / NGPA / MINI-PARK	X												X	X		
INGLEWOOD FOREST DIV 6	1.12	OPEN SPACE / NGPA													X	X		
LAKE STEVENS SANDY BEACH TRACTS	0.70	OPEN SPACE													X			
MISSION RIDGE	7.54	OPEN SPACE / NGPA													X	X	X	
MISSION RIDGE DIV 1	1.19	OPEN SPACE / NGPA / MINI-PARK	X	X											X	X		
PASADERA	19.89	OPEN SPACE / NGPA / MINI-PARK	X	X											X	X		
PASADERA II	1.76	OPEN SPACE / NGPA													X	X	X	

Facility	Area (acres)	Designation	Playground	Trail/Pathway	Basketball	Tennis	Athletic Fields/Football/Soccer	Beach / Swimming	Softball/Baseball	Dock	View Corridor	Gymnasium	Restrooms	Community Center	Open Space	Native Growth Protection Area	Landscaping	Other
Private Parks & Open Space																		
RESERVE AT LAKE STEVENS DIV 1	0.13	OPEN SPACE													X		X	
RESERVE DIV 2	9.69	OPEN SPACE / NGPA / MINI-PARK	X												X	X		
SHADOWOOD	4.68	OPEN SPACE													X			
SKYLIGHT (TRACT 998)	0.28	OPEN SPACE													X			
SKYLINE RIDGE (TRACT 998)	0.22	PRIVATE MINI-PARK	X															
SKYLINE RIDGE (TRACTS 993, 994)	2.99	OPEN SPACE / NGPA													X	X	X	
SKYLINE RIDGE (TRACTS 995, 996, 997)	2.99	OPEN SPACE / NGPA													X	X	X	
STEVENS COVE	8.01	OPEN SPACE / NGPA		X											X	X		
TAYLOR'S COURT	3.61	OPEN SPACE / NGPA / MINI-PARK	X	X											X	X		
VINJE	4.23	OPEN SPACE / NGPA													X	X		