



**PARK BOARD AGENDA
Community Center
1808 Main Street, Lake Stevens
Tuesday, July 23, 2013**

CALL TO ORDER: 6:00 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS: A Approval of June 25, 2013 Minutes * Chair Jones

DISCUSSION ITEMS: A Park Plan Update – Goals & Policies Discussion* Russ

BOARD MEMBER REPORTS: A Will Brandt resignation Chair Jones

PLANNING DIRECTOR'S REPORTS:

ADJOURN:

PROPOSED FUTURE AGENDA ITEMS: A **Cancel August Meeting – Special Meeting in September for Public Open House**

*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**

Community Center
1808 Main Street, Lake Stevens
Tuesday, June 25, 2013

CALL TO ORDER: 6:01 pm by Chair Jones

MEMBERS PRESENT: Chair Chris Jones, Roger Schollenberger, Carl Johnson,
Terry Van Wyck, and Will Brandt

MEMBERS ABSENT: Vice-Chair Leland Adams, Marlene Sweet,

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

OTHERS PRESENT:

Excused Absence: Board Member Van Wyck made a motion to excuse Vice-Chair Adams and Board Member Sweet, second by Board Member Johnson, motion passed 4-0-0-3. (Board Member Schollenberger was not present for vote)

Guest Business: None

Action Items: *Approval of May 21, 2013 Meeting Minutes:* Board Member Van Wyck motioned to approve minutes, Board Member Johnson, second, motion passed, 4-0-0-3.

Election of a Representative to the Parks and Arts Foundation: Two members from the Parks Board need to be represented on the Parks and Arts Foundation Board. Board Member Brandt has served on the foundation board in the past and gave a brief description of the tasks involved and purpose of the foundation. Board Member Sweet is currently serving. Board Member Johnson volunteered to fill the vacant position. Chair Jones made a motion to nominate Board Member Johnson to the Parks and Arts Foundation Board, second by Board Member Brandt, motion passed 4-0-0-3. Chair Jones suggested we verify with Board Member Sweet that she still is a foundation board member.

Board Member Schollenberger arrived at 6:04 pm

Discussion Items: *Park Plan Update – Recap of Discussion Items to Date:*
The presentation given by Senior Planner Wright was a recap of the progress made to date on the Park Plan Update, and an opportunity for the Board to ask questions and discuss where the update is headed in terms of Levels of Service (LOS) and the criteria used to determine LOS. Staff is recommending that private and public mini-parks be counted separately and encourage a LOS of 1 mini-park within a ½ mile radius of all residential areas, but not establish an official LOS for mini-parks. In the past, mini-parks were required with a development and then ownership and maintenance was turned over to the City. These types of parks may still be required with a development, but are

no longer being turned over to the City and accounting for privately owned mini-parks would not be practical. Planner Wright stated the City does not have to set a firm target for these types of parks. Board Member Schollenberger asked how other cities account for mini-parks and their LOS in general, Planner Wright responded other cities calculate their LOS in several different ways, however the trend is toward a qualitative approach rather than strictly based on population. Planner Wright stated the Council liked the proposed LOS model, but they asked how the model could be implemented in higher density neighborhoods. Staff suggested the update could designate a minimum park size or establish a two-tiered radius for parks with higher density zoning.

Board Member Johnson asked about the distribution of neighborhood level parks in the city and in relation to higher density zoning. Planner Wright responded there were a couple of areas in the SW and SE areas of the city that were lacking neighborhood level parks, however he did not look specifically at higher density zoning areas.

Board Member Brandt asked if parks located within the UGA are included in the city's LOS, Planner Wright responded that yes, some areas parks within UGA's are included.

The proposed survey was the next topic – Planner Wright distributed a preliminary questionnaire for comments. The survey will be a stratified random sample, which will include a random mailing, based on the same zones as the traffic impact zones, and a targeted mailing to multi-family areas in an attempt to reach renters. Staff is looking for a 50% return, possibly sending out follow-up postcards referring people to our website in order to get a large sampling of residents. The survey will be ready in time for Aquafest and may be available at the City's booth. Board Members followed up with specific questions. Chair Jones asked if there was a better way to set up the survey for a family to answer the questions, instead of individually. He also asked if a listing of different park types at the beginning of the survey would be helpful. Board Member Schollenberger suggested adding distance criteria to question five. Board Member Brandt suggested adding "Other" to question 12. Planner Wright stated he would consider these suggestions and try to incorporate them into the survey questions.

Format for Next Public Meeting: Planner Wright asked Board Members where they would like to hold the next open house. Board Member Van Wyck said she was fine with the Community Center. Chair Jones thought Aquafest might interfere with the Community Center location. The fire station was mentioned as a possible location to attract people from other areas of the city by having the open house in a different location. Planner Wright asked about the format for the meeting, Board Member Johnson suggested having some preliminary survey results would be good, also having the survey available for people to complete at the open house. Planner Wright would do a power point presentation, a press release, and possibly invite the mayor.

Information Items: *North Cove Eagle Scout Project:* Planner Wright gave an update on the North Cove Eagle Scout project, noting the project is almost done and looks great. Mr. Wright encouraged the Board Members to look at the project after the meeting.

Eagle Ridge Eagle Scout Project: The City has received another Eagle Scout project proposal. This proposal is to refurbish and increase the visibility of signage at Eagle Ridge Park.

Shoreline Master Program: The Shoreline Master Program has been approved by the Department of Ecology; the City is now operating under new shoreline regulations.

Some discussion followed regarding the “I Heart the Lake” open house at the Community Center. Both Chair Jones and Board Member Johnson attended the open house.

Board Member Reports: Chair Jones asked about the paving at the Senior Center, Planner Wright responded it is not completed yet. Chair Jones mentioned the open house and BBQ at Lundeen Park sponsored by the Chamber. Board Member Johnson asked about signage and if we could get some “do not feed the birds” or waterfowl signs at city parks along the water? Planner Wright responded he would look into this.

Planning Director’s Reports: None.

Adjourn. Board Member Van Wyck motioned to adjourn at 7:06 p.m., second by Board Member Schollenberger. Motion passed 5-0-0-2.

Proposed Future Agenda Items: None.

Chris Jones, Chair

Georgine Rosson, Planning/Public
Works Coordinator



Staff Report
City of Lake Stevens
Park & Recreation Planning Board

Park Board Briefing
Date: **July 23, 2013**

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

SUMMARY:

Current Goals and Policies

Current Goals and Objectives

As the Park Board prepares for its second public meeting, staff would like feedback on the current goals and policies included in the Park Element of the Comprehensive Plan. The current goals and policies section is divided into the following goals, which is followed by specific policies:

- Goal 5.1 Support recreational and cultural activities* – this goal includes varied policies for level of service standards, prioritization of park acquisition, financing, flower programs, accessibility and volunteerism;
- Goal 5.2 Provide a diverse range of recreational and cultural opportunities* – this goal includes varied policies for multipurpose parks, cultural programs, access, youth programs, Aquafest, shoreline acquisition, implementation of the Downtown Plan, and development of lake facilities;
- Goal 5.3 Maximize park facilities by leveraging, sharing and efficiently using resources* – this goal includes varied policies for establishing relationships with partner agencies, such as the School District, funding strategies, cost valuations;
- Goal 5.4 Preserve and enhance open space and natural, resources* – this goal includes varied policies for fee stewardship programs, environmental protection, leash laws, wildlife preservation, lake views, coordinated open space, and dedication of open space;
- Goal 5.5 Provide an interconnected trail system linking city and regional trails* – this goal includes varied policies for trail connectivity, interpretive signage, conservation easements, commercial and recreation along Centennial Trail, pedestrian/bicycle trail along the north end of the lake, and a trail system around the lake.
- Goal 5.6 Maintain park facilities to maximize life of the facilities and to provide an attractive and pleasing environment for users* – this goal includes varied policies for preventing vandalism, volunteerism, and expansion of maintenance;
- Goal 5.7 Develop park and trail design standards* – this goal includes varied policies joint project with Snohomish County, standardized facility design, signage program, and comprehensive inter-city trail system; and
- Goal 5.8 Increase awareness of park and recreation activities* – this goal includes varied policies to promote the use of local parks and volunteerism.

Many of the goals and policies remain applicable; however, they should be organized cohesively around common themes. For example, the Bellingham Park Plan divides its policy section into the following categories:

1. *Parks and Recreation* – this category includes policies for the parks and recreation as a whole, specific parks types and special use sites;
2. *Open Space* – this category includes policies for using open space, natural areas, and critical areas;
3. *Trails* – this category includes policies for the creating and locating trails and pathway throughout the city;
4. *Recreational Programs* – this category includes policies for establishing quality recreational programs and services throughout the community
5. *Design and Access Standards Design* – this category includes policies for developing facilities that are sustainable, accessible, safe, and easy to maintain, with a consideration of long-term costs and benefits;
6. *Sustainable Practices* – this category includes policies for establish sustainable parks and facilities for present and future generations;
7. *Financial Resources and Coordination* – this category includes policies for effective and efficient funding, acquisition, development, operating, and maintaining facilities; and
8. *Human Resources* – this category includes policies for training and staffing park, facilities, and programs.

Other communities create policy categories based on park or facility type, operation and maintenance, economic factors and financing. The Recreation & Conservation Office recommends that goals describe desired outcomes; objectives are measurable & more specific. As we move through the update process, please consider the current goals and policies, potential categories for updated goals, policies, and objectives and specific content after a needs assessment is developed.

ATTACHMENT:

Current Goals and Policies

GOALS AND POLICIES

This section discusses the plan for Parks and Recreation Facilities in the City of Lake Stevens. The timing of development and provision of services comprise key components of this planning process. An analysis of existing conditions and projected needs in the previous section highlighted the areas of concern and opportunities for Lake Stevens. The Vision Statement for the City was used, along with the inventory and analysis contained in this element, to create a Plan. The Capital Facilities Element contains a strategy for achievement of the City's goals in light of the existing conditions in the City. The goals and policies within the Plan provide guidelines and actions for achieving that Plan.

GOAL 5.1 SUPPORT RECREATIONAL AND CULTURAL ACTIVITIES.

Policies

5.1.1 The City has adopted a LOS for parks based on access to different park types and recreation facilities: of 7.5 acres per thousand population.

Neighborhood Parks – 1 park within 1-mile radius of all residential areas

Community Parks – 1 park within a 2-mile radius of all residential areas

Open Space – 5% of city

Trails – 1 trail within 1 mile of residential areas

In developing the Level of Service, the City recognizes that land is in high demand and that acquisitions must be pursued as quickly as possible to ensure the land base is available to implement the community's vision. Once obtained, improvements of the parks can be accomplished over time as budgets, and grant and volunteer opportunities allow.

5.1.2 Prioritization for new park and recreation facilities shall take into consideration areas within the community, which are under-~~reserved~~-represented by parks, types of desired facilities not presently available, availability of properties appropriate for a particular type of park, and availability and opportunities for grants and other funding sources.

5.1.3 Establish financing mechanisms to ensure that adequate parks, open space, and recreation facilities are available to the community.

5.1.4 With a developer requirement of paying GMA based park mitigation fees, developers are still encouraged to ~~voluntarily~~-install mini-parks voluntarily for the benefit of their developments, however such mini-parks shall not be credited against meeting the developer's mitigation obligation. The city has not defined an LOS for mini-park, but encourages 1 park within ½ mile radius of all residential areas

- 5.1.5 Our program of City-wide plantings and hanging baskets will continue to be fostered through the Lake Stevens High School horticultural program.
- 5.1.6 Ensure that all park and recreation facilities owned and operated by the City are in compliance with ADA accessibility requirements.
- 5.1.7 Volunteerism is a significant source of energy and ideas. The City must continue to tap and improve existing opportunities to involve the community in its own programs. The City shall formalize a volunteer program that will include "adopt a park," and "adopt a trail," and similar programs.

GOAL 5.2 PROVIDE A DIVERSE RANGE OF RECREATIONAL AND CULTURAL OPPORTUNITIES.

Policies

- 5.2.1 Multi-purpose use of park facilities shall be encouraged, except where single uses are necessary.
- 5.2.2 The City shall encourage the provision of facilities for the performing and visual arts and the provision of art in public buildings and places.
- 5.2.3 Ensure that all segments of the population are provided an opportunity to access and enjoy the lake and its recreational resources.
- 5.2.4 Continue to support the programs oriented toward the youth.
- 5.2.5 Continue to participate in the annual Aquafest community celebration.
- 5.2.6 Pursue shoreline acquisitions and other means of providing public access to the lake, and provide for clean commercial recreation facilities to locate and operate near the lake.
- 5.2.7 Identify recreational and cultural needs opportunities for special needs populations.
- 5.2.8 The City supports the Lake Stevens Historical Society in their efforts to inventory significant historical and archaeological resources and to provide information to the community on its history.
- 5.2.9 The policies regarding North Cove Park contained within the "Recreating Main Street: Lake Stevens' Downtown Park and Public Facilities Plan," as may be amended, are hereby adopted by reference.

- 5.2.10 The City shall actively work toward implementing those policies by seeking appropriate financing.
- 5.2.11 Development within North Cove Park shall comply with the plan concept and policies contained within the “Recreating Main Street: Lake Stevens’ Downtown Park and Public Facilities Plan.” Variation from the specific facilities and locations in the plan are acceptable as long as the overall intent of the park is maintained.
- 5.2.12 It is important that the City pursue a program to diversify opportunities to include more active recreation choices.
- 5.2.13 The City will evaluate a proposal for commercial lake recreation opportunities.

GOAL 5.3 MAXIMIZE PARK FACILITIES BY LEVERAGING, SHARING AND EFFICIENTLY USING RESOURCES.

Policies

- 5.3.1 Cooperatively plan for joint facilities, meeting and ~~class-rooms~~classrooms, athletic fields, and other facilities with the Lake Stevens School District, Lake Stevens Junior Athletic Association, and other public or private providers of recreation services and facilities.
- 5.3.2 Support continued cooperation between the City, non-profit organizations, the Lake Stevens School District, and other agencies for continuation and development of recreation programming for youths, senior citizens, and other segments of the population.
- 5.3.3 Establish interlocal agreements between the City, County, private non-profit organizations, and other agencies to provide for athletic facilities to serve the needs of the City and the Urban Growth Area.
- 5.3.4 The City shall explore and where appropriate adopt a creative funding strategy which takes advantage of traditional sources, such as capital budgeting, grants, and developer contributions, but also non-traditional sources including, but not limited to volunteers, interlocal agreements, donations, foundations, interjurisdictional partnerships, and any other appropriate mechanism.
- 5.3.5 The City shall annually update the average cost of land per acre in order to accurately calculate the cost of acquiring new ~~park-land~~parkland.

GOAL 5.4 PRESERVE AND ENHANCE OPEN SPACE AND NATURAL, RESOURCES.

Policies

- 5.4.1 Allow for fee stewardship programs to be established in conjunction with recognized land conservancies to maintain dedicated natural areas in lieu of permitting homeowner associations to assume such responsibilities (assuming the City does not wish to assume such responsibility).
- 5.4.2 Promote environmental protection as part of providing a successful park and recreation program by establishing a permanent celebration promoting Earth Day activities.
- 5.4.3 Establish the City of Lake Stevens as an urban habitat zone thereby encouraging the natural reestablishment of wildlife.
- 5.4.4 Maintain and enforce leash laws and animal at-large laws to stem wildlife predation.
- 5.4.5 Locate land uses in a way to prevent or minimize impacts on natural habitat and to enhance the public's enjoyment of such lands.
- 5.4.6 Plan, locate and manage park and recreation facilities so that they enhance wildlife habitat, minimize erosion, and complement natural site features.
- 5.4.7 Preserve lake views for the public when considering land use decisions and when siting park and recreation facilities.
- 5.4.8 Plan for an open space system that may include:
 - a. Natural or scenic areas
 - b. Water supply protection areas and natural drainage easements
 - c. Urban and rural landscaped areas, such as public or private golf courses, cemeteries and arboretums
 - d. Land areas that enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open space
 - e. Public/private low intensity park and recreation sites
 - f. Cultural, archaeological, geological and historical sites
 - g. Large reserve tracts, private parks, common ground, and buffer areas which result from planned residential or rural and urban land use development
 - h. Utility corridors
 - i. Major multi-functional river corridors
 - j. Water bodies

k. Trail corridors that may function as wildlife corridors

5.4.9 The City may accept dedication and gift of lands that are to be managed as native growth areas and kept in a natural state to maintain existing habitat value. To the extent City resources permit, degraded lands should be enhanced to provide a higher habitat value.

GOAL 5.5 PROVIDE AN INTERCONNECTED TRAIL SYSTEM LINKING CITY AND REGIONAL TRAILS.

Policies

5.5.1 Achieve continuity throughout the City by creating a network of trails which provides pedestrian, bicycle, skating and/or equestrian access.

5.5.2 Provide historic and natural interpretation opportunities throughout the City's park system.

5.5.3 In developing the park system, encourage donations and dedications, conservation easements, innovative land use contractual agreements and other methods involving foundations, organizations, associations, trusts, developers, landowners, others from the private sector and neighboring and regional governments.

5.5.4 Promote commercial recreation opportunities along the Centennial Trail and on and near the lake.

5.5.5 Establish a pedestrian/bicycle trail along the north end of the lake connecting Centennial Trail to Ebay Slough. The path of the trail should pass through Centennial Park, Catherine Creek Park, North Cove Park, along North Lakeshore Drive, Lundeen Park, Eagle Ridge Park, then down to Hulbert Creek Canyon to Ebay Slough.

5.5.6 Establish a pedestrian/bicycle trail around the lake, choosing a route that best provides lake access and/or views.

GOAL 5.6 MAINTAIN PARK FACILITIES TO MAXIMIZE LIFE OF THE FACILITIES AND TO PROVIDE AN ATTRACTIVE AND PLEASING ENVIRONMENT FOR USERS.

Policies

5.6.1 Repair acts of vandalism immediately to discourage park property and City recreation facilities from becoming targets for further such acts.

- 5.6.2 Pursue anti-vandalism programs to be introduced into schools through the Lake Stevens Police Department.
- 5.6.3 Establish a formal volunteer network administered by the Lake Stevens Park Board
- 5.6.4 In the design of parks, encourage the use of materials and designs to reduce the occurrence and impacts of vandalism. Parks design which provides for easily surveillance of facilities by residents and by police can reduce the incidence. Use of materials such as graffiti resistant coatings can reduce the impacts.
- 5.6.5 The City shall establish creative methods to efficiently expand park and trail maintenance services such as encouraging volunteer efforts, continued use of the State Department of Corrections crews, and mutual coordination with other local agencies.

GOAL 5.7 DEVELOP PARK AND TRAIL DESIGN STANDARDS.

Policies

- 5.7.1 Continue to explore potential joint projects that are of mutual benefit to our jurisdictions and the users/participants in the City and its Urban Growth Area.
- 5.7.2 Standardize facility design to ensure consistency and quality in the Lake Stevens park system, and establish a standard for trail signage including interpretive, safety, and regulatory signs.
- 5.7.3 Establish a signage program for City parks.
- 5.7.4 Continue to provide for a comprehensive inter-city trail system linking the downtown area, schools, parks, and the Centennial Trail.

GOAL 5.8 INCREASE AWARENESS OF PARK AND RECREATION ACTIVITIES.

Policies

- 5.8.1 Promote the use of local parks through the media, Aquafest, other festivals and by providing information as to their availability such as publishing maps showing parks locations and their available facilities.
- 5.8.2 Promote and provide volunteer opportunities.