

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:

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.

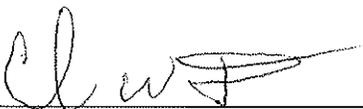
Information Items: None.

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.

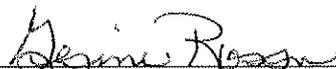
Planning Director's Reports: None.

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.



Chris Jones, Chair



Georgine Rosson, Planning/Public
Works Coordinator