



PARK BOARD AGENDA
Community Center
1808 Main Street, Lake Stevens
Tuesday, April 28, 2015

CALL TO ORDER: 6:00 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS: A. Approval of February 24, 2015 Minutes* Park Board

DISCUSSION ITEMS: A. Adopt-A-Park Monken
B. Eagle Scout Project Wright
C. Cavalero Park Plan Update Wright
D. Park Board Duties* Wright

BOARD MEMBER
REPORTS:

STAFF REPORT /
DIRECTOR'S REPORT:
COUNCIL REPORTS:

ADJOURN:

PROPOSED FUTURE
AGENDA ITEMS:

*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, February 24, 2015

CALL TO ORDER: 6:00 pm by Chair Chris Jones

MEMBERS PRESENT: Chris Jones, Leland Adams, Carl Johnson, Terry Van Wyck, Jim Kelley, Roger Schollenberger and Marlene Sweet

MEMBERS ABSENT:

STAFF PRESENT: Lead Senior Planner Russ Wright, Senior Planner Sally Payne and Permit Specialist Casey Howell

OTHERS PRESENT:

Excused Absence None.

Guest Business None.

Action Items

Approve October 28, 2014 Minutes

Motion by Board Member Johnson, seconded by Board member Van Wyck to approve the minutes. Motion passed, 7-0-0-0.

Election of Officers

Motion by Board Member Adams, seconded by Board Member Kelley to nominate Carl Johnson for Chair. Motion passed, 7-0-0-0.

Motion by Board Member Sweet, seconded by Board Member Johnson to nominate Jim Kelley for Vice-chair. Motion passed, 7-0-0-0.

Discussion Items

2015 Work Program

Russ Wright presented the draft 2015 Park Board Work Program. The Board discussed the following projects on the work program: Cavalero Community Park, Coordination with other groups, Hartford Trail Connection, Code Review and Trail Master Plan.

Motion by Board Member Jones, seconded by Board Member Van Wyck to add item to the 2015 work plan: continued coordination with Frontier Heights. Motion passed 7-0-0-0.

Motion by Board Member Johnson, seconded by Board Member Jones to reprioritize list of potential code amendments to highlight park impact fee amendments. Motion passed, 7-0-0-0.

Other items discussed: Capital Facilities Plan, boat launch grant, dock maintenance, community garden, adopt-a-park, art in school playgrounds.

Board Member Reports None.

Staff Reports

Cavelero Park

Sally Payne presented the Cavalero Park Master Plan that had gone to Council. The Board discussed the master plan, funding and parking area changes.

Frontier Heights Park

City did not get grant funding to acquire/renovate Frontier Heights. The City will instead concentrate existing park funds towards properties that it owns. Staff will continue to coordinate with other affected parties such for transfer of ownership and future development of Frontier Heights Park as opportunities arise.

Council Reports None.

Adjourn Motion by Board Member Jones to adjourn at 7:00 p.m., seconded by Board Member Van Wyck motion carried unanimously, 7-0-0-0.

Proposed Future Agenda Items

Adopt-a-Park Application Process and Expectations

Carl Johnson, Chair

Casey Howell, Permit Specialist

TITLE 2 -- ADMINISTRATION AND PERSONNEL

Chapter 2.56

PARK AND RECREATION PLANNING
BOARD

Sections:

- 2.56.010 Created
- 2.56.020 Membership/Appointment/
Compensation
- 2.56.030 Term of Office
- 2.56.040 Removal From Office
- 2.56.050 Expenses
- 2.56.060 Powers and Duties
- 2.56.070 Rules of Procedures

2.56.010 Created.

The Park and Recreation Planning Board (Park Board) is hereby acknowledged and ratified. (See Section 14.16A.380 of the Lake Stevens Municipal Code.) (Ord. 811, Sec. 6, 2010)

2.56.020 Membership/Appointment/
Compensation.

The Park Board shall be composed of seven members, appointed by the Mayor with the approval by a majority vote of the City Council, without regard to political affiliation. The Mayor and Council may appoint a member who resides or owns property within the City or the City's Urban Growth Area. At least four members shall be residents of the City. The members of the Park Board shall serve without compensation.

2.56.030 Term of Office.

The term of office of each member shall be for four years. The term shall terminate on the last day of the respective calendar year, even though this shortens or extends slightly the appointed term. Should a Board member desire re-appointment for another term, he/she shall submit a written request

to the Mayor for approval, and the concurrence of the City Council.

2.56.040 Removal From Office.

Members may be removed by the Mayor with the approval of the Council for inefficiency, neglect of duty, three consecutive unexcused absences, or malfeasance in office. Notification of such dismissal shall be in writing stating the exact cause for dismissal; however, all dismissals shall be final on approval of the Council.

2.56.050 Expenses.

The Park Board as a body or individual members thereof may be reimbursed actual and reasonable expenses in the performance of their duties on behalf of the Board from funds included within the general budget of the Planning and Community Development Department. Such expenses may include, but are not limited to, such items as: Travel and subsistence, registration fees and other costs incidental to meetings and conferences, professional and consulting services, educational fees, dues and assessments of professional park planning organizations, subscriptions to periodicals and purchase of informational and educational texts, and similar expenditures that may be deemed necessary to increase the efficiency and professional ability of the members of the Board. Park Board expenses shall be authorized only by the Planning and Community Development Director.

2.56.060 Powers and Duties.

- A. The Park Board shall be the principal planning advisory body for all matters relating to parks and the provision of recreation services. Public hearings required by Chapter 35A.63 RCW to be held in the course of the adoption or amendment of the text and/or map of the Park and Recreation Element of the Comprehensive Plan, shall be held by the Park Board; however, this in no way prohibits the City Council from making the final decision.

TITLE 2 -- ADMINISTRATION AND PERSONNEL

- B. The Park Board shall perform such other advisory functions (including hearings on certain park and recreation permit applications) as may be assigned to it by resolution or motion of the City Council.
- C. In addition to these and other powers and duties set forth elsewhere in this chapter, the Park Board shall be given the powers and duties hereinafter set forth:
- (1) To recommend to the Mayor and Council programs for the provision of recreation opportunities and for park and open space acquisitions and improvements;
 - (2) To publish and distribute copies of status reports of activities of the Park Board which may include plans and official recommendations made by the Board in the regular exercise of its duties, as set forth in this section;
 - (3) To consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens in relation to its plans and recommendations prepared by it;
 - (4) To request all public officials to furnish, within a reasonable time, such available information to assist in formulating the Board's plans and recommendations;
 - (5) To exercise such authority as may be necessary to enable it to fulfill its functions, promote park and recreation planning, and carry out the purposes of this section;
 - (6) To conduct, upon request by the Mayor or Council, an investigation and submit a report, plan, map, or recommendation in connection with the development of the parks and recreation facilities of the City.

Board shall review and revise the adopted rules of procedures as necessary, forwarding a copy to the City Administrator, Mayor and City Council.

2.56.070 Rules of Procedures.

The Park Board is hereby directed to adopt rules of procedures for the orderly and fair conduct of matters coming before the Park Board. The Park