



Parks & Recreation Planning Board

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Meeting Location:
Lake Stevens
Impact Property Mgmt
2nd Floor Conf Room
9506 4th St NE
Lake Stevens, WA 98258

The Parks & Recreation Planning Board comprises seven members who are appointed to four-year terms. The Parks & Recreation Board focuses on the functionality and accessibility of our parks and outdoor spaces, and advises the City Council regarding park acquisition, recreation programming and development, and the design and operation of parks and recreation facilities.

City Hall
P.O. Box 257
1812 Main Street
Lake Stevens, WA 98258
425-622-9400

Parks & Recreation Planning Board
Location: Impact Property Management
2nd Floor Conference Room
9506 4th St NE
Lake Stevens, WA 98258
Date: Monday, April 8, 2019
Time: 6:00 – 7:00 p.m.

Call to Order: Tina Decker, Chairperson

Roll call: Tina Decker, Carl Johnson, Marlene Sweet, Terry Van Wyck, Chris Jones, Roger Schollenberger, and Susan Green. City Council liaison Kurt Hilt

Action Items: Approve March 11, 2019 *Regular Meeting Minutes*

Guest Business:

Discussion Items:
Parks Planning and Development Coordinator
Parks & Recreation Survey Results & Re-Launch
2019 Work Program
Park Planning Board Update

Board Member Reports:

Council Report: Kurt Hilt

Future Agenda Items:

Adjourn:

***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
REGULAR MEETING MINUTES**

1812 Main Street
Lake Stevens, WA 98258

Monday, March 11, 2019

CALL TO ORDER: 6:00 PM by Tina Decker, Chair

MEMBERS PRESENT: Tina Decker, Carl Johnson, Chris Jones, Roger Schollenberger; Susan Green;

MEMBERS ABSENT: Terry Van Wyck; Marlene Sweet; Council Liaison Kurt Hilt

STAFF PRESENT: Russ Wright, Community Development Director; Jill Meis, Associate Planner; Teresa Meyers, Planning Department

GUESTS PRESENT: Owen Flinn; Sean Flinn

GUEST BUSINESS:

Chair Decker introduced Eagle Scout Owen Flinn who provided a visual presentation for an Eagle Scout project. Owen is proposing building a Ga-ga Ball pit to be placed in a City park for public use. Ga-ga ball is a variant of dodgeball that is played in a ga-ga "pit". The game combines dodging, striking, running and jumping with the objective of being the last person standing. Players hit the ball at each other with their hands and are eliminated if the ball strikes them on or below the knee.

Following the presentation, discussion was held regarding the build, design and installation timeline for Owen's scout project. Russ Wright suggested the pit may be best suited for Frontier Heights Park or perhaps the 20th Street Ballfields. The Board concurred suggesting Owen work with Russ and staff to determine the best location.

Chris Jones made the motion to bring the location decision and installation timeline back to the Board. Carl Johnson seconded the motion. The motion carried (5-0-0-2).

EXCUSED ABSENCE:

Chris Jones made a motion to excuse Marlene Sweet and Terry Van Wyck. Susan Green seconded the motion. Motion carried (5-0-0-2).

ACTION ITEMS:

Carl Johnson made the motion to approve the January 14, 2019, Regular Meeting Minutes. Seconded by Roger Schollenberger. Motion carried (5-0-0-2).

Russ Wright explained the request to nominate three members to serve on the Veteran's Memorial Board Advisory Committee. With the memorial location within North Cove Park, an advisory committee will help oversee the relocation efforts. Susan Green and Tina Decker volunteered. Chris Jones may serve as the alternate when available.

Chris Jones moved to approve the nominations. Carl Johnson seconded. The motion carried (5-0-0-2).

DISCUSSION ITEMS:

Comprehensive Plan Update: Russ Wright informed the Board the survey element focused heavily on trails and sidewalks. The board will provide recommendations with the latest survey results for the Comprehensive Plan which will be presented to the Planning Commission for review. Russ asked the Board to review the Parks & Recreation Survey results currently posted on the website. The link to the survey results was sent to the Board for review, comment and input. Members were asked to provide comments and recommendations to Tina Decker or Russ Wright by April 1st. The survey schedule and launch for an updated survey will be discussed at the April 8th meeting.

North Cove Park Update: Russ Wright described the redevelopment process, reviewed the overall design plan, play area, veteran's memorial and pavilion building plan. Phase 1 of the redevelopment should include paved trails and the completion of the pavilion building by October. Discussion took place regarding the Adopt a Park options and the Arts Foundation fund raising options for bricks or medallions in North Cove Park. Future discussion to be held for Adopt a Bench and brick options.

Russ solicited Board input for furniture design and material options for the Park. The overall consensus for colors and options was in favor of the Belson vendor page options; vendor option Tectura for planter and seating; and the Hex picnic table option from Belson.

Trail Master Plan: Assistant Planner, Jill Meis, presented the scope of the Trail Master Plan which will go to bid for consultant design. The staff report presented sought Board input for amenities throughout the trail. Discussion ensued with the following suggestions which Jill will include in the bid: parking locations; ADA accessibility; trail head locations in heavily populated areas; personal safety and visibility for trail heads and trail width to accommodate bikers, walkers and runners. Susan Green and Chris Jones volunteered to participate with the bid review process.

Frontier Heights Update: Russ Wright reviewed Phase I of the plan which includes parking, master trail, lawn and possible picnic shelters. Roger Schollenberger suggested incorporating the Ga-ga Pit into the Frontier Heights Master Plan. The consensus agreed

Frontier Heights will be the best fit for the pit; however, the development is still long range. Chris Jones suggested following through with Phase 1 to show progress and meet neighborhood needs.

BOARD MEMBER REPORTS

Carl Johnson commented on Lundeen Park’s popularity and concern for the lawn care. Chris Jones suggested the NGPA signs need to be posted.

Roger Schollenberger gave the Arts & Parks Coordination Team update. All events for 2019 have been determined for Music in the Park, Movies in the Park and Theater in the Park. They are looking for volunteer coordination from Board members.

Russ Wright shared the Council’s direction to merge the Park and Recreation Planning Board and Arts Commission under one umbrella to establish an Arts & Parks Board with nine members. The merger will likely occur by 2020.

The new meeting location for the remainder of the Park Board meetings in 2019 will be at Impact Properties, 2nd Floor Conference Room, 9506 4th ST NE. The next meeting is scheduled for April 8th at 6:00 pm.

ADJOURN:

Motion to adjourn the meeting moved by Carl Johnson; seconded by Chris Jones. Motion carried (5-0-0-2). Meeting adjourned 8:32 PM.

Tina Decker, Chair

Teresa Meyers, Secretary



2019 PARK BOARD WORK PROGRAM

PROJECT	DESCRIPTION	SCHEDULE	PROJECT MANAGER
COMMUNITY OUTREACH			
1. Coordination with other groups On-going	Coordination with the City Council, Arts Commission, Snohomish County and affected community groups on parks & recreation activities.	On-going	Parks Coordinator / Jim / Russ
2. Arts / Parks & Recreation Coordination Team On-going	The Park Board and Arts Commission have formed a working group with 2 members from each board to coordinate on recreation and park activities for the year	Quarterly meetings	Arts Comm. / Park Board
3. Park Naming Partially Completed	Public outreach to recommend names for Nourse Property and 20 th Street Ballfield	1 st Quarter	Parks Coordinator / Park Board
4. Adopt-A-Community On-going	Work with staff to help facilitate volunteer assistance with community projects in parks and events with service clubs, scouting groups and other volunteers. <ul style="list-style-type: none"> • This includes developing a list of projects, schedules and appreciation/recognition for volunteers. • Increase outreach to community businesses to partner on volunteer opportunities. 	On-going	Jim / Park Board
5. Quarterly Events Completed for summer quarter	Develop and work on the coordination of special community events including but not limited to festivals, sporting events, and other events.	On-going	Jim / Park Board / Arts Commission



2019 PARK BOARD WORK PROGRAM

<p>6. Arts & Parks Fountion On-going</p>	<p>The Park Board and Arts Commission elect 2 members from each board to serve on the Arts & Parks Foundation board</p>	<p>Quarterly meetings</p>	<p>Arts Comm. / Park Board</p>
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<p>PARK / PROJECT DESIGN</p>			
<p>1. Trail Master Plan (carryover) RFP distribution in 2nd quarter</p>	<p>Develop a framework for a Trail Master Plan to include a power line trail, shoreline access and pedestrian connections per Council funding approval. Determine alignment and develop standards.</p>	<p>On-going</p>	<p>Consultant / Jill Meis</p>
<p>2. Special Tasks (carryover) On-going</p>	<p>Review and/or make recommendations on special parks & recreation projects as they arise throughout the year.</p>	<p>TBD</p>	<p>TBD</p>
<p>3. Art in the Parks On-going</p>	<p>Develop an Art theme and plan to be incorporated in the parks.</p>	<p>On-going</p>	<p>Parks Coordinator / Parks Board / Arts Commission</p>
<p>PROCESS</p>			
<p>1. Update Parks Plans On-going</p>	<p>Review and update the adopted Park Plan to be consistent with RCO requirments. This project will include public outreach.</p>	<p>1st – 2nd Quarter</p>	<p>Parks Coordinator / Parks Board</p>



2019 PARK BOARD WORK PROGRAM

<p>2. Code Review (carryover) On-going</p>	<p>Review and/or make recommendations on proposed municipal code amendments including park impact fees, review of Title 10 Parks and Recreation, recommendations on open spaces, commercial park uses, etc.</p>	<p>TBD</p>	<p>Parks Coordinator</p>
<p>3. Review Models for Park Departments On-going</p>	<p>Review models for administration of Park Departments in multiple cities</p>	<p>On-going</p>	<p>Russ</p>

<p>Capital Projects</p>			
<p>1. North Cove Under Construction</p>	<p>Review site layout and plans for the new plaza, festival building and redevelopment of North Cove Park. Gather/provide community feedback</p>	<p>On-going</p>	<p>Russ</p>
<p>2. Eagle Ridge On-going</p>	<p>Review planting plans, playground layouts and other amenities.</p>	<p>TBD</p>	<p>Parks Coordinator</p>
<p>3. Frontier Heights On-going</p>	<p>Project is being designed by HBB. The board will review preliminary plans and layouts and help gather community feedback.</p>	<p>On-going</p>	<p>Parks Coordinator</p>
<p>4. 20th Street Ball Fields On-going</p>	<p>Assist the City to design the frontage improvements including landscaping, fencing and signage.</p>	<p>On-going</p>	<p>Parks Coordinator</p>
<p>5. Cavalero Park Project out for bid by Snohomish County</p>	<p>Monitor site development. Plan for park opening and use.</p>	<p>On-going</p>	<p>Parks Coordinator</p>



2019 PARK BOARD WORK PROGRAM

2019 Schedule will be every month unless additional meetings are required and requested with advance notice.

- 1st Quarter January through March
- 2nd Quarter April through June
- 3rd Quarter July through September
- 4th Quarter October through December.

**Parks Planning Board update
4/8/2019**

Volunteer/Adopt-A-Community

Kiwanis Club Grade Road street clean up
Completed

March 2019

Eagle Ridge Community Garden

April 6th 8:00-10:00

General Garden clean-up by Garden bed renters and volunteers

Everett Clinic City entry way planters

April 20th 8:00-10:00

Cleaning up planter beds and replanting new flowers

20th Street SE Commercial Site Buffer Planting

April 27th 8:00-12:00

Planting of trees and shrubs with the help of the Cavero Mid High School Builder Club students

Events in City Parks

Lake Stevens Community Egg Hunt
Lundeen Park

April 20th 11:00-12:30

Lake Stevens Four Square Church Egg Hunt April 20th
Frontier Heights Park

Lake Stevens Rowing Club Spring Sprints
North Cove Park/Boat launch

April 27-28

Amateur Radio Field Contest
Eagle Ridge Park

May 3-5