



**PARK BOARD AGENDA  
Community Center  
1808 Main Street, Lake Stevens  
Tuesday, January 28, 2014**

CALL TO ORDER: 6:00 pm

ROLL CALL:

GUEST BUSINESS:

ACTION ITEMS:           A       Approval of October 22, 2013 Minutes\*                           Chair Jones  
                                  B       Approval of October 30, 2013 Continuation Minutes\*  
                                  C       Election of 2014 Officers

DISCUSSION ITEMS:    A       2014 Work Program and Schedule\*                               Wright  
                                  B       Cavalero Park Planning   Wright

BOARD MEMBER  
REPORTS:

PLANNING DIRECTOR'S  
REPORTS:

ADJOURN:

PROPOSED FUTURE     A.       Eagle Scout Projects (February 25, 2014)  
AGENDA ITEMS:

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\*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, October 22, 2013

CALL TO ORDER: 6:05 pm by Chair Jones

MEMBERS PRESENT: Chair Chris Jones, Vice-Chair Leland Adams, Terry Van Wyck, Carl Johnson and Marlene Sweet

MEMBERS ABSENT: Board Member Roger Schollenberger

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

OTHERS PRESENT: None

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**Excused Absence:** Board Member Van Wyck motioned to excuse Board Member Schollenberger, second by Board Member Johnson motion passed 5-0-0-1.

**Guest Business:** None

**Action Items:** *Approval of July 23, 2013 Meeting Minutes:* Board Member Johnson made a motion to approve minutes, Board Member Van Wyck second, motion passed, 5-0-0-1.

*Approval of September 24, 2013 Meeting Minutes:* Board Member Sweet made a motion to approve minutes, Chair Jones second, motion passed, 5-0-0-1.

**Discussion Items:** *Park Plan Update – Draft Plan:* Senior Planner Wright began the presentation by stating the Park Board has a draft plan before them tonight and staff would need to meet with the Board one more time to discuss final revisions before it makes a recommendation to Planning Commission and City Council. Mr. Wright suggested the current meeting be continued until the following Wednesday at 5:45 pm. Board Member Sweet mentioned she would not be able to attend. The Board would reconvene in January to discuss implementation.

Planner Wright summarized actions taken so far to update the Park Plan. The draft Plan includes criteria of the Recreation and Conservation Office, which keeps the city eligible for grant funding. Staff prepared a detailed park inventory and described how the inventory and final revisions integrate into the Plan. Following the inventory table, there will be a distribution map for each park level showing where each park is located within the city. The draft Plan includes a revised Level of Service (LOS) methodology. Planner Wright explained the LOS methodology used is radius based, looking at equity and distribution throughout the city. The survey results support this method for parks and amenities provided. Two open houses were held, each with slightly different objectives. Board Member Johnson asked how many people attended the last open house held at the fire district's offices. Planner Wright responded that we had a good

turnout and several stakeholder groups were represented.

Planner Wright presented a detailed review of the final survey results compiled from mailed and electronic surveys. The results will form the basis for a needs assessment. Additional master planning will be needed to determine where new facilities and trail connections will be placed, especially on the west side of SR9 and around the lake in addition to coordination with the county. In the implementation phase staff will go back and map master planned areas and determine what type of parks are needed most and ideal locations. A wayfinding program will be developed, it was found through the survey that several residents do not know where the parks are located, the wayfinding program would emphasize better signage. Moving into acquisition, staff found there are some gaps in park distribution and a need to acquire additional shorelines, ROW, and easements for trails throughout the city. Site development and maintenance will also be looked at through the needs assessment. When the needs assessment is complete, the city will develop a capital projects list. Planner Wright finished his presentation briefly mentioning the revised goals and policies section, he will finish up the needs piece and make a recommendation to the board on the capital needs and have a refined version before the next meeting.

**Board Member Reports:** Board Member Johnson mentioned how nice the newly painted buildings looked at Lundeen Park. Planner Wright responded that the Latter Day Saints church did the work and the Council recognized their contribution. All the board members thought the update was done well and complimented Planner Wright on his excellent work.

**Planning Director's Reports:** Planner Wright mentioned James Kelley applied to fill the vacant Park Board position and the Mayor is bringing Mr. Kelley's name forward for Council's consideration. If confirmed, Mr. Kelley will be invited to attend the next Park Board meeting.

**Motion to continue meeting:** Board Member Johnson motioned to continue the meeting at 7:35 p.m., second by Vice-Chair Adams. Motion passed 5-0-0-1.

**Proposed Future Agenda Items:** *Continuance of Meeting:* Meeting will continue on Wednesday, October 30<sup>th</sup> at 5:45 p.m.

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Chris Jones, Chair

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Georgine Rosson, Planning/Public  
Works Coordinator

**CITY OF LAKE STEVENS  
PARK AND RECREATION PLANNING BOARD  
CONTINUATION MEETING MINUTES**  
Community Center  
1808 Main Street, Lake Stevens  
Tuesday, October 30, 2013

CALL TO ORDER: 5:49 pm by Chair Jones

MEMBERS PRESENT: Chair Chris Jones, Vice-Chair Leland Adams, Terry Van Wyck, Jim Kelley and Carl Johnson

MEMBERS ABSENT: Board Members Marlene Sweet, and Roger Schollenberger

STAFF PRESENT: Planning Director Rebecca Ableman, Senior Planner Russ Wright and Public Works/Planning Coordinator Georgine Rosson

OTHERS PRESENT: Khloe Jones

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The meeting began with a formal introduction of the new Park Board member, Jim Kelley. Mr. Kelley is a long time resident of the city and currently serves as president of the Lake Stevens Rotary Club. He brings several years experience working in the public sector and is a big supporter of a new skate park. The board welcomed Jim as its newest member.

**Excused Absence:** Board Member Johnson motioned to excuse Board Members Sweet and Schollenberger, second by Board Member Van Wyck motion passed 5-0-0-2.

**Guest Business:** None.

**Discussion Items:** *Park Plan Update – Continuation of October 22, 2013 Meeting:*

Senior Planner Wright began the presentation by giving a brief recap of the update process. The new plan is consistent with the Recreation and Conservation Office. The level of service (LOS) has been revised to reflect access and quality of amenities rather than being strictly population based. Staff developed an inventory of facilities, a needs assessment and a community survey. From the needs assessment, staff formed a capital facilities plan – these were the primary topics of discussion. Staff discussed coordination with Snohomish County for several parks within city limits, such as Cavalero Community Park. Cavalero has space for additional amenities, such as trails, an identified need in the survey. Staff thought it appropriate to develop a master trails plan in order to link trails, whether through sidewalks or additional trails as a priority to expand the trail system. Another big issue for the city is how to improve North Cove Park. This park is in the heart of the city and is used extensively for festivals and other downtown activities. The board will want to coordinate this planning effort in conjunction with the downtown framework. Another issue identified is considering a plan for low-impact, non-motorized activities around and on the lake, as well as providing additional habitat and interpretive areas. Survey results show the public is not aware of where several of the city's parks are located, which indicates a need for a wayfinding system

with an emphasis on common themed signage. Additional land acquisition for parks is also part of the needs assessment. The city would like to acquire additional shorelands, and identify areas for new neighborhood parks in the southern and western/central portions of the city. The next category for improvement is site development and implementation of existing plans, the most obvious one being Eagle Ridge Park. Immediate park improvements were identified in the needs assessment. It is the city's desire to coordinate repairs and maintenance with various user groups throughout the city.

Board Member Van Wyck asked about phase 3 of Eagle Ridge Park. Planner Wright responded that it would occur as part of a future capital project plan. Chair Jones asked about trail coverage on the north end of the lake and if it was identified on figure 5.5 of the Open Space and Trail Distribution map. Planner Wright responded the trails on the north end of the lake are not wide enough to be considered a safe trail, so they have not been identified on the map. Board Member Johnson asked about the trails in the neighborhoods off Grade Road near the covered bridge, and if these trails are for public use. Planner Wright responded there are three or four developments with trails that are considered semi-public, they are owned by the city, but only the immediate neighborhoods typically use the trails.

**Action Items:** *Board Recommendation to Planning Commission and City Council to adopt the revised Park Plan Element into the Comprehensive Plan, as part of the 2013 Docket:*

Board Member Johnson made a motion, with a second by Vice-Chair Adams, to forward a recommendation to the Lake Stevens Planning Commission and City Council to incorporate the revised Parks, and Recreation, & Open Space Element into the Comprehensive Plan, as part of the 2013 Docket. The motion passed 5-0-0-2.

**Adjourn:** Board Member Van Wyck motioned to adjourn at 6:30 p.m., second by Board Member Kelley. Motion passed 5-0-0-2.

**Proposed Future Agenda Items:** *Calendars – Discussion of next Meeting Date:* Regular meetings will be cancelled for November and December and the board will meet again on January 28, 2014. Arts Commission and Council would like to have joint meetings with the Park Board in 2014. Chair Jones asked if a Park Board member should be present at the next Planning Commission meeting when the recommendation is presented. Planner Wright responded it is not necessary but welcome. Board Member Johnson asked if there would be a new representative from Council next year. Planner Wright responded Council will vote on positions at the beginning of 2014. The Planning Commission will consider the Park Plan Update in November and pass along a recommendation to Council. Council will probably adopt the Park Plan at the December 9<sup>th</sup> meeting. Planning Director Ableman formally thanked Planner Wright for all his hard work, all of the board members heartily agreed.

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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: **January 28, 2014**

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

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**SUMMARY:** Staff will discuss the 2014 Park Board Work Program and Introduce Cavalero Park Planning

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**Discussion Item A**

Staff has prepared a draft Work Program for the Park Board's Review and City Council's approval (attached). The 2014 Schedule will be every other month, unless additional meeting are required and requested with advance notice. The 2014 Work Program would contain five main actions for the year:

1. Review of updates to Cavalero Community Park in coordination with Snohomish County and affected user groups;
2. Coordination with City Council, Arts Commission, Snohomish County and affected community groups on parks and recreation planning issues;
3. Review and comment on the Hartford Trail Connection;
4. Code review and recommendation of any municipal code amendments that may affect parks and recreation; and
5. Develop a framework for Trail Master Plan.

Staff will develop a detailed schedule and for each action before the Park Board begins the task.

**Discussion Item B**

The Park Plan update identified the need for the city of Lake Stevens to coordinate with Snohomish County on the update to the Cavalero Community Park Master Plan. This project was included on the capital project list. City staff will be meeting with County officials to develop a potential project scope and process for coordination between jurisdictions. Staff will report progress to the Park Board at each meeting. As the year progresses, the Park Board may need to facilitate meetings, provide comment and review proposals.

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**2014 PARK BOARD WORK PROGRAM**

PROJECT	PROCESS	SCHEDULE	START	PROJECT MANAGER
1. <b>Cavalero Community Park</b> – Coordinate with Snohomish County and other affected user groups related to revisions to the Park Master Plan including input on possible skate board park location.	Coordinate with user groups and provide input as needed.	Ongoing	Ongoing	RA
2. <b>Coordination with other groups</b> – Coordinate with the City Council, Arts Commission, Snohomish County and affected community groups on parks and recreation planning issues.	Specific tasks will be defined as project proceeds	To be determined	Ongoing	RA/RW
3. <b>Hartford Trail Connection</b> – Review and comment on design of Hartford Trail Connection and trailhead between downtown Lake Stevens and the Centennial Trail.	Specific tasks will be defined as project proceeds	To be determined	2 <sup>nd</sup> Quarter	RW
4. <b>Code Review</b> – Review and/or make recommendations on proposed municipal code amendments including a review of Title 10 Park and Recreation, recommendations on private open space for residential development, and review of park impact fee amendments.	Specific tasks will be defined as project proceeds	To be determined	3 <sup>rd</sup> Quarter	RW
5. <b>Trail Master Plan</b> – Develop a framework for a Trail Master Plan to include a power line trail, shoreline access and pedestrian connections.	Specific tasks will be defined as project proceeds	To be determined	4 <sup>th</sup> Quarter	RA/RW

2014 Schedule will be every other month unless additional meeting are required and requested with advance notice.