

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.

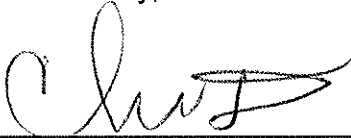
Planner Wright presented a detailed review of the final survey results compiled from mailed and electronic surveys. The results will form the basis for a needs assessment. Additional master planning will be needed to determine where new facilities and trail connections will be placed, especially on the 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.

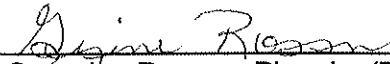
**Planning Director's Reports:** Planner Wright mentioned James Kelley applied to fill the vacant Park Board position and the Mayor is bringing Mr. Kelley's name forward for Council's consideration. If confirmed, Mr. Kelley will be invited to attend the next Park Board meeting.

**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.



Chris Jones, Chair



Georgine Rosson, Planning/Public Works Coordinator