



# CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98291 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

## NOTICE OF REGULAR MEETING

### PARK AND RECREATION BOARD

**WEDNESDAY**

**June 22, 2022**

**6:00 p.m.**

In person at the **Snohomish Carnegie**, 105 Cedar Avenue (lower level)  
with

**Remote online/telephone access via Zoom**

ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/88323007325>

Or call in at (253) 215-8782 and use Meeting ID# 883 2300 7325

### AGENDA

- 6:00 1. **CALL TO ORDER** - Roll Call
2. **APPROVE** the meeting summary of the April 27, 2022 and May 25, 2022 meetings (P.3)
3. **PUBLIC COMMENTS**
4. **DISCUSSION ITEM:** Proposed Meeting Calendar 2022 (P.XX)
5. **PROJECT MANAGER UPDATES**
6. **PARK BOARD MEMBER UPDATES**
7. **COUNCILMEMBER LIAISON UPDATES**
8. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:00 9. **ADJOURN**

**NEXT MEETING:** The next regular meeting is scheduled for Wednesday, August 24, 2022, at 6:00 p.m., at the Snohomish Carnegie, 105 Cedar, and online via Zoom.

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## Park and Recreation Board Meeting Summary April 27, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:00 p.m.

### ROLL CALL:

**Park Board:**

Jessica Newkirk  
Alice Armstrong, Chair  
John First  
Jesse Podoll

**Staff:**

Brennan Collins  
Brandi Whitson  
Tom Kreinbring

**Other:**

Councilmember Donna Ray  
Councilmember Lea Anne Burke

*NOTE: Due to the COVID-19 declared federal, state and local emergency, and pursuant to Governor Inslee's Proclamations 20-05 and 20-28, the Park and Recreation Board held its meeting via remote participation.*

2. **APPROVE** the meeting summary of the March 23, 2022 meeting.

Mr. Podoll moved to approve the minutes with removal of the word “baseball” in regards to mowing; the meaning was mowing in general, not just the baseball fields. Second by Ms. Newkirk. Motion passed (4-0).

3. **PRESENTATIONS:**

- a. Snohomish County Updates - Sharon Swan, Principal Park Planner with Snohomish County Department of Conservation and Natural Resources

Ms. Swan provided a presentation of County projects and information, including:

- Park projects of interest around the City.
- Leafline Trails Coalition - coordinate connecting trails across four counties (Pierce, King, Snohomish, Kitsap).
- Conservation Futures Program - utilizes funds to acquire land and preserve open space.
- Heirman Property - County property inside City limits (near Bickford Avenue and 20th Street), to preserve green space. Potentially transfer to the City to maintain as open space for public access.
- Land Conservation Initiative - modeled off King County’s program to study land preservation, impacts of climate change, forest management, and other actions.
- Comprehensive Planning - identify key priorities for capital planning.

Board members discussed the following topics with Ms. Swan:

- Connection of the Centennial Trail through Snohomish, a large cost of which was the bridge over the Snohomish River.
- Expanding the scope of the Park Board to include green spaces could broaden the view of how green spaces influence the City, such as with surface water and other infrastructure developments.
- Roles of the City and County in maintaining the Centennial Trail.

- Intended use of the County-owned property east of Sixth Street as a ballfield site, but was not a high priority project at this time.
- Transferring the Heirman property from County to City ownership; deed specifications.

The Board voiced appreciation to Ms. Swan for attending and found the information she provided very beneficial. Ms. Armstrong suggested inviting the County to provide an annual update.

b. Veterans Memorial Update - Tom Kreinbring, Assistant Planner

Mr. Kreinbring provided details of the background and process of a committee to return the Veterans Memorial obelisk to the Carnegie Building grounds. The committee met three times and developed a recommendation for Council to consider a small park on the south side of the building. The group considered ADA regulations, maintenance efforts, flagpole and plaque placement and design, obelisk base, fencing, lamp or light posts, and other considerations to make the area respectful, thoughtful and welcoming for pedestrians and visitors. The committee discussed fundraising through grants, as it was not currently budgeted by City funds.

Staff explained next steps would involve development of a conceptual site plan for Design Review Board review, since this was located in the Historic District. The City Council would address budgetary concerns.

The Board discussed:

- Infrastructure considerations; stormwater runoff, rain garden, impervious surfaces, path slope
- Reference of the original Berger plan, with a circular walking path.
- Final design still pending, especially with DRB review.
- Return of the obelisk via procession, with events similar to those held for the original installation of the memorial in 1961.
- Development of the site likely to be done in phases, based on a design, budget and funding.
- Role of the Park Board in the design and development of the site; possibility of working jointly with the DRB during the review process.

4. **CITIZEN COMMENTS:**

**Jeff Judy** commented on the design of Averill Field potentially impacting traffic flow through the parking lot of the Boys & Girls Club.

**Barbra Breiwick** commented on developing an off-lease dog park in the City.

5. **PROJECT MANAGER UPDATES:** Mr. Collins reported the following:

- a. Earth Corps Contract at Pilchuck Julia Boat Launch. Effective clearing of invasive species as part of the native growth planting project by the Snohomish Conservation District.
- b. Averill Field Update. Otak provided a quote for the Phase 1 area, consisting of the playground and sport courts. The proposal will be presented to the City Council on May 17.

6. **PUBLIC WORKS MANAGER UPDATES:** None

7. **PARK BOARD MEMBER UPDATES:**

Ms. Newkirk commented on promoting City parks, as several of her acquaintances seemed to frequent Monroe's parks. She has encouraged them to complete the PROS plan survey, and hopes to find reasons why Snohomish parks are not being utilized. Mr. Collins thought perhaps Monroe has seen a lot of recent development which can support park updates.

Mr. Podoll inquired on the Pilchuck Park access road.

Ms. Armstrong reported on the Kiwanis and Glacier Peak students cleaning up Claytown Park. She questioned reusing the annual calendar to help focus the Board's efforts. She was pleased by the news from Council on the dedication to trees, and requested they direct the Board in ways they could help.

Mr. Collins reported no further updates on the gazebo.

8. **COUNCILMEMBER LIAISON UPDATES:**

Councilmember Ray was excited to see the design and development of Averill Field moving forward. She cautioned the public that the City Council approved the design, and any changes would have to go back through them for approval, which could delay work. The Council was beginning 2023-2024 Budget discussions, during which funding for parks could be discussed including the need for additional maintenance staff. She encouraged the Board actively discuss their "wish list," since it helped capture ideas. Efforts to review City trees were moving forward, which could support the City receiving Tree City USA status.

Councilmember Burke reported meeting with the new City Administrator, stressing the importance of communication between the Council, Boards and staff. The hiring of a Public Works Director may help in that regard. She supported the idea of resurrecting the Park Board's annual plan to help direct topics of conversation.

9. **OTHER BUSINESS/INFORMATION ITEMS:** Ms. Armstrong reported on the upcoming tree tour. In conjunction with the tour and hoping to engage area youth, Green Snohomish developed a "Portrait of a Tree" contest for high school students to create a portrait of a historic tree. The art would be displayed at the Carnegie, and voted on by the public.

10. **ADJOURN:** Meeting adjourned at 7:41 p.m.

Approved this 25th day of May, 2022.

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Chair



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## Park and Recreation Board Meeting Summary May 25, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:08 p.m.

### ROLL CALL:

**Park Board:**

John First  
Jesse Podoll  
Rich Patton

**Staff:**

Brennan Collins  
Brandi Whitson

**Other:**

Councilmember Donna Ray

*NOTE: Due to the COVID-19 declared federal, state and local emergency, and pursuant to Governor Inslee's Proclamations 20-05 and 20-28, the Park and Recreation Board held its meeting via remote participation.*

2. **APPROVE** the meeting summary of the April 27, 2022 meeting. Minutes were not available at time of meeting.

3. **PUBLIC COMMENTS:**

**Morgan Davis** commented on moving the City Shop off First Street and installing a neighborhood park on the site.

5. **PROJECT MANAGER UPDATES:**

- a. Averill Field Update. The City Council approved the contract with Otak to generate construction drawings. Staff also found it more cost effective to contract directly with playground vendors, so a separate contract may be drafted.
- b. Pilchuck Park Access Road Update. The project has been split into two components: 1) access road relocation, and 2) bank stabilization. 30% plans have been generated for component 1). The Engineering Department submitted comments and questions for incorporation on the next set of drawings. Staff hopes to have a final road access bid package this year, with construction likely next year.

Staff was waiting for the ground to dry out enough to support the lift needed to replace bulbs in the Pilchuck Park field lights.

6. **PUBLIC WORKS MANAGER UPDATES:** None

7. **PARK BOARD MEMBER UPDATES:**

Mr. Patton recently toured Lake Stevens's Cove Park. He mentioned Snohomish parks were looking well, despite the wet weather.

Mr. First commented on meeting in a City park this summer. He reported many trees in parks and public spaces were dead or dying and needed replacement. He mentioned damage to trees is often caused from maintenance equipment like power trimmers.

Mr. Podoll concurred with Mr. First, and referenced the tree inventory currently in process with the Planning Department. The Board briefly discussed the inventory and what information they hoped it would provide on trees and canopy cover.

The Board then discussed summer meetings, and general consensus due to scheduling, was to cancel the July meeting, and discuss a date for August's meeting at the June meeting. Motion to cancel the July meeting passed (3-0).

8. **COUNCILMEMBER LIAISON UPDATES:** Councilmember Ray reported recent action by the City Council regarding the City Shop, and stated Council approval of using park impact fees on Averill Field, the Cady Connector bridge and Homestead Park meant plans for using impact fees on new parks would be added to the bottom of the list of projects. Council approved a storage shed at Pilchuck Park for maintenance equipment, and approval to hire additional Public Works staff.

9. **OTHER BUSINESS/INFORMATION ITEMS:**

Mr. First inquired on erosion of the access road to Pilchuck Park, if work was not expected to begin until next year. Mr. Collins explained not much erosion is expected until the next rainy season, and even then there would not be much the City could do. If too much erosion occurred, it could implement emergency actions, but in the meantime, as Mr. Podoll pointed out, the road could be reduced to a single lane or other interim access options could be reviewed.

Mr. First commented that moving the City Shop to the other side of the highway could inhibit services and response during an emergency. Mr. Patton concurred, and suggested a centrally located shop would be more beneficial.

Mr. Podoll referenced an article about a pickleball court facility in Philadelphia causing noise issues for the surrounding neighborhood. He questioned noise concerns at Averill Field, and whether time restrictions would be in place. Mr. Collins stated there were currently no park use hours, and lights could promote nighttime use. There was not a high density of residences nearby; however, if the City received complaints then staff would review and try to address the specific concerns.

Mr. First voiced concern over the storage shed at Pilchuck Park adding another target for vandalism.

Councilmember Ray shared the City Council discussed moving the City Shop away from the river, and directed hiring a consultant to perform a feasibility study. The results of the study would help form decisions. Mr. Collins questioned proposed development of a civic campus for all City services. Councilmember Ray replied that had been discussed, but the City would likely have to purchase the property large enough, which may be too expensive to consider.

8. **ADJOURN:** Meeting adjourned at 6:46 p.m.

Approved this 22nd day of June, 2022.

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Chair

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### **Meeting Guidelines**

*The Snohomish Parks Board always welcomes the professional and respectful comments from members of the community.*

- ◆ Meetings end at 8:00 p.m. unless a majority moves to continue.
- ◆ Citizen comments are limited to three minutes.
- ◆ Each Agenda will have time allocations for each item.
- ◆ Agenda items will be discussed in the following format: Staff Presentations, Citizen Comments, Board deliberation, and action.
- ◆ All Agendas will include the annual Calendar.
- ◆ Agendas will be emailed to Boardmembers.

### **Parks and Recreation Board Meeting Calendar – 2022 - Draft**

<p><b>January</b> Election of Chair Meeting Calendar</p>	<p><b>TOPICS ALL YEAR:</b>  PROS Plan</p>
<p><b>February</b> (Short working meeting, 5-6. Discuss tentative year plan, set 6 months) <b>Project Mgr Updates (Carnegie, Averill Field lights, EV charging stations, native growth planting, etc)</b> <b>Gazebo update?</b></p>	
<p><b>March</b> Short meeting, Time TBA <b>Review Town Hall February and prepare for Town Hall March.</b> <b>Project Mgr Updates</b> <b>Park Impact Fees, timeline, amount, etc. clarify</b> <b>Benches (brief update, AArmstong)</b> <b>Arbor Day? Tree City? Review of Tree policy (CC agenda), etc.</b>  <b>Town Hall –</b> <b>Master Plan TBA</b></p>	
<p><b>April</b> Short meeting – Time TBA <b>Review Town Hall March and prepare for Town Hall April.</b> <b>Project Mgr Updates</b> <b>Benches and Kiwanis Legacy recreation area (brief update, AArmstong)</b> <b>Start conversation on Restroom policy review.</b></p>	

**Vandalism – city ordinance? Consequences? Cameras?**

Town Hall – 6-8 Master Plan - Homestead Park, Cady Connector ?

**May**

**Start work on PROS plan, determine process, etc. public input due ---**

Gazebo

**June**

**work on PROS plan**

**Consider GRANTS to request – Lighting, Carnegie Park, Landscaping Cady extension, etc..**

**Kiwanis Legacy teen recreation area**

**July - Meet at Park if possible? Public open house?**

**Project Mgr Updates**

**work on PROS plan**

**Review and discuss design standards information, request update**

**August**

**Project Mgr Updates**

**September**

**Project Mgr Updates**

**October**

**Project Mgr Updates**

**Work on Year in Review**

**Kiwanis Legacy recreation area**

**November/December – Combine**

2021-22 Year in Review

## **Need information**

Council Review of Committees – Parks – When, what?  
Budget planning – When, what?  
Coordinate with City Council calendar

## **Possible new considerations:**

EV stations at Parks parking, funds for Parks?  
(Review of Glyphosate Use (school district also?) alternatives?)  
(Summary of Sustainable Parks workshop - January 21 - Brennan, Donna, Alice? )  
Midtown Area development, involvement of Parks? Pocket parks, etc?  
Walsh Development – any parks? Green public spaces etc?  
Carnegie Landscaping? Grant? Volunteer? Local businesses?  
Deepen coordination with County projects and grants applications – develop plan  
Work with City on Tree initiatives –develop plans  
Work with City on Recreation and scheduling, website, etc. –develop staff and plan

## **Open Items from Sept 2019**

Fischer Park (grant?)  
Bob Heirman Family Park  
Morgantown play equipment upgrade  
Wildlife Refuge (water treatment?) Trail system and marking  
Dog Park (seems not a safe place is available.- discuss with CC and community)  
Centennial Trail – Mark path with distances for runners (might a local group volunteer to do this?)  
Staffing – Parks Coordinator position  
Dedicated Parks fund – better understanding of budget and flow, especially of Impact Fees  
Tree City USA – inventory needed – Volunteers? Green Snohomish?  
Data collection for Parks use – MPD data, Wifi ping counts, LexisNexis heat map?  
Parks on Website – last update? Schedule annual review and update? Stories, pictures,  
Parks on FB? Community input. Legal issues?  
Check in at Parks?  
Donations to Parks?  
Security – Update City Code to allow staff to eject parties from parks w/o Police? Develop policy to ban repeat offenders? For a period of time, trespass consequence?