



PARK AND RECREATION BOARD REGULAR MEETING

**Wednesday, June 28, 2023
at 6:00 p.m.**

In person at the Snohomish Carnegie 105 Cedar Avenue Snohomish, WA
and remote on-line/telephone access via *Zoom*

ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/86885167363>

Or call in at (253) 215-8782 and use Meeting ID# 868 8516 7363

AGENDA

- 1. CALL TO ORDER**
 - a. Roll Call
 - b. Flag Salute
- 2. PUBLIC COMMENT on items not on the agenda**
- 3. APPROVE AGENDA contents and order**
- 4. APPROVE minutes of the previous meeting(s)**
 - A. May 24, 2023 Special Workshop and Regular Meetings minutes
- 5. DISCUSSION ITEMS**
 - A. Volunteers in Parks (VIP) Pilot Program
 - B. Parks Classifications and Inventory
 - C. Parks Needs Assessment
 - D. Urban Forestry Plan
- 6. BOARD MEMBER UPDATES**
- 7. COUNCIL LIAISON UPDATES**
- 8. STAFF MANAGER UPDATES**
 - A. Public Works Parks Staff Update
- 9. ADJOURN**

NEXT MEETING: The next regular meeting is scheduled for Wednesday, July 26, 2023 at 6:00 p.m., at the Snohomish Carnegie, 105 Cedar Ave. and online via Zoom.

Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115. This organization is an Equal Opportunity Provider.



CITY OF SNOHOMISH

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

Park and Recreation Board Meeting Summary May 24, 2023

1. **CALL TO ORDER:** The regular meeting was called to order at 6:02 p.m., held at the Snohomish Carnegie, with a remote attendance option available via Zoom.

Board Members Present: Rich Patton, Jessica Newkirk, John First, Alice Armstrong
Board Members Absent: None

2. **PUBLIC COMMENT:** None
3. **APPROVAL OF AGENDA ORDER:** Hearing no objections, Chair Armstrong stated the agenda order stood as presented.
4. **APPROVE** the meeting summary of the March 22, 2023, regular meeting. The meeting summary was approved as submitted.

5. **ACTION ITEMS:**

- A. 2022 Annual Report to City Council

Staff presented the draft 2022 annual report to City Council as discussed at the special workshop meeting. Boardmember Newkirk moved to approve the 2022 annual report as revised during the special workshop meeting. Boardmember First seconded the motion, which passed 4-0.

- B. 2023 Work Program

Staff presented the draft 2023 work program and their project descriptions and noted the revision as discussed during the special workshop meeting. Chair Armstrong requested Board members check if their schedules allowed for regular meetings throughout summer, to which the Board confirmed.

Boardmember First moved to approve the 2023 work program as revised during the special workshop meeting. Boardmember Newkirk seconded the motion, which passed 4-0.

The Board discussed at which City Council meeting to present. Boardmember First moved that the Board present its annual report and work program to the City Council at its June 6, 2023 regular meeting. Boardmember Newkirk seconded the motion, which passed 4-0.

6. **DISCUSSION ITEMS:**

- A. Averill Field Playground Update

City Administrator Heather Thomas provided a summary and update on the Averill Field playground, indicating equipment was reviewed with City maintenance personnel and

Boys & Girls Club staff. Administrator Thomas shared recent Council action, and explained the goal was to begin construction at the end of the summer, when Pilchuck Park was re-opened. Councilmember Lea Anne Burke asked what could be done with the existing equipment. Administrator Thomas replied staff would get back to the Board on that.

B. 2022 PROS Plan Public Survey Results

Planning Director Brooke Eidem provided a summary and analysis of the PROS Plan Survey results, together with staff's findings. Additional community outreach would occur through various mediums, such as the weekly Farmer's Market.

Director Eidem shared details of the upcoming Comprehensive Plan Carnival scheduled in July at the Snohomish Carnegie. The Board discussed and provided feedback to consider, such as QR codes in parks that linked to surveys.

C. PROS Plan Goals & Policies

Assistant Planner Tom Kreinbring provided a summary and background information on the deviations between the goals and policies in the current Parks Element of the Comprehensive Plan and the 2015 PROS plan. He provided a matrix worksheet to each Boardmember and requested they fill it out and bring to the July meeting. He stated that as subject matter experts, their feedback would be important during the PROS plan update and thanked them in advance for completing it.

7. STAFF MANAGER UPDATE:

Assistant Planner Kreinbring provided updates on various topics as requested by the Board at previous meetings.

8. PARK BOARD MEMBER UPDATES:

Boardmember First stated that he looked forward to clarity from the City Council regarding the Board's role, and hoped to hear from maintenance staff at future meetings. He remarked on maintenance issues of the Centennial Trail and requested monthly reports from Parks staff.

Boardmember Patton agreed with the request for reports from Parks staff, and discussed issues on the trails.

Chair Armstrong expressed gratitude for Mr. Podoll's many years of work and service to the community. She commented on Board bylaws, a Cady Landing bridge, and adding climate change and emergency preparedness to the PROS plan.

9. COUNCILMEMBER LIAISON UPDATES:

Councilmember Donna Ray reported the City Council would host a special workshop on May 30, 2023 to address boards and commissions' roles and responsibilities.

Councilmember Burke thanked Mr. Podoll for his years of service, informed the Board on the status of the First Street tree program, and explained there was interest around the Youth

Council visiting boards and commissions to see how different aspects of local government worked.

10. **ADJOURNMENT:** The meeting adjourned at 7:42 p.m.

Approved this 28th day of June, 2023.

By: _____
Alice Armstrong, Chair



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Park and Recreation Board Special Workshop Meeting Summary May 24, 2023

1. **CALL TO ORDER:** The special workshop meeting was called to order at 5:03 p.m., held at the Snohomish Carnegie, with a remote attendance option available via Zoom.

Board Members Present: Jessica Newkirk, John First, Alice Armstrong

Board Members Absent: Rich Patton

Chair Armstrong provided an update to the Board regarding the recent resignation of Jesse Podoll. Staff stated they will work with the City Clerk to start the recruitment process.

2. WORKSHOP DISCUSSION ITEMS

A. 2022 Annual Report to City Council

Staff presented a summary and background information regarding the draft 2022 annual report to City Council. The Board discussed and provided additional feedback for adoption during the regular meeting.

B. 2023 Work Program

Staff presented a summary and background information regarding the draft 2023 work program and their project descriptions. The Board discussed and provided feedback for adoption during the regular meeting. Boardmember First stated the Board should review the Urban Forestry Program prior to October, to which the remaining Board members agreed. Staff added the topic to the June and July regular meeting agendas.

3. **ADJOURN to regular meeting:** The special workshop meeting adjourned at 6:02 pm.

Approved this 28th day of June, 2023.

By: _____
Alice Armstrong, Chair



PARK AND RECREATION BOARD STAFF REPORT

Date: June 28, 2023

Agenda Section: DISCUSSION ITEMS

From: Tom Kreinbring, Assistant Planner

Subject: **Volunteers in Parks (VIP) Pilot Program**

SUMMARY: Snohomish Police Department (PD) Administrative Sergeant Chris Veentjer will update the Parks Board on the VIP Pilot Program and future operational actions the PD will take to secure select parks.

BACKGROUND & ANALYSIS: The VIP Pilot Program will be rolled out in July. Recruiting material will be provided in different mediums to the community, as well as to members of the Parks Board and the Public Safety Board. Sgt. Veentjer is requesting Parks Board members to support the program by referring prospective VIPs to him. An onboarding briefing will be scheduled this summer after recruitment is closed. Sgt. Veentjer will also use this opportunity to provide the Parks Board members with an update on the actions the PD will take to ensure bathrooms and parks are properly closed each evening.



PARK AND RECREATION BOARD STAFF REPORT

Date: June 28, 2023

Agenda Section: DISCUSSION ITEMS

From: Tom Kreinbring, Assistant Planner

Subject: Parks Classifications and Inventory

SUMMARY: The Parks Board will review and discuss the parks classification and inventory.

BACKGROUND & ANALYSIS: The 2015-2035 PROS Plan classified the City’s parks into distinct categories, each with a separate Level-of-Service (LOS) Standard (Table E-1, below). Categories were Pocket, Neighborhood, Community, Regional, Trails, and Open Space.

Park Type	LOS Standard	2014 Level of Service
Pocket	No recommended LOS standard (Pocket parks are developed when an opportunity arises and public benefit is demonstrated)	N/A
Neighborhood	75% of population live within ½ mile of a neighborhood park	Approx. 20% of population within ½ mile of a neighborhood park
Community	90% of population live within 1.5 miles of a community park	Approx. 98% of population within 1.5 miles of a community park
Regional	No recommended LOS standard (City not expected to provide regional parks)	N/A
Trails	90% of population live within ½ mile of a trail	94% of population lives within ½ mile of a trail
Open Space	10% of City of Snohomish maintained as dedicated open space	8% of City of Snohomish land is designated open space or park (9% after pending 2014 acquisition)

Table E-1. Adopted LOS Standards and 2014 Level of Service

As shown in this table, the City’s 2014 LOS performance varies by park and open space type. The 2014 LOS for community parks and trails compares favorably to the Plan’s LOS standard, but the City’s neighborhood parks and open space LOS need improvement.

To enable the City to achieve the Plan’s LOS standards, new park and trail projects are proposed over many years. [Figure 8-7](#), found on page viii, presents the twenty-year vision for the City’s parks, recreation, and open space plan. Proposed park and trail projects have been defined sequentially in three phases: Phase I (2015-2020); Phase II (2021-2026); and Phase III (2027-2035). This phased approach enables the City to develop the PROS system in steps, while also recognizing the funding

cycles and competing capital facility needs of the City.

There is no requirement that parks are categorized as such, however the Recreation and Conservation Office (RCO) 2021 Planning Guidelines provide definitions and corresponding guidance for each category, except pocket parks. It appears the LOS standards in the 2015 PROS Plan are more stringent than those outlined by RCO guidance.

RCO definition for Park is "land or areas set aside for a special purpose, but particularly for leisure or recreation."

- A neighborhood park has a service area of a reasonable walking distance, up to 1 mile.
- A community park has a service area that includes the city limits of a town or city.
- A regional park is intended to serve populations from multiple jurisdictions.
- A state park is owned by the State of Washington.
- A marine park is intended for access via watercraft.
- A day-use park does not allow overnight uses such as camping.
- Camping is an overnight stay in a tent or other non-permanent structure.
- A seasonal park is intended for use in specific seasons.

Trail is defined as "a recreational facility that also can serve as a non-motorized route for transportation" and "a path, route, way, right-of-way, or corridor posted, signed, or designated as open for travel or passage by the general public but not normally designated as open for the transportation of commercial goods or services by motorized vehicles...an opportunity to experience solitude or companionship, recreation or challenge; an opportunity for the appreciation of nature; a means of achieving renewal of body, mind, and spirit."

The City inventory includes Trails, Open Space, Pocket Parks, Neighborhood Parks, and Community Parks. No regional parks are located within City limits, nor are they anticipated in the future, so staff is proposing to remove that category from the PROS Plan LOS table for simplicity.

The existing parks inventory, along with its 2015 designation is below. The right-hand column indicates staff's proposed designation for the PROS Plan update.

Park Name	Location	Type (2014)	Proposed
Blackmans Lake Boat Launch	1432 Avenue A	Community Park	Remove (Ferguson Park)
Cady Park	40 Maple Ave	Community Park	NP
Pilchuck Julia Landing	20 Lincoln Ave	Community Park	CP
Skate Park	402 Second Street	Community Park	Remove (Averill Park)
Ferguson Park	1330 Ferguson Park Rd	Community Park	CP
Avenue A Gazebo	10 Avenue A	Community Park	SUF
Averill Park	409 Third St	Community Park	CP
Hill Park	1610 Park Ave	Community Park	CP
Kla Ha Ya Park	1117 First St	Community Park	NP
Pilchuck Park	169 Cypress Ave	Community Park	CP
Pioneer Cemetery	171 Cypress Ave	Community Park	OS/MP
Claytown Park	1329 Avenue I	Pocket Park	NP
Fischer Park	1214 Madrona Drive	Pocket Park	NP
Carnegie Green	105 Cedar Ave	Pocket Park	SUF
Harryman's Farm	2411 Lake Avenue	Neighborhood Park	FNP
Homestead Park	2000 Ludwig Rd	Neighborhood Park	FNP
Morgantown Park	200 Long St	Neighborhood Park	NP

Centennial Trail	506 Fourth St	Trail	T
Interurban Trail	600 Ford Ave	Trail	T
Riverfront Trail	40 Maple Ave	Trail	T
Riverview Wildlife Refuge	1819 First St	Open Space	OS
Casino Royale	2100 Park Ave	Open Space	OS
Machias Slope		Open Space	OS

SUF: Special Use Facility

FNP: Future Neighborhood Park

MP: Memorial Park

The parks inventory and classifications should be discussed to determine whether the parks are comprehensive, and whether the assigned categories are appropriate. For example, does the Parks Board agree with staff's recommendation to re-designate Pocket Parks as Neighborhood Parks and remove the Pocket Park category?

Parks inventories are required to address condition and capacity. The City is working with a consultant to assess the condition of all capital facilities, including parks. Once that information is available it will be shared with the Parks Board for discussion. Further, Parks staff are developing a list of open spaces they maintain to be added to a new table which will incorporate the existing table's Open Space designations.

Parks capacity data is also in process, and will be discussed in greater detail in the next agenda item. Further, survey data is being obtained at the Farmers Market to provide additional public input to the original 2022 PROS Plan survey questions.

RECOMMENDATION: The Parks Board is asked to discuss and ask questions, in preparation for a future meeting to discuss policy recommendations.



PARK AND RECREATION BOARD STAFF REPORT

Date: June 28, 2023

Agenda Section: DISCUSSION ITEMS

From: Tom Kreinbring, Assistant Planner

Subject: Parks Needs Assessment

SUMMARY: The Parks Board will be briefed on the status of the Parks Needs Assessment.

BACKGROUND & ANALYSIS:

The demand and needs assessment is the next step to the PROS Plan after the parks inventory work and public involvement is concluded, balancing both against the City's capacity. The RCO recommends determining need by assessing levels of participation, capacity, distance to parks, public satisfaction, and maintenance and access issues.

Parks capacity data is an important piece to the PROS Plan and is currently in process. Capacity is being analyzed through various methods, both qualitative and quantitative. First, rental data is being pulled for the last several years to determine how often park facilities are in demand. City staff has also been conducting a windshield survey of all parks on a regular basis throughout the week, noting data points such as weather, time of day, parking lot capacity (if applicable), how full the park is, which facilities are in use, and other notable items. The survey started mid-May and will continue throughout the summer. Car counters will be installed at the entries of parks in the coming weeks to assess vehicle trips. And finally, park satisfaction will be asked of the public at events such as the Farmers Market for a qualitative data point.

This data will be collected through the summer and assessed by staff before presenting to the Parks Board at a future meeting. If the Parks Board would like to assist in this effort, staff would welcome the help in collecting windshield survey data.



PARK AND RECREATION BOARD STAFF REPORT

Date: June 28, 2023

Agenda Section: DISCUSSION ITEMS

From: Tom Kreinbring, Assistant Planner

Subject: Urban Forestry Plan

SUMMARY: Staff will present an overview and describe next steps to the Parks Board.

BACKGROUND & ANALYSIS:

The urban forestry plan is a joint project between the Planning and Public Works Departments. It will include a planting prioritization plan, management plan, planting standards, and an update to the City code (Chapter 14.240 SMC). Additionally, as directed by the City Council, Tree City USA recognition will be sought. A Tree City designation means continued investment in the urban forest as well as an advisory body to review tree-related applications.

Staff is proposing to designate the Parks Board as the advisory body to the City. The Parks Board will be involved in preparation and review of the Urban Forestry Plan, the municipal code changes, and on an ongoing basis, review of tree proposals.

The first step in this process was a tree inventory. The City successfully applied for the Community Forestry grant from the Department of Natural Resources (DNR), and hired a consultant to inventory all trees located within the public right-of-way. Data points are consistent with the Washington DNR Minimum Data Collection Attributes, so that the inventory can be added to the statewide inventory. Collected data included the species name (including botanical and common), trunk diameter at breast height, crown width, a basic health assessment, and notes such as hardscape damage and overhead utility lines.

The tree inventory was complete at the end of May, and has been turned into an interactive map on the City website (<https://www.snohomishwa.gov/568/Urban-Forestry>).

The next step in this process is the planting prioritization plan. Comparing the tree inventory against other data indicators such as the Tree Equity Score (<https://www.treeequityscore.org/map/#12.76/47.92769/-122.09272>), it is evident that there are areas of Snohomish that are a higher priority for future planting efforts than others.

The tree inventory is scheduled for a more detailed discussion in July, and the planting prioritization plan is scheduled for August. It is anticipated that the Urban Forestry plan will be presented to the City Council this fall.

RECOMMENDATION: The Parks Board is asked to discuss in preparation for future policy recommendations.



PARK AND RECREATION BOARD STAFF REPORT

Date: June 28, 2023

Agenda Section: STAFF MANAGER UPDATES

From: Tom Kreinbring, Assistant Planner

Subject: Public Works Parks Staff Update

SUMMARY: Public Works staff has provided the following updates for actions during the previous month.

Hill Park

Maintenance repairs to bend the doors back that had been damaged are providing a temporary fix while new doors are on order. Additional plumbing maintenance needs to be completed and the unenergized electrical panel was removed.

Pilchuck Park

The park is planned to be reopened (except for the ballfields) upon the contractor finishing the work. Park reopening will include the bathrooms, however these still need fixture repairs and graffiti removal. The outer restroom doors need to be replaced and are on order. In the interim, a temporary repair is in place. Irrigation repair is awaiting parts.

Ferguson Park

Maintenance repairs have been made and the bathrooms are functioning.

First Street Planters

Some site preparation work has been conducted and will continue through the next several weeks. The planters have been ordered; the delivery date is unknown.

Parks staff have been able to keep up on their typical parks and open space rounds.
