



## **PARK AND RECREATION BOARD REGULAR MEETING**

**Wednesday, July 26, 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/84193258138>  
Or call in at (253) 215-8782 and use Meeting ID# 841 9325 8138

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### **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. June 28, 2023 Regular Meeting Minutes
- 5. DISCUSSION ITEMS**
  - a. Parks Classifications and Inventory
  - b. Parks Needs Assessment
  - c. Tree Inventory & Urban Forestry Plan
- 6. BOARD MEMBER UPDATES**
- 7. COUNCIL LIAISON UPDATES**
- 8. STAFF MANAGER UPDATES**
  - a. Public Works Parks Staff Update
- 9. ADJOURN**



# CITY OF SNOHOMISH

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## Park and Recreation Board Regular Meeting Minutes June 28, 2023

1. **CALL TO ORDER:** The regular meeting was called to order at 6:00 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, Paul Kaftanski
2. **PUBLIC COMMENT:** Morgan Davis commented on park names.
3. **APPROVAL OF AGENDA ORDER**  
Hearing no objections, Chair Armstrong stated the agenda order stood as presented.
4. **APPROVE** the meeting summary of the May 24, 2023 special meeting and regular meeting.  
The meeting summaries were approved as submitted.
5. **DISCUSSION ITEMS:**
  - A. Volunteers in Parks (VIP) Pilot Program  
Snohomish Police Department Administrative Sergeant Chris Veentjer provided background and a summary of the VIP Pilot Program, as well as the actions the PD will take to close the parks at dusk in partnership with the Public Works Department in the future. The Board discussed and provided feedback to staff to move forward in collaboration with the PD to further refine the program.
  - B. Parks Classifications and Inventory  
Assistant Planner Tom Kreinbring provided a summary and analysis of the parks classifications and inventory to drive discussion. The Board discussed, asked questions, and concurred with staff's recommendation to merge the boat launch at Blackmans Lake with Ferguson Park provided the boat launch was not owned in part by another entity; to merge the skate park with Averill Field; and to remove the "pocket park" type and redesignate it as "proposed". The Board provided additional feedback on specific parks, and which type they should be classified as due to various reasons, such as future grant opportunities and amenities on site. The Board asked for a list of park amenities to be provided at the next regular meeting.  
Morgan Davis provided public comment on the parks classifications and inventory.
  - C. Parks Needs Assessment  
Assistant Planner Kreinbring provided a summary and background information on the actions staff are taking to engage the public and collect data from sources, and asked the Board to support the work by conducting park capacity surveys while out in the

community. He also stated staff were reviewing car counter options that would be used at select parks. The Board discussed and provided feedback.

Morgan Davis provided public comment on the Public Works shop site.

**D. Urban Forestry Plan**

Assistant Planner Kreinbring provided a summary and background information on the Urban Forestry Plan, as well as the timeline for it being presented to the City Council in the fall. The Board discussed and asked questions.

**6. PARK BOARD MEMBER UPDATES:**

Boardmember Kaftanski stated he looked forward to serving on the Board and asked for Council expectations of the Board. Assistant Planner Kreinbring stated he would provide him communications provided by City Administrator Heather Thomas on that topic.

Chair Armstrong asked the Board members about their attendance at the remaining summer Board meetings, to which it appeared a quorum would be present.

**7. COUNCILMEMBER LIAISON UPDATES:**

Councilmember Donna Ray commented on the changes that the City Council and staff have discussed with regards to its boards and commissions. She thanked the Boardmembers for their hard work and dedication as volunteers. Chair Armstrong acknowledged the liaisons' time and commitment to the Board; the Board shared her appreciation and respect for their support.

**8. STAFF MANAGER UPDATE:**

Assistant Planner Kreinbring reminded the Board about their review of Comprehensive Plan Parks Element goals and policies. He requested the Board members volunteer at the upcoming Our Future Snohomish Carnival, to be held at the Snohomish Carnegie on July 22<sup>nd</sup>. He passed out parks capacity survey forms to support the parks needs assessment, and stated he would email a digital version.

**9. ADJOURNMENT**

The meeting adjourned at 7:54 p.m.

Approved this 26<sup>th</sup> day of July, 2023.

By: \_\_\_\_\_

Commissioner Alice Armstrong, Chair



## PARK AND RECREATION BOARD STAFF REPORT

**Date:** July 26, 2023

**Agenda Section:** DISCUSSION ITEMS

**From:** Tom Kreinbring, Assistant Planner

**Subject:** Parks Classifications and Inventory

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

**BACKGROUND & ANALYSIS:** At the June Parks Board meeting, the Board agreed to remove the Pocket Park category for consistency with State Recreation and Conservation Office (RCO) designations, and to redesignate previous pocket parks to the neighborhood park type, as appropriate. While many first think of size with regard to pocket parks, pocket parks typically only provide passive recreation and are maintained by the neighborhood they serve. Claytown and Fischer Park both provide low-scale amenities such as playgrounds and seating as can be found in a neighborhood park. An important clarification is that this redesignation does not preclude any new neighborhood parks from being developed. The Parks Board should discuss the level-of-service standard for these park types, with consideration given to elements that affect neighborhood walkability, such as sidewalks and busy roads.

The Regional Park designation was discussed, and the Board agreed to first investigate whether Pilchuck Park and Pilchuck Julia Landing have a regional draw. Staff is doing this research now, which may require interviewing users. Pilchuck Park's ballfield reservation data shows it is used by teams outside City limits, such as Woodinville, Lake Stevens, Monroe and unincorporated Snohomish County. The potential redesignation of Homestead Park to open space will be discussed in greater detail at a later date, as prioritizing this park for development during the PROS planning period may be a policy item.

### Park Definitions

The Board requested a clarification of definitions for the park type categories. RCO definitions are based on proximity rather than amenities:

- **Park** is defined as land or areas set aside for a special purpose, but particularly for leisure or recreation.
- **Neighborhood Park (NP)** has a service area of a reasonable walking distance, up to 1 mile.
- **Community Park (CP)** has a service area that includes the city limits of a town or city.
- **Regional Park (RP)** is intended to serve populations from multiple jurisdictions.
- **State Park** is owned by the State of Washington.
- **Marine Park** is intended for access via watercraft.
- **Day-use Park** does not allow overnight uses such as camping.
- **Camping** is an overnight stay in a tent or other non-permanent structure.
- **Seasonal Parks** are intended for use in specific seasons.
- **Trails** are 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."

It appears the LOS standards in the [2015 PROS Plan](#) are more stringent than those outlined by RCO guidance, and that they go into greater detail for defining park types. The 2015 PROS Plan offers the following definitions (summarized from section 5.0; pages 9-12):

**Pocket Park:** Smaller than 2 acres. Accessed by foot or other non-motorized method of travel without designated parking. Includes a limited number of specific recreation facilities.

**Neighborhood Park:** Size is 2-5 acres. Includes landscaped and/or open space areas and a small number of developed/built recreation facilities that can be used for organized or impromptu sports activities (i.e. single ball fields, single courts, in-park trails, picnic areas, etc.). Neighborhood parks typically do not include restrooms because of maintenance costs, but this could change if budget constraints ease. They are generally accessed by foot or other non-motorized means of travel, so do not typically provide significant on-site parking.

**Community Park:** Larger than 5 acres in size. Level of development may range from low (i.e. single use soft surface trails, picnic sites, non-delineated play fields, etc.) to high (i.e. multiple delineated ball fields, multiple sports courts, paved trails, group picnic shelters, etc.). Community parks are typically accessed using motor vehicles, so designated parking is provided.

**Regional Park:** Commonly 25 acres or larger. These facilities are generally provided and managed by county and state agencies (though larger cities may provide them as well). Regional baseball and soccer sports fields in the Snohomish area are owned and managed by private leagues. Designated parking is provided.

**Trails:** Land or water corridors that provide recreational, aesthetic, transportation, and/or educational opportunities to motorized and/or non-motorized users of all ages and abilities. Trails may be in-park, connector, and regional.

**Open Space:** Set aside primarily for the preservation of natural/significant resources, remnant/important landscapes, and/or as visual/aesthetic buffers.

The Board should discuss these definitions to determine whether they should be revised or expanded, particularly as they overlap in many ways. Parking and restroom facilities are logical items to draw a distinction between a neighborhood park and a community park, but the size limitations appear to be arbitrary. The definitions for pocket and neighborhood parks are very similar except for park size.

Additionally, the regional park definition does not take into account the actual draw of park users. A definition comparison is attached that includes new proposed definitions.

### Parks Inventory

Attached is a revised draft of the parks inventory list, including non-park properties that are maintained by the City Parks crew. Staff wants to make it clear that this list only includes parks that exist as of today, either developed or acquired. Potential future parks are classified separately and will be discussed at a future meeting. An additional column has been added to the table highlighting the amenities at the parks.

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

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**ATTACHMENT(S):**

072623\_Parks\_Classifications\_\_\_Inventory.pdf

## Parks Classifications and Inventory

### Park Definitions:

| Type              | RCO Definition  | 2015 PROS Definition   | Staff Proposal   |
|-------------------|---|--|--|
| Neighborhood Park | Has a service area of a reasonable walking distance, up to 1 mile.  | Size is 2-5 acres. Includes landscaped and/or open space areas, and a small number of developed/built recreation facilities that can be used for organized or impromptu sports activity (e.g., single ball fields, single courts, in-park trails, picnic areas, etc.). Typically do not include restrooms because of maintenance costs but this could change if budget constraints ease. Generally accessed by foot or other non-motorized means of travel, so do not typically provide significant on-site parking. | Accessed by foot or non-motorized modes for users within one-half mile, generally do not include significant off-street parking facilities or restrooms. Typical amenities may include open fields, playgrounds, seating and picnic areas.   |
| Community Park    | Has a service area that includes the city limits of a town or city. | Larger than 5 acres in size. Level of development may range from low (e.g., single use soft surface trails, picnic sites, non-delineated play fields, etc.) to high (e.g., multiple delineated ball fields, multiple sport courts, paved trails, group picnic shelters, etc.). Typically accessed using motor vehicles, so designated parking is provided.   | Accessed by motorized and non-motorized modes from throughout the community, some off-street parking and restrooms are provided. Typical amenities may include open fields, playgrounds, seating and picnic areas, shelters, and sports facilities.  |
| Regional Park     | Is intended to serve populations from multiple jurisdictions.       | Commonly 25 acres or larger. These facilities are generally provided and managed by county and state agencies (though larger cities may provide them as well). Regional baseball and soccer sports fields in the Snohomish area are owned and managed by private leagues. Designated parking is provided.  | Accessed by motorized and non-motorized modes from throughout the community and outside the city boundaries, off-street parking and restrooms may be provided. Typical amenities may include open fields, playgrounds, seating and picnic areas, sports fields, and special interest activities. |

Parks Inventory:

| Park Name              | Location              | Previous Type | Proposed Type | Amenities   |
|------------------------|-----------------------|---------------|---------------|---|
| Cady Park              | 40 Maple Ave          | CP            | NP            | Non-motorized boat launch, kayak rack, picnic table, open field, trash receptacle, trail access, parking  |
| Pilchuck Julia Landing | 20 Lincoln Ave        | CP            | RP            | Motorized boat launch, open field, trash receptacle, parking, bench   |
| Ferguson Park          | 1330 Ferguson Park Rd | CP            | CP            | Non-motorized boat launch, dock, playground, restroom, disc golf course, parking, open field, basketball hoop, pavilion, bench, picnic bench  |
| Averill Field          | 409 Third St          | CP            | CP            | Skatepark, playground, bench, picnic table, parking, trash receptacle   |
| Hill Park              | 1610 Park Ave         | CP            | CP            | Pavilion, restroom with exterior shower and sink, playground, dock, open field, parking, picnic table, bench, , ADA ramp to dock  |
| Kla Ha Ya Park         | 1117 First St         | CP            | NP            | Picnic table, trash receptacle, trail access  |
| Pilchuck Park          | 169 Cypress Ave       | CP            | RP            | Picnic table, bench, bleachers, full court basketball, playground, tennis/pickleball court, water access, open field, baseball field, restrooms, volleyball court, , , trash receptacle |
| Claytown Park          | 1329 Avenue I         | PP            | NP            | Playground, bench, picnic table, trash receptacle, open field   |
| Fischer Park           | 1214 Madrona Drive    | PP            | NP            | Playground, picnic table, open field, trash receptacle  |
| Homestead Park         | 2000 Ludwig Rd        | NP            | OS            | Undeveloped for park use  |
| Morgantown Park        | 200 Long St           | NP            | NP            | Playground, horseshoe pits, water access, picnic bench, bench, open field, basketball hoop, trash receptacle,   |



|                  |               |       |   |  |
|------------------|---------------|-------|---|--|
| Centennial Trail | 506 Fourth St | Trail | T |  |
| Interurban Trail | 600 Ford Ave  | Trail | T |  |
| Riverfront Trail | 40 Maple Ave  | Trail | T |  |
| Powerline Trail  | 2100 Park Ave |       | T |  |

| <b>Future Parks</b>    | <b>Location</b>  | <b>Previous Type</b> | <b>Proposed Type</b> | <b>Amenities</b>         |
|------------------------|------------------|----------------------|----------------------|--------------------------|
| Harryman's Farm Park   | 2411 Lake Avenue | NP                   | FNP                  | Undeveloped for park use |
| Whistle Stop           | 1119 Maple Ave   | None                 | FNP                  | Undeveloped for park use |
| Public Works City Shop | 1801 First St    | None                 | FNP                  | Undeveloped for park use |
| Homestead Park         | 2000 Ludwig Rd   | NP                   | FNP                  | Undeveloped for park use |

| <b>Additional Space Maintained By Parks Staff</b> | <b>Location</b> | <b>Previous Type</b> | <b>Proposed Type</b> |
|---|-----------------|----------------------|----------------------|
| Avenue A Gazebo                                   | 10 Avenue A     | Community Park       | SUF                  |
| Carnegie Green                                    | 105 Cedar Ave   | Pocket Park          | SUF                  |
| Pioneer Cemetery                                  | 171 Cypress Ave | Community Park       | MP                   |
| Riverview Wildlife Refuge                         | 1819 First St   | Open Space           | OS                   |
| Casino Royale                                     | 2100 Park Ave   | Open Space           | OS                   |
| Machias Slope                                     |                 | Open Space           | OS                   |
| Avenue D Roundabout                               |                 | None                 | ROW                  |
| First Street Planters                             |                 | None                 | ROW                  |
| City Hall   | 116 Union Ave   | None                 | None                 |
| Engineering Building                              | 112 Union Ave   | None                 | None                 |
| Police Department                                 | 230 Maple Ave   | None                 | None                 |
| Public Works Shop Frontage                        | 1801 First St   | None                 | None                 |
| CSO Rain Garden                                   |                 | None                 | SUF                  |
| Avenue A & 13 <sup>th</sup> Area                  |                 | None                 | ROW                  |

|  |               |      |     |
|--|---------------|------|-----|
| Second Street & Highway 9 On/Off Ramp Area     |               | None | ROW |
| Boys & Girls Club                              | 402 Second St | None | SUF |
| Senior Center                                  | 506 Fourth St | None | SUF |
| East 11 <sup>th</sup> Street at Pilchuck River |               | None | OS  |
| Sixth Street & Pine Area                       |               | None | ROW |
| Pine & Maple Avenues Triangle                  |               | None | ROW |
|  |               |      |     |



## PARK AND RECREATION BOARD STAFF REPORT

**Date:** July 26, 2023

**Agenda Section:** DISCUSSION ITEMS

**From:** Tom Kreinbring, Assistant Planner

**Subject:** Parks Needs Assessment

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**SUMMARY:** The Parks Board will review and discuss the parks needs assessment.

**BACKGROUND & ANALYSIS:**

The Parks needs assessment is the next step to the PROS Plan after inventory work and public engagement, 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.

As discussed in June, staff has continued public engagement of the 2022 Parks Survey. This is being done weekly at the Farmers Market, where the top four responses of a survey question are presented for the public to select their top priority. This information is based on users' perception of satisfaction and need, which is an important element required by the RCO. This input will be presented to the Parks Board at a future meeting. The attached graphs illustrate the data collected to date.

Assessment methods include regular windshield surveys by staff and the Parks Board, user interviews at Pilchuck Julia Landing, ballfield reservation data for Pilchuck Park, and car counters installed at park entries to assess vehicle trips. The board is encouraged to provide completed parks capacity survey forms, as well as feedback from their experiences in conducting them.

The 2015 PROS Plan also offers the attached Level of Service (LOS) Standards, which are more stringent than those outlined by RCO guidance. The board should discuss whether these standards are still appropriate. The actual proximity-related LOS will be updated based on GIS analysis, once the standard is determined.

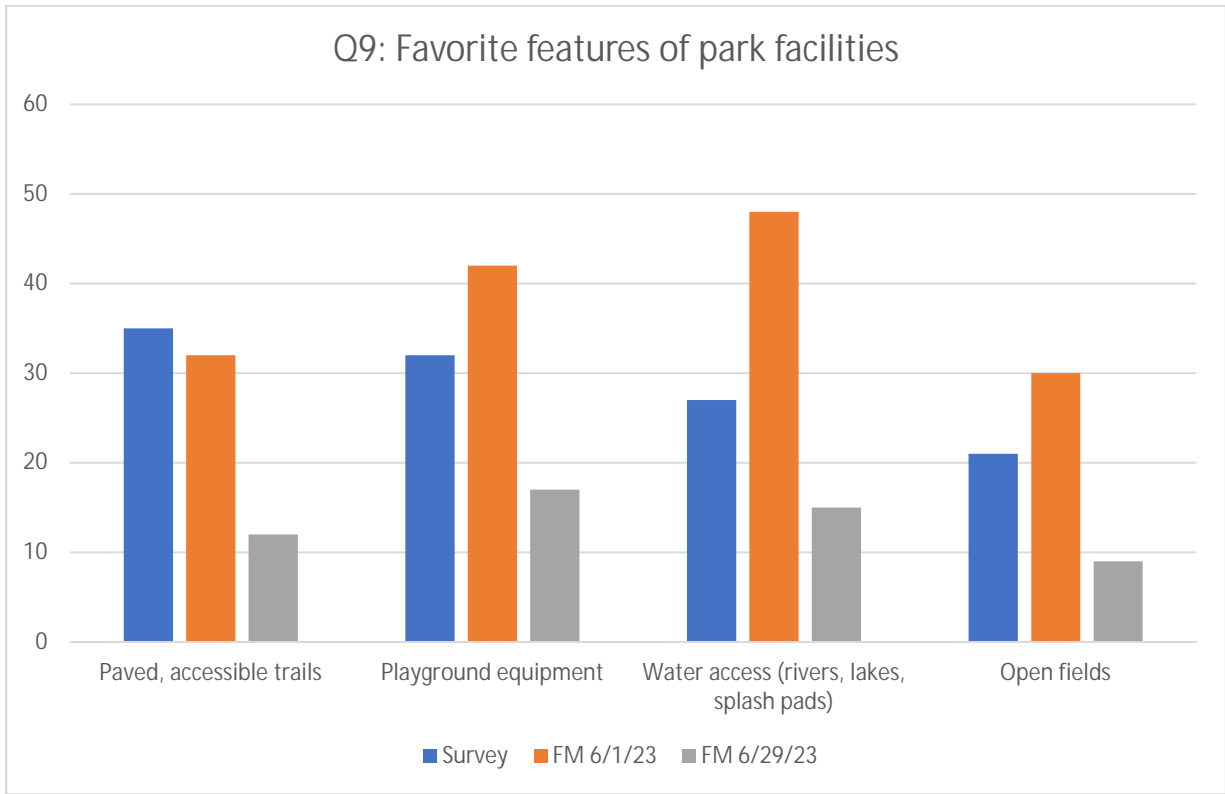
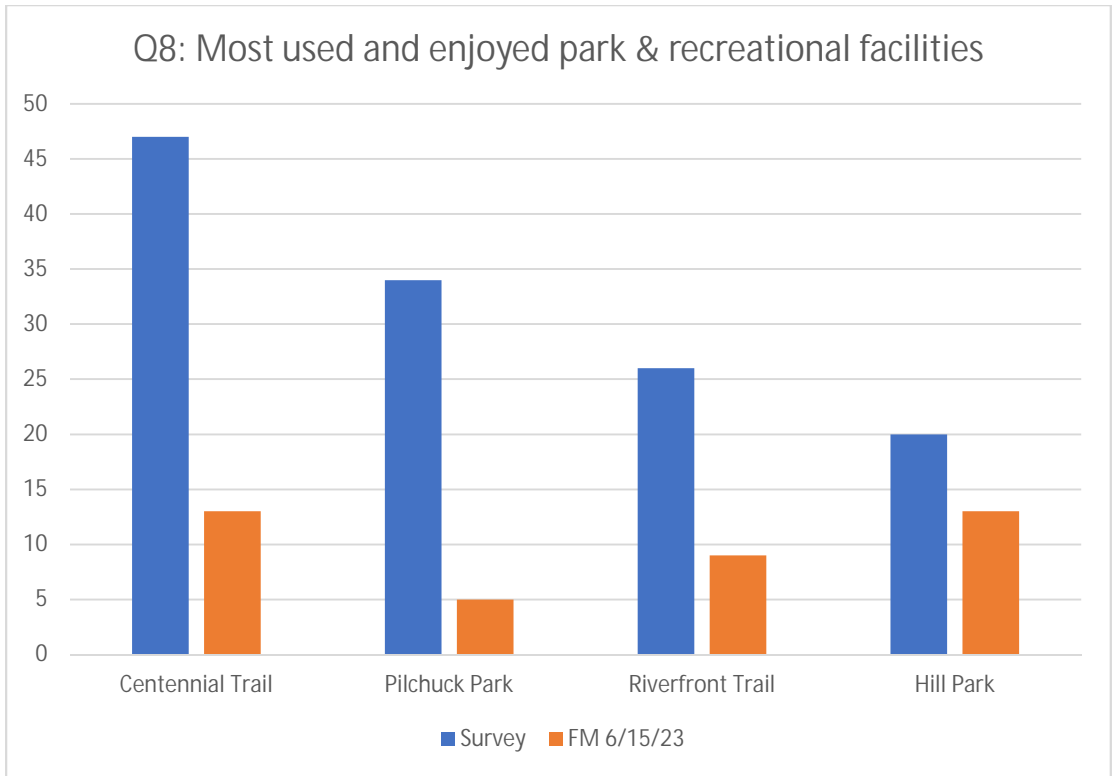
**RECOMMENDATION:** The Parks Board is asked to discuss and ask questions in preparation for a future meeting to discuss policy recommendations.

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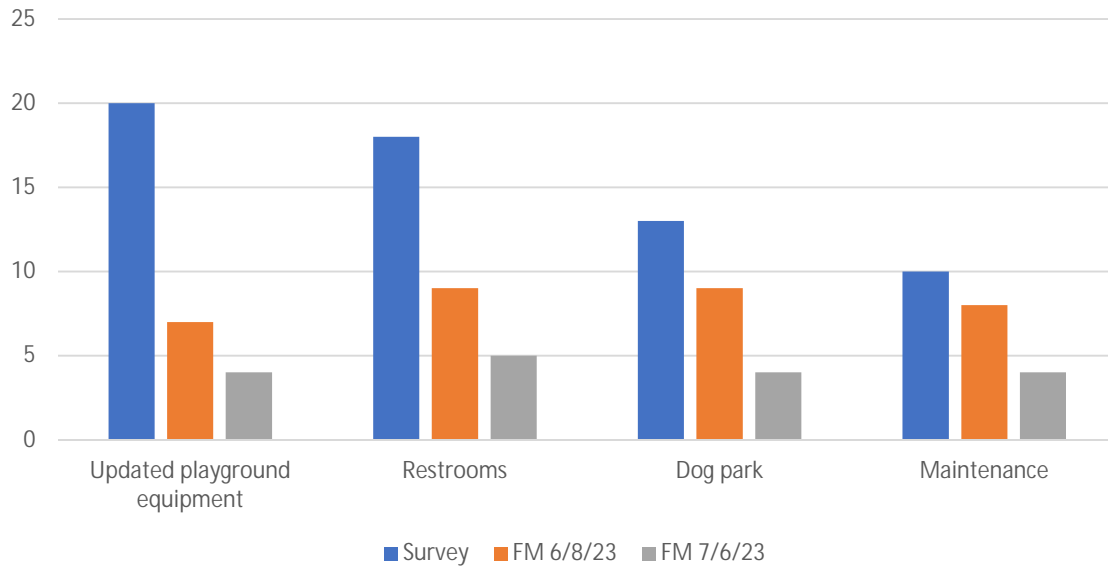
**ATTACHMENT(S):**

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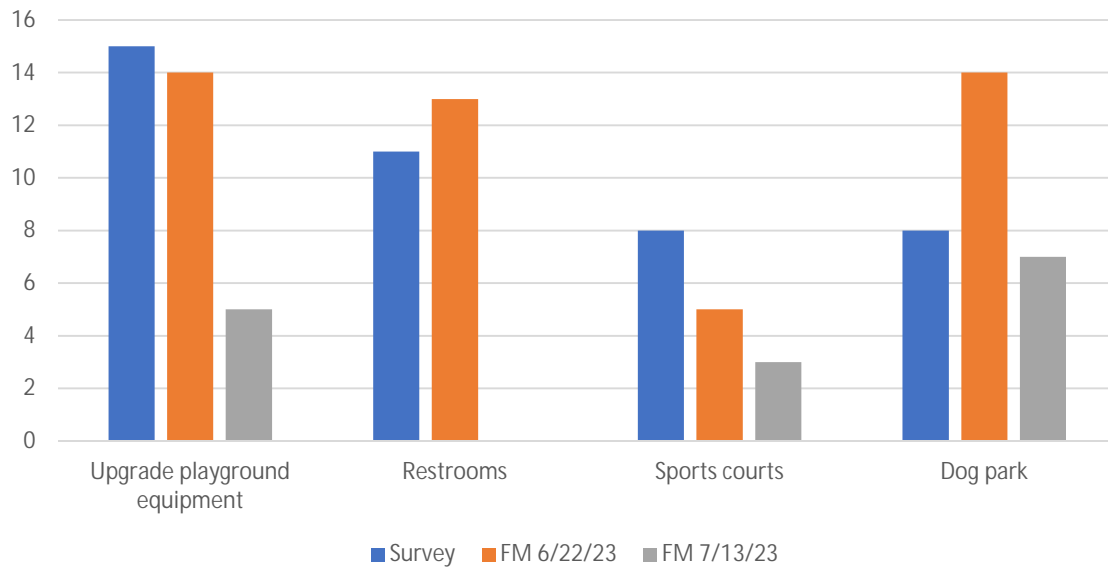
072623 LOS Standards.docx



### Q12: What are Snohomish parks missing



### Q13: Suggested changes



| Park Type    | Current LOS Standard   | RCO LOS Standard   | Proposed LOS Standard  | 2014 Level of Service   | 2023 Proposed Level of Service |
|--------------|--|--|--|---|--------------------------------|
| Neighborhood | 75% of population live within ½ mile of a neighborhood park                  | 75% of population live within ½ mile of a neighborhood park/trail        | 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                  | 75% of population live within 5 miles of a community park/trail          | 75% of population live within 2 miles of a community park                | Approx. 98% of population within 1.5 miles of a community park                                    |                                |
| Regional     | No recommended LOS standard<br>(City not expected to provide regional parks) | 75% of population live within twenty-five miles of a regional park/trail | 75% of population live within twenty-five miles of a regional park/trail | N/A   |                                |
| Trails       | 90% of population live within ½ mile of a trail                              |  | 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                  |  | 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) |                                |



## PARK AND RECREATION BOARD STAFF REPORT

**Date:** July 26, 2023

**Agenda Section:** DISCUSSION ITEMS

**From:** Tom Kreinbring, Assistant Planner

**Subject:** Tree Inventory & Urban Forestry Plan

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**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.

The Parks Board will be involved in preparation and review of the Urban Forestry Plan, the municipal code changes, and ongoing reviews of tree proposals. Staff is proposing to designate the Parks Board as the urban forest advisory body to the City. City Council discussed the change of scope for the Parks Board under Discussion Item 7a of the [July 18th City Council meeting](#), and based on input provided by Council, staff will bring the final ordinance to the upcoming August 15th meeting.

The first step in this process was the tree inventory, which was discussed briefly at the June meeting. The interactive inventory map is available to the public on the City's [urban forestry webpage](#). 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. Inventory data is currently being analyzed against urban heat island data to further explore future planting areas that would provide the greatest benefit to City residents. That data will be shared with the Parks Board and the public when it is available.

**RECOMMENDATION:** The Parks Board should review this analysis and offer feedback on prioritizing the areas for future planting efforts.

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## PARK AND RECREATION BOARD STAFF REPORT

**Date:** July 26, 2023

**Agenda Section:** STAFF MANAGER UPDATES

**From:** Tom Kreinbring, Assistant Planner

**Subject:** Public Works Parks Staff Update

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

**UPDATES:**

Staff discussed the scheduling of upcoming projects, park reservations, and community events, collaborated with the Streets department on the First Street project, began working on the schedule for the Pilchuck Park irrigation project, discussed upcoming staff time off, analyzed current departmental needs, and forecasted upcoming mowing and pruning schedules to catch up after time was spent in support of the First Street project.

The Ferguson Park restrooms were recently vandalized. Stall walls and doors were ripped down exposing sharp edges, so the Parks staff locked the Ferguson Park restrooms until repair parts are received. Staff is trying to get the restrooms repaired as soon as possible, but this is the kind of difficulty the City continues to struggle with. There appears to be no reason for this damage and staff is considering different fixture types and materials that can better withstand such vandalism.

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

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