



PARK AND FORESTRY BOARD SPECIAL MEETING

**Wednesday, November 15, 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/83817267498>
or call in at (253) 215-8782 and use meeting ID# 838 1726 7498

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. October 25, 2023 Regular Meeting Minutes
- 5. ACTION ITEMS**
 - a. Urban Forestry Plan
 - b. 2023-2043 PROS Plan
- 6. BOARD MEMBER UPDATES**
- 7. STAFF MANAGER UPDATES**
 - a. Public Works Parks Staff Update
 - b. December Meeting Date
- 8. ADJOURN**

NEXT MEETING: To be determined.

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

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Park and Forestry Board Regular Meeting Minutes October 25, 2023

1. **CALL TO ORDER:** The regular meeting was called to order at 6:01 p.m., held at the Snohomish Carnegie, with a remote attendance option available via Zoom.

Board Members Present: Jessica Newkirk, John First, Alice Armstrong, Paul Kaftanski, Rich Patton

2. **PUBLIC COMMENT:**

Morgan Davis commented on the Pilchuck Julia Boat Launch signage.

3. **APPROVAL OF AGENDA ORDER**

Hearing no objections, Chair Armstrong stated the agenda order stood as presented.

4. **APPROVE** the meeting minutes of the September 27, 2023, regular meeting.

Boardmember Kaftanski moved to approve the minutes of the September 27, 2023, meeting as written. Boardmember First seconded the motion, which passed 5-0.

5. **DISCUSSION ITEMS:**

- a. Draft 2024-2044 PROS Plan

Assistant Planner Tom Kreinbring presented the DRAFT 2024-2044 PROS Plan, and stated Planning & Development Services Director Brooke Eidem and Public Works Director Nova Heaton were in attendance to provide feedback and clarity, as necessary. The Board reviewed, discussed and provided language revisions:

- Changed “equal” to “equitable” on page 1.
- Added “and climate” prior to “resiliency” in policy 3.2.
- Removed “practical” from Goal 5.0.
- Revised policy 5.5 to “Unless trash collection is provided as part of a reservation facility or in select locations, parks will maintain a “pack in, pack out” policy”.
- Removed “and management” from Goal 6.0 and revised “remains” to “remain”.
- Removed, “Because Community and Regional Parks are largely accessed via motor vehicles, the”, as well as “of those park types” from the first paragraph of page 6.
- Removed “Fire Pit” as an amenity at Hill Park on page 7 and 22.
- Added “Regional Parks” under “Recreational Facilities on page 11.
- Updated the Claytown Park address on page 11 and 18 to “329 Avenue I”.
- Page 12 was updated to add a note where “future parks” can be found.
- A note was added on page 14 stating that trails were not assessed by the City crews.
- “Open field” was added as an amenity to Cady Park on page 16, as well as a section for “Facility improvement opportunities” which also included a bullet for

- “repair pavement”
- “Trees/shade” was added as a facility improvement opportunity for Centennial Trail on page 17.
- “Trees/shade” was added as a facility improvement opportunity for Fischer Park on page 21.
- “Trees/shade” was added as a facility improvement opportunity for Pilchuck Park on page 27.
- The paragraph describing “Table 6” was expanded upon and the table was renamed “Public Works Department Maintenance Sites”.
- Page 43 was revised to name the correct park, Morgantown.

Morgan Davis commented on the Public Works Shop Site name, wastewater facility utility trail, and soil test date of the new Civic Campus location.

6. PARK BOARD MEMBER UPDATES:

Boardmember First commented on the pavement markings outside the Snohomish Carnegie adjacent to the large Beech tree, to which Director Heaton stated it was marked as such because it was a trip hazard.

Chair Armstrong requested the Comprehensive Plan coloring book be provided to the Sno-Isle Public Library and possibly the Snohomish School District, to which Director Eidem stated she would look into that. Chair Armstrong reminded the Board the November regular meeting of the Board was rescheduled to November 15, 2023.

8. STAFF MANAGER UPDATE:

Assistant Planner Kreinbring stated he or Director Eidem would provide the Board a link to the draft Urban Forestry Plan as soon as it was completed, and thanked the Board for reviewing the Goals and Policies last month. He reminded the Board that the goal will be for the Board to make their recommendations to City Council for both documents in November so they can then be presented to the City Council at its December 5, 2023 meeting.

9. ADJOURNMENT

The meeting adjourned at 7:54 p.m.

Approved this 15th day of November, 2023.

By: _____

Commissioner Alice Armstrong, Chair



PARK AND FORESTRY BOARD STAFF REPORT

Date: November 15, 2023

Agenda Section: ACTION ITEMS

From: Tom Kreinbring, Assistant Planner

Subject: Urban Forestry Plan

SUMMARY: The Board will discuss the draft Urban Forestry Plan.

BACKGROUND & ANALYSIS: The Parks & Forestry Board has been discussing the Urban Forestry Plan since June, reviewing various portions of the draft plan in anticipation of tonight's meeting.

Staff have incorporated the feedback that has been provided thus far into the draft Urban Forestry Plan which can be accessed on the City website here:

<https://www.snohomishwa.gov/DocumentCenter/View/8674/Draft-Urban-Forestry-Plan>.

The draft plan discusses the current state of the urban forest including the benefits and values of the resource, and lists the priorities that were discussed by the Board in September. The plan then addresses steps taken to date for each priority. Following this section the plan addresses management of the urban forest, including future programs that will be implemented as well as existing protection measures. A community involvement section discusses public outreach and participation in drafting the plan. The appendices contain recommended tree species lists that were selected based on best available science for the local climate.

The Board is asked to review the document and discuss, with the hope of recommending adoption to the City Council at their meeting on December 5th.

Once adopted, the next step for the Parks & Forestry Board will be to conduct a gap analysis of existing tree codes, and then to work on drafting a new tree ordinance that will be consistent with the Urban Forestry Plan and the Arbor Day Foundation's standards for Tree City USA eligibility.

RECOMMENDATION: Motion to recommend City Council approval of the Urban Forestry Plan, as proposed.



PARK AND FORESTRY BOARD STAFF REPORT

Date: November 15, 2023

Agenda Section: ACTION ITEMS

From: Tom Kreinbring, Assistant Planner

Subject: 2023-2043 PROS Plan

SUMMARY: Staff will present the draft 2023-2043 Parks, Recreation, and Open Space (PROS) Plan.

BACKGROUND & ANALYSIS: The draft PROS Plan is ready for the Parks & Forestry Board's final review and recommendation to the City Council. The Board has been working on this item for several years, coordinating public engagement and discussing the plan piece-by-piece. At the last meeting, the Board reviewed and revised the full draft plan; those revisions have been integrated into the final draft document.

The draft PROS Plan is published to the City website located here:

<https://snohomishwa.gov/DocumentCenter/View/8663/2023-2043-draft-PROS-Plan?bidId=>

Following the Board's initial comprehensive review, the draft was presented to the Washington State Recreation and Conservation Office (RCO) for a preliminary evaluation. RCO recommended expanding on funding streams and adding project prioritization to the Capital Improvement Program. Those items have been added to Element 5, including a new page 55. With those changes, RCO staff supported approval of the plan.

The plan appendices discuss the community engagement efforts and report on the findings. Those items can be found on the Park Planning webpage: <https://snohomishwa.gov/391/Park-Planning>

Following a vote by the Parks & Forestry Board to approve the PROS Plan, the City Council is scheduled to adopt an Ordinance for the plan at their December 5, 2023 regular meeting.

RECOMMENDATION: Motion to recommend City Council approval of the 2023-2043 PROS Plan, as proposed.



PARK AND FORESTRY BOARD STAFF REPORT

Date: November 15, 2023

Agenda Section: STAFF MANAGER UPDATES

From: Tom Kreinbring, Assistant Planner

Subject: Public Works Parks Staff Update

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

Parks staff discussed upcoming park reservations, as well as completed daily rounds of parks including sanitization, trash removal, and supply maintenance, and ensured the security and quality of physical buildings by documenting and removing graffiti or vandalism. Parks staff responded to and completed various citizen requests to include vegetation overgrowth and debris, and prepared to start the winterization process for the parks bathrooms and the irrigation system.



PARK AND FORESTRY BOARD STAFF REPORT

Date: November 15, 2023

Agenda Section: STAFF MANAGER UPDATES

From: Tom Kreinbring, Assistant Planner

Subject: December Meeting Date

SUMMARY: The regular meeting of the Parks & Forestry Board is scheduled for December 27, 2023. The Board will be asked whether this meeting should be rescheduled to a week prior (December 20th) due to the holiday.

RECOMMENDATION: The Parks Board should discuss when the December meeting should be held.
