



# City Council Committee Meeting Agenda

## Parks and Trails Advisory Committee

This meeting will be conducted in person at Stanwood City Hall with an option for participants to join by telephone or online as well.

Connection information will be posted on the City Website

<https://www.stanwoodwa.org>

Monday, June 20, 2023, 3:00 PM

1. Call to Order & Roll Call
2. Citizen Comments
3. Approval of May 2023 Meeting Minutes
4. PROS Plan Outline Review
5. Church Creek Striping Plan
6. Civic Plus Park Scheduling
7. Church Creek Park Crosswalk
8. Park/Trail Updates
  - Pickleball construction
  - Hamilton Park construction
  - Port Susan Trail
9. Committee Member Comments

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### Zoom Information:

### Parks and Trails Advisory Committee

Please click this URL to join:

<https://us02web.zoom.us/j/85751722998?pwd=T25lVXpSMnFXZDZGZEpHOQVF6eStSdz09>

Webinar ID: 857 5172 2998

Passcode: 304123

Telephone: (253) 215-8782



**CITY OF STANWOOD  
PARKS AND TRAILS ADVISORY COMMITTEE  
AGENDA STAFF REPORT**

**DATE:** June 20, 2023

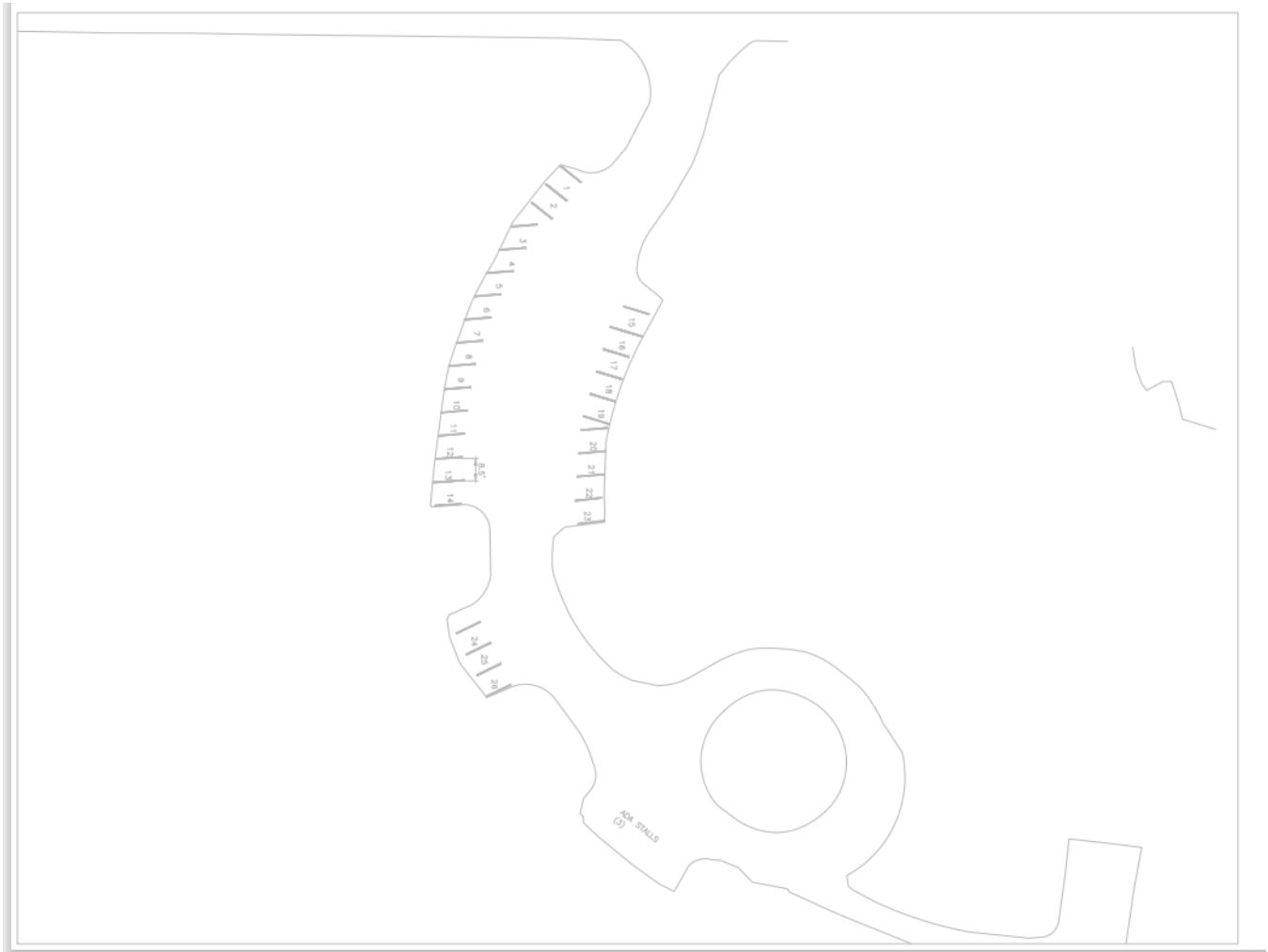
**SUBJECT:** PTAC Meeting Agenda Topics

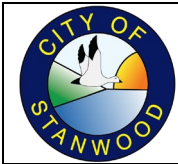
**FROM:** Carly Ruacho, Parks Planning Manager

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Item 4 – PROS Plan Outline Review  
See attached staff report.

Item 5 – Church Creek Park Striping Plan





Parks and Trails Advisory Committee  
Meeting Minutes  
May 15, 2023

**1. Call to Order:** 3:01PM

**Roll call:**

**Present:**

Gordy Holmes  
Matt Withers  
Lisa Bruce  
Judy Williams  
Meagen Watne  
Cathy Wooten

**Others Present:**

Carly Ruacho, Parks Planning Manager  
Kevin Pellham, Engineering Technician  
Tansy Schroeder, City Planner  
Steve Shepro, Stanwood City Councilmember  
Peter Kamb, public

**Absent:**

Dave Hall

**2. Public Comments:** None.

**3. Approval of March 2023 PTAC Minutes:** Minutes approved as written.

**4. PROS Plan Survey Review:**

Tansy Schroeder, City Planner, presented the two draft PROS Plan surveys. The committee reviewed the surveys and gave feedback city staff to possibly adjust the survey to “kid it down” before it is sent out. Tansy reported that the surveys will be made available at local events like the Farmer’s Market, Movies in the Park and provided to youth-oriented organizations like the YMCA, and local sports leagues. No action was taken.

**5. Uptown Neighborhood Park Discussion:**

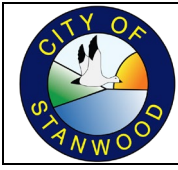
Tansy Schroeder, City Planner, presented maps identifying the area being considered for the location of a new park in the “uptown” area of the city. The committee discussed the possibility of the city taking ownership of the various existing private Homeowner Association parks to make them available to all citizens. They also proposed various uses for a new park that are currently absent in the park system: Barbeque areas, covered area for basketball, climbing wall and lighted facilities. The Committee also expressed their desire for any new parks to have safe pedestrian access. The Committee also commented that they would like to focus on enhancing the existing parks with turf sports fields, lights for evening use, concessions, and better pedestrian access and parking. Bender Field in Lynden was given as an example of a good use of space. No action was taken.

**6. Church Creek Park Project Priorities Review:**

The committee reviewed the previously adopted project priority list. Completed projects were identified as well as projects that are in the current 2023-2024 budget. Staff discussed the impacts of the recent CCP wetland study will not preclude any projects but may increase planned budgets and/or necessitate changes to planned locations. No action was taken.

**7. Park/Trails Updates**

- **Pickleball Construction** – The project has encountered some delays due to contractor error. There are solutions in place to correct the deficiencies, but it will extend the project. A ribbon cutting event will be held once the courts are complete.



## Parks and Trails Advisory Committee Meeting Minutes May 15, 2023

- **CCP Baseball Field Improvements** – the fields are open for use and the new outfield grass is coming in nicely.
- **Hamilton Park Construction** – Construction/bid documents are expected to be completed this month and out for bid in June. The current budget may not cover all amenities. Some components will be bid as alternatives so that adjustments can be made if necessary – restrooms, piling removal and labyrinth pavers specifically.
- **Ovenell Park Public Farm Proposal** – public farm project has been delayed due to sponsorship issues with the SC Food Bank. Any lease will likely be for next year.
- **Heritage Park Skate Park** – skate park upgrade installation confirmed for June 26 -30.

### 8. Committee Comments

Cathy Wooten read a comment into the record regarding the Church Creek Park wetland report that was issued. She indicated that she was not concerned about the wetland but wants to see the creek protected. She requested a Critical Areas Report rather than a wetland delineation.

Judy Moved and Cathy seconded a motion to recommend PTAC review a striping plan and cost estimate for Church Creek Park at a future meeting. The Committee voted 5 to 1 in support.

Cathy moved and Judy seconded a motion to forward a recommendation to the Mayor to retain parking/access rights on the one acre property adjacent to Church Creek Park in any future sale. The Committee voted 6 to 0 in support of the motion.

**Adjourn: 5:02PM**



CITY OF STANWOOD  
PARKS AND TRAILS ADVISORY COMMITTEE

AGENDA STAFF REPORT

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<b>MEETING DATES:</b>	June 20, 2023
<b>SUBJECT:</b>	Parks Plan Update
<b>CONTACT PERSON:</b>	Patricia Love, Community Development Director Tansy Schroeder, City Planner

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***Parks, Recreation, and Open Space Survey***

Planning staff are starting the Parks, Recreation, and Open Space (PRO's) update portion of the 2024 Comprehensive Plan. One of the RCO certification requirements is to conduct a public survey. The City has prepared a youth survey and an adult survey that will be open through June and July 2023. The survey will be available to complete online and hard copies will be distributed to the YMCA, the library, and other youth programs.

The surveys were reviewed by the Parks and Trails Advisory Committee (PTAC) at their May 15, 2023 meeting. PTAC's comments included recommendations on emphasizing kid-friendly language, ways to engage the public with the survey, and prioritizing ADA accessibility and sensory-related questions. PTAC also encouraged distributing the survey to people who don't live in Stanwood as parks can draw in tourism and economic development.

***Parks Plan Update***

In addition to starting the park survey work, the following sections of the PROS plan has been identified as needing an update:

- The PROS plan will be redesigned in a similar format at the Comprehensive Plan;
- Goals and policy;
- Integrate photos and graphics into the design;
- Update demographics: population, age, etc.;
- Review level of service standards;
- Update park profiles: amenities and acquisitions; and
- Updated CIP matching Master Plan priority lists.

***Parks Policy Review***

As part of the Comprehensive Plan Update process, the parks goals and policies need to review and updated. Below are the Park Plan Goals and Policies that were adopted in 2015. These should be reviewed to reflect current conditions, simplify into "plain language" and to reduce redundancy.

- Goal #1**      **PARKS SYSTEM: Provide adequate parks and recreation facilities throughout the City, maximizing public access to and involvement in, a variety of leisure, cultural and physical fitness activities.**
- Policy 1.1      Include a variety of park types in the park system including developed fields and play facilities, urban plazas with community gathering places, trails, historic points of interest and green space.
  - Policy 1.1.1    Maintain Heritage Park as a regional attraction while providing community and neighborhood parks to meet the needs of City and UGA residents and businesses
  - Policy 1.1.2    Provide a variety of active and passive facilities and green/open space to meet adopted standards.
  - Policy 1.1.3    Distribute parks equitably by type throughout the City.
  - Policy 1.1.4    Maintain and develop underutilized public rights-of-way for public access and passive recreation where appropriate.
  - Policy 1.1.5    Identify City owned parcels that are not currently part of the park and recreation system and evaluate them for potential park use.
  - Policy 1.1.6    Incorporate historical and cultural lands, public art, historic sites, artifacts, and facilities into the park system to preserve these interests and provide a balanced social experience.
  - Policy 1.1.7    Incorporate interesting manmade environments, structures, activities, and areas into the park system to preserve these features and provide a balanced park and recreation experience.
  - Policy 1.1.8    Develop parks as focal points for community events.
  - Policy 1.1.9    Design park and recreational trails and facilities to be accessible to individuals and organized groups of all physical capabilities, skill levels, age, income, and activity interests.
  - Policy 1.1.10    Work with the Snohomish County Department of Parks & Recreation, Washington State Department of Fish & Wildlife, and other public and private agencies, and with private landowners to set aside land and resources necessary to provide high quality, convenient park and recreation lands and facilities before the most suitable sites are lost to development.
  - Policy 1.2      Develop ongoing stewardship of the public parks system.
  - Policy 1.2.1    Emphasize user input in planning, design, and development of park and trail facilities.
  - Policy 1.2.3    Support interlocal agreements with the Stanwood School District about joint ventures for the development and use of combined school, playground, and athletic facilities.
  - Policy 1.2.4    Consider development agreements with other public and private entities for active play fields and playgrounds, trails and passive recreation provided the facilities are made available for public use and public benefit is identified.
  - Policy 1.2.5    Use public outreach to provide information about facilities and programs in order to build broad public support for the parks and recreation system.
  - Policy 1.3      Recognize private and non-profit agencies that provide alternative services to the community.

- Policy 1.3.1 Support non-profit organizations in developing special meeting facilities, assembly facilities, health and other community facilities to support community needs.
- Policy 1.3.2 Support the development of private recreation facilities that are consistent with Stanwood's Comprehensive Plan including land use, downtown, economic development, transportation and aesthetic components.
- Policy 1.4 Work in collaboration with Snohomish and Island Counties and state agencies to provide parks in Stanwood to accommodate out of city residents who depend on Stanwood for park services.
- Policy 1.4.1 Work with Snohomish County to develop a new park north of Stanwood in the area of 280th St NW to 300th St NW in the vicinity of the City's UGA boundary.
- Policy 1.4.2 Coordinate regional goals and objectives with Snohomish County, Island County and other local agencies involved in such projects.

**Goal #2 WATERFRONT ACCESS: Reconnect Stanwood to the Stillaguamish River.**

- Policy 2.1 Develop shoreline properties or easements for waterfront access.
- Policy 2.1.1 Acquire and preserve additional waterfront parkland.
- Policy 2.1.2 Develop watercraft access opportunities including a mixture of canoe, kayak, rowboat, raft, and power boating.
- Policy 2.1.3 Prioritize use of the City owned property on the shoreline of the Stillaguamish River for park development providing public access and water related use.
- Policy 2.1.4 Connect City waterfront park land and recreation use with Downtown Stanwood.

**Goal #3 RECREATION: Provide for the active recreation needs of the Stanwood community**

- Policy 3.1 Provide a variety of quality active recreation facilities sufficient to serve Stanwood residents and area visitors.
- Policy 3.1.1 Maintain existing recreation facilities to meet the needs of all local citizens, including barrier free access.
- Policy 3.1.2 Expand, upgrade, and diversify support facilities (restrooms, parking, picnic areas, shelters and playground equipment, etc.) in recreational areas.
- Policy 3.1.3 Continue development of recreation facilities in conjunction with Snohomish and Island Counties as well as with other funding partnerships.
- Policy 3.2 Provide a diversified recreation system that provides for all age and interest groups.
- Policy 3.2.1 Improve existing facilities by enhancing existing park sites and recreation facilities when financially feasible.
- Policy 3.2.2 Work with historical and cultural groups to encourage community activities in parks and recreational facilities – including downtown promotional events.
- Policy 3.2.3 Support the development of athletic recreational facilities for all age groups and recreational interests.
- Policy 3.2.4 Develop, where appropriate, a select number of facilities that are oriented to multi-agency use, especially in conjunction with local public, private and non-profit organizations.

- Policy 3.2.5 Support the development of indoor community and recreational centers that provide for community activities, athletic uses, and select significant indoor activities for multi-agency use on a year-round basis.
- Policy 3.2.6 Provide playground and picnic facilities for residents of local housing areas.
- Policy 3.2.7 Provide recreational courts and play fields for citywide resident use.
- Policy 3.2.8 Initiate joint planning and operating programs with the Stanwood School District, Snohomish County Parks, and the Washington State Parks Department for joint development and maintenance of active and passive recreation resources.
- Policy 3.3 Work with organizations, service groups, special interest groups and other partners to provide coordinated and quality recreational programs.
- Policy 3.3.1 Establish a partnership with community groups, organizations and the school district to develop and promote joint recreational activities.
- Policy 3.3.2 Encourage local groups to participate in maintaining parks and other recreational facilities.

**Goal #4 ECONOMIC DEVELOPMENT: Promote recreation facilities and activities that will attract visitors and enhance the City's economic development.**

- Policy 4.1 Encourage special regional events in City parks.
- Policy 4.1.1 Encourage staging and publicity for City events and community festivals to attract visitors.
- Policy 4.1.2 Encourage public art within City parks.
- Policy 4.1.3 Encourage concerts and art shows in City parks.
- Policy 4.1.4 Encourage sports tournaments in City parks.
- Policy 4.2 Promote a range of economic development activities in parks that are accessory to the recreational uses.
- Policy 4.2.1 Encourage healthy food production such as community gardens or pea patches in city parks where these uses do not conflict with established recreation uses.
- Policy 4.2.2 Allow concessionaires in park facilities to support recreation uses with rental of equipment and food vendors.

**Goal #5 OPEN SPACE: Establish a network of open spaces that enhance the livability of the community**

- Policy 5.1 Acquire and preserve natural areas, historical sites and areas of ecological significance for recreation and educational opportunities for the community and visitors.
- Policy 5.1.1 Preserve and protect significant environmental features for open space including wetlands, woodlands, shorelines, waterfronts, and other areas with characteristics that reflect Stanwood's natural heritage.
- Policy 5.1.2 Encourage the preservation of unique areas and/or site features including natural and exemplary built features such as the Hamilton Smokestack.
- Policy 5.1.3 Provide public use and access to open space in new land developments.
- Policy 5.1.4 Work with property and facility owners to increase public access and utilization of special features – including the shorelines, wetlands, and bluffs that meander through and between developed areas.



- Policy 5.1.5 Acquire or protect, through easements or other means, ecologically significant areas and preserve them in their natural state.
- Policy 5.1.6 Insure that properties applying for tax exemption through State programs as open space provide reasonable public benefits and identify exempted property as limited open space during its enrollment in the exemption program.

**Goal #6 LEVEL OF SERVICE: Determine Level of Service Standards for Parks and Recreation Facilities.**

- Policy 6.1 Identify the amount of land needed to meet Level of Service standards for future park development and types of facilities needed to meet recreation standards.
- Policy 6.1.1 Define existing and proposed land and facility levels of service in order to effectively plan and program park and recreation needs within existing City boundaries. Evaluate different requirements based on: a) Population growth versus improved facility standards, b) Neighborhood versus community nexus of benefit, and c) Regional demand.
- Policy 6.1.2 Update the inventory, surplus and/or deficiency of City park lands based on the official population estimates from the Washington State Office of Financial Management.
- Policy 6.1.3 Identify parkland for acquisition in advance of its actual need.

**Goal #7 TRAILS: Integrate a trail system into the City’s transportation network by linking with other trails and recreational facilities within the regional service area.**

- Policy 7.1 Develop a comprehensive, high quality system of multipurpose trails and corridors for pedestrians and bicyclists, that access significant environmental features, public facilities and developed urban neighborhoods.
- Policy 7.1.1 Connect people to destinations such as neighborhoods, parks, water resources, schools, businesses, services and work.
- Policy 7.1.2 Provide safe walk to school routes utilizing both paved trails and sidewalks.
- Policy 7.1.3 Promote a healthy community by providing an opportunity for exercise and recreation on a local trail system.
- Policy 7.1.4 Provide a system of trail markers as a means of identifying and advertising trail systems.
- Policy 7.1.5 Pursue opportunities to connect to the Snohomish County and Island County regional trail systems.
- Policy 7.1.6 Make Stanwood a destination for bicyclists by providing a trail system that provides access to downtown and connects to Warm Beach, the Centennial Trail in Arlington, Conway, and Camano Island.

**Goal #8 FINANCE: Secure equitable and sustainable funding for implementation.**

- Policy 8.1 Create effective and efficient methods of acquiring, developing, operating and maintaining facilities.
- Policy 8.1.1 Consider joint ventures with the Snohomish County Department of Parks & Recreation, Island County, Stanwood School District, Washington State Department of Wildlife, and other public and private agencies to fund facility development and maintenance where feasible and desirable.

- Policy 8.1.2 Work with the community to develop awareness of the need for park funding for both developing park facilities and for maintenance.
- Policy 8.1.3 Actively pursue grants from both public and private sectors.
- Policy 8.1.4 Seek funding for needed improvements and new development from funding sources, including the State of Washington Recreation and Conservation Office.
- Policy 8.1.5 Provide a means for private philanthropy supporting parks and recreation including legacy donations funding and volunteerism.
- Policy 8.1.5a Encourage private business participation in the development and funding of certain public recreation facilities.
- Policy 8.2 Equitably distribute costs and benefits to public and private users, and match user benefits with interests and need.
- Policy 8.2.1 Determine the impact of new development on facilities within the Stanwood Urban Growth Area where the residents will depend on Stanwood for park and recreation needs.
- Policy 8.2.2 Develop a methodology for determining park impact fees that considers the potential impacts on park facilities caused by a development project, and results in an equitable mitigation assessment that is in accordance with local park and recreation standards.
- Policy 8.2.3 Assess impact fees only for growth-related deficiencies, not existing deficiencies.
- Policy 8.2.4 Maintain an equitable system of facility user fees.

**Goal #9 MAINTENANCE: Provide for quality maintenance of existing and future facilities.**

- Policy 9.1 Develop facilities that are of low maintenance and high capacity design to reduce overall facility maintenance and operation requirements and costs.
- Policy 9.1.1 Where appropriate, use low maintenance materials and designs to reduce maintenance costs in new park development.
- Policy 9.1.2 Emphasize user input in planning maintenance of park and trail facilities.
- Policy 9.1.3 Use design and development standards to improve park facility safety and security.
- Policy 9.2 Provide for a high standard of maintenance of existing parks.
- Policy 9.2.1 Use low maintenance materials to reduce ongoing maintenance costs in existing facilities as repairs and upgrades occur.
- Policy 9.2.2 Develop and implement safety standards, procedures, and programs that provide proper training and awareness for City staff charged with maintaining City park and recreation facilities.
- Policy 9.2.3 Where practical and feasible use community volunteers to help maintain park and trail facilities to exceed minimum levels of service standards.
- Policy 9.2.3a Where appropriate, develop adopt-a-park programs, neighborhood park watches, park police patrols, and other innovative programs that increase maintenance, safety and security awareness and visibility.
- Policy 9.2.4 Define and enforce rules and regulations concerning park activities and operations that protect user groups, city staff and the public.

- Goal #10      SUSTAINABILITY: Incorporate principles of sustainability in the site development, maintenance, operation and programming of park facilities.**
- Policy 10.1      Encourage sustainable development and maintenance practices within the park system.
  - Policy 10.1.1    Retain natural conditions and experiences as a goal even when developing facilities for recreation use.
  - Policy 10.1.1a    Preserve significant environmental areas and features to the extent feasible.
  - Policy 10.1.1b    Incorporate low impact development techniques into park design as mitigation when converting land to recreational use.
  - Policy 10.1.2    Restore urbanized public lands when possible by using conservation techniques as redevelopment opportunities occur.
  - Policy 10.1.3    Work with the Snohomish County Conservation District to identify and implement opportunities to incorporate conservation techniques in park design and ongoing maintenance and operations.
  - Policy 10.1.4    Maintain the wetland area in Heritage Park as a location for offsite mitigation to encourage sustainable development throughout the City.
  - Policy 10.1.5    Evaluate the Heritage Park Wetland for development of a formal wetland bank designation.
  - Policy 10.1.6    Develop guidelines for park users to encourage sustainable practices in park activities and events techniques such as use of compostable plastics, composting, and carpooling.