



# 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**  
**February 23, 2022**  
**6:00 p.m.**

### **AGENDA ON NEXT PAGE**

### **Remote On-Line/Telephone Access ONLY Via “Zoom”**

Pursuant to City of Snohomish’s **Resolution 1408** adopting procedures for holding public meetings consistent with State law, and in accordance with the Governor’s Proclamation 20-25, “Stay Home Stay Healthy” order to reduce the risk of exposure and the spread of contagious viruses through social interactions, the February 23, 2022 meeting of the Park and Recreation Board will be held utilizing remote access. The public is invited and encouraged to participate by calling in, and listening to the live meeting. Instructions for calling into the live meeting are provided below.

**To access the ONLINE Zoom remote meeting, please use the following link (external/internal speakers required): <https://us02web.zoom.us/j/89637855657>**

**Meeting ID: 896 3785 5657**

**To PHONE-IN without a computer, or if your computer does not have an audio feature, dial:**

+1 253 215 8782 or  
+1 669 900 6833 or  
+1 346 248 7799 or  
+1 301 715 8592 or  
+1 312 626 6799 or  
+1 929 205 6099

**YOU WILL BE PROMPTED TO ENTER THE MEETING ID#**

**-- Meeting ID: 896 3785 5657**

**THEN, YOU WILL BE PROMPTED TO ENTER A PARTICIPANT NUMBER --  
ENTER THE # SYMBOL**



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**WEDNESDAY**  
**February 23, 2022**  
**6:00 p.m.**

### AGENDA

- 6:00 1. **CALL TO ORDER** - Roll Call
2. **APPROVE** the meeting summary of the January 26, 2022 meeting (*P.3*)
3. **CITIZEN COMMENTS** on items not on the agenda
4. **PROJECT MANAGER UPDATES** (*P.5*)
5. **PARK BOARD MEMBER UPDATES**
6. **COUNCILMEMBER LIAISON UPDATES**
7. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:00 8. **ADJOURN**

**NEXT MEETING:** The next regular meeting is scheduled for Wednesday, March 23, 2022, at 6:00 p.m., online via Zoom.



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## Park and Recreation Board Meeting Summary January 26, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:02 p.m.

### ROLL CALL:

#### Park Board:

Jessica Newkirk  
Rich Patton, Chair  
Alice Armstrong  
John First

#### Staff:

Brennan Collins  
Brandi Whitson

#### 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.*

Councilmember Lea Anne Burke was introduced as a new Council liaison to the Park Board.

2. **ELECT** Chair for 2022.

Ms. Armstrong nominated Mr. Patton, who declined. Mr. First nominated Ms. Armstrong, seconded by Ms. Newkirk. Ms. Armstrong accepted the nomination. There being no other nominations, Ms. Armstrong was unanimously appointed Chair for 2022; however, she requested Mr. Patton continue as Chair for the January meeting.

3. **APPROVE** the meeting summary of the December 22, 2021 regular meeting. The meeting summary was approved (4-0).
4. **CITIZEN COMMENTS:** One member of the public attempted to comment, but due to technical difficulties on their end, was not able to be heard by the Board. Mr. Patton invited them to submit comment via email.
5. **PROJECT MANAGER UPDATES:** Mr. Collins provided updates on the following:
  - a. Averill Field Master Plan. The City Council adopted the Master Plan as presented, with consideration given to the Park Board's recommendations, and requested the playground be addressed during the first phase.
  - b. PROS Plan Update. The survey was posted for public input. Staff hoped to provide signage in area parks with a code for the public to easily access it.
  - c. Land Use/Zoning Maps. The maps were provided for Board member convenience.
  - d. Other.
    - Pilchuck Park - Council approved the contract for the riverbank stabilization project. Security lighting was being reviewed.
    - Veterans Memorial - A committee was formed by staff, local veterans' groups and the public to review designs and implementation. The Board briefly discussed the design

approved by Council a few years ago, and how those ideas were being implemented, including a circular path around the grassy area. They inquired on material for the path and maintenance. Remarks were made on the benefits of allowing the space be used for outdoor gatherings, as exemplified by the successful Block Party last summer.

- Avenue A Gazebo - A local construction company offered labor and material, but not much other information was available. The work would also depend on permitting requirements, and Design Review Board input, since it was in the Historic District. The Board discussed other organizations interested in participating and logistics of volunteers. Mr. Collins will share more information as it becomes available.

Ms. Armstrong shared a sketch of the Averill Field plan, incorporating input from the Boys and Girls Club and Kiwanis. The idea was to provide separation of the playground for the different age groups. She also inquired about the appropriate location of a portable toilet vs. installation of a permanent structure. Mr. Collins reported Otak and a landscape architect would be retained to review specifics of the plan, and would include the Kiwanis in discussions on the playground. This would produce a detailed design and baseline costs. He discussed the phasing of the project based on those designs and costs, which would influence construction.

The Board discussed including restrooms, even if only portable toilets, to provide for park users and alleviate impacts on local businesses. One suggestion was to locate portable toilets in the area identified for the sports court, at least for the first phase. They could be moved or re-evaluated for inclusion during the next phase.

The Board discussed the future of Homestead Park and other potential uses of the Park Impact Fees. Developing even a small portion of Homestead Park would be beneficial.

At 7:57 p.m., MOTION by Ms. Armstrong, second by Mr. First, to extend the meeting to 8:20 p.m. Motion passed unanimously (4-0).

6. **PARKS LEAD UPDATES:** None.

7. **PARK BOARD MEMBER UPDATES:**

Ms. Newkirk inquired on whether dogs were allowed in Claytown Park. She recalled signage that was no longer there. Mr. Collins replied he would follow up.

Ms. Armstrong inquired about obtaining a report on park vandalism, and the cost of staff time and materials.

Mr. Patton would ask County parks staff if there was any merit to coordinate review of the City's plan with the County's.

8. **OTHER BUSINESS/INFORMATION ITEMS:** Councilmember Ray requested "Councilmember Liaison Updates" be added as an agenda item for future meetings.

9. **ADJOURN:** Meeting adjourned at 8:05 p.m.

Approved this 23rd day of February, 2022.

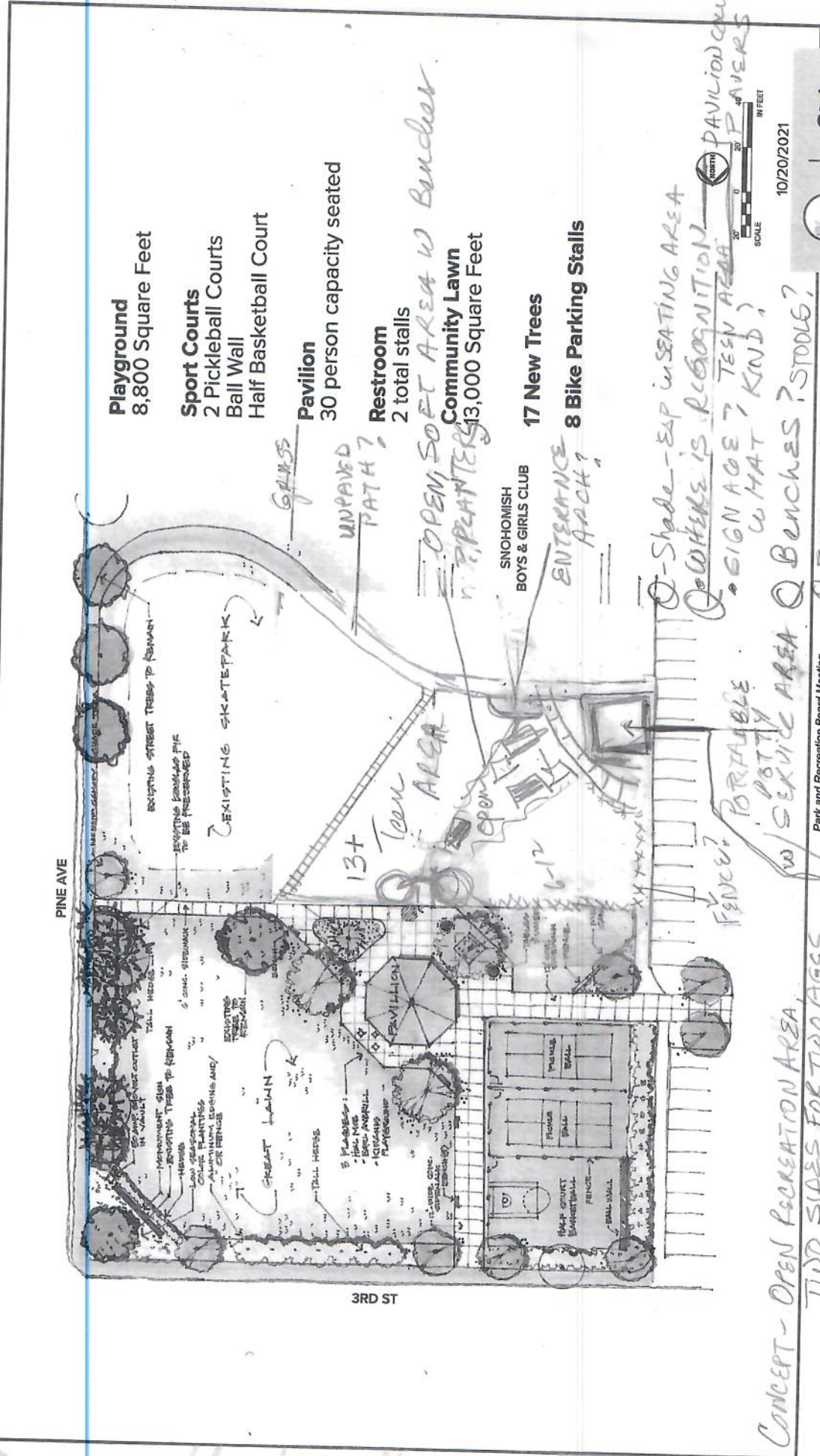
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Chair

At 1.9.22  
 REVISION 2 1.10.22

ACTION ITEM 4a.

# AVERILL FIELD MASTER PLAN



- Playground**  
8,800 Square Feet
- Sport Courts**  
2 Pickleball Courts  
Ball Wall  
Half Basketball Court
- Pavilion**  
30 person capacity seated
- Restroom**  
2 total stalls
- Community Lawn**  
13,000 Square Feet
- 17 New Trees**
- 8 Bike Parking Stalls**



10/20/2021



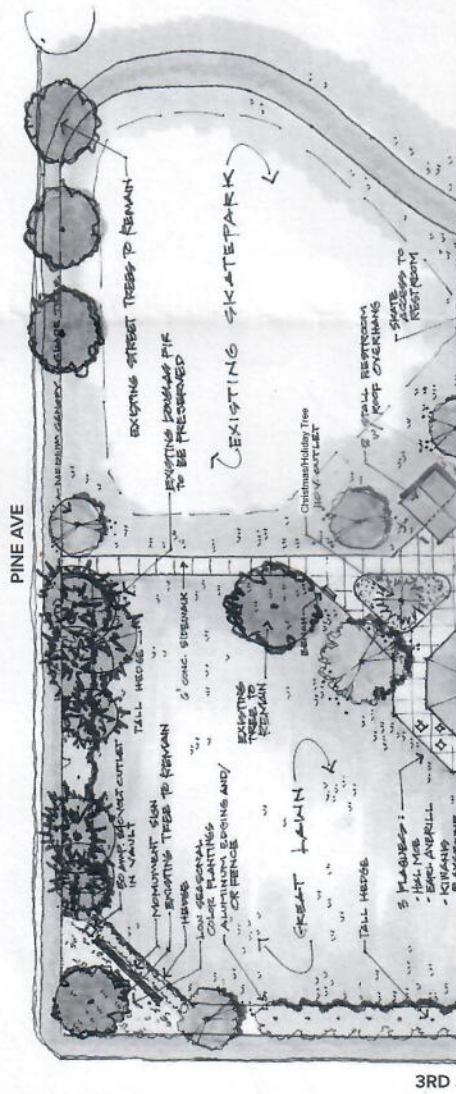
Park and Recreation Board Meeting  
 October 27, 2021  
 8

CONCEPT - OPEN RECREATION AREA  
 TWO SIDES FOR TODDLERS  
 TRANSITION AREA BETWEEN  
 POSSIBLE SAME SURFACE?  
 ALL HANDICAP ACCESSIBLE  
 MAYBE DIFFERENT COLORS

Q - Shade - esp in SEATING AREA  
 Q - WHERE IS RECOGNITION  
 • SIGN AGE? TEEN AREA  
 W HAT KIND?  
 Q BENCHES? STOOLS?  
 Q FENCE - 3/4 ft. YOUNG CHILDREN  
 XXXX

PORTABLE POTTYS  
 SERVICE AREA  
 MURAL/ART OUTFRAME STRUCTURE  
 COMM. BULLETIN BOARDS?

# AVERILL FIELD MASTER PLAN



3RD

SNOHOMISH BOYS & GIRLS CLUB

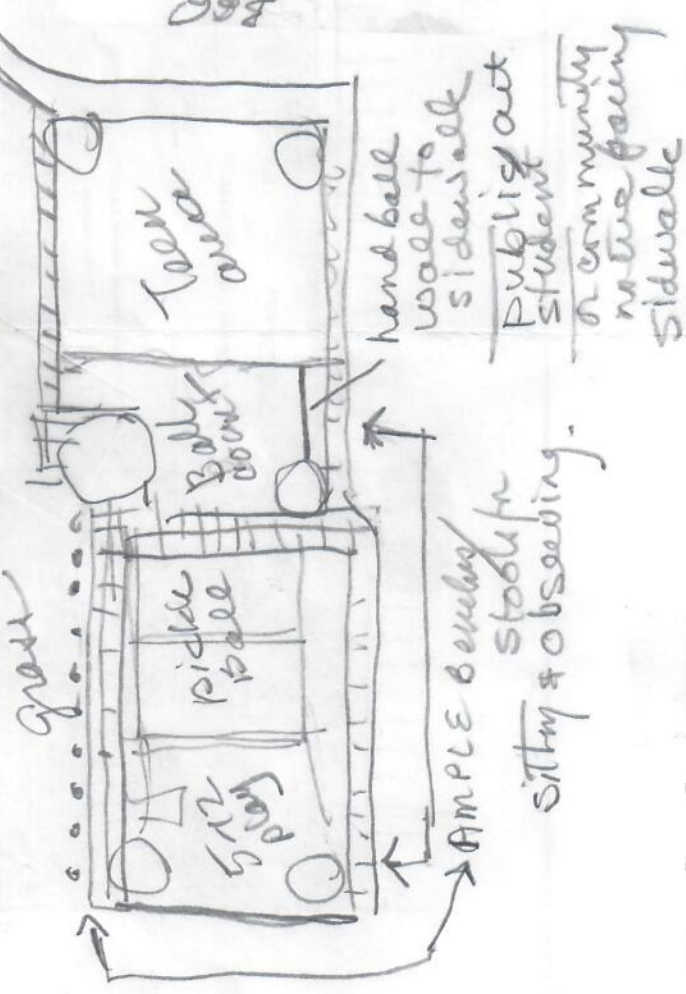
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10/20/2021



Otak



Version 2 - 2-