



City Council Committee Meeting Agenda

Parks and Trails Advisory Committee

This meeting will be conducted by telephone and online,
connection information will be posted on the City Website

<https://www.stanwoodwa.org>

Tuesday, January 18, 2022 3:00 PM

1. Call to Order & Roll Call
2. Elections
3. Citizen Comments
4. Approval of November 2021 Meeting Minutes
5. Pickleball Presentation – Doug Shafer
6. Church Creek Park Sports/Pickleball Court
7. Park Impact Fees
8. Year-to-Date Tax Revenue)
9. City Email Communication
10. Park Updates
 - Heritage – Baseball Fields
 - Hamilton – Grant and Permit Status
 - Church Creek Park – Eagle Scout Project, Arborist Contract

Zoom Information:

Parks and Trails Advisory Committee

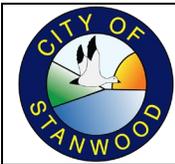
Please click this URL to join:

<https://us02web.zoom.us/j/85751722998?pwd=T25lVXpSMnFXZDZGZEpHQVF6eStSdz09>

Webinar ID: 857 5172 2998

Passcode: 304123

Telephone: (253) 215-8782



Parks and Trails Advisory Committee
Meeting Minutes
November 15, 2021

Zoom meeting – virtual attendance

Call to Order & Attendance: 3:08pm

Present: Gordy Holmes, Dave Hall, Matt Withers, Cathy Wooten, Lisa Bruce

Absent: Rick Hawkins, Judy Williams

Staff Present: Carly Ruacho, Patricia Love, Krista Hintz, Audrey Rotrock

Also known to be present: Steve Shepro, Doug Shafer, Leif Stadler

City hall lost power due to a windstorm, staff were a few minutes behind trying to get to a location to conduct the meeting. Dave Hall has a conflicting meeting today and will need to leave at 3:25.

Citizen Comments: N/A

Approval of Minutes:

The October 2021 meeting minutes were approved as submitted.

Pickleball Presentation – Doug Shafer

Due to connectivity issues, the Committee decided to reschedule Doug Shafer's Pickleball Presentation to the next meeting. Doug would also like Dave Hall to be present since he has insight on how Pickleball progressed in Marysville.

Eagle Scout Project Discussion – Leif Stadler

Leif introduced himself to the Committee, he is from Scout Troup. Leif's Eagle Scout project proposes to replace the roofs of the two dugouts at Church Creek Park. They are currently flat and made of wood. Due to water damage, the wood is rotting. The plan is to replace with a metal roof and elevate the front of the roof to a slope that will allow water to runoff. The sloped metal roof will last longer than a wooden roof. Leif's plans have been approved by the Building Official, Keith Kennedy. The benches are also in need of rehabilitation to stabilize sagging. At this time Leif's project is only to replace the roofs. He may be willing to expand the project scope and include improvements to the benches if the City requests that. Leif shared current photos of dugouts showing the rotted wood. There will be flashing on the edges of the metal roof to prevent rusting and the potential for an abrasion injury if rubbed against. The back side of the dugout, when complete, will be a height of 7 ½ ft. and the front will be at a height of 9 ft. There will be 18 inches of overhang on the back of the dugout to keep water from getting onto the benches and athletes. Prior to the project start the planning and public works departments will discuss the benches. Due to daily field use from March to late June, Leif will begin his project after baseball season in July.

Leif proposed that the City pay for the total project materials cost of \$2,750.00. The Committee recommended that he try to get donations from local businesses or try fundraising to lower the cost to the City. The Public Works department has dumpsters that he may be able use, that may help to lower the cost further.

The Committee discussed roof color. The consensus options are leaf green, antique patina, or silver. Carly is going to order a brochure to make a final decision. The desire is to have the roof color coordinate with the playground. Most of the Committee is leaning toward the leaf green color.

The recommendation is to move the project forward with the conditions of determining labor allocations, cost, and final decision on roof color. Carly will meet with Leif to discuss City in-kind support.

Introduction of new Planning Department Employee

Audrey Rotrock introduced herself as the new Associate Planner indicating she will be taking over the admin duties for the PTAC, Planning Commission, Community Development, and Economic Development Board meetings. Her main focus will be mostly working with Keith Kennedy processing building permits, but she will wear many hats within the department. Future agendas, zoom links, and minutes will be coming from her.

Church Creek Budget and Priorities

The 2021-2022 budget was put together prior to initiation and adoption of the master plan for Church Creek. Carly asked the Committee to review the upcoming 2022 budget in comparison to the Priority Project List adopted with the Master Plan as some minor adjustments are likely needed to align the two.

The Committee discussed using the \$30,000 line item for parking lot repair analysis that will now be funded through the sewer lift station project for other listed projects that may now require more funding due to the lack of expected volunteer projects during Covid. An arborist will be consulted for the tree thinning projects. The Committee would like to see a bid for the actual tree removal work before the projects move forward. It is likely that the tree work will exceed the budgeted costs. The Committee recommends only making necessary maintenance and stabilizing modifications to the existing picnic shelter including the addition of an ADA walkway and possibly electrical outlets and reallocating unused funding of the budgeted new picnic shelter to the necessary tree removal. The current budget for the baseball field renovation may not be necessary given the Eagle project and recent increased maintenance. A facelift of the field to correct any drainage issues and level the outfield may be all that is needed. If there are unused funds, the Committee recommends looking into costs to provide lights on the field. Solar lights may be more cost effective if they are usable there. If lights are warranted, outreach to the surrounding community of Church Creek Estates would be necessary, and that may need to be a separate project. Improving the trail to the Creek is also a priority of the Committee and any unused funds could be allocated to increasing the scope of that project.

A budget amendment for playground benches goes forward to council on December 9th for action. There's a potential for the budget to increase \$15K.

Heritage Park Update

The Heritage Park project is status quo. Staff is still working on documentation for transferring maintenance over from contractor to the City. It should go to Council to close out the contract fairly soon. The contractor will have responsibility of ensuring grass survives for one year.

Hamilton Park Update

Staff and WDFW are moving forward with permitting. City was given a grant extension through 2023. WDFW is working on environmental permits for the boat launch.

Adjourn – 5:03 pm

Next Meeting

The next meeting is scheduled for December 20, 2021 but will be canceled since it is so close to the winter holidays. The following meeting will be January 17th, which is Martin Luther King Jr. day, so we will hold the meeting the following day, Tuesday, January 18th.



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

DATE: January 18, 2022
SUBJECT: January PTAC Agenda Topics
FROM: Carly Ruacho, Senior Planner

Item 5 - Pickleball Presentation – Doug Shafer

Doug Shafer is the former President of the Marysville Pickleball Club and a member of Camano Pickleball. He will give a short PowerPoint presentation on the growth of the sport in the area, the health benefits for the community and the positive economic impact Pickleball can provide.

Item 6 - Church Creek Park Sports/Pickleball Court

2022 Church Creek Park Capital Projects				
Budget :	\$	440,000		
Task:			Budget Estimate	Description
Pickleball / Multipurpose Sports Court			\$ 130,000	Design & Build 1 Court
Tree Thinning: Entrance & 72nd Avenue			\$ 10,000	Tree Trimming and Thinning
Trail Improvements / Interpretive Signs			\$ 30,000	Brush Removal and Signs
Ballfield Renovation			\$ 130,000	Design & Possible Reconstruction
Flag Pole Landscaping and Renovation			\$ 10,000	Tree Removal by Arborist / Volunteer Planting Event
Renovate or Replace Picnic Shelter			\$ 100,000	Design and Replacement with New Tables
Parking Lot Repair Analysis			\$ 30,000	Analysis / Possible Design
			Total:	
			\$	440,000

Item 7 - Park Impact Fees

The Growth Management Act requires cities to plan and provide parks and recreation facilities that are adequate to accommodate growth. In 2018 the City of Stanwood adopted their Parks, Recreation and Open Space (PROS) Plan that includes a vision for a future parks department and priorities for park development. The application of Park Impact Fees (PIF) is one financial tool available to cities to help facilitate the implementation of the PROS plan.

RCW 82.02.050 authorizes cities to impose an impact fee on new residential developments as part of the financing of park facilities. Park impact fees are one-time payments imposed on new residential developments to cover a portion of their impact on Stanwood's park system.

The purpose of the Park Impact Fee is for new development to share in the development and acquisition costs of facilities that new residents will be using.

What are Impact Fees?

Impact fees are **one-time charges** assessed by a local government against a new development project to **help pay** for **new or expanded public facilities** that will directly address the increased demand for services **created by that development**.

MRSC

Fees are charged at the time of building permit issuance and are used to pay for new or redevelopment park and recreational facilities in the City of Stanwood. Fees can only be used on system improvements included in the City's adopted six-year Capital Improvement Plan (CIP) as listed in the Comprehensive Plan.

Each year the City Council updates a Capital Improvement Plan; part of that plan includes a project list and projected costs over a six year period. Below is the 2022-2027 Park CIP.

Step 1: 2022-2027 CIP

Capital Improvement Plan 2022-2027 Project Costs							
Project Name	Total 2022-2027	2022	2023	2024	2025	2026	2027
Port Susan Trail	\$4,897,000	\$1,554,000	\$1,338,000	\$200,000	\$1,805,000	\$-	\$-
Heritage Park	\$900,000	\$100,000	\$200,000	\$100,000	\$250,000	\$250,000	\$-
Hamilton Park	\$1,090,000	\$90,000	\$1,000,000	\$-	\$-	\$-	\$-
Ovenell Park	\$2,305,000	\$200,000	\$250,000	\$355,000	\$1,500,000	\$-	\$-
Johnson Farm Park	\$350,000	\$-	\$-	\$-	\$-	\$350,000	\$-
Church Creek Park	\$866,750	\$455,000	\$-	\$-	\$-	\$82,350	\$329,400
Downtown Park	\$1,340,000	\$340,000	\$-	\$1,000,000	\$-	\$-	\$-
Total:	\$11,748,750	\$2,739,000	\$2,788,000	\$1,655,000	\$3,555,000	\$682,350	\$329,400

In reviewing the 2022-2027 project list, there are several projects that that contain non-eligible project elements or grant funding that should be removed from the calculation of eligible costs. As such the CIP list has been adjusted as follows:

New 2022-2027 CIP Grant Deductions (Non-Eligible Costs)

Park Impact Fee Grant Debits							
Project Name	Total 2022-2027	2022	2023	2024	2025	2026	2027
Port Susan Trail							
Dept of Commerce	\$727,160	\$727,160					
RCO	\$948,000	\$448,000			\$500,000		
State Ped/Bike Program	\$2,416,750		\$305,000	\$1,700,000		411750	
Heritage Park	\$0	\$0	\$0	\$0	\$0	\$0	0
Hamilton Park	\$0						
RCO	\$500,000		\$500,000				
Ovenell Park	\$0						
RCO	\$500,000				\$500,000		
Johnson Farm Park	\$0	0	0	0	0	\$0	0
Church Creek Park	\$0	\$0	0	0	0	\$0	\$0
Downtown Park	\$0						
Dept of Commerce	\$200,000	200000					
Total:	\$5,291,910	\$1,375,160	\$805,000	\$1,700,000	\$1,000,000	\$411,750	\$0

Once the deducts are determined, those costs are then subtracted from the 2022-2027 CIP cost by project to determine eligible costs.

PIF Eligible Costs =
6-Year CIP – Grants

Project	Eligible PIF Cost
Port Susan Trail	\$805,090
Heritage Park	\$900,000
Hamilton Park	\$590,000
Ovenell Park	\$1,805,000
Johnson Farm Park	\$350,000
Church Creek Park	\$866,750
Downtown Park	\$1,140,000
Total:	\$6,456,840

The proposed Park Impact Fee is based on the 2022-2027 Parks Capital Improvement Plan project list.

$$PIF = \frac{C \times S \times U \times A}{P}$$

C = Average Development and Acquisition Cost per Acre \$218,732.82
 S = Adopted Level of Service Standard 5
 U = Average Occupancy by Unity Type Varies
 A = Adjustment Factor Adopted by City Council 60%
 P = 1,000 Persons 1,000

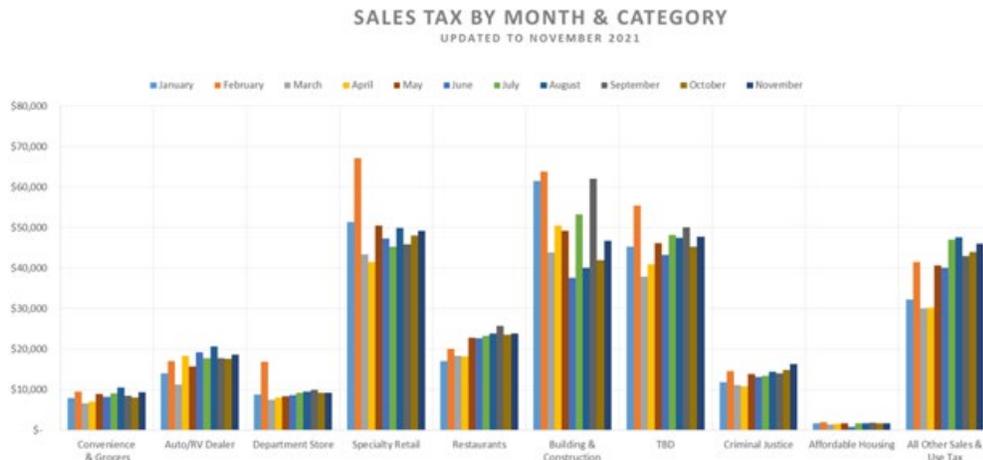
Single Family Residential	PIF = (\$218,732.82 X 5 X 2.95 X .60)/1,000	\$1,935.79
2 Unit Duplex / Townhome	PIF = (\$218,732.82 X 5 X 1.75 X .60)/1,000	\$1,148.35
3 & 4 Unit Townhomes	PIF = (\$218,732.82 X 5 X 2.4 X .60)/1,000	\$1,574.88
5+ Multifamily Complexes	PIF = (\$218,732.82 X 5 X 1.97 X .60)/1,000	\$1,292.71

Unit Type	Adopted 2017 PIF	2019 Draft PIF Pre-Covid Draft	2017-2019 Differenced	% Difference	Proposed 2022 PIF*	2017-2022 Difference	% Difference
Single Family Residential	\$ 1,330	\$ 1,602	\$ 272	20%	\$ 1,936	\$ 606	46%
2 Unit Duplex / Townhouse	\$ 1,042	\$ 951	\$ (91)	-9%	\$ 1,148	\$ 106	10%
3 & 4 Unit Townhouse	\$ 1,042	\$ 1,200	\$ 158	15%	\$ 1,575	\$ 533	51%
5+ Multifamily Residential	\$ 1,042	\$ 1,064	\$ 22	2%	\$ 1,292	\$ 250	24%

* Note: Costs were rounded up or down at the .5 mark

Item 8 – Year-to-Date Tax Revenue

Our most recent sales tax received (for the month of September) continue to show an overall decline from 2020, which was an extraordinary year due to the construction of the high school in 2020. September retail sales tax increased six percent from August, indicating continued stability in the economy. The chart below breaks out sales taxes received by month and by industry category.



Item 9 - City Email Communication

Board / Committee members need to have a city email address if they are going to be communicating about city business other than basic scheduling issues. We need to ascertain who needs a city email address so we can get it set up through Snohomish County IT. Also, members will need to check their email at least once every 90 days or the email goes inactive. The email password also changes every 90 days so members will need to monitor and manage their accounts.

Item 10 - Park Updates

Below are the proposed roofing color options for the Eagle Scout project proposal for dugout renovations at Church Creek Park.

