

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND  
TREE COMMITTEE MEETING  
Tuesday, January 7, 2020  
6:00 P.M.  
Spruce Hall

Roll Call  
Adoption of Meeting Agenda  
Acceptance of Minutes: December 3, 2019

Public Forum – 2020 Proposed Golf Rate Revisions

Park Board/Tree Committee Member Reports	15 minutes
Parks Director Comments	5 minutes
Council Liaison Report	5 minutes
Citizen Comments	5 minutes
Tree Committee Staff Reports	10 minutes

RECOMMENDATION

Recommendation of 2020 Golf Fees	5 minutes
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DISCUSSION

Board Rules of Procedure	5 minutes
Colby Median Trees	15 minutes
Forest Park Playground	10 minutes
Finalization of Retreat Agenda	10 minutes
Tree Ordinance	20 minutes

INFORMATIONAL

Department Update	10 minutes
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Other Business

Adjourn

Next Meeting  
February 4, 2020  
Spruce Hall in Forest Park

MISSION STATEMENT:

"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."



CITY OF EVERETT BOARD OF PARK COMMISSIONERS AND TREE COMMITTEE

Tuesday, December 3, 2019

6:00PM

Spruce Hall

The meeting was called to order at 6:03PM

**Board members present:** Michael Yates (Chair), Linda War Bonnet (Vice Chair), Sergiy Ryzhonkov, Katrina Lindahl, Tom Norcott, Megan Burger, Pamela Gerla. Laura McMurry.

**Council Liaison Brenda Stonecipher**

**Staff present:** Lori Cummings, Executive Director, Bob Leonard, Parks Asst Director; Kimberly Shelton, Asst Director, Paul Crane, Public Works Environmental Permit Coord.

**Acceptance of Meeting Agenda:** Motion/Second/Approved (**m/s/a**) unanimously to accept the agenda as written for December 3rd, 2019.

**Review and Acceptance of Minutes:** Board chair asked for acceptance of the meeting minutes from November. Motion was made to approve the minutes of November 5th, 2019 with the noted correction of removing "child strive". Motion/Second/Approved (**m/s/a**) unanimously to accept the minutes.

**Member Reports**

**Katrina Lindahl** – She enjoyed the street trees program in the Guide. She is thankful for this publication. The planning commission is talking about the Climate Action Plan. She asked if the Park Board group would want to write up a formal letter on the importance of trees, open green spaces and the benefits to environmental cooling etc. Lori Stated the board could collaborate on the wording and composition of this letter. Laura will lead this letter and begin with a list of bullet facts outlining the benefits.

**Laura McMurray** –Concerned about the street vaults which are left open on Hoyt where they have done construction work on the sidewalk. Curious about what type of debris (if any) is going to be left there and what standards are going to be used to determine how these will look and function long term. She was perplexed at the heavy pruning of one Oak tree on Baker, while none of the other trees were touched. She talked to a few artists who have interest in participating in a tree related project with the arts community and would like the board to consider fostering this art.

**Tom Norcott** – Walked around Silver Lake and the Everett waterfront. At the waterfront area they have opened the trail that leads closer to the water, so you don't have to walk on the street. The new trail and new hotel are nicely done. He walks through Howarth, Harbor View, Langus, and Kasche Park every week and reports that the parks are in good shape. The parks are safe and clean.

**Pamela Gerla** – No report

**Megan Burger** – Legion and Grand Avenue Parks look nice. She enjoyed the new art implementation at the arboretum. She is excited for the culmination of the bridge project. She is retiring from the Park Board this evening, so this is her last meeting.

**Sergiy Ryzhonkov** – He visited Hauge-Homestead park on Silver Lake and noted the construction. He visited the new YMCA and believes it is a good place for families to recreate.

**Linda War Bonnet** – She brought up the Board's attendance at the Sorticulture due to the fact that 55% of attendees that visit Sorticulture come from outside of the City. She thought that the board should consider choosing a more localized event for the Park Board to participate in, such as a farmer's market. She visited the Forest Park recreation office to get resident YMCA cards, which provides Everett residents entry to utilize the pool at the YMCA. She is very satisfied with the Forest Park Swim Center response in organization of the pool inflatables when requested. She is interested in understanding/opening dialogue regarding the ticketing of Jetty Island camper's cars when boats are late and wondering if the Port of Everett could be flexible. She believes there could have been a better information stream behind the Hauge replacements of the pad, as there were discontent Facebook posts regarding the necessity of the replacement. This could have been avoided by providing information to the public that the replacement was simply due to warranty reasons. She would like to see the projects website more up to date and specifically matching the information and timelines of the packets that are available.

**Michael Yates** – He was glad to see the flowerbeds at the end of 528 being cleaned by the same key staff who he believes are always doing awesome work. He enjoys the new addition to the Forest Park entrance sign, which now displays what is located inside the park. A speaker at his neighborhood meeting talked about rethinking zoning. There are 70,000 people projected to be moving into Everett. He is curious about planning strategies for more parks and green spaces, as well as the preservation of what we currently have. He enjoys the view corridors that are unique to Everett. He had a conversation with Wendy McClure from the Office of Council of Neighborhoods about materials for the Tree Committee and she is on board to help route things through her and her office to get out to the neighborhoods. He does not know at this time what that would look like, but possibly neighborhood matching fund opportunities could be used towards tree planting efforts, etc.

## Director Report

**Lori Cummings, Parks Director** reported on the following:

- December 5<sup>th</sup> – Wintertide is from 4-7pm at the plaza downtown and will be very popular
- December 7<sup>th</sup> and 8<sup>th</sup> – Santa Paws at the Everett Animal Shelter, bring your pets!
- December 11<sup>th</sup> – City Council will be asked to approve the sale of the six legion lots identified as surplus. These proceeds will go towards paying down debt on Legion Golf Course
- December 12<sup>th</sup> – Boards and Commissions Social, be sure to RSVP
- February 2020 – Reintroduction of Everett Essentials
- Parks Comprehensive Plan conversations are beginning. It will take about two years to work on this plan. This is the tool we use to plan for future parks and green spaces like Michael was talking about
- We will be getting a Facilities Condition Assessment Report which outlines Everett Park facilities condition. Once we have this report we can prioritize maintenance for asset management. We also think it's important to get back out to the residents in this planning process
- As the city is looking at opportunities to surplus underutilized properties there is an interest in identifying what we need as parks. We will consider how we can leverage use of these properties for parks at low/no cost and try to protect land as utilities land but provide recreational use on it. **Laura** is wondering if there may be more desire to sell these types of properties towards parks type buyers and not to businesses that could be a liability to the City
- In appreciation of Megan Burger's service to the Park Board Lori presented her with a gift

## Council Updates

- Moratorium on supportive housing will be discussed at the next council meeting
- Discussions on lifting the marijuana retail store moratoriums
- Traffic safety concerns are raising questions about the use of red-light cameras to make people feel safer and attempt to mitigate the safety concerns
- Council Member Stonecipher noted there are many issues which are directly related to growth in the City of Everett and these can be very emotional decisions

## Citizen Comments

Marianne Robinson - Jetty Island parking management that Linda spoke of is currently being considered and talked about from what Marianne understands.

## Tree Committee Staff Report

### Public Works Tree Report provided by Paul Crane

Holding a meeting to change and divide up responsibilities on the tree website. In the future Public Works would like to make it more aesthetically pleasing. There is a correction to the currently provided tree data; the proposed tree planting requests state "2018" when in fact these will be the trees which go in in 2020. Katrina voiced her concerns about the tree pits on Hoyt and questioned the quality control on the tree wells during and post construction. Public Works does have standards in this respect and secondarily the parks will also review the standards. Overall concern was raised that the slag in the tree wells will not be removed and that there needs to be a proper depth upon construction completion.

### Parks Department Tree Report provided by Bob Leonard

Review and discussion of packet photos

## Discussion Items

### Election of Chair and Vice Chair –

Nomination for Linda War Bonnett as Chair

Motion/Second/Approved **(m/s/a)** unanimously

Nomination of Pamela Gerla for Vice Chair

Motion/Second/Approved **(m/s/a)** unanimously

Effective January.

## Facility Use Policy Proposed Revisions

Reviewed changes/edits that were handed out. Significant change was discussed about the Community Health and Wellness Activities section. There will now be the opportunity for any community services offering free medical/dental benefits to utilize the parks for free. The second change found in category 4 - Affiliated Associates was changed to Affiliated Associates *and Service Organizations*. The City of Everett frequently partners with the Boy Scouts of America and Rotary organizations. This change in title now includes these types of agencies. Motion/Second/Approved **(m/s/a)** unanimously to adopt the changes to the policy as written.

## Golf Rate Changes 2020

New golf rates would begin March 1<sup>st</sup>, 2020. These proposed changes are subject to review by the public and then by the Park Board. Accepting comments by letter, email, or in person at the December 16<sup>th</sup>

public meeting scheduled for 5:30pm at Legion Golf Course. Rates at Legion were frozen for a while because of the construction. Premier Golf manages the courses for the City of Everett and we have not received any formal complaints about pricing to the city parks. Collaboratively the City of Everett creates a full budget including tracking expenses along with the input of Premier. We agree on increases together and we rely on Premier to give advice and recommendations as well. We have a management agreement with them which pays them a small management fee and the City retains the revenue from the courses. If they keep expenses low there is an incentive-based plan that's available to them. The City of Everett briefs the City Council on price changes. Board member Tom is grateful that the courses are well maintained.

### **Colby Median Trees**

Bob presented on one of two tree reports. He reviewed the summary of the report by Davey. The two surveys solicited included tree health surveys and risk assessment surveys. If the City makes the changes proposed by Davey it would increase the overall health of the stretch of trees and mitigate the disease found in some of the trees in the survey. It was discussed that the infrastructure issues should be considered later when resources to do larger sections such as a block at a time are available. All the Colby median trees are about 40-50 years old and were planted at the same time, yet growing conditions all vary. There was concern and discussion that the proposed trimming and removal of the trees wouldn't change the underlying root growth which is causing the destruction of the streets. If the City was to make proposed changes, they would then review changes every three years. Concern from the public was voiced as Marianne Robinson shared her worry about the millions of seed pods which continue to drop from these trees near her home. The seed pods contain fibers like the fibers of insulation. She is concerned that these fibers are bad for human health and noted her own personal health issues due to the fibers, as well as the negative impacts to her car and her house. She is additionally concerned about the sycamore disease which she believes acts like an irritant. Four facets of the issue came to light which were identified as Health, Safety, Roads, and Esthetic. It was understood that there are people who want to see the trees stay because of esthetic value. Overall, the board felt the report on trees was good data on the tree health, but it doesn't reflect any of the other areas of the issue. The board would love the idea of keeping mature trees but based on all the issues they are causing; more discussion needs to take place about their future. If the City was to replace the trees it would probably be with a couple varieties of trees at a much smaller size. Costs haven't been evaluated yet towards what a removal would cost. In addressing the road issues, we would begin with initiation of the tree project and then work with public works on the road issues. Bob can work on a timeline of what that would look like. Paul is looking at a sewer project in that area and discussed the possibility of the street being ripped up for this project and the possibility of joining efforts. The board discussed the implementation of the current Davey report recommendations for the time being. This reduction of some of the foliage and a few of the trees would create a bit less material serving as an irritant towards the residents in the area.

### **Clark Park Gazebo**

Discussions have been taking place with the Bayside Neighborhood association about the future of the Clark Park Gazebo. Bob contacted the historical commission and they would rather see the Gazebo sealed and preserved than removed. They might be okay with altering the Gazebo in some way depending on the design. The current fence around the Gazebo is not liked across the board. The Bayside Neighborhood would be satisfied with just removing the fence and putting up signage which helps direct good behavior. The neighborhood also understands the risks in the reopening. The Neighborhood would also be satisfied with alterations to the Gazebo. Discussion was raised about a relocation of the Gazebo to a more centralized position in the park, but it was determined that this would be a very poor use of resources as it has a base of solid concrete and would be too big, heavy, and costly. The Bayside neighborhood wants to take back the park. Bob will be meeting with the Everett

Police Department about removing the fence and considering the ramifications of this with the Police Department and our Rangers. The Bayside Neighborhood is pleased with recent police and ranger responses to the park. If we are in favor of a shutter opening system, we could remove the fence in anticipation of installing the shutters and use that as a trial period to see what it would be like with no fence barrier. Future considerations to promote positive use are restricting/permitting time use in the shelter, proper signage, providing recreational opportunities such as games in the gazebo, and landscaping to increase esthetic value. Any changes or new implementations to the Clark Park Gazebo will not happen until spring 2020 at the earliest. Lori, spoke to the limited staffing of the City of Everett Parks and that there may not be responses available at this location based on the reopening of the Gazebo. The Bayside Neighborhood is comfortable trying to open the Gazebo because of good community interaction, with the citizens, churches, police, and the overall strategic involvement. Bob will begin to investigate what it would take to create a shutter system, and there will be a neighbor meeting in March 2020 to discuss removing the fence and eventually implementing the shutter system.

## Information Items

### Department Update presented by Lori Cummings and Bob Leonard Council and Administration:

- December 4, 2019 - Council action to award Forest Park playground renovations. Bob will bring final design for Forest Park Playground to next meeting
- December 11, 2019 – Councilman Sullivan giving \$80,000 to the Mayor for the off-leash dog area at Lowell Riverfront Trails
- December 19, 2020 - Lowell hearing for off leash dog park
- January 25, 2020 - Park Board Retreat finalize retreat details at the January 7, 2020 board meeting
- YMCA opened on Sunday - Everett residents can utilize the pools by paying small daily admission fee, we negotiated this fee when we contributed to YMCA construction previously. We don't want to negatively impact their revenue model, but we want to offer opportunities to our residents as well
- Professional Service Agreement for rotary design to Council for approval
- Mayor attended institute on city design where mayors and engineers meet and present projects for their community and discuss a challenge. Mayor Franklin presented on the Silver Lake loop trail challenges and they will be sending us findings and conclusions on this discussion
- Lowell sports court renovations are scheduled for early 2020
- Conservation futures grant will purchase property adjacent to Madison Morgan

### Final Thoughts

Request to utilize less acronyms in board meeting documents and publications so it is in simpler language for all to understand

Lori proposed to leave the board at an 8-member board for 2020 with the added possibility of youth advisory board engagement opportunities

Meeting Adjourned @8:00p.m.

**Next meeting:** December 7, 2020 in Spruce Hall at Forest Park

Respectfully submitted,  
Emily Young  
Administrative Coordinator



TREE COMMITTEE REPORT

January 2020

Everett Downtown Streetscape Rucker & Hoyt Project

In response to questions from Park Board/Tree Committee, Staff meet with the contractor (Jansen Inc.), City Traffic Engineering and City Construction Management to discuss the trees that were specified in the plans. After an evaluation with Park Staff, a new tree plan was submitted to the contractor. The Chancellor Linden is being replaced with two types of trees, Acer Rubrum Armstrong and Chamaecyparis nootkatensis 'Van den Akker'. With the Scartlet Sentinels at each end of the medians at Pacific and Everett Ave along with the Callery Pear and Queen Elizabeth Hedge Maple in the sidewalks, there should be different colors and shapes for each season. The revised tree schedule is attached.

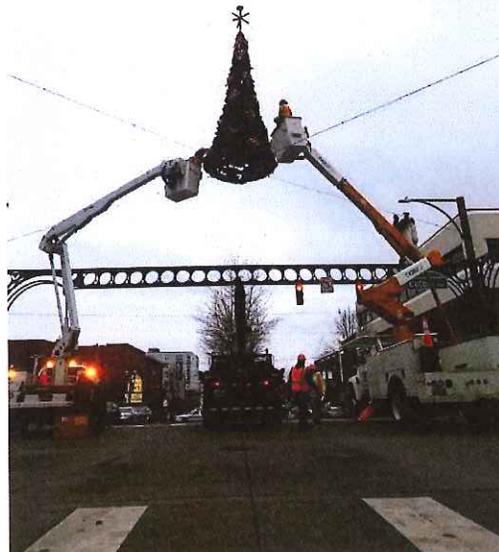
General Maintenance

Pruning was accomplished in December on Colby between Everett and Wall and on Hoyt between Everett and Wall. The maples in the parking lot at Hauge were pruned and the big maple located on the south edge at Clark has some dead wood removed.

Staff have started inspections regarding tree risks and will be updating the tree risk management list.



And after a short Holiday Season, Christmas Tree Hewitt and Colby will be removed January 11.



**Parks and Community Services**

 802 E Mukilteo Blvd  
Everett, WA 9820

 425.257.8300  
425.257.8325 fax

 recreation@everettwa.gov  
everettwa.gov



Everett Downtown Streetscape Rucker and Hoyt Avenues

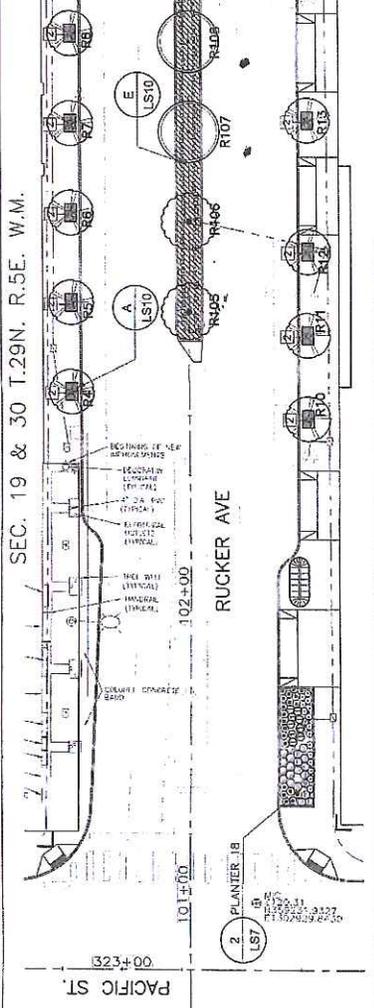
Submittal 70

DESCR.	Tree ID	DESCR.	Tree ID
R1	Deleted	R60	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R2	Deleted	R61	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R3	Deleted	R62	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R4	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R63	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R5	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R64	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R6	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R65	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple
R7	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R66	Acer Rubrum 'Karpick' / Karpick Red Maple
R8	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R67	Deleted
R9	Deleted	R68	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple
R10	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R69	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R11	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R70	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R12	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R71	Chamaecyparis nootkatensis 'Van den Akker'
R13	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R72	Deleted
R14	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R73	Deleted
R15	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R74	Chamaecyparis nootkatensis 'Van den Akker'
R16	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R75	Acer Rubrum Armstrong
R17	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple	R76	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R18	Pyrus Calleryanna 'Chanticleer' / Chanticleer Callery Pear	R77	Deleted
R19	Pyrus Calleryanna 'Chanticleer' / Chanticleer Callery Pear	R78	Cornus Kousa / Kousa Dogwood
R20	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple	R79	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R21	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R80	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R22	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R81	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R23	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R82	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R24	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R83	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple
R25	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R84	Acer Rubrum 'Karpick' / Karpick Red Maple
R26	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R85	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R27	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R86	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R28	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple	R87	Cornus Kousa / Kousa Dogwood
R29	Pyrus Calleryanna 'Chanticleer' / Chanticleer Callery Pear	R88	Deleted
R30	Pyrus Calleryanna 'Chanticleer' / Chanticleer Callery Pear	R89	Not Used
R31	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple	R90	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R32	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R91	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R33	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R92	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R34		R93	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R35	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R94	Acer Rubrum Armstrong
R36	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R95	Chamaecyparis nootkatensis 'Van den Akker'
R37	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R96	Deleted
R38	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R97	Deleted
R39	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R98	Chamaecyparis nootkatensis 'Van den Akker'
R40	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R99	Acer Rubrum X Freemanii 'Scarsen' / Scarlet Sentinel
R41	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple	R100	Acer Rubrum X Freemanii 'Scarsen' / Scarlet Sentinel
R42	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple	R101	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R43	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R102	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R44	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R103	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R45	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R104	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear
R46	Acer Rubrum Armstrong	R105	Acer Rubrum X Freemanii 'Scarsen' / Scarlet Sentinel
R47	Chamaecyparis nootkatensis 'Van den Akker'	R106	Acer Rubrum X Freemanii 'Scarsen' / Scarlet Sentinel
R48	Not Used	R107	Chamaecyparis nootkatensis 'Van den Akker'
R49	Not Used	R108	Chamaecyparis nootkatensis 'Van den Akker'
R50	Not Used	R109	Acer Rubrum Armstrong
R51	Not Used	R110	Acer Rubrum Armstrong
R52	Not Used	R111	Acer Rubrum Armstrong
R53	Acer Campestre 'Queen Elizabeth' / Queen Elizabeth Hedge Maple	R112	Acer Rubrum Armstrong
R54	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R113	Chamaecyparis nootkatensis 'Van den Akker'
R55	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R114	Chamaecyparis nootkatensis 'Van den Akker'
R56	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R115	Chamaecyparis nootkatensis 'Van den Akker'
R57	Pyrus Calleryanna 'Redspire' / Redspire Callery Pear	R116	Acer Rubrum Armstrong
R58	Cornus Kousa / Kousa Dogwood	R117	Acer Rubrum Armstrong
R59	Not Used	R118	Acer Rubrum Armstrong

Page #	Spec	Replacement
A46	Arbutus Unedo Compacta - Dwarf Strawberry Tree	Spirea Japonica Goldmound - 2 gal
A49 & C67	Mahonia Nervosa - Long Leaf Mahonia	Acorus Gramineus Golden Edge - 1 gal
A50 & C66	Rhus aromatica 'grolow' - Fragrant Sumac	Nandina Domestica Gulfstream - 1gal
A55	Iris sibirica 'snowqueen' - Siberian Iris	Delete
A56 & C69	Acorus Variegata Japanese Rush	Carex oshimensis Everest
C63	Viburnum Opulus Nanum - European Cranberry Bush	Delete



SEC. 19 & 30 T.29N. R.5E. W.M.



TREE PIT LOCATIONS

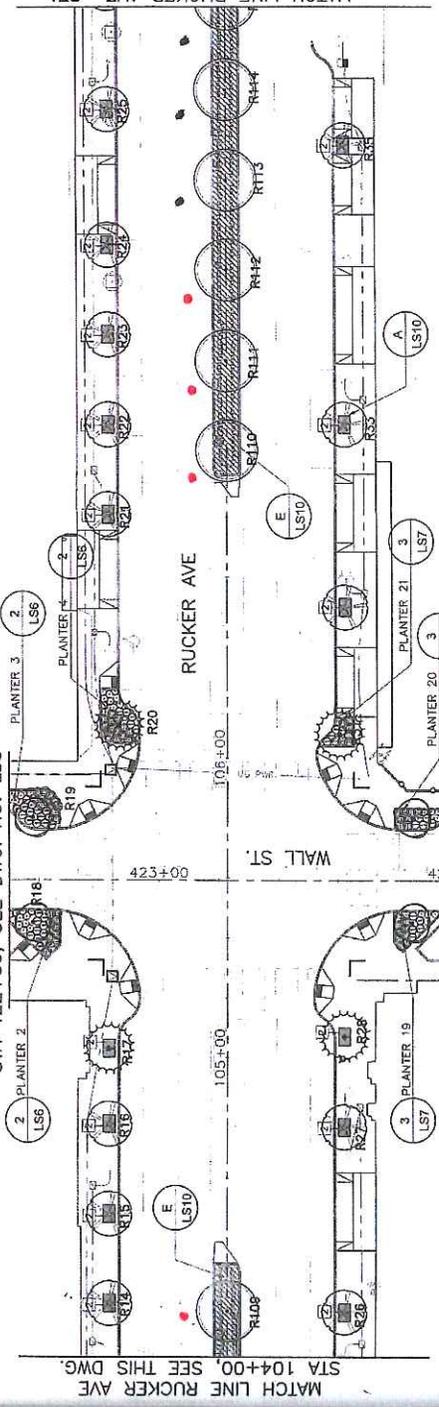
DESCR.	STATION	OFFSET
R1	DELETED	
R2	DELETED	
R3	DELETED	
R4	102+68	39.5' LT
R5	102+98	39.5' LT
R6	103+28	39.5' LT
R7	103+58	39.5' LT
R8	103+88	39.5' LT
R9	104+18	39.5' LT
R10	104+48	39.5' LT
R11	104+78	39.5' LT
R12	105+08	39.5' LT
R13	105+38	39.5' LT
R14	105+68	39.5' LT
R15	105+98	39.5' LT
R16	106+28	39.5' LT
R17	106+58	39.5' LT
R18	106+88	39.5' LT
R19	107+18	39.5' LT
R20	107+48	39.5' LT
R21	107+78	39.5' LT
R22	108+08	39.5' LT
R23	108+38	39.5' LT
R24	108+68	39.5' LT
R25	108+98	39.5' LT
R26	109+28	39.5' LT
R27	109+58	39.5' LT
R28	109+88	39.5' LT
R29	110+18	39.5' LT
R30	110+48	39.5' LT
R31	110+78	39.5' LT
R32	111+08	39.5' LT
R33	111+38	39.5' LT
R34	111+68	39.5' LT
R35	111+98	39.5' LT

DESCR.	STATION	OFFSET
R25	108+16	39.5' LT
R26	104+15	39.5' RT
R27	104+77	39.5' RT
R28	105+77	39.5' RT
R29	105+45	62' RT
R30	105+45	62' RT
R31	106+10	30.5' RT
R32	106+50	30.5' RT
R33	107+11	39.5' RT
R34	107+73	39.5' RT
R35	108+14	39.5' RT

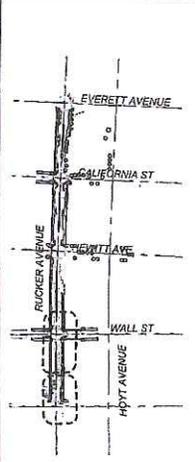
DESCR.	STATION	OFFSET
R15	102+95	0
R16	103+25	0
R17	103+55	0
R18	104+15	0
R19	105+45	0
R20	107+42	0
R21	107+42	0
R22	107+52	0
R23	107+82	0
R24	109+22	0

DESCR.	STATION	OFFSET
R19	106+00	0
R20	106+00	0
R21	106+00	0
R22	106+00	0
R23	106+00	0
R24	106+00	0
R25	106+00	0
R26	106+00	0
R27	106+00	0
R28	106+00	0
R29	106+00	0
R30	106+00	0
R31	106+00	0
R32	106+00	0
R33	106+00	0
R34	106+00	0
R35	106+00	0

MATCH LINE WALL ST  
STA 422+50, SEE DWG. NO. LS5



MATCH LINE RUCKER AVE  
STA 104+00, SEE THIS DWG.



LOCATOR MAP

SYMBOL LEGEND

- PIRUS CALLERYANA 'REDSPIRE' / REDSPIRE CALLERY FEAR
- PIRUS CALLERYANA 'CHANTICLEER' / CHANTICLEER CALLERY FEAR
- ACER CAMPESTRE 'QUEEN ELIZABETH' / QUEEN ELIZABETH HEDGE MAPLE
- ACER RUBRUM X FRECIANUM 'SCARSEN' / SCARLET SENNIBEL
- ILIXA COPULATA 'CHANGEL' / CHANGELOR UNDEN

- MAHONIA NERVOSA / LONG LEAF MAHONIA
- RHOODEXDRON 'WARD'S RUBY' / KURLINE EVERGREEN AZALEA
- ABELIA X GRANDIFLORA 'MARDI GRAS' / VARIEGATED ABELIA
- FOTHERGILLA GARDENII / DWARF FOTHERGILLA
- VIBURNUM OPULUS 'NANUM' / DWARF EUROPEAN CRANBERRYBUSH
- RHUS AROMATIC 'GRO-LOIF' / FRAGRANT SUMAC

- ORNAMENTAL GRASSES & PERENNIALS
- 1 DESCHAMPSA CESBITOSA 'BRONZESCHLEIER' / BRONZE VEIL TUFTED HAIR GRASS
- 2 HEUCHERA SANGUINEA 'SPLENDENS' / CORAL BELLS
- 3 ACORUS GRAMINEUS 'OOKU' / JAPANESE RUSH

TREE PIT 2 (SEE DETAIL 1 ON DWG. NO. LS9)



Drawing No. **LS2**  
Sheet No. **101** / **117**  
Date: **10/11/17**

**PLANTING PLAN**  
RUCKER AVENUE  
STA 101+00 TO STA 108+50

EVERETT DOWNTOWN STREETSCAPE IMPROVEMENT  
RUCKER AVENUE (PACIFIC AVE TO EVERETT AVE)  
WO # PW 3840 & UP 3848

**CITY OF EVERETT**  
**PUBLIC WORKS**  
**DEPARTMENT**

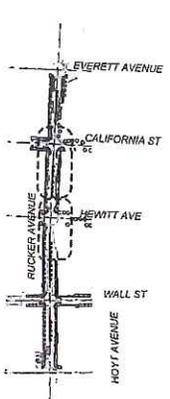
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DESIGNED BY: JGM  
CHECKED BY: JGM  
APPROVED BY: JGM  
DATE: 10/11/17

DATE: 10/11/17  
DESIGNED BY: JGM  
CHECKED BY: JGM  
APPROVED BY: JGM  
DATE: 10/11/17

DATE: 10/11/17  
DESIGNED BY: JGM  
CHECKED BY: JGM  
APPROVED BY: JGM  
DATE: 10/11/17



SEC 19 & 30 T.29N. R.5E. W.M.



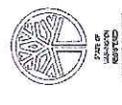
LOCATOR MAP

SYMBOL LEGEND

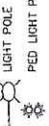
- DIVERSE CALENTARIA 'REDSPIRE' / REDSPIRE 'GALLERY-PEAR'
- COPINUS KOUSA / KOUSA DOGWOOD
- TILIA CORDATA 'CHANCOLLE' / CHANCOLLE LINDBL
- ACER CANDESCENS 'QUEEN ELIZABETH' / QUEEN ELIZABETH HEDGE MAPLE
- EXISTING TREES TO BE RETAINED
- SHRUBS
- MAHONIA NERVOOSA / LONG LEAF MAHONIA
- RHODODENDRON 'WARD'S RUBY' / KURUME EVERGREEN AZALEA
- ABELIA X GRANDIFLORA 'WARD'S CRAS' / VAREGATED ABELIA
- FOTHERGILLA GARDENII / DWARF FOTHERGILLA
- VIBURNUM OPULUS 'NANUM' / DWARF EUROPEAN CRANBERRYBUSH
- RHUS AROMATIC 'GRO-LOW' / FRAGRANT SUMAC

- ORNAMENTAL GRASSES & PERENNIALS
- DESCHAMPSIA AESTIVOSA 'BRONZESCHLEIER' / BRONZE VEIL TUFTED HAIR GRASS
- HEUCHERA SANGUINEA 'SPLENDENS' / CORAL BELLS
- ACCORUS GRAMINEUS 'OGON' / JAPANESE RUSH

TREE PIT 2 (SEE DETAIL 1 ON DWG. NO. LS9)

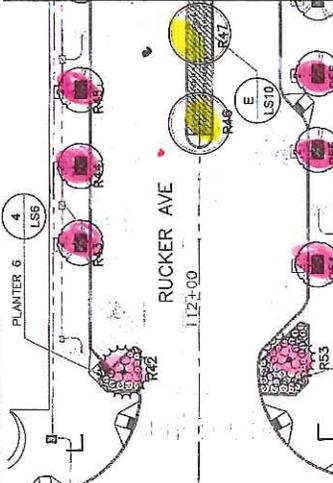


SCALE  
20 0 20 40  
FEET



MATCH LINE RUCKER AVE STA 113+00, SEE THIS DWG.

MATCH LINE RUCKER AVE STA 117+50, SEE THIS DWG. NO. LS4



DESCR.	STATION	OFFSET
R115	108+32	0
R116	108+82	0
R117	109+12	0
R118	109+42	0

DESCR.	STATION	OFFSET
R73	113+94	0
R74	114+24	0
R75	114+54	0
R76	113+1.01	39.5' RT
R77	113+57	24' RT
R78	113+80	24' RT
R79	114+3	39.5' RT
R80	114+28.46	39.5' RT
R81	114+59.36	39.5' RT
R82	114+77.58	39.5' RT
R83	115+25	30' RT
R84	115+50	53' RT

DESCR.	STATION	OFFSET
R81	114+29.32	39.5' LT
R82	114+54.77	39.5' LT
R83	114+80.26	39.5' LT
R84	115+5.69	39.5' LT
R85	115+48	30' LT
R86	115+80	62' LT
R87	DELETED	
R88	114+22	40.5' LT
R89	117+15.88	39.5' LT
R90	117+41.33	39.5' LT
R91	118+16	0
R92	118+48	0
R93	113+48	0
R94	113+48	0

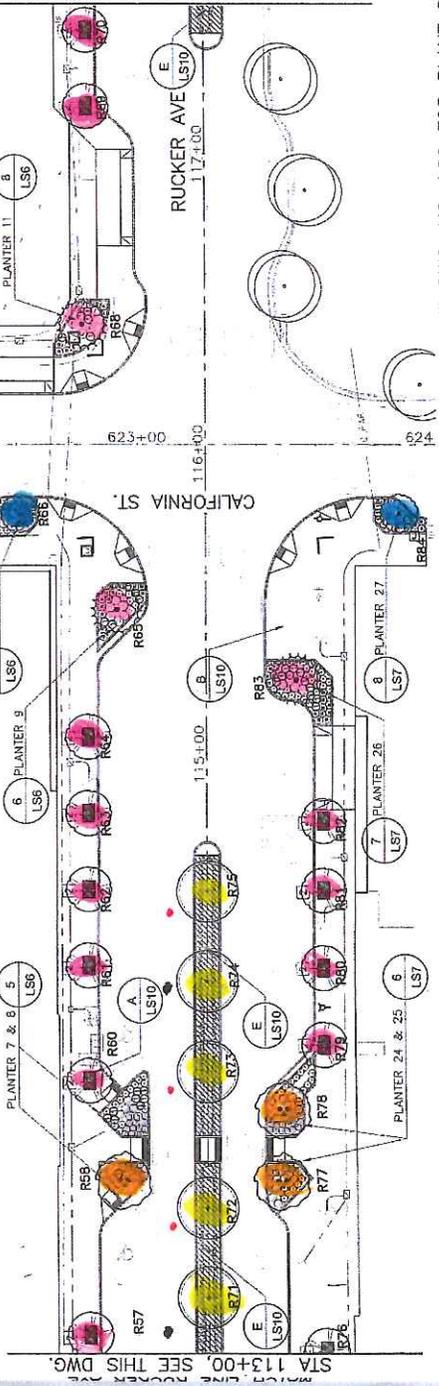
DESCR.	STATION	OFFSET
R49	NOT USED	
R50	NOT USED	
R51	NOT USED	
R52	NOT USED	
R53	111+90	30' RT
R54	112+12.03	39.5' RT
R55	112+50.09	39.5' RT
R56	112+75.55	39.5' RT
R57	113+6.33	39.5' LT
R58	113+57	28' LT
R59	NOT USED	
R60	113+91.13	39.5' LT

DESCR.	STATION	OFFSET
R36	108+56	39.5' LT
R37	109+12	39.5' LT
R38	109+42	39.5' LT
R39	109+72	39.5' LT
R40	110+4	39.5' LT
R41	110+47	35' LT
R42	111+75	25' LT
R43	112+16.5	39.5' LT
R44	112+44	39.5' LT
R45	112+69.5	39.5' LT
R46	112+95	0
R47	112+95	0
R48	NOT USED	

TREE PIT LOCATIONS

MATCH LINE RUCKER AVE STA 108+50, SEE THIS DWG. NO. LS2

MATCH LINE CALIFORNIA ST STA 622+50, SEE DWG. NO. LS5



SEE DWG. NO. LS9 FOR PLANT SCHEDULE

EVERETT DOWNTOWN STREETS/SCAPE IMPROVEMENT  
RUCKER AVENUE (PACIFIC AVE TO EVERETT AVE)  
WO # PW 3640 & UP 3648

PERTEET  
LANDSCAPE ARCHITECTS  
JGM  
LANDSCAPE ARCHITECTS



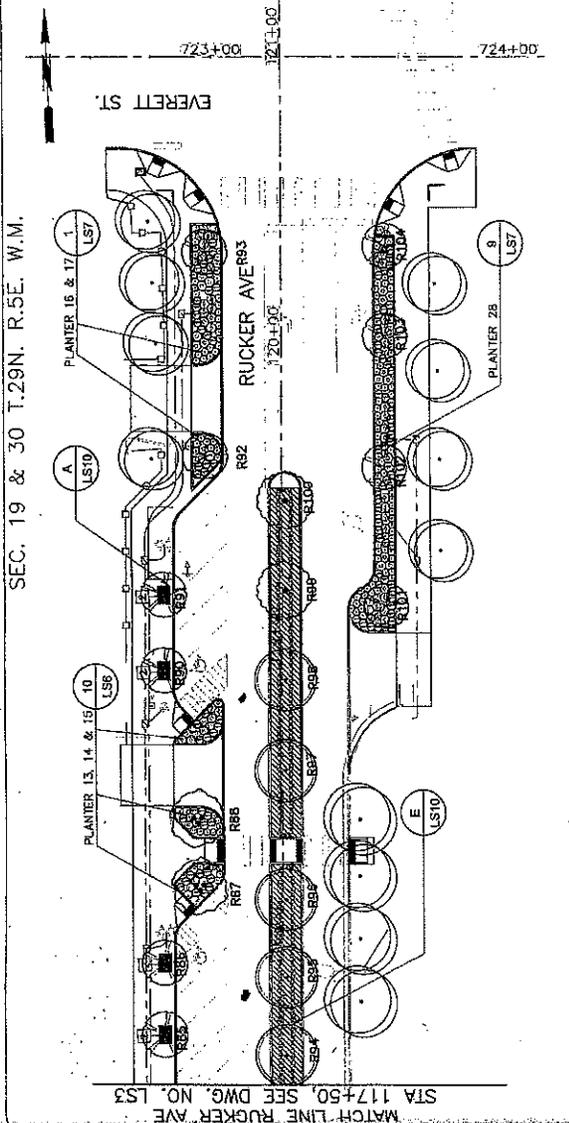
DATE: 10/20/15  
PROJECT: EVERETT DOWNTOWN STREETS/SCAPE IMPROVEMENT  
DRAWN BY: JGM  
CHECKED BY: JGM  
DATE: 10/20/15

NO.	DATE	APPROV.	REVISION	BY	DATE	APPROV.
1	10/20/15	JGM	ISSUED FOR PERMITS	JGM	10/20/15	JGM
2	10/20/15	JGM	FOR CONSTRUCTION	JGM	10/20/15	JGM
3	10/20/15	JGM	FOR CONSTRUCTION	JGM	10/20/15	JGM

Drawing No. **LS3**  
Sheet No. **102/117**  
PLANTING PLAN  
RUCKER AVENUE  
STA 108+50 TO STA 117+50

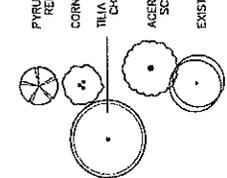
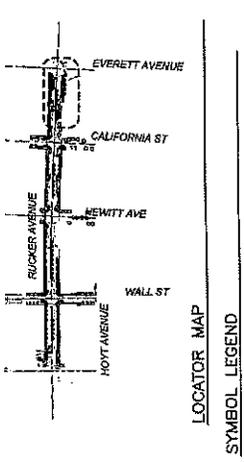


SEC. 19 & 30 T.29N. R.5E. W.M.



**TREE PIT LOCATIONS**

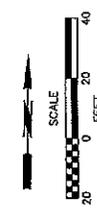
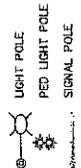
DESCR.	STATION	OFFSET
R85	117+485.75	39.5' LT
R86	117+480.85	39.5' LT
R87	117+475.95	39.5' LT
R88	117+471.05	39.5' LT
R89	117+466.15	39.5' LT
R90	117+461.25	39.5' LT
R91	117+456.35	39.5' LT
R92	117+451.45	39.5' LT
R93	117+446.55	39.5' LT
R94	117+441.65	39.5' LT
R95	117+436.75	39.5' LT
R96	117+431.85	39.5' LT
R97	117+426.95	39.5' LT
R98	117+422.05	39.5' LT
R99	117+417.15	39.5' LT
R100	117+412.25	39.5' LT
R101	117+407.35	39.5' LT
R102	117+402.45	39.5' LT
R103	117+397.55	39.5' LT
R104	117+392.65	39.5' LT
R105	117+387.75	39.5' LT
R106	117+382.85	39.5' LT
R107	117+377.95	39.5' LT
R108	117+373.05	39.5' LT
R109	117+368.15	39.5' LT
R110	117+363.25	39.5' LT
R111	117+358.35	39.5' LT
R112	117+353.45	39.5' LT
R113	117+348.55	39.5' LT
R114	117+343.65	39.5' LT
R115	117+338.75	39.5' LT



- SHRUBS**
- MAHONIA NERVOSA / LONG LEAF MAHONIA
  - RHOODENDRON 'WARD'S RUB' / KURUME EVERGREEN AZALEA
  - ABELIA X GRANDIFLORA 'WARDI DRAS' / VARIEGATED ABELIA
  - FOTHERGILLA GARDENII / DWARF FOTHERGILLA
  - VIBURNUM OPULUS 'NANUM' / DWARF EUROPEAN CRANBERRYBUSH
  - RHUS ARDMATIC 'GRO-LOW' / FRAGRANT SUMAC

- ORNAMENTAL GRASSES AND PERENNIALS**
- DESCHAMPSIA CESPIITOSA 'BRONZESCHLEIER' / BRONZE VIL TUFTED HAIR GRASS
  - HEUCHERA SANGUINEA 'SPLENDENS' / CORAL BELLS
  - ACORUS GRAMINEUS 'OSCON' / JAPANESE RUSH

2 TREE PIT 2 (SEE DETAIL 1 ON DWG. L59)



PLANTING PLAN  
RUCKER AVE & HOYT AVE  
STATIONS AS SHOWN

EVERETT DOWNTOWN STREETScape IMPROVEMENT  
RUCKER AVENUE (PACIFIC AVE TO EVERETT AVE)  
WO # PW 3840 & UP 3843

**PERTEET**  
LANDSCAPE ARCHITECTURE  
1000 1/2 AVENUE  
SUITE 100  
EVERETT, WA 98201  
TEL: 425.272.1111  
WWW.PERTTEET.COM

**JGM**  
LANDSCAPE ARCHITECTURE  
1000 1/2 AVENUE  
SUITE 100  
EVERETT, WA 98201  
TEL: 425.272.1111  
WWW.JGMARCHITECTURE.COM

**CITY OF EVERETT**  
PUBLIC WORKS DEPARTMENT

SEE DWG. NO. L59 FOR PLANT SCHEDULE

NO.	DATE	APPROV.	REVISION	BY

DATE: 3/20/19  
DRAWN BY: CHAD LEWIS  
CHECKED BY: [Signature]  
SCALE: AS SHOWN  
PROJECT NO: PW 3840 & UP 3843

City of Everett logo and other project details.



**COPY**

**TREE REVIEW DATA**  
For the month of November 2019

**DISTRIBUTED**  
12/9/19

A.	<b>Tree Review (Service Requests)</b>	
	Requests Under Review	10
	Requests Initiated Year-to-date	494
	Tree Removal Requests	7
	Evaluations Year-to-date	10

B.	<b>Public Safety Problem Trees</b>	
	Address/Location	Status
	2430 81 <sup>st</sup> PI SE	Dead
	Total for the month	1
	Year-to-date	54

C.	<b>Hazardous Trees</b>	
	Address/Location	Status
	2730 59 <sup>th</sup> St SW	Leaning hazard
	S 4 <sup>th</sup> Ave & 48 <sup>th</sup> St SE	Leaning hazard
	2909 Seaway Blvd	Leaning hazard
	100 Block Brookridge Blvd	Leaning hazard
	Total for month	57
	Year-to-date	109

D.	<b>Dead Wood Removal Completed</b>	
	Address/Location	Tree Species
	None	
	Total for the month	0
	Year-to-date	16

E.	<b>Trees Trimmed for Line of Sight's Clearance</b>	
	City Trimmed	5
	Owner trimmed	12
	Total for the month	17
	Year-to-date	270
	<b>Tree Trimming Door Hangers</b>	
	Total for the month	6
	Year-to-date	408

**Distribution:**

Ryan Sass (email) Pat Mitchell (email) Grant Moen (email) Mark Libbing Paul Crane (email)  
Bob Leonard (email)

**TREE REVIEW DATA**  
For the month of November 2019

F.	Tree Removals-Street Trees				
	Date	Address	Status	# of Trees	>4" DBH
	11/8/19	1426 Rucker Ave	Dying	2	yes
	11/8/19	1430 Rucker Ave	Dying	2	yes
	Total for month 4	(Deciduous 4) (Evergreen 0)			
	Year-to-date 22	(Deciduous 22) (Evergreen 0)			

G.	Tree Removals-Open Space				
	Date	Address	Status	# of Trees	>4" DBH
	11/5/19	2730 59 <sup>th</sup> St SW	Hazard	1	yes
	11/6/19	2430 81 <sup>st</sup> Pl SE	Hazard	1	yes
	11/21/19	100 Blk Brookridge Blvd	Leaning hazard	1	no
	11/21/19	S 4 <sup>th</sup> Ave & 48 <sup>th</sup> St SE	Leaning hazard	1	yes
	11/22/19	2909 Seaway Blvd	Leaning hazard	10	yes
				10	no
	Total for month 24	(Deciduous 24) (Evergreen 0)			
	Year-to-date 107	(Deciduous 93) (Evergreen 8)			

H.	Tree Plantings (Proposed)			Tree Species
	Address/Location	Contacted	Requested Trees	
	None			
	1528 Wetmore Ave	X	X	Cherry
	3528 Norton Ave	X	X	Redbud
	2501 State St	X	X	Snowbell

**TREE REVIEW DATA**  
For the month of November 2019

I.	Tree Plantings Completed - Street Trees		
	Address/Location	#	Tree Species
	Total for the month	0	(Deciduous 0) (Evergreen 0)
	Year-to date	31	(Deciduous 16) (Evergreen 15)

J.	Tree Plantings Completed - Other Trees		
	Address/Location	#	Tree Species
	None		
	Total for the month	0	(Deciduous 0) (Evergreen 0)
	Year-to date	0	(Deciduous 0) (Evergreen 0)

K.	Trees Planted		
	Total for the month	0	(Deciduous 0) (Evergreen 0)
	Year-to-date	31	(Deciduous 16) (Evergreen 15)

L.	Trees Down in Windstorm/Snowstorm		
	Total for the month	0	(Deciduous 0) (Evergreen 0)
	Year-to-date	8	(Deciduous 6) (Evergreen 2)

M.	Limb Debris Removed		
	Total for the month	0	
	Year-to-date	75	

N.	Stump Removal		
	Total for the month	0	
	Year-to-date	17	



**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> Everett Parks and Community Services Golf Fee Adjustment Recommendation	<input type="checkbox"/> Adoption	<b>Staff</b>	<b>Kimberly Shelton</b>
	<input checked="" type="checkbox"/> Recommendation	<b>Phone</b>	<b>425-257-8305</b>
	<input type="checkbox"/> Discussion	<b>Date</b>	<b>January 7, 2020</b>
	<input type="checkbox"/> Information		
	<input type="checkbox"/> Other		

**DESCRIPTION SUMMARY:**

At the December 3, 2019 Park Board meeting, Commissioners were notified of staff's intent to hold public forums for proposed golf fee revisions effective March 1, 2020. A public forum was held on December 16<sup>th</sup> at Legion Memorial. There were no members of the public who attended. The final forum will be held at the January 7<sup>th</sup> Park Board meeting. The public forums were advertised in the Herald, on the city and golf course websites and on social media. Flyers were displayed at the golf courses and a notification was sent via email through the Cities "notify me" system.

Staff is requesting an action by the Board of Park Commissioners to recommend the fee modifications presented at the January 7, 2020 Park Board meeting. The rate sheet is attached for your reference.

**RECOMMENDATION**

Board recommend the 2020 proposed golf fee modifications as listed on the attached.



# 2020 GOLF RATES

Effective March 1, 2020



The public is invited to comment on:

Monday, Dec. 16, 5:30 p.m., Legion Memorial Golf Course, 144 W Marine View Dr.

Tuesday, Jan. 7, 6 p.m., Spruce Hall at Forest Park, 802 E Mukilteo Blvd.

LEGION MEMORIAL	2019	2020
<b>PEAK SEASON WEEKENDS</b>		
WE Adult	\$39.00	\$42.00
WE Senior/Military	\$39.00	\$42.00
WE Twilite	\$29.00	\$32.00
WE Super Twilite	\$18.00	\$19.00
WE Junior after 12	\$15.00	\$16.00
WE 9 holes	\$29.00	\$32.00
<b>PEAK SEASON WEEKDAYS</b>		
WD Earlybird	\$26.00	\$29.00
WD Adult	\$34.00	\$37.00
WD Twilite	\$26.00	\$29.00
WD Super Twilite	\$18.00	\$19.00
WD Senior/Military	\$27.00	\$30.00
WD Junior	\$15.00	\$16.00
WD 9 holes	\$26.00	\$29.00
<b>NON PEAK WEEKENDS</b>		
WE Adult	\$34.00	\$37.00
WE Senior/Military	\$34.00	\$37.00
WE Twilite	\$26.00	\$29.00
WE Super Twilite	\$17.00	\$18.00
WE Junior after 10	\$15.00	\$16.00
WE 9 holes	\$26.00	\$29.00
<b>NON PEAK WEEKDAYS</b>		
WD Earlybird	\$23.00	\$26.00
WD Adult	\$31.00	\$34.00
WD Twilite	\$23.00	\$26.00
WD Super Twilite	\$17.00	\$18.00
WD Senior/Military	\$25.00	\$28.00
WD Junior	\$15.00	\$16.00
WD 9 holes	\$23.00	\$26.00
<b>RENTALS</b>		
18 hole power car	\$14.50	\$15.50
9 hole power car	\$10.00	\$11.00
18 push car	\$5.00	\$5.00
9 push car	\$3.00	\$3.00
Power car/doors	\$15.00	\$17.00

WALTER E. HALL	2019	2020
<b>PEAK SEASON WEEKENDS</b>		
WE Adult	\$37.00	\$39.00
WE Senior/Military	\$37.00	\$39.00
WE Twilite	\$27.00	\$29.00
WE Super Twilite	\$17.00	\$18.00
WE Junior after 12	\$15.00	\$16.00
WE 9 holes	\$27.00	\$29.00
<b>PEAK SEASON WEEKDAYS</b>		
WD Earlybird	\$24.00	\$26.00
WD Adult	\$32.00	\$34.00
WD Twilite	\$24.00	\$26.00
WD Super Twilite	\$17.00	\$18.00
WD Senior/Military	\$25.00	\$27.00
WD Junior	\$15.00	\$16.00
WD 9 holes	\$24.00	\$26.00
<b>NON PEAK WEEKENDS</b>		
WE Adult	\$31.00	\$33.00
WE Senior/Military	\$31.00	\$33.00
WE Twilite	\$25.00	\$27.00
WE Super Twilite	\$17.00	\$18.00
WE Junior after 10	\$15.00	\$16.00
WE 9 holes	\$25.00	\$27.00
<b>NON PEAK WEEKDAYS</b>		
WD Earlybird	\$22.50	\$25.00
WD Adult	\$28.50	\$29.00
WD Twilite	\$22.00	\$25.00
WD Super Twilite	\$17.00	\$18.00
WD Senior/Military	\$23.00	\$25.00
WD Junior	\$15.00	\$16.00
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<b>RENTALS</b>		
18 hole power car	\$14.50	\$15.50
9 hole power car	\$10.00	\$11.00
18 push car	\$5.00	\$5.00
9 push car	\$3.00	\$3.00
Power car/doors	\$15.00	\$17.00

For more information, contact: Kimberly Shelton, 425.257.8305, kshelton@everettwa.gov



**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND  
TREE COMMITTEE MEETING  
AGENDA ITEM COVER SHEET**

<b>TITLE:</b> Rules of Procedure	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	<b>Staff</b> Lori Cummings <b>Phone</b> 425-257-8353 <b>Date</b> January 7, 2020
-------------------------------------	--	--

**DESCRIPTION SUMMARY:**

On an annual basis, board members and management staff review the current rules of procedure for potential changes. The rules are adopted by the board on an annual basis.

The attached rules of procedure, signed by the Commissioners in February of 2019, will be reviewed. Based on board member suggestions at the January meeting, staff will bring back the final document for approval and signature at the February Board of Park Commissioners meeting.

**RECOMMENDATION**

Review rules of procedure and suggest modifications as appropriate for board consideration.



**Rules of Procedure 2019**  
**City of Everett Board of Park Commissioners**

**The City of Everett Charter identifies in Article V Section 5 the establishment of the Advisory Board. Ordinance 2924-06 establishes position terms.**

**The Rules of Procedure are intended to codify meeting details such as length, day/time, agenda, conduct and responsibilities.**

<b>Number</b>	<b>Rule of Procedure</b>	<b>Rationale</b>
<b>1.0</b>	<b>Meeting Length</b>	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension past two hours.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of special board meetings and retreats will be jointly determined by the Parks and Recreation Department Director ("Director") and the Board of Park Commissioners' Chair ("Chair").	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
<b>2.0</b>	<b>Meeting Day, Time and Location</b>	
2.1	The regular meeting of the board shall be the second Tuesday of each month at 6:00 PM. The Director and Chair will jointly determine if a regular meeting will be canceled. All meetings of the board are open to the public.	The second Tuesday has been the traditional day for the regular meeting.
2.2	Workshops, if scheduled, shall be held on the fourth Tuesday of a month unless otherwise agreed in advance by a vote of the board. All workshops of the board are open to the public.	Provides consistency of a meeting date, regardless of the type of meeting.
2.3	Special meetings may be called by the Director, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.	On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.
2.4	Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting in October for the subsequent year.	This gives the board flexibility to balance a variety of factors that can affect attendance.

2.5	All meetings and workshops shall be held at the same location throughout the year at a Parks and Recreation facility unless otherwise agreed to by the Director and Chair, and posted in the city's official newspaper, on the City's website and Facebook page at least one week in advance of the meeting date. The meeting location will be decided at the regular meeting in October for the subsequent year.	This gives the board the ability to move its meetings and workshops around the community on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.
2.6	A board retreat may be held once per year at a Parks and Recreation facility. The decision to hold a retreat will be made at a regular meeting at least three months prior to a retreat.	A retreat provides board members an opportunity to discuss issues in a more in depth level of detail, if desired.
2.7	When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Director and Chair shall jointly determine if the regular meeting or workshop will be canceled or re-scheduled.	Necessary because occasionally, a conflict will occur.
<b>3.0</b>	<b>Meeting Agenda</b>	
3.1	All regular meetings, workshops, special meetings and retreats shall have an agenda prepared by the Director to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting. A retreat agenda shall be distributed no later than five business days before said retreat.	This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings and retreats is accomplished.
3.2	The Chair has the authority to alter the order of the agenda prior to adoption of the meeting agenda by the Board.	Provides the needed flexibility to account for any issue.
3.3	Regular meeting agenda shall include, at the minimum, the following in the order stated: 1) roll call of members; 2) acceptance of minutes from the previous meeting; 3) acceptance of	This order closely aligns with the order of the city council meetings. An opportunity is also provided to more fully discuss board member initiated ideas, observations and/or concerns as part of

	<p>minutes from a workshop that falls between the current and immediate past regular meeting; 4) adoption of the meeting agenda; 5) board member comments; 6) director comments; 7) city council liaison report; 8) public comment on any item not on the agenda; 9) board action items (adoption, public hearings and/or recommendation to city council); 10) discussion items; 11) information items; 12) new business as time allows and as allowed by the Chair; and 13) adjournment. Under board member comments, members may include requests to have an item placed under new business to allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future meeting. The only planned exception to the agenda is when a public hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.</p>	<p>the new business section without necessarily needing to speak to these types of items under their board member comment's section.</p> <p>Additionally, the time between workshops can be long. In order to minimize the possibility of "not remembering" most discussion details, approval of workshop minutes at the next regularly scheduled meeting helps to mitigate this issue.</p> <p>There are usually several meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.</p>
3.4	<p>Special meeting agenda shall only include action items (adoption and/or recommendation to city council). No other item is discussed.</p>	<p>By its nature a special meeting is for a more narrow purpose than a regular meeting.</p>
3.5	<p>Workshop agenda shall only include items for discussion. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.</p>	<p>Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.</p>
3.6	<p>Retreat agenda will be jointly developed by the Director and Chair in consultation with all board members.</p>	<p>Issues may vary from year to year. Potential retreat topics may be suggested from board members for consideration and discussion prior to agenda finalization.</p>

<b>4.0</b>	<b>Meeting Conduct</b>	
4.1	In all practical cases, Robert's Rules of Order will govern the conduct of meetings, special meetings, workshops and retreats.	This is to help ensure fairness and protection of speech by all board members.
4.2	Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to city council) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote.	Motions apply to formal board activity. All other activity involves discussion and consensus.
4.3	Board member, city council liaison and general public comments are limited to three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed 25 minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Director and Chair. Information items shall not exceed 15 minutes in length unless otherwise arranged ahead of time between the Director and Chair.	This is to help ensure that the gist of the comment is identified and discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework is utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.

4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for "final" comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely "closed" and that individual board members are not required to speak on an issue if they desire to remain silent.
4.6	The public can speak on any item not on the agenda as the eighth agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. Each member of the public is also limited to three minutes.	This follows city council meeting protocol.
4.7	The Parks and Recreation Department shall keep minutes of all regular meetings, special meetings, workshops and retreats, including actions of the board, all of which shall be housed in the Parks and Recreation Department. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today's common practice.
4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.
<b>5.0</b>	<b>General Meeting Responsibilities</b>	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting, special meeting, workshop and/or retreat.	Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair "officiates" (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Director.

	items, the Chair shall seek board guidance to either extend an agenda item's discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting past two hours.	
5.3	The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting that the Chair and Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so.	Provides additional clarity regarding procedure.
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn't realize what was associated with the vote.
5.5	Board members commit to frame discussion around the department's vision, mission, the magnitude of benefits, costs and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or "how" to implement policies and/or programs/facilities.	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define "policy advocacy" from "administration."
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Director to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting.
5.8	Board members commit to analyzing staff proposals, asking questions and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.

5.9	In discussing issues, board members and staff are asked to respond to comments as opposed to react to comments. In doing so, referring to individuals is strongly discouraged. The reference needs to be the comment.	Responding to comments is a result of expressing an opinion and/or perspective. Reacting is generally a rebuttal and defensive in nature.
<b>6.0</b>	<b>Meeting Attendance</b>	
6.1	Board members commit to respond to the Board's administrative liaison by 5:00 p.m. the day before a meeting, workshop, or special meeting if they cannot attend.	This helps to ensure that the Director and Chair are aware if agenda items need to be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.
6.2	Board members commit to attending a minimum of 75% of the total of all regularly scheduled meetings, workshops, special meetings and retreats during a rolling 12 month period.	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to reviewing material previously discussed and/or acted upon by the board.
6.3	In addition to the requirement of 6.3 above, board members commit to not missing more than three consecutive board meetings, in any combination of sequence of regular meetings, workshops, special meetings or retreats.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.4	Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Director and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.	This is to help ensure that the probability is maximized that there will be full board member attendance.
<b>7.0</b>	<b>Officers</b>	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.

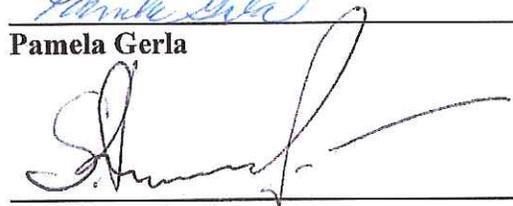
7.2	The election of the officers shall take place annually in the month of December. The term of office shall run until the next subsequent election.	The Chair and Vice Chair are members with at least one year of service on the board.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.

Approved this 12<sup>th</sup> day of March, 2019

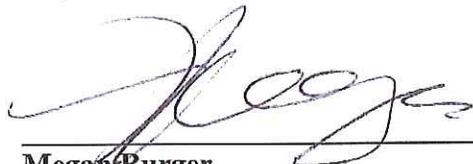
  
\_\_\_\_\_  
Michael Yates, Chair

  
\_\_\_\_\_  
Linda War Bonnet, Vice Chair

  
\_\_\_\_\_  
Pamela Gerla

  
\_\_\_\_\_  
Sergiy Ryzhonkov

  
\_\_\_\_\_  
Tom Norcott

  
\_\_\_\_\_  
Megan Burger



**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND  
TREE COMMITTEE MEETING  
AGENDA ITEM COVER SHEET**

**TITLE: Colby Median Trees  
Discussion**

- |                                     |                       |
|-------------------------------------|-----------------------|
| <input type="checkbox"/>            | <b>Adoption</b>       |
| <input type="checkbox"/>            | <b>Recommendation</b> |
| <input checked="" type="checkbox"/> | <b>Discussion</b>     |
| <input type="checkbox"/>            | <b>Information</b>    |
| <input type="checkbox"/>            | <b>Other</b>          |

<b>Staff</b>	<b>Bob Leonard</b>
<b>Phone</b>	<b>425-257-8335</b>
<b>Date</b>	<b>January 7, 2020</b>

**DESCRIPTION SUMMARY:**

Staff will lead a discussion on the trees located in the median of Colby Avenue.

**RECOMMENDATION**

None. Discussion encouraged during the meeting.



**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND  
TREE COMMITTEE MEETING  
AGENDA ITEM COVER SHEET**

<b>TITLE: Forest Park Playground</b>	<input type="checkbox"/>	<b>Adoption</b>	<b>Staff</b>	<b>Bob Leonard</b>
	<input type="checkbox"/>	<b>Recommendation</b>	<b>Phone</b>	<b>425-257-8335</b>
	<input checked="" type="checkbox"/>	<b>Discussion</b>	<b>Date</b>	<b>January 7, 2020</b>
	<input type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

Staff will lead a discussion on the Forest Park playground design and the associated renovation project.

**RECOMMENDATION**

None. Discussion encouraged during the meeting.





The Play Commission's objective is to ensure that all play equipment is safe and fun. It is provided with 70,000 test hours of data to ensure that all play equipment meets the requirements of ASTM F1487. It is the only product certification, UK and worldwide.

THIS PLAN SET IS A PLAY COMPONENTS SCHEDULE FOR AREAS 2-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

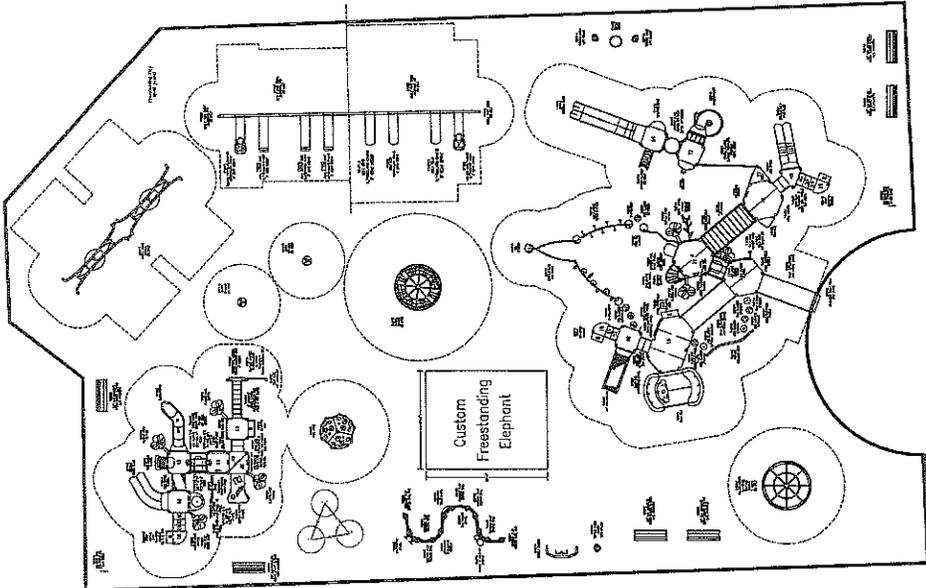
IT IS THE MANUFACTURER'S OBLIGATION THAT ALL PLAY EQUIPMENT SHALL COMPLY WITH THE A.S.A. ACCESSIBILITY STANDARDS, INCLUDING AN ACCESSIBLE ROUTING OR SURROUNDING ACCESSIBLE ROUTING OR WITHIN THE ENTIRE USE ZONE.

THIS COMPANY PLAN SET IS BASED ON THE ASSUMPTION THAT THE MANUFACTURER HAS CONDUCTED THE NECESSARY TESTING AND VERIFICATION AND IS PROVIDING THE MANUFACTURER'S CERTIFICATE OF CONFORMANCE WITH THE A.S.A. ACCESSIBILITY STANDARDS. THE MANUFACTURER'S CERTIFICATE OF CONFORMANCE SHALL BE PROVIDED TO THE USER OF ALL PLAY EQUIPMENT. THE USER SHALL BE RESPONSIBLE FOR CHECKING A MANUFACTURER'S CERTIFICATE AGAINST THE A.S.A. ACCESSIBILITY STANDARDS. THE USER SHALL BE RESPONSIBLE FOR CHECKING THE MANUFACTURER'S CERTIFICATE AGAINST THE A.S.A. ACCESSIBILITY STANDARDS. THE USER SHALL BE RESPONSIBLE FOR CHECKING THE MANUFACTURER'S CERTIFICATE AGAINST THE A.S.A. ACCESSIBILITY STANDARDS.

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DESIGNED BY:  
JL  
COMPANY: 10/04/19  
401 7th Street South • P.O. Box 188  
PR. 1-800-363-3333 Fax: 1-313-472-2881

Date	Project Drawing #	Notes

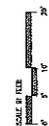


5-12 AREA Max Fall Height 105 inches  
6-12 years  
As shown on the plan set  
as approved by the City of Everett

TOTAL ELEVATED PLAY COMPONENTS	28	9	REQUIRED	2
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	9	9	REQUIRED	14
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	22	14	REQUIRED	9
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	14	14	REQUIRED	8
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	8	8	REQUIRED	8

2-5 AREA Max Fall Height 46 inches  
2-5 years  
As shown on the plan set  
as approved by the City of Everett

TOTAL ELEVATED PLAY COMPONENTS	10	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	0	REQUIRED	5
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	10	10	REQUIRED	3
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	14	14	REQUIRED	9
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	9	9	REQUIRED	9



SYSTEM TYPE:  
PlayBooster & Freestanding  
DRAWING #: 1782200 - 1-3

PlayCreation, Inc  
Landscape Structures  
John Larson

Forest Park  
Playground Design Revision  
Everett, WA

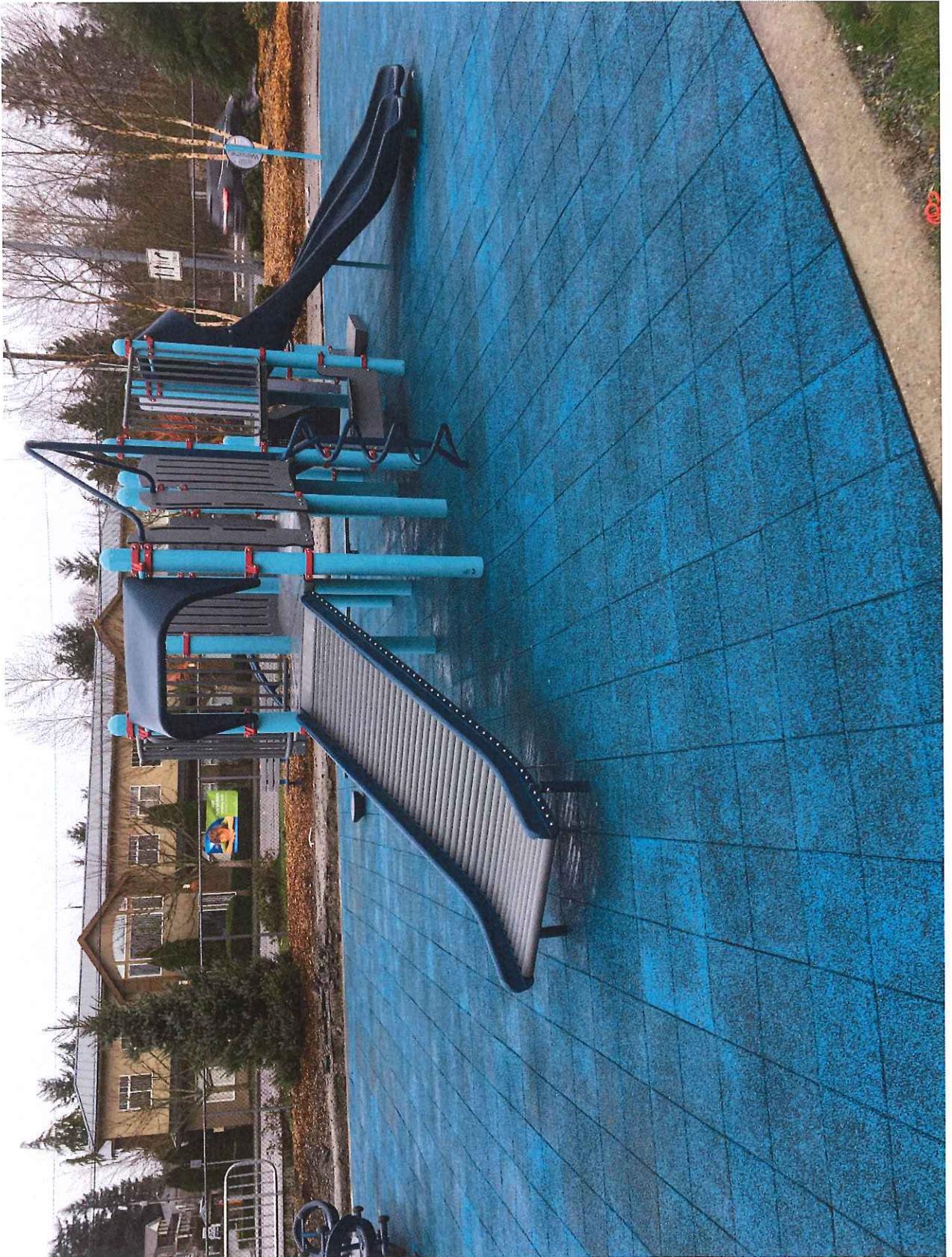
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**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND  
TREE COMMITTEE MEETING  
AGENDA ITEM COVER SHEET**

<b>TITLE: Annual Retreat Planning Finalized</b>	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	<b>Staff      Bob Leonard</b> <b>Phone     425-257-8335</b> <b>Date       January 7, 2020</b>
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**DESCRIPTION SUMMARY:**

At the last Board meeting, members provided input on topics, locations and time for the Annual Retreat. The purpose of the retreat is to take a deeper dive into discussions relevant to the Board, identify priorities for calendar year 2020 and beyond and create a 2020 work plan.

Staff are seeking input from Board members on the following:

1. Finalize the agenda for the retreat.

**RECOMMENDATION**

Provide input



**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND  
TREE COMMITTEE MEETING  
AGENDA ITEM COVER SHEET**

<b>TITLE: Tree Management Ordinance Revisions – Continued</b>	<input type="checkbox"/>	<b>Adoption</b>	<b>Staff</b>	<b>Bob Leonard</b>
	<input type="checkbox"/>	<b>Recommendation</b>	<b>Phone</b>	<b>425-257-8335</b>
	<input checked="" type="checkbox"/>	<b>Discussion</b>	<b>Date</b>	<b>January 7, 2020</b>
	<input type="checkbox"/>	<b>Information</b>		
	<input type="checkbox"/>	<b>Other</b>		

**DESCRIPTION SUMMARY:**

The Tree Management Ordinance has been reviewed by the Department of Natural Resources and the City's legal department. Staff intend to review the input received. Further discussion will be scheduled at an upcoming Board of Park Commissioners meeting.

**RECOMMENDATION**

None.





ORDINANCE NO. 1948-93

AN ORDINANCE relating to the Management of Trees on City-owned Property and Right-Of-Way and repealing Ordinance No. 651-79 and Ordinance No. 358-75

**SECTION 1: SHORT TITLE**

This ordinance may be referred to as the "City of Everett Public Tree Management Ordinance."

**SECTION 2: PURPOSE AND INTENT**

This ordinance establishes policies, regulations, and standards relevant to the management of trees on City-owned public property and right-of-way necessary to ensure that the City will continue to realize the benefit provided by its urban forest. The provisions of this ordinance are enacted to accomplish:

- A. The establishment and implementation of a tree management program to provide maintenance and preservation of existing public trees and an orderly program of tree planting for the future;
- B. The creation of guidelines for locations for tree plantings, recommendations of tree species to be planted, establishment of maintenance classes and guidelines, and the identification of trees to be removed, all in consultation with the Parks Board of Commissioners, Planning Commission, Department of Parks and Community Services/Recreation (Parks Department), Planning and Community Development Department (Planning Department) and Public Works Department;
- C. The recognition by the Parks Department, the Public Works Department, and the Planning Department of the interrelationship of their responsibility relative to trees located on City-owned public property and right-of-way;
- D. The recognition by the City of the Planning Commission's and Parks Commission's mutual responsibility relative to the review of policies and regulations concerning trees on City-owned public property and right-of-way;
- E. Nothing in this ordinance shall infringe, alter, or in any way change the responsibilities of the Planning Department concerning trees relative to planning for the urban design of the City, nor shall anything in this ordinance infringe alter, or in any way change the responsibilities of the Parks Department relative to the management and maintenance of trees on Park managed, City-owned public property and right-of-way, nor shall anything in this ordinance infringe alter, or in any way change the responsibilities of the Public Works Department relative to the management and maintenance of trees on Public Works managed, City-owned right-of-way;
- F. The Planning Department as staff to the Planning Commission, the Public Works Department and the Parks Department shall coordinate their efforts to insure that both Commissions and Departments are informed relative to issues concerning trees on City-owned public property and

Commented [TB(1)]: You mostly refer to this body as the parks commission throughout. Consider revising for consistency. See highlighted references.

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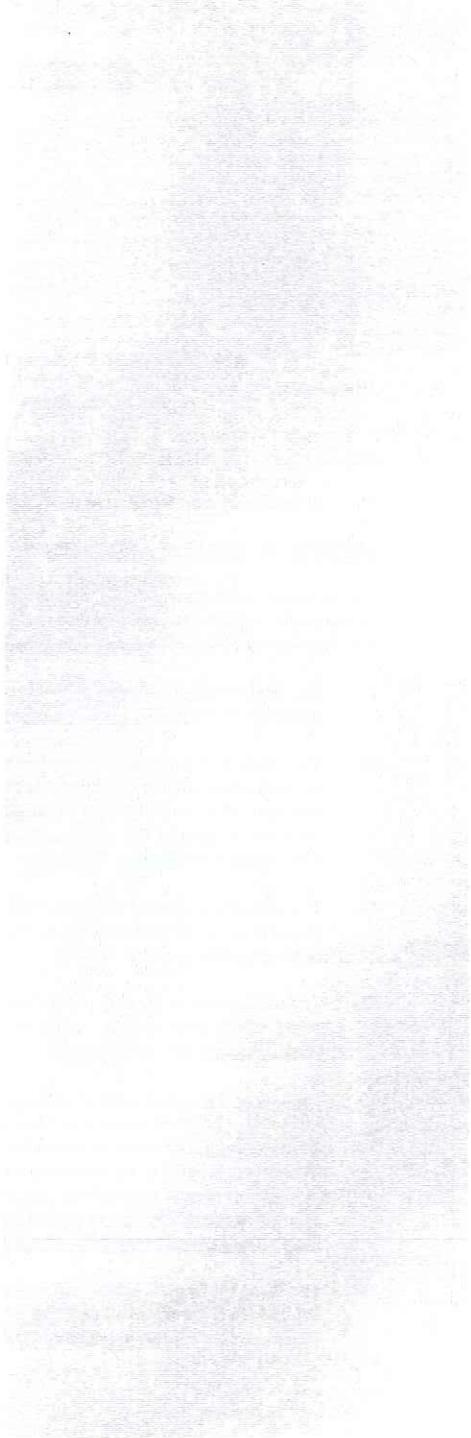
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Commented [TB(2)]: Does the Parks Commission also need to be included here?

right-of-way including tree plantings, tree management and tree maintenance; and

- G. No regulation or policy, which affects trees on City-owned public property or right-of-way shall be adopted by the City until first reviewed by both the **Parks Commission** and Planning Commission.

DRAFT



**SECTION 3: JURISDICTION AND ADMINISTRATION.**

It shall be the responsibility of the Director of Parks and ~~Community Services Recreation~~ to supervise the planting, maintenance, and removal of all trees on all ~~Park managed~~ streets, rights-of-way, and City-owned public property within the city limits of Everett. ~~It shall be the responsibility of the Director of Public Works to supervise the planting, maintenance, and removal of all trees on all Public Works managed streets, rights-of-way, and City-owned public property within the city limits of Everett~~ in accordance with the provisions of this ordinance. This ordinance does not regulate trees located on City of Everett property within the water shed at Lake Chaplain, which trees are under the exclusive jurisdiction and administration of the Public Works Director.

**SECTION 4: MANAGEMENT PROGRAM.**

In consultation with the ~~Parks Commission~~, Planning Commission and Public Works Department, the Director of Parks and ~~Community Services Recreation~~ or his/her designee, shall develop and implement a Public Tree Policy consistent with other City regulations designed to provide an orderly program of tree management. Such program shall include all public property and rights-of-way including parks, public greenbelts and other City-owned property except Lake Chaplain. The development of such a program include the following objectives:

- A. The setting of standards for the planting, maintenance, protection, preservation, removal, and replacement of ~~existing trees~~ in accordance with industry accepted standards and best practices for tree care;
- B. Planning and planting of trees for future benefit of the citizens of Everett;
- C. Approval of all tree plantings, maintenance, and removal of trees on City-owned property and rights-of-way; and
- D. In the short term, no net loss of forest canopy cover on City-owned public lands and right-of way; in the long term, measurable gain.

**Commented [TB(3):** Consider adding some language to this section indicating how the public tree policy will be made available—on the website, at the planning counter, public works office, community center, or wherever you plan to hold it for consumption by the public, developers, etc.

**Commented [TB(4):** More details can be found here: [https://www.teia.org/TCIA/Build\\_Your\\_Business/A300\\_Standards/A300\\_Standards.aspx?hkey=96ef1b27-af56-4ada-8670-d848787d1e30&WebsiteKey=b9a41e1f-978d-4585-9172-c411c78c5e14](https://www.teia.org/TCIA/Build_Your_Business/A300_Standards/A300_Standards.aspx?hkey=96ef1b27-af56-4ada-8670-d848787d1e30&WebsiteKey=b9a41e1f-978d-4585-9172-c411c78c5e14)

**SECTION 5: PERFORMANCE EVALUATIONS.**

The Parks Director or his/her designee shall collect and maintain ~~all records and data necessary~~ to objectively evaluate whether progress is being made toward the intent, purpose and objectives of this ordinance. The Director shall prepare an annual report. ~~The Director shall prepare an annual report.~~ The ~~TreePark Committee~~ Board shall consider the report recommendations and take all necessary action to accomplish the goals and objectives of this ordinance.

**Commented [TB(5):** Just curious... what methods are the city using to objectively evaluate progress on the above Obj D.?

**SECTION 6: INTERFERENCE WITH PLANTING, MAINTENANCE, AND REMOVAL UNLAWFUL.**

No person, firm, or corporation shall interfere with the ~~Parks Director, the Public Works Director,~~ or persons acting under ~~their~~his/her authority while engaged in the planting, maintenance, removal or replacement of any tree, shrub, or plant in any street, park, public right-of-way or easement, or other public place within the city limits of Everett.

**SECTION 7: TREE COMMITTEE.**

A subcommittee of the board of Park Commissioners (Commission) entitled The "Tree Committee" is hereby authorized. The Tree Committee shall be advisory to the Commission. The primary responsibility of the Tree Committee shall be to review and made recommendations to the Parks Commission concerning the implement of the Public Tree Policy. ~~Provided, however, o~~On issues concerning the revision or establishment of standards or regulations concerning the City's urban forestry, the Tree Committee shall provide its recommendations to the City's Planning Commission in addition to the Parks Commission since these issues may affect the City's comprehensive Plan, Zoning Code, subdivision code, and other land use regulations. The members of the Board of Park Commissioners shall serve as the members of the Tree Committee shall consist of seven (7) members. To the extent practical, the following shall compose the Tree Committee: One representative from each of the following groups: Council of Neighborhoods, Historical Commission, Planning Commission, and the Board of Park Commissioners. The remaining three Mmembers shall be residents of Everett who have demonstrated their interest in conservation and to the extent possible shall have a background in forestry, arboriculture, horticulture or landscape architecture, public relations, business management or law.

**Commented [TB(6):** Is the planning commission responsible for approving updates, or is this is a courtesy to make sure any proposed changes are aligned with the needs of the commission? I would think the parks commission would vote to approve changes. I would mention who maintains this responsibility. Apologies if that is covered elsewhere and I missed it.

**Commented [TB(7):** Some cities give the entire body responsibility to act as the tree committee, whereas others will devise a process for a subset of commissioners to act as the tree committee and bring their findings to full commission meetings as needed. Either is fine, your call.

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**Commented [TB(8):** In addition to sections for "rules" and "penalties", some cities will also have sections for "enforcement" and "appeals". Your option to include these or not. Possible these are covered elsewhere in city code.

**Commented [TB(9):** Many cities will outline specific circumstances that may apply, such as pruning or planting without a permit; topping or causing other irreparable damage to a city tree; damage to roots by trenching, grade changes, or compaction; acts of vandalism, etc. In addition, some cities specify that fines may be related to the appraised value of the tree. Maybe 9E covers this, or perhaps you're covering this in the public tree policy. Just be sure what you've outlined in the policy gives with this language here.

**SECTION 8: RULES**

In conjunction with the Director of Planning and Community Development and Public Works, the Parks Director is authorized to promulgate rules, regulations, and policies including the Public Tree Policy to administer and implement the provisions of this ordinance.

**SECTION 9: PENALTY**

- A. Any person, firm, corporation, or association or any agent thereof ~~who violates any of the~~ provisions of this ordinance or any of the rules, regulations, policies (including the ~~Public Tree~~ Policy) or plans adopted pursuant to this ordinance shall be guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars. It shall be a separate offense for each and every day or portion thereof during which any violation of any provisions of this ordinance or any of the rules, regulations, policies, or plans adopted pursuant to this ordinance is committed.
- B. Any person, firm, corporation, or association or any agent ~~thereof who violates any of the~~ provisions of this ordinance or any of the rules, regulations, policies, (including the ~~Public Tree~~ Policy) or plans adopted pursuant to this ordinance shall be liable for all damages to property arising from such violation, including the cost of restoring the affected area to its condition prior to such violation or to such other conditions acceptable to the City.
- C. Notwithstanding the other provisions provided in this section, anything done ~~contrary to the~~ provision of this ordinance or any of the rules, regulations, policies (including the ~~Public Tree~~ Policy) or plans adopted pursuant to this ordinance or the failure to comply with the provisions of this ordinance or any of the rules, regulations, policies (including the Public Tree Policy) or plans adopted pursuant to this ordinance shall be and the same is declared to be a public nuisance.
- D. The City is authorized to apply to any court of competent jurisdiction for and such court, upon hearing and for cause shown, may grant a preliminary, temporary or permanent injunction restraining any person, firm, corporation, or association or any agent of any of the provisions of this ordinance or any of the rules, regulations, policies (including the ~~Public Tree~~ Policy) or plans adopted pursuant to this ordinance and compelling compliance with the provisions thereof and the violators shall pay all City costs of seeking such injunction in the event the City is successful in obtaining the injunction.
- E. Penalty and enforcement provisions provided in this section are not exclusive, and the City may pursue

any remedy or relief it deems appropriate.

DRAFT

**SECTION 10: COMPLIANCE.**

This ordinance and all rules, regulations and policies adopted pursuant hereto shall be implemented in accordance with all appropriate state and federal laws and regulations.

**SECTION 11: LIABILITY.**

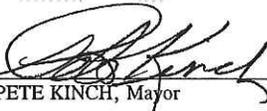
Nothing contained in this ordinance or in any related rule, regulation or policy (including the Public Tree Policy) shall be deemed to impose any liability upon the City, its officers, employees, or agents. Further, nothing contained in this ordinance shall relieve any owner of property from the duty to keep any tree, shrub, plant or vegetation on his/her property or under his/her control including street tree areas in such condition as to prevent a hazard, nuisance or an impediment to travel.

**SECTION 12: SEVERABILITY.**

Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any other person or situation. The City Council of the City of Everett hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections clauses, phrases, or portions be declared invalid or unconstitutional.

**SECTION 13: REPEALER.**

Ordinance No. 651-79 and Ordinance No. 358-75 are hereby repealed.

  
\_\_\_\_\_  
PETE KINCH, Mayor

ATTEST:

  
\_\_\_\_\_  
CITY CLERK

Passed: at 11/1/93  
Valid 06/21/93  
Published: 06/24/93  
Effective: 01/01/13

**Commented [TB10]:** Does the city defer maintenance to the abutting property owner? Maybe this is also covered in the policy. If so, just be very clear about expectations for homeowners. If not, consider revising this statement to be more clear, that abutting property owners must maintain trees in accordance with the public tree care policy. The statement "nothing contained...shall relieve...the duty...to prevent..." is cumbersome. My brain almost has to reverse engineer the language to understand it.

**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND  
TREE COMMITTEE MEETING  
AGENDA ITEM COVER SHEET**

**TITLE: Department Update**

- |                                     |                       |
|-------------------------------------|-----------------------|
| <input type="checkbox"/>            | <b>Adoption</b>       |
| <input type="checkbox"/>            | <b>Recommendation</b> |
| <input type="checkbox"/>            | <b>Discussion</b>     |
| <input checked="" type="checkbox"/> | <b>Information</b>    |
| <input type="checkbox"/>            | <b>Other</b>          |

<b>Staff</b>	<b>Bob Leonard</b>
<b>Phone</b>	<b>425-257-8335</b>
<b>Date</b>	<b>January 7, 2020</b>

**DESCRIPTION SUMMARY:**

Attached is a Department Update. Please review prior to the meeting. Staff will not review in detail but will be available to answer questions from the Board.

**RECOMMENDATION**

None.



# PARKS ADMINISTRATION, PROJECT, PROGRAMS AND MAINTENANCE UPDATES – LOOKING AHEAD January 2020

## **Council and Administration:**

- Council action items since last Park Board and Tree Committee meeting
  - Award of contract for Forest Park playground renovations at Council on January 8<sup>th</sup>
- Board Member/Citizen Comment Follow Up:
- Administration

## **Current Projects:**

- **Phil Johnson Ballfield (PJB) Project** (CIP3 Funding/Grants/Donation)
  - Consistent with past discussions the PJB project is moving forward.
  - Bids were received.
  - City Council funded and awarded the bid to Premier Field Development on 5/8/19.
  - Construction started in July 2019.
  - Fields 1 completed September 2019.
  - E-Layer completed on all fields.
  - Fields 2 & 3 completed.
  - Construction anticipated to be completed in spring 2020.
- **Lowell Sport Courts** (CIP3 Funding)
  - Public engagement meetings held on April 15 and May 20.
  - The community requested that we look at relocating the dog park.
  - The current scope is to renovate/repair the tennis court, add pickleball striping, and renovate the basketball court.
  - Moving the dog park off site and adding a circuitous walking path will be accomplished in the next phase.
  - A quote for the work through King County Directors Association cooperative was solicited.
  - Funding ordinance approved on September 11.
  - Purchase Order issued for the work.
  - Construction is anticipated to begin Spring 2020.
- **Lower Howarth Marine Resource Council Grant**
  - Project kick off meetings for stormwater feasibility work and signage
  - Project is underway
  - Art boards for interpretive signage completed
  - Working on fabrication of signage
- **Forest Park Playground Replacement** (CIP 3 Funding)
  - Public engagement for design process was held on May 13<sup>th</sup>.
  - Staff are working on design parameters to give to playground representatives when we solicit proposals.
  - Design proposals were solicited in July.
  - The Board of Park Commissioners met and provided input about the designs.
  - Funding Ordinance approved on September 11<sup>th</sup>.
  - Final equipment layout completed.

- Quote finalized
- At Council on December 8<sup>th</sup> for award of construction contract.
- Construction is anticipated to begin this winter.
- **Garfield Pathways and Basketball Court** (CIP3 Funding)
  - Plans and specifications complete.
  - Awaiting purchasing approval to go out to bid.
  - Will be out to bid in January.
  - Overlay asphalt paths; create two connecting paths to two shelters.
  - Seal coat and stripe basketball courts.
- **Glacier View Neighborhood Park** (CIP3 Funding)
  - Staff is working on construction documents.
  - Hearing Examiner Scheduled for December 19<sup>th</sup>.
  - Initial layout of playground complete.
  - Anticipate soliciting bids by the end of the year
  - Construction to begin in 2020

**Future Projects:**

- **Forest Park Sport Court Renovations**
  - Received grant agreement with RCO (Recreation Conservation Office)
  - Design and details being reviewed
  - Quote for work being solicited through KCDA (King County Directors Association) (Received)
  - Quote for work being solicited through JOC (Job Order Contract)
- **Howarth Sport Court Renovations**
  - Received grant agreement with RCO (Recreation Conservation Office)
  - Design and details being reviewed
  - Quote for work being solicited through KCDA (King County Directors Association) (Received)
  - Quote for work being solicited through JOC (Job Order Contract)
- **Legion Sport Court Renovations**
  - Received grant agreement with RCO (Recreation Conservation Office)
  - Design and details being reviewed
  - Quote for work being solicited through KCDA (King County Directors Association) (Received)
  - Quote for work being solicited through JOC (Job Order Contract)
- **Van Valey Home Lead Abatement and Painting Preservation**
  - Project contracting with JOC (Job Order Contract) will start in January 2020
- **Rotary Park Boat Launch Renovations**
  - Received grant agreement with RCO (Recreation Conservation Office)
  - PSA with engineering firm for design, permitting, etc being routed for signature.
- **Lowell Riverfront Trail Off Leash Area Park Improvements** (SnoCo funding)
  - An initial scope has been developed.
  - Working on the permits necessary for the project.
  - Interlocal agreement with Snohomish County for funding has been signed.
  - Working on PSA (Professional Services Agreement) for Biologic Assessment

- Project timeline to be determined
- **Madison-Morgan Improvements (CIP 3 Funding)**
  - House repairs to prepare for rental opportunity/eyes on the park.
    - Received drawings and specifications for remodel
    - Meeting with JOC (Job Order Contract) to obtain cost proposal
  - Staff attended neighborhood meeting in March.
  - Revising site drawings based on neighborhood input
  - Met with neighborhood in April.
  - Funding for purchase (Conservation Futures) requires property be used as natural open space and native vegetation. Neighborhood supports this.
  - Staff are working on finalizing the site plan.
  - Meeting with JOC to obtain ROM for installation of central meeting area.
  - Neighbor has agreed to sell property to Department. (Closing on June 1)
  - Conservation Futures will fund the acquisition of the property.
  - Project timeline to be determined

### **Eclipse Mill Park**

- Staff is working with Public Works and Shelter on refining the original design.
- Shelter will be constructing the Park as part of the development agreement.
- Project Timeline to be determined

### **Community Engagement and Recreation Opportunities Specific to Parks & Community Services:**

- |                    |   |
|--------------------|---|
| ● January 11       | Green Everett work party at South Everett Forest Preserve             |
| ● January 18       | Green Everett work party at Hannabrook Park                           |
| ● January 25       | Green Everett work party at Rotary Park                               |
| ● February 7 and 8 | Daddy Daughter Dance at the Carl Gipson Senior Center                 |
| ● February 13      | Wendt and Mayor's Arts Awards at the Everett Performing Art Center    |
| ● March 13         | Parks Benefit Concert with The Lonely Hearts Club Band at Floral Hall |
| ● April 8          | Arbor Day Celebration at Jackson Park                                 |
| ● April 18         | Ladies Tea at the Carl Gipson Senior Center                           |
| ● April 18         | Earth Day Celebration at the Evergreen Arboretum and Gardens          |

