

LYNNWOOD PARKS AND RECREATION BOARD
MEETING MINUTES
December 2, 2020
Via Zoom

10. Call to Order – 6:05 pm.

20. Roll Call

Boardmember Coelho
Boardmember Gladysz
Boardmember Hernandez
Boardmember Stohr

Councilmember Altamirano-Crosby
Director Sordel
Deputy Director Olson
Senior Parks Planner Thompson
Administrative Assistant Flesher

30. Approval of Minutes – November 4, 2020. Approved.

40. Written Communications – None.

50. Public Comments – None.

60. Comments from Boardmembers.

Boardmember Coelho reported that Boardmember Hernandez had made powerful comments at the City Council budget public hearing. The approved budget is a big win for the City and for families. He talked to a lot of families who have appreciated being able to enjoy the parks. Thanks to staff for creating a really awesome presentation.

Boardmember Coelho added that it is exciting to have the new members officially on board.

Boardmember Hernandez commented that the grading system in the presentation was a really clear way to visualize the differences in level of service.

70. Messages from the City Council. Councilmember Altamirano-Crosby is happy for the budget result for parks and recreation. She agrees that parks are one of the only places families can go during the pandemic. She did her due diligence before deciding to support the amendment. Mental health is so important; that includes how our parks look and what we can offer. She is also happy the budget includes money for Recreation Benefit Fund scholarships. She will be interested to see how staff will develop effective programs to support families and kids in 2021. She learned a lot serving as liaison to the Board this year. She thanked boardmembers for their passion and service on the board.

80. Resolutions and Other Business.

80.1 Adopt Meeting Schedule – 1st Quarter 2021. The Board discussed the 2021 Quarter 1 meeting schedule. *Boardmember Hernandez, seconded by Boardmember Stohr, moved to begin the January 6, February 3 and March 3 meetings at 6:00pm via Zoom. Motion approved.*

Boardmember Stohr suggested that the City consider continuing the Zoom option when in-person meetings resume. Director Sordel noted that directors recently had this discussion with the Mayor and there is strong support for this idea. Staff will revisit the subject in 2021.

80.2 Election of Officers for 2021.

Boardmember Gladysz, seconded by Boardmember Stohr, moved that Boardmember Coelho serve as Chair for 2021. Motion passed.

Boardmember Gladysz, seconded by Boardmember Stohr, moved that Boardmember Hernandez serve as Vice Chair for 2021. Motion passed.

90. Staff Reports

90.1 Budget Update. Director Sordel reported that Council approved a 2-year budget for the City. Councilmember Hurst had made a motion to add a second new Park Maintenance employee to the budget, as well as \$37,000 dedicated to the Recreation Benefit Fund scholarship fund. This is an extremely favorable result. Superintendent Peterson is already planning for 2021 to bring back some of the reduced programs. Superintendent Faber and his team will be doing a complete review of the Recreation Benefit Fund program. We sincerely appreciate this board's contributions and ideas. We are already starting to think about our issues moving forward.

Deputy Director Olson noted that the Recreation Division is losing some staffing and reducing hours, as well as eliminating the adult softball program. There might be an opportunity in 2021 to revisit some of those reductions.

The department's capital program is also moving ahead without reductions and includes the Senior Park Planner position.

Boardmember Hernandez asked how Recreation staff is planning for 2021. Director Sordel responded that staff is looking at increased virtual and outdoor programming in light of the current restrictions.

Boardmember Coelho asked if the new maintenance employee would be an ongoing position. Director Sordel responded that he believes it will.

90.2 PARC Plan Update - Overview. Deputy Director Olson announced the official launch of the PARC Plan update. The PARC (Parks, Arts, Creation and Conservation) comprehensive plans is a 10-year guide for managing and enhancing our parks, open space, trails, arts and recreation services in Lynnwood. Current plan was adopted in 2016. An update is required by the state every six year. This is just one of many overarching plans for the department and the City.

Deputy Director Olson described the various features of the plan, including a Community Profile; Engagement and Needs Assessment; Park, Trail and Program Inventory; Asset Conditions and Valuation Assessment; Level of Service Analysis; Implementation and Funding Strategies; and Capital Project Planning. [The full plan is available on the City's website.](#) The plan included equity mapping based on a variety of key demographic factors to identify underserved areas of the community.

Comprehensive planning requires a strong public outreach process. For the plan adopted in 2016, outreach included a visioning discussion, steering committee, outreach survey, mail/online survey, board and commission outreach, open house meetings and City Council presentation. Feedback from the community highlighted desires to update playground equipment, provide more trails and increase connectivity, renovate and expand sports fields, increase access to gyms, provide an off-leash dog area, and improve access to parks. Safety and maintenance were top priorities. Trails and parkland acquisitions were also important.

Updating Level of Service standards was a major feature of the plan, dropping to 3.5 acres/1,000 population. Staff is looking to adopt an alternative methodology for level of service for the update that will help improve access to quality parks for all residents while being financially sustainable. This will inform a strategic acquisition plan and targeted trail connections.

PARC Plan goals include the following:

Secure, Safe and Accessible Parks

- Improve and upgrade play equipment
- Address backlog of deferred maintenance
- Upgrade for ADA compliance
- Prepare an asset management plan

Healthy and Vibrant Recreation Programming

- Recreation programs to promote health and inclusion of all ages and abilities
- Partnerships with Edmonds School District and sports leagues
- Explore new partnership opportunities with regional healthcare providers
- Support implementation of Healthy Communities Action Plan

Active and Connected

- Strive to provide equitable access for residents to live within ½ mile of a developed parks
- Upgrade playgrounds, picnic shelters and other amenities
- Add new park amenities
- Acquire land for neighborhood and community parks
- Town Square Park
- Trails and Linkages

Funding considerations included park impact fees and other options that can be revisited in this update.

The update to the plan will focus on community engagement, program needs assessment, equity analysis update, ADA transition plan, park usage study, level of service evaluation, capital project planning, goals and policies, and funding strategies.

Deputy Director Olson discussed the anticipated schedule for adopted of the plan update. Outreach to the community will be critical. The Board will also have input and will make a formal recommendation. A public hearing with the Planning Commission will be required, and it will be formally adopted by City Council. After adoption it will be submitted to the State of Washington and will be incorporated into the City's Comprehensive Plan.

Boardmember Gladysz asked whether there is an anticipated maximum population for Lynnwood to potentially determine a level of service acreage standard that wouldn't have to be continually revised.

Councilmember Altamirano-Crosby asked for more detail on the breakdown of survey participants.

Director Sordel encouraged Boardmembers to familiarize themselves with the existing plan.

Boardmember Stohr would want to know more about redevelopment of accessible/inclusive park space, assets at existing parks, and replacement/redevelopment timelines versus incorporating more inclusive play options in existing parks.

Boardmember Hernandez asked if the new update would be a whole new book? Deputy Director Olson indicated that the structure of the plan will remain the same with a variety of updates. Boardmember Hernandez asked about the equity maps. Deputy Director Olson noted that these would be updated.

Boardmember Coelho noted that he is on the South Lynnwood Neighborhood Co-Design committee. He welcomes any comments to pass along to that committee. He would also like to know the level of use the parks are currently getting. Deputy Director Olson indicated that staff is utilizing mobile device data to determine information about park users. This analysis is expected in May, but some data should be available sooner.

Deputy Director Olson asked the Boardmembers to think about what they want to know as we go through the update process and specific priorities they want to get on record. She also encouraged Boardmembers to review the PARC Plan.

90.3 Staff Report. A written report was provided.

100. Adjournment – The meeting was adjourned at 7:55 p.m.