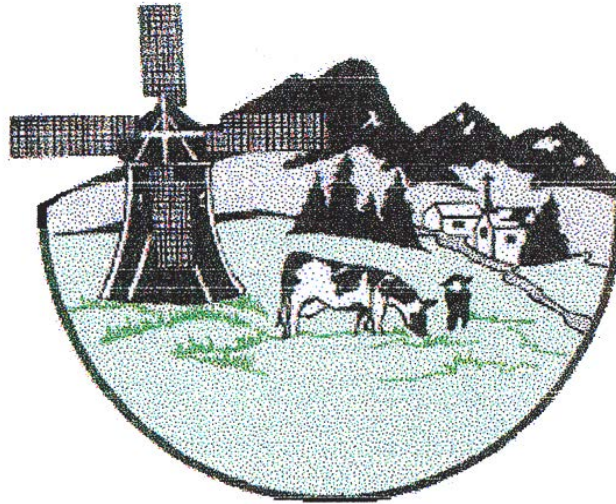


# **City of Lynden**



## **Park and Trail Master Plan**

As adopted by the Lynden City Council  
July 21, 2014  
Resolution

# City of Lynden Park and Trail

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# Park and Trail Master Plan

## Introduction

This planning project will assist the Lynden community in making the City's Vision Statement a reality. The Parks and Recreation Master Plan will describe the necessary actions and requirements necessary to fulfill Lynden's Vision for the provision of recreational facilities for the future and will be an element of Lynden's Comprehensive Plan.

*The City's Vision Statement as presented in the City's Comprehensive Plan, in part, states: Recreational activities for all ages are important to creating a feeling of community spirit. Trails and other recreational facilities should be maintained for citizens of all ages. Activities for youths should be a focal point for the community to provide the city's young adults an opportunity for positive recreation.*

*Lynden's attractiveness should be maintained and enhanced through the development of programs to keep the city clean, streets well maintained, an urban street tree plan, community parks and open space, green belts and well maintained residential yards and neighborhoods. Viewscapes throughout the city should be preserved and protected.*

Community parks, neighborhood parks and trails are an important part of Lynden's Vision and future. They provide a place for families and friends to gather, and a place for children to play. Completing a parks and recreation plan is a positive way to keep Lynden's youth from playing on or in the streets, and will facilitate keeping Lynden a safe place to raise a family, work, do business, and retire.

This master plan includes all aspects of parks and recreation within Lynden and its Urban Growth Boundary. It includes all park facilities, open space, trails and recreation areas and facilities. This plan is one element of the Comprehensive Plan and will guide the development of parks and recreational facilities for the upcoming twenty years. The adopted plan will also make the City more eligible for state and federal grants that could otherwise be unavailable.

### **Park and Trail Advisory Committee**

The Park and Trail Advisory Committee was appointed by the Mayor and approved by the City Council as a citizen's committee to advise the City Council Parks Committee. The committee includes 7 members of the Lynden community, all with one main goal... to develop a plan to improve the park and trail system for the City of Lynden and the Urban Growth Area (UGA). This committee was the focus of the public participation for the adoption of this plan and will assist in future updates.

## **Executive Summary**

The Park and Trail Master Plan consists of individual chapters that outline the City's existing parks and the Community's desires for additional parks and trails over the planning period of twenty years. This plan has been developed with the aid of a group of dedicated individuals who represented the community in the discussions of future needs and in developing plans to pay for the additional acreage and the ongoing maintenance of those facilities.

### **Existing Conditions**

The plan begins with an inventory of the City's existing, and operating, park and trail facilities. It also looks at the increasing use of these facilities and shows the dramatic increase in use and attendance at the Bender Field Complex.

This chapter also includes a brief analysis of the City's current park and recreation system, reviews the City's current levels of service.

### **Governing Policies**

The next chapter in the plan lays out the goals, policies and objectives of the park and trail system; it also includes the Plan's Mission Statement. These goals, objectives and policies are inclusive of everything from planning to staff requirements. The policies will be the defining medium for this Master Plan. The goals and objectives are large in scope, and are meant to strongly influence the future development of parks, trails and recreational opportunities within the City over the next twenty years. It should also be noted that because they are so far reaching, implementation of the goals, objectives and policies would take place over time.

### **The Lynden Park and Trail System**

This chapter outlines the designated park system classifications from neighborhood parks to conservancy areas. Included in the descriptions are the defined levels of service (acres per thousand population), service areas, site characteristics, and desirable size. The levels of service outlined in this chapter are based on the expectations of the Lynden community and the history of usage. Table 5 illustrates the types of facilities one might expect to find at each of the different park classifications. It should be understood however, that different parks require different designs and serve individual needs and that these classifications and descriptions are only guidelines.

### **Park and Trail Administrative Framework**

This chapter outlines how the park and trail system will function administratively over the next twenty years. It describes the interaction between the City Council Park Committee and the Citizen's Advisory Committee. The chapter also summarizes the personnel needs of the Park and Recreation Department and changes in the structure. Again, it should be

understood that the bulk of these changes would occur over time with the implementation of the plan.

In addition to the items mentioned above, this chapter also reviews ways to increase public awareness and involvement with the park and recreation system through various volunteer programs, such as *Adopt-a-Park* and a park watch system where neighborhoods "keep an eye" on the park in their neighborhood.

### **Park and Trail System Development Plan**

The final chapter outlines what the City currently has within the park and recreation system, and identifies development goals for the plan. These goals include a City-wide trail system, the development of a trail head and interpretive center, a downtown park, bicycle lanes, and the addition of parks throughout the city and its unincorporated urban growth area.

### **Park and Trail Financing Sources**

This chapter summarizes the revenues sources available for park funding, the costs to achieve and maintain the level of service set in earlier chapters, and identifies revenue sources to operate and maintain the parks identified in the plan.

Park and trail development or capital improvement will continue to be funded through impact fees, and grants, and the plan includes the second quarter of a percent of the real estate excise tax that has been dedicated to park and trail development.

Operations and maintenance will be funded through the continued use of lease and rental revenues, and general fund revenues.

The estimated total cost for park development is estimated at more than \$16,000,000 through the year 2036.

### **Conclusion**

The plan reaches out to all aspects of the community, incorporates opportunities for joint use of facilities, such as school playgrounds, and looks for ways for the community to participate in meeting the needs of the residents.

# **CHAPTER 1**

## ***Existing Conditions***

### **Introduction**

The existing conditions section of this master plan includes an inventory of existing parks and trails, the condition of all recreational facilities and an analysis of all other city owned property which could be maintained and presented as open space or passive recreational areas.

City Park, Bender Field Recreation Complex, Greenfield Park, Scenic Estates, Patterson Park and Centennial Park are the only formally existing parks within the City of Lynden. However, many residents also enjoy Berthusen Park, a 236 acre facility, located a mile and a half northwest of the city limits, and other small recreation areas such as the basketball and pickle ball courts.

### **Inventory of Parks, Trails and Recreational Facilities**

#### **City Park**

City Park has 10 acres for general recreational use including the Lynden YMCA. City Park is located in the heart of Lynden, north of Drayton Street, east of Depot Road, bordering Fishtrap Creek. Park amenities include a playground, picnic areas, four lighted tennis courts, a covered kitchen and a trail on both sides of Fishtrap Creek with two bridges. The park is extensively used by the entire community and often at capacity for parking and rentals.

In 2006, the community came together to design and build the Million Smiles Playground. The entire construction of the playground was done by community volunteers and was completed in only nine days. The playground includes a tot lot, climbing wall, swings, jungle gym, a castle maze, and features a tree house thirty five feet high with an enclosed slide. Local school children have left their handprints on tiles within the playground and families and business left their names etched into a picket fence marking a memory of fun for generations to come.

There were further improvements to the park in 2007 with the addition of a new kitchen area, improved circulation and new restroom facilities.

The YMCA provides the community with an indoor swimming pool, gymnasium, racquetball courts, and fitness center. Programs include: swimming lessons, fitness and weight training, racquetball, walleyball, church league volleyball, youth programs, and the YMCA provides membership at no cost or reduced cost to low income families.

The structure housing the YMCA is owned and maintained by the City of Lynden and is in need of significant upgrades and repairs. The Lynden Park and Recreation District ran a bond issue in the fall of 2012 to replace the facility. The bond issue was not passed by



the voters: alternatives to a new location and funding for the necessary improvements are being considered.

**Bender Field Recreation Complex**

The Bender Field Recreation Complex is located in the northeast portion of Lynden, north and west of Fishtrap Creek and east of Bender Road, it consists of 53 acres dedicated to organized sports. This facility is under two jurisdictions; thirty-two acres are owned and maintained by the City of Lynden and an adjacent twenty-one acre parcel is owned by the Lynden Regional Park and Recreation District (District). The City maintains the northern parcel under an interlocal agreement with the District.

Current facilities at Bender Field Recreation Complex include: twelve baseball/softball diamonds, a Bocci field, eight soccer fields, a gazebo, and public restrooms. In 2009 and 2010, a new shop facility was added to the complex to house the park maintenance equipment. With this addition, the former shop building was repurposed to include park office space, an indoor kitchen for rentals and community room.

The Bender Field Recreation Complex is extensively used by the citizens of Lynden and residents of Whatcom County: in 1990 the park began to reach use saturation with 1,384 games. The following tables illustrate the pattern of use and number of spectators Bender Field Complex has experienced in the last ten years.

**Table 1**  
**Bender Field Complex Use by Teams 1983 to 2010**  
 5 year increments

Field Use Organizations	1983	1985	1990	1995	2000	2005	2010
<b>Youth Sports:</b>							
Soccer	70	105	175	217	355	267	215
Base/Softball	146	174	230	290	332	192	209
Girls FP	36	43	53	144	144	155	122
Schools					52	243	
<b>Total Youth</b>	<b>252</b>	<b>322</b>	<b>458</b>	<b>651</b>	<b>893</b>	<b>789</b>	<b>651</b>
<b>Adult Leagues:</b>							
Fastpitch	241	244	102	118	49	29	0
Slopitch	88	254	594	724	687	618	477
Bocci Ball	10	20	40	22	26	36	36
<b>Total Adult</b>	<b>339</b>	<b>518</b>	<b>736</b>	<b>864</b>	<b>762</b>	<b>683</b>	<b>513</b>
<b>Tournaments</b>	<b>60</b>	<b>220</b>	<b>190</b>	<b>376</b>	<b>293</b>	<b>911</b>	<b>783</b>
<b>TOTAL GAMES</b>	<b>651</b>	<b>1060</b>	<b>1384</b>	<b>1891</b>	<b>1984</b>	<b>2269</b>	<b>2085</b>

\*The above data does not include practice games or turnout played at the park this year.

**Table 2  
2012 Participant Data\***

<b>Organization</b>	<b>Players</b>	<b>Spectators</b>	<b>Total</b>
Youth Sports	20,754	34,754	55508
Adult Leagues	10,633	14,148	24781
Bocci Ball	342	87	429
Tournaments/Camps	25403	51,902	77,305
<b>TOTAL PARTICIPANTS</b>	<b>57,132</b>	<b>100,891</b>	<b>158,023</b>

\* Actual counts based on 2 nights per week, then averaged over the number of games

Table 3 illustrates the recorded attendance to the various athletic events at Bender Field Complex since 1985. The facility is running short of parking spots for park patrons and may need further improvements to accommodate the growing number of park users.

**Table 3  
Attendance for Scheduled Games**

**Attendance Figures:**

<b>Year</b>	<b># of Persons</b>
1985	39,920
1986	53,384
1987	72,277
1988	92,910
1989	86,563
1990	90,191
1991	101,850
1992	121,441
1993	143,513
1994	152,384
1995	146,399
1996	130,165
1997	136,124
1998	143,137
1999	142,746
2000	142,870
2001	147,159
2002	162,234
2003	166,564
2004	176,274
2005	193,345
2006	185,939
2007	192,975
2008	185,258
2009	180,296
2010	183,432
2011	171,687
2012	158,023

Source: City Parks Department

### **Berthusen Park**

Berthusen Park is located northwest of Lynden's City limits, west of the Guide Meridian, and is owned and managed by the City of Lynden. This 236 acre park is not included in Lynden's Planning Area, but serves as a regional park.

Berthusen Park was given to the City to hold in trust by Hans Berthusen for using the area for recreational purposes. Berthusen Park is of historic value to Whatcom County and provides, old growth forest for hiking, a fishing stream, picnic facilities, and two meeting halls. Every first week of August, an Antique Tractor, Gas and Steam Show is held at the Park. Maintenance buildings, a caretaker's residence, and Hans Berthusen's original barn are maintained by revenue received from land leases, building rentals and the City of Lynden. The original barn and outhouse have been added to both the National and State Historical Registers. Through an agreement between the City and the Antique Tractor Club extensive renovations and upgrades were made to stabilize the barn. Open space land is leased for farming operations a trap and skeet facility, model plane airfield, and a tractor pulling track. A citizen's advisory committee reviews long range plans and operations policy for the park.

Although Berthusen Park is not within Lynden's urban growth area, it is managed by the City and entrusted to Lynden City Council through a legal and binding document. The park has its own Master Plan and Advisory Committee to ensure the park is maintained and developed in accordance with the vision held by Hans Berthusen.

### **Centennial Park**

Centennial Park has been developed in the downtown area at the corner of Grover Street and 4<sup>th</sup> Street. This park includes a vertern's memorial as well as other memorials honoring local individuals. Benches and picnic tables make this area a favorite for downtown employees on their breaks and visitors alike.

### **Patterson Park**

Patterson Park is approximately 10 acres of land owned in part by the City of Lynden and additional acreage owned by the Lynden Regional Parks and Recreation District. The park includes parking, walking trails and a disc golf course. The park is maintained by the City Parks Staff through an interlocal agreement with the Recreation District.

### **Greenfield Village Park**

Greenfield Village Park is a 2 acre parcel dedicated as a neighborhood park. It includes a playground, basketball court, covered area, and a backstop with a large open area for sports play

### **Scenic Estates Conservancy Area**

Scenic Estates is an open space area which was donated to the City along with a walking trail by the Scenic Estates developers as a passive recreation area.

### **Trails**

Pedestrian and bike trails in Lynden are currently offered between City Park and Aaron Drive along Fishtrap Creek. The City is preparing to expand the Jim Kaemingk Senior Trail throughout Lynden along Fishtrap Creek. This plan is also part of the County-Wide Trails Plan, as mentioned in Comprehensive Parks and Recreation Plan, Whatcom County. In addition, the City of Lynden's trails are incorporated into the countywide trail plan, called the Nooksack Loop trail, as documented in the Comprehensive Parks and Trail Recreation plan, Whatcom County. The Nooksack Loop Trail will connect to the Lynden trail system at the City Limits.

A Citywide trail system has been proposed; this includes the development of trails, bike lanes and pedestrian walkways throughout the city. Land will need to be acquired by the City or donated by property owners to complete the proposed trail.

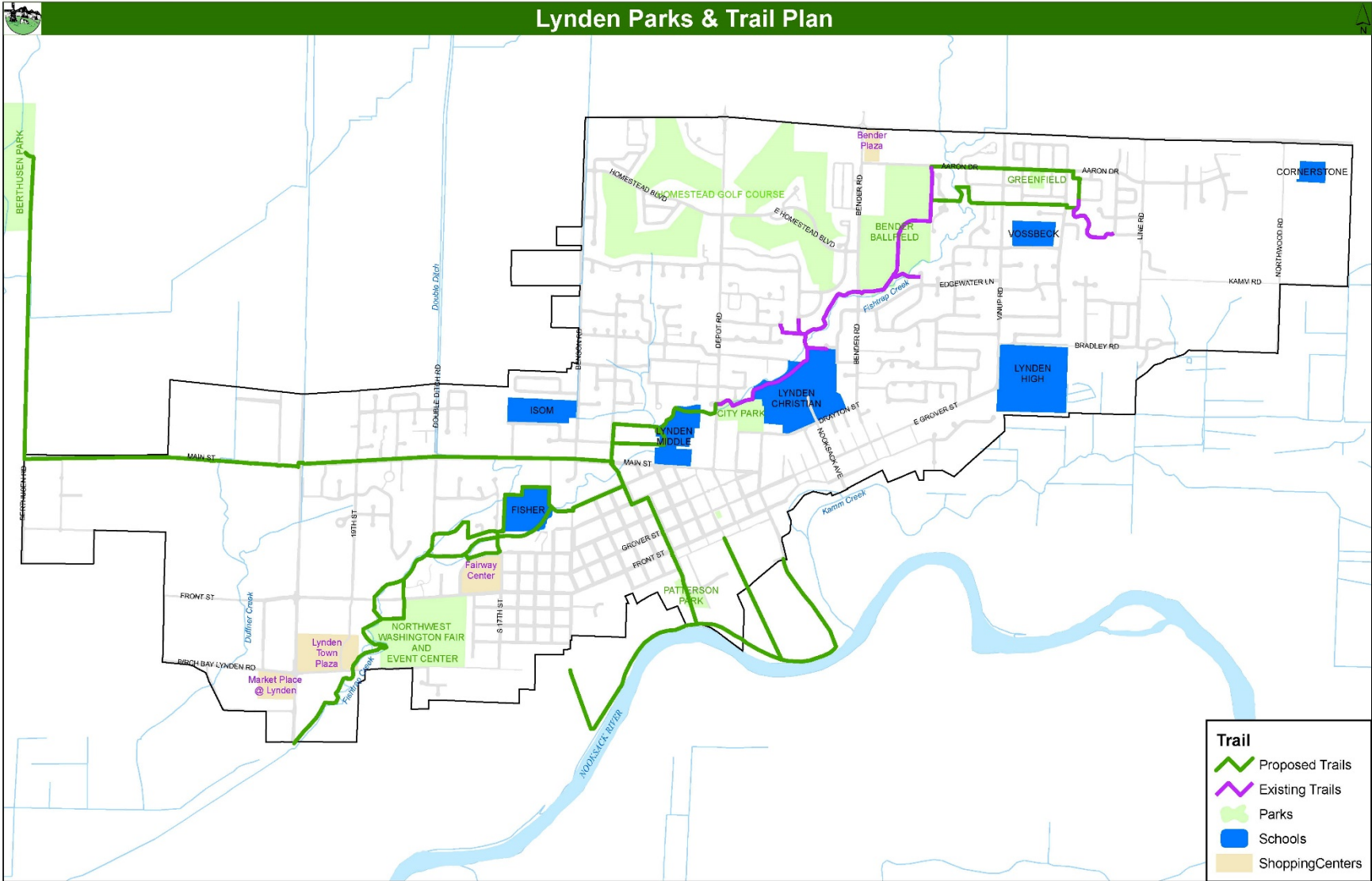
### **Current Parks**

Park Name	Park Type	Acreage
City Park	Community	10
Patterson Park	Community	4.2
Greenfield Park	Neighborhood	2
Bender Fields	Community	53
North Prairie	Neighborhood	2.9
Centennial Park	Neighborhood	.30
Total		72.4 acres

The City of Lynden has approximately 72 acres of parkland within the City limits, excluding Berthusen Park. In 2013, with a population of 12,730 people in the community, there were approximately 5.7 acres of parkland per 1000 people in Lynden. This is above the national standard of 5 acres of land per 1000 people. Throughout various planning processes, it has been apparent that the citizens of Lynden wish to maintain a level of service that meets or exceeds the national average.

The amount of parkland per person has dropped over time due to growth of the population and limited acquisition of new park properties. By providing neighborhood parks, the City will be able to increase the amount of park land per 1000 persons to meet or surpass the national park standard and help with the current overcrowding of recreational facilities.

# Lynden Parks & Trail Plan



## **CHAPTER 2**

### ***Governing Policies***

Governing policies are intended to provide a consistent, definable and justifiable continuum of ideas, beliefs and values that define the *concept* of the Lynden Park and Trail System. The governing policies consist of and are defined by a mission statement, goals, objectives and policy statements.

It is important to realize that the following governing policies are part of a larger and more comprehensive set of goals and policies as defined in the Vision Statement and the Comprehensive Plan for the City of Lynden. It is the intent to include in this plan, governing policies that have relevance to the park and trail system plan and will impact its future development.

It is also important to realize that the implementation of this plan and the governing policies will not occur immediately. A consistent and ongoing effort to implement this plan that will run concurrently to other community development issues is the only practical way to face the challenges and tasks ahead of the community.

#### **Mission Statement**

Based on Lynden's Vision statement, the work of the Lynden Future's Task Force in 1992 and 1993 to identify core values in the Lynden Community, and the first Citizen's Park and Trail Advisory Committee, the following is the mission statement developed for the Park and Trail System within the City and its urban growth area.

The purpose of the mission statement is to define the purpose and the role of the Lynden Park and Trail System. It is the basis for the system by which all the goals, objectives and policies are derived.

***The purpose of the Lynden Park and Trail System is to provide the community with sufficient and quality parks, trails and open space in order to promote educational, recreational, conservancy, health and wellness, and interpretive opportunities for all ages.***

#### **Goals, Objectives and Policy Statements**

A goal is best described as the manner in which the mission of the Lynden Park and Trail System will be achieved or carried out.

Upon establishing the goals and objectives, specific policy statements are developed. These statements define the appropriate action and political position that must be taken in order to achieve specific objectives.

The following are the goals, objectives and policy statements that establish the governing policies for the Lynden Park and Trail System.

## **Section 1: Park and Trail Master Plan**

### **Goals and Objectives:**

- A. Update the Park and Trail Master Plan to guide in the development of parks, trails and recreational facilities through the year 2036.
- B. Establish a process for the ongoing evaluation of the park and trail system and its components every five years minimally to allow changes in the community's needs for recreation to be reflected in the implementation plan. These changes should be monitored by the Council Parks Committee and Park and Recreation Director on an annual basis.
- C. To enhance the community's and public bodies' understanding of the Park and Trail System and development of objectives through an ongoing public information system.

### **Policy Statements:**

- 1.1 The Lynden Park and Trail Master Plan shall be used for the purpose of guiding future development of parks and trails within the City of Lynden and the Urban Growth Area. Development of future parks and trails shall be undertaken in a manner which is consistent with and based on the governing policies, development guidelines and general principals as defined herein and is consistent with the mission of the Lynden Park and Trail System.
- 1.2 Review of the Park and Trail Master Plan by the City Council Parks Committee and City staff shall be undertaken every two years. The purpose of these reviews shall be to determine whether changes to the plan are necessary and appropriate, based on changes within the community or unique or special circumstances or conditions that may arise with specific park sites.
- 1.3 Major review and updating the Park and Trail Master plan shall be completed at intervals not to exceed six years, or when the Council Parks Committee determines that conditions within the community have changed to a degree that updating is warranted.
- 1.4 The Park and Trail Master Plan shall be adopted by the City Council and will be included as an element of the City's Comprehensive Plan by reference.
- 1.5 Citizen input is vital to the success of any planning effort and all subsequent efforts to update this plan will include significant public input. A Park and Trail Advisory committee has been created to gather public input and make recommendations on future projects, acquisitions and development.



## **Section 2: Park and Trail Acquisitions, Development and Preservation of Significant Natural Resources**

### **Goals and Objectives:**

- A. Provide city residents with parks, open space and trails for recreational uses and as a visual and physical diversion from the impacts of increasingly urban development.
- B. Acquire and develop sufficient park land within the city to maintain a level of service of seven acres land per one thousand persons within the City.
- C. Provide for the preservation and conservation of limited natural resources and maintenance of the rural character, small town atmosphere and historical elements of the community.
- D. Include non-motorized transportation options, such as bike lanes and sidewalks separated from vehicle travel lanes as part of the overall transportation system.

### **Policy Statements:**

- 2.1 The design of a development project should begin with the review of the park and recreation needs for the development area. Designation of park and recreation space and preservation areas shall be completed during the pre-application phase of a development.
- 2.2 Park impact fees which will require each developer and builder to pay a fee to be used for the development of parks and trails within the City and the Urban Growth Area have been adopted by the City Council and shall be maintained in force. Land dedication may be accepted instead of cash payment where the City feels that it is appropriate and meets the purpose of this plan. Dedication of land and trail easements should be done with no net loss of density to the developer.
- 2.3 Parks, trails, conservancy lands and recreational facilities should be acquired, through direct purchase and land dedication, and developed in accordance with the Park and Trail Master Plan to assist in establishing a balance between increasing urban development, the natural environment and the community's needs.
- 2.4 Acquisition of specific parcels of land, in any manner, for park uses, should be based on the parcel's natural resource qualities and suitability for park development for the desired outdoor recreation activities. "Left over" or undesirable land parcels with limited natural qualities, recreation or development potential will not be accepted in lieu of cash payment or other land dedication in all cases. Acceptance of these parcels will depend upon the impact the parcel will have on the park and trail system.

- 2.5 The trail system should be developed in a manner that minimizes conflicts between pedestrians, bicycles, and motor vehicles. Pedestrian and bicycle connections between adjacent developments and the use of sidewalks and bicycle lanes to encourage non-motorized transportation options are encouraged.
- 2.6 Park and Trail development standards are defined in the Park and Trail Master Plan and are based on the principle of providing quality public park areas and facilities. Any future development of park, trails and recreation facilities should be in accordance with these standards.
- 2.7 Policies for shoreline and wetland management which are consistent with the policies of the Washington State Department of Ecology, and the Washington Department of Fish and Wildlife and the City of Lynden Comprehensive Plan should be adopted and implemented. Eradication of non-native and invasive plants will be part of the plan.
- 2.8 Continuing efforts should be made to eliminate physical barriers which may deter special populations from using existing parks and recreational facilities in accordance with the Americans with Disabilities Act and Washington State law. Future parks will take into consideration and make a reasonable effort to provide for the needs of these special populations. Barrier free design principles shall be utilized wherever possible.
- 2.9 A planting program using appropriate and consistent plant materials should be developed and implemented in all parks and natural areas where trees and vegetation are lacking, and will be an essential part of the design of new facilities.
- 2.10 Property owners and developers should be encouraged to create site designs that preserve the natural character of their respective properties. Information which helps owners determine what they can do to enhance their properties will be developed by and made available through the Lynden Planning Department.
- 2.11 The Council Parks Committee and City Parks Department Staff shall review and comment on all planned development matters influencing the future of City parks, trails, natural and open spaces and the dedication, acquisition and development of parkland.

### **Section 3: Dedication of Property and Facilities for Park, Trail and Open Space Purposes**

#### **Goal and Objectives:**

- A. To accept the dedication of properties appropriate for park and open space development instead of the payment of impact fees.
- B. The development of park facilities of adequate size and appropriate location that are well-planned and integrated into neighborhoods and non-residential development.
- C. To develop obvious connections to the trail network where off-street trail segments are not possible or practical.

#### **Policy:**

- 3.1 When reviewing a residential development proposal, it will be considered whether a dedication of land would be appropriate instead of the payment of impact fees. In making this determination, the following criteria will be used; however, acceptance of a dedication will remain solely at the City's discretion.
  - A. Minimum park size of 2 acres.
  - B. The proposed dedication is at least one-quarter mile away from a similar facility. If the proposed facility is greater than two acres in size, it should be located at least one-half mile from another park facility.
  - C. The proposed dedication is geographically centered in an area that is projected for substantial growth during the planning period (six years).
  - D. The proposed dedication has safe and convenient access from the surrounding neighborhood.
  - E. Drainage for the proposed site is adequate.
  - F. Parcel size and shape is appropriate to park development. Oddly shaped "remainders" will be discouraged.
  - G. There are open lines of sight at the facility for security purposes.
  - H. The proposed site meets the needs and desires of the community and considers the specific needs of the surrounding neighborhood.
- 3.2 Should a location that meets the above criteria be identified during the pre-application process but dedication requirements do not result in a park that is sufficient in size, the City should be prepared to purchase additional property to ensure an adequate park facility. Funding for this purchase may be a combination of other impact fee revenue in the area, or additional funds that have been included in a capital fund for such a purpose.
- 3.3 To support the community's economic development efforts while maintaining the City's standards for parks and open space, the City Council may consider allowing the development of private facilities in lieu of the payment of impact fees or dedication of public open space for non-residential development.

- 3.4 Acceptance of private open space, for non-residential development, will be considered only when the facility is not within the service area of a project listed in the capital facility plan for parks and recreation. The following conditions will apply when determining whether to accept a private open space proposal.
- A. The open space/recreation plan must be approved by the Park Committee in order for credit to be given. The plan must be reviewed before that action by both the Planning Director and the Park Director. Plans would be reviewed for consistency with the industrial performance standards and the Park and Trail Plan. These departments will provide the Park Committee with a written report for their consideration.
  - B. The open space or recreational facilities proposed by the company for consideration must be greater than or equal to the amount of open space required by this plan and implementing ordinances.
  - C. No credit will be given for any impervious surfaces, except for recreational structures such as picnic shelters, basketball courts. Indoor improvements such as racquetball courts or a fitness facility will be considered but employee lunchrooms or locker rooms will not be included in the calculation of open space.
  - D. The site must be improved and maintained by the company, based on the maintenance standards included in the Park and Trail Plan.
  - E. Up to 50% of the required open space may be used for wetlands, wetland buffer areas or other environmental considerations (not including stormwater facilities). However, the remaining area must be improved with facilities such as picnic tables, walking paths, and active recreation opportunities.
  - F. The required open space does not include the area required for front yard setbacks or required buffers from incompatible land uses such as residential development.
- 3.5 When reviewing a residential development proposal, it will be considered whether the construction and dedication of enhanced sidewalks would be appropriate instead of the payment of impact fees. In making this determination, the following criteria will be used; however, acceptance of a dedication will remain solely at the City's discretion.
- A. The enhanced sidewalk must be in a location appropriate for trail connection, but where an off-street trail is not feasible.
  - B. The enhanced sidewalk must be part of a route to community facilities such as a park or school.
  - C. The preferred width for an enhanced sidewalk is eight feet; however, this may be reduced to six feet by the City Council.
  - D. The enhanced sidewalk must be separated from the curb line by a planter strip a minimum of five feet in width.
  - E. Signage will be required to identify the sidewalk as a section of the City's trail system.
  - F. The proposed site meets the needs and desires of the community and considers the specific needs of the surrounding neighborhood.

## **Section 4: Park and Open Space Capital Improvement Financing**

### **Goals and Objectives:**

To achieve and maintain the City's adopted level of service for parks and open space through a financing methods that distribute the costs equitably throughout the community the City will:

- A. Establish a funding source for park and open space development that is consistent and related to the growth causing the increased demand for park and open space resources.
- B. Focus public funding on park and open space facilities that serve the community as a whole.
- C. Develop neighborhood parks that are primarily funded through the collection of impact fees and the dedication of property.
- D. Recognize that both residential and non-residential development increases the demand on the community's recreational resources.

### **Policies:**

- 4.1 The City will fund park and open space development through a combination of grants as available, development impact fees, real estate excise tax, and other appropriate revenue sources.
- 4.2 The City will dedicate impact fees collected through development to the purchase of property and seek alternative funding to supplement those funds for purchase and development.
- 4.3 The City will dedicate a portion of the Real Estate Excise Tax as provided by law to pay a portion of the the cost for developing public facilities, including parks. Revenue from this additional source may be transferred to other projects, allowing other revenue streams to be utilized in park purchase and development.
- 4.4 New residential development shall pay 65% of the cost<sup>1</sup> of the purchase and development of new parks and open space to the residential population.
- 4.5 Because non-residential development has a significant impact on the City's Park and Recreation system, this type of development shall pay a proportionate share of the cost to purchase and develop new parks and open space to serve the employees of those facilities.

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<sup>1</sup> Costs are determined by average cost of purchasing undeveloped, but developable, property within the Lynden city limits and Urban Growth Area and by the estimated cost for developing said property as a park facility.

- 4.6 Parks developed to serve a particular neighborhood or area of the community will be financed primarily through developer contributions in the form of property dedication or impact fees. Where dedication is appropriate, but the size of the dedication would not be sufficient to meet the City's need, additional funding will be made available through the City's Capital Parks Fund.
- 4.7 Parks and trails developed to serve the community as a whole will be funded through a combination of public funds and impact fees.

## **Section 5: Community Participation**

### **Goals and Objectives**

To establish an ongoing process in which members of the Lynden community are able to participate in park and trail planning in their neighborhoods and become informed concerning park and trail issues by:

- A. Organize a central information office concerning community-wide recreational opportunities, activities, and athletic events.
- B. Maintain an "open-door" policy with the public regarding recreational issues and promote communication between the City and the community via newspaper articles and the City website.
- C. Encourage volunteer programs, civic, youth and athletic organizations to assist in park and trail improvements and maintenance and recreation programs.

### **Policy Statements:**

- 5.1 Develop information and education programs to encourage residents' knowledge of the existing facilities and recreational programs.
- 5.2 Community participation will be the basis for determining the needs and desires of the community. The public will be invited to meetings with the Parks Committee to provide the community with information on current issues and projects. A Park and Trail Advisory committee shall be formed to gather public input and assist with development of park planning.
- 5.3 The City will develop programs which will allow citizens and the Parks Committee to work together to define the facilities and programs that are needed, how they can be provided, and what the community can do to assist the implementation of these programs.
- 5.4 Volunteer programs will be encouraged to provide additional opportunities for the public to be involved in the development and maintenance of the park and trail facilities throughout the community.

## **Section 6: Joint Use of Facilities**

### **Goal:**

To work cooperatively with other partner agencies (i.e., Lynden Regional Park and Recreation District, Y.M.C.A, School Districts, churches, Whatcom County, Washington State etc.) to maximize recreational opportunities for the community, and to establish a means of communication and interaction between these agencies and the Parks Committee to create a working partnership.

### **Policy Statements:**

- 6.1 Continuing interaction between the City and the partner agencies will be undertaken to encourage the optimal use of limited resources and minimize the duplication of programs and facilities.
- 6.2 The Council Park Committee and the Park Department Staff should be responsible for initiating interaction with partner agencies and administering agreements with all members of the partnership.
- 6.3 All agreements will be made in the best interest of the Lynden community and should be approved by the City Council. These agreements will include consistent policies for shared programs and use of facilities.
- 6.4 Where feasible, cost effective and appropriate, new facilities should be located on property that is adjacent to property owned by other members of the partnership and can be tied together through shared facility use and programming.
- 6.5 Continuing communication and interaction between all members of the partnership should be undertaken to promote the integration of each member's system and programs.

## **Section 7: Park Department Staff Requirements**

### **Goals and Objectives:**

- A. To maintain a well-trained and highly motivated staff to carry out the Mission of the Lynden Park and Trail System.
- B. To maintain adequate staffing to manage, direct, and maintain the park and trail system in a professional, effective and efficient manner.

### **Policy Statements:**

- 7.1 Budget and funding allocations shall be at the appropriate levels to provide adequate staff to maintain the integrity and quality of the City of Lynden park and trail system. Staffing will be held at levels that are adequate to service current facilities and programs in a professional, efficient and effective manner.
- 7.2 Ongoing professional development programs should be implemented to provide continuing educational opportunities for staff. These programs should be geared to meet the changing demands that will be placed on the staff as the park system continues to development.



## **CHAPTER 3**

### ***The Lynden Park System***

The park and trail system is an integral part of this quality of life as shown in the Vision Statement. In Lynden, this system has four components: neighborhood parks, community parks, trails and Berthusen Park. Nationally recognized standards and systems of classifications have provided the basis for establishing the Lynden's park system and levels of service. It should be noted, however, that park classifications (i.e. neighborhood parks, community parks) and the standards which accompany them are meant to serve as a basis for beginning the design of each facility. No two areas within the City and the Urban Growth Area are the same, and these standards should be a guideline that can accommodate the specific circumstances of the unique characteristics of each park site.

#### **Impacts of Growth on the Park System**

Demand for recreational facilities is based on two types of development within the community. Residential development creates a demand for both smaller neighborhood parks and larger community parks and athletic facilities. Neighborhood parks create a social focal point within a neighborhood and provide an opportunity for local recreation especially as density increases under growth management planning. Larger community parks and athletic facilities provide a location for family or community gatherings and organized activities as well as use by individual residents and employees within the community. Non-residential development impacts the community's parks and recreation facilities as employees look for places to spend lunch hours and break times.,

With Lynden's population growing by almost 30% since a 2000, the use of the park system has experienced a significant change. Total use of the Bender Field Complex peaked in 2005 with a total of 2,269 organized games and has seen a gradual decrease in those numbers. The decline in use by adult recreation teams accounts for most of that decrease. In 1995, there were 864 adult games versus 651 youth games. In 2010, there were only 513 adult games and 651 youth games.

While the demand for athletic facilities is declining, the demand for other recreation facilities is increasing. Kitchen and picnic shelter reservations at Bender Fields and City Park are increasing dramatically. The kitchen facility was added to Bender Field in 2011 and has taken significant pressure off the facilities at City Park and Berthusen Park. Future development of park facilities should recognize this trend and incorporate these types of facilities in the design.

In conjunction with a growing residential population, the City has experienced an increase in employment. Companies choose to locate in Lynden for a number of reasons including the quality of life, of which the park system is a key factor. The demand of non-residential development for recreational facilities does vary with the type of development and the number of employees. A warehouse facility creates less demand on the park system than an office facility. This is related to the number of employees per square foot of each type

of development. Office space development typically has one employee per three hundred square feet of building area, where industrial development might only have one employee per eight hundred square feet of building area. This differential must be recognized in the impact fee schedule for non-residential development.

### **Level of Service:**

The City has set its level of service (LOS) for park facilities at seven acres for every thousand persons within the City; including both residents and employees. This level of service includes both neighborhood and community parks as well as trail corridors. This LOS still provides many benefits to the community and is fiscally sound when the cost of purchase and development and long term maintenance is considered.

### **Neighborhood Parks**

The Neighborhood Parks will be an important component of the Lynden Park and Trail System. Facilities should be provided to meet the needs of all age groups within a neighborhood. Typically, they are developed for both passive and active recreational activities geared specifically for neighborhood use.

Demographic profiles of the anticipated (or actual) service area will be useful in determining the types of facilities which are most appropriate for the particular park site (see selection criteria below). There is a need to design these parks to accommodate a range of age and user groups. Consideration must be given to the specific needs of the particular neighborhood in which the park is being developed.

Attention should be given to both active and passive recreational opportunities. Active recreation such as court games, field games, and playground equipment may be developed for use by a variety of user groups. Site lighting should be limited to court games or walkways. More passive recreational opportunities may be provided through trails, sitting and picnic areas, general open space and "people watching" areas. An appealing park atmosphere and aesthetic quality should be considered a very important design element.

Since neighborhood parks are principally for servicing the recreational needs of the surrounding neighborhood in an informal and unstructured manner, programmed activities such as league softball should be directed away from neighborhood parks toward community athletic fields. The continuing expansion of programmed activities, and the sometimes undefinable time frame associated with developing new facilities to handle increasing demand may create a need to use some of the neighborhood parks as "backup" for community athletic fields. Although this may be unavoidable, and acceptable as a short-term solution, the overall vision of the park system should not be lost on temporary measures to deal with problems whose long-term solutions lie elsewhere.

A neighborhood park should be located in an area suited for both active and passive recreational uses. It should be easily accessible to the neighborhood population, geographically centered with safe walking and bicycle access and preferably connected to community-wide trail system. Parking facilities, if provided at all, should be very limited

(7 to 10 spaces) and intended for use by those on the perimeter of the service area and the handicapped.

The park site itself should have well drained soils, positive drainage, a variety of topography (suitable for the desirable activity area, but not steep slopes), wooded and pond areas when at all possible, and open site lines for security purposes.

The following outlines some of the qualities for a neighborhood park.

**Service area:**

1/4 to 1/2 mile radius and uninterrupted by principle, heavily used roads, and other physical barriers.

**Desirable size:** A minimum of two acres and maximum of five acres.

**Community Parks, Recreation Centers and Athletic Facilities**

As Lynden grows and becomes more of an urban environment, the community parks will become essential to the preservation of open space and the rural character of the community. Development within community parks should focus on family activities, passive and active recreational activities. Special consideration should be given to such amenities as a performance stage, community gardens and other community attractions.

Consolidation of active recreational activities using community athletic complexes will reduce the stress on neighborhood parks and reduce the negative impacts to the surrounding neighborhoods. Additionally, amenities such as parking, lighted fields, and concessions, are more appropriate in athletic facilities rather than neighborhoods for obvious reasons. It is important to recognize that it is usually more cost effective to develop and maintain fewer large complexes as opposed to many smaller, spread-out athletic facility sites.

These types of facilities will draw users from outside the immediate service area, and therefore these users must be considered when determining site location. Community playfields and athletic complexes provide the greatest opportunity for cooperative efforts between the City and the Lynden Regional Park and Recreation District. This type of facility could also include an expanded and improved City Recreational Center.

The location of these parks should take into consideration a specific service area, but the natural and unique characteristics of specific parcels of land will finally determine their locations. The size of each park as well as the level of service ratio will have to be reviewed on an individual park basis and based on what seems justifiable to accomplish the specific objective of any given park. The overall acreage of the community parks must remain within the ability of the City to maintain the park both financially and physically.

Some community parks are areas of natural or ornamental quality suitable for passive recreational activities such as walking, viewing, sitting, biking, and picnicking. Others are

focused on organized active recreational activities. Some facilities may serve as an area for intensely programmed recreational facilities such as athletic fields, and swimming pools. Support facilities would include a multi-purpose building, parking and full utilities.

A community park is an area that provides a variety of natural features such as water bodies, wooded areas, open fields, and rolling topography. The site itself should have well drained soils and positive drainage, offer a variety of topography suitable for the desirable activities. The site should be easily accessible to both pedestrians and vehicles and should be tied into the community trail system. Sufficient parking should be provided for the uses included in the park design.

For those areas designated as a recreational facility, the following site characteristics are desirable: an area suited for intense development, which is easily accessible to the population it is intended to serve. Location near major thoroughfares and arterials is recommended. The site itself should have well drained soils and positive drainage, wooded buffer zones when possible, open site lines for security and easy access for both pedestrians and vehicles. Following are some of the qualities of a community park:

**Service area:** May vary depending on specific circumstances and community needs. Typically, a community park serves several neighborhoods (3-5) within a 2.5-mile radius. .

**Desirable size:** Minimum of ten acres. Actual size based on specific facility site circumstances.

## **Conservancy Lands**

Conservancy lands are areas of natural quality such as woodlots, watercourses, wetlands and viewsapes, which are preserved for environmental, open space, and/or aesthetic purposes.

The natural quality of some of the wetlands, open space and viewsapes in the undeveloped areas within the community provide significant opportunities for conservation and preservation of limited natural resources. As with community parks, conservancy lands will become more essential to the preservation of natural areas and the rural character of the community in the future.

Development within conservancy lands should be limited to passive activities that allow for the observation and appreciation of the natural environment without jeopardizing the resource base. Recreational activities such as hiking, nature study/observation/education, viewing, are examples of the type of activities appropriate for these areas. Appropriate site facilities may include park and nature trails, interpretive kiosks, signage, and with controlled or limited access. Educational uses are encouraged. Opportunities for observing and enjoying nature should also be provided where appropriate.

## **Trails**

The trail classification denotes an area developed for one or more varying modes of recreational travel such as walking, running, and biking. With respect to trails, the intention of this plan is to help define the location of various trails which as a whole, makeup the trail system within the City of Lynden. It should be understood that the trail system is the core of a larger pedestrian and bicycle transportation system.

For the purpose of this plan, the pedestrian and bicycle transportation system is defined to include two important components:

- ↳ The designated trail system as defined in this plan,
- ↳ Safe pedestrian and bicycle linkages from all development areas to the designated trail system, schools, and parks.

The latter of these two components will be accomplished through City ordinance that will require developers to provide safe pedestrian linkages through development areas and subdivisions which tie into the designated trail system. It is important to recognize the importance of sidewalks and bike lanes within the context of the park and trail system.

The City's Engineering Design and Development Standards includes specific standards for the construction of trails and bike lanes. These standards should be followed for all trail construction, recognizing that in some locations, there may be topographical issues that do not allow for paving or meeting the standards of the Americans with Disabilities Act.

### **General Trail System Standards:**

General standards that apply to all designated trails include:

- ↳ Trails should be constructed in conjunction with future development projects, both residential and non-residential, and roadway construction or upgrade to assure that trail development keeps pace with overall community development.
- ↳ Trail support facilities should be provided as warranted (trail signage, benches, picnic tables, bridges, etc.).
- ↳ Trail design must be sensitive to the natural environment and character of the area it traverses.
- ↳ Trails should be integrated into the design of subdivisions in a manner that is mutually beneficial to both the overall trail (and park) system and the subdivision it traverses. Potential impacts to residential properties should be carefully considered during trail design.
- ↳ Trails should be designed to be accessible to special populations (i.e., handicapped, elderly, etc.) where ever possible.
- ↳ Trails should be designed and constructed to require minimal maintenance and in a manner which limits opportunities for vandalism.

- ↳ Adequate screening and berming should be provided as necessary along trail corridors to provide a physical barrier and psychological separation between the trail and adjacent land uses.
- ↳ With the exception of motorized wheelchairs and City maintenance vehicles, motorized vehicles should be prohibited on all designated trails throughout the trail system.

### **Park Trails:**

Park trails are those off-road trails within parks and within conservancy areas such as along Fishtrap Creek and are perhaps the most desirable type of trail within the park system because they meet most of the established criteria for recreational travel including:

- ↳ Emphasizing harmony with the natural environment. Often associated with park sites, nature areas, wetlands, creek and river bottoms, and scenic easements.
- ↳ Safely protecting users from urban developmental encroachment and associated vehicular traffic.
- ↳ Allowing for relatively uninterrupted pleasure hiking and biking through and to the City's park and trail system.
- ↳ Effectively tying the various park sites together into a comprehensive park system in a manner which enhances the recreational experience of the user.

Although it would be ideal to use park trails throughout the park system, both within the individual park sites as well as corridors between park sites or development areas, physical and economic constraints may not make this entirely practical, or possible, in some cases. However, given the opportunity to do advance planning for undeveloped land within the City and the Urban Growth Area, it may be possible to establish trail corridors prior to development.

### **Transportation Trails:**

The significant difference between transportation trails and park trails is the location. Where park trails focus on a relationship with the natural environment, the development of a park-like atmosphere and a separation from vehicular traffic, transportation trails emphasize safe travel for pedestrians and cyclists to and from the various parks, as well as in and around the City.

A transportation trail is typically an asphalt trail (or lane) six to eight feet wide for pedestrian and bicycle use and is most frequently associated with the street right-of-way. In areas of heavy pedestrian and bicycle activity, a separate trail for pedestrians and cyclists may be necessary. These separated trails are most usually an asphalt lane for bicycles and a concrete sidewalk for pedestrians. Transportation trails are usually, but

not exclusively, constructed along collector, secondary and primary arterial streets. Trails using sidewalks should be kept to a minimum and clearly marked with signage.

## **CHAPTER 4**

### ***Park and Trail Administrative Framework***

#### **Introduction**

The development of a successful Park and Trail System goes beyond the acquisition and development of the physical components of the system. The success depends upon how well the physical resources are used within the context of the overall system. To achieve this success, it is evident that administrative procedures and management techniques play a vital role in guaranteeing that the park and trail system develops and functions in a effective and efficient manner.

As with the governing policies, it is important to recognize that the development of this framework is an ongoing process, not an immediate action. A consistent and continuing implementation effort timed to coincide with other community development initiatives is the only practical way to successfully accomplish the improvements necessary to create an effective administrative framework for the park and trail system.

#### **City Council Parks Committee**

The Council Parks Committee shall advise and make recommendations on matters of operations and maintenance of the existing City parks and facilities. This committee is a three member sub-committee of the Lynden City Council. The Parks Committee will also work with the Citizen's Advisory Park and Trail Committee to develop and implement the master plan for the development of the Park and Trail System. The Parks Committee will utilize the advice and recommendations of the Citizen's Advisory Committee in making decisions relating to the implementation of the Park and Trail Master Plan.

The Council Parks Committee will provide leadership in defining and updating the overall parks and recreational needs of the community for all ages and will work with the City staff to identify funding sources for the development of these facilities.

The Park and Recreation Director will present recommendations and advise the Park Committee on matters concerning the daily operations and maintenance as well as the long-range planning and capital needs for the park and trail system. The Park and Recreation Director reports directly to the City Administrator.

#### **Parks and Trail Citizen's Advisory Committee**

The Lynden Parks and Trail Citizen's Advisory committee is established to be an advisory and fact finding body that reports to the City Council Parks Committee. Recommendations for the review and update of the Parks and Trail Master Plan, and opportunities by which the plan can be implemented will be continuing responsibilities.

To execute these responsibilities the Committee will seek out community input, city staff input and the ideas and expertise of others in state and local government to ensure that the



recommendations of this citizen committee is representative of the community as well as practical and possible.

The role and responsibility of the Park and Trail Citizen's Advisory Committee shall be clearly defined in the job description included as **Appendix A** of this plan.

This Committee will meet on a regular basis to review implementation of the Park and Trail Master Plan and should report to the Council Parks Committee at least quarterly to update the Parks Committee on its activities and bring concerns and recommendations to the Parks Committee.

The Park and Recreation Director will facilitate meetings of advisory committee and advise the committee on matters pertaining to the implementation of this Master Plan. The Director will also serve as a city staff liason to this committee and administratively reports to the City Administrator.

### **City of Lynden Park and Recreation Department**

To implement the objectives of the Park and Trail Master Plan, the City Parks Department must be lead by an energetic and competent individual. This person is in the forefront of the public relation efforts and program management, and is involved in all aspects of providing quality recreational facilities for the citizens of Lynden.

The Park and Recreation Director is responsible for promoting interest in parks and recreation programs through publicity, joint program brochures with various community groups and other public contacts.

In 2000, the Park and Recreation Department employed five full time employees, and five part-time employees currently the department employees 6 full time and 3 part time employees. In addition, the Parks Department has added Patterson Park, Scenic Estates, additional trails and taken over grounds maintenance at all facilities

With the development of increasing acres of parks and trails, additional employees will be needed to maintain these facilities to ensure cleanliness and safety requirements are met. The growth in full time employees will be proportional to increased maintenance and operational needs and will be augmented by various volunteer programs.

With the implementation of this plan, the City will add approximately 64 acres to the park and trail system. This increased acreage will result in the need for an estimated 6 full time employees, and 11 part time employees. The actual number of employees will be determined by actual acreage of parks and trails and will be supplemented by various volunteer programs.

### **Park and Recreation Director**

This individual will be responsible for the leadership of the Park and Recreation Department and works under the general direction and guidance of the City Administrator. The Director will be involved in the long-range planning and short-term development of parks, trails, and recreation programs. The Director will also be responsible for coordinating the programs offered by the City with other city departments and outside organizations such as the school districts and the YMCA.

In addition to the duties outlined above and detailed in the approved job description, the Director acts as an advisor and liason to the City Council Parks Committee and the Citizens Advisory Committee.

### **Community Interaction**

As stated in the Governing Policies, interaction with the community is vital to the success and implementation of the Park and Trail Master Plan. This interaction helps to enhance the community's understanding of the available facilities and programs. Governing Policies defines the goals, objectives and policies related to communication and interaction with the residents of the City of Lynden and the surrounding community.

Strategies for increasing communication and interaction between the Community, City staff, the Council Parks Committee, and the Citizen's Park and Trail Advisory Committee include:

- ↪ **Lynden's Web Page:** Lynden's web site will periodically carry information regarding upcoming recreational events, as well as meetings regarding park and trail development and planning.
- ↪ **Lynden Tribune:** The local newspaper tends to cover local sporting events and recreational opportunities thoroughly. By providing the newspaper with schedule updates and programs, the information can be distributed to a much wider population.
- ↪ **Program Brochures and Flyers:** The Park and Recreation Department will provide informational brochures and flyers outlining schedules, fees, available facilities and other materials regarding available programs.
- ↪ **Public Meetings:** The Council Parks Committee will sponsor occasional public meetings to gather and distribute information and hear the concerns of the public on the operation of the park and recreation system.
- ↪ **School and Organization information:** The Park and Recreation Department will provide information to the community schools, and other athletic organizations, to keep communication lines open and available to all participants.
- ↪ **Volunteers and Civic Groups:** The City will work to distribute information to the Community through the use of volunteers and speaking at meetings of local civic organizations. These may include such projects as Eagle Scout projects or community based volunteer projects such as Million Smiles playground.

## Joint Use Agreements

Governing Policies also recommends that the City work with other agencies on providing joint use of facilities in order to provide the residents with more opportunities for use of park and recreation facilities. Maximizing the level of cooperation between members of the partnerships will become more critical as the rising demand for these facilities linked with economic constraints limit the City's ability to meet all the needs for the Community's park and recreation needs.

Developing very clear joint use agreements will be critical to the comfort level of all partners in the agreement. The City must have a well-defined and long term commitment from other members of the partnership in order to justify pursuing the development of these facilities; the partners will need reassurance on issues that affect the individual agencies, such as liability.

The establishment of a clear process for the development of an agreement is essential. The key elements of the process should include:

- ↪ **Equal representation:** participants in the agreement should appoint a staff person to represent their interests in the partnership.
- ↪ **Interactive Dialogue:** An open dialogue must be established to clearly define the issues that may impact the development of an effective agreement.
- ↪ **Implementation Planning:** An implementation plan must be established to clearly define the commitments and responsibilities of each member of the partnership on both an overall basis and a site-specific basis.

Joint use agreements should expressly outline the goals of the partnership and the principals of the process. The Governing Policies can be used as an outline for continuing discussions between all parties of the partnership.

To help with the development of future agreements, the following is a list of parameters that should be included in future agreements:

- |                                     |                                |
|-------------------------------------|--------------------------------|
| ↪ Name of the project/park site     | ↪ Parties to the agreement     |
| ↪ Date and Term of the agreement    | ↪ Site Description             |
| ↪ Ownership                         | ↪ Easements (conservation/use) |
| ↪ Lease agreement                   | ↪ Development Responsibilities |
| ↪ Development Program and Site Plan | ↪ Maintenance Responsibilities |
| ↪ Scheduling of Activities          | ↪ Insurance                    |
| ↪ Review Process                    | ↪ Rules                        |

## Signage Program

The development of a consistent signage program is a fundamental opportunity to increase the public's awareness of the City's facilities. The program must be designed to provide information in a succinct and understandable manner, be consistent throughout the system to assure continuity and compliance with a historic theme for the park system, and be cost-effective to produce and install.

To achieve these objectives, the Park and Recreation Department should prepare a sign manual for adoption by the Council. The Washington State Department of Transportation Manual on Uniform Traffic Control Devices should be used as a reference for specific signage criteria for traffic control and directional signs. Signs used to identify the facilities should share a common theme and design to allow for easy identification of the City's recreational facilities.

## Volunteer Programs

Volunteerism is a strong element in the Lynden Community and specifically in the area of parks and recreation. To fulfill the goals and objectives of this plan for the development and maintenance of additional park and recreation facilities, the volunteer effort must continue to be focused on parks and trails.

Volunteers and the work they complete are often the stimulus behind the expansion of existing programs and the development of new programs and facilities. The continued participation of volunteer corps will become essential, as increased park acreage will place an increased economic demand on the city as it works to maintain the facilities to the high standards expected by the community.

- ↳ **Adopt-A-Park Program:** This program creates an opportunity for neighborhoods to participate in the routine maintenance and upkeep of their park. Examples of activities include garbage pick-up, weeding, planting, or even light maintenance. Under the current contract, Nooksack Valley Disposal will provide free collection-up of garbage at City parks. The adopt a park program should be expanded as the park and trail system grows, to include organized volunteers to collect the garbage for Nooksack Valley Disposal to pick-up. This will require leadership from the City and the neighborhoods to organize and implement. Often a pledge of support is useful to ensure the success of the program.

The adopt-a-park program can also be used in conjunction with trails and other recreational facilities. Volunteer programs will be evaluated for participation and success on a continuing basis. New programs may be recommended by either the Council Park Committee, or by the Citizen's Advisory Committee.

All volunteer programs will be managed by the Program and Volunteer Coordinator, through the Parks and Recreation Department.

## Park Security and Supervision

As the park and trail system grows in the future, the well being and personal safety of individuals using the system, and security of the surrounding properties will continue to be an issue to the community.

The Lynden Police Department has always done an exemplary job in policing the existing facilities. They are responsive to calls and notify other city departments of problems or potential problems.

However, in the future, the burden of park security may be spread throughout the community due to limited resources and the increased park and trail facilities and users. Residents and users will share in the responsibility to maintain the level of security and the low level of vandalism to which the community has become accustomed.

Designing the park and recreational facilities for safety will be an essential step in the facility development. Planting low shrubs and installing adequate lighting are examples of design possibilities that help to enhance safety.

Neighborhood support groups will be a vital tool in providing the necessary supervision for the local parks and trails. This will promote increased community participation in park and trail security and an increased level of cooperation between staff and the local police department.

## CHAPTER 5

### *Park and Trail System Development Plan*

The Park and Trail System Plan describes the various components of the Lynden Park and Trail System. The Existing Conditions section of this master plan describes the park system as it exists. The Governing Policies and Park System Classifications sections defines how the Lynden Park and Trail System should develop in the future and reinforces the need to continually monitor the development of the system to ensure that it continues to meet the needs and desires of the community.

Table 4  
Existing City Park System Facilities, 2014

Park Name	Park Type	Acreage
City Park	Community	10
Patterson Park	Community	4.2
Greenfield Park	Neighborhood	2
Bender Fields	Community	53
North Prairie	Neighborhood	2.9
Centennial Park	Neighborhood	.30
Total		72.4 acres

#### **School District Facilities**

As previously noted, there are opportunities to promote the joint use of play facilities with the Lynden School District. Fisher, Isom, and Bernice Vossbeck Elementary Schools, and Lynden Middle School all offer chances for use as a part of the overall Park System. Use of these facilities as such should be limited to times when no conflict will occur, such as after school hours and during breaks (i.e., summer vacation, spring break, etc.).

Fisher Elementary and Lynden Middle School are both adjacent to Fishtrap Creek. Development of the trail along these properties would be beneficial to both the City Park System and the School District as it would provide opportunities for students and the general public to access the schools' facilities for school and recreational purposes. In 2013, the City received a grant from the

Washington State Safe Routes to School Program to construct a segment of trail around Fisher Elementary to 17<sup>th</sup> Street. The City continues to seek funding for trails and sidewalk enhancements that allow more students the opportunity to walk or bike to school.

Special effort should be put forth to continue and improve joint planning efforts with both the public and the private school system. The Council Parks Committee, City Administration and the Park and Recreation Director should plan to meet with representatives from each school system on a quarterly basis to maintain the joint planning effort. Input from the schools should be considered as the City considers park and trail development in areas that may have impacts, negative or positive, on both jurisdictions.

### **Berthusen Park**

Berthusen Park is considered part of the City's overall park and trail system. It provides opportunities for hiking, camping, picnicking, and fishing. However, due to the specific needs of Berthusen Park, and the dictates of the trust granting the park to Lynden, a separate master plan has been completed for this unique park. In addition, a Berthusen Park Advisory Committee has also been established to assist the Council Parks Committee in implementing that master plan and meeting the special needs of the park.

### **Lynden Recreation Center -- YMCA**

The current Lynden Recreation Center (YMCA) was built as a pool-only structure in 1962. In the early eighties the community covered the pool, added new locker rooms, new racquetball/ handball courts and a gym. The YMCA did not take over actual operations until 1997 and at that point the Whatcom County Family YMCA accepted only the operations and building maintenance remains the responsibility of the City of Lynden. The YMCA provides membership at no cost or reduced cost to low income families.

The condition of the facility on Drayton Street has been discussed frequently. Primary concerns with the building include the lack of adequate ventilation for the pool area, the condition of the locker rooms and a lack of space for indoor youth programs.

### **Lynden Community -- Senior Center**

The facility is located at the southwest corner of Fourth and Grover Streets. The building is owned and maintained by the City of Lynden, but is operated under agreement for partial funding from Whatcom County. The facility provides a handicapped accessible meeting place.

In addition to providing a meeting place for the City's general public, the community center provides an opportunity for social interaction on a variety of levels.

### **Park Development Plan**

This portion of the plan describes proposed parks and trail segments. The attached map shows parks and trail segments extending beyond that time frame. The projects listed below provide a ranking of parking and recreational priorities for the next six year period. However, each park

should be developed as the opportunity arises and subject to the future development program and objectives for each project. Each project is further defined through a project sheet that details how the proposal meets the goals of this plan, provides a description of the project and its status and outlines funding options. Updated detail sheets may be inserted for the listed projects through the budget process each year without amending the entire plan.

#### Northwest Lynden Community Park

The development of a community park in the area west of Benson Road is important to consider while there are still large parcels of land available in the area. A community park 10 to 15 acres in size should incorporate a picnic shelter and restroom facilities. A location where the park could be connected to future neighborhoods by the future trail along Pepin Creek would be ideal.

#### Pepin Creek Trail and open space

The City is seeking funding to purchase and re-develop the natural drainage course formerly known as Pepin Creek. The new creek located between Benson and Double Ditch Roads would combine the water from those two roadside ditches into a single waterway. The new waterway would serve two purposes: (1) to move critical fish habitat from potential pollution sources and (2) to alleviate overland flooding in the area during severe weather conditions. In addition to the development of Pepin Creek, it is also the City's intent to construct a trail along the corridor, but outside of the riparian zone.

#### YMCA Recreation Center Improvements

During an evaluation of the building in 2013, approximately \$2.2 million in repairs and improvements were identified. These improvements should be part of an interlocal effort including the City of Lynden, Lynden Regional Park and Recreation District and the Whatcom County Family YMCA.

#### East Lynden Community Park

The development of a community park in the area east of Northwood Road or south of Kamm Road is important to consider while there are still large parcels of land available in the area. A community park 10 to 15 acres in size should incorporate a picnic shelter and restroom facilities.

#### Trail Extensions

Continuing efforts to extend the trail along Fishtrap Creek and to create on-street connections between schools, parks and neighborhoods should be undertaken. The Parks Department Work Program will identify target areas for acquiring easements and new trail construction.



### Neighborhood Parks

Neighborhood parks will continue to be acquired through the development approval process. Subdivisions and Planned Residential Developments may request the opportunity to develop and dedicate a neighborhood park as part of their development's amenities rather than pay park and recreation impact fees. Consideration of these requests will be evaluated based on the criteria established in this plan.

### Requested amenities and facilities

Over the past planning period, several requests and suggestions have been made for amenities to be included in existing parks or in new park facilities. Consideration of these requests should be included when planning new facilities.

1. Spray Park
2. Skateboard Ramps
3. Artificial Turf

**Insert Future Parks/Trail Map here**

## *Chapter 6*

### *Park and Trail Financing Sources*

The availability and the timing of funding for park development will have a significant impact in the implementation of this park plan and the timing of specific park and trail projects. Because of the impact that financing has on the development of the Park and Trail System, it is important to review all available funding sources for both park development and the ongoing operations and maintenance of the overall system.

It is important to note that many of the revenue sources available for Park and Trail related activities are “discretionary” and are allocated annually by the City Council. As such they compete with other city services and vary from year to year.

#### **Revenue Sources**

##### **Property Tax:**

Property tax is a tax levied on the assessed value of real property. It accumulates in the General Fund and may be used for any discretionary purpose, including parks operations maintenance and capital projects. The amount of property tax allocated to the Parks Department varies from year to year.

##### **Sales Tax:**

Sales Tax is a tax on any taxable event in the City. Usually it is thought of as a tax on things that are purchased but there are other transactions that are also taxable. Sales Tax revenue is not restricted and may be used for any general purpose, including support of Parks maintenance, operation and capital facilities.

##### **Utility Business and Occupation Taxes:**

Utility Business and Occupation Tax are levied on the gross operating revenues earned by private utilities from their operations within City boundaries. Like both Property and Sales Tax, Utility Business and Occupation Taxes are general purpose revenue that can be used to support all Park functions among other things.

##### **Motor Vehicle Fuel Tax:**

Motor Vehicle Fuel Tax is better known as the “Gas Tax.” It is a tax on each gallon of gas that is purchased and it accrues to the General fund. It is also available for Park operations and maintenance.

##### **Parks and Lease User fees:**

Parks and Lease User fees are monies collected from individuals or groups who use certain Parks facilities (e.g. as athletic playfields). They vary by type and are allocated entirely to fund Parks operations and maintenance.

### **Impact Fees:**

Park Impact Fees are fees imposed on new development. They are intended to “share” the cost of Parks and Trails with older, existing development that has already paid its share of those costs. The rate of Impact Fee varies by type of development. Unlike property tax, a Park Impact Fee may only be used for development of parks and trails that are related to maintaining the adopted level of service.

### **Real Estate Excise Tax:**

Real Estate Excise Tax is a tax imposed on the sale of real property. The proceeds from these funds may be spent on parks capital projects if they are listed in the in the capital facilities portion of this document.

## **Operations and Maintenance Funding**

The criterion for establishing funding sources for operations and maintenance (O&M) were established to ensure that there are adequate funds for the ongoing maintenance of the park system. The most important criterion for funding this part of park development is stability. Maintaining the park and trail system for safe use and to assure that the quality of the park system does not deteriorate is a significant part of this plan.

Another criterion for funding O&M is that the funding source be linked to the growth in the park system. It is important that funding increases as the acres of parks and miles of trail increases to ensure the safety and quality of a growing system.

The third criterion for funding O&M is that some portion of the O&M budget is linked directly to use. This criterion identifies user fees, reservation fees and other types of fees for those park and trail uses that require park staff to participate organize or have other involvement in. This funding source is important in order help these services pay for themselves, and not over burden those park and trail users or citizens that do not utilize these types of facilities (i.e., kitchens, ball diamonds).

In addition to the above funding recommendations, it is a goal of this plan that 10% of the O&M costs are met by volunteer work or contributions. This is considered a soft contribution and will not be included in the actual budget. However, if this goal is met, the funding remaining in the budget for O&M will be used to develop a reserve fund for future capital replacement.

## **Capital Improvement or Development Funding**

The goal in establishing criteria for funding park and trail development was to ensure that there will be adequate funding in the future to meet the level of service requirements outlined in this plan and Lynden's Capital Budget. Lynden must invest funds not only to maintain the level of service outlined in this plan, but also to achieve that level of service. The main criteria for funding park development to maintain the level of service was that developments that create growth in population must pay for their impact on the park system.

**Impact Fees**

In October 1994, the City Council approved the implementation of impact fees. These fees can be used to fund specific park projects tied to population growth. The fees may only be used for capital improvements and must be used or dedicated within ten years of their collection. Once the desired level of service is achieved, impact fees can be used to finance park development to maintain that level of service and will be used concurrently with development. These fees have been established with separate rates for single-family, multi-family, commercial and industrial development, and may be adjusted to guarantee adequate funds to meet the level of service requirements.

**Gifts through Estates**

The Parks Department should pursue opportunities to receive gifts through estates. The City may be involved with a charitable foundation or other such organization to encourage and support the receipt of lands or funds for park development.

**Grant Funding**

Grant funding is one method of obtaining funds to achieve the designated level of service. However, this is not a certain source of funds as state and federal grants become more competitive and the amount of funds available is reduced. Grants also require matching funds; usually anywhere from 20% to 50% of the total project cost. Once the level of service is attained, impact fees may be used as matching funds for some grants, if the project is necessary to maintain the level of service and is tied to growth. Other sources for matching funds could include funds from the Current Revenue Fund of the City Budget.

**General Obligation Bonds**

This funding focus for the implementation of this plan does not include using bond issues as regular funding mechanism for park development. However, it is a funding option, and should be considered under special circumstances.

## Estimated Capital Costs

The costs for achieving and maintaining the levels of service outlined in this plan are based on the 2016 population and housing unit counts, and the projected population and unit count to the year 2036. These numbers are outlined in Table 5 below.

**TABLE 5  
Population Projections and Housing Estimates**

Year	Population	SFR	MFR
2016	13,587	3,919	1,306
2021	14,855	4,285	1,428
2026	16,241	4,685	1,562
2031	17,756	5,122	1,707
2036	19,282	5,562	1,854

## PARK DEVELOPMENT COSTS

The cost to reach and maintain the desired level of service is based on the estimates for park and trail development outlined in this plan and the Capital Facilities Element of the Comprehensive Plan. Park acquisition costs are estimated at \$34,000 per acre. Park development costs are estimated at \$40,000 per acre, for a total cost of \$74,000 per acre. These costs may fluctuate over time and park type, but are accepted as "average" for the type of facilities outlined in this plan.

The development plan includes the design and construction of approximately 10 miles of trail over the next twenty years. The estimated cost for engineering, design and construction is estimated at \$30.00 per lineal foot.

### Total Park and Trail Development Costs

A summary of the acres and costs needed to achieve the designated level of service in 2036 and the extension of those costs are included in Table 6.

**TABLE 6  
PARK AND TRAIL COSTS TO 2036**

	Current	Adopted LOS	Acres needed to 2036	Total Acres	Total Costs to 2036
Parks	72.4	7 acres/1000	63	135	\$12,514,800
Trails					

Table 7 breaks the above costs down into five-year increments to assist with the ongoing capital facilities planning. This will help the City budget funds in advance for the purchase and development of park and trail land, as well as plan for ongoing maintenance of these facilities.

**Table 7**

**5 year Park Development Cost Summary**

<b>Year</b>	<b>UGA Population</b>	<b>Current Acres</b>	<b>LOS Acres</b>	<b>Additional Acres</b>	<b>Property Cost</b>	<b>Development Cost</b>	<b>Total Cost</b>
2013	12,879	72.40	90.15	17.75	\$1,775,300	\$1,775,300	\$3,550,600
2014	13,111	90.15	91.78	1.62	\$162,275	\$162,275	\$324,551
2019	14,334	91.78	100.34	8.56	\$856,225	\$856,225	\$1,712,449
2024	15,671	100.34	109.70	9.36	\$935,900	\$935,900	\$1,871,800
2029	17,133	109.70	119.93	10.23	\$1,023,400	\$1,023,400	\$2,046,800
2034	18,731	119.93	131.12	11.19	\$1,118,600	\$1,118,600	\$2,237,200
2036	19,282	131.12	134.97	3.86	\$385,700	\$385,700	\$771,400
<b>Total Costs</b>							<b>\$12,514,800</b>

## **APPENDIX A**

### **City Of Lynden**

#### **Parks/Trails Advisory Committee Organization and Operation**

##### PURPOSE:

The City of Lynden encourages a decision making process by its City Council that is thorough, efficient and open to the public. To accomplish this the City Council has established several "citizens advisory committees" which provide more public input into the decision making process.

In order to develop long range plans for the Parks and Recreational needs of the Lynden Community, which are established with a broad base of support and which will serve the greatest number of people, the City Council hereby establishes a Parks/Trails Advisory Committee.

##### MEMBERSHIP/APPOINTMENT

The membership of this committee will be seven citizens of the Lynden Community selected by the Mayor and affirmed by a majority vote of the City Council. Members should be either residents and/or business owners of the City of Lynden. Four of the seven members must reside within the city limits, and of the remaining three members, at least two must reside within the Lynden School District boundaries.

Appointments will normally be made at the first regular City Council meeting of each calendar year. Initially, members will be appointed during the 1995 calendar year to establish the committee.

##### TERMS:

Members will hold a term of three consecutive years and can be reappointed to future consecutive terms upon agreement with the Park and Trail Advisory Committee and the City of Lynden Parks Committee

The initial term of members will be staggered so that not all members terms will end on the same date. Initially the members terms will be as follows:

Three (3) Members --- 3 plus years -- term ending on December 31, 1998

Two (2) Members ----- 2 plus years -- term ending on December 31, 1997

Two (2) Members ----- 1 plus year ---- term ending on December 31, 1996

## MEMBERS RESPONSIBILITY:

The Lynden Parks/Trails Committee will be an advisory and fact finding body to the City Council Parks Committee and will be charged with the responsibility of researching, reviewing and making recommendations on related issues to the operation and management of all the city's parks, trails and recreation programs and facilities, including Berthusen Park.

The Committee should elect a Chairperson who's responsibilities are:

1. To preside over regularly scheduled and special Committee meetings.
2. To call special meetings of the Committee when required to conduct the responsibilities of the Committee.
3. To act as spokesperson for the Committee.
4. With the Parks Director, establish a tentative agenda for monthly meetings.
5. Assign members to special study committees.
6. Advise and consult with individual members concerning their participation on the Committee.

The City Parks Director's responsibility is:

1. To assist in the development of the agenda and prepare packet material.
2. To act as an administrator of Parks programs, budgets, and park development upon the recommendations made by the Committee. However, the Director is under the direct supervision of the City Administrator.
3. Provide direction and input to the Committee concerning park dedication and recreational programming.
4. To perform fundamental research in the study of parks and recreation issues.
5. To attend meetings of the Committee.

Recommendations for development and updating of the Park Master Plan, and opportunities by which the Plan can be implemented will be responsibilities of the committee. This includes capital and operational funding mechanisms.

In carrying out its responsibilities the Committee should seek out community input, input from the city staff, including the Director, and the Council Parks Committee, as well as the ideas and expertise of others in state and local organizations relating to these matters to insure that the Committees research is complete and credible.

The Committee will not take an active role in the supervision of City employees or contracted employees in the operation of the Parks and Trails System. This is the responsibility of the City Administrator and the Mayor.

The Committee should meet on a regular basis and not less than quarterly. The Committee should report to the City Council Parks Committee at least quarterly to update the Parks Committee on its activities and to bring concerns and recommendations to the Parks Committee.



Responsibility of the City Council Parks Committee:

It will be the responsibility of the City Council Parks Committee to consider the advice and recommendation of the Lynden Parks and Trails Advisory Committee in making policy decisions relating to the operation and management of the Parks and Trails System and to implement those policies relating to the Park Master Plan.

## APPENDIX B

### *Park System Facilities Use and Maintenance Standards/Policies*

Facility Use and Maintenance Standards/ Policies are intended to set the basic parameters for the use and maintenance of existing and future park facilities, thus promoting a reasonable level of service to City residents as well as allowing for a consistent level of maintenance throughout the park system.

The maintenance standards and policies are intended to provide general guidelines by which actual, day-to-day maintenance schedules are derived. It is also important to recognize that they are intended to augment rather than replace successful maintenance procedures already used within the park system.

The following defines the usage and maintenance standards/policies for the various recreational facilities.

#### *Reservation Policy*

The Parks Director and the City Council Parks Committee will review annually those facilities that may be reserved, and the cost associated with providing a reservation service. There will be a fee for all facilities that are reserved, in order to cover the expense of providing the service.

#### *Informal Playfields*

**Intended Usage:** This facility is intended to:

- ↳ Provide City residents with an informal playfield for unstructured "pick-up" games and neighborhood type get-togethers.
- ↳ Provide youth teams (ideally only up to 9 years of age) with a nearby facility for games. Informal playfields should be viewed as secondary facilities and not scheduled for intensive use such as ball-fields located at playfields/athletic complexes. The intent is to avoid introducing excessive traffic, noise, and negative impacts into a neighborhood area.

It should be noted that although adults are encouraged to use these fields for family type activities, they are not intended to be used for an organized adults or league level of play.

**Reservation/Use Policies:** Includes the following provisions:

- ↳ Fields can used on first-come-first-serve basis, with preference given to City Residents, City sponsored programs, local Youth League teams, and local Youth Athletic Associations in no particular order of preference.

- ↪ The reservation policies for informal playfields should be more restrictive than the athletic complexes since these fields are not intended to serve primary use facilities and reservations should only be provided for special use activities. An adequate fee, as determined by the Council Park Committee and Parks Director, shall be charged for reserved field use to off-set the operations and maintenance costs of the park and recreation system
- ↪ The Council Park Committee and Parks Director will be responsible for developing a fair and equitable field use system, and policies.
- ↪ Use of informal play fields by organized leagues should be restricted.
- ↪ If reserved use requires additional City provided maintenance services beyond adopted maintenance procedures, a fee equal to the cost of the additional maintenance shall be charged.

**Facility Maintenance Standards/Policies:** The general maintenance standards and policies for this facility include the following:

- ↪ The Park Staff shall field inspect the facility at least once a season.
- ↪ Field inspections should be undertaken once a week by appropriate staff to assure that no serious maintenance problems have arisen.
- ↪ Mowing and trimming should be undertaken on a regular schedule (every 5 to 7 days, depending on the weather).
- ↪ Field aeration and fertilizing (fall period) should be undertaken a minimum of once a year (fields receiving heavy use should be aerated and fertilized on a more regular basis).
- ↪ All facility amenities (such as benches, backstops, etc.) should be periodically inspected and repaired (if necessary) prior to and during each season.
- ↪ The field should be top-dressed and over seeded as necessary to maintain a consistent, well established turf area. Seeding should be undertaken in spring or fall.
- ↪ Fields should not have lighting.

## *Baseball, Softball, and Combination Ball Fields*

**Intended Use:** These facilities are intended to:

- ↪ Provide City residents, local business, and local Athletic Associations with ball-fields appropriate for an organized and league level play.

**Reservation/Use Policies:** Includes the following provisions:

- ↪ Fields can be reserved for use on a first-come-first-served basis with preference given to City residents, City sponsored programs, local League teams, and local Athletic Associations in no particular order of preference.
- ↪ The Park Director will be responsible for scheduling field use, developing a fair and equitable reservation system, and reservation policies (i.e., cancellations, deposits, etc.).
- ↪ An adequate fee, as determined by the City Council, shall be charged for reserved field use to off-set the operation and maintenance costs of the park and recreation system.
- ↪ If reserved use requires additional City provided maintenance services beyond adopted maintenance procedures (i.e., weekend and evening tournament use, etc.), a fee equal to the cost of the additional maintenance shall be charged.

**Facility Maintenance Standards/Policies:** The general maintenance standards and policies for these facilities include the following:

- ↪ The Park Staff shall field inspect the facility at least twice a season.
- ↪ Field inspection should be undertaken once a week by appropriate staff to assure that no serious maintenance problems have arisen.
- ↪ Mowing and trimming should be undertaken on a regular schedule (every 3 to 5 days, depending on weather and need) during the season of use.
- ↪ Fields should be irrigated to allow for maximum use.
- ↪ Principal fields should have lighting to allow for maximum use.
- ↪ Fields should be aerated a minimum of two times each season, as needed.
- ↪ Fields should be fertilized two to three times during the season on irrigated fields, with the fall period being most important.
- ↪ Infield safety-lime should be lined on a daily basis during the season of use or as requested by those reserving the field for tournaments, etc. (may be subject to fees as defined above).

- ↪ All facility amenities (such as benches, fences, bleachers, backstops, etc.) should be periodically inspected and repaired (if necessary) prior to and during each season.
- ↪ The field should be top-dressed and over seeded as necessary to maintain a consistent, well established turf area. Seeding should be undertaken in spring or fall.

### *Soccer, Lacrosse, and Football*

**Intended Use:** These facilities are intended to:

- ↪ Provide City residents, local businesses, and local Athletic Associations with game fields appropriate for an organized and league level play.

**Reservation/Use Policies:** Including the following provisions:

- ↪ Fields can be reserved for use on a first-come-first served basis with preference given to City residents, City sponsored programs, local League teams, and Local Athletic Associations in no particular order of preference.
- ↪ The Park Director will be responsible for scheduling field use, developing a fair and equitable reservation policy (i.e., cancellations, deposits, etc.)
- ↪ An adequate fee, as determined by the Council Park Committee and Park Director, and approved by City Council shall be charged for reserved field use to off-set the operations (i.e., weekend and evening tournament use, etc., a fee equal to the cost of additional maintenance shall be charged ( as determined by the Council Park Committee and Park Director).

**Facility Maintenance Standards:** The general maintenance standards and policies for these facilities include the following:

- ↪ The Park Staff shall field inspect the facility at least twice a season.
- ↪ Field inspections should be undertaken at least once a week by appropriate staff to assure that no serious maintenance problems have arisen.
- ↪ Mowing and trimming should be undertaken on a regular basis (every 5 to 7 days, depending on the weather) during the season.
- ↪ Fields should be irrigated to allow for maximum use.
- ↪ Principal fields should have lighting to allow for maximum use.
- ↪ Fields should be aerated a minimum of two times each season, as needed.

- ↪ Fields should be fertilized two to three times during the season on irrigated fields, with the fall period being most important.
- ↪ Game fields should be lined on an as needed basis during the season of use or as requested by those reserving the field for tournaments, etc. (may be subject to a fee as defined above).
- ↪ All facility amenities (such as goals, benches, bleachers, etc.) should be inspected and repaired (if necessary) prior and during each season of use.
- ↪ The field should be top-dressed and over seeded as necessary to maintain a consistent, well-established turf area. Seeding should be undertaken in spring or fall.

### ***Tennis Courts, Basketball Courts/Hard-surface Games, and Volleyball***

**Intended Use:** These facilities are intended to:

- ↪ Provide residents with facilities for unstructured "pick-up" games.
- ↪ Provide City residents, local businesses, and local Athletic Associations with facilities appropriate for organized and league level of play.

**Reservation/Use Policies:** Includes the following provisions:

- ↪ Facilities can be reserved for use on a first-come-first served basis with preference given to City residents, City sponsored programs, local League teams, and local Athletic Associations in no particular order of preference.
- ↪ The Park Director will be responsible for scheduling facility use, developing a fair and equitable reservation system, and reservation policies.
- ↪ A certain amount of facility time, as determined by the Park Director, should be set aside for "open use" to allow for non-programmed use and "pick-up" games, especially on Saturdays and Sundays during the various seasons.
- ↪ If reserved use requires additional services beyond adopted maintenance procedures (i.e., weekend and evening use, etc.), a fee equal to the cost of the additional maintenance shall be charged (as determined by the Council Park Committee and Park Director).

**Facility Maintenance Standards:** The general maintenance standards and policies for these facilities includes the following:

- ↪ The Park Staff shall field inspect each facility at least once a season.

- ↪ Field inspection should be undertaken once a week by appropriate staff to assure that no serious maintenance problems have arisen.
- ↪ All facility amenities (such as goals, benches, nets, etc.) should be periodically and repaired (if necessary) prior to and during each season of use.
- ↪ Facilities should have lighting to allow for maximum use. Lighted facilities should be limited to playfields/athletic complexes unless determined during the design phase of specific park sites.

### *Play Structures*

**Intended Use:** These facilities are intended to:

- ↪ Provide children with safe and creative play environments for unstructured play.

**Reservation/Use Policies:** Includes the following provisions:

- ↪ Intended for first-come-first-served use and therefore reservations are not appropriate.

**Facility Maintenance Standards:** The general maintenance standards and policies for play structures includes the following:

- ↪ The Park Staff shall field inspect each facility at least twice a season.
- ↪ All play structures should be periodically inspected and repaired (if necessary) on a continuous, year-round basis to assure that the equipment is safe for use.
- ↪ All play structures/equipment shall be of a design that has a history of safety and play creativity. Repairs (if necessary) should be completed immediately.
- ↪ All play structures/equipment shall have a safety surface to a depth as recommended by industry standards.

### *Picnic Shelters and Park Buildings*

**Intended Use:** This facility is intended to:

- ↪ Provide residents with facilities for group picnics and park buildings for restrooms, concessions, storage, activities/meetings, etc.

**Reservation/Use Policies:** Includes the following provisions:

- ↪ Facilities can be reserved for use on a first-come-first-served basis with preference given to City residents, City sponsored groups, community/public service groups in no particular order of preference.
- ↪ The Park Director will be responsible for scheduling facility use, developing a fair and equitable reservation system, and reservation policies (i.e., cancellations, deposits, etc.).
- ↪ An adequate fee, as determined by the City Council, shall be charged for reserved facility use to offset the operation and maintenance costs of the park and recreation system.
- ↪ If reserved use requires additional City provided maintenance services beyond adopted maintenance procedures (i.e., weekend or evening use, etc.), a fee equal to the cost of the additional maintenance shall be charged (as determined by the City).

**Facility Maintenance Standards/Policies:** The general maintenance standards and policies for this facility includes the following:

- ↪ The Park Staff shall field inspect the facility at least twice a season. The director shall develop a maintenance schedule that defines specific maintenance procedures and time frames.
- ↪ General shelter and building inspections should be undertaken once a week, or as necessary, by staff to assure that no serious maintenance problems have arisen.
- ↪ All shelters and building shall be thoroughly cleaned at least once per season. Daily cleaning during use periods includes sweeping, trash removal, restrooms cleaning, and general site cleanup.
- ↪ Mechanical and electrical systems of each facility should be inspected and repaired (if necessary) at least once per season of use and as needed.

### *General Park and Picnic Areas*

**Intended Use:** These areas are intended to:

- ↪ Provide residents with open space, picnic areas, parks settings, etc. for their personal use and enjoyment.

**Reservation/Use Policies:** Includes the following provisions:

- ↪ First-come-first-served use basis. (Reservations are generally not applicable except for group picnic areas that should be reserved in the same manner as picnic shelters).

**Facility Maintenance Standards/Policies:** The general maintenance standards and policies for this facility include the following:



- ↪ The Park Staff shall field inspect all park areas at least once a season. The director shall develop a maintenance schedule that defines specific maintenance procedures and time frames.
- ↪ Field inspection should be undertaken once a week by appropriate staff to assure that no serious maintenance problems have arisen.
- ↪ Mowing and trimming should be undertaken on a regular schedule (every 5 to 7 days, depending on the weather and need).
- ↪ Turf area aeration and fertilizing (fall period) should be undertaken a minimum of once a year as needed.
- ↪ All facility amenities (such as benches, picnic tables, grills, park signs, etc.) should be periodically inspected and repaired (if necessary) on an on-going basis throughout the year.
- ↪ Turf area should be top-dressed and over seeded as necessary to maintain a well-established turf area. Seeding should be undertaken in spring or fall.
- ↪ Trash and recycling containers should be emptied on a regular schedule as needed. General site clean up should be undertaken at least once per season or as other wise needed.
- ↪ The City shall promote volunteerism for assisting in the ongoing maintenance and upkeep of park areas to help offset costs and provide the highest quality facilities.

## *Trails*

**Intended Use:** Trails are intended to:

- ↪ Provide City residents with an enjoyable outdoor recreational experience and safe transportation to and from various parks and schools as well as in and around the City.

**Reservation/Use Policies:** Includes the following provisions:

- ↪ Intended for first-come-first-served use and therefore reservations are not appropriate.

**Facility Maintenance Standards:** The general maintenance standards and policies for trails include the following:

- ↪ The appropriate City Staff shall field inspect all trails at least once a year and all bridges at least twice each year for apparent safety hazards. A certified bridge inspector will inspect the bridges for structural soundness while inspecting all other bridges within the City.
- ↪ Field inspections should be undertaken on a scheduled, periodic basis and after inclement weather by appropriate staff to assure that no serious maintenance problems have arisen. Repairs (if necessary) should be completed in a timely manner. Maintenance problems which create unsafe conditions shall be taken care of immediately.
- ↪ All trails shall be swept in early spring and as necessary during the season of use as determined by the Park Director.
- ↪ General maintenance shall include mowing shoulders, brush removal, debris pick-up, and patching/trail repair. Asphalt trails shall be seal coated with acceptable product on a scheduled basis determined appropriate by the Public Works Department.
- ↪ Snow removal will not generally take place on the park trails. Signs should be posted to inform users of possible hazards arising from snow accumulations.
- ↪ No motorized vehicles will be permitted on the trail system, except motorized wheelchairs and city approved maintenance vehicles.
- ↪ The Council Park Committee shall promote volunteerism for assisting in the ongoing maintenance and upkeep of park areas to help off-set costs and provide the highest quality facilities.

**APPENDIX C**  
**Resolution of adoption**