



City Council Committee Meeting Agenda

Public Works / Parks Committee

This meeting will be conducted in person at City Of Stanwood Public Works Wastewater Treatment Plant located at 26729 98th DR NW, Stanwood WA 98292

Monday, November 6, 2023, 5:30 PM

1. Brett Schock will join via zoom to describe the SR 532 options
2. East End Traffic Calming Options
3. Field Use Policy and Guidelines update



**CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER:

DATE: November 6, 2023

SUBJECT: Discuss SR 532 Streetscape Configuration Options

CONTACT PERSON: Patricia Love, Community Development Director

WSDOT presented their findings on the SR 532 Existing Conditions Study conducted this past year to the Council on October 12th. As a companion piece of work, the City has been working on different lane configurations for SR 532 between Ovenell Park and 98th Avenue. As a state route, SR 532 needs to be designed as a Complete Street according to WSDOT rules, but there are many design concepts that can be applied to meet the definition of a Complete Street.

There have been many comments about the need to widen SR 532 to four lanes to improve the flow of traffic. While this could potentially improve traffic flow if SR 532 was widened to four lanes along the entire corridor to I-5, it could have devastating consequences on Stanwood's downtown. In addition, the cost to widen the highway and replace the bridge would be enormous and could take decades to accomplish.

WSDOT's current approach is to avoid major widening projects and provide system improvements to manage traffic. System improvements could include roundabouts, signal timing, multimodal improvements, left turn restrictions or other traffic management solutions. Their philosophy has also changed since the last Comp Plan cycle, in that "Our Plan" is "Their Plan". WSDOT supports efficient and affordable travel options by integrating practical solutions and multimodal strategies into road designs that prioritizes community-driven, public/private, low-cost mobility solutions.

Below are several sketches that show the impact of various lane configurations:

- Existing Conditions with Added Bike Lanes;
- 5-Lane Section with Full Complete Streets Elements – Center Median, Bike Lanes and Sidewalks;
- 4-Lane Section with No Median with Bike Lanes and Sidewalks
- 2021 Concept Showing Striped Bike Lanes on Existing Roadway

All options show a roundabout near Ovenell Park and 98th Avenue.

The purpose of this analysis is to provide a range of roadway configurations for Council to continue the visioning process to determine the future of SR 532 and how it relates to downtown Stanwood. The underlying goal is to select a preferred option which will be then included in the Comprehensive Plan. Larger 11x17 copies of the graphics below will be provided at the meeting.

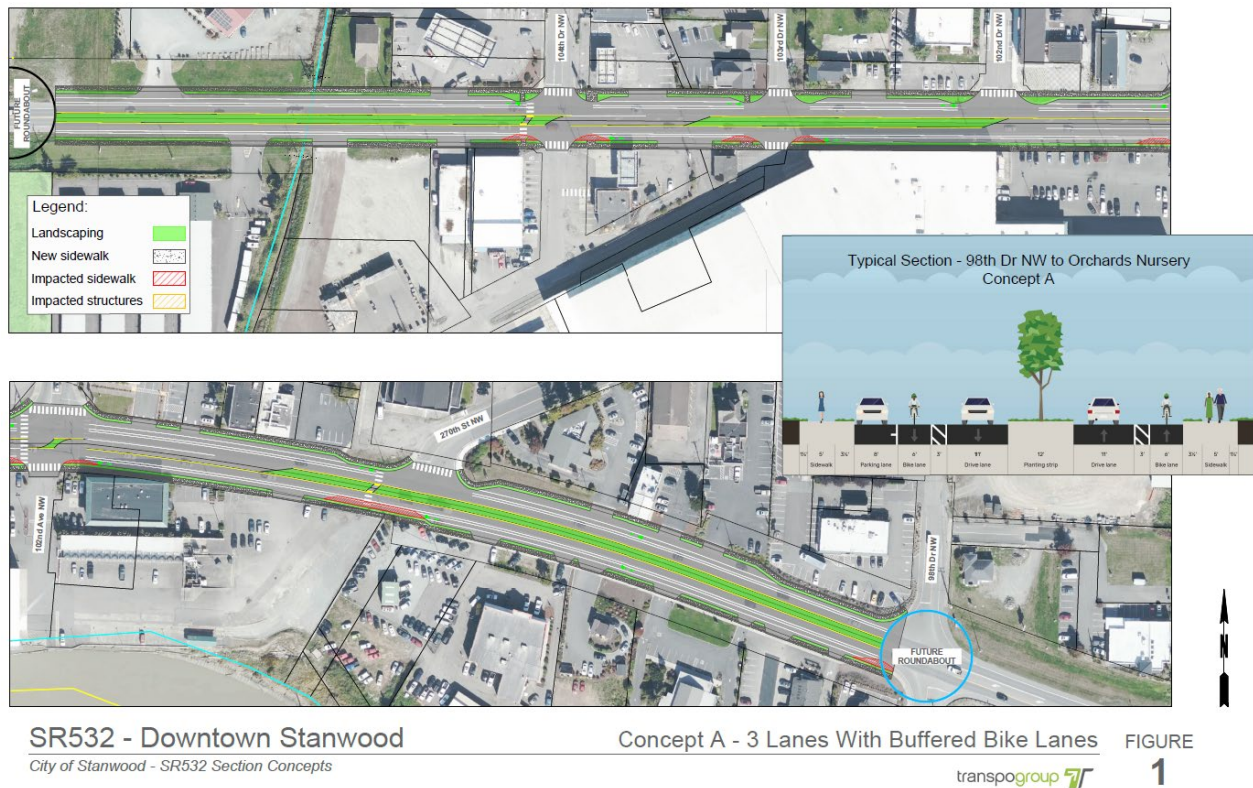
Concept 1: Bike lanes with Buffers within Existing Curbs

Project Description:

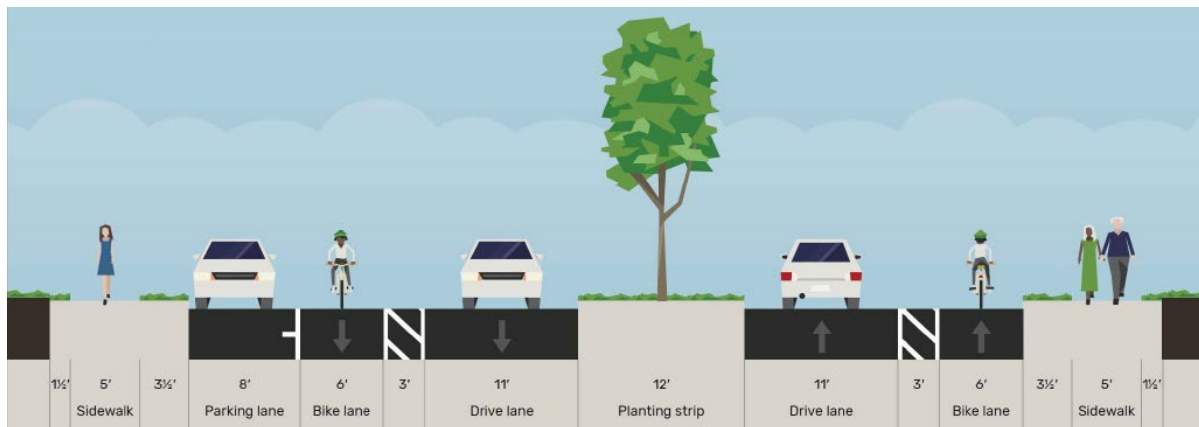
- 12 Foot Landscaped Center Median
- 2 – 11 Foot Travel Lanes (1 East Bound and 1 West Bound)
- 3 Foot Bike Separator Between Travel Lanes and Bike Lanes
- 6 Foot Bike Lanes on North and South Sides of Road
- 8 Foot Parking Strip on North Side of SR 532
- 3.5 Foot Landscape Strip on North and South Sides
- 5 Foot Sidewalks

Project Impacts:

- Sidewalk bulb outs (shown in red) would need to be removed.



Cross Section:



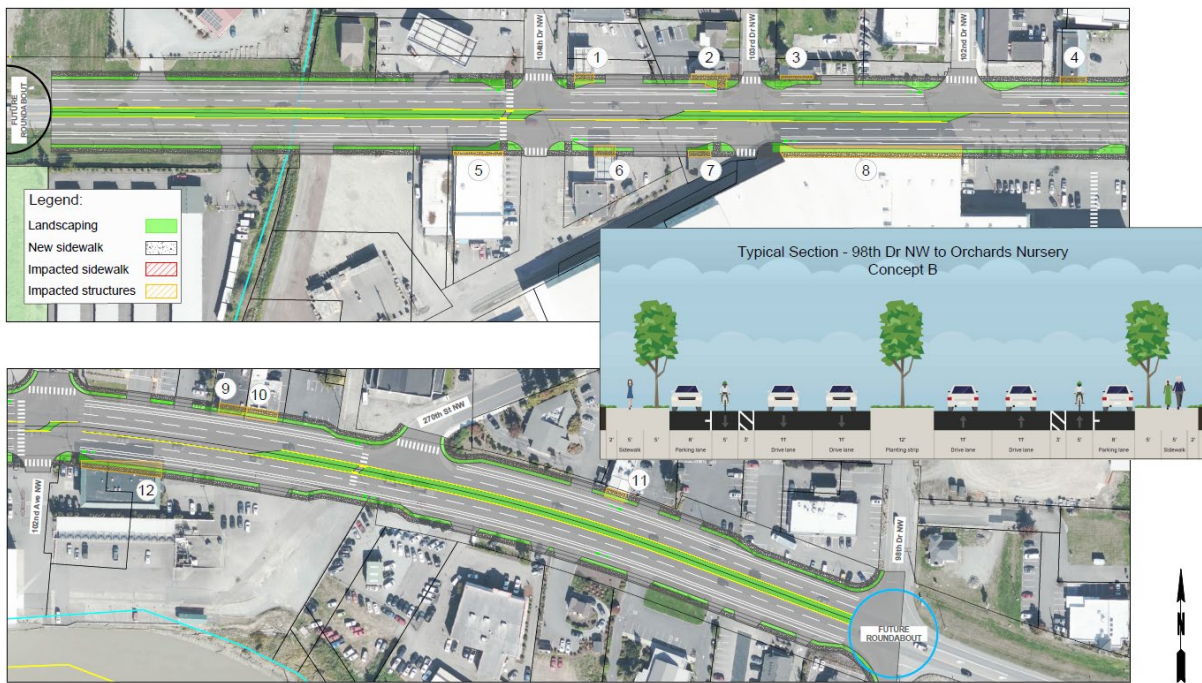
Concept 2: 5-Lane Section with Full Complete Streets Elements

Project Description:

- 12 Foot Landscaped Center Median
- 4 – 11 Foot Travel Lanes (2 East Bound and 2 West Bound)
- 3 Foot Bike Separator Between Travel Lanes and Bike Lanes
- 6 Foot Bike Lanes on North and South Sides of Road
- 8 Foot Parking Strip on North and South Sides of SR 532
- 5 Foot Landscape Strip on North and South Sides
- 5 Foot Sidewalks

Project Impacts:

- Highway widening would be required
- Sidewalks would need to be rebuilt
- 12 businesses would be affected: property and / or buildings
- Right-of-way acquisition would be needed
- Not pedestrian friendly



SR532 - Downtown Stanwood

City of Stanwood - SR532 Section Concepts

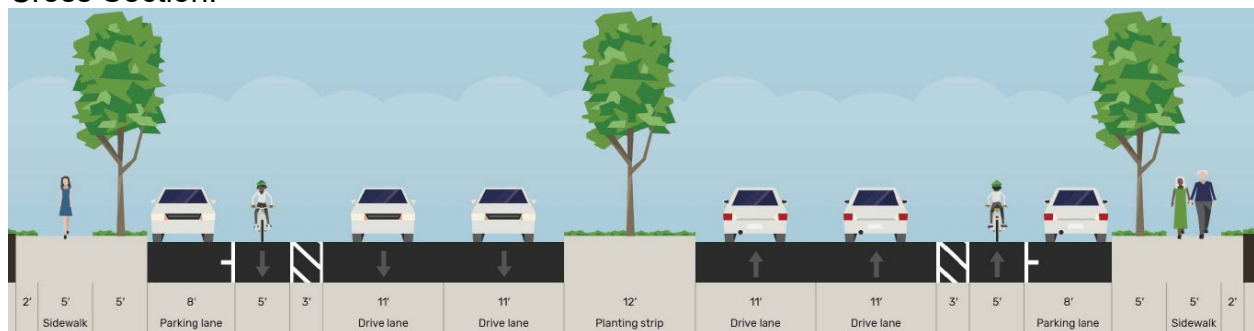
Concept B - 5 Lanes With Buffered Bike Lanes

FIGURE

2

transpogroup **57**

Cross Section:



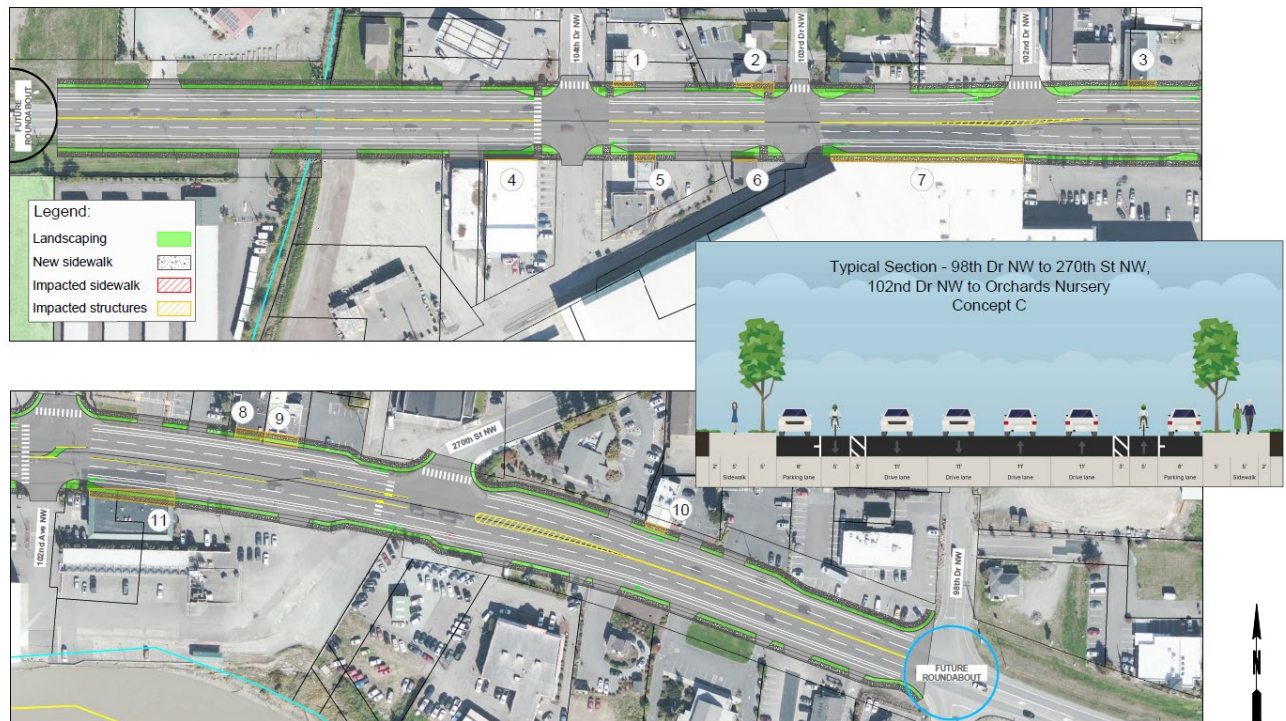
Concept 3: 4-Lane Section with No Median with Bike Lanes and Sidewalks

Project Description:

- 4 – 11 Foot Travel Lanes (2 East Bound and 2 West Bound)
- 3 Foot Bike Separator Between Travel Lanes and Bike Lanes
- 5 Foot Bike Lanes on North and South Sides of Road
- 8 Foot Parking Strip on North and South Sides of SR 532
- 5 Foot Landscape Strip on North and South Sides
- 5 Foot Sidewalks

Project Impacts:

- Highway widening would be required
- Sidewalks would need to be rebuilt
- 11 businesses would be affected: property and / or buildings
- Right-of-way acquisition would be needed
- Not pedestrian friendly



SR532 - Downtown Stanwood

City of Stanwood - SR532 Section Concepts

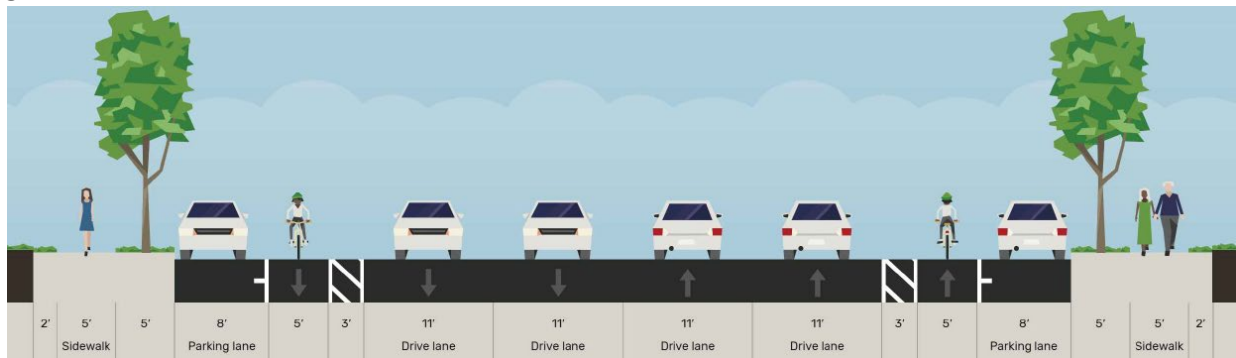
Concept C - 4 Lanes With Left Turn Pocket

FIGURE

transpogroup **7T**

3

Cross Section:



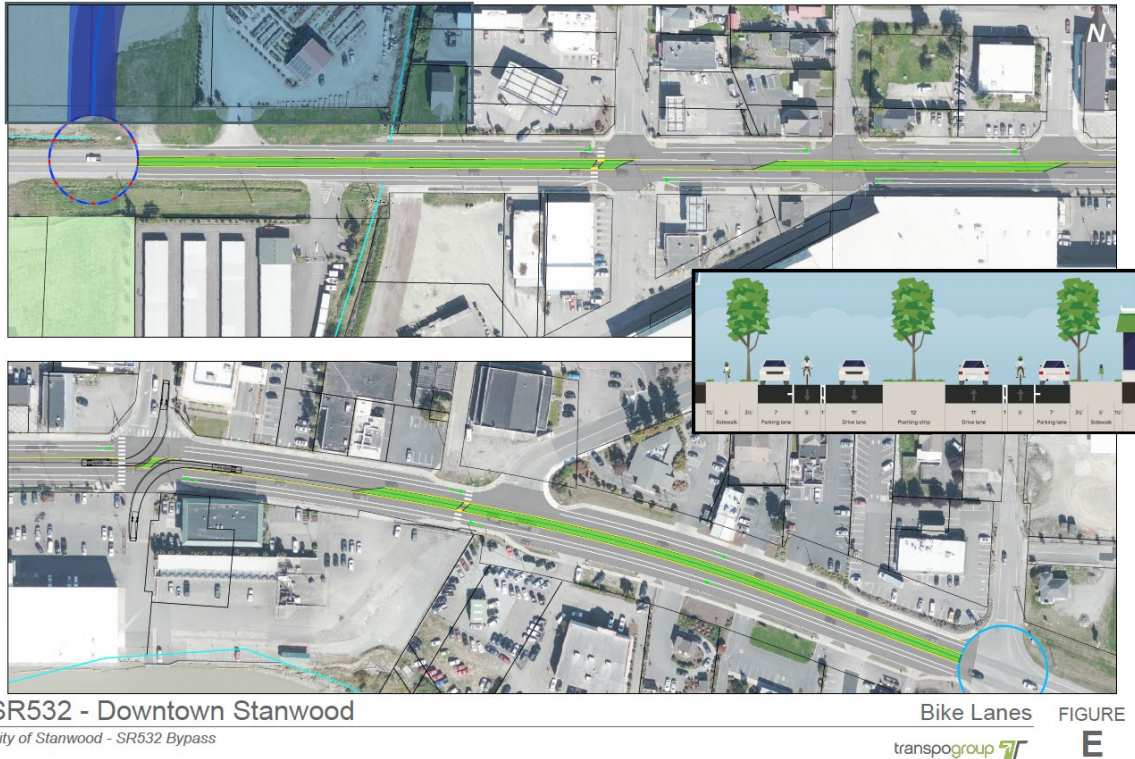
2021 Concept: Striped Bike Lanes on Existing Roadway

Project Description:

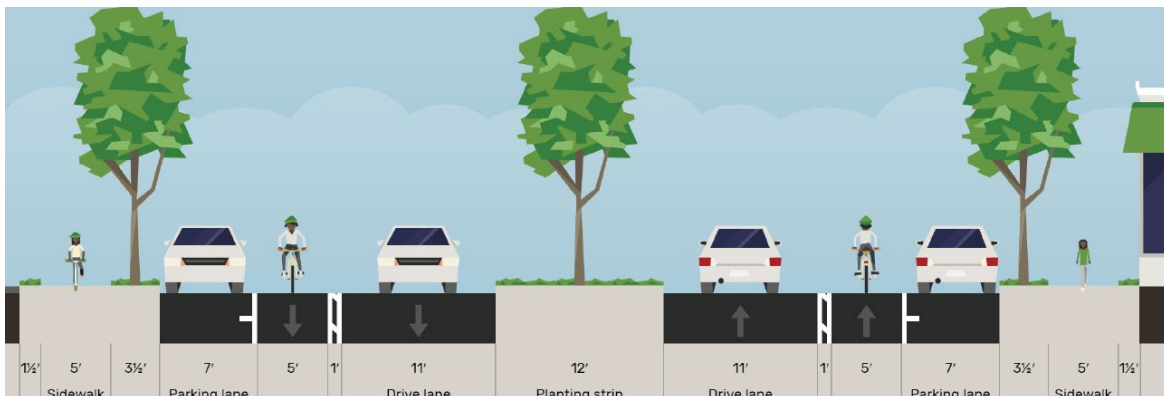
- 12 Foot Landscaped Center Median
- 2 – 11 Foot Travel Lanes (1 East Bound and 1 West Bound)
- 1 Foot Bike Separator Between Travel Lanes and Bike Lanes
- 5 Foot Bike Lanes on North and South Sides of Road
- 7 Foot Parking Strip on North and South Sides of SR 532
- 3.5 Foot Landscape Strip on North and South Sides
- 5 Foot Sidewalks

Project Impacts:

- Highway restriping



Cross Section:



When considering highways as main streets, it is important to consider all functions, not just traffic flow. SR 532 also acts as the entrance to historic downtown; it is the entrance to new Hamilton Landing Park and future Ovenell Park; and is the street front to many businesses.

Several cities have a state highway as their main street. Below are a few Cities that have taken on the challenge of preserving their downtown character while still managing the flow of traffic on a state highway. These cities show the new WSDOT approach to highway design: integration of community desires and pedestrian connections. All three have slightly different approaches, while meeting similar goals.

City of Duvall: SR 203

- Decorative Street Lights
- Landscaped Center Median (Low Profile)
- Bike Lanes and On-Street parking
- Street Trees and Sidewalk Landscaping
- Crosswalk Concrete Treatments



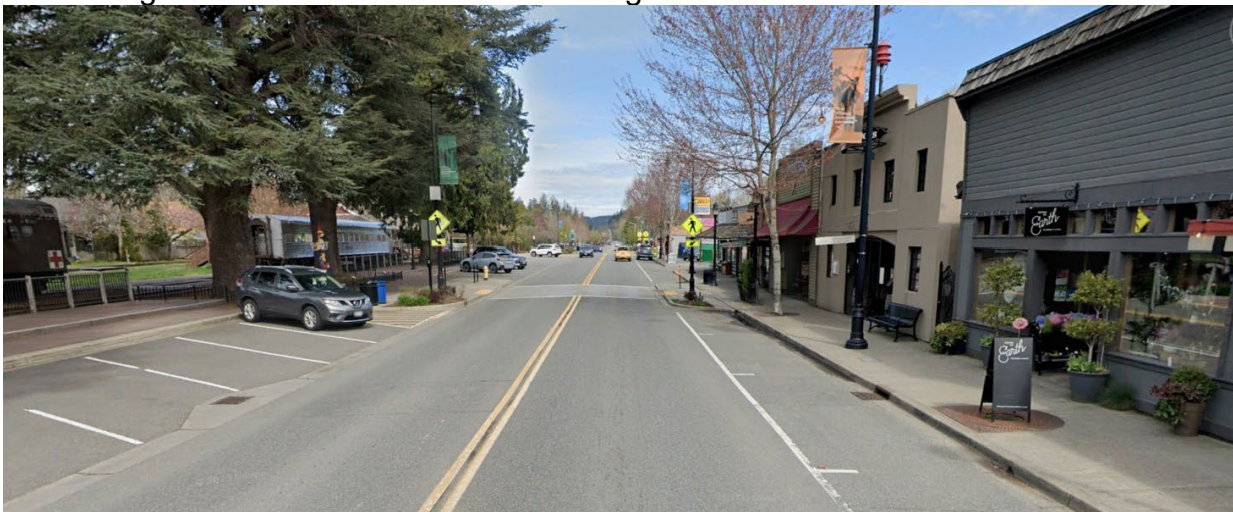
City of Carnation: SR 203

Decorative Street Lights
Shared Bike Lanes with Traffic Lane
Decorative Paver On-Street parking
Street Trees and Sidewalk Landscaping
Pedestrian Bulb-Outs and Crosswalk Concrete Treatments



City of Snoqualmie: SR 202

Decorative Street Lights
Mid-Block Landscaped Pedestrian Crossing
Street Trees
Angled and Parallel On-Street Parking





**CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER:

DATE: November 6, 2023

SUBJECT: East End Traffic Calming Options Discussion

CONTACT PERSON: Patricia Love, Community Development Director

The 2023 / 2024 work plan for the Twin City Mile (TCM) project includes evaluating short term interim design improvements between 88th Avenue and 88th Avenue as well as traffic calming measures. Perteet Inc. and Lankford Associates were hired to prepare preliminary engineering designs for the east end district consistent with the TCM adopted concept plans.

East End Near Term Development Options

The purpose of the east end near-term improvements is to add beautification to the corridor, as well as promote pedestrian visibility and calm traffic as it travels along the corridor. These near-term improvements are expected to be in place for five to ten years while the City works toward the design and implementation of long-term improvements. Two implementation elements are being proposed: 1) improve the mid-block crossing for pedestrian safety and beautification and 2) 88th Avenue / 271st Street intersection improvements to continue implementation of the Twin City Mile and downtown beautification project.

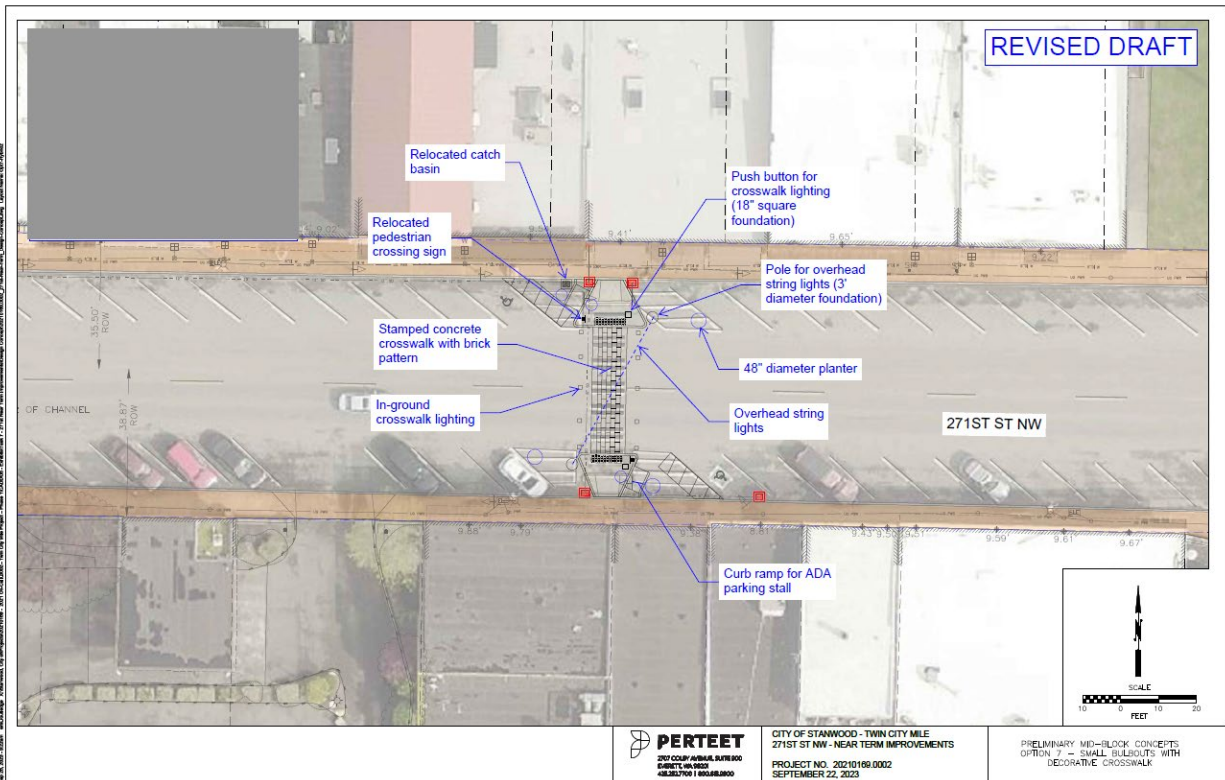
Mid-Block Crossing

Several options were considered on how best to improve visibility of the mid-block crossing while also meeting engineering design standards for ADA parking and access, lighting and drainage.

The location of the ADA parking stalls has a significant impact on the mid-block crossing design. ADA standards dictate stall width, loading/unloading spaces and access ramp requirements. Staff considered relocating the ADA stalls to the 88th Avenue and 84th Avenue intersections, but the move resulted in undesirable design impacts, and it moved people farther away from the store fronts. Additionally, the original TCM concept included raising the cross walk to be level with the sidewalk, however this created design problems with cars backing up over the raised cross walk and diminished the ADA accessibility.

Staff's recommended mid-block crossing improvements include:

- Extending the raised cross walk extension areas for improved visibility;
- Changing out the cross walk to the TCM Brick Road design;
- Include in-ground crosswalk lighting in lieu of raising the cross walk; and
- Add city beautification elements: planter strips and overhead decorative lighting.



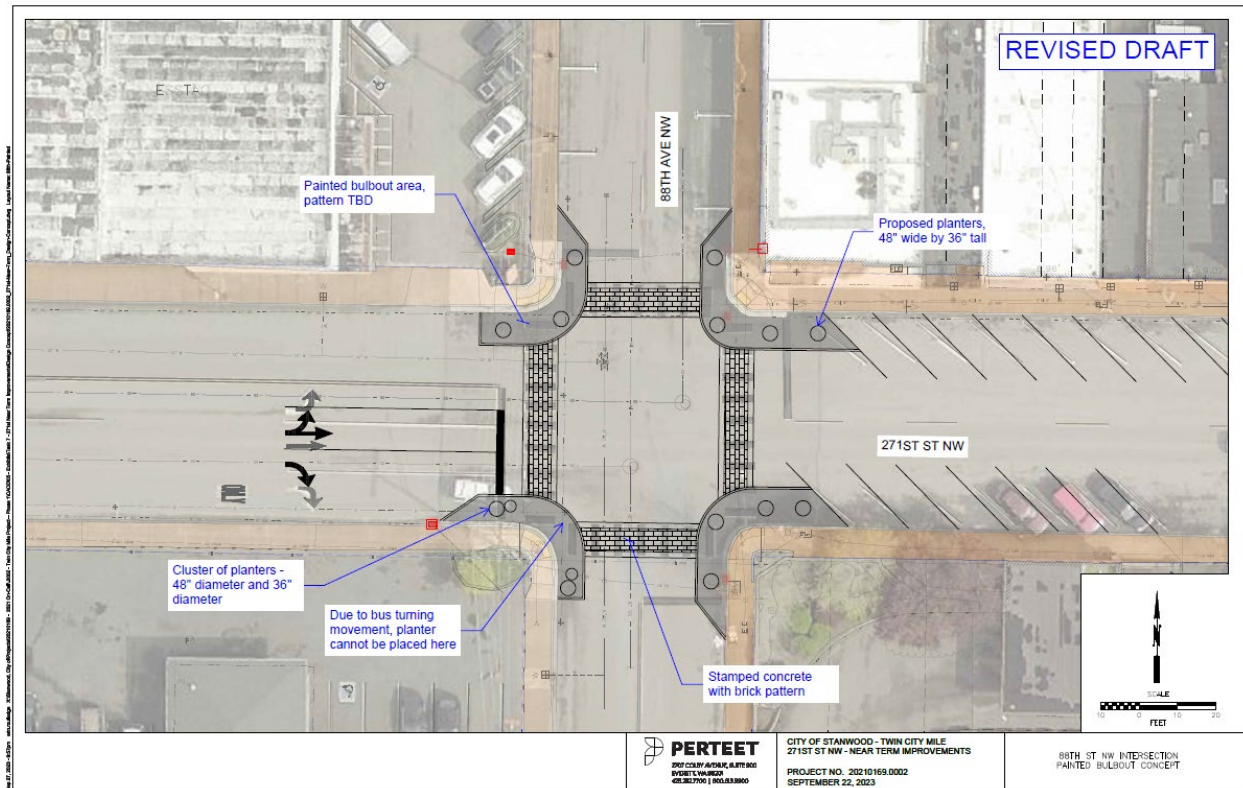
88th Avenue / 271st Street Intersection Improvements

Continuing with the TCM themes, the beautification elements the City identified for the intersection of 271st Street NW and 88th Avenue NW included curb return corner bulb outs, the cement stamped brick concrete crosswalks, and planter pots. With the high cost to reconstruct a full intersection, additional thought was given to how to meet the City's beautification goals while continuing to implement the TCM project goals.

Staff's preferred option shown below is based on the City's goals of implementing beautification opportunities and making pedestrians more visible to vehicles, as well as improving the operation of the intersection. This option is a relatively lower cost to implement because it does not need a full reconstruction of the cement concrete curb returns, and the existing stormwater catch basins and pipe can stay in place and will not need to be moved.

Suggested improvements include:

- Eliminate the northbound turn lane to align the travel lanes (versus off-set travel lanes);
- Apply paint to create bulb outs and place planters to create separation between the vehicle travel paths and the pedestrian space; and
- Add stamped brick concrete crosswalks



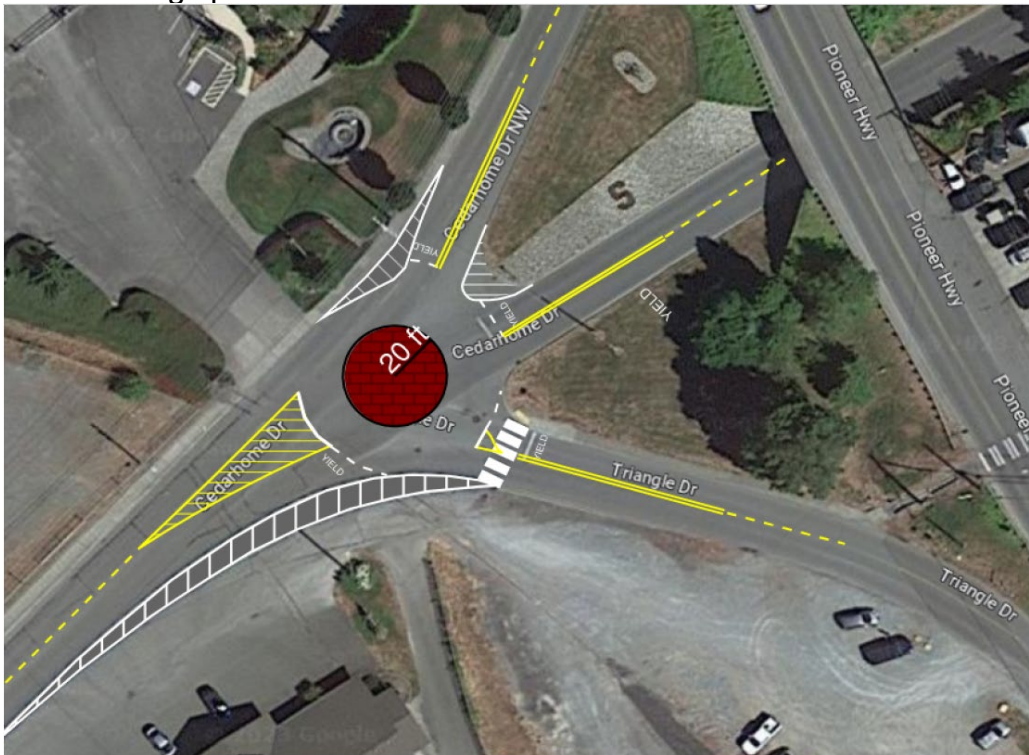
Traffic Calming

A reoccurring comment voiced during the public outreach and committee review of the TCM project was how fast traffic flows coming down Cedarhome Drive to the 88th Avenue stop sign on 271st Street. In response the city initiated a limited scope study to evaluate which types of traffic calming measures could be used to slow westbound drivers and enhance pedestrian safety.

The key to managing traffic speed is to slow it down before it reaches downtown. To achieve this, traffic calming options are being proposed on Cedarhome Drive and at the intersection of 84th Avenue and 271st. While there are many traffic calming options that can be used to reduce speeds along this corridor, staff has selected the following preferred designs which can be implemented easily with limited impact on the businesses and are cost effective.

Cedarhome Drive Triangle - Mini-Roundabout

The mini-round about design reduces travel speeds overall because many drivers who currently have a free-flowing path along Cedarhome Drive would now be required to yield at the intersection. This boosts pedestrian safety at the crosswalk across Triangle Drive and should generally decrease the severity of any crashes that occur between vehicles. However, the geometry of the existing footprint does not afford much room to slow approaching traffic with curvature prior to reaching the center island. This diminishes the benefit to some degree, but overall, this installation should be generally effective at reducing speeds.

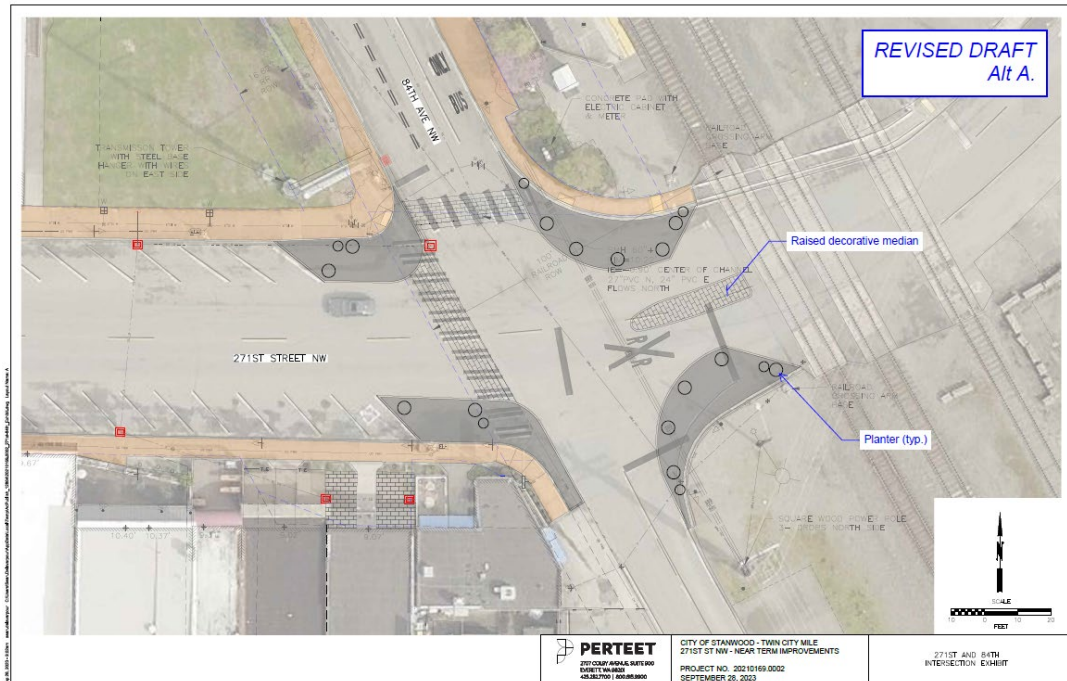


84th Avenue Intersection

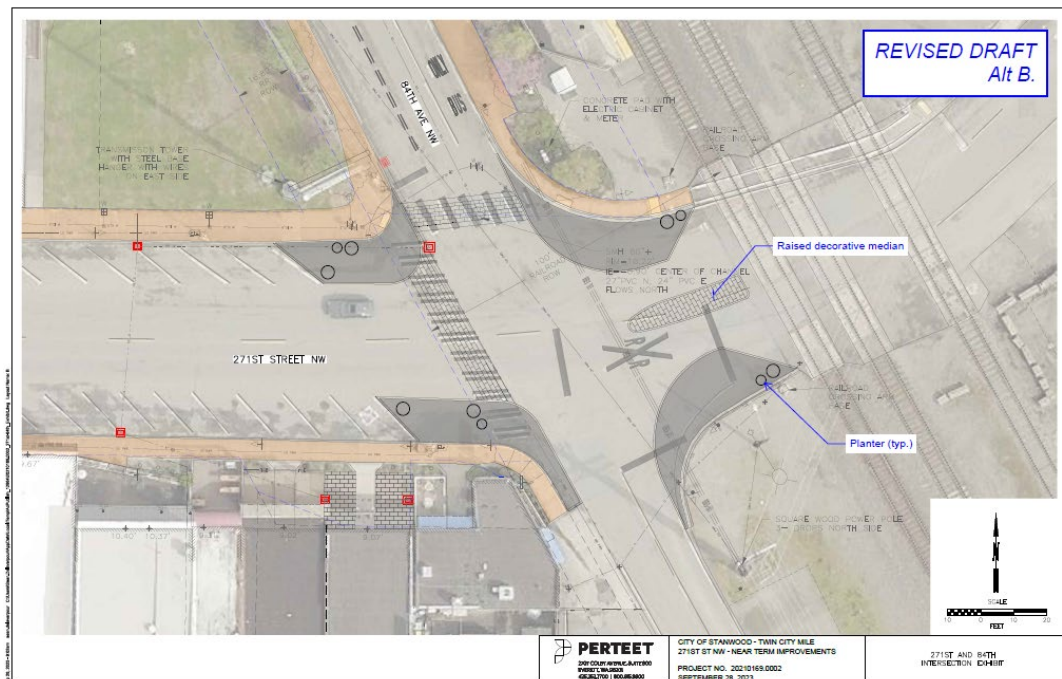
Painted Blub Outs With Planters, Brick Crosswalks And Raised Decorative Median Narrowing travel lanes has been shown to reduce driver travel speeds due to a more enclosed feeling and less room to maneuver. This traffic calming measure proposes a combination of corner and median treatments to achieve this effect. The proposed corner extensions are shown as a combination of channelized extensions with, typically, planter boxes enforcing the desired travel paths. These planter boxes provide an opportunity for decorative treatments and can be moved as necessary to perform maintenance tasks. Additionally, the proposed median island on the east side of the intersection narrows the travel path for through vehicles on 271st Street NW and can be constructed with a decorative pavement treatment. The combined traffic calming for

through traffic on 271st Street NW likely totals a reduction of at least 5 mph. It is estimated that implementation would cost approximately \$150,000.00.

Alternative A: Full Planter Design



Alternative B: Minimized Planter Design



The intent is to get Committee feedback on the options prior to meeting with the general public and businesses.



City of Stanwood Public Works Committee

AGENDA ITEM COVER SHEET

ITEM NO:

DATE: November 6, 2023

SUBJECT: Parks Rental Policies

CONTACT PERSON: Amanda Slattery, PW Office Specialist

ATTACHMENTS:

- A. Field Use Policies and Guidelines Original with tracked changes
- B. Field Use Policies and Guidelines – proposed draft

ISSUE:

Issues in the current policy have caused problems making field reservations equitable for all local teams. Currently open enrollment organizations have priority in reserving field use, historically this has led to open enrollment organizations overbooking the fields to guarantee their teams get field time then canceling. In the end the fields do not get booked, the teams who were needing field time have since had to travel outside the city to use other fields, and the city loses revenue that helps to keep our fields maintained.

The City's main goal is to provide fair access to all local sports groups while considering the needs of the youth sport community.

DISCUSSION:

City staff are proposing changes to the current policy and guidelines to ensure that all teams, residential open enrollment or residential Select organizations have fair and equal access to field scheduling, to lessen the last-minute field cancellations that leave the fields empty.

City staff has updated the allocation form that must be filled out for reserving the fields March 1 – June 1, the deadline to submit this form is January 15. When the forms are received the City will review the forms and allocate fields to the organizations based on the needs of each organization. The parks manager will review number of teams, number of players, number of practices requested per team, and how many other community fields are available to the organization. Once the organization is assigned a field, they will be able to book online all field time they want on that designated field. Once the closed booking period ends, the field will be open for anyone to book. The Parks Manager will making sure all teams get fair allocation of the fields. When there is a conflict the parks manager may prioritize open enrollment teams.

In addition to changes to the policy and guidelines, the city will be moving to an online reservation system. Implementing an online reservation system will streamline the reservation process, making it easier for teams to schedule fields, as well as quickly see what fields are available.

Below is a list of the proposed changes to the policy and guidelines.

1. Fields must be paid at the time of scheduling online- The current policy would allow the organizations to book the fields, but then not pay till 30 days prior to taking the fields. This contributed to the problem of teams overbooking knowing they didn't have to pay till a later date or cancel within the 20-day cancelation window. Having the organization pay at the time of booking will also help with the slow process of issuing city invoices, emailing it to the organization and keeping track of who has paid, and making sure its paid within 30 days of taking the field.
2. Allocation Priorities: Recreational Youth non-profit and select are in the same allocation level.

CURRENT	PROPOSED
Church Creek Park - resident = Stanwood Camano School District Boundaries Heritage Park - resident = Snohomish County Residents including Camano Island a. Resident Recreational Youth – Non-profit groups serving youth must have open enrollment and open participation of all ability levels, i.e. SCJAA, recreational soccerleagues, recreational Little League, recreational lacrosse leagues, etc. b. Resident Select Youth – Non-profit groups serving youth, who do not have open participation of all ability levels. c. Resident Adult Leagues d. Non-resident Leagues – groups with majority of members outside the City's identified boundaries. e. Commercial Groups or For-profit Organizations If two groups are equal, historical identified needs or use will be used as a factor when determining priority.	Church Creek Park - resident = Stanwood Camano School District Boundaries Heritage Park - resident = Snohomish County Residents including Camano Island a. Non-Profit Youth Sports Groups- 75% group majority of members must be residents. b. Resident Adult Leagues- 75% group majority of members must be residents. c. Non-resident Leagues – groups with less than 75% of members outside the City's identified boundaries. d. Commercial Groups or For-profit Organizations The Parks Manager will assign specific fields to each user group based on need to organizations who submit a Field Use Form. The Parks Manager may prioritize open enrollment teams when conflicts arise.

3. Each user group shall appoint one contact person for communication and scheduling online purposes. Informal communications between Parks staff and members of the user

groups, other than the designated representative, shall be regarded as informal discussions and are not considered binding agreements.

4. Concession: separated out for profit and organization fundraisers to have different policy for having concessions.

Sale of concessions at City Athletic Fields by for profit groups: Concessions include, but are not limited to, food, beverages, T-shirt sales, souvenirs, programs, etc. Concession permits must be requested ten business days in advance of the event. Requires advanced approval and is subject to fees based on percentage of sales or another negotiated schedule. If you intend to sell concession and are a for profit group, you must contact the Parks Department at (360) 629-9781.

Snohomish County Health Requirements: All concessions must meet Snohomish County health requirements and appropriate health permits must be obtained in advance.

Sale of concessions at City Athletic Fields for organization fundraisers: Concessions include, but are not limited to, food, beverages, T-shirt sales, souvenirs, programs, etc. Concession permits must be requested ten business days in advance of the event.

Snohomish County Health Requirements: All concessions must meet Snohomish County health requirements and appropriate health permits must be obtained in advance.

5. Added Section 11: Baseball/Softball Field Allocation during March 1 – July 1: will now be as follows: This will be a new process for Spring baseball/softball season to ensure fair scheduling and a streamlined process. All other field time will be open yearly and open to first come first serve.

Section 11: Baseball/Softball Field Allocation during March 1 – July 1

Field Use Request Form: any user group wanting to use the baseball/softball fields during this time must email the Parks Department at parks.reservations@stanwoodwa.org prior to **January 1st**.

Any organization requesting field use during this time must provide 1 designated contact person per organization. This will be the person who can make the online reservation for you organization.

Financial Standing with the City: The League/Organization/Renter requesting fields must be in good financial standing with the City.

Allocation of Fields: The Parks Manager will assign specific fields to each user group based on need to organizations who submit a Field Use Form. The Parks Manager may prioritize open enrollment teams when conflicts arise.

Each organization will be responsible for their own allocation of field slots for their organization's teams.

Online Reservations: ALL reservations must be made and paid for online.

Reservation Opening Date: Online reservations will open by the **second Friday in January**. Your organization contact person or designee can then go online and reserve any time slots needed on the assigned field. Over booking will not be allowed.

Reservation Closing Date: Online reservations for select fields will close the *first business day in February* and will then be open to first come first serve basis.

Payment: Full payment must be made online at the time of reservation

Insurance: Insurance certificate must be submitted at the time of reservation. See Section 6 for insurance requirements.

Concussion Form: concussion form must be signed at the time of online reservation.

Facility Use Agreement/Hold Harmless Agreement: Facility Use Agreement/Hold Harmless Agreement must be signed at the time of online reservation.

Canceled Field Time: If a time is canceled, the canceled field time is open to ALL on a first come first serve basis.

Refunds: refunds are only issued if field time is canceled 20 days prior to scheduled field use. You must cancel your reservation online. The request will be reviewed and if a refund is approved will be issued within 7-10 business days. See Section 5 for refunds due to field closure or inclement weather.

Practice vs. Games Priority: Games will take priority over practices. The city understands that game schedules are not available till later in the season. Any scheduled practice that falls on a game day, the team practice will be bumped and if needed refunded with a min. 1 week notice. The bumped practice will be bumped on the organizations designated field first. If notice of a game is given less than 1 week from needing use of field the practice will **not** be bumped.

Failure to adhere: All organizations must adhere to all policies and procedures set forth in this document. Failure to do so may result in forfeiture of current reserved field time as well as future consideration for field use.

6. Updated policy to reference online reservations.
7. Updated insurance requirements per the city attorney request.
8. Charging for parking is not allowed.

The City sent out an email to organization coaches who currently use the sports fields asking for feedback on the changes. The city received back 5 responses.

1. Possibly having specific times and days that would be only reserved for practices and games.

City Response: This would only be needed during the Spring baseball season. How the proposed allocation will be set up, will allow for each organization to decide if they want to implement this for their organization on the fields that the city designates to them.

2. Having a Facebook page, email group, or something to notify the public and teams when fields are open and available for use. This would be helpful for them to be aware of cancelations, as well as get the notice out of field closures due to weather.

City Response: there will be more discussion between the organizations and the city regarding the implementation of this.

3. Didn't understand how the city would be allocating fields. (Directed to section 11)

City Response: the allocation of fields will be based on the information provided to the city on the Facility Use Allocation Form that needs to be submitted to the city. The Parks Manager will determine an equitable number of fields, field time, or number of days that organization will be allowed to reserve during the designated scheduling period prior to the slots being open to first come first serve. The parks Manager may prioritize open enrollment teams when conflicts arise.

4. Agreed with having one point of contact for each organization, felt it would streamline the process.

City Response: City agrees this will avoid a lot of miscommunications

5. Checks and balances- found some linking errors and has suggestions on formatting

City Response: The city will be adding links to the policy that will take them to the online reservations. The online reservation system is still under construction so links are not available at this time.

6. Parking- did not mention if it was allowed around the field. For example, are coaches allowed to drive in and park near the heritage fields?

City Response: Coaches are allowed to drive to reserved fields so long as there no driving on grassy area. Players, parents, and spectators shall park in the designated parking lot.

7. Field closure information- it is written to make it seem like it is the responsibility of the user to check for field closures.

City Response: The City added; "If a field is reserved the city will notify the organization designee via email."

8. Will we be allocated more than one field?

City Response: This will be based off the allocation forms received from all organizations wanting to use the fields during the spring season March 1- July 1. All other field reservations will be booked online and first come first serve.

9. Again, due to the varied base paths, we can't be limited to just one field. Will little league be given priority with registration?

City Response: The baseball/softball fields at Heritage Park now accommodate different age groups on each field. Consideration will be given to team needs when scheduling individual fields.

Heritage Park 9600 276 th Street Stanwood 98292	Field #1	Baseball and Softball Grass Infield	Universal 60' 70' 90'	Removable Pitching Mound	Home plate to fence 382ft
	Field #2	Baseball and Softball Grass Infield	Universal 60' 65' 70'	Bring your own temp. mound. You are responsible for removing the mound after each field use.	Home plate to fence 300ft
	Field #3	Baseball and Softball Infield Mix	Universal 60' 65' 70'	Bring your own temp. mound. You are responsible for removing the mound after each field use.	Home plate to fence 250ft

An online system sounds good, but will it really be fair?

City Response: The Parks Manager and designees will be reviewing all of the allocation forms that are received for the Spring Season (March 1-July 1). They will take everything listed on the allocation form into consideration when assigning fields to each organization.

10. Last season we noticed that certain fields were scheduled in a way that didn't best suit all organizations. Practice times could have been 4 - 5:30, 5:30 until close. Some fields only had one team per day due to how they picked their times. Fields are at a premium, time slots must be divided equally between leagues. Eventually, when the fields have lights more practice slots and game slots will open up. Too late to give up dugouts for this?

City Response: The city will be identifying time slots available for reservations.



FIELD USE POLICY & GUIDELINES

Contains City Field Use Policies and Guidelines That
Must be Followed By Anyone Renting City Sports Fields



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Section 1: Purpose

Manage City of Stanwood Athletic Fields in a manner to assure equitable distribution, achieve maximum use of facilities by the public, and when necessary, to protect the fields from damage by overuse.

Section 2: Non-Discrimination Policy

The City of Stanwood shall not discriminate in the use of City Park and Recreation facilities based on race, creed, color, national origin, sexual orientation, sex, honorably discharged veteran or military status, status as a mother breastfeeding her child, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate based on sex in the operation, conduct, or administration of community athletic programs.

Persons having questions or wishing to file a complaint regarding this policy may contact the Public Works Director at (360) 454-5230. Persons requiring a reasonable accommodation for a disability may contact the City of Stanwood Parks Department at Park.Reservations@Stanwoodwa.org.

Gender Equity – Fair Play in Community Sports: Washington State Senate Bill 5967 law requires cities and counties to ensure equal access to sports facilities for all athletes, regardless of sex. A third party receiving a lease or permit from a city, town, county, district, or a school district, for a community athletics program may not discriminate against any person based on sex in the operation, conduct, or administration of community athletics programs for youth or adults.

Section 3: Definitions

Unless clearly inconsistent with the context in which used, the following definitions will apply in this manual.

Athletic Field- means all types of athletic fields including, but not limited to, baseball, pickleball, softball, soccer, football, lacrosse, etc.

Commercial Groups- means groups that charge admission and/or participation fees and/or have as a purpose, the generation of income for the host group or individual(s).

Historical Use- means organizations who have scheduled athletic fields during the most recent prior season for a particular sport.

Incidental use- means non-organized, non-league use with no coach(s) and or officials present. E.g., informal “sand lot / backyard” games among friends or neighborhood children.

Recreational Programs – Programs that offer all participants the opportunity to actively participate on a team (no cuts), have no gender requirements and ensure equal play time regardless of skill or ability. The focus of recreational programs is developmental and participatory.

Independent/Select Programs – Programs that offer a limited number of participants the opportunity to play. Generally, select teams use try-outs, skill levels, and special invitation to form teams.

Resident - The City of Stanwood has identified the following as its boundaries: Church Creek Park = Stanwood Camano School District (SCSD) boundaries and Heritage Park = Snohomish County and Camano Island Residents

Resident Based Team – A team that carries a minimum of 70% City Residents on the team (rosters maybe verified).

Maintenance Staff- means the City’s Parks Maintenance and Operations Staff.

Renter means any entity requesting use of an athletic field whether it is a league, group, organization, association, or individual team.

Parks Manager- means the City's Parks Department Manager.

Tournament- means a request for a minimum of two fields for one or more consecutive days with an ultimate "winner."

League/Program/Group- means the National, State or Local organization which governs or sanctions the sport.

Youth- means participants 17 years of age and under.

Adult- means participants 18 years of age and over.

Section 4: General Rules and Regulations

Scheduling Responsibilities: The City's Park Department is responsible for the scheduling and maintenance of City Athletic Fields.

Alcoholic beverages, Marijuana, and illegal drugs: Alcoholic beverages, including unopened containers, marijuana and illegal drugs are not permitted on City property.

Smoking and Vaping: Smoking and Vaping are not allowed on or within 25' of any athletic field, fence, or group seating area.

Not Allowed on Field: Gum, wrapped candy, peanuts and sunflower seeds are not allowed on fields, bleachers, or dugouts.

Unscheduled Use of Fields: Teams may not use athletic fields unless pre-scheduled.

Scheduled league games: will have priority over practices and all other rentals.

Litter-Garbage Control: Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators. Park's maintenance staff will monitor, and report abuses of this policy and a clean-up fee will be imposed when excessive maintenance time is needed to clean the area. **Clean Up Fee \$75.00 per hour per employee.**

Damage: The organization shall be responsible for expenses incurred by the City in correcting, cleaning, repairing, or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented.

Disputes arising from implementation of these policies and procedures: shall be appealed in writing to the Director of Public Works for resolution.

Section 5: Field Closure Information

Inclement Weather: During periods of inclement weather, the Parks Department may close Athletic Fields as determined by the Maintenance Staff. Closures may also result from poor playing conditions, which could cause hazardous conditions for the public and/or excessive (wear/tear) repair work to bring the field back to playable condition. In the event of a closure, the city will put out "Field Closed" signs, and post on the website. It is the organization's responsibility to obtain field closure information and stay off the fields during those times. If a field is reserved the city will notify the organization designee via email.

Rainout and Field Closures will be posted on the City online field reservation calendar. Closures will be posted by 3:00 PM Monday-Friday.

On occasion, field rainouts may be required at the start of a scheduled game or practice. When this occurs, it is the responsibility of the umpire, referee and or coach to make the field closure determination on location and to notify all participants. If a user group cancels field use due to unsafe playing conditions the group must fill out at Credit Request Form to request the missed time be credited to their account. Credit Request Form must be submitted to Parks.Reservation@Stanwoodwa.org within 48 hours of cancellation.

It is the responsibility of the organization to communicate to coaches and participants if the fields are unplayable, not only during periods of inclement weather, but also when fields are in poor playing condition and/or may cause hazardous playing conditions and/or excessive repair work to bring the field back to playable condition.

Any team or organization that plays on a field that has been officially closed may forfeit current reserved field time as well as future consideration for field use.

After Hours Contact: In case of problems at the fields (sprinkler issues, etc.) contact the Parks Department on-call employee directly at 360-629-9781 press 1 for afterhours emergencies, then press 3 for Parks.

Section 6: Certificate of Insurance

Insurance Requirements: Renters must submit a Certificate of Insurance AND Endorsement [form CG20 11] naming the City of Stanwood as an additionally insured ten business days prior to scheduled field use. General liability limits must be at least \$1,000,000 per occurrence. The Certificate shall also include a 30-day cancellation notice provided to the City. Failure to provide acceptable insurance coverage will result in the denial of field request or forfeiture of any scheduled field use.

Renters are required to maintain Participant Liability and Liability Insurance for persons using city fields under the applicant's sponsorship. General liability limits must be at least \$1,000,000 per occurrence. Proof of such insurance in the form of a Certificate of Insurance with the city named as an Additional Insured is required before the Field Use Agreement can be approved. An additional Insured Certificate naming the City of Stanwood as an additional insured can be obtained through your insurance provider. If you are an individual applying for use of city fields, you can obtain the necessary certificate through your homeowner's insurance provider.

Section 7: Parking

Parking Violations: Cars improperly parked may be towed and violating organizations may forfeit field time. All participants park at their own risk. The City is not responsible for theft or damage to vehicles.

Parking in Non-Permitted areas: Organizations will be responsible for the cost to repair grassy areas that are damaged due to improperly parked cars.

Coaches Parking: Coaches are allowed to drive to reserved fields so long as there no driving on grassy area. Players, parents, and spectators shall park in the designated parking lot.

Section 8: Charging Parking Fees

No organization can charge for parking in a city owned parking lot.

Section 9: Concessions

Sale of concessions at City Athletic Fields by for profit groups: Concessions include, but are not limited to, food, beverages, T-shirt sales, souvenirs, programs, etc. Concession permits must be requested ten business days in advance of the event. Requires advanced approval and is subject to fees based on percentage of sales or another negotiated

schedule. If you intend to sell concession and are a for profit group, you must contact the Parks Department at (360) 629-9781.

Snohomish County Health Requirements: All concessions must meet Snohomish County health requirements and appropriate healthpermits must be obtained in advance.

Sale of concessions at City Athletic Fields for organization fundraisers: Concessions include, but are not limited to, food, beverages, T-shirt sales, souvenirs, programs, etc. Concession permits must be requested ten business days in advance of the event.

Snohomish County Health Requirements: All concessions must meet Snohomish County health requirements and appropriate healthpermits must be obtained in advance.

Section 10: Guidelines and allocating Field

***** Excluded Baseball/Softball Fields During March 1-July 1, see section 11**

Reservation Opening Date: Online reservations will open by January **1** for that year's field use.

Field Reservation: To assure proper scheduling, all reservations must be submitted online.

Leagues; Tournaments and Sports Camps: Must be submitted online and be submitted 30 days prior to the event. Failure to do so may result in denial of your request.

Financial Standing with the City: The League/Organization/Renter requesting fields must be in good financial standing with the City.

Canceled Field Time: All cancelations must be submitted online.

Refund: refunds are only issued if field time is canceled 20 days prior to scheduled field use. You must cancel your reservation online. The request will be reviewed and if a refund is approved will be issued within 7-10 business days. See Section 5 for refunds due to field closure or inclement weather.

Payment: Full payment must be made online at the time of reservation.

Insurance: Insurance certificate must be submitted at the time of reservation. See Section 6 for insurance requirements.

Concussion Form: concussion form must be signed at the time of online reservation.

Facility Use Agreement/Hold Harmless Agreement: Facility Use Agreement/Hold Harmless Agreement must be signed at the time of online reservation.

Practice vs. Games Priority: Games will take priority over practices. The city understands that game schedules are not available till later in the season. Any scheduled practice that falls on a game day, the team practice will be bumped and refunded with a min. 1 week notice. If notice of a game is given less than 1 week from needing use of field the practice will **not** be bumped.

Denied Request: The City can deny any field use request.

Allocation Priorities:

Church Creek Park - resident = Stanwood Camano School District Boundaries

Heritage Park - resident = Snohomish County Residents including Camano Island

- a. **Non-Profit Youth Sports Groups- 75% group majority of members must be residents.**

- b. **Resident Adult Leagues- 75% group majority of members must be residents.**
- c. **Non-resident Leagues – groups with less than 75% of members outside the City’s identified boundaries.**
- d. **Commercial Groups or For-profit Organizations**

If two groups are equal, the reservation will be based on first come first served basis. Excluding **Baseball/Softball Fields During March 1-July 1, see section 11**

Priority for Youth Recreational Sports: during the “Traditional Season” applies.

Baseball/Softball:	March 1 – July 1 w/post season tournament in July
Lacrosse:	Mid Feb – June 1 w/post season tournament in June
Soccer:	Mid-August – November 1
Football:	Mid-August – Mid November

Failure to adhere: All organizations must adhere to all policies and procedures set forth in this document. Failure to do so may result in forfeiture of current reserved field time as well as future consideration for field use.

Section 11: Baseball/Softball Field Allocation during March 1 – July 1

Field Use Request Form: any user group wanting to use the baseball/softball fields during this time must email the Parks Department at parks.reservations@stanwoodwa.org prior to **January 1st**.

Any organization requesting field use during this time must provide 1 designated contact person per organization. This will be the person who can make the online reservation for you organization.

Financial Standing with the City: The League/Organization/Renter requesting fields must be in good financial standing with the City.

Allocation of Fields: The Parks Manager will assign specific fields to each user group based on need to organizations who submit a Field Use Form. The Parks Manager may prioritize open enrollment teams when conflicts arise.

Each organization will be responsible for their own allocation of field slots for their organization’s teams.

Online Reservations: ALL reservations must be made and paid for online.

Reservation Opening Date: Online reservations will open by the **second Friday in January**. Your organization contact person or designee can then go online and reserve any time slots needed on the assigned field. Over booking will not be allowed.

Reservation Closing Date: Online reservations for select fields will close the **first business day in February** and will then be open to first come first serve basis.

Payment: Full payment must be made online at the time of reservation

Insurance: Insurance certificate must be submitted at the time of reservation. See Section 6 for insurance requirements.

Concussion Form: concussion form must be signed at the time of online reservation.

Facility Use Agreement/Hold Harmless Agreement: Facility Use Agreement/Hold Harmless Agreement must be signed at the time of online reservation.

Canceled Field Time: If a time is canceled, the canceled field time is open to ALL on a first come first serve basis.

Refunds: refunds are only issued if field time is canceled 20 days prior to scheduled field use. You must cancel your reservation online. The request will be reviewed and if a refund is approved will be issued within 7-10 business days. See Section 5 for refunds due to field closure or inclement weather.

Practice vs. Games Priority: Games will take priority over practices. The city understands that game schedules are not available till later in the season. Any scheduled practice that falls on a game day, the team practice will be bumped and if needed refunded with a min. 1 week notice. The bumped practice will be bumped on the organizations designated field first. If notice of a game is given less than 1 week from needing use of field the practice will **not** be bumped.

Failure to adhere: All organizations must adhere to all policies and procedures set forth in this document. Failure to do so may result in forfeiture of current reserved field time as well as future consideration for field use.

Section 12: Organization Contacts

Contact Person: Each user group shall appoint one contact person for communication and scheduling online purposes. Informal communications between Parks staff and members of the user groups, other than the designated representative, shall be regarded as informal discussions and are not considered binding agreements.

Pre-season meetings: if needed a preseason meeting will be scheduled by the City to discuss the policies and procedures outlined in this guide as well as address any questions or concerns before field use begins. It is mandatory that the designated representative attend this meeting. Failure to attend may result in a delay of the issuing of permits.

The Parks Supervisor may call a scheduling meeting if multiple requests for the same dates, time and fields are made by organizations of the same priority level.

Section 13: Field Use times

All fields may not begin until 8:00 AM on weekends to allow sufficient time for initial field prep. Exceptions may be made for tournaments, subject to approval by the City.

All field use must be completed by Sunset.

Section 14: Practices

Priority is given to games over practices.

Individual coaches for any youth organization must contact their organization/field scheduler for practice dates and times.

Section 15: Tournaments & Sports Camps

Reservations: Must be submitted online and be submitted 30 days prior to the event. Failure to do so may result in denial of your request.

Tournament Deposit: See Section 21

Park Open to the Public: the park will remain open for public use, unless approved by the Public Works Director to be a closed event.

Payment: Full payment must be made online at the time of reservation.

Insurance: Insurance certificate must be submitted at the time of online reservation. See Section 6 for insurance requirements.

Concussion Form: concussion form must be signed at the time of online reservation.

Facility Use Agreement/Hold Harmless Agreement: Facility Use Agreement/Hold Harmless Agreement must be signed at the time of online reservation.

Refunds: refunds are only issued if field time is canceled 20 days prior to scheduled field use. You must cancel your reservation online. The request will be reviewed and if a refund is approved will be issued within 7-10 business days. See Section 5 for refunds due to field closure or inclement weather.

Section 16: Special Events

For Special Events please contact Community Development at (360) 629-2181

Section 17: Maintenance Guidelines

Field Closures: City's Park Maintenance Staff will have final say on field playability and safety at City Athletic Fields following inclement weather, field maintenance or any emergencies that may occur.

NO Field Modifications: Organizations shall NOT dig ditches, push water, apply foreign materials including soil conditioners or use powered blowers in an attempt to "dry out" a field. Organizations found to be non-compliant with this rule may forfeit current reserved field time as well as future consideration for field use and may be charged for any costs incurred to repair the Athletic Fields.

Organizations shall not make any modifications to City Athletic Fields.

Cleaning: Organizations, Tournament and Sports Camp Directors are responsible to ensure the facility is clean after each use, including respective dugouts, athletic field, and surrounding areas.

No Vehicles on Athletic Fields: Vehicles are not allowed on City Athletic Fields, or adjacent pathways, except by approval from the City's Park Department.

Vehicles that have been approved by the City's Park Department to drive on Athletic Fields, or adjacent pathways must provide proof of Auto Liability Insurance (naming the city as an additional insured).

Misuse of Silo: Throwing, Hitting, Kicking Balls into the Fencing, Backstops, or the side of the Silo is prohibited.

Section 18: Responsibilities

It is the responsibility of the Parks Manager or designee to give a copy of the Athletic Field Scheduling Guide to each organization's scheduler at the beginning of each season. This will be available during online scheduling, if you would like an emailed or physical copy, please submit your request to Park.Reservations@stanwoodwa.org

It is the responsibility of the Public Works Director to administer policies and procedures in an equitable and fair manner.

It is the responsibility of the Parks Department to update the Field Closure line daily as needed.

It is the responsibility of each organization to provide the Park Supervisor with accurate, timely and truthful information.

It is the responsibility of each organization to ensure that all team coaches and managers know, understand, and abide by these policies and procedures.

It is the responsibility of each organization to only request the Athletic Field time they will need and to return to inventory any field time they have requested but is not needed.

Section 19: Athletic Field Rental Fees and Charges

Fees and charges are assessed for the use of City Athletic Fields to help partially offset maintenance and operational costs.

Payment Due Dates: All field use fees are due, in full at the time or online reservation, unless otherwise negotiated with the City.

Failure to make payments: your reservation will not be approved.

Refunds: refunds are only issued if field time is canceled 20 days prior to scheduled field use. You must cancel your reservation online. The request will be reviewed and if a refund is approved will be issued within 7-10 business days. See Section 5 for refunds due to field closure or inclement weather.

Church Creek Park - resident = Stanwood Camano School District Boundaries

Heritage Park - resident = Snohomish County Residents including Camano Island

FIELD USE RATE: GAMES and PRACTICES		
ATHLETIC FIELD	YOUTH and ADULT RESIDENTS	YOUTH and ADULT NON-RESIDENT
Baseball/Softball Fields	\$8.00 per hour	\$18.00 per hour
Soccer Field	\$8.00 per hour	\$18.00 per hour
Lacrosse Field	\$8.00 per hour	\$18.00 per hour
Pickleball Court	TBD	TBD

*** 2 teams on 1 field max for hourly rate if scheduling 3 or more teams on 1 field add either \$7 or \$18 per additional team.**

FIELD USE RATE: TOURNAMENT, CAMPS, and COMMERCIAL		
	YOUTH RESIDENTS	YOUTH and ADULT NON-RESIDENT
Reservations	\$300 per day \$200 Refundable Damage Deposit	\$450 per day \$200 Refundable Damage Deposit
Cancellation Refund	Refund if requested within 20 days of the event.	Refund if requested within 20 days of the event.

Other Fees		
PW Crew <i>i.e. open park early, clean up, and repairs</i>	\$75.00 per hour per employee with 2 hr minimum	
Litter-Garbage Control	\$75.00 per hour per employee <i>Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators.</i>	
Church Creek Park Covered Picnic Area	Resident \$30.00 ½ day 9:00am - 2:00pm or 3:00pm - Close	Non-Resident \$50.00 ½ day 9:00am - 2:00pm or 3:00pm - Close
Heritage Park Covered Picnic Table	Resident \$30.00 ½ day 9:00am - 2:00pm or 3:00pm - Close	Non-Resident \$50.00 ½ day 9:00am - 2:00pm or 3:00pm - Close
* Picnic Shelter must be reserved and paid for online		

- Fees subject to change
- City sponsored events may have all or partial fees waived

Section 20: Cancellation Fees

20 days or more Full Refund

19 days or less No Refund

Section 21: Breakdown of City Of Stanwood Parks Athletic Fields Inventory

Park Name and Address	Field Name	Field Type	Base Distance(s)	Pitching Rubber	Outfield or Approx Dimensions
Church Creek Park 27211 72 nd Ave Stanwood 98292	Baseball Field	Youth Baseball	60'	10" mound	Home plate to fence 200ft
Heritage Park 9600 276 th Street Stanwood 98292	Field #1	Baseball and Softball Grass Infield	Universal 60' 70' 90'	Removable Pitching Mound	Home plate to fence 382ft
	Field #2	Baseball and Softball Grass Infield	Universal 60' 65' 70'	Bring your own temp. mound. You are responsible for removing the mound after each field use.	Home plate to fence 300ft
	Field #3	Baseball and Softball Infield Mix	Universal 60' 65' 70'	Bring your own temp. mound. You are responsible for removing the mound after each field use.	Home plate to fence 250ft
	Soccer Only Field Field #1	All Weather Grass Field	N/A	N/A	203ft X 350ft
	Soccer & Lacrosse Field #2	Grass Field	N/A	N/A	340ft X 200ft
	Soccer & Lacrosse Field #2	Grass Field	N/A	N/A	295ft X 200ft
	Soccer & Lacrosse Field #4	Grass Field	N/A	N/A	295ft X 200ft

Section 22: Field Map

