



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, April 12, 2023 Sandy Community Center: 38348 Pioneer Blvd. 6:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Ryan Aultman, Board Member, and Kimberly Seigel, Board Member

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Laurie Smallwood, Council President

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

This meeting will be conducted in a hybrid in-person / online format. The Parks Board will be present in-person and via zoom. Members of the public are welcome to attend in-person as well. Members of the public also have the choice to view and participate in the meeting online via Zoom.

To attend the meeting in-person

Come to Sandy Community/Senior Center  
38348 Pioneer Blvd. Sandy, OR 97055

To attend the meeting online via Zoom

<https://us02web.zoom.us/j/86840751408?pwd=M1FWN1FGMHVwRHEydU5KSndhcWlXZz09>

Meeting ID: 868 4075 1408

Passcode: 990617

Please also note the public comment signup process below.

**2. Roll Call**

Staff present:

John Wallace, Center Manager

Tiana Rundell, Parks and Facilities Manager

Chelsea Jarvis, Executive Assistant

**3. Consent Agenda**

3.1. Meeting Minutes 5 - 143

Motion to approve the meeting minutes.

Moved by Will Toogood  
Seconded by Ryan Aultman  
(Passed 6-0)

[Parks & Trails Advisory Board - 08 Mar 2023 - Minutes - Pdf](#)

**4. PUBLIC COMMENT**

The Parks & Trails Advisory Board welcomes your comments at this time.

The Board Chair will call on each person when it is their turn to speak for up to three minutes.

**5. Changes to the Agenda**

**6. Old Business**

6.1. Cost Recovery Update 144 - 164

John shows a presentation on Cost Recovery. This included a review and an update.

Discussion ensued on retained earnings funds, ensuring financial sustainable but accessible programs, and volunteerism.

The draft Master Fee schedule was also shown.

Discussion ensued about what comparables were used and how often fees are adopted. A suggestion was made to change the wording of the fees from resident/non resident to a resident discounted rate/fee.

The group discussed the draft financial sustainability policy.

A formatting change was suggested, and appreciation shown for the continuum graphic.

Motion: I move to support the parks and recreation department presenting the policy for the financial sustainability plan and master fee schedule as

written and provided, with the suggested edits incorporated.

Moved by Ryan Aultman  
Seconded by Upekala Wijayratne  
Passed (7-0)

\*There was one question that needed to be followed up on about retained earnings funds- we emailed out a response to the Board on 4/17/23. See below for answer:

"The City of Sandy's budget management approach is "expenditure control budgeting," which allows general fund departments the same budget authority and responsibility as the directors of enterprise funds. The chief features of this approach are that the general fund departments are allocated general revenues (property taxes, franchise fees, state shared revenues, etc.) and the departments can carry over budget savings from one biennium to the next. Allocating revenue and allowing departments to keep what they do not spend helps eliminate the "spend it or lose it" incentive and similar budget games apparent in other budget management approaches. Like the enterprise funds, general fund departments have more flexibility and ownership in the preparation of their budgets and in planning for one-time expenses (equipment and capital). Of course, any carryover balances also must be used in ways that are consistent with Council's priorities and should not be used for ongoing commitments such as staff costs."

[Cost Recovery City of Sandy Parks and Recreation PTAB 4/12 Presentation](#)

## 7. **New Business**

### 7.1. Summer Meeting Schedule

John explains that the summer agenda is light and asks if there is a summer board meeting the board would like to cancel.

The board agreed to cancel the July 12th, 2023 meeting.

## 8. **STAFF UPDATES**

Tiana's Updates:

Playground fixes, Meinig small shelter repairs, garden fixes, hiring a seasonal worker, and a Veterans memorial facelift project.

John's Updates:

The Respite program is back up and running thanks to Caroleana. Amy has all the Community Garden beds filled, she's taken over Bee City, and created a flower box program. Carol has softball sign up underway and has arranged summer sport and BMX bike camps. Marc's senior trips are generally full.

**9. Adjourn**





**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, March 8, 2023 Virtual 7:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Ryan Aultman, Board Member, and Kimberly Seigel, Board Member

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Rochelle Anderholm-Parsch, Parks and Recreation Director and Laurie Smallwood, Council President

**MEDIA PRESENT:**

**1. Roll Call**

Staff Present:

Tiana Rundell, Parks & Facilities Manager  
Chelsea Jarvis, Executive Assistant

Guest presenters:

Kurt Lango, Lango Hansen Landscape Architects  
Brian Martin, Lango Hansen Landscape Architects  
Maddie Ferson, American Ramp Company

**2. MEETING FORMAT NOTICE**

This meeting will be conducted via Zoom. The Parks & Trails Advisory Board will be present via zoom and members of the public are welcome to attend via zoom.

To attend the meeting online via Zoom

<https://us02web.zoom.us/j/86840751408?pwd=M1FWN1FGMHVwRHEydU5KSndhcWlXZz09>

Meeting ID: 868 4075 1408

Passcode: 990617

Please also note the public comment process below.

**3. Consent Agenda**

3.1. Meeting Minutes 5 - 118

Motion to approve meeting minutes

Moved by Will Toogood  
Seconded by Ryan Aultman

Passed 5-0

[Parks & Trails Advisory Board - 08 Feb 2023 - Minutes - Pdf](#)

**4. Changes to the Agenda**

**5. Public Comment**

The Parks & Trails Advisory Board welcomes your comments at this time.

The Board Chair will call on each person when it is their turn to speak for up to three minutes.

**6. Old Business**

6.1. **Community Campus Park Improvement** 119 - 136

The Parks Board will receive an update from Lango Hansen Landscape Architects and American Ramp Company (ARC). Lango Hansen and ARC will provide a debrief of the second open house, feedback gleaned from the focus groups, and input regarding the three concepts, and results of the second online survey.

Rochelle gives a brief overview of the project to date.

Kurt presents the 3 park concepts and also shows a PowerPoint of the survey results. Per the survey results, The Meander Concept was the preferred concept in many categories such as overall design, skate park, pump track, parking lot, playground, and walking path. Expansion options were also presented.

Discussion ensued about the square footage of each amenity, switchbacks, and keeping the skatepark from consuming the park. Multiple board members liked the Meander design. A few concerns were voiced such as bathroom proximity to the playground and blind corners for mowing purposes.

**PUBLIC COMMENT:**

Scott Minton Introduces the Skates of Sandy. Explains that a 13,000 square foot skate park is a great improvement but that he's also excited for future expansion opportunities- they want as large of a skatepark as possible. He also spoke on it being inclusive, and open to all ages and abilities.

Mike Kays shared that the larger the skatepark is, the better. He also wants to make sure that it's beginner to advanced.

**CHAT:**

Note: This meeting was conducted over Zoom which allowed the participants to use the "chat function". A copy of the chat is attached.

[meeting chat](#)

[2023.03.08 PTAB full presentation](#)

**7. New Business**

- 7.1. **Letter of support for the park project and letter of support of resolution to apply for grant** 137 - 139

Rochelle gives an overview of the letters of support.

**Motion for Parks Board to sign two letters- the first letter is a letter of support regarding the park project and the second letter is encouraging council to approve the resolution to apply for the grant.**

**Moved by Upekala Wijayratne**

**Seconded by David Breames**

**Passed 7-0**

[Resolution 2023-08 - TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE COMMUNITY CAMPUS PARK DEVELOPMENT PROJECT](#)

[Parks & Trails Board Letter of Support](#)

- 7.2. **Discarded fishing line, hooks, and tackle concerns at Sandy River Park**

Tiana gives background. She explains that they did go down the Sandy River Trail to assess the situation and picked up trash while they were down there. The plan is to install a leave no trace sign and install a receptacle for fishing line and hooks.

Discussion ensues on property boundaries, if signage actually works as a deterrent, and if there an option to have a receptacle streamside. Appreciation was shown for the effort and quick turn around of this concern.

**7.3. Poll results of Parks & Trails Advisory Board meeting start time**

Rochelle gives an over of poll results.

Starting in April, we will try and start time of 6:00pm and see if that continues to work for the board.

**8. STAFF UPDATES**

Rochelle's Updates:

OTSD's response to the Parks Board letter about Pickleball courts.

SDC'S/Fee in Lieu will be revisited- tentatively scheduled to go to Council 3/20

Tiana's Updates:

Snow/Tree removal

Restrooms have been painted at Meinig Park

Parks will be getting an intern 1 day a week thanks to help from Ant Farm

**9. Adjourn**



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, February 8, 2023 Sandy City**  
**Hall 7:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Ryan Aultman, Board Member, and Kimberly Seigel, Board Member

**BOARD MEMBERS ABSENT:** Alexandria Gale, Board Member and Upekala Wijayratne, Board Member

**STAFF PRESENT:** Rochelle Anderholm-Parsch, Parks and Recreation Director

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

Topic: Parks & Trails Advisory Board- Hybrid

Time: Feb 8, 2023 07:00 PM Pacific Time (US and Canada)

This meeting will take place in the City Hall Council Chambers- 39250 Pioneer Blvd. Sandy, OR 97055.

OR you can join virtually using the link below:

Join Zoom Meeting

<https://us02web.zoom.us/j/86840751408?pwd=M1FWN1FGMHVwRHEydU5kSndhcWlXZz09>

Meeting ID: 868 4075 1408

Passcode: 990617

**2. Roll Call**

Staff Present:

John Wallace, Center Manager

Tiana Rundell, Parks & Facilities Manager

Chelsea Jarvis, Executive Assistant

Guest Presenters:

Kurt Lango, Lango Hansen Landscape Architects  
Brian Martin, Lango Hansen Landscape Architects  
Maddie Ferson, American Ramp Company

**3. Changes to the Agenda**

**4. Public Comment**

**5. Consent Agenda**

5.1. Meeting Minutes 5 - 83

**Motion to approve meeting minutes**

**Moved by Ryan Aultman**

**Seconded by Will Toogood**

**(Passed 4-0)**

[Parks & Trails Advisory Board - 11 Jan 2023 - Minutes - Pdf](#)

**6. New Business**

6.1. **Community Campus Park Development Plan Update # 2** 84 - 114

Kurt with Lango Hansen gives an update on the project particularly talking about the open house and the survey results. A PowerPoint presentation is shown.

A question is asked about the survey format.

Maddie with American Ramp Company speaks on the pump track/skate park portion in regards to the open house and the survey results.

Kurt goes over the upcoming schedule and the focus groups. Rochelle adds that 2 separate mailers have been sent to the neighbors closest to the park about the project and how to get involved.

Kurt gives a brief site analysis. Pre-app is set for March 9th.

Discussion ensues on Scenic street improvement needed, utilities, parking outside the UGB, noise abatement and complaints, lighting for after hours use,

parking, entrance and exit locations, additional handicap access off Scenic street, using the upper area for parking, and number of parking spots per acre.

[2023.02.08 SCP PTAB Powerpoint #2 sm](#)

6.2. **Park Naming Policy Review**

Rochelle introduces why we're looking at creating a park naming policy.

Suggested changes to the draft policy include an option to rename a park if it's determined the person it's named after conducted a severe crime, removing or changing the word "permanently", and clarification on if the person the park will be named after needs to be deceased or alive.

Discussion also included name carry overs and the use of corporate names.

Appreciation was expressed that this policy is being created and that it will be in place for when it's needed. One board member liked that community input was included as part of the policy.

**Motion to accept edits to the policy.**

**Moved by Will Toogood**

**Seconded by Ryan Aultman**

**(Passed 5-0)**

7. **Old Business**

8. **STAFF UPDATES**

Rochelle's Updates:

Department Goals, rentals, cost recovery, tourism, Community Campus, Deer point, and Sandy Bluff.

Tiana's Updates:

Bay clean up, pesticide training, winter clean up, playgrounds, Lake Oswego visit, and Meinig bathroom updates.

John's Updates:

Instructional league, teen silent disco sponsorships and donations, community engagement for community garden and movies in the park, summer planning, senior services, respite program returning, and the kitchen grant funds will be here soon.

**Board Notes:**

Will Toogood commented on the need of a trash receptacle/signage on the Sandy River Trail- this item will be added to a future agenda item.

Don Robertson, Board Chair, provided a few updates: 1. Staff will be sending out an informal poll on the start time of the Parks & Trails Advisory Board Meetings. 2. A letter to the Oregon Trail School District in regards to Pickleball has been drafted and has been sent to City Administration for approval before it's sent to the school district. 3. Don mentioned that Tualatin has 2 tennis courts which houses 3 pickleball courts each and their skate park has lights that are on an hour timer button.

**9. Adjourn**





**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, January 11, 2023 Sandy**  
**Community Center: 38348 Pioneer Blvd.**  
**7:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Upekala Wijayratne, Board Member, and Ryan Aultman, Board Member

**BOARD MEMBERS ABSENT:** Alexandria Gale, Board Member and Kimberly Seigel, Board Member

**STAFF PRESENT:** Rochelle Anderholm-Parsch, Parks and Recreation Director and Laurie Smallwood, Council President

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

Topic: Parks & Trails Advisory Board- Hybrid  
Time: Jan 11, 2023 07:00 PM Pacific Time (US and Canada)  
Every month on the Second Wed

Join Zoom Meeting  
<https://us02web.zoom.us/j/86840751408?pwd=M1FWN1FGMHVwRHEydU5KSndhcWlXZz09>

Meeting ID: 868 4075 1408  
Passcode: 990617

**2. Roll Call**

Staff Present:  
Tiana Rundell, Parks and Facilities Manager  
John Wallace, Recreation and Senior Services Manager  
Chelsea Jarvis, Executive Assistant

Guest Presenter:  
Brian Martin, Lango Hansen Landscape Architects

**3. Public Comment**

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- Kathleen Walker- Expressed excitement at the opportunity to find properties for sports fields.

**4. Consent Agenda**

4.1. Meeting Minutes

5 - 78

**Motion to approve meeting minutes.**

**Moved by Will Toogood  
Seconded by Ryan Aultman**

**Carried 4-0**

[Parks & Trails Advisory Board - 12 Oct 2022 - Minutes - Pdf](#)  
[City Council / Parks Board Work Session - 14 Dec 2022 - Minutes - Pdf](#)

**5. Changes to the Agenda**

**6. New Business**

6.1. Community Campus Park Improvement

Rochelle Gives an update on the Community Campus park project.  
A request for proposals was put back out late October for the Park portion only. 4 proposals were received. 3 firms were interviewed. A notice to proceed was issued to Lango Hansen Landscape Architects.  
American Ramp Company was also awarded a design contract for the skatepark/pump track.

Brian Martin, with Lango Hansen, gives an overview/update on the project highlighting the robust public engagement over the next 3 months.

Brian shares a PowerPoint presentation.

Discussion ensues on the funding, grant, track removal, the need for a park in that quadrant of the city, an older kids playground, inclusive play structures, being a tourism draw, robustness of timeline and open houses.

Maddie from American Ramp Company provided context on their involvement in the project and public engagement process.

6.2. Pickleball: Presentation and Discussion

79

Rochelle does a PowerPoint presentation on Pickleball.

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Discussion ensues about experience using the existing courts, a new indoor court option (We Are Rec), not enough outdoor opportunities to play, cost, quantity of courts, and adequate parking.

Pickleball Public Comments:

- Lois Wiseman- Expressed interest in using the high school's tennis courts on a short term basis so there would be no need to resurface.
- Bernie Andreotti- Expressed that the high school has great parking and could be a great temporary solution.
- Bob Adams- Expressed that a new park or court is still 2-4 years out and a solutions needs to be found for the interim.
- Charlene Fine- wants to know how to keep the partnership with the school working. Expressed frustration with paying fees and taxes and still having issues accessing the pickleball courts. Agrees that she thinks the high school tennis courts could be an option.
- Vickie Adams- Thinks that designated size courts that are lined off would be ideal.
- Kathleen Walker- Does not like the idea of converting basketball courts.

[Letter to Park Board re Pickleball Courts from Kathleen Walker](#)

**7. Old Business**

7.1. Integrated Pest Management Update

Tiana gives a final update on Integrated Pest Management Policy. This is an operational policy and will be reviewed annually.

**Motion to approve the use of the operational Parks & Recreation Integrated Pest Management Policy.**

**Moved by Upekala Wijayratne**

**Seconded by Ryan Aultman**

**Carried 5-0**

**8. STAFF UPDATES**

Rochelle's Updates:

The path from the Community Campus down to the Sandy River Park has been flagged and progress is being made. Cost recovery is moving along. Thanks to the Parks Board for participating in the joint work session with the council.

John's Updates:

Caroleana is our new Client Services Coordinator. She has already tackled Medicaid vouchers and is working on getting our respite program restarted.

Amy is our new Recreation Coordinator.

Congregate meals are in the works- we're working to partner with Ant Farm to provide meals.

Tabling events for the new park are underway and Amy will be assisting with these.

Winter recreation guide is out and going strong.

Mountain Storm is underway.

Holiday lights at Meinig was a success- we're looking forward to making it a long term event.

Tiana's Updates:

Lots time spent at Meinig for the lights- however it was a great event to be apart of.

Storm response was big with the recent ice storm and wind storm - they provided assistance with the ice storm.

The lights at Meinig were taken down and no vandalism occurred.

A truck to supplement their vehicle fleet was purchased.

**9. Adjourn**



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, October 12, 2022 Sandy**  
**Community Center: 38348 Pioneer Blvd.**  
**7:00 PM**

**BOARD MEMBERS PRESENT:** David Breames, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Ryan Aultman, Board Member, and Kimberly Seigel, Board Member

**BOARD MEMBERS ABSENT:** Don Robertson, Board Member

**STAFF PRESENT:** Rochelle Anderholm-Parsch, Parks and Recreation Director and Laurie Smallwood, Councilor

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month  
Time: Oct 12, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/88642522802?pwd=a0Q1d1FIWXBsMEZ4V2RoWUVVMm5UQT09>

Meeting ID: 886 4252 2802  
Passcode: 789855

**2. Roll Call**

Staff Present:  
John Wallace, Center Manager  
Tiana Rundell, Parks/Facilities Manager  
Chelsea Jarvis, Executive Assistant

**3. Public Comment**

**4. Consent Agenda**

4.1. Meeting Minutes 4 - 70

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Motion to Approve Meeting Minutes  
Moved by Will Toogood  
Seconded by Ryan Aultman  
Carried 5-0

[Parks & Trails Advisory Board - 13 Jul 2022 - Minutes - Pdf](#)  
[Parks & Trails Advisory Board - 24 Aug 2022 - Minutes - Pdf](#)  
[Parks & Trails Advisory Board - 14 Sep 2022 - Minutes - Pdf](#)

**5. Changes to the Agenda**

**6. New Business**

6.1. IPM Presentation

Rochelle gives background on Tiana's background in Pest Management. The purpose of the tonight's meeting is to get a few board members to be a part of a focus group.

Tiana gives her presentation.

Upekala, Kim, and Ryan agree to be part of the focus group.

**7. Old Business**

**8. STAFF UPDATES**

John's Updates:

The department is hiring/interviewing for the open client services position.  
Recreation is close to being fully staffed.  
Mountain storm basketball is back.  
Winter recreation guide is under way.  
The Holiday Lights at Meinig lighting contract has been signed. There are 5 special events planned.  
Rochelle, John, and Tiana are attending the ORPA conference.

Tiana's Updates:

Brandon Shaffer is the new hire to Parks & Facilities.  
Heaters have been installed in the Meinig Park bathrooms.  
Salmon Estates Park playground is getting some repairs.

Rochelle's Updates:

Thanks the team for their hard work.

There's a moratorium on development- more information can be found on our website.

The Community Campus Park RFP is coming out in the next few weeks.

**9. Adjourn**



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, July 13, 2022 Sandy**  
**Community/Senior Center- 38348 Pioneer**  
**Blvd. Sandy, OR 97055 7:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, and Upekala Wijayaratne, Board Member

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Rochelle Anderholm-Parsch, Parks and Recreation Director

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month  
Time: Jul 13, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/88642522802?pwd=a0Q1d1FIWXBsMEZ4V2RoWUVVMm5UQT09>  
Meeting ID: 886 4252 2802  
Passcode: 789855

**2. Roll Call**

New Board Members Present:  
Kimberly Seigal  
Ryan Aultman

Staff Present:  
John Wallace, Community/Senior Center Manager  
Chelsea Jarvis, Executive Assistant

Council Liaison Absent:  
Laurie Smallwood

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Guest Presenters:  
Zechariah Hazel with FCS  
John Ghilarducci with FCS

**3. Public Comment**

**4. Consent Agenda**

4.1. Meeting Minutes

4 - 29

Motion to Approve  
Moved by Alexandria  
Seconded by Will  
Motion passed 7 - 0

[Parks & Trails Advisory Board - 08 Jun 2022 - Minutes - Pdf](#)

**5. Changes to the Agenda**

**6. New Business**

**7. Old Business**

7.1. SDC / Fee in Lieu implementation plan (data analysis by FCS)

Rochelle gives an introduction and brief overview of SDCs/FIL. It's important to note that SDCs have not been raised since 2016.

John Ghilarducci shows a PowerPoint presentation on 4 implementation options we have to raise SDCs:

1. 5 year phase in
2. 10 year phase in
3. 15 year phase in
4. Set SDC to comparable communities and immediate implementation of full FIL.

Discussion ensues.

FIL Motion:

Motion to raise fee in lieu immediately to maximum of \$16,135 for a single family dwelling unit, \$11,963 for a multi-family dwelling unit, for \$12,996 for a mobile home dwelling unit.  
Moved by Will

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Seconded by Ryan  
Motion passed 7 - 0

SDC Motion:  
Motion to start at the average of \$7,435 in year one and increase to \$20,000 after 5 years in incremental steps including inflation. At which time council will reevaluate and potentially move further.  
Moved by David  
Seconded by Ryan  
Motion passed 7 - 0

**8. STAFF UPDATES**

Rochelle's Updates:  
The department is about to start cost recovery.  
RFP for the community campus closes Thursday 7/14  
Mountain Festival went very well.

John's Updates:  
Longest Day Parkway was a huge success.  
Noah's Quest went well.  
The Mountain Festival Kid's events were a big success.  
The department is working on a Fall Recreation Guide.  
Movies and Music in the park starts at the end of July and goes through August.

**9. Adjourn**



**MINUTES**  
Parks & Trails Advisory Board Meeting  
Wednesday, June 8, 2022 City Hall- Council  
Chambers, 39250 Pioneer Blvd., Sandy,  
Oregon 97055 7:00 PM

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, and Alexandria Gale, Board Member

**BOARD MEMBERS ABSENT:** Upekala Wijayratne, Board Member

**STAFF PRESENT:** Laurie Smallwood, Councilor and Rochelle Anderholm-Parsch, Parks and Recreation Director

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

The Parks and Trails Advisory Board will conduct this hybrid meeting both in-person and electronically using the Zoom video conference platform.

If interested in attending in person the meeting will be held at the Sandy Community Center, located at 38348 Pioneer Blvd., Sandy, OR 97055.

Members of the public may listen, view, and/or participate in this meeting using Zoom.

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month  
Time: Jun 8, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/88642522802?pwd=a0Q1d1FWX8sMEZ4V2RoWUVVMm5UQT09>  
Meeting ID: 886 4252 2802  
Passcode: 789855

**2. Roll Call**

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Staff Present:  
Chelsea Jarvis, Executive Assistant  
John Wallace, Center Manager  
Tiana Rundell, Parks Maintenance  
Shelley Denison, Associate Planner  
Emily Meharg, Senior Planner

Melissa Baxter, Envision Sandy 2050 Committee Member

**3. Public Comment**

**4. Consent Agenda**

4.1. Meeting Minutes

**5. Changes to the Agenda**

6.2 Envision Sandy 2050 Comprehensive plan was presented first, followed by 6.1 Vista Loop Subdivision

**6. New Business**

6.1. Vista Loop Subdivision

5 - 26

Vista Loop Subdivision is a 73 lot residential subdivision intended for future construction of single family homes and three open space tracts. Applicant, Maria Miller, AKS Engineering & Forestry, posed several questions in their pre-application documents.

Rochelle goes through a PowerPoint presentation that goes over their questions and additional information. Emily Meharg adds additional context.

Alexandria Gale asks since there is a park proposed in that location, does that affect this discussion?

Don Robertson answers that we're covered whether it's parkland or fee in lieu, however he would like to see parkland dedication from a Parks & Trails Master Plan Perspective.

David states he thinks the developer should have to build the park since he feels it will be that neighborhood using it.

Don recounts by asking David if he would still feel the same way if it was a ball field.

David confirms he would approve of a ball field.

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Don summarizes that the Board would be interested in Parkland Dedication.  
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

[6.8.22 Vista loop, bornstedt vill, comp plan](#)

6.2. Envision Sandy 2050- Comprehensive Plan

Shelley Denison led the group in information gathering for what the Parks Board would like Sandy to look like in the future (by 2050).

Questions such as:

- What changes people want to see/be sustained in the next 30 years
- Why did you chose to live in Sandy
- What assets the city has that we don't want to lose
- What does a small town feel mean to you
- What needs improving

The group had a good discussion about what they like about Sandy and what they feel is needed in the future.

7. **Old Business**

7.1. Bornstedt Views Subdivision

This is an updated application that has already come before the board. It now is a proposed 43 lot subdivision (it was formerly 42). There are currently 2 other parks within a .1 to .3 mile range of this proposed park location. The proposed park system map does not show a need to add an additional park in this location due to service level requirements already being met by the existing parks.

Rochelle reviews PowerPoint Presentation.  
Emily Meharg provides additional knowledge.

The Fee in lieu would be based on old fee structure since the application was submitted before the code changes.

Don Robertson asks about Lot 27 (shown on PowerPoint and in the agenda attachments).  
Emily confirms it's a steep area with some retention trees.  
Discussion ensues.

Alex likes the current recommendation.  
David agrees.  
Don concurs- initial action stands- The board recommends fee in lieu of parkland dedication for this updated application.  
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

**8. STAFF UPDATES**

**John updates:**

New building monitor has been hired- we are officially reopen for rentals  
A Recreation Coordinator Position is now open for applicants  
Upcoming events/fall programming  
Ongoing work within the Parks & Recreation department to create a vision/mission statement.

**Tiana updates:**

Seasonal employee, Jacob, is working out great  
Dog park is closed during June  
Longest Day Parkway is coming up June 23rd- crew has been busy getting Cascadia Park ready.  
Meinig Park- Park is being cleaned up to get ready for Mountain Festival in July.

**Rochelle updates:**

The RFP for the Community Campus has received a high volume of interest.  
SDC methodology is going before the Parks Board July 13th, then on to Council, and then adoption in September.  
Parks and Trails Board Advisory Interviews are Monday, June 13th.

**9. Adjourn**



**PTAB**

**June 8, 2022**

**Vista Loop, Envision Sandy 2050 Comprehensive Plan, Bornstedt Views  
Subdivision**

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# Agenda

- 6.1 Vista Loop
- 6.2 Envision Sandy 2050 - Comprehensive Plan
- 7.1 Bornstedt Views Subdivision



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**NEW BUSINESS: 6.1 Vista Loop Subdivision**

- Pre-Application meeting held June 2, 2022
- Input from the Parks Board will be submitted in writing to Planning

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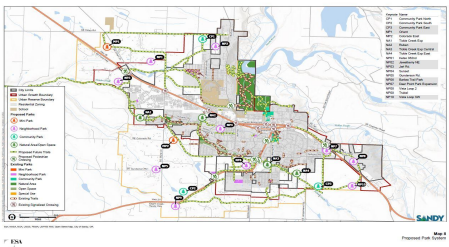
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Question Posed by the applicant in the pre-app meeting



Does the 2022 PTMP show a future park in this location

Yes. NP8



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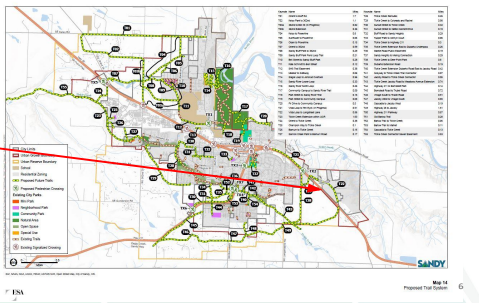
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**Question Posed by the applicant in the pre-app meeting**



PTMP shows a future trail T22.  
Will the project be required to  
accommodate a future trail?



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Question Posed by the applicant in the pre-app meeting



City Staff indicated that it was planned to increase the multiplier listed in the code from 0.0043 to 0.0053.

- On June 6, 2022 there is a public hearing to adopt the code changes to 17.32 & 17.86
  - If the ordinance is adopted via an emergency clause the code changes will go into effect immediately
- The multiplier will be increased to 0.0068



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Question Posed by the applicant in the pre-app meeting



Applicant asked to be advised if the active parkland obligation can be satisfied by payment of fee-in-lieu.

- FIL using 0.0043 = \$226,540
- FIL using 0.0068 = \$359,090
- Parkland dedication using 0.0043 =  $\pm$ 0.94 acres
- Parkland dedication using 0.0068 =  $\pm$ 1.49 acres

• To note:

- The SDC/FIL methodology is being updated (as reviewed during the May 5, 2022 PTAB meeting)
- This could result in a higher FIL multiplier. This is ultimately a policy decision made by Council



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### Staff Recommendation

- PTAB should recommend that the future development should accommodate for a trail as listed in the PTMP
- PTAB should also recommend for parkland dedication as opposed to FIL



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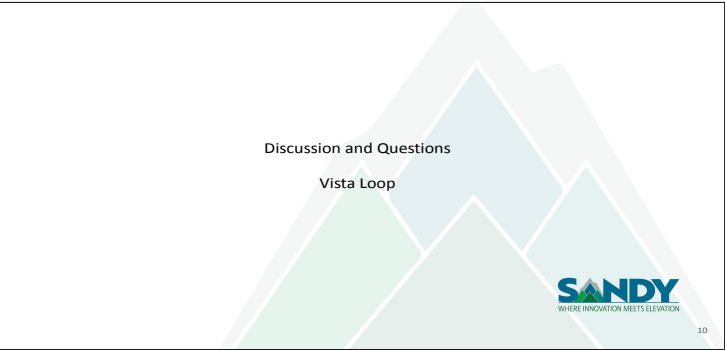
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## 6.2 Envision Sandy 2050 - Comprehensive Plan

- Shelley Denison, City of Sandy Associate Planner



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Discussion and Questions  
Envision Sandy 2050 - Comprehensive Plan



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END NEW BUSINESS



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### OLD BUSINESS: 7.1 Bornstedt Views Subdivision

- Aug. 11, 2021 PTAB reviewed the 'Bornstedt Views Proposed Development'.
  - 42-Lot subdivision
  - PTAB supported FIL
    - Property is located to two existing neighborhood parks (0.3 miles from Bornstedt Park, and 0.1 mile from Cascadia Park)
- May 24, 2022, Mac Even of Even Better Homes submitted an updated application for a 43-Lot subdivision



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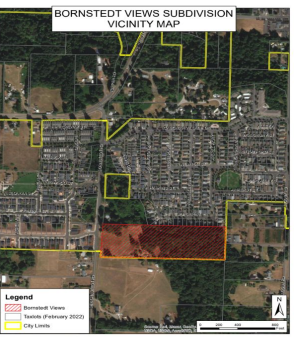
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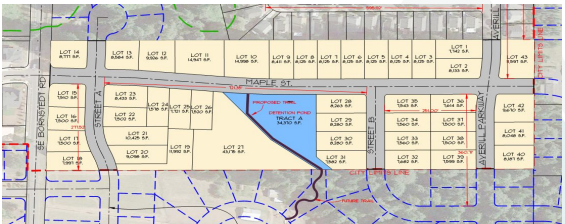
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### Proposed Trail



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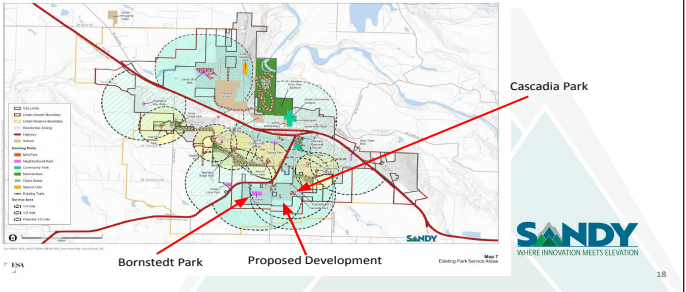
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### PTMP Existing Parks



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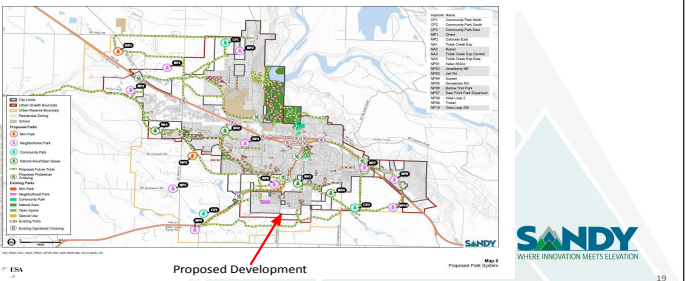
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### PTMP Proposed Location of Future Parks



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### Staff Recommendation

- That PTAB should continue to support Fee-in-Lieu of parkland dedication for the updated application for Bornstedt Views Proposed Development
- That PTAB supports that the future development of Bornstedt Views accommodates the proposed trail as illustrated in slide 16



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Discussion and Questions  
Bornstedt Views Subdivision



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END OLD BUSINESS



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**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, August 24, 2022**  
**Community/Senior Center- 38348 Pioneer**  
**Blvd. Sandy, OR 97055 5:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Kimberly Seigel, Board Member, and Ryan Aultman, Board Member

**BOARD MEMBERS ABSENT:** David Breames, Board Member

**STAFF PRESENT:** Laurie Smallwood, Councilor

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

This meeting will be a tour of some of our city parks in Sandy.

Meet at the Sandy Community/Senior Center at 5:00pm. The tour will take approximately 2 hours.

**2. Roll Call**

Staff Present:

Rochelle Anderholm Parsch, Parks & Recreation Director

John Wallace, Center Manager

Tiana Rundell, Parks and Facilities Manager

Marc Young, Transportation Coordinator/Driver

**3. Public Comment**

**4. Consent Agenda**

**5. Changes to the Agenda**

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**6. New Business**

6.1. Parks Tour

3

The Parks and Trails Advisory Board conducted a tour of the following parks:

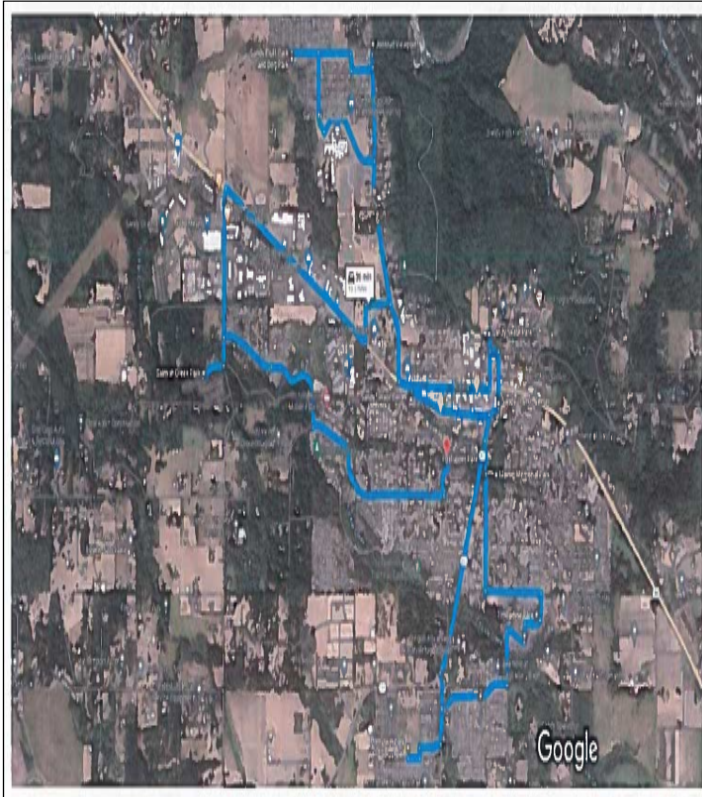
1. Bornstedt Park- 19383 Pine Ave. Sandy, OR 97055
2. Timberline Ridge Park- 39600 Wall St. Sandy, OR 97055
3. Meinig Memorial Park- 17670 Meinig Ave. Sandy, OR 97055
4. Centennial Plaza- 39295 Pioneer Blvd. Sandy, OR 97055
5. Community Campus- Alt Ave. Sandy, OR 97055
6. Jonsrud Viewpoint Park- 15652 Bluff Rd. Sandy, OR 97055
7. Sandy Bluff Park- 36910 Goldenrain St. Sandy, OR 97055
8. Salmon Creek Park- 35899 Chinook St. Sandy, OR 97055
9. Tupper Park- 17815 Tupper Rd. Sandy, OR 97055

[Parks Tour map](#)

**7. Old Business**

**8. STAFF UPDATES**

**9. Adjourn**



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**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, September 14, 2022 Sandy**  
**Community Center: 38348 Pioneer Blvd.**  
**7:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Alexandria Gale, Board Member, and Ryan Aultman, Board Member

**BOARD MEMBERS ABSENT:** Will Toogood, Board Member, Upekala Wijayratne, Board Member, and Kimberly Seigel, Board Member

**STAFF PRESENT:** Rochelle Anderholm-Parsch, Parks and Recreation Director and Laurie Smallwood, Councilor

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month  
Time: Sep 14, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/88642522802?pwd=a0Q1d1FIWXBsMEZ4V2RoWUVVMm5UQT09>

Meeting ID: 886 4252 2802  
Passcode: 789855

**2. Roll Call**

No Quorum. Only 4 voting members present. Under Article III: Membership and Terms, "A majority of the voting membership shall constitute a quorum."

**3. Public Comment**

No public comments

**4. Consent Agenda**

- 4.1. Meeting Minutes for July 4 - 32  
[Parks & Trails Advisory Board - 13 Jul 2022 - Minutes - Pdf](#)

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- 4.2. Meeting Minutes for August 33 - 35  
[Parks & Trails Advisory Board - 24 Aug 2022 - Minutes - Pdf](#)

**5. Changes to the Agenda**

**6. New Business**

- 6.1. Cost Recovery Training

Presentation on "The Smart Approach to Financial Sustainability" provided by Jamie Sabbach, President and CEO of 110%.

- 6.2. Cascade Creek Subdivision (Parkland vs FIL)

The Park's Board reviewed the proposed development Cascade Creek Apartments located at 38272 and 38330 Highway 211.

Presentation provided by Rochelle Anderholm-Parsch, Parks and Recreation Director.

Discussion ensued.

The Parks Board reviewed the proposed development and recommended two items.

1. Acceptance of fee in lieu of parkland dedication
2. The Parks Board supports the Parks Department in exploring the option to establish a development agreement to build certain amenities as listed in the Bornstedt Park Phase 2 master plan.

The Parks Board recommended a fee-in-lieu of parkland due to the proximity of Bornstedt Park and because the existing park satisfies the proposed park system requirements as listed in the Parks and Trails Master Plan. The Parks Board also supported the development of a sidewalk on the east side of village blvd. right-of-way to meet the trail requirements of Trail 44 as listed in the Parks and Trails Master Plan.

At this time, an official recommendation was not possible due to a lack of a quorum. If necessary, the Parks Board will reconvene to supply an official recommendation.

**7. Old Business**

**8. STAFF UPDATES**

- 8.1. November Board Meeting Date Change

For our November Board meeting, we will be conducting a joint work session with the Parks & Trails Advisory Board and the Council on Cost recovery and a beneficiary of services workshop. The new date for the board meeting will be November 21, 2022 at 6:pm at the Council Chambers at City Hall.

John Wallace, Community Center Manager, provided an updated on recreation, special event, and senior services.

Tiana Rundell, Parks Manager, provided an update on Parks related items.

Rochelle Anderholm-Parsch, Parks and Recreation Director provided a department update.

**9. Adjourn**



**MINUTES**  
Parks & Trails Advisory Board Meeting  
Wednesday, July 13, 2022 Sandy  
Community/Senior Center- 38348 Pioneer  
Blvd. Sandy, OR 97055 7:00 PM

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, and Upekala Wijayratne, Board Member

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Rochelle Anderholm-Parsch, Parks and Recreation Director

**MEDIA PRESENT:**

**1. MEETING FORMAT NOTICE**

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month  
Time: Jul 13, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/88642522802?pwd=a0Q1d1FIWXBsMEZ4V2RoWUVVMm5UQT09>  
Meeting ID: 886 4252 2802  
Passcode: 789855

**2. Roll Call**

New Board Members Present:  
Kimberly Seigal  
Ryan Aultman

Staff Present:  
John Wallace, Community/Senior Center Manager  
Chelsea Jarvis, Executive Assistant

Council Liaison Absent:  
Laurie Smallwood

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Guest Presenters:  
Zechariah Hazel with FCS  
John Ghilarducci with FCS

**3. Public Comment**

**4. Consent Agenda**

4.1. Meeting Minutes 4 - 29

Motion to Approve  
Moved by Alexandria  
Seconded by Will  
Motion passed 7 - 0

[Parks & Trails Advisory Board - 08 Jun 2022 - Minutes - Pdf](#)

**5. Changes to the Agenda**

**6. New Business**

**7. Old Business**

7.1. SDC / Fee in Lieu implementation plan (data analysis by FCS)

Rochelle gives an introduction and brief overview of SDCs/FIL. It's important to note that SDCs have not been raised since 2016.

John Ghilarducci shows a PowerPoint presentation on 4 implementation options we have to raise SDCs:

1. 5 year phase in
2. 10 year phase in
3. 15 year phase in
4. Set SDC to comparable communities and immediate implementation of full FIL.

Discussion ensues.

FIL Motion:

Motion to raise fee in lieu immediately to maximum of \$16,135 for a single family dwelling unit, \$11,963 for a multi-family dwelling unit, for \$12,996 for a mobile home dwelling unit.

Moved by Will

Seconded by Ryan  
Motion passed 7 - 0

SDC Motion:  
Motion to start at the average of \$7,435 in year one and increase to \$20,000 after 5 years in incremental steps including inflation. At which time council will reevaluate and potentially move further.  
Moved by David  
Seconded by Ryan  
Motion passed 7 - 0

**8. STAFF UPDATES**

Rochelle's Updates:  
The department is about to start cost recovery.  
RFP for the community campus closes Thursday 7/14  
Mountain Festival went very well.

John's Updates:  
Longest Day Parkway was a huge success.  
Noah's Quest went well.  
The Mountain Festival Kid's events were a big success.  
The department is working on a Fall Recreation Guide.  
Movies and Music in the park starts at the end of July and goes through August.

**9. Adjourn**



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, June 8, 2022 City Hall- Council**  
**Chambers, 39250 Pioneer Blvd., Sandy,**  
**Oregon 97055 7:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, and Alexandria Gale, Board Member

**BOARD MEMBERS ABSENT:** Upekala Wijayratne, Board Member

**STAFF PRESENT:** Laurie Smallwood, Councilor and Rochelle Anderholm-Parsch, Parks and Recreation Director

**MEDIA PRESENT:**

- MEETING FORMAT NOTICE**  
The Parks and Trails Advisory Board will conduct this hybrid meeting both in-person and electronically using the Zoom video conference platform.

If interested in attending in person the meeting will be held at the Sandy Community Center, located at 38348 Pioneer Blvd., Sandy, OR 97055.

Members of the public may listen, view, and/or participate in this meeting using Zoom.

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month  
Time: Jun 8, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
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Meeting ID: 886 4252 2802  
Passcode: 789855

- Roll Call**

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Staff Present:  
Chelsea Jarvis, Executive Assistant  
John Wallace, Center Manager  
Tiana Rundell, Parks Maintenance  
Shelley Denison, Associate Planner  
Emily Meharg, Senior Planner

Melissa Baxter, Envision Sandy 2050 Committee Member

**3. Public Comment**

**4. Consent Agenda**

4.1. Meeting Minutes

**5. Changes to the Agenda**

6.2 Envision Sandy 2050 Comprehensive plan was presented first, followed by 6.1 Vista Loop Subdivision

**6. New Business**

6.1. Vista Loop Subdivision

5 - 26

Vista Loop Subdivision is a 73 lot residential subdivision intended for future construction of single family homes and three open space tracts. Applicant, Maria Miller, AKS Engineering & Forestry, posed several questions in their pre-application documents.

Rochelle goes through a PowerPoint presentation that goes over their questions and additional information. Emily Meharg adds additional context.

Alexandria Gale asks since there is a park proposed in that location, does that affect this discussion?

Don Robertson answers that we're covered whether it's parkland or fee in lieu, however he would like to see parkland dedication from a Parks & Trails Master Plan Perspective.

David states he thinks the developer should have to build the park since he feels it will be that neighborhood using it.

Don recounts by asking David if he would still feel the same way if it was a ball field.

David confirms he would approve of a ball field.

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Don summarizes that the Board would be interested in Parkland Dedication.  
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

[6.8.22 Vista loop bornstedt vill comp plan](#)

6.2. Envision Sandy 2050- Comprehensive Plan

Shelley Denison led the group in information gathering for what the Parks Board would like Sandy to look like in the future (by 2050).

Questions such as:

- What changes people want to see/be sustained in the next 30 years
- Why did you chose to live in Sandy
- What assets the city has that we don't want to lose
- What does a small town feel mean to you
- What needs improving

The group had a good discussion about what they like about Sandy and what they feel is needed in the future.

7. Old Business

7.1. Bornstedt Views Subdivision

This is an updated application that has already come before the board. It now is a proposed 43 lot subdivision (it was formerly 42). There are currently 2 other parks within a .1 to .3 mile range of this proposed park location. The proposed park system map does not show a need to add an additional park in this location due to service level requirements already being met by the existing parks.

Rochelle reviews PowerPoint Presentation.  
Emily Meharg provides additional knowledge.

The Fee in lieu would be based on old fee structure since the application was submitted before the code changes.

Don Robertson asks about Lot 27 (shown on PowerPoint and in the agenda attachments).  
Emily confirms it's a steep area with some retention trees.  
Discussion ensues.

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Alex likes the current recommendation.  
David agrees.  
Don concurs- initial action stands- The board recommends fee in lieu of parkland dedication for this updated application.  
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

**8. STAFF UPDATES**

John updates:  
New building monitor has been hired- we are officially reopen for rentals  
A Recreation Coordinator Position is now open for applicants  
Upcoming events/fall programming  
Ongoing work within the Parks & Recreation department to create a vision/mission statement.

Tiana updates:  
Seasonal employee, Jacob, is working out great  
Dog park is closed during June  
Longest Day Parkway is coming up June 23rd- crew has been busy getting Cascadia Park ready.  
Meinig Park- Park is being cleaned up to get ready for Mountain Festival in July.

Rochelle updates:  
The RFP for the Community Campus has received a high volume of interest.  
SDC methodology is going before the Parks Board July 13th, then on to Council, and then adoption in September.  
Parks and Trails Board Advisory Interviews are Monday, June 13th.

**9. Adjourn**



**PTAB**  
June 8, 2022

**Vista Loop, Envision Sandy 2050 Comprehensive Plan, Bornstedt Views  
Subdivision**

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# Agenda

- 6.1 Vista Loop
- 6.2 Envision Sandy 2050 - Comprehensive Plan
- 7.1 Bornstedt Views Subdivision



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**NEW BUSINESS: 6.1 Vista Loop Subdivision**

- Pre-Application meeting held June 2, 2022
- Input from the Parks Board will be submitted in writing to Planning

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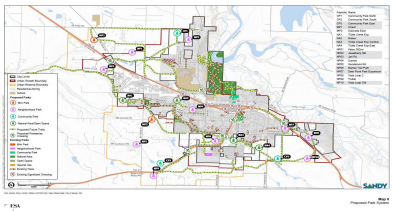
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Question Posed by the applicant in the pre-app meeting



Does the 2022 PTMP show a future park in this location

Yes. NP8



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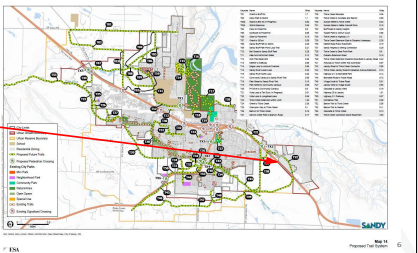
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**Question Posed by the applicant in the pre-app meeting**



PTMP shows a future trail T22.  
Will the project be required to  
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Question Posed by the applicant in the pre-app meeting



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- On June 6, 2022 there is a public hearing to adopt the code changes to 17.32 & 17.86
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  - This could result in a higher FIL multiplier. This is ultimately a policy decision made by Council



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### Staff Recommendation

- PTAB should recommend that the future development should accommodate for a trail as listed in the PTMP
- PTAB should also recommend for parkland dedication as opposed to FIL

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Discussion and Questions

Vista Loop

**SANDY**  
WHERE INNOVATION MEETS EDUCATION

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**6.2 Envision Sandy 2050 - Comprehensive Plan**

- Shelley Denison, City of Sandy Associate Planner

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Discussion and Questions  
Envision Sandy 2050 - Comprehensive Plan



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END NEW BUSINESS



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### OLD BUSINESS: 7.1 Bornstedt Views Subdivision

- Aug. 11, 2021 PTAB reviewed the 'Bornstedt Views Proposed Development'.
  - 42-Lot subdivision
  - PTAB supported FIL
    - Property is located to two existing neighborhood parks (0.3 miles from Bornstedt Park, and 0.1 mile from Cascadia Park)
  
- May 24, 2022, Mac Even of Even Better Homes submitted an updated application for a 43-Lot subdivision



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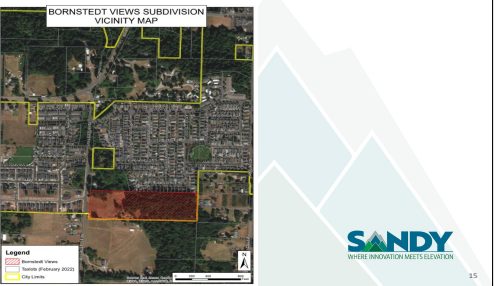
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Location

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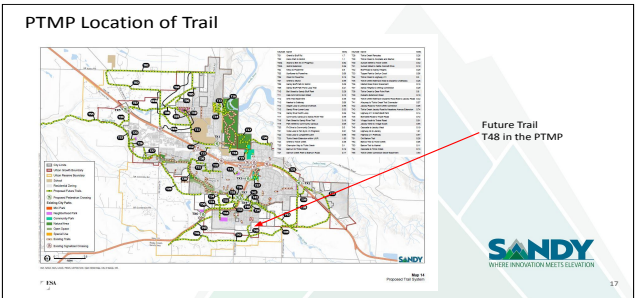
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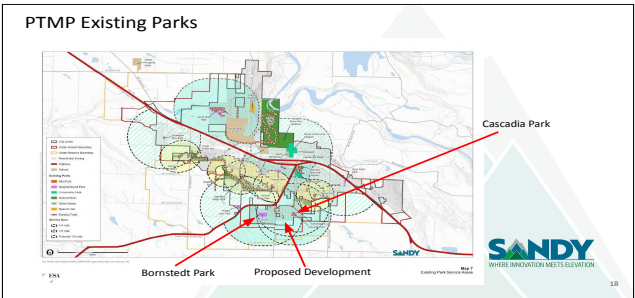
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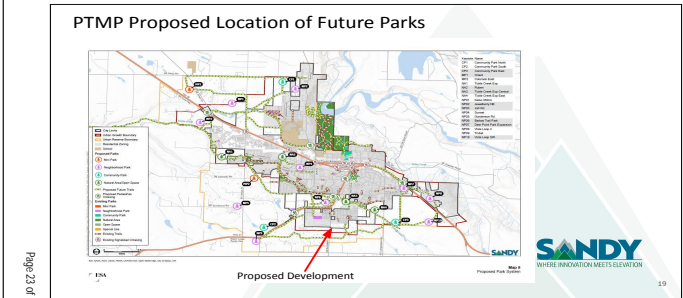
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### Staff Recommendation

- That PTAB should continue to support Fee-in-Lieu of parkland dedication for the updated application for Bornstedt Views Proposed Development
- That PTAB supports that the future development of Bornstedt Views accommodates the proposed trail as illustrated in slide 16

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Discussion and Questions  
Bornstedt Views Subdivision

**SANDY**  
WHERE INNOVATION MEETS SUSTAINABILITY

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**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, August 24, 2022**  
**Community/Senior Center- 38348 Pioneer**  
**Blvd. Sandy, OR 97055 5:00 PM**

**BOARD MEMBERS PRESENT:** Don Robertson, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Kimberly Seigel, Board Member, and Ryan Aultman, Board Member

**BOARD MEMBERS ABSENT:** David Breames, Board Member

**STAFF PRESENT:** Laurie Smallwood, Councilor

**MEDIA PRESENT:**

- 1. MEETING FORMAT NOTICE**  
This meeting will be a tour of some of our city parks in Sandy.

Meet at the Sandy Community/Senior Center at 5:00pm. The tour will take approximately 2 hours.

- 2. Roll Call**  
Staff Present:  
Rochelle Anderholm Parsch, Parks & Recreation Director  
John Wallace, Center Manager  
Tiana Rundell, Parks and Facilities Manager  
Marc Young, Transportation Coordinator/Driver

- 3. Public Comment**
- 4. Consent Agenda**
- 5. Changes to the Agenda**

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**6. New Business**

**6.1. Parks Tour**

3

The Parks and Trails Advisory Board conducted a tour of the following parks:

1. Bornstedt Park- 19383 Pine Ave. Sandy, OR 97055
2. Timberline Ridge Park- 39600 Wall St. Sandy, OR 97055
3. Meinig Memorial Park- 17670 Meinig Ave. Sandy, OR 97055
4. Centennial Plaza- 39295 Pioneer Blvd. Sandy, OR 97055
5. Community Campus- Alt Ave. Sandy, OR 97055
6. Jonsrud Viewpoint Park- 15652 Bluff Rd. Sandy, OR 97055
7. Sandy Bluff Park- 36910 Goldenrain St. Sandy, OR 97055
8. Salmon Creek Park- 35899 Chinook St. Sandy, OR 97055
9. Tupper Park- 17815 Tupper Rd. Sandy, OR 97055

[Parks Tour map](#)

**7. Old Business**

**8. STAFF UPDATES**

**9. Adjourn**

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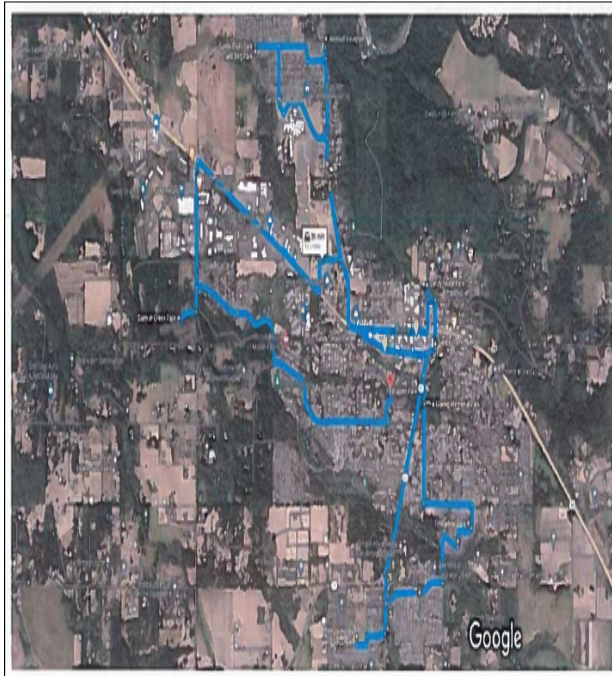
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**MINUTES**  
Joint City Council / Parks & Trails Advisory Board Work Session  
Wednesday, December 14, 2022 6:00 PM

**PRESENT:** Laurie Smallwood, Councilor; Richard Sheldon, Councilor; Kathleen Walker, Councilor; Carl Exner, Councilor; Don Hokanson, Councilor; and Stan Pulliam, Mayor; Councilor-Elect Chris Mayton; David Breames, Board Member; Will Toogood, Board Member; Upekala Wijayratne, Board Member; Ryan Aultman, Board Member; and Kimberly Seigel, Board Member

**ABSENT:** Jeremy Pietzold, Council President, Don Robertson, Board Chair, Alexandria Gale, Board Member

**STAFF:** Jordan Wheeler, City Manager; Jeff Aprati, City Recorder; and Rochelle Anderholm-Parsch, Parks and Recreation Director; John Wallace, Community/Senior Center Manager; Tiana Rundell, Parks & Facilities Manager; and Chelsea Jarvis, Executive Assistant

**MEDIA:** (none)

- 1. **Work Session on Parks and Recreation Cost Recovery**
- 1.1. **Cost Recovery and Financial Sustainability for Sandy Parks and Recreation** 4  
Beneficiary of Services Virtual Workshop

Staff Report - 0638

The **Parks and Recreation Director** provided introductory remarks on the importance of cost recovery work in ensuring the long term sustainability of parks and recreation programming and the ability of the City to meet the parks and recreation-related needs of the community.

Jamie Sabbach, 110%, summarized her background and qualifications before beginning the presentation. A staff report and presentation slides were included in the agenda packet.

The presentation summarized a brief history of parks and recreation, context of parks and recreation spending trends in recent decades, relative spending on operations versus capital, impacts of economic factors and limited public resources, and the evolving importance of the cost recovery approach. A cost

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City Council  
December 14, 2022

recovery model was then introduced, which involved establishing service categories based on purpose. Those present (not including staff) were invited to rank categories along a continuum from common good to individualized benefits. Further development of the cost recovery plan will involve identifying cost recovery goals to each category on the continuum, with those toward the individualized benefit end expected to carry higher cost recovery targets.

Discussion during the presentation involved the following issues:

- Whether it is appropriate to use the term 'subsidy,' which some feel carries a negative connotation
- The need to determine what the City can afford and what level of cost recovery is needed
- Whether cost recovery can or cannot apply to functions that do not charge entry fees
- Whether actual costs of providing services should affect cost recovery percentage goals
- Whether attendance and participation should be considered during the ranking exercise
- Whether city residency should be considered during the ranking exercise
- Whether non-profit agencies should be considered during the ranking exercise

Discussion following the ranking exercise involved the following issues:

- Whether the Mountain Festival example should have been categorized elsewhere
- The possibility that some services may have unseen or unanticipated community benefits
- The possibility that the availability of a service may be a benefit in and of itself, regardless of how much it is used
- Whether social equity services was adequately defined
- The importance of ensuring that a cost recovery plan continues to evolve in the future in the case of changing circumstances and needs

Following the exercise, it was noted that next steps in this process will involve synthesizing results from the exercises, designing a Beneficiary of Service model, refining cost of service figures, holding a goal setting meeting, completing the Strategy Continuum along with goals, and developing policies.

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City Council  
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Note: this meeting, which was conducted virtually via Zoom, allowed participants to use the 'chat' function. The chat record is attached to these minutes.

[Chat](#)

2. **Adjourn**



Mayor, Stan Pulliam



City Recorder, Jeff Aprati

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00:38:07 Councilor Don Hokanson: I think this trend to greater Operating Expense vs capital is not unique to Parks - I think it is typical of any capital-intensive industry where the assets have long lifespans.

00:48:31 Councilor Don Hokanson: Why is the target 100%? Is that the target for cost recovery?

00:50:41 Councilor Carl Exner: it should be 100% of what we decide is our acceptable

00:53:06 Councilor Don Hokanson: I think we need to be careful when applying a framework or model (like this model). The framework will define terms like Tax use/subsidy for the framework. We just have to understand how the definitions are used in the framework.

00:53:43 Councilor Don Hokanson: And acknowledge that the term will have different interpretations in other situations.

00:58:01 Councilor Don Hokanson: I don't think this about charging for events as much as it is about applying comprehensive financial discipline to all aspects of short and long term parks and rec planning.

01:19:00 Councilor Don Hokanson: @Jamie: No need to read my comments or respond to my earlier comment

01:28:56 Councilor Don Hokanson: Similar to the mayor's question, should we ignore participation/utilization by out-of-the-city residents and just rank based on residents?

01:57:24 Kimberly Seigel (PTAB): Did we have access to this material before this meeting? I feel like it would have been good to do a little homework on this ahead of time. Maybe I missed an email.

02:01:11 Councilor Carl Exner: this is the type of decisions make Council very effective - I would love to see similar decisional formats in other areas

02:01:33 Jeff Aprati (City Recorder): The agenda packet was published on December 8th and the system sent notification emails to the Council and Parks Board email addresses we had on file on that day

02:02:50 Councilor Don Hokanson: Thank you!

Dear Parks Board,

January 10, 2023

I am writing to provide input to your consideration of pickle ball facilities in Sandy. Presented options and my comments include:

Converting existing basketball courts for basketball and pickleball use in Tupper, Timberline or Barlow Parks. Sandy's park playgrounds are primarily designed for use by kids under age eight. There are few facilities in our parks, other than these basketball courts, for kids over age eight. I don't believe it helps our situation to turn these limited opportunities for kids over to pickleball users, who are in general, an older population. That will create conflict between user and age groups and should be avoided.

Construct pickleball courts in one or more of the future parks planned in the Master Plan (Deer Point, Ponder Lane, and/or Champion Way). This is probably the most promising alternative. I am a strong advocate for developing more of our future parks for active recreation, rather than just open-grass "multi-use" fields that need to be mowed.

Pickleball noise is an important issue that needs to be addressed. Similar to dog parks, it is best to build pickleball courts, before all the homes around it get built. Building them adjacent to Hwy 26 or Hwy 211 and away from homes, are also prudent, to deal with noise issues. For that reason, the far side (to be acquired section) of Deer Point, or the Ponder Lane Parks would lend themselves better to Pickleball. I will again point out that I don't believe they have adequate parking for Ponder Lane.

Another shorter-term option to consider is working with the OTSD to reline/repaint/revise the High School tennis courts. This would allow them to be used by both citizens and students.

While development of pickleball in these parks will take 1-2 years, I think that is preferable to introducing conflict and reducing availability of our basketball courts to the many kids that use them.

Finally, I am hoping that we can be looking for property to purchase for a ballfield complex that can provide for soccer, baseball, softball, and pickleball fields/courts. We land-banked Bornstedt Park for over 5 years before we started construction. Focusing on flatter land outside City limits and/or the UGB/UGR will reduce purchasing costs.

Thanks for all your hard work on this issue.

Kind Regards,

Kathleen Walker

Park user and former Parks Board Chair

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# COMMUNITY CAMPUS PARK DEVELOPMENT PLAN

## PARKS AND TRAILS ADVISORY BOARD - UPDATE #2

2.8.2023







**OPEN HOUSE #1** 2.8.2023  
**COMMUNITY CAMPUS PARK DEVELOPMENT PLAN**



lango hansen LANDSCAPE ARCHITECTS jla PUBLIC INVOLVEMENT



# Engagement Summary

## Key Takeaways

- Participants want to use the park to play/recreate
- They are most interested in nature play (or combo with standard)
- Most people plan to use a car to get there
- Many were interested in skate park + pump track
- Several asked for an all-abilities, inclusive park

## Online Survey

**Open January 19 – February 2**

**429** participants

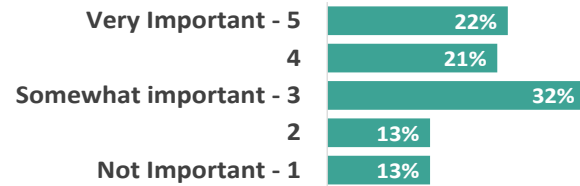
## Open House

**Hosted on January 26**

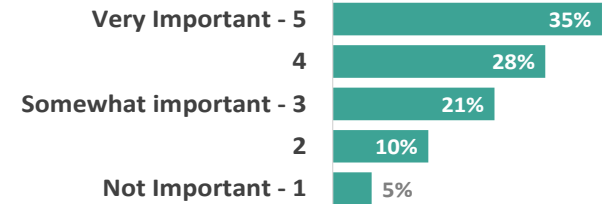
**34** participants

# As we think about how to design the Community Campus Park, what features are most important to you?

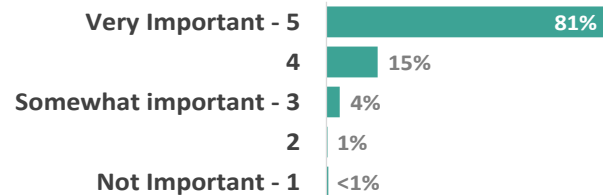
## Relax



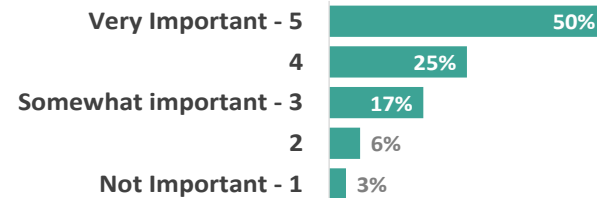
## Gather



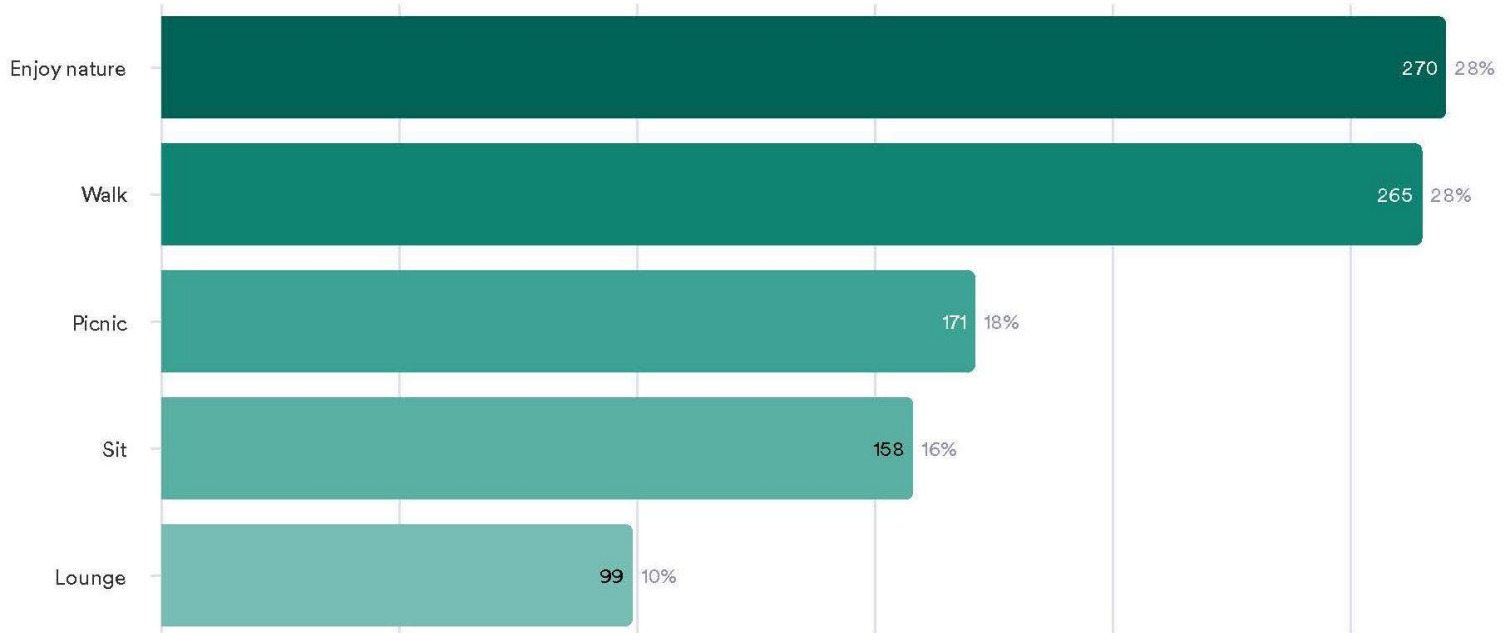
## Play



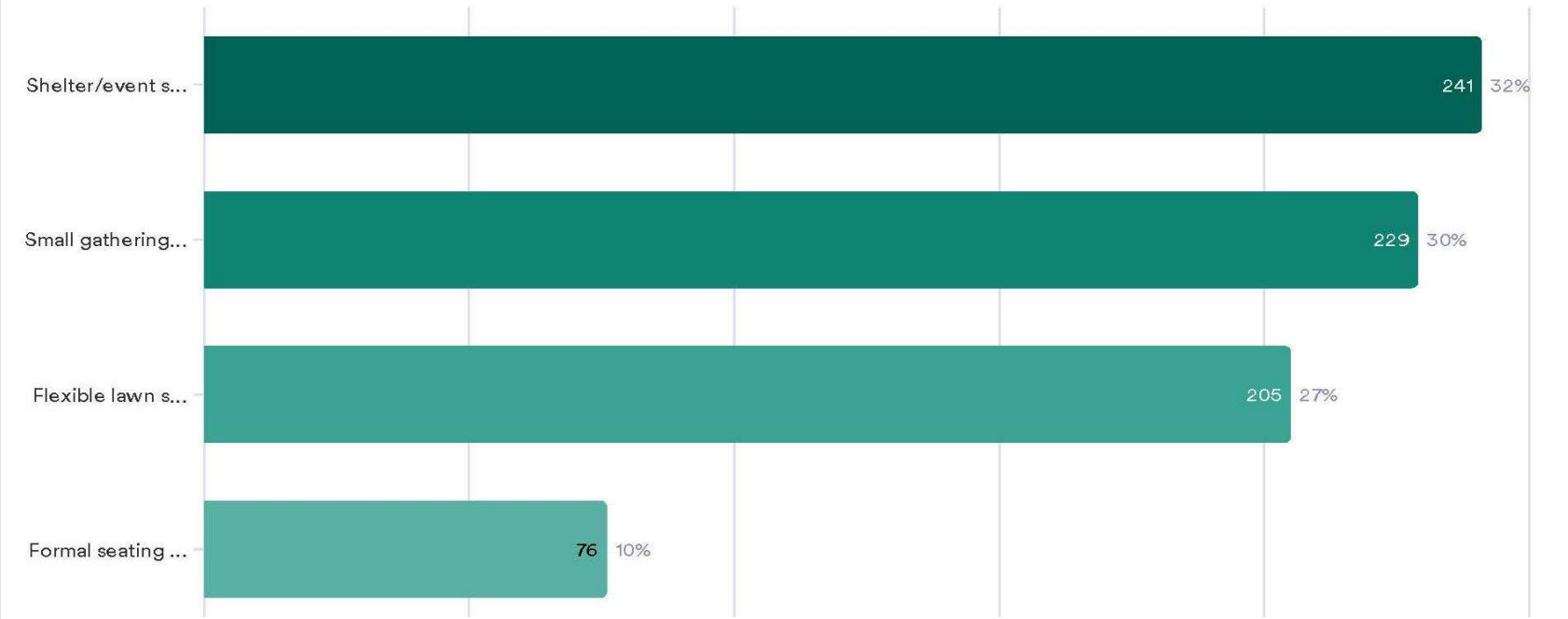
## Enjoy nature



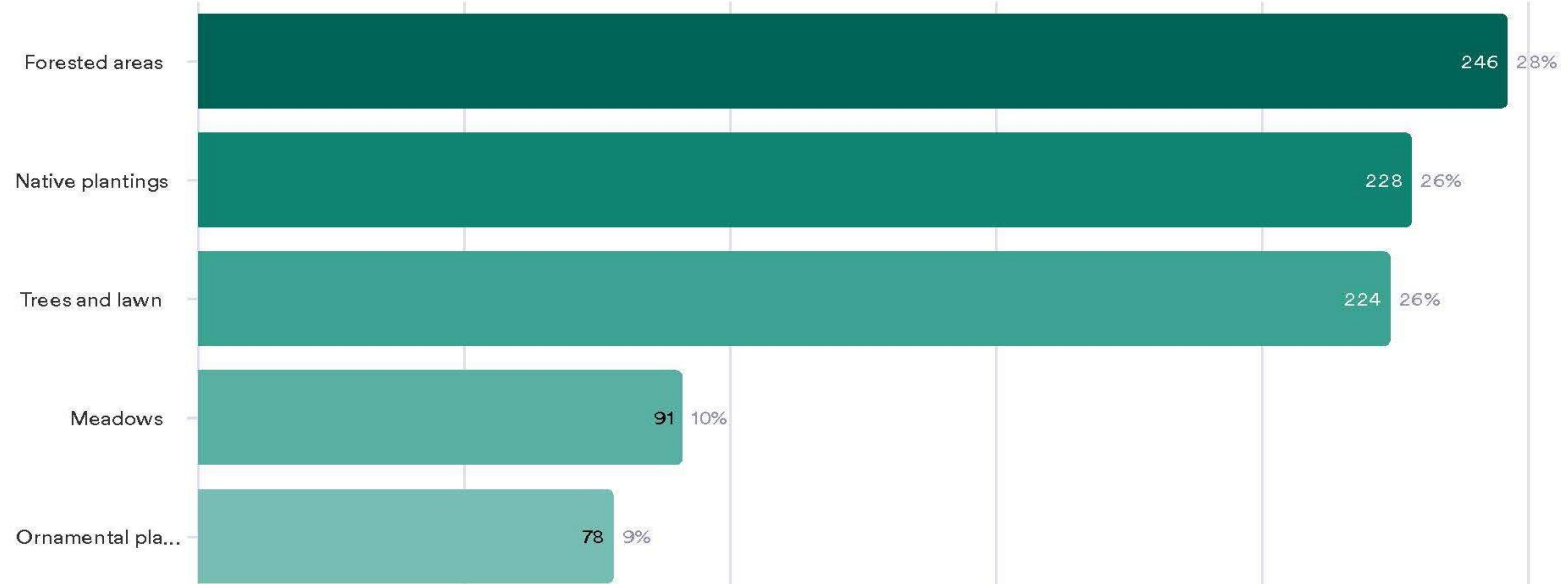
## How do you want to relax in the park?



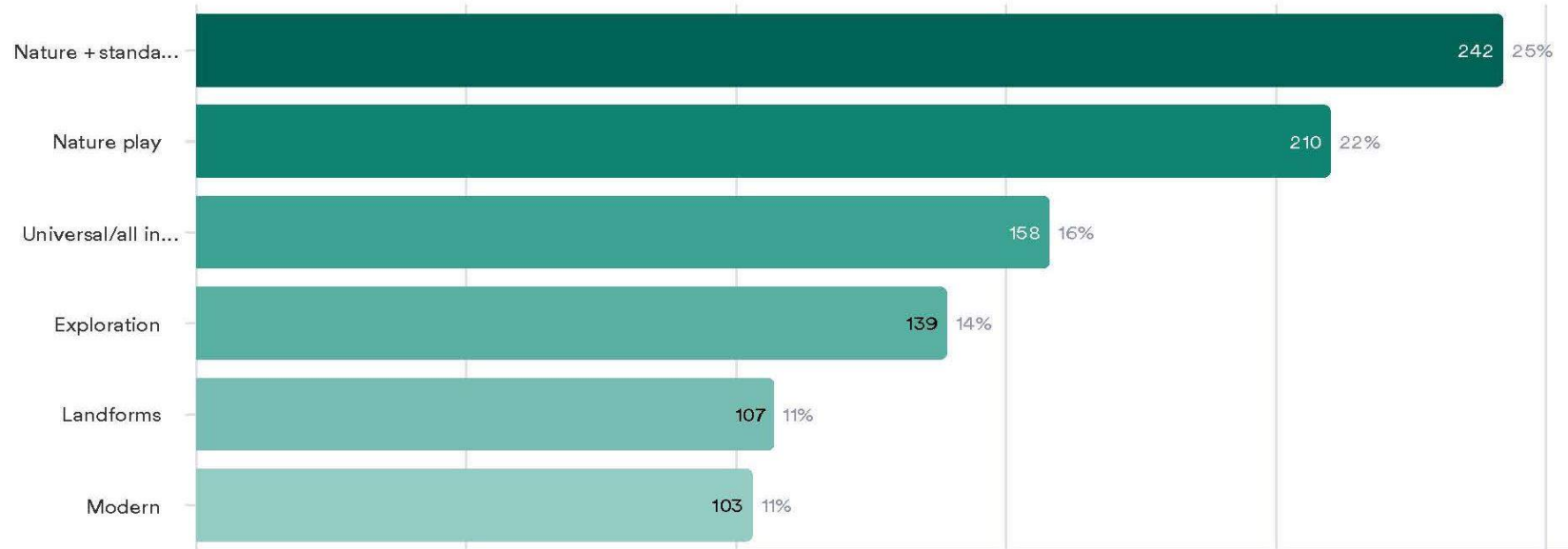
# How do you want to gather in the park?



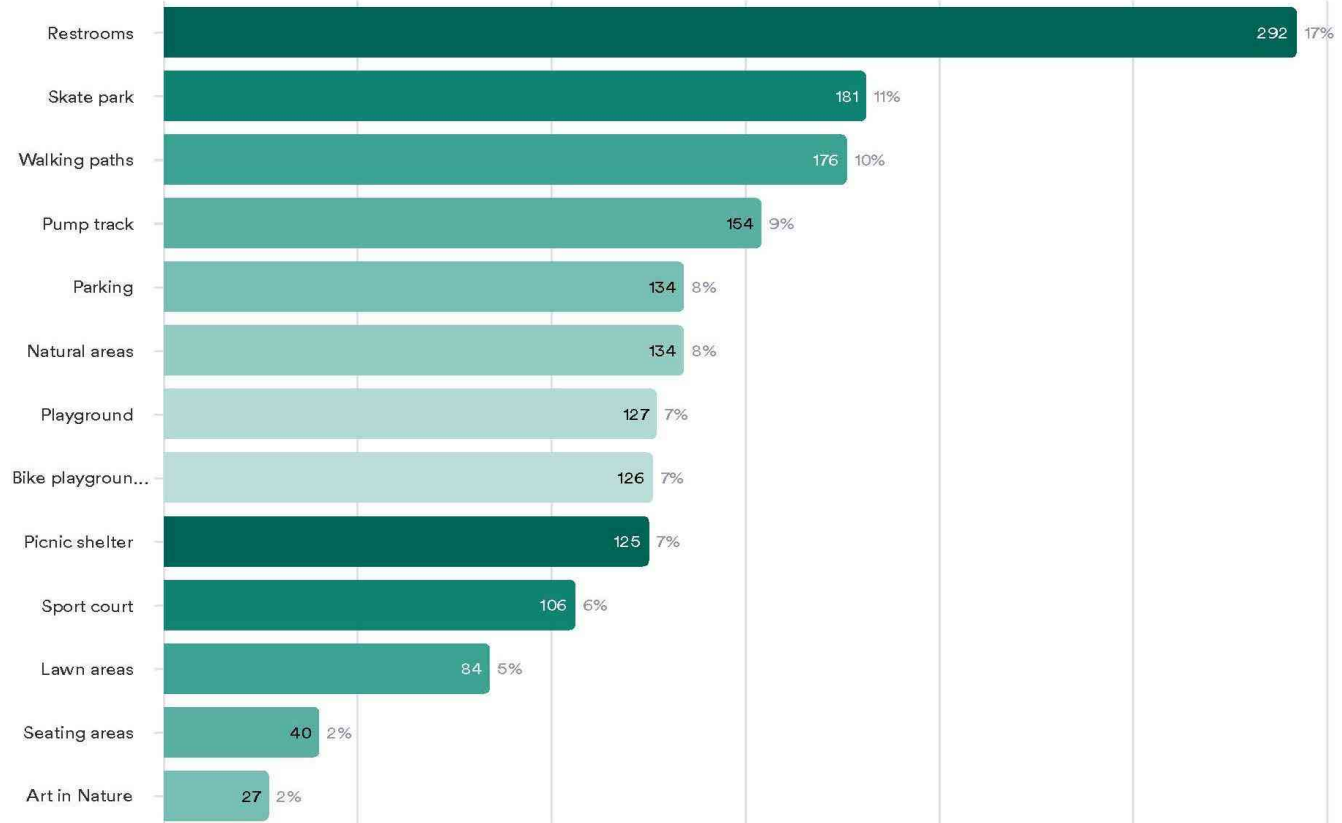
## Which natural element is most important to you?



## Which type of play areas would you like to see most?

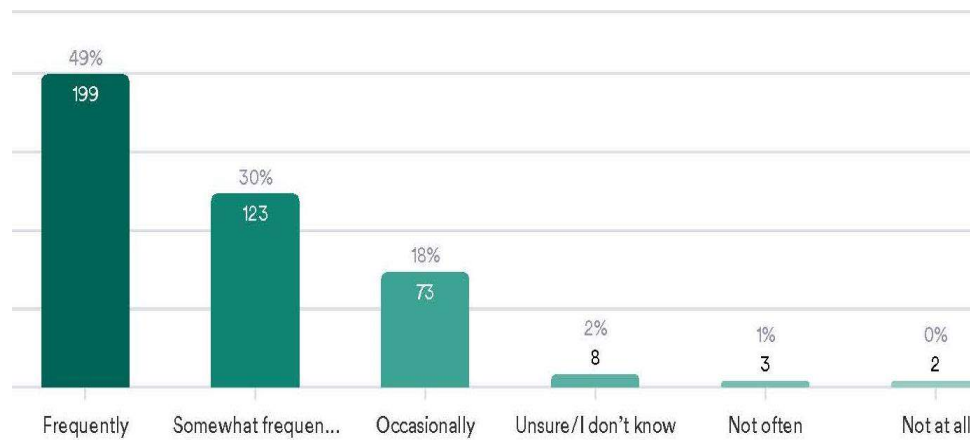


## Which park feature is most important?

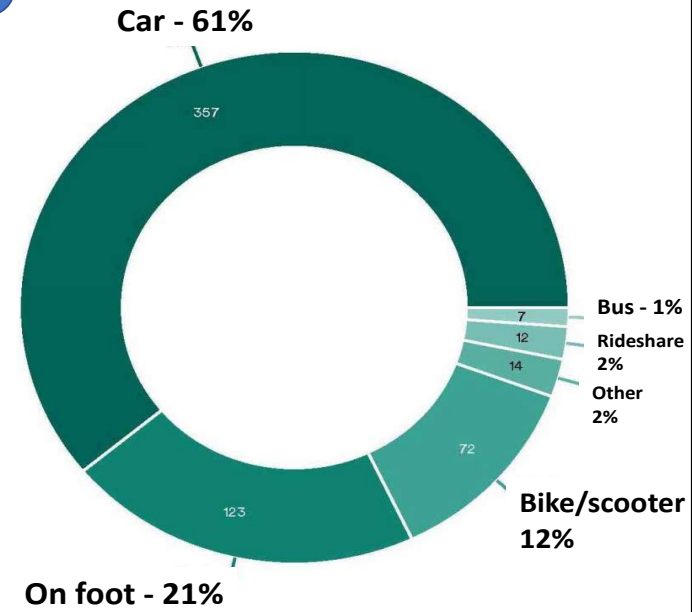




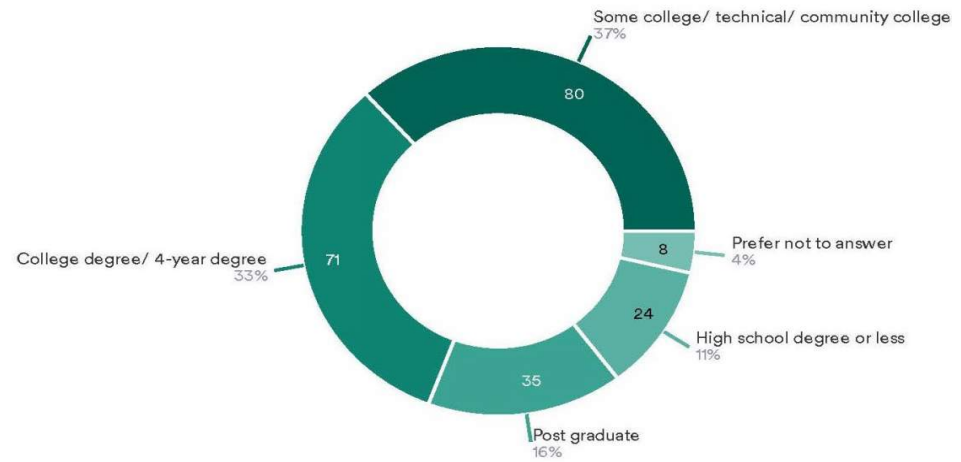
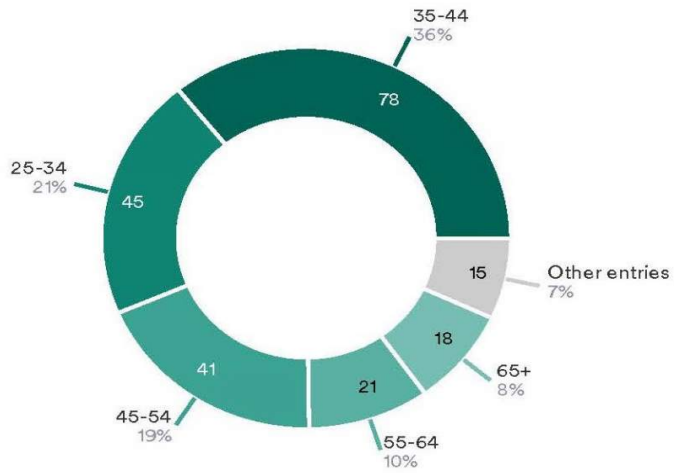
## How often would you visit the park?



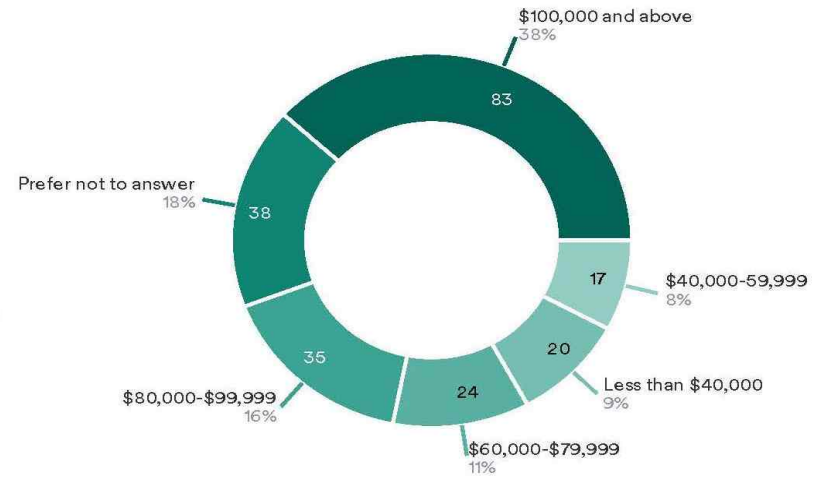
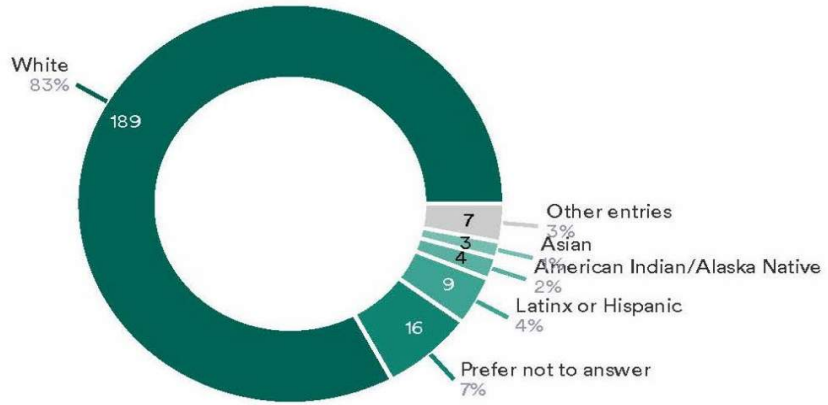
## Mode(s) of transportation



# DEMOGRAPHICS



# DEMOGRAPHICS



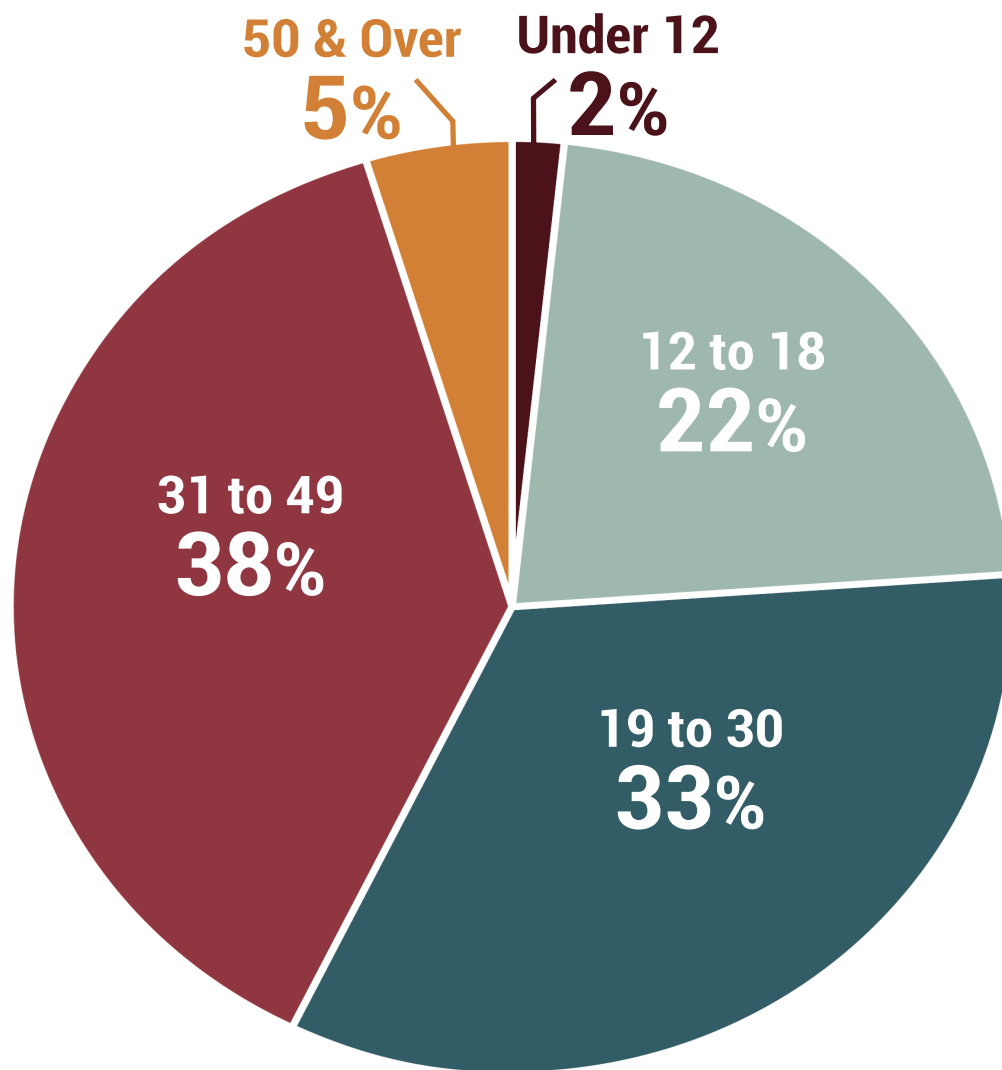


**SANDY SKATEPARK & PUMP TRACK**

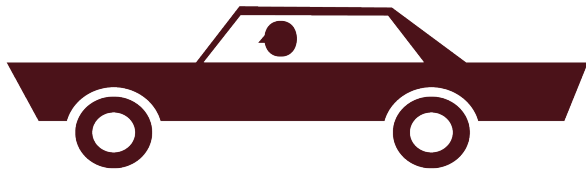
**SANDY, OR**

**221 PARTICIPANTS**

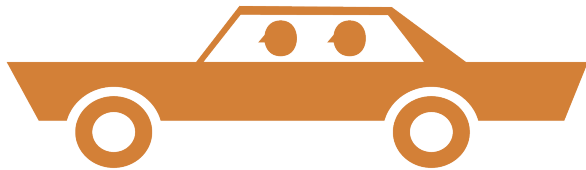
# PARTICIPANT AGES



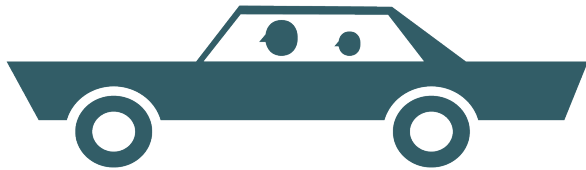
# TRANSPORTATION



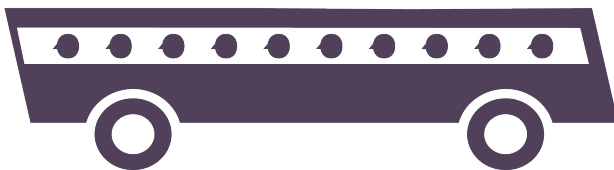
**61%**  
DRIVE



**9%**  
CARPOOL



**5%**  
PARENT

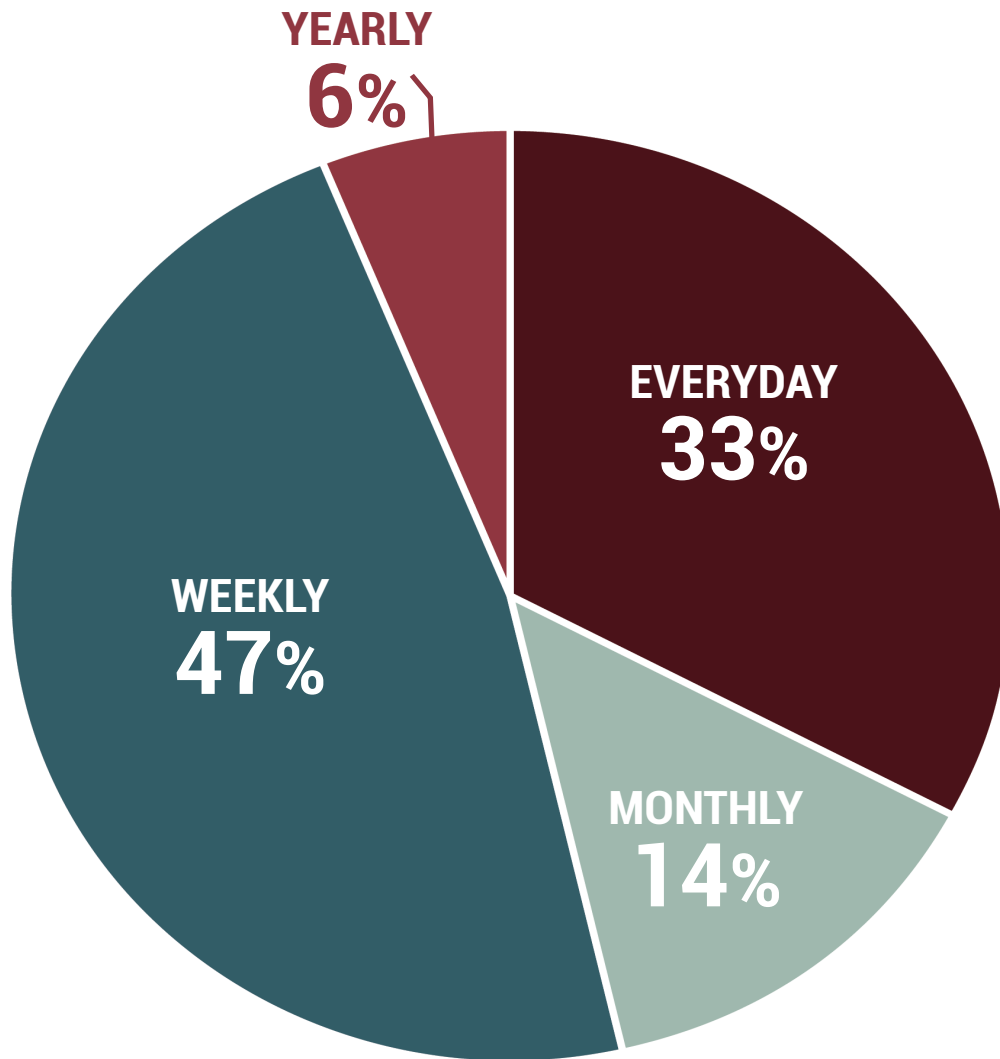


**2%**  
PUBLIC

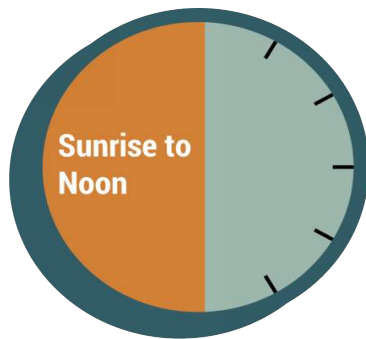


**23%**  
SKATE / RIDE

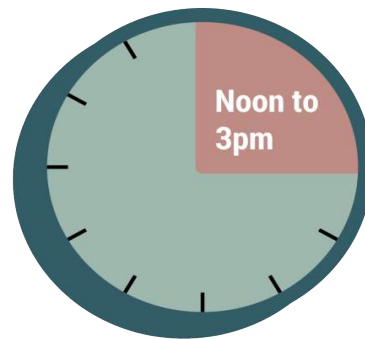
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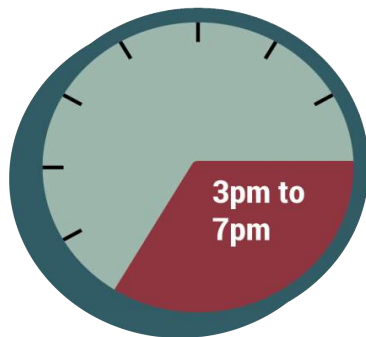
# PARK USE TIME



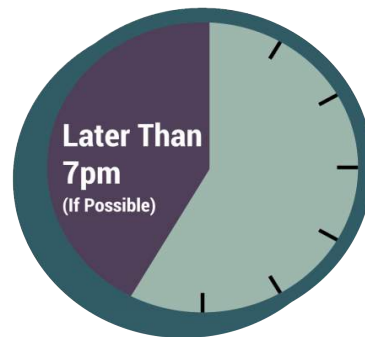
**13%**



**13%**



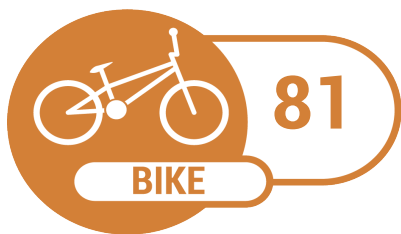
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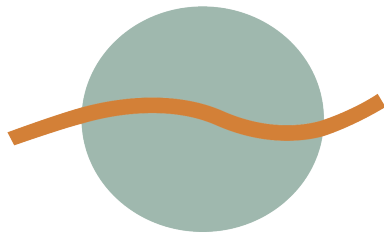
**19%**



# WHEELS OF CHOICE

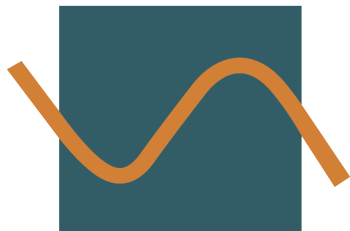


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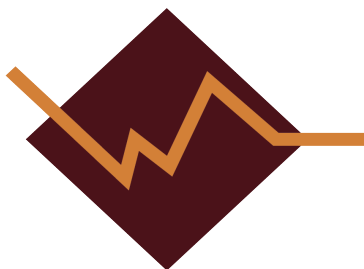
BEGINNER

28%



INTERMEDIATE

46%



ADVANCED

26%

# DESIGN OPTIONS



**20%**



**14%**

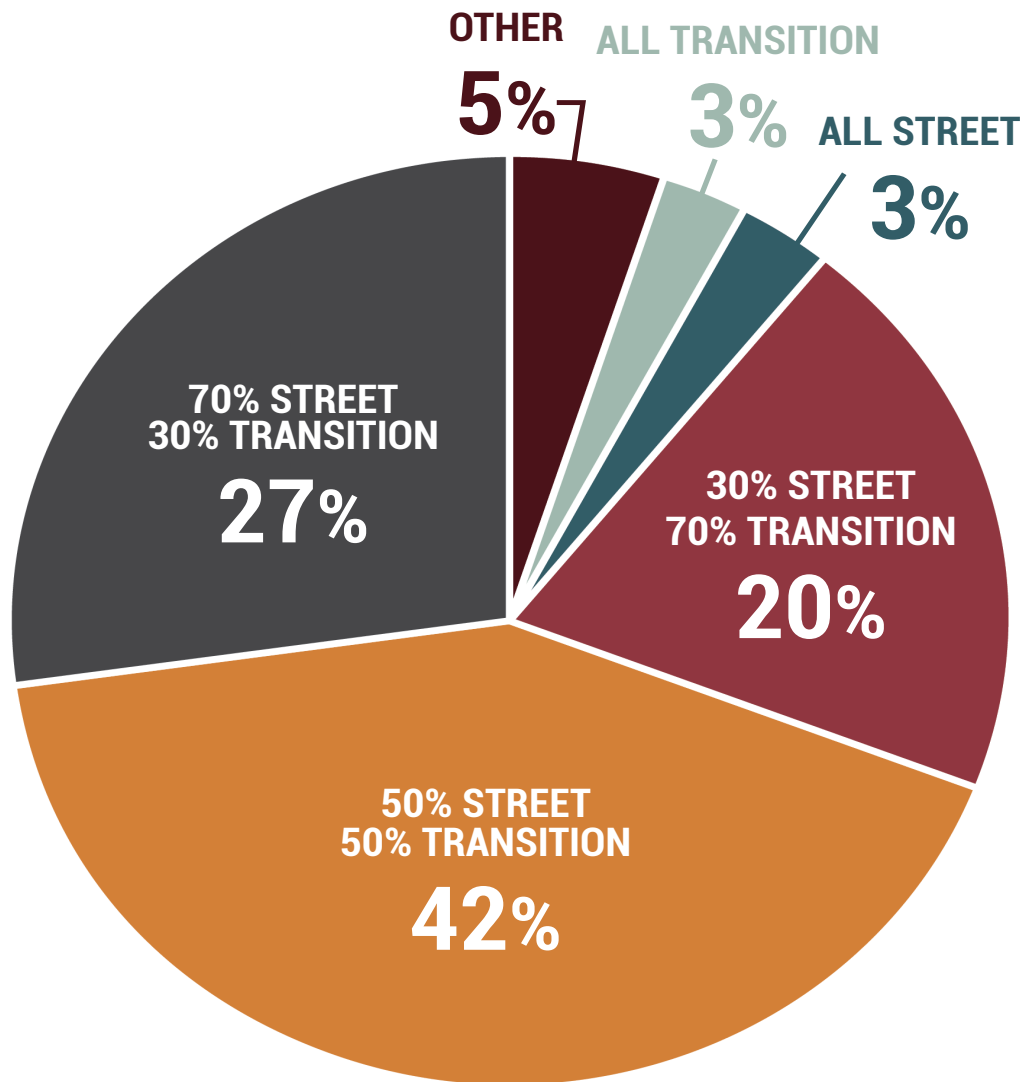


**61%**

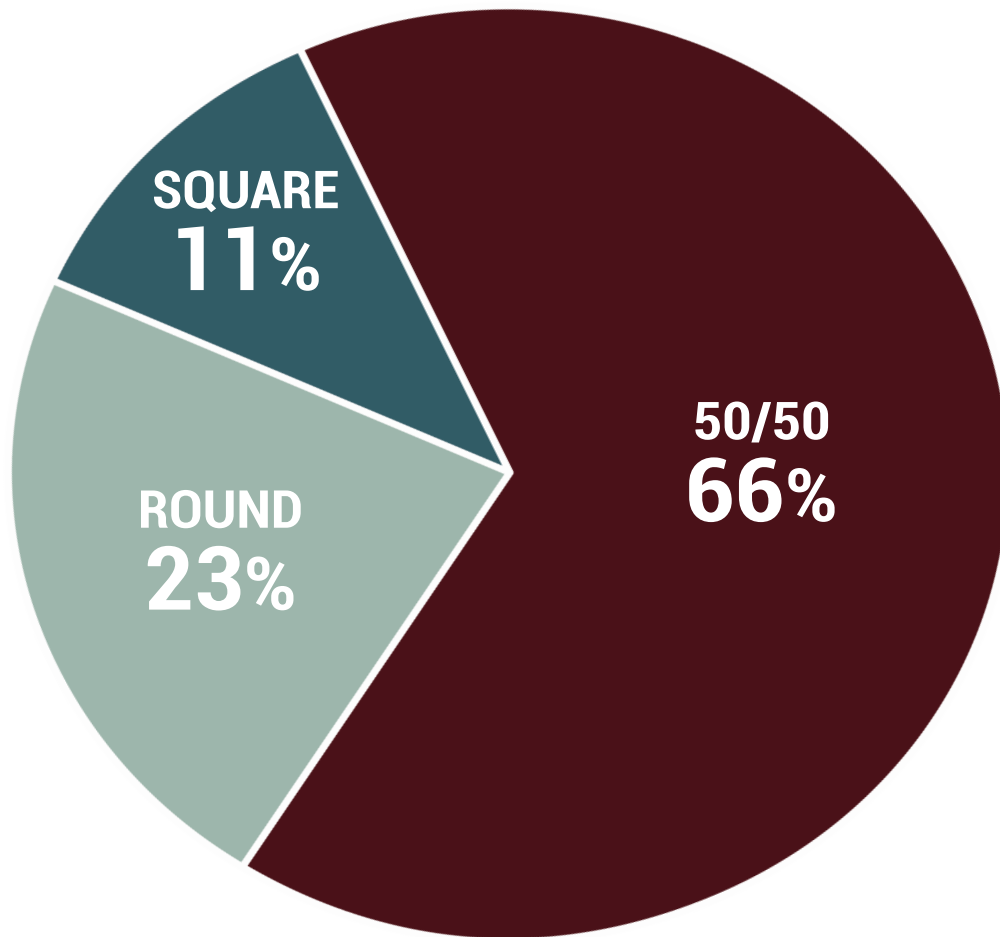
**OTHER**

**5%**

# TERRAIN RATIO



# RAIL PREFERENCE

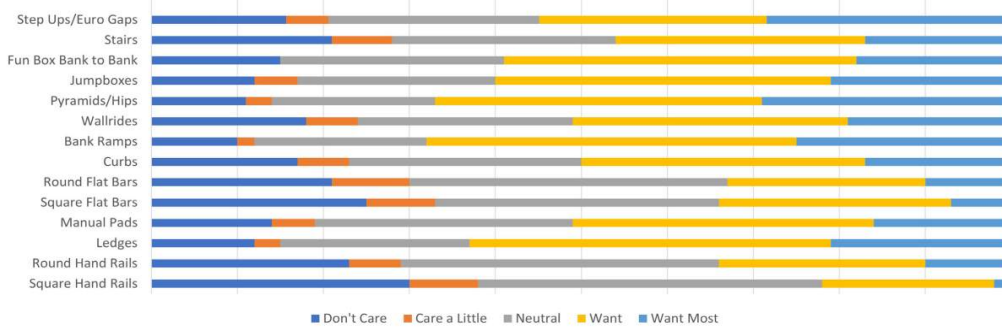


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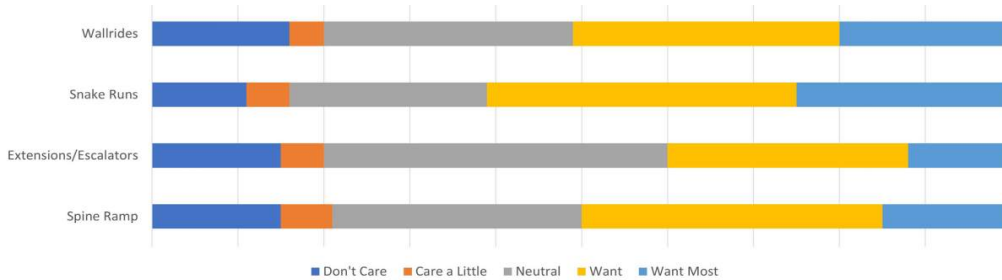
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# FEATURES

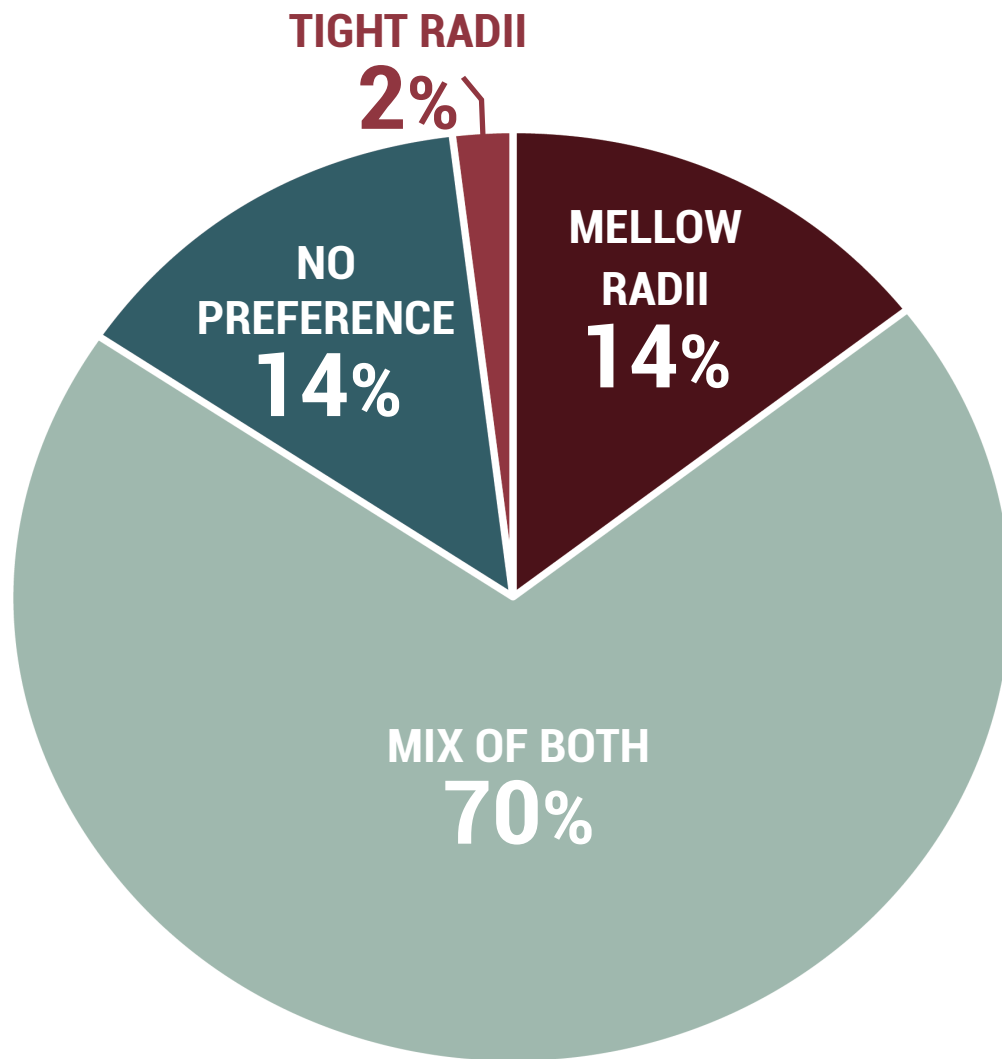
## STREET/PLAZA



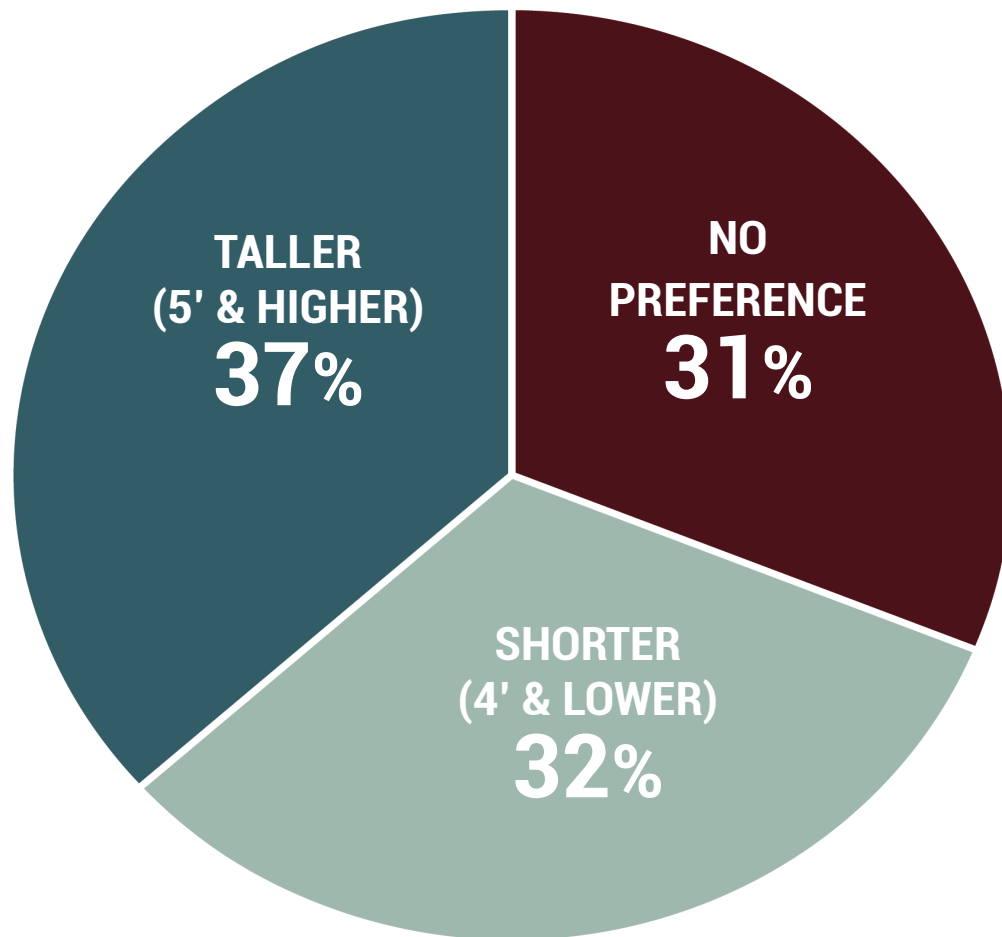
## BOWLS/RAMPS



# RADII (QUARTERPIPE/BOWL/MINIRAMP)



# HEIGHT (QUARTERPIPE/BOWL/MINIRAMP)

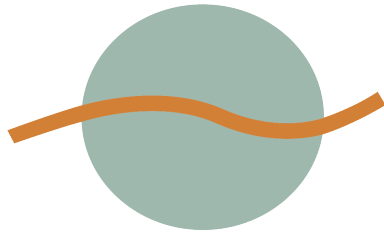


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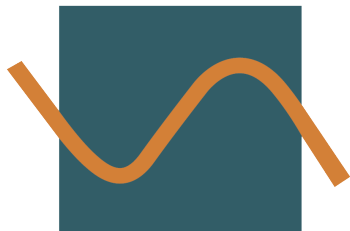


# SKILL LEVEL (PUMP TRACK)



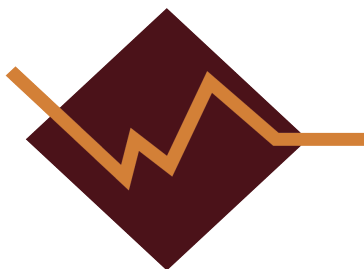
BEGINNER

33%



INTERMEDIATE

48%

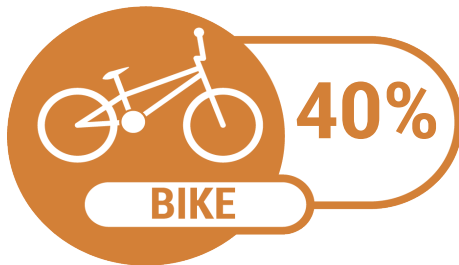


ADVANCED

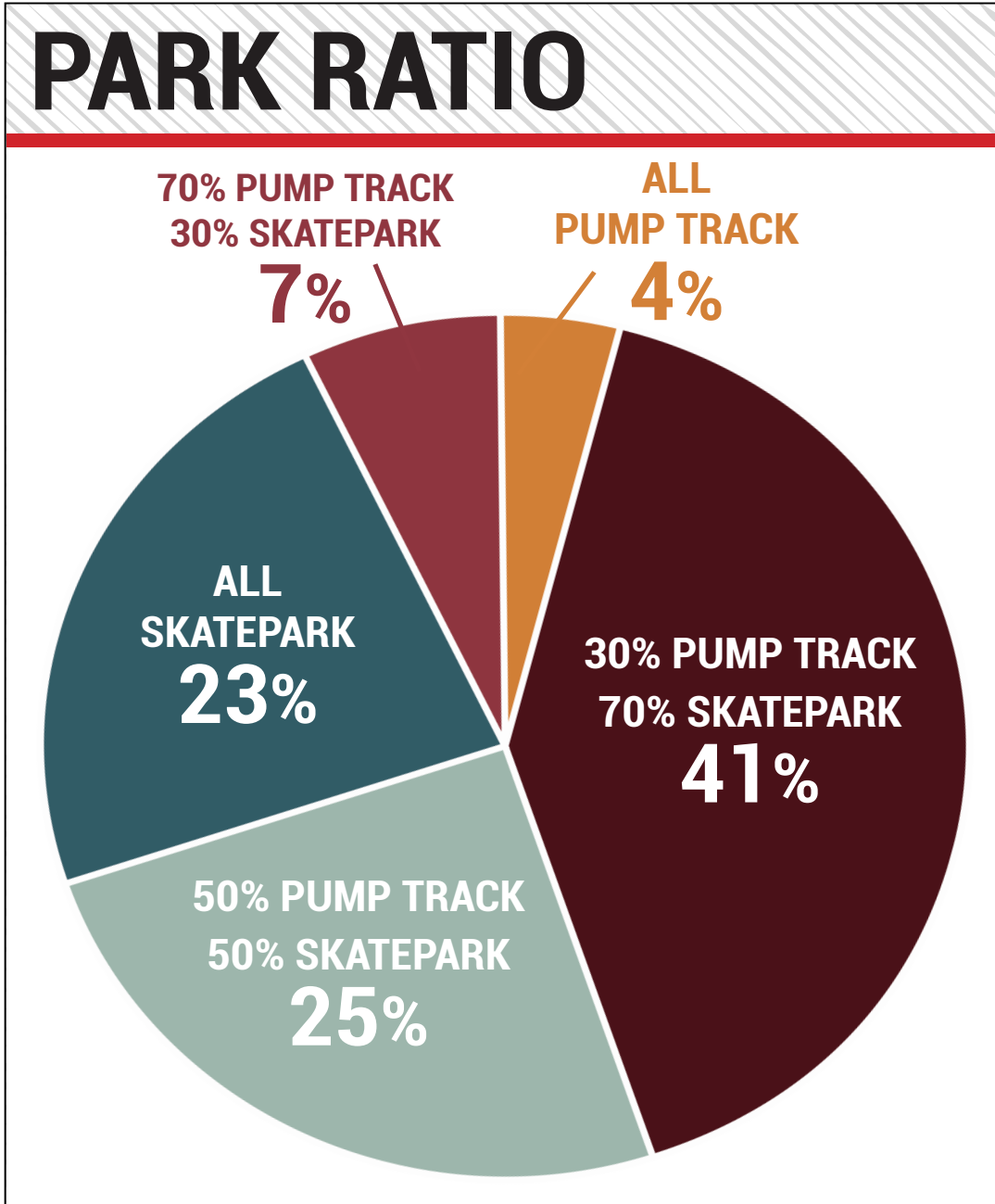
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# PUMP TRACK RIDE

HOW WOULD YOU RIDE THE PUMP TRACK?



# PARK RATIO

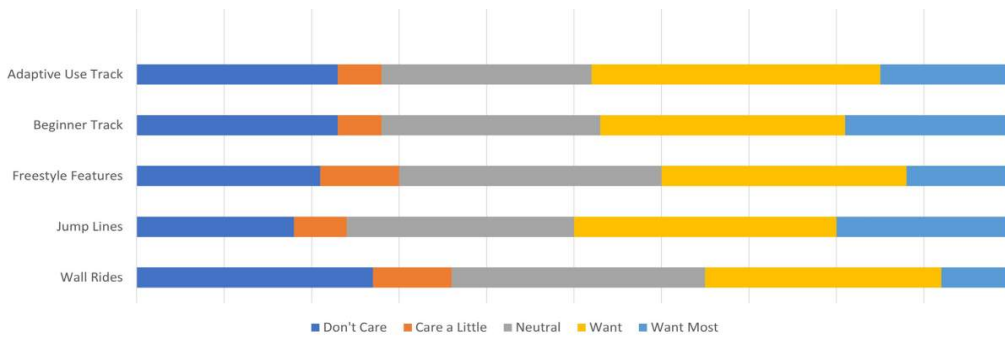


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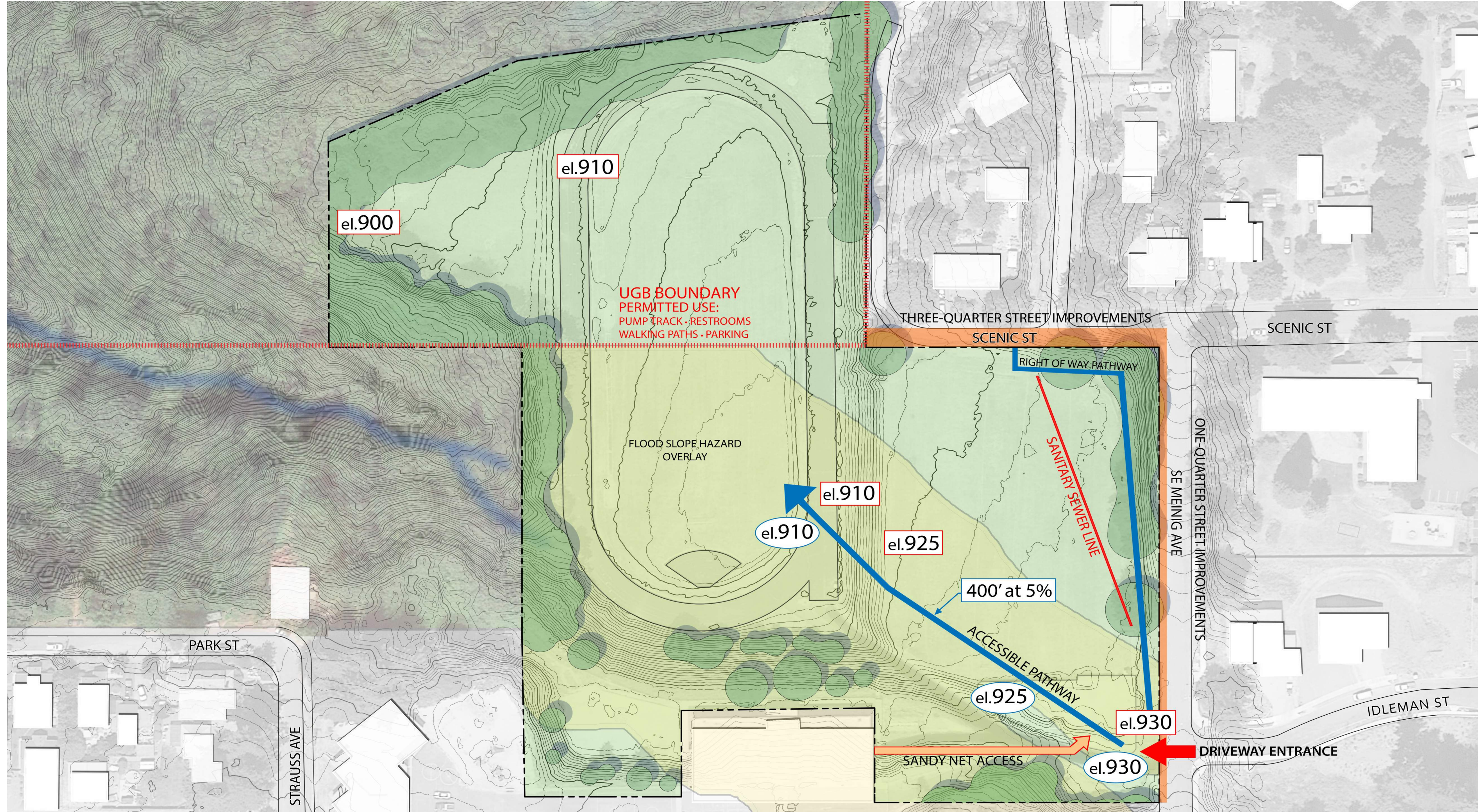
Page 115 of 139

# FEATURES (PUMP TRACK)

## PUMP TRACK FEATURES







**INVENTORY & ANALYSIS** 2.8.2023  
**COMMUNITY CAMPUS PARK DEVELOPMENT PLAN**



lango hansen LANDSCAPE ARCHITECTS jla PUBLIC INVOLVEMENT

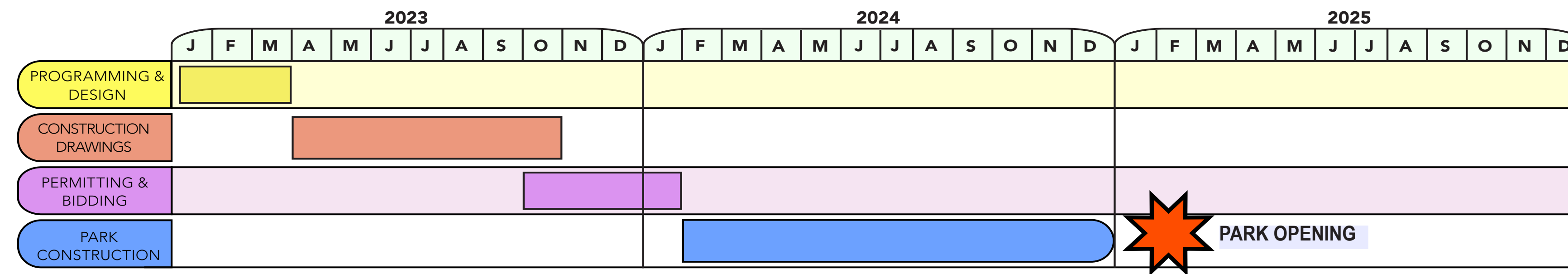
Page 113 of 114

Page 117 of 139

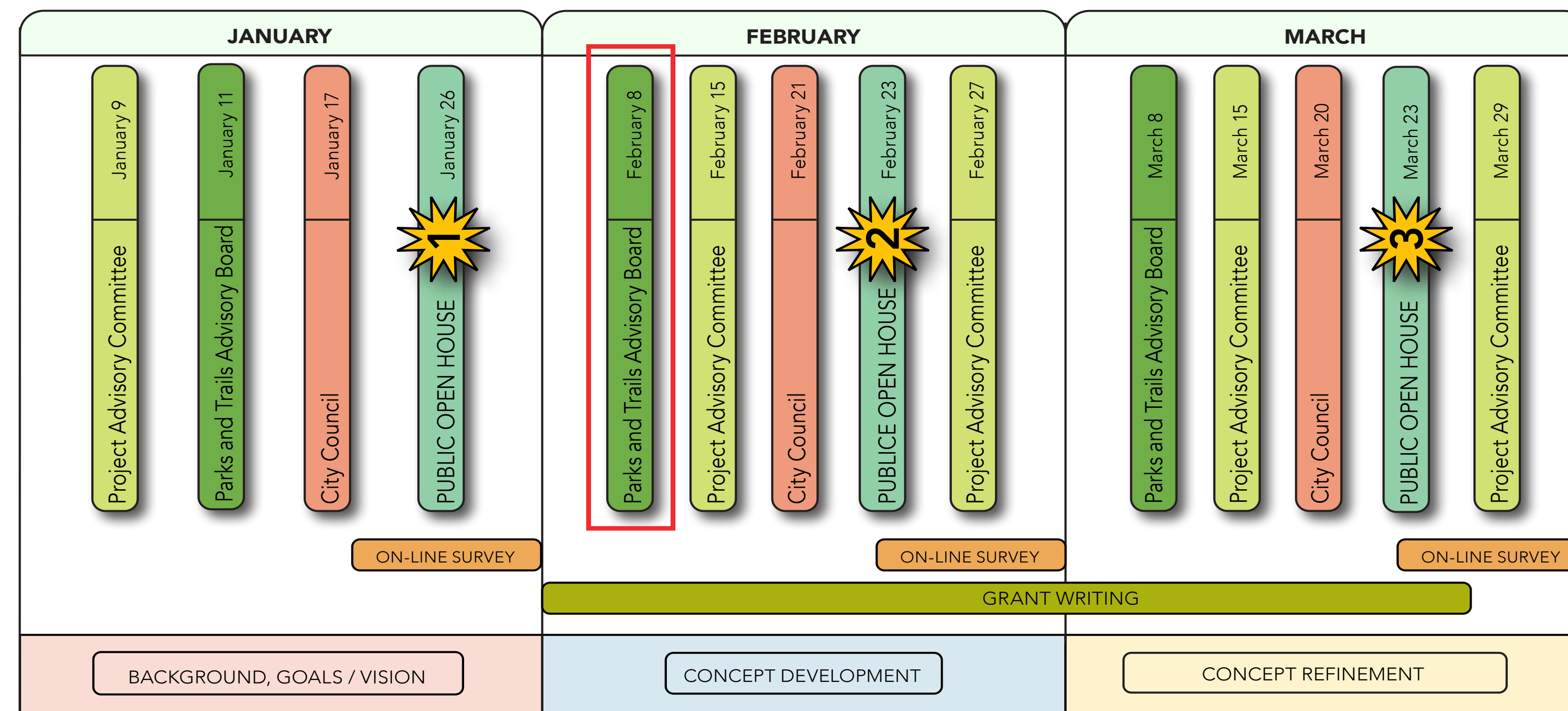
Page 121 of 164



### OVERALL SCHEDULE



### PROGRAMMING AND DESIGN DETAIL SCHEDULE



## COMMUNITY CAMPUS PARK DEVELOPMENT PLAN



lango hansen LANDSCAPE ARCHITECTS | ja PUBLIC INVOLVEMENT

19:10:19 From Alex to Everyone: Hi everyone, sorry I am late! 19:10:31 From Rochelle Anderholm-Parsch, P&R Director to Everyone: Welcome! 19:14:12 From Pek Wijayratne to Everyone: I like that! 19:35:06 From laurie to Everyone: Will, What if there were several benches along the path that people could stop and rest on? 19:40:29 From Will Toogood to Everyone: Ya I think that is helpful 19:40:37 From Will Toogood to Everyone: Reacted to "Will, What if there..." with 🍌 19:41:07 From Pek Wijayratne to Everyone: Good to keep sight of something for everyone but I'd like to point out that this is the only park that has a skatepark and pump track of all the other parks we have. 19:43:54 From Will Toogood to Everyone: Pek that is true. I also want to keep in mind that it is the only park in the North East quadrant. In particular the playground size, as others have mentioned 19:44:52 From Pek Wijayratne to Everyone: Good point Will. Just thinking that's why the excitement over pump track/skatepark. 19:48:26 From Will Toogood to Everyone: Reacted to "Good point Will. Jus..." with 🍌 19:49:00 From Kurt Lango to Everyone: Thank you very much for all your comments! 19:49:20 From Pek Wijayratne to Everyone: Thank you for the presentation!





# THE MEANDER

## PLAN NARRATIVE

The park design for The Meander recalls the fluid forms of the Sandy River and surrounding hillsides. The curving paths with woodland plantings bring visitors from the main entry on Meinig Avenue to a central plaza and then descends down into an open grass area. Vehicular access to the parking lot is from both Meinig Avenue and Scenic Street with a vehicular drop-off adjacent to the central plaza. The plaza hosts a shelter, a restroom facility, picnic tables and benches, all with views to the forest beyond. From the plaza, there is a connection to a sinuous walk that connects to other park elements including a play area nestled in the wooded hillside, a skate park at the bottom of a sloped grass seating area and a pump track. Fronting the walkways is a large open grass area along with an additional shelter, benches and planting.

## PARK AMENITIES

- 1 PEDESTRIAN ENTRY
- 2 VEHICLE ENTRY SCENIC STREET & MEINIG STREET
- 3 ENTRY PLAZA WITH SHELTER AND RESTROOM 10,000 SF
- 4 SHELTER
- 5 BENCH, TYP
- 6 PICNIC TABLE, TYP
- 7 WOODLAND WALK
- 8 PLAY AREA WITH HILLSIDE SLIDE 12,000 SF
- 9 SLOPED LAWN
- 10 SKATE PARK 13,000 SF
- 11 PUMP TRACK 20,000 SF
- 12 BIKE TRAIL
- 13 PEDESTRIAN PATH, TYP ONE-QUARTER MILE LOOP
- 14 OPEN LAWN 1.5 ACRES
- 15 CITY OF SANDY PROPERTY ACCESS/ FUTURE PARK CONNECTION
- 16 SANDY RIVER PARK TRAIL CONNECTION
- 17 FUTURE PARK CONNECTION







**THE MEANDER SKATE PARK + PUMP TRACK**  
**COMMUNITY CAMPUS PARK DEVELOPMENT PLAN**

2.23.2023

lango hansen LANDSCAPE ARCHITECTS jla PUBLIC INVOLVEMENT

american ramp company SKATE + PUMP TRACK







# THE PLATEAU

## PLAN NARRATIVE

The park design for The Plateau includes a central plaza located on a small bluff overlooking the park below. The plaza space includes a combination shelter/restroom, an overlook, seating, a small pioneer garden and a play area. The main vehicular and pedestrian entry to the park is from Meinig Avenue with pedestrian access from both Meinig Avenue and Scenic Street. The park pathways lead down to the lower open space with the skate park and pump track tucked into the base of the existing wooded hillside. A bike trail winds through the upper forest, connecting to the skate park and the pump track. Benches and picnic tables are located along the pedestrian paths and the walkway connects to Sandy River Park.

## PARK AMENITIES

- 1 PEDESTRIAN ENTRY
- 2 VEHICLE ENTRY
- 3 ENTRY PLAZA W/ PICNIC SHELTER, RESTROOM AND OVERLOOK
- 4 PIONEER GARDEN
- 5 BENCH, TYP
- 6 PICNIC TABLE, TYP
- 7 SLOPED SKATE PARK CONNECTION
- 8 PLAY AREA
- 9 SLOPED LAWN
- 10 SKATE PARK
- 11 PUMP TRACK
- 12 BIKE TRAIL
- 13 PEDESTRIAN PATH, TYP
- 14 OPEN LAWN
- 15 CITY OF SANDY PROPERTY ACCESS/ FUTURE PARK CONNECTION
- 16 SANDY RIVER PARK TRAIL CONNECTION
- 17 FUTURE PARK CONNECTION







**THE PLATEAU SKATE PARK + PUMP TRACK**  
**COMMUNITY CAMPUS PARK DEVELOPMENT PLAN**

2.23.2023

lango hansen LANDSCAPE ARCHITECTS jla PUBLIC INVOLVEMENT

american ramp company SKATE + PUMP TRACK







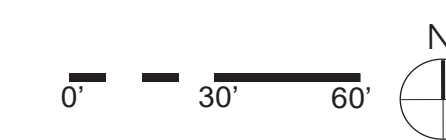
## THE MEADOW

### PLAN NARRATIVE

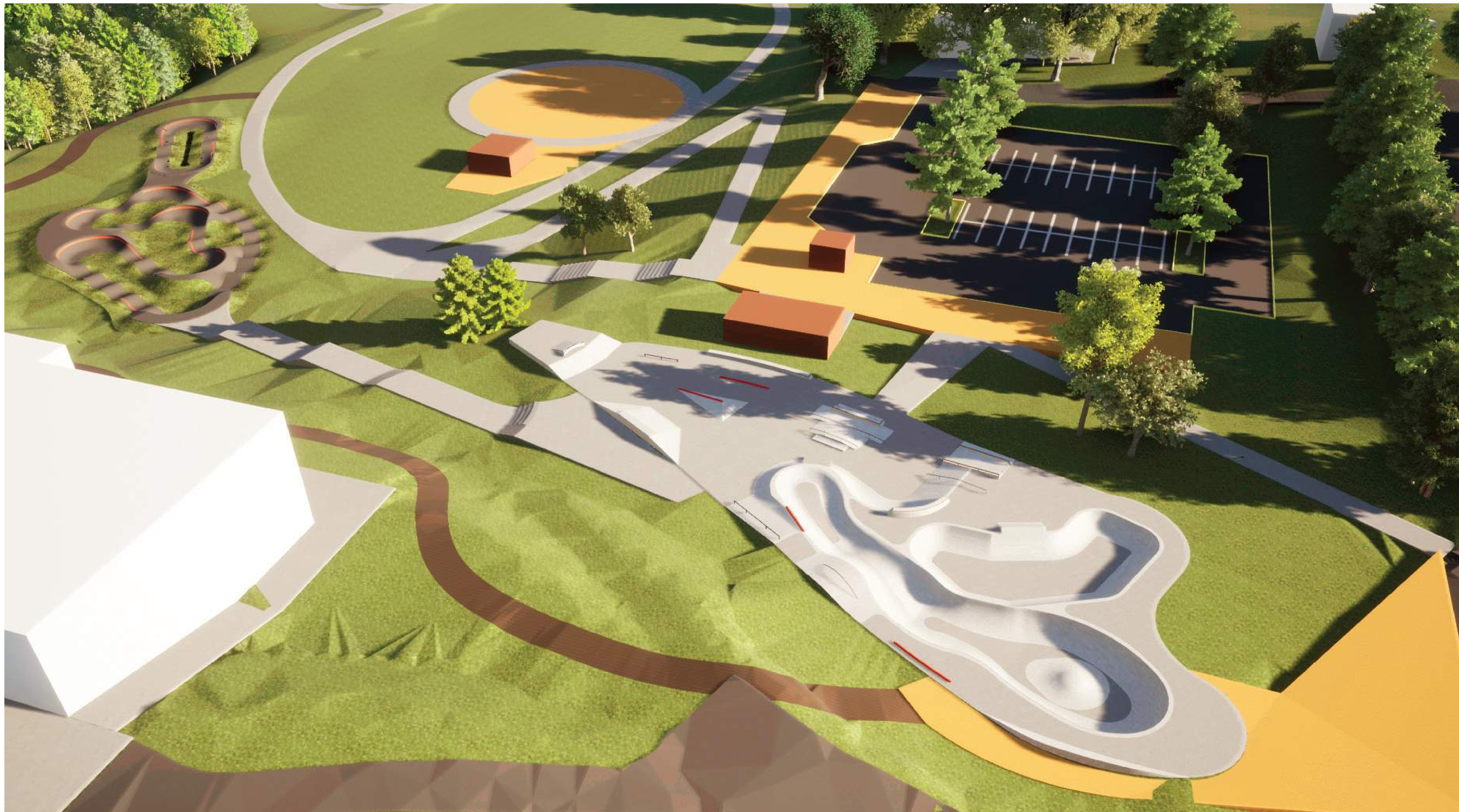
The park design for the Meadow includes a large central open space that is flanked by a play area, a shelter, a forest garden and the pump track. With this design, the primary vehicular access is from Scenic Street with pedestrian access from both Scenic Street and Meinig Avenue. The plaza spaces in the Meadow are disbursed through the site and include a smaller entry plaza at the parking lot, a skate board plaza near Meinig Avenue and a lower plaza at the play area. The pathway system provides easy access to all of the park's amenities including the upper skate park, the pump track that is nestled into the lower hillside, the play area and the future trail that will connect to Sandy River Park. From the upper plaza, stairs and a fully accessible walkway through a forest garden bring visitors down to the large central open space.

### PARK AMENITIES

- 1 PEDESTRIAN ENTRY
- 2 VEHICLE ENTRY
- 3 SMALL ENTRY PLAZA W/ RESTROOM
- 4 SHELTER
- 5 BENCH, TYP
- 6 PICNIC TABLE, TYP
- 7 MINI-PLAZA
- 8 PLAY AREA
- 9 FOREST GARDEN
- 10 SKATE PARK
- 11 PUMP TRACK
- 12 BIKE TRAIL
- 13 PEDESTRIAN PATH, TYP
- 14 OPEN LAWN
- 15 CITY OF SANDY PROPERTY ACCESS/ FUTURE PARK CONNECTION
- 16 SANDY RIVER PARK TRAIL CONNECTION
- 17 FUTURE PARK CONNECTION







## MEADOW SKATE PARK + PUMP TRACK

COMMUNITY CAMPUS PARK DEVELOPMENT PLAN 2.23.2023

lango hansen LANDSCAPE ARCHITECTS jla PUBLIC INVOLVEMENT

american ramp company SKATE + PUMP TRACK



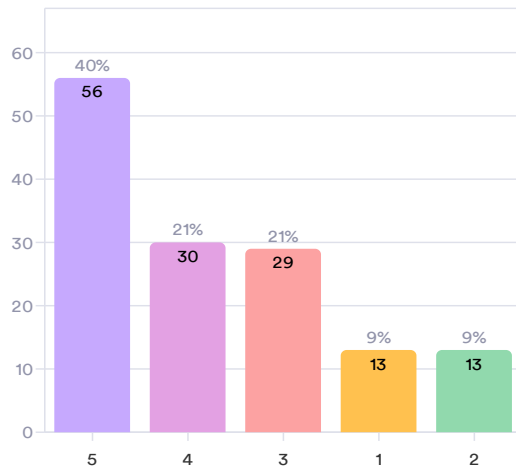
# Sandy CCP OOH #2

## How would you rate the overall park concepts?

5 = love it and 1 = not a fan at all

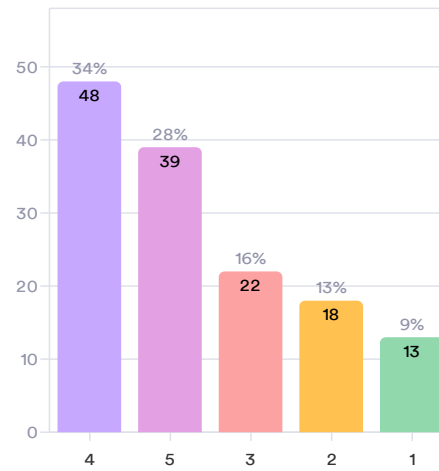
### The Meander

141 Responses- 14 Empty



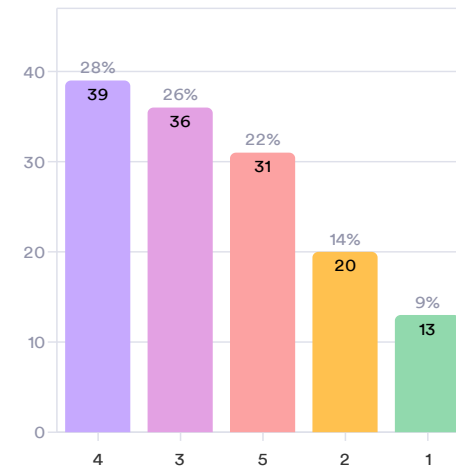
### The Plateau

140 Responses- 15 Empty



### The Meadow

139 Responses- 16 Empty

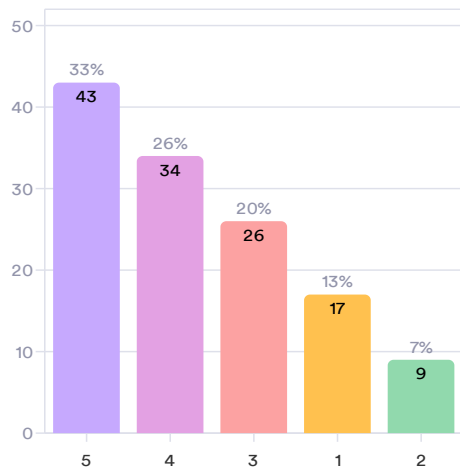


## How would you rate the three skate park concepts?

5 = love it and 1 = not a fan at all

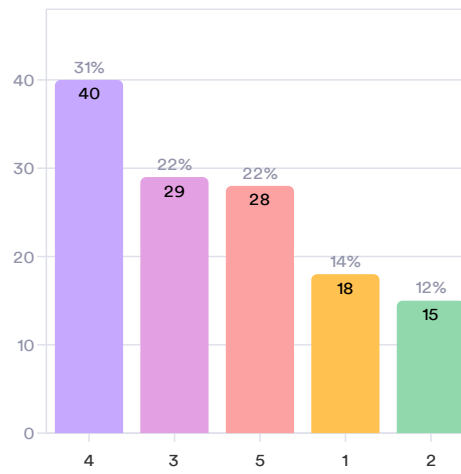
### The Meander

129 Responses- 26 Empty



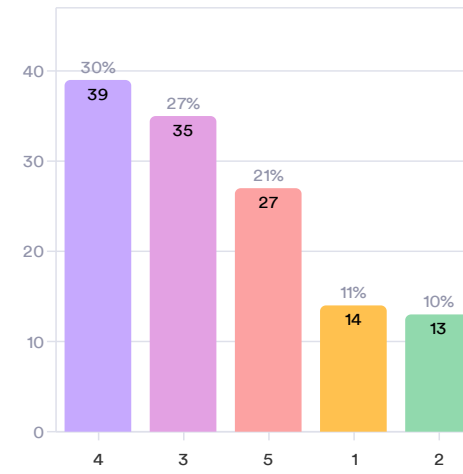
### The Plateau

130 Responses- 25 Empty



### The Meadow

128 Responses- 27 Empty



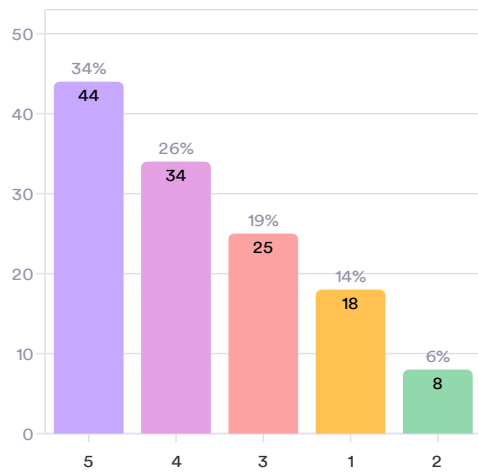


## How would you rate the three pump track concepts?

5 = love it and 1 = not a fan at all

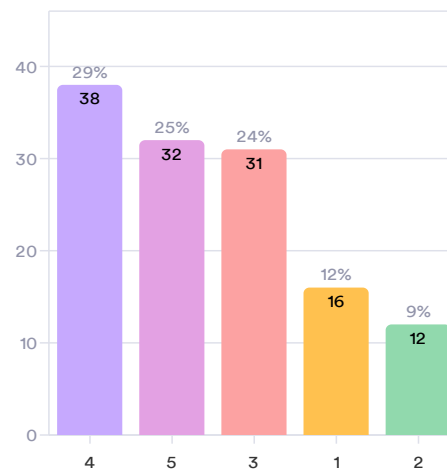
### The Meander

129 Responses- 26 Empty



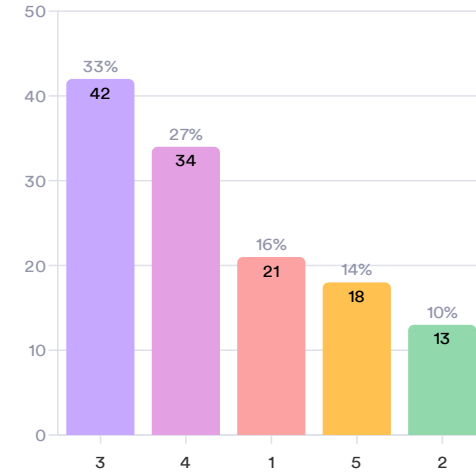
### The Plateau

129 Responses- 26 Empty



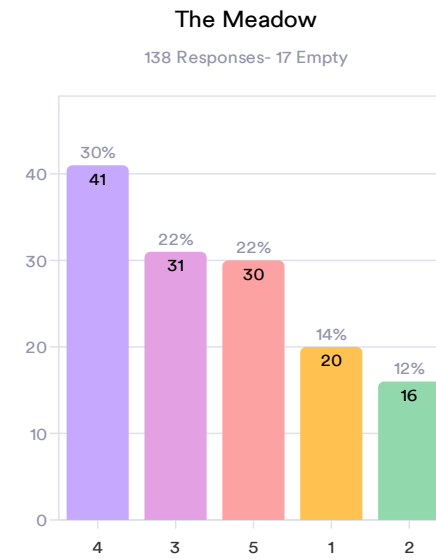
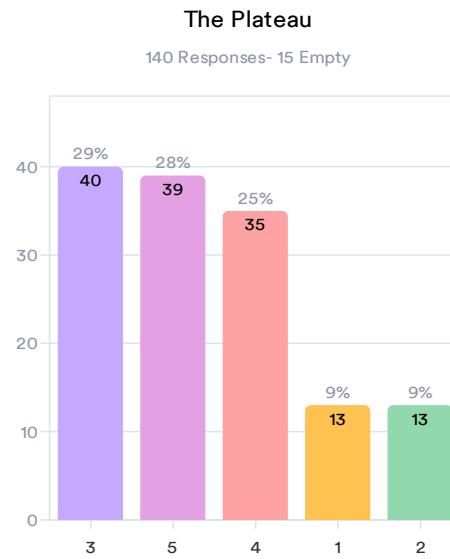
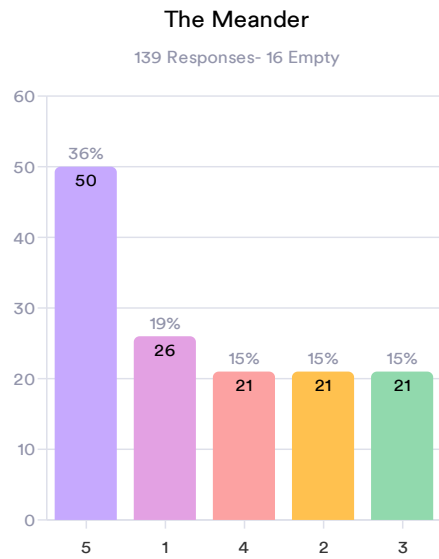
### The Meadow

128 Responses- 27 Empty



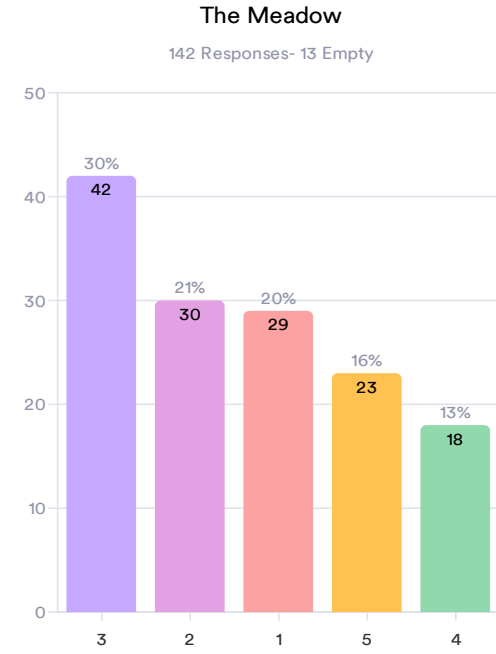
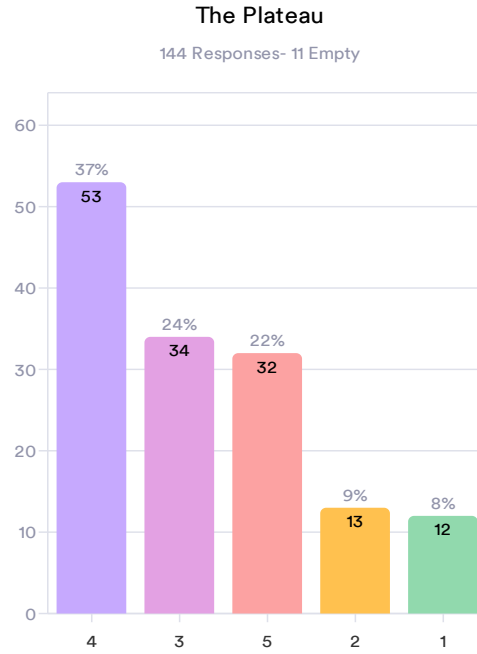
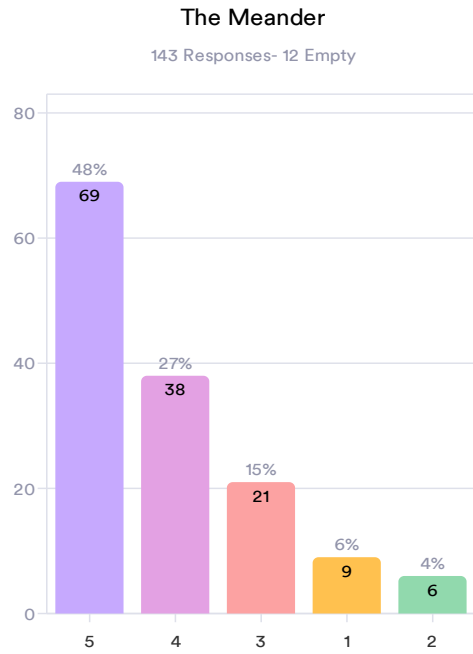
## Which option do you prefer for the skate park and pump track location within the park?

5 = love it and 1 = not a fan at all



# Which parking lot configuration do you prefer?

5 = love it and 1 = not a fan at all

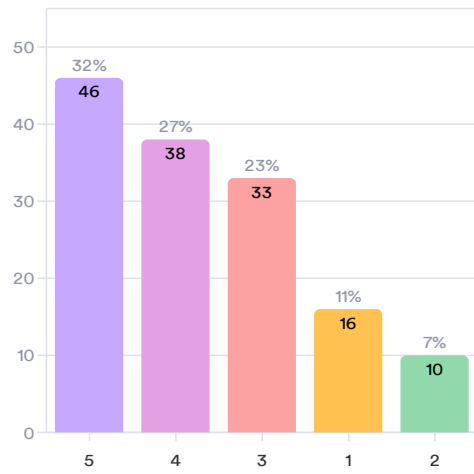


## Which play area location do you prefer?

5 = love it and 1 = not a fan at all

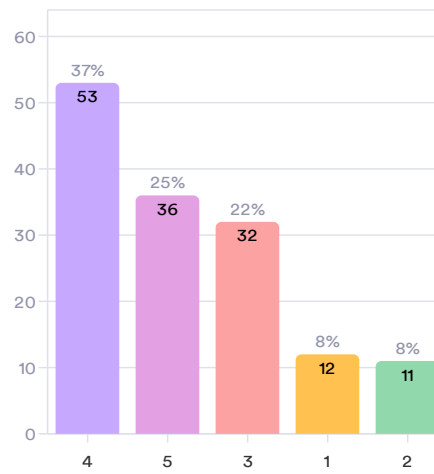
### The Meander

143 Responses- 12 Empty



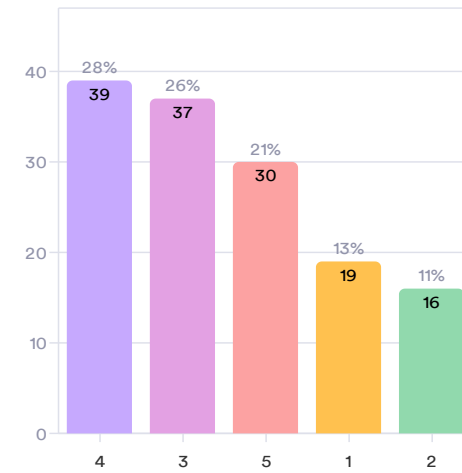
### The Plateau

144 Responses- 11 Empty



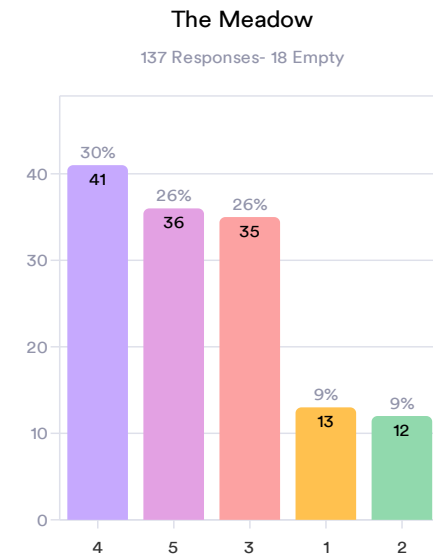
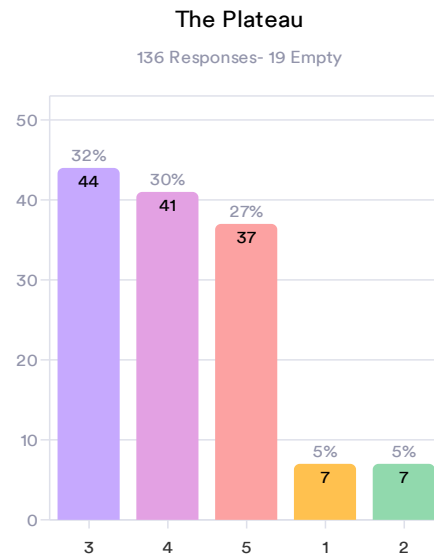
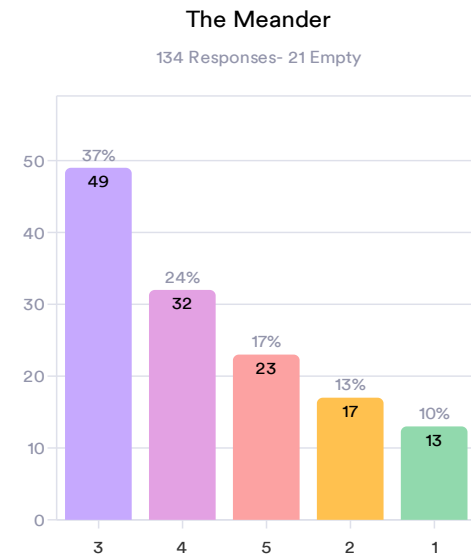
### The Meadow

141 Responses- 14 Empty



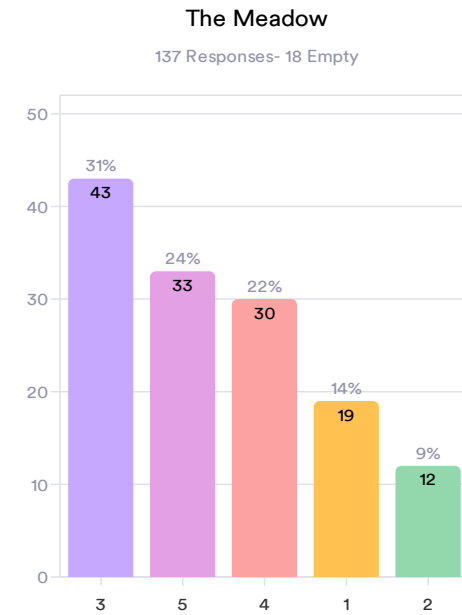
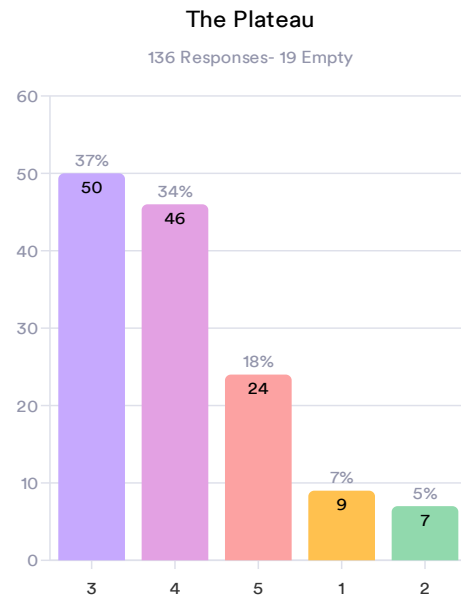
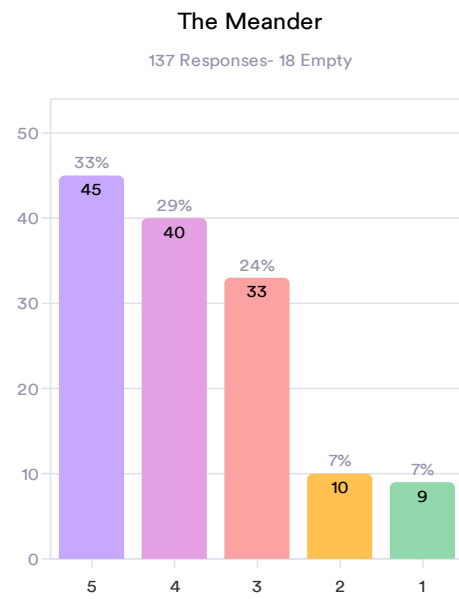
## Which gathering arrangement do you prefer?

5 = love it and 1 = not a fan at all



## Which walking path option do you prefer?

5 = love it and 1 = not a fan at all







# THE MEANDER

## PLAN NARRATIVE

The park design for The Meander recalls the fluid forms of the Sandy River and surrounding hillsides. The curving paths with woodland plantings bring visitors from the main entry on Meinig Avenue to a central plaza and then descends down into an open grass area. Vehicular access to the parking lot is from both Meinig Avenue and Scenic Street with a vehicular drop-off adjacent to the central plaza. The plaza hosts a shelter, a restroom facility, picnic tables and benches, all with views to the forest beyond. From the plaza, there is a connection to a sinuous walk that connects to other park elements including a play area nestled in the wooded hillside, a skate park at the bottom of a sloped grass seating area and a pump track. Fronting the walkways is a large open grass area along with an additional shelter, benches and planting.

## PARK AMENITIES

- 1 PEDESTRIAN ENTRY
- 2 VEHICLE ENTRY SCENIC STREET & MEINIG STREET
- 3 ENTRY PLAZA WITH SHELTER AND RESTROOM 10,000 SF
- 4 SHELTER
- 5 BENCH, TYP
- 6 PICNIC TABLE, TYP
- 7 WOODLAND WALK
- 8 PLAY AREA WITH HILLSIDE SLIDE 12,000 SF
- 9 SLOPED LAWN
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- 12 BIKE TRAIL
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- 17 FUTURE PARK CONNECTION







# THE MEANDER

## PLAN NARRATIVE

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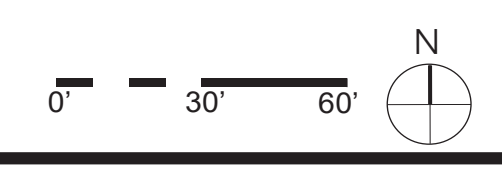
**FUTURE PHASE**

## COMMUNITY CAMPUS PARK DEVELOPMENT PLAN

2.23.2023

lango hansen LANDSCAPE ARCHITECTS jla PUBLIC INVOLVEMENT

american ramp company SKATE + PUMP TRACK







NO. 2023-08

**A RESOLUTION TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE COMMUNITY CAMPUS PARK DEVELOPMENT PROJECT**

**Whereas**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**Whereas**, the City of Sandy Parks and Recreation Department desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements, and enhancements; and

**Whereas**, the Sandy City Council, the Parks and Trails Advisory Board and staff have identified park improvements at the old Cedar Ridge Middle now referred to as the Community Camps as a high priority need in the City of Sandy; and

**Whereas**, the project will include multiple components; the construction of shelters, walking path, restrooms, parking lot, barrier free access, and a skate park and bike pump track; and

**Whereas**, the City of Sandy Parks and Recreation Department has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**Whereas**, the City of Sandy Parks and Recreation Department will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy**

1. The City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for development of the Community Campus Park.
2. The City Manager or designee is authorized to execute any and all documents related to the grant application and to effectuate its award.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 20 day of March 2023

#2023-08



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Stan Pulliam, Mayor

ATTEST:



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Jeff Aprati, City Recorder

#2023-08

March 1, 2023

Mark Cowan, Grant Program Coordinator  
Oregon Parks and Recreation Department  
Local Government Grants  
725 Summer St. NE, Suite C  
Salem, OR 97301

Re: Community Campus Park Development Grant Application

Dear Mr. Cowan,

The City of Sandy Parks and Trails Advisory Board (PTAB) is a 7-member citizen board appointed by the Mayor. The purpose of the Board is to advise and make recommendations to staff and the City Council regarding parks, recreation and trail planning. The Board seeks to promote and enhance parks and recreation opportunities on behalf of the citizens of Sandy.

PTAB has identified the development of the Community Campus Park as a goal based on the needs and level of service as identified in the 2022 Parks and Trails Master Plan. The north east area of the city of Sandy is sorely underserved in terms of park space. The city of Sandy has not developed since 2014 and the excitement and need around this much anticipated park project is felt throughout the community.

There has been a substantial amount of public input and engagement resulting in a preferred concept that meets the needs of the communities diverse demographics, varying abilities, and provides a progressive active recreation experience for all ages.

This is a shovel ready project with supporting funds. Therefore, PTAB supports the Parks Department in their efforts to develop this park and their request for grant funds in order to provide the full scope of amenities as expressed through the public engagement process. If awarded, this grant will be an imperative aspect in the development of this new community park.

In closing, the Parks and Trails Advisory Board fully supports the City's efforts in seeking to partner with the Local Government Grant Program to fund development of this much needed and highly deserved park for our community. We urge your support of Sandy's Parks and Recreation Department's application for funding.

Sincerely,



Don Robertson  
Parks and Trails Advisory Board Chair



# Parks and Recreation Cost Recovery Update

John Wallace, Recreation & Senior Services Manager

# Agenda

- Review: What is Cost Recovery and Why?
- Timeline of our Cost Recovery Work
- Review the Process
- Draft Policy of our Financial Sustainability Plan
  - Comments, concerns, changes
- Master Fees
- Next Steps



# Cost Recovery Refresher:

## What:

The degree to which the cost (direct and indirect) of facilities, services and program is supported or paid for by user fees and/or other designated funding mechanism such as grants, partnerships, etc. versus the use of tax subsidies.

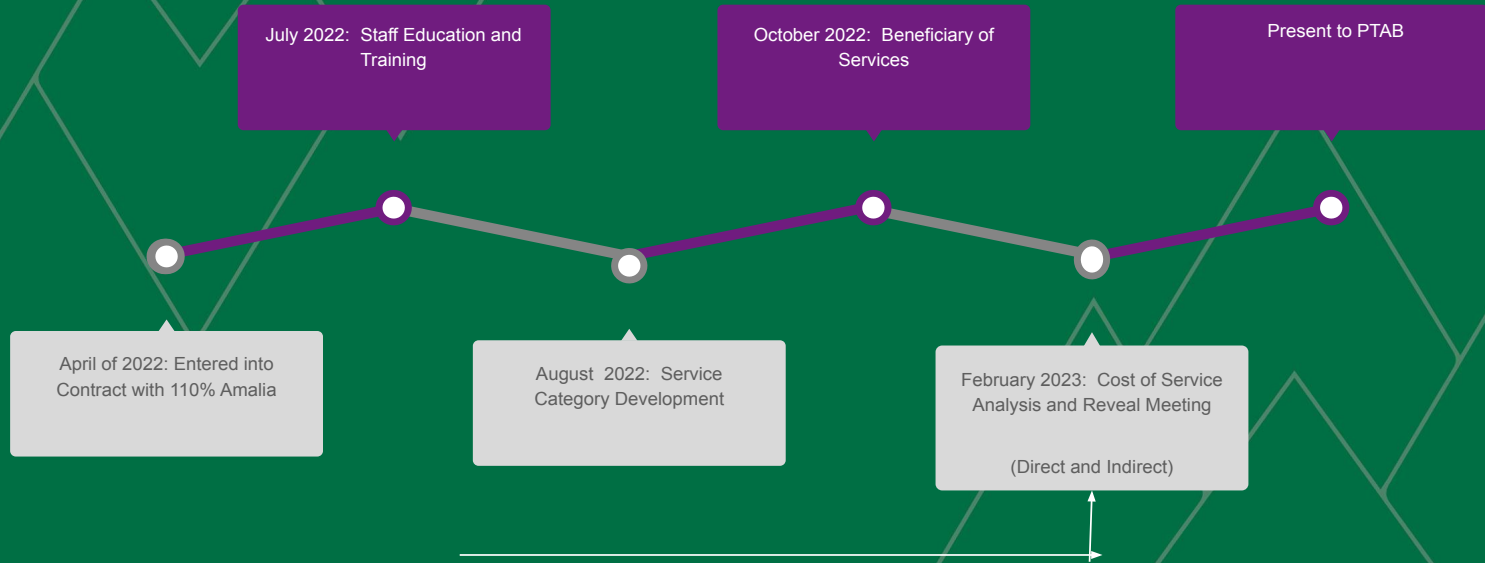
## Why:

- Long term financial resilience
- Analyze current subsidy levels
- Removes possibility of arbitrary fee setting
- Transparent communication

**In Short:** P & R is a highly subsidized department. Our subsidy funds should be spent in a way that serves the greater community. Furthermore, there should be an equitable system in place to determine where are subsidy is spent and how we offset our remaining costs through revenue generating services.



# Timeline



# Cost Recovery Education

- Departmental
- PTAB
- City Council





## 3 Teams



- **Project Team: Team designed to oversee all aspects of the project**
  - John Wallace, Chelsea Jarvis, Tiana Rundell, Rochelle Anderholm-Parsch & Tyler Deems
- **[Service Category Development Team \(Page 2&3\)](#): Created service categories and definitions which all of Sandy's services and program fit under**
  - John Wallace, Carol Cohen, Chelsea Jarvis & Rochelle Anderholm-Parsch
- **[Data Gathering Team](#): Gathered data for all costs of programs and services of the 2018/2019 fiscal year. This was to determine where we were in our Cost Recovery Goals and where we need to go.**
  - John Wallace, Tiana Rundell, Carol Cohen, Chelsea Jarvis, Marc Young & Rochelle Anderholm-Parsch

# Cost of Service Analysis-A Heavy Lift

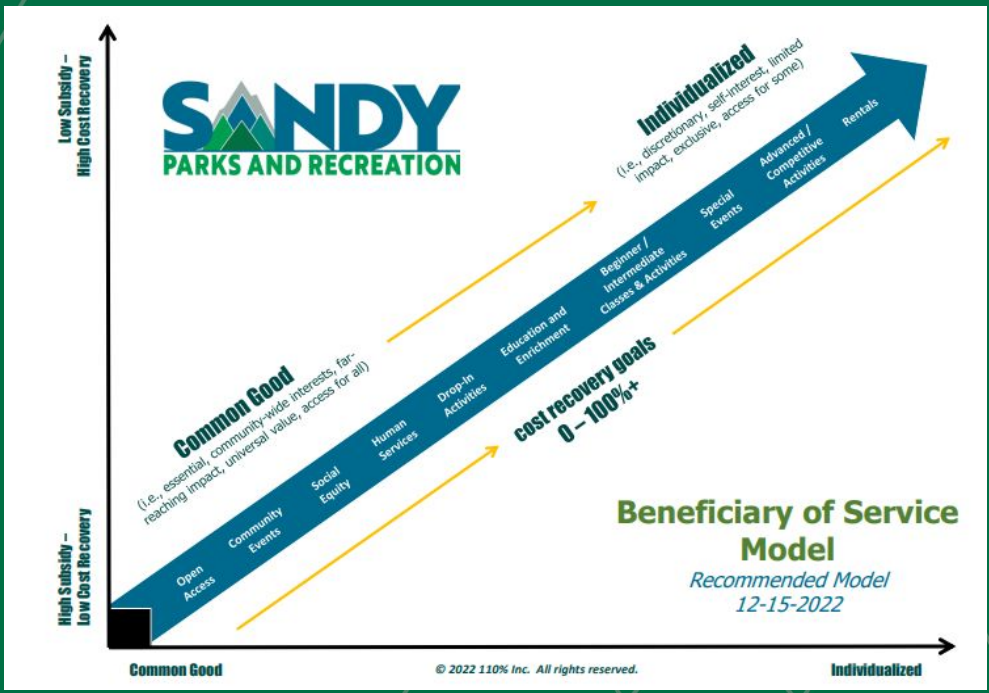
- An ongoing process
- Inputting collected data into software tool
  - Compiled a list of all our services
  - Fees
  - Categories
  - ...eventually the continuum

Division	Service Area	Activity Group	Service Category	Activity/Service Name
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 01/26
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 02/23
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 03/16
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 04/06
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 05/04
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 06/29
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 10/20
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 12/1
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 8/11
Adult	Adult Art Classes	Adult Paint Nite	Education & Enrichment Activities	Adult Paint Nite 9/15
Adult	Fitness	Functional Fitness	Education & Enrichment Activities	Functional Fitness - Tue & Thur Virtual



# Beneficiary of Services

- Department
- PTAB
- Council



# Cost Recovery Report and Tools

Service Category	Average CR	Median CR	Range Min	Range Max	Midpoint	AVG CR vs Goal Midpoint
	Actuals		Goal Range			
Open Access	0.00%	0%	0%	5%	3%	-2.5%
Community Events	18.52%	11%	5%	25%	15%	3.5%
Social Equity Services	3.27%	0%	5%	25%	15%	-11.7%
Human Services	85.45%	72%	25%	40%	33%	53.0%
Drop-in Activities	0.00%	0%	25%	40%	33%	-32.5%
Education & Enrichment Activities	28.05%	24%	40%	60%	50%	-21.9%
Beginner/Intermediate Level Classes & Activities	42.62%	96%	60%	75%	68%	-24.9%
Special Events	8.18%	3%	75%	100%	88%	-79.3%
Advanced/Competitive Level Classes & Activities	10.28%	11%	100%	125%	113%	-102.2%
Rentals	5.95%	0%	125%	150%	138%	-131.6%



... Continued (Page 11)

The Tool!



# Draft Policy of Sandy's Financial Sustainability Plan

- Much of the Policy is review
  - Purpose
  - Subsidy vs Cost Recovery
  - Service Categories
- Highlight Some New Info
  - Funding & Revenue
  - Strategy
  - Investment Expectations
  - Partnerships
  - Reinvestment
  - Needs Based Assistance
  - Success Metrics



## FINANCIAL SUSTAINABILITY DEPARTMENT POLICY

### Purpose

The City of Sandy Parks and Recreation Department's Financial Sustainability Policy intends to create organizational resilience by way of logical, intentional, and thoughtful guidelines for investment and spending decisions. The strategy encourages tax investment and revenue generation strategies and practices that are fair, equitable, and responsible. This policy is necessary to ensure the Department's financial stability in both the near and long term.

The Financial Sustainability Policy will guide investment and spending choices as the City responds to economic realities, growth competing priorities, demographic shifts and evolving community needs, and climate threats.

### Policy Statement

In alignment with the City Council's 2021-2023 Goals [Goal 5: To Maintain financial strength and sustainability; Action a: Diversify revenue sources, analyze new revenue streams, and look at cost recovery where possible] the Department's Financial Sustainability Policy grounds cost recovery expectations and the spending of taxpayer dollars in a philosophical underpinning that affirms a commitment to equitable investment, financial discipline, and long-term fiscal health.

The bi-annual City of Sandy budget ultimately determines the amount of taxpayer support that can be made available for park and recreation services which results in understanding the degree to which subsidy investment can be made and to which services, and the degree to which user fees will be assessed and to which services.

### Cost Recovery/Subsidy

Cost recovery refers to offsetting the costs (expenses) of delivering services by way of revenues generated from fees and charges, sponsorships, donations, grants, and other alternative revenue streams. Alternatively, subsidy represent a tax source. It is granted by a governmental entity; typically to remove some type of burden, and often considered to be in the overall interest of the public. It is also given to promote a social good or an economic policy.

# Funding and Revenue

## Tax Sources

-General Fund (property taxes paid by City of Sandy Residents) 68%

## Alternative Sources

- Parks System Development Charges (SDCs)
- Fee in Lieu of Park Land Dedication
- Trustee Account
- Fees and Charges for Service 32%
- Grants





# Strategy

- The Financial Sustainability Strategy Continuum acknowledges varying levels of service. This strategy shifts from one which suggests that all services should be provided at no or low cost for everyone to an equitable and just philosophy where subsidy allocation decisions are based upon “beneficiary of service”. Essentially, those who benefit from a service should pay for that service.
- 4 year financial sustainability strategy





# Investment Expectations

Service category cost recovery performance should be reviewed annually, and subsidy (tax dollar) investment goals should be analyzed and updated at least every four years or more frequently as necessary.



# Partnerships

- Partnerships are advantageous collaborations that position both the Department as well as participating partner organization(s) to efficiently utilize resources leading to cost effective and efficient services
- A condition that must be met in order for the Department to enter into a partnership agreement includes that of reciprocal benefit

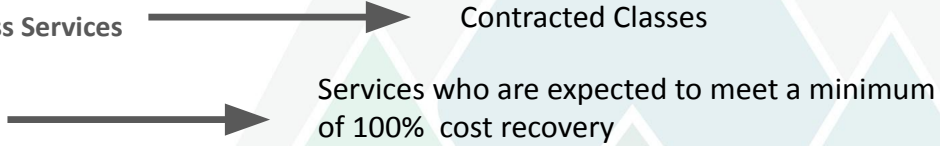


# Reinvestment

Guides reinvestment into the park and recreation system.



- **Methods**
  - Retained Earning Fund
- **How**
  - Specialized Business Services
  - Individualized
  - Exclusive



This fund may be used to support service interests such as social equity and capital investments in park and recreation infrastructure that require short, preventative, and long-term maintenance alleviating pressure and reducing reliance on the City's General Fund.



# Needs Based Assistance



Ensures that services are accessible to residents who may require assistance and support in accessing parks and recreation services

Appropriations will be determined as follows:

- Projected financial aid needs
- Award thresholds
- Anticipated population needing to be served
- City of Sandy Residents
- “Pay what you can” Model
- Honor System



Supplemented by:

- Fundraising
- Pay it Forward
- Round Up

Evaluated Annually



# Success Metrics

Means to evaluate whether or not each service is in compliance with established cost recovery goals.

**Success Metric 1:** Financial Viability: a service must meet its minimum tax dollar investment/ cost recovery goal as noted on the Financial Sustainability Strategy Continuum.

**Success Metric 2:** Operational Efficiency: services should meet 75% or more of capacity (maximum) or realize a minimum increase of 10% usage during each service cycle to ensure efficiency of resource investment (*excl: events where capacity is difficult to establish*).

**Success Metric 3:** Participant/Customer Satisfaction: overall participant (customer) satisfaction must meet a minimum of 85% satisfaction or higher (*per user surveys and evaluations*).

**Success Metric 4:** Participant/Customer Impact: alignment with service goals – impact on social connections, increases in activity levels, impacts on quality of life, school performance, etc. (*per user surveys and evaluations*).



## ...Continued

In the event success metrics are not being met...

1. Analyze success metrics for services not meeting their cost recovery goal.
2. Analyze direct and indirect costs of providing service.
  - a. Measure ratio of direct and indirect cost.
  - b. Identify cost reduction opportunities and implement.
3. Suggest market increase commensurate with cost recovery goal.
  - a. Conduct market analysis of service.
  - b. Identify opportunities for capturing larger markets.
4. Identify potential sponsorship, donation, or pay-it-forward opportunities.
5. Identify potential partnership opportunities to continue to provide a service, however, in collaboration with another provider, reducing impacts on and dilution of Department resources, avoiding unnecessary duplication of service, and responsibly utilizing finite taxpayer resources.
6. If services do not satisfy success metrics, consider divestment of service at the end of a four-year strategy term or sooner.



# Master Fee Schedule

What: Fees, reimbursement for costs and policies adopted by the council.

Why: Provides a clear set of guidelines for departmental fees.

- Transparent Communication
- Reduces risk of ambiguous pricing
- Ensures competitive pricing and financial sustainability

Location	Amenity	Currently charging	Y1 Resident Fee	Y1 Non-Resident Fee
Bornstedt	Big Shelter	NA	\$100	\$130
Bornstedt	garden bed rental	\$20 first/ \$25 subsequent beds	\$20	\$20
Meinig	Gazebo/Ampltheater- no special requests	\$200/\$300	\$200	\$300
Meinig	Small Shelter 1 (10-15 ppl max)	N/A	\$10	\$15
Meinig	Small Shelter 2 (10-15 ppl max)	N/A	\$10	\$15
Meinig	Small Shelter 3 (10-15 ppl max)	N/A	\$10	\$15
Meinig	Stage- small gathering, no special request	N/A	\$30	\$45
Plaza rental	Plaza- no special requests	\$200/\$300	\$200	\$300
Cascadia Park	Shelter	NA	\$50	\$70
Sandy Bluff Shelter	Playgroup Shelter	NA	\$50	\$70



# Next Steps

## RECOMMENDATION:

1. Staff recommends that the Parks Board review and provide comments on the draft Policy for the Parks and Recreation Financial Sustainability Plan and approve the Master Fee Schedule.

And...

2. Staff recommends that the Parks Board supports the Parks and Recreation Department presenting the Financial Sustainability Policy to the Council for codification.

## SUGGESTED MOTION LANGUAGE:

First Motion: “I move to support the Parks and Recreation Department presenting the Policy for the Financial Sustainability Plan and the Master Fee Schedule as written and provided.

Or...

Second Motion: “I move to support the Parks and Recreation Department presenting the Policy for the Financial Sustainability Plan and the Master Fee Schedule with the Parks Board’s comments and edits incorporated into the final version presented to Council.”

