



City of Sandy

Agenda

Parks & Trails Advisory Board Meeting

Meeting Location: City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055

Meeting Date: Wednesday, January 9, 2019

Meeting Time: 7:00 PM

Page

1. ROLL CALL

2. PUBLIC COMMENT

3. CHANGES TO THE AGENDA

4. CONSENT AGENDA

- | | | |
|------|--|--------|
| 4.1. | August 22, 2018 Meeting Minutes
Parks & Trails Advisory Board Meeting - 22 Aug 2018 - Minutes - Pdf | 3 - 5 |
| 4.2. | October 17, 2018 Meeting Minutes
Parks & Trails Advisory Board - 17 Oct 2018 - Minutes - Pdf | 6 - 8 |
| 4.3. | December 19, 2018 Meeting Minutes
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5. NEW BUSINESS

5.1. New Council Liaison Laurie Smallwood

A new Council Liaison, Laurie Smallwood, has been appointed to the Parks and Trails Advisory Board. Please give her a warm welcome.

5.2. 2017 Capital Improvement Projects (CIP) List

The Parks and Trails Advisory Board previously completed a draft CIP List which will be shared and discussed among the group.

5.3. Prospective Park and Trails Location

The Parks and Trails Advisory Board previously completed exercises to determine prospective locations of new parks and trails facilities within the City's service area. Those maps will be presented and discussed among the Board.

6. OLD BUSINESS

6.1. Parks Capital Projects Fund

We will postpone the discussion regarding the Parks Capital Projects Fund balance to the proposed January 30, 2019 meeting to consolidate the discussion on budgeting.

7. STAFF UPDATES

8. ADJOURN



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, August 22, 2018 City Hall-
Council Chambers, 39250 Pioneer
Blvd., Sandy, Oregon 97055 7:00 PM

COUNCIL PRESENT: Bethany Shultz, Board Member, Kathleen Walker, Board Member, Michael Weinberg, Board Member, Susan Drew, Board Member, Valerie Wicklund, Board Member, and Jeremy Pietzold, Council President

COUNCIL ABSENT:

STAFF PRESENT: James Cramer, Associate Planner

MEDIA PRESENT:

1. Roll Call

2. Public Comment
None.

3. Changes to the Agenda
James added "Photographer" to staff updated
Kathleen added "Special Use Permits" to agenda to Old Business

4. New Business

4.1. (Kim Yamashita) Parks and Trails Advisory Board visioning and a parks maintenance projects.

Kim solicited for the Parks & Trail Advisory Board (PTAB) to collect and document Parks maintenance needs. The intent is to create a "master list" of maintenance needs to be passed to Public Works to prioritize and complete. Life safety concerns first priority. Discussion regarding historic and future strategies commenced along with discussion regarding position roles. Kathleen volunteered to create a spreadsheet to use for consistent inventory. PTAB will brainstorm and revisit strategies at the next meeting.

4.2. (James Cramer) Parks and Trails Advisory Board 2018 Inventory
Discussion of Maintenance vs. Capital Improvement commenced.

James introduced a simplified worksheet to capture maintenance needs, possible capital improvements and general comments. Based on the discussion from Item 4.1 of this meeting, the Board will defer to the next meeting to discuss a set of standards to help create consistent results. Kim introduced the Monday.com program that the City internally uses to manage projects, workloads, etc.

4.3. Photographer

Our Economic Manager, David Snider, has an uncle who is a photographer and will be taking photos of Sandy for the website and will be taking photos of City parks. Discussion on potential photos to take commenced and suggestions were made to be passed on to David.

5. Old Business

5.1. Special Use Event Permit Update

Kim discussed the efforts made to create a special use/event permit policy for the City. Completed at staff level and similar to land use process. Discussion, as well as Q&A, commenced.

6. STAFF UPDATES

6.1. Agenda Postings

James gave a tutorial of the new ICompass system for public hearing meetings and updated the Board on how they will be receiving agendas moving forward.

6.2. Sandy Community Campus Parkland Annexation

James updated the Board that the City Council certified the challenge period has been met therefore the ballot title will be submitted to Clakamas County to be added to the November 6th Ballot. It was discussed that individuals can independently submit a letter to be added to the voter's pamphlet should they wish to.

6.3. Longest Day Parkway Adult Survey Results

James provided an update to the Adult's results from the Longest Day Parkway survey. Discussion regarding the differences between Park Type and Amenities, as well as future use of the results and various ideas based on the amenities identified, commenced.

7. Consent Agenda

7.1. Meeting Minutes

8. Adjourn

Draft



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, October 17, 2018 City Hall-
Council Chambers, 39250 Pioneer Blvd.,
Sandy, Oregon 97055 7:00 PM

COUNCIL PRESENT: Bethany Shultz, Board Member, Kathleen Walker, Board Member, Michael Weinberg, Board Member, Susan Drew, Board Member, and Valerie Wicklund, Board Member

COUNCIL ABSENT: Jeremy Pietzold, Council President

STAFF PRESENT: James Cramer, Associate Planner

MEDIA PRESENT:

1. Roll Call

2. Public Comment

James Cramer announced he has been in communication with a prospective Board member.

Kathleen Walker announced she has solicited the open positions on the Tickle Creek Trail Facebook site as well as encouraged the other Board members talk to people about the opportunity.

3. Changes to the Agenda

Kathleen Walker added proposed Jonsrude Signage to the Staff Updates section of the agenda.

4. New Business

4.1. Roll Tide Proposed Development:

James Cramer presented the documentations from a previously held pre-application meeting in which the applicant proposed a land division and residential development that included the dedication of parkland and/or fee-in-lieu payment. Discussion on code requirements, alternatives and expectations commenced. The following was recommended by the Board which will be forwarded to the applicant for consideration:

- PTAB would like to see all the required parkland dedication (1.94 acres) be dedicated to the City.
- Design the stormwater pond to be linear to the east side of the dedicated parkland and “beatified” as to appear as an amenity (ex. Sandy Bluff Park).
- If no street is proposed on the east side then add an amenity such as a pedestrian walking path in the dedicated parkland.

Additionally, the following questions were presented to staff to which James Cramer said he would find the answers for.

- What are the stormwater detention standards, specifically "beautification"?
- What are the options for appealing a decision made by an approval body (IE. staff, City Council, Planning Commission)?

4.2. **Public Engagement Opportunities:**

James reminded the Board of the two previous public participation efforts, 2013 Parks Survey and 2018 Longest Day Parkway Dot Activity, and solicited recommendations for any additional opportunities. Suggested by the Board were:

- An online survey as it reaches many and is cost effective (Bethany Shultz).
- Consider the public engagement process complete and host a charrette using the data we currently have to present the findings to public.
- Engage with focus groups.

5. **Old Business**

5.1. **“Facility Condition Inventory”:**

James Cramer reiterate the intentions of the proposed facility conditions inventory activity was to help the Board familiarize themselves with the existing parks/trails facilities while providing the opportunity to identify immediate needs/concerns. James expressed the Public Works Director's intentions of completing a thorough inventory of the City's facilities and that this voluntary activity is not intended to be an thorough analysis. Kathleen Walker expressed concern of having Board members volunteer to complete condition inventories to which a description of Recreational Immunity was provided to the Board. After staff's conversation with City Attorney, David Doughman, it was determined that board members participating in this volunteer opportunity would be an "agent" of the City and be covered under Recreational Immunity.

6. **STAFF UPDATES**

6.1. ADMIN 100 Advisory Boards, Commissions and Committee Policy:

James Cramer provided some background to and a copy of ADMIN 100 which details Advisory Boards, Commissions and Committee Policy to the members. Additionally, James provided a copy of the City Council goals for member's records.

6.2. Parks Programming Plan:

James Cramer provided some background to and a copy of the City's Parks Programming Plan to the members. Kathleen Walker noted that the document should include grant research and acquisition under the responsibility of the Planning Department to which James confirmed. Various situations were discussed among members and staff to better understand the break down of responsibilities. James expressed that the programming is new to City staff therefore there would be some adjustment as things move forward.

6.3. Barlow Trail Monument Repair:

James Cramer updated the Board on Public Work's efforts into getting a contract to upgrade the Barlow Trail Monument after it sustained damage due to vandalism. Repairs are tentatively planned to begin in November.

6.4. Daniloff Photography:

James Cramer announced that the photographs taken by Daniloff Photography were available for viewing and provided the instructions on how to view them. It was mentioned that the photos could potentially be used in the proposed parks master plan.

7. BOARD UPDATES

Board Updated

8. Consent Agenda

8.1. Meeting Minutes

It was determined that the Meeting Minutes from August 22, 2018 would be reviewed and approved at the next scheduled Parks and Trails Advisory Meeting.

9. Adjourn



MINUTES
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COUNCIL PRESENT: Bethany Shultz, Board Member, Kathleen Walker, Board Member, Michael Weinberg, Board Member, Susan Drew, Board Member, Valerie Wicklund, Board Member, and Jeremy Pietzold, Council President

COUNCIL ABSENT:

STAFF PRESENT: James Cramer, Associate Planner

MEDIA PRESENT:

1. Roll Call

2. Public Comment

3. Changes to the Agenda

James added the "Board Updates" to the agenda as it was missing. Valerie requested to discuss meeting minutes, budget and Staff's (James') Update to Council (presented December 3, 2018). James asked for comments to meeting minutes be completed during the Consent Agenda topic and recommended budgeting being discussed between Items 4.2 and 4.3 of the agenda.

4. New Business

4.1. SE Ponder Lane Proposed Subdivision

ASK Engineering proposed a 95-lot development south of the Nicholas Glenn Subdivision. The proposal includes a 53,467 SF (1.23 acre) park which accommodates the required parkland dedication (95 units x 3 persons/unit x .0043 = 1.23 acres). At this stage the Board shall discuss the proposed parkland dedication and make a formal recommendation on whether the City should ideally require parkland dedication or a fee-in-lieu. Should the applicant choose to make a formal application additional criteria will be required and provided to the Board for further analysis.

James presented the proposed development per the applicant's pre-application submittal, identified it on a map and asked the Board for a recommendation on whether to require the development to dedicate the required park land or accept a fee in-lieu. Michael asked for the current total of in-lieu fees the City currently have to which James answered. Kathleen shared conceptual maps of proposed maps the Board previously completed. Mike asked what criteria the Board should be looking at when presented with proposal such as this agenda item. James and Kathleen expressed strategies and considerations on evaluating whether to accept land dedication or in-lieu payment. Board discussed strategies, historic examples, options and alternatives in order to help guide the conversation to a vote/recommendation. Kathleen recommended the Board make a recommendation through a vote. It was voted 3 to 2 in favor of requiring the proposed development dedicate the required parks land should the proposal move forward.

4.2. Sandy Bluff Tract M Acquisition

The owners, Holt Distressed Property Fund, of Tract M within Sandy Bluff Sub. 6 would like to know if the City would like to be transferred this 2.20 acre tract of land with no consideration as it has no value to their organization.

James explained the owner of Tract M adjacent to Sandy Bluff Park would like to transfer ownership of the tract to the City "with no consideration" and staff would like to know the Board's recommendation on acquiring the land. Kathleen explained some history of the property, plantings and easements found on property. Discussion of maintenance history of the property, responsibility of the maintenance, enforcement action if maintenance is not preformed and alternatives commenced. The Board then came to a final recommendation of "requiring the property owner to clean up the land of noxious weeds, plant appropriate planting species for the wetlands and determine a specific duration of time the applicant must maintain the property in good standing".

4.3. Board Discussion Regarding Existing Findings:

The intent of this exercise it to get all Board members up-to-date on the Boards findings and to set up the opportunity for the Board to work together to document these findings for staff and ultimately City Council. As previously discussed, staff's goal with regards to the parks master planning is to provide City Council with the perspectives of the Board, public as well as staff. While many planning efforts have been made by the Board, new members have joined as well as new staff has been hired therefore discussion and final determination of the Boards recommendations is important. At this time staff

would like the Board to discuss their current findings in order to ensure all members, new and seasoned, are up to date on the existing findings. From there it will set up the opportunity for the Board to summarize and document the existing findings for City Council consideration in the near future.

While staff ultimately wants the conversation to be that of the Board's, it is suggested that the Board determine a schedule of topics to discuss in order to ensure all topics are discussed and recommendations are documented (IE discuss specific topics such as locations, amenities needed, policy improvements, specific goals etc. and document the Boards current recommendations). the goal is to have a consolidated document to present to the City Council for consideration.

James introduced the intentions of the agenda item, goals to come from the discussion and staff's perspective on some needs associated with parks master planning. Kathleen explained the importance of completing a CIP List in order to plan for future planning and improvements to the city's parks and trails system. Kathleen presented a power point which included the evolution of the city's parks and trails system with information on budgeting, planning, consultants and more.

5. Old Business

6. STAFF UPDATES

6.1. City Council Update on Parks Master Planning:

James Cramer provided City Council with the attached update at the December 3, 2018 council meeting. After testimony from Kathleen Walker (see attached) and discussion it was suggested by City Manager, Kim Yamashita, to reach out to a consultant from the organization 110 Percent who specializes in recreation planning to potentially host a workshop with council, staff and the Board to assist in managing expectations and provide direction. Efforts have been made to contact the representatives and will continue to be made, stay tuned.

James explained a the request of City Council he provided an update of staff's efforts with regards to Parks and Trails Master planning. Valerie has questions regarding budget clarification as well as questions regarding the codes

referenced in staff's update. James clarified and emphasized the importance of reviewing the 1997 Parks Master Plan as well being familiar with the City's Development Code. Kathleen expressed the desire for the Board to be notified of staff (James) presentations to Council ahead of time to be able to weigh in and/or allow the opportunity to be present for support as mentioned by Valerie.

6.2. Barlow Trail Monument Sign repair:

Bethany Shultz informed staff the repair on the monument had not begun. Joe Preston confirmed on 12/11/18 the repairs would begin that week or the following week if weather did not permit. Staff asked Bethany to keep them posted on the progress and they would be sure to follow up.

James informed the Board that the Barlow Ridge Monument sign repair has begun as well as the Jonsrud curb enhancement has not been completed but underway.

7. Consent Agenda

Valerie suggested the Consent Agenda, which includes the meeting minutes, be arranged at the beginning of the agenda as to allow time for them to be above. Additionally, suggested James reference his name as opposed to the term "staff". James explained he would oblige and that moving forward should the term "staff" be used in meeting minutes it will be referencing general city staff. James reiterated the meeting minutes are attached to the agendas that are published on line and sent to the Board prior to the meeting. It was determined the meeting minutes shall be approved at the upcoming meeting.

7.1. October 17, 2018 Meeting Minutes

7.2. August 22, 2018 Meeting Minutes

8. Adjourn