

City of West Linn
Parks and Recreation Advisory Board Summary Notes
February 13, 2014 DRAFT

Members Present: Roger Shepherd, Sarah Silvernail, John Linman, Don Kingsborough, Vicki Handy, Todd Jones and Amy Murphy (arrived at 7:25pm)

Staff Present: Ken Warner & Ken Worcester

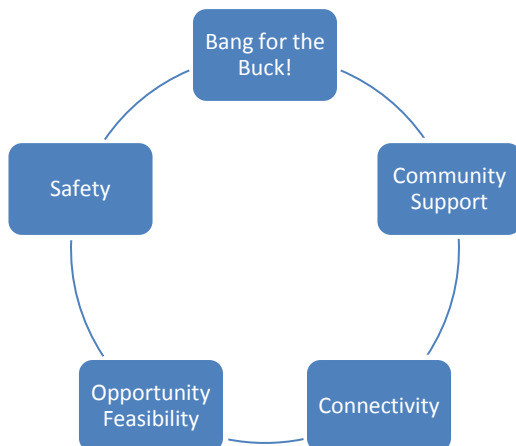
Council Liaison: None

Guests: Ken Chappuis, Randall Fastaband and Robert Jester

Meeting called to order by John Linman at 7:04 pm

- 1. Approval of tonight's agenda** – Agenda was approved with addition of 1 item under #6 other projects: Mary S Young Trail Signs.
- 2. Community Comments** –
Randall Fastaband, President of Friends of Robinwood Station (FORS) presented the Board with 2 documents. The first is a letter dated, October 7, 2013, that explains to City Council and others copied that the documents requested have been provided as requested. The documents listed in the letter are Financials, Budget & Priority Capital Improvements, Conditional Use Permit application and 501© 3 status. The second document is a FORS/Robinwood Station Event time Line.
- 3. Approval of Summary Notes**
Notes of the January 9, 2014 meeting were reviewed. Don made a motion to accept Notes and was seconded by Sarah. The motion passed unanimously.
- 4. Trails Master Plan – Trail Prioritization Criteria**
Ken Worcester reviewed that the Board agreed that 5 items rose to the top at last month's meeting. Listed in alphabetical order.
 - A. Bang for the Buck
 - B. Community Support
 - C. Connectivity
 - D. Opportunity & Feasibility
 - E. Safety

A circular design was created by Vicki in an attempt to reflect what the Board desired.



The Board discussed and agreed that they like the circular, non prioritized concept. The Board discussed the merits of sending their draft criteria to neighborhood associations, interest list from the TMP, through website, social media and the monthly update included in utility bills. A survey will be created at website to collect input.

Motion made by Todd "Parks and Recreation Advisory Board invites the public to react to Draft Trail prioritization Criteria for trail section and submit comments through the City website. Outreach methods will include utilization of the City website, email to Neighborhood Association presidents to disperse to members, interest list from trails master plan approval process, social media and the monthly update sent in utility bills. Seconded by Roger. The motion passed unanimously.

PRAB agreed to accept comments until April 1, 2014. This will allow them to facilitate potential projects into the CIP process that will start in about 6 months.

Ken Worcester explained a couple of points:

- With the update of the Transportation System Plan (TSP) coming there will be decisions on what is recreation/parks versus transportation (safe routes to schools. Etc)
- Parks related projects would utilize PRAB criteria and TSP projects would utilize their criteria.
- There may be an opportunity to combine dollars on some projects
- The only trail currently in the Capital Improvement Project (CIP) is the Upper Willamette River Trail.
- Parks relies on opportunity and feasibility for some decisions (grants, alternate funding etc.)
- Criteria will assist with placing items on the CIP
- Inclusion on the CIP can be funded or unfunded projects
- The Board decides on CIP inclusion and is updated every couple of years and covers 5 years
- There are a lot of sidewalks in the TSP and we are at a logical time to split the projects
- The City has received an ODOT grant for new TSP development
- The Trail plan has executed some of the task to shoe where residents want routes for TSP
- The City has a Systems Development Charge (SDC) for sidewalks that may be adjusted to fund more projects.

5. Community Center Information

Ken Worcester explained that City Council has asked PRAB to explore and evaluate future needs for recreation/meeting space. A couple of things to also consider

- a. Current police building will be empty in about 9 months
- b. The old Bolton Fire Station is a possibility for use
- c. Robinwood Station is currently being utilized in a temporary status

Utilize a process to decide what is best for the City to provide the needed space and pass along to City Council and potentially the Budget Committee. What are the community needs and the best way to meet those needs? Not necessarily funding solutions at this time. There is no current budget for the process. We are approaching an update to the 2007 Parks Recreation and Open Space Master Plan. We are fortunate that most of the boxes are checked from the plan and the next plan will focus on recreation and facility decisions.

Roger mentioned that the Arch Bridge project/process is starting to look from Bolton Fire Station to the Mill area.

A review currently owned public faculties was reviewed. The list of currently utilized facilities included the Sunset Fire Hall, Adult Community Center, McLean House, Robinwood Station (temporary use), West Linn Library, TVFR Willamette & Bolton Fire Stations and West Linn/Wilsonville School District. Faculties that are not currently utilized were the old Bolton Fire Station, current Police Building, proposed Adult Community Center expansion and the new Police Building (not yet completed).

The Board discussed that the community needs a gathering place, a hub to build community. Some things in hand would be hard to replace, like buildings.

The Board discussed key items that they would like to know to start the process:

- a. All faculties available – look outside our boundaries
- b. Fee structures
- c. Square footage
- d. Capacities for rooms (different set up configurations)
- e. Alcohol allowed
- f. Current user groups of faculties
- g. Who is being turned down due to lack of space?
- h. Who wants space?
- i. Hours of utilization by groups

The Board came up with a Draft concept below for the process.

West Linn Community Use Facilities Analysis and Plan

ANALYSIS:

Define Need – Comprehensive needs assessment

Gather from prior surveys and analysis; Aquatic Center analysis

Staff reflections based on requests and calls we turn away

Quantify the Recreation Programming deficit

Survey through schools / web survey

Query user groups and R-25 at WLWV

Current facilities and offerings (see chart)

Maintenance and safety standard

Groups: type of use, hours used, frequency, numbers

Revenue

Operating expenses

Maintenance costs

Alcohol?

Capacity with different setups

Current users

Parking

Describe possible options for facilities: Staff gathers a list of facilities with location, square footage, and current use

Gaps

RECOMMENDATIONS

Strategy for meeting needs with facilities

Determine guidelines for facility use

Decision making criteria: Neighborhood impact,

Additional facilities to gather data:

Willamette Christian Church

Rolling Hills

Oregon Golf Club

Elks Lodge – OC

Old OC HS

OC Carnegie building

Museum of the Oregon Territory

Barclay School in OC
Pacific West Bank
Oswego Hills Vineyard
Clackamas community College

6. Other Projects –

- a. Trail Signs at Mary S Young – Don discussed existing signs aging and the desire for new signs.

The Board discussed the concept of branding all of the signs for parks. The Board agreed they would like to include trails names, length of trail, and destinations along the trails for those outside of parks. The Board will look into this in the near future.

Ken Worcester explained that Fields Bridge development will include the deconstruction of the house, new pervious parking lot and addition of shelter and pathways. The bids have been way under budgeted amounts. Cedaroak Boat ramp reconstruction is at the pre-app stage. Upper Willamette Trail is also near the pre application stage.

Roger again mentioned the Arch Bridge planning project and that community comments will be accepted.

Meeting Adjourned at 9:02 pm