

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

Members Present: Roger Shepherd, Sarah Silvernail, John Linman, Don Kingsborough, Vicki Handy, Rob Waibel and Todd Jones (arrived 7:16pm)

Staff Present: Ken Warner & Ken Worcester

Council Liaison: None

Guests: Kazi Ahmed & Lisa Clifton

Meeting called to order by John Linman at 7:03 pm

1. **Approval of tonight's agenda** – Agenda was approved with an additional item #8 other projects. Interpretive Signage

2. **Community Comments** – None

3. **Approval of Summary Notes**

Notes of the October 9, 2014 meeting were reviewed. Don made a motion to accept Notes and was seconded by Vicki. The motion passed unanimously.

4. **Robinwood Station Business Plan**

Kazi & Lisa introduced themselves as with Robinwood Station

Kazi presented via Power Point A Business Plan for the Robinwood Station

Following the presentation there was interaction and discussion.

John asked about capital improvements that were not included in the presentation?

Kazi explained some of the capital improvements that have been done by the City and that they were left out of the plan because it is a City building, some improvements will be needed to operate more efficiently and they are just managing the building and will ask City for dollars. Ken Worcester explained that after the Parks & Recreation Department had spent \$20,000 it was time to get further approvals from City Council on what is next. The City still pays all utilities. Vicki inquired about the 100% increase in rental income and contribution increase for the coming year and what is making this happen? Kazi explained that the large increases are due to new anchor tenants, some repeat users and 2013 had some uncertainty about staying open. Kazi explained that they are working on near term needs; they do not want to address long term needs now. Kazi asked that Parks & Recreation assist with fundraising and cash match them \$1 for \$1 up to \$10,000.

Ken Worcester explained that the issue is that without a Conditional Use Permit (CUP) the Robinwood Station technically is operating illegally/unblessed as it does not meet current building & land use codes. The LOT project did donate \$10,000 for the CUP permit process. City Council asked the same questions. What does it mean going forward? Kazi explained that City Council expects to call them back to the table. One of the major issues is that the CUP application triggers large costs for the City (\$50,000 parking lot, \$25,000 Storm water, \$25,000 Street, and \$70,000 improvements). Vicki clarified that the ask is actually \$10,000 plus all expenses that come with CUP.

Don made a motion to accept the Business Plan from the Robinwood Station and was seconded by Sarah. The motion passed unanimously.

The Board further discussed and analyzed the document that was presented. The overall feeling was that the numbers just don't match up. The Board held a discussion on next steps. The Board feels that the decision lies with City Council and staff to decide on CUP. The Board asked about the charge they were given to look at public facilities for recreation use. Ken Worcester summarized that the existing facilities (Bolton, Robinwood and old

Police Department) do not meet the needs of the Department. The Board discussed the possibility of selling all of them and packaging the money for a facility that could meet community needs.

The Board wanted to send a response to the presentation: (Ken Worcester will draft & review with Board)

- a. Parks & Recreation can not assist with marketing due to lack of CUP
- b. The \$10,00 match will be considered as the budget is more defined
- c. Feedback on business plan

5. Park Rules

Ken Worcester explained that we have been discussing rules for parks. If needed we can have rules on the website that are enforceable instead of posting signs all over the parks as sometimes requested by the Police Department. Most of the issues are isolated to a specific park and very seldom. The Board felt that basic rules on the website might be ok if the Department felt they were needed. Todd offered to have a civics class in the future investigate what other Cities are doing.

6. Capital Improvement Plan (CIP) Update

Ken Worcester briefly touched on the upcoming update to the CIP. City Trail improvement that will be included will be the Skyline sidewalk/trail approved recently (parks & Public Works). Ken would like to discuss further 5 years' worth of projects at the next meeting.

7. Trail Way-finding projects - Postponed until next meeting

8. Other Projects –

Roger held a brief discussion on incorporating interpretive signage on the Willamette Greenway trail (Moehnke's Mill) and working with the new West Linn Historical Society. The Board agreed that adding this type of signage, where possible, on trails would be a nice amenity.

Meeting Adjourned at 9:10 pm