



REVISED AGENDA

CITY PARKS ADVISORY BOARD 520 E. Cascade Avenue Sisters, OR 97759

Wednesday, April 6, 2016 – 4:00 P.M.

- I. CALL TO ORDER
- II. VISITOR COMMUNICATION
This is the time provided for individuals wishing to address the City Parks Advisory Board, at the Board's discretion, regarding issues that are not already on the agenda. Citizens who wish to speak should sign up prior to the beginning of the meeting on the sign-up sheet at the podium. Please use the microphone and state your name and address at the time the City Parks Advisory Board calls on you to speak.
- III. APPROVAL OF MINUTES: February 3, 2016 and February 16, 2016
- IV. UPDATES
 - a. Improvements/Maintenance updates: Barclay Park, Village Green, Clemens Park, Fir Street Park, Creekside Park/Campground
- V. City Parks Master Plan Update: Review priorities for Capital Improvement Plan
- VI. OTHER BUSINESS:
 - a. 2016 OPRD Local Government Grants: Creekside Campground and Village Green
 - b. Discuss future park naming policy
- VII. ADJOURN

*This agenda is also available via the Internet at www.ci.sisters.or.us
The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213.*



MEMORANDUM

CITY OF SISTERS

Date: March 30, 2016

To: City Parks Advisory Board

From: Paul Bertagna, PW Director

Subject: Updates

Please review the following updates. Staff is available to respond to your questions

- Barclay Park:
 - Maintenance report:
Nothing to report.

- Clemens Park:
 - Maintenance report:
Ordering restroom building
Flyers for this summer's project have been distributed in the neighborhood around the park (see attached).

- Creekside Park:
 - Maintenance report:
Nothing to report.

- East Portal:
 - Maintenance report:
Closed for the season.

- Village Green Park:
 - Maintenance report:
The new 200-Amp electric service to the back of the gazebo has been installed.
Three 50-Amp services will be added on the west, south and north side of the park, to be completed soon.

- Fir Street Park:
 - Maintenance report:
Nothing to report.

- Creekside Campground
 - Maintenance Report:



On Wednesday, March 23rd and Thursday, March 24th, 2016 the Public Works crew planted 50 new 10-12 ft. tall Colorado Spruce trees. Drip irrigation for the new trees has been installed. 25 trees have been planted on the S. Locust Street side and the other 25 trees have been planted on the E. Tye Drive side (inside the fence) of the campground. The new berm has been added and the original entrance to the campground has been removed. Full hook-up sites 1 and 9 and dry sites 34, 35 and 36 have been eliminated. Asphalt work will start in April and will include widening the Locust Street access to accommodate entering and exiting traffic as well as paving of site #42, to make this site our first dedicated ADA site.

The online reservation system for the campground has been up and running since March 7th, 2016. So far, 365 reservations have been made for a total of 1326 overnights.

Planned opening for the campground is May 1st, 2016.



City of Sisters Construction Project COMING SOON!

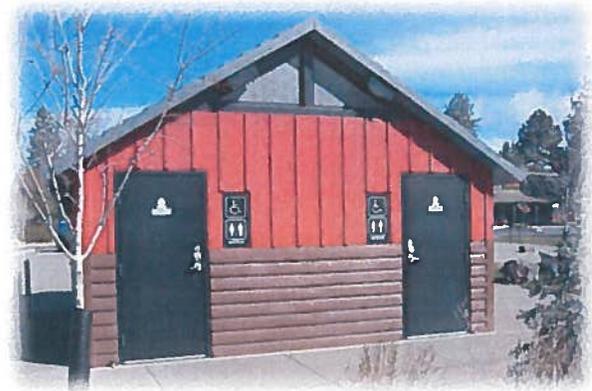
2016 Cliff Clemens Park
Improvement Project

Construction Cost: \$90,000

Funding: City of Sisters Park SDC's

PROJECT DURATION: Summer 2016

PROJECT LOCATION:
Cliff Clemens Park



Example of two single user restrooms.

PROJECT DESCRIPTION:

A new ADA compliant two single user restroom building with drinking fountain will be added to the park. Easily accessible from the parking area via new concrete sidewalks installed around the building.

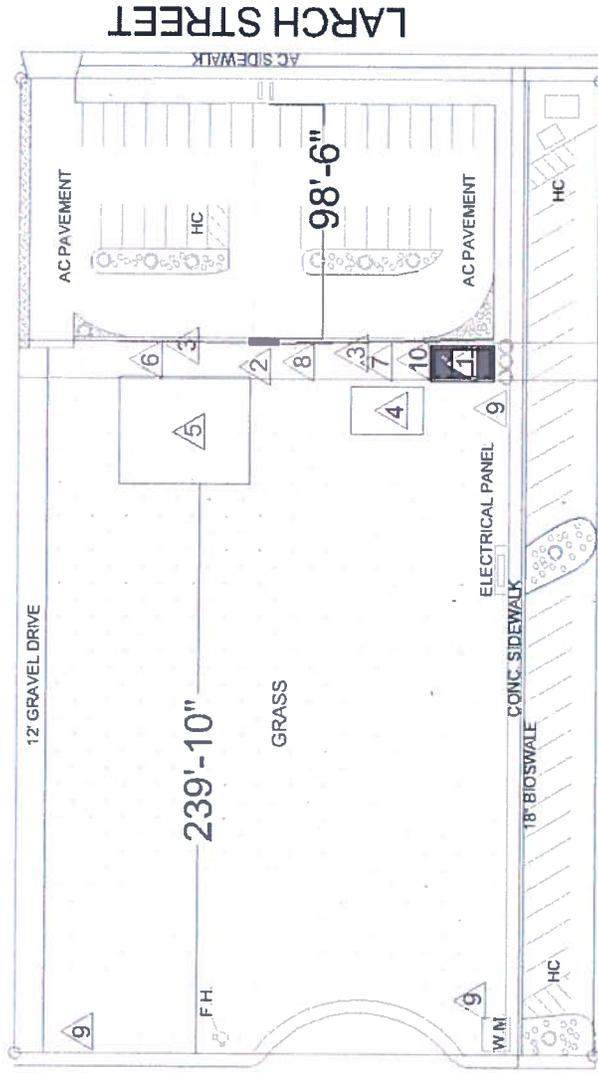
APPROVED SITE PLAN:

Please see back of flyer.

City of Sisters Information

Paul Bertagna, Public Works Director (541) 323-5212
pbertagna@ci.sisters.or.us
Erik Huffman, City Engineer (541) 633-3140
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(TAMARACK VILLAGE)



IMPROVEMENT LEGEND	
	RESTROOM BUILDING
	CLEMENS PARK ENTRY SIGN (10" x 10" TIMBERS)
	3' TALL SPLIT RAIL FENCE
	PICNIC TABLE AREA 20' X 30'
	PLAYGROUND 45' x 55'
	MEMORIAL BENCH
	MEMORIAL STONE
	LIT FLAGPOLE
	DOGGIE STATIONS
	DRINKING FOUNTAIN

BLACK BUTTE AVE

CLEMENS PARK
APPROVED SITE PLAN

REVISED 10-21-08
SISTERS PLANNING DEPT



SCALE: 0 25 50 100 200



MEMORANDUM

CITY OF SISTERS – PARKS ADVISORY BOARD

Meeting Date: April 6, 2016

To: City Parks Advisory Board (CPAB)

From: Patrick Davenport, Community Development Director

Subject: City Parks Master Plan 2016 Update: Capital Improvement Plan

On March 3, 2016 City Council reviewed the draft City Parks Master Plan and provided guidance on revising the Capital Improvement Plan (CIP) portion of the Plan. The CPAB is being requested to consider adding a set improvements to the CIP for a future community park and to reconsider the proposed acquisitions that were recommended to City Council.

The proposed acquisition costs are estimated using the County Assessor's Real Market Value for the respective parcels. The addition or removal of the costs in the CIP for the proposed acquisitions have significant effects on the final amount calculated for a revised Systems Development Charge.

Attached is a working draft of the CIP illustrating the addition of future facilities for a Community Park at a TBD location and removal of two proposed acquisitions (Miller and Sisters Commercial III parcels).

CPAB recommendations will be forwarded to City Council for a final review prior to formal adoption of the 2016 City Parks Master Plan update.

Attached: Draft CIP for City Parks Master Plan 2016 update

SISTERS PARKS MASTER PLAN		DRAFT CAPITAL IMPROVEMENT PLAN (CIP)			03/31/2016		NOTES
PROJECTS	QTY	UNITS	UNIT COST	TOTAL COST	SCHEDULE	MAP KEY	
BARCLAY PARK							
Seat Walls	160	LF	\$ 100	\$ 16,000	Priority II		
Enhance Landscape Plantings	1	ea	\$ 7,000	\$ 7,000	Priority II		
Interpretive Signage	1	ea	\$ 1,500	\$ 1,500	Priority II		
Wayfinding Signage	1	ea	\$ 1,000	\$ 1,000	Priority I		
Subtotal:				\$ 25,500			
CLEMENS PARK							
Restroom and Drinking Fountain	1	ea	\$ 100,000	\$ 100,000	Priority I		
Picnic Shelter	1	ea	\$ 70,000	\$ 70,000	Priority III		
Sand Volleyball	1	ea	\$ 30,000	\$ 30,000	Priority II		
Public Art	1	ea	\$ 5,000	\$ 5,000	Priority II		
Wayfinding Signage	1	ea	\$ 1,000	\$ 1,000	Priority II		
Subtotal:				\$ 206,000			
VILLAGE GREEN							
Phase III (Elm Street) parking, sidewalk, ADA	1	LS	\$ 60,000	\$ 60,000	Priority III		
Play Structure and Swing Improvements	1	ea	\$ 155,000	\$ 155,000	Priority I		
Public Art	1	ea	\$ 5,000	\$ 5,000	Priority I		
Wayfinding Signage	1	ea	\$ 1,000	\$ 1,000	Priority I		
Subtotal:				\$ 221,000			
CREEKSIDE PARK							
ADA Accessibility Improvements	1	ls	\$ 20,000	\$ 20,000	Priority I		
Pavilion/Gazebo	1	ea	\$ 30,000	\$ 30,000	Priority III		
Electrical Upgrades	1	ls	\$ 20,000	\$ 20,000	Priority I		
Enhance Entry	400	sf	\$ 8	\$ 3,200	Priority II		
Interpretive Signage	1	ea	\$ 3,000	\$ 3,000	Priority II		
Wayfinding Signage	1	ea	\$ 1,000	\$ 1,000	Priority II		
Public Art	1	ea	\$ 5,000	\$ 5,000	Priority II		
Expansion-east side: restroom, Picnic Shelter, restroom, Off leash dog park, Dirt bike track, parking, Play equipment							
Subtotal:				\$ 82,200			
CREEKSIDE CAMPGROUND							
Locust St. Berm & Landscaping	1	ea	\$ 18,000	\$ 18,000	Priority I		
Tyee Landscaping	1	ea	\$ 16,000	\$ 16,000	Priority I		
Entry Improvements	1	ea	\$ 22,000	\$ 22,000	Priority I		
New Restroom Building	1	ea	\$ 266,000	\$ 266,000	Priority II		
New dishwashing station	1	ea	\$ 5,000	\$ 5,000	Priority I		
ADA Improvements (4 spaces)	1	ea	\$ 28,000	\$ 28,000	Priority II		
Re-locate Dumpstation	1	ea	\$ 36,000	\$ 36,000	Priority III		
Paving/repair interior access drives	1	ls	\$ 48,000	\$ 43,849	Priority II		
Convert five existing non-hook up spaces to full hook up (spaces 56 and 58-61)	5	ea	\$ 5,000	\$ 25,000	Priority I		
Create additional walk in tent sites in eastern area with parking nearby	5	ea	\$ 2,200	\$ 11,000	Priority II		
Subtotal:				\$ 470,849			
VETERANS MEMORIAL PARK							
Public Art	1	LF	\$ 5,000	\$ 5,000	Priority III		
Interpretive Signage	1	ea	\$ 1,500	\$ 1,500	Priority III		
Subtotal:				\$ 6,500			
WHYCHUS CREEK ACCESS							
Path Extension	375	SF	\$ 10	\$ 3,750	Priority I		changed this amount from \$3,750 to \$3,679
Extend Split-rail Fence (2 accesses)	170	LF	\$ 22	\$ 3,655	Priority I		
PARK & TRAIL DEVELOPMENT							
Linear Park - Undeveloped R/W St. Helens Ave. & Cedar St.	1.5	AC	\$ 30,000	\$ 45,000	Priority III	L-1	
Linear Park - Undeveloped R/W Oak St. B/T Jefferson Ave. & St. Helens	1.5	AC	\$ 30,000	\$ 45,000	Priority III	L-2	
Subtotal:				\$ 97,405			
IMPROVEMENTS FOR FUTURE COMMUNITY GARDEN SITE							
Community Garden Site	1	ea	\$ 50,000	\$ 50,000	Priority I		
RESERVE IMPROVEMENT PACKAGE - COMMUNITY PARK LOCATION TBD							
Restroom/drinking fountain/misc	1	ea	\$ 100,000	\$ 100,000	Priority III		
ADA accessible play structure and misc	1	ea	\$ 150,000	\$ 150,000	Priority III		
Picnic shelter, tables, benches, misc	1	ea	\$ 150,000	\$ 150,000	Priority III		
Parking lot, site work, lighting, landscaping, kiosk, signage	1	ea	\$ 150,000	\$ 150,000	Priority III		
Dog park relatd improvements; fencing watering stations and misc.	1	ea	\$ 40,000	\$ 40,000	Priority II		
Subtotal:				\$ 640,000			
LAND ACQUISITION							
Two vacant parcels - N of CS Park (Sisters Commercial III)	2.06	AC		\$ -	Priority III	A-1	RMV \$1,176,030
One vacant parcel - S of St. Helens, W of Wychus Creek (Daggat-Ogden)	0.89	AC		\$ 255,180	Priority III	A-2	RMV \$255,180
One vacant parcel - E of Elm St, N of Tyee Drive (Miller)	1.9	AC		\$ -	Priority II	A-3	RMV \$162,750
Subtotal:				\$ 255,180			
Priority I Total				\$ 445,405			
Priority II Total				\$ 461,549			
Priority III Total				\$ 1,097,680			
Total				\$ 2,004,634			

SDC Calculations	
Residential Lots-SDC eligible	1,530
Potential Lodging Units	150
Total	1,680
SDC (With Lodging)	\$ 1,193
SDC (Without Lodging)	\$ 1,310

Includes New Sisters Village Hotel full build out of 92 units

Total if lodging units are included

Total if lodging units are not included



MEMORANDUM

CITY OF SISTERS – PARKS ADVISORY BOARD

Meeting Date: April 6, 2016

To: City Parks Advisory Board (CPAB)

From: Patrick Davenport, Community Development Director

Subject: Draft Park Naming Policy

Please find attached a working draft of a proposed park naming policy. The CPAB is requested to provide comments and edits prior to forwarding to City Council for review and consideration of adoption.

Attached: Draft Park Naming policy

CITY OF SISTERS: DRAFT Parks Naming Policy

Purpose: The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities.

Objectives: Ensure that parks, recreational areas and facilities are easily identified and located; Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served; Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities; Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

Definition: Parks, recreation areas and facilities – includes all property assets under the City's ownership and the Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

Criteria: The policy of the City of Sisters is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the uniquely Sisters community.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic location (neighborhood, significant areas, etc.)
- b. Natural features
- c. A person (non-living) or place of historical or cultural significance
- d. A person (non-living), group, or feature particularly identified with the land or facility

2. The process to name parks, recreation areas and facilities should begin within 12 months after the City has acquired title to the land and/or formally accepted the dedication.

3. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreation areas and facilities subject to these adopted policies.

4. Names that are similar to existing parks, properties or facilities in the City system (or other systems in the Metro area) should not be considered in order to minimize confusion.

5. The City reserves the right to change the name to maintain consistency with these policies.

Procedure:

1. Naming of Parks, Recreation Areas and Facilities

- a. A request for naming of a park, recreational area or facility shall be submitted in writing to the Community Development Department.
- b. Submittals of naming requests should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the City Parks Advisory Board (CPAB). If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- c. The CPAB will review the request and offer the opportunity for public input on the proposed naming and shall forward their recommendation to City Council for final decision.
- d. The CPAB can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
- e. In the absence of any naming requests, the CPAB shall adhere to criteria stated in this policy in recommendation of name.

2. Renaming of Parks, Recreation Areas and Facilities

Renaming of parks, recreation areas and facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the Community Development Department.
- b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the CPAB. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- c. The CPAB will offer the opportunity for public input on the proposed naming and shall forward their recommendation to City Council for a final decision.