



City Parks Advisory Board – Workshop Meeting Minutes
December 8, 2015 – 3:00 P.M.
520 E. Cascade Avenue, P.O. Box 39, Sisters, OR 97759

City Parks Advisory Board Attendees:

Chairman: Liam Hughes
Board Members: Dixie Eckford, Peggy Houge, Robin Holm, David Margaret,
Absent: Rory Petterson, Greg Johnson, Nancy Connolly
Staff: Patrick Davenport, Nicole Montalvo, Dustin Walsh
Recording Secretary: Carol Jenkins

I. CALL TO ORDER

Chairman Hughes called the meeting to order at 3:00 pm.

II. VISITOR COMMUNICATION

Lynn Baker
587 S. Locust St.
Sisters, OR 97759

Mr. Baker addressed the Master Plan Section 6 which lists three (3) parcels of land along Whychus Creek for acquisition and development. He asked if the Parks Advisory Board and/or the Council have discussed this as a priority. He asked if Conservancy groups have been asked or contacted about the potential negative effects on fisheries, erosion, and any openings that the creek might have. Conservancy groups have put millions of dollars into Whychus Creek and should be able to have some kind of review from their standpoint as to what negative effects there might be.

John Kreft
576 E. Tyee Dr.
Sisters, OR 97759

Mr. Kreft stated that he addressed the Board at the last meeting. He wanted to reiterate in looking at the most recent version and being opposed to the future expansion of the Buck Run Park as well as a lot of the comments that Mr. Baker just made of the Buck Run expansion, but also access and purchase of other parcels along the creek. He gave the Commission a handout at the meeting listing his concerns at this time.

III. APPROVAL OF MINUTES – October 7, 2015, October 20, 2015 and November 4, 2015.

Chairman Hughes asked the Commission if they would like to make a motion and approve the minutes at this time.

Commissioner Eckford made a motion to approve the October 7, 2015 minutes as presented. *Commissioner Magaret* seconded. Motion carries.

Commissioner Magaret made a motion to approve the October 20, 2015 minutes as presented.

Commissioner Houge seconded. Motion carries.

Commissioner Holm made a motion to approve the November 4, 2015 minutes as amended. *Commissioner Magaret* seconded. *Chairman Hughes* abstained – was not in attendance. Motion carries.

IV. DISCUSSION ITEMS / UPDATES

a. Improvements/Maintenance Updates:

Public Works Staff gave the Improvements and Maintenance Updates for Barclay Park, Village Green Park, Clemens Park, Fir Street Park, and Creekside Park and Campground at this time.

Board Member asked about the porta-potty that was installed at Clemens Park. It was only supposed to be there through the summer as a temporary structure, and was not going to stay there in the winter. There was a concern that the building moved and should be looked at.

Public Works staff stated that as long as people still visit the park and if it the weather stays like it is and not super cold, it maybe should stay, but it also can be removed. Staff stated that as long as the people use it, there is no reason to remove it. They will discuss a way to tie it down so it is more secure.

b. City Parks Master Plan: Ongoing Review

Chapter 6: Recommendations

Chapter 7: Implementation

Staff stated that they are requesting that the City Parks Advisory Board review these two (2) Chapters and provide comments and recommendations. It is anticipated that the entire Plan will be assembled and ready for review as a full document during the January 6, 2016 meeting. Although this is not a formal public hearing, the Board should receive comments from the public.

Chapter 6 - Recommendations

Staff gave a broad overview of what has been changed and what has been changed is what has been accomplished. He discussed the map addressing the National Forest properties, conservation easement for the School, restricted areas that the City owns that won't ever be developed, but is adjacent to the City. Staff continued to addressed the different types of open space and recreation opportunities for private developments, the Campground and

eastern expansion, proposed acquisitions, undeveloped right-of-way, the various parks/names, possibility of working with conservatory groups, flood map revisions, preserving lands, stream corridor(s)/stream banks, invested interests in property, pocket parks, East Portal discussion(s), SPRD property and potential amenities, private parks (privately maintained, but publicly accessible), Community Garden location(s), OPRD parcels back in the 80's dedication possibility, and recreational facilities.

Staff stated that the map was the same base map used in Chapter 3 – it has been improved and staff has added various acquisition types and improvement types.

The Board discussed how the parks are being designated as either community parks, neighborhood parks, special use parks, undeveloped parkland, and where they would be more appropriately designated, etc. Staff stated that most of these parks are related to acreage but some can be classified as more than a neighborhood park.

Staff stated that there will be a table of acronyms once this document has been reviewed and updated. The Board suggested that in the interest of time, staff will highlight the items that need to be addressed and correct them accordingly.

A discussion took place regarding the various parks, developed and undeveloped parkland, surplus, Portland State estimates for July 2015 of 2300 and is the last official estimate received to date.

Staff stated that there is a concern that the City is holding to a standard that is a nationwide standard – 5 acres per 1,000 people. That does not account for the specific situation of the City – Sisters is in a unique situation surrounded by National Forest – the intent was not the wide open recreation areas for a City Park related land that the Forest Service doesn't do.

The Board discussed the number of parks in Bend to have a comparison at this time. Bend's Parks and Recreation has 81 parks, 65 miles of trails, and 1,000 different recreational programs.

The Board discussed the acreage that would be needed as of 2025, the different parks, acquisitions, East Portal, and the population estimates at this time for Sisters.

Staff discussed system wide recommendations that are very general – implementing the 5-acres per 1,000 residents, evaluating progress every 5-years, proposed parking lot, trail-head discussion – recommendation that A-2 should be scratched. *Consensus from the Board.*

Staff and the Board discussed the various future parks, City well site, the potential Community Garden, Daggett parcel, proposed acquisition(s), bridge on Whychus Creek, connection of the parks, Peterson Ridge bike trail, access points, flood plain development, acreages, developed park land, sale of the Forest Service property, dedicated open space, park amenities, public art, revenue generating facilities (park fees), events and taxes.

A discussion took place regarding the items that have been “accomplished” by staff and the Parks Board, the classification between the different parks and their names, and changing the definition(s) of a special use park at this time.

The discussion continued on the park names, grants, playground(s) and playground equipment, amenities for the parks, sidewalks, restrooms, “movies in the park”, and restrictions on different types of movies, definitions, Creekside Park and Creekside Campground.

Staff stated that once this is approved by the City Council, it is going to be inserted into this plan as an appendix - Appendix C for the Creekside Campground.

The Board discussed moving several items in the Plan to different locations where they are more appropriate. A brief discussion took place regarding the Transportation improvements, access, scale relocation, Highway 20 and 126, and Buckaroo Trail. The Transportation System Plan will be Appendix D, and additional discussions on the trail development updates, open space and natural areas, operations and maintenance, funding (update SDC methodology), lodging, and working with SPRD to explore the feasibility of expanding district functions.

Conclusions - to recommend improving and expanding the City’s parks system, focus on acquiring land, improving existing parks, expanding the parks system to include park development and open space conservation. The recommendations establish a strategy for improving park service for underserved areas, maintaining and enhancing existing parks, promoting connectivity and conservation and improving level of service.

Chapter 7 – Implementation

Staff stated that this is taking the recommendations from Chapter 6 and going over what these would cost and how to pay for it. It starts with the Organizational Structure – the red text shows updated numbers, 22.4 acres of developed parkland, personnel allocations, FTE’s, and park services.

Staff discussed the Sisters Parks Development Funding Expenditures by Category, Sisters Parks Fund Resources by Category, Priorities I (1-5 years), Priorities II (6-10 years), and Priority III (10-20 years). Staff discussed Land Acquisitions in what the Assessor provides as Real Market Value (RMV). Table 7-11 identifies estimated costs by Priority assignment provided on the chart as \$ 2,079,054 for Priority I, Priority II, and Priority III.

Staff asked the Board if they would like to switch the Priorities I, II, and III around and discussed what they would like to see changed. A suggestion on Barclay Park and the Wayfinding signage that is a Priority for City Council wanting a kiosk as a business directory.

The Board discussed the Priority changes as follows:

Barclay Park

Seat Walls as a Priority II

Enhanced Landscape Plantings as a Priority II

Interpretive Signage as a Priority II

Wayfinding Signage as a Priority I

Cliff Clemens Park

Restroom – Priority I
Wayfinding Signage – Priority II
Public Art – Priority II
Gazebo – Priority III
Sand Volleyball – Priority II

Village Green Park

Elm Street Parking, Sidewalk, ADA – Priority III
Play Structure and Swing Improvements – Priority II (is checking with Public Works)
Improve Lighting – Priority I
Public Art – Priority I
Wayfinding Signage – Priority I

Creekside Park

ADA Accessibility Improvements – Priority I
Pavilion / Gazebo – Priority III
Electrical Upgrades – Priority I
Enhance Entry – Priority II
Interpretive Signage – Priority II
Wayfinding Signage – Priority II
Public Art – Priority II

Veterans Memorial Park

Public Art – Priority III (Placeholder) ask Veterans
Interpretive Signage – Priority III

Creekside Campground

Locust St. Berm & Landscaping – Priority I
Tyee Landscaping – Priority I
Entry Improvements – Priority I
New Restroom Building – Priority II
ADA Improvements (4 spaces) – Priority II
Convert 5 Non-hook up Spaces to Full Hook-up – Priority I
Create Additional Tent Sites – Priority II
Re-locate Dumpstation – Priority III
New Dishwashing Station – Priority I
Paving / Repair Interior Access Drives – Priority II

A discussion on Land Acquisition on Real Market Value (RMV) total cost \$ 1,029,500.

Two vacant parcels – N of CS Park – Priority II
One vacant parcel – S of St. Helens, W of Whychus Creek – Priority II
Community Garden Site – Priority III

Parkland Development – Total Cost \$ 90,000

Site L-1 – Priority III
Site L-2 – Priority III

Open Space Development – Total Cost \$ 10,405

Park - Whychus Creek Access

Path Extension – Priority I

Extend Split-Rail Fence – Priority I

Staff stated that the Improvement Actions are subject to change as well as the Priority numbers. The Anticipated Funding Sources for Capital Improvements and Park SDC Fund Balance is \$ 169,620 all of which is available to fund park improvements. Staff discussed the 42-building permits issued this year and by leaving the Park SDC at \$613.00 for 50-building permits per year over the next 20 years, the City can expect to receive approximately \$ 613,000 in Park SDC revenues through 2035. Staff discussed Forecasted SDC Revenues 2015-2035 based on Population Change / Dwelling Units / Dwelling Units without Lodging and with Lodging. The new figures for SDC per Dwelling Units ‘without’ Lodging would be \$ 1,359 and SDC per Dwelling Unit ‘with’ Lodging would be 1,179.

A discussion on current SDC’s, updating fees, funding options, building options, low income housing, larger versus smaller housing units, affordable/workforce housing, parks utility fees, and waiving fees. SPRD’s long term goal is to become a full service Parks District where they do more parks, etc. Part of that discussion would be for Parks Acquisition and Development to help the City in building a couple of new parks, some of the priorities would be built, but through SPRD.

Staff discussed Operating Resources – Local Option Levy; Public/Private Donations; Public/Private Partnerships, Fees and Charges, Parks Utility Fees, System Development Charges (SDC); General Obligation Bond; Public/Government Grant Programs, etc.

Conclusion

To create a healthy, well-funded parks system, the City of Sisters must pursue a funding strategy that includes a variety of sources. Grants, donations, partnerships, bonds, fee/permit revenues – increase SDC assessment rates, pursue grant opportunities for Capital Improvement projects, trails and land acquisition, develop partnerships, evaluate the feasibility of bond measures, and explore measures to reduce acquisition, development and operational costs.

V. OTHER BUSINESS

The naming of the different parks and classifications will be discussed at the next meeting.

VI. ADJOURN

The meeting adjourned at 5:30 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary

VII. OTHER BUSINESS

VIII. ADJOURN

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary