

Meeting Agenda
Wilsonville Parks & Recreation Advisory Board
January 4, 2017
6:00 PM
Wilsonville City Hall

- I. Call to Order
Roll Call
Approval of Minutes: October 13, 2016
- II. Citizen Input
- III. Memorial Park Dog Park/Community Garden Parking Lot – Rappold
- IV. Assistant City Manager Report – Troha
- V. Parks Report – Blankenship
- VI. Recreation/Park Rental Report – Stevenson
- VII. Board Comments

Next Meeting –
Thursday, March 9, 2017
4:30 pm
Parks and Recreation Admin Building

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required. The city will endeavor to provide services, without cost, if requested at least 48 hours prior to the meeting. To obtain services, please call (503)570-1530

Meeting Minutes
Wilsonville Parks and Recreation Advisory Board
October 13, 2016 4:30pm
Wilsonville Parks and Recreation Admin Building

WILSONVILLE PARKS AND RECREATION ADVISORY BOARD

Dave Becker, Steve Benson, Mary Closson, David Davis, Kate Johnson, Ken Rice, Elaine Swyt

Scott Starr - Council Representative

1. Call to Order

The meeting was called to order at 4:30 pm

Members present: Dave Becker, Steve Benson, Mary Closson, Kate Johnson, Ken Rice, Elaine Swyt

Members absent: David Davis

Staff present: Tod Blankenship, Brian Stevenson, Jeanna Troha

Approval of Minutes: August minutes were unanimously approved

2. Citizen Input: None

3. Opportunity Grant Review

- a. Wilsonville Harvest Market – Chris Perry - Request \$3500, Granted \$2900
 - 1. Pass 5-1 (No Vote – Rice)
 - ii. Board was concerned with lack of financial detail in the grant application.
 - iii. Mr. Perry said that he hoped to host between 4 and 6 markets depending on weather.
 - iv. Board requested that Mr. Perry attend the December Parks and Recreation Advisory Board meeting to give a detailed report on how the granted funds were spent.

4. Assistant City Manager Report - Troha

- a. Parks and Recreation Director Position
 - i. Recruitment ongoing, City has hired recruiter to aid in the process

Community Center Report - October 2016

Theater Group Performs at Community Center

Thursday, October 13 at 7:30 PM, WilsonvilleSTAGE will put on their first performance of The Cemetery Club. Performers and technical staff have been holding rehearsals nearly every day at the since mid-September. The show will be the first of the 2016-2017 season. The story follows three Jewish widows from Brooklyn, New York: Lucille (Rhona Klein), a man-killer sexpot with a taste for the finer things in life; Ida (Patricia Alston), a housewife with a mild temper and a perpetually concerned expression; and Doris (Zoe Niklas), a slightly holier-than-thou lady of refinement with a fearsome devotion to her deceased husband. All is well with the trio until an unlikely meeting with a widower, Sam (David Fuks), in the graveyard throws the trio into a tither where jealousy and hilarity ensue. Tickets at \$12 or \$10 for seniors, veterans or students and can be purchased at the door or on the website: WWW.WilsonvilleSTAGE.org.

Reindeer Romp Registration

We have 54 signed up so far, 18 of those Kid's dash participants. SMART has ordered channel cards to be put up in the buses, and book marks to hand out at the library during children's groups. Last year quite a few families signed up at the Harvest fest, so I'll make that available again this year.

Medicare Assistance

Participants will have the opportunity to sign up for a personalized appointment for an individual counseling session. SHIBA volunteers will be at the Wilsonville Center on Wed. 11/2 from 12:30 PM to 2:30 PM. This is the time to review your 2016 plan, change your plan, or enroll into a plan if you do not already have one. If you are unable to attend a presentation and want MEDICARE assistance, please call Clackamas County SHIBA (available year-round) at 503-655-8269 to provide free unbiased Medicare assistance.

Serenity Group

The Community Center is pleased to offer a new bi-monthly support group that will assist our senior community members with grief therapy, peer support, and education as they grieve the loss of their loved ones. Facilitated by LCSW Maureen Jordan, grief counselor and bereavement coordinator, the Serenity Bereavement Group will be offered on the 2nd and 4th Tuesdays of the month at 1:15 PM and is open to everyone. It is our hope that group members will realize that they are not alone in their loss and find care and validation through others who have experienced loss under the careful guidance of a highly qualified therapist. Registration is not necessary. Please call Sadie Wallenberg at 503-570-1526 with any questions.

Parks Report
October 2016

- Pruned and cleared vegetation at the Canyon Creek Park neighborhood trailhead
- Before and after Native Stein Barn Landscaping
- Pruned and removed ivy from Big Leaf Maple at Duckworth Property at site of future trail expansion
- Zack Morse attained his Oregon Public Pesticide Applicator License for Turf and Ornamental-Herbicide
- Zack Morse and Daron Spence attained instructional permits for their CDL (air brake and passenger endorsements) and began training for their skills/road test
- Planted (20) trees at the Disc Golf Course
- Tommy Reeder Attended second of (3) three-day sessions for the Community Tree Management Institute
- Began Leafagedon 2016
- Cleaned up down tree at Memorial Park
- Began meetings for Nike Well Irrigation Project
- Began new Community Garden/Dog Park parking lot project
- (2) Staff completed Playground Maintenance Technician Training (Morse, Skipper)
- (1) Staff renewed Playground Maintenance Technician Training (Blankenship)
- Installed new backboard and rim at Boones Ferry Park half basketball court
- Cleaned up down trees following storm event
- Hosted (55) 6th grade volunteers through SOLVE
- Pruned shrubs along Memorial Drive at Murase Plaza Entrance

Staff Report

Date: December 1, 2016

To: Parks and Recreation Advisory Board

From: Kerry Rappold, Natural Resources Program Manager

Subject: Memorial Park Dog Park/Community Garden Parking Lot

Background:

The City of Wilsonville's Memorial Park Master Plan (2015) identified the need for additional and improved parking areas throughout the park totaling 214 parking spaces. The Master Plan phasing anticipated the proposed facility upgrades and associated amenities would be developed in three separate phases. Within the immediate area of the existing Community Garden, Phase 1 of the Master Plan includes:

1. The addition of the Northeast parking lot for the Dog Park and Community Garden;
2. The relocation of the Dog Park;
3. An additional restroom facility; and
4. The Community Garden expansion and improvements (Completed)

Development of Concept Plans and Public Outreach:

The City has contracted with AKS Engineering and Forestry to prepare the design for the parking lot. In order to determine the best configuration and layout for the parking lot, AKS has developed three concepts plans that include the access roadway, parking spaces, drive aisles, landscaping, stormwater facilities, restroom location, and trail connections across the parking lot. Based on the selection of a preferred concept, final plans will be developed for the parking lot.

A targeted mailing, which included the project fact sheet, was sent to the surrounding neighborhood on Kolbe Lane, Schroeder Way, Rose Lane and Montgomery Way. These neighbors were invited to attend the Parks and Recreation Advisory Board meeting, or provide any comments to City staff in lieu of attending the meeting. To date, no comments have been received. In addition, a webpage has been developed for the project (<http://www.ci.wilsonville.or.us/873/Memorial-Park-Dog-Park---Community-Garde>), which will be periodically updated.

Next Steps:

After selecting the preferred concept, a preliminary design will be developed. In January, staff will get the City Council's feedback about the project. In March, the project will be presented to the Development Review Board for their approval. It is anticipated the project will be completed by the Fall of 2017.

Staff Recommendation:

Staff recommends selecting Concept 3 as the preferred option. Based on the evaluation scoring matrix, it offers the best configuration and layout for the parking lot and has the least impact to surrounding areas.

Requested Action:

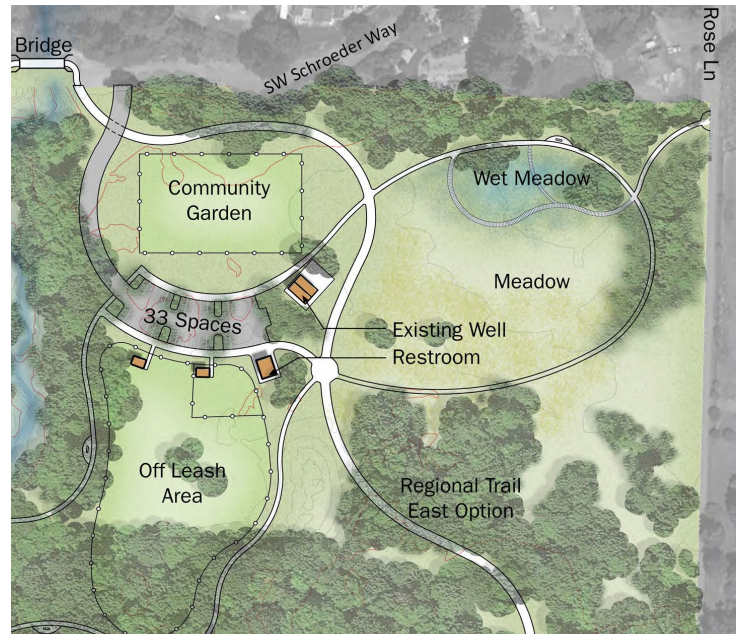
Staff requests the Parks Board review the project and select a preferred concept. The Parks Board's preferred concept will be forwarded to the Development Review Board.

If you have any questions regarding the project, please contact Kerry Rappold, Natural Resources Program Manager at (503) 570-1570 or rappold@ci.wilsonville.or.us.

Exhibits:

1. Fact Sheet
2. Parking Lot Concepts
3. Evaluation Scoring Matrix

Memorial Park Dog Park/ Community Garden Parking Lot



2015 Memorial Park Master Plan

November 2016

The City is starting a project to develop a parking lot for the Memorial Park Dog Park and Community Garden. The parking improvements are needed to support the build-out of these Memorial Park special features.

One of the key components of the 2007 Wilsonville Parks and Recreation Master Plan was to develop a strategy for parking, including formalizing where special event parking should occur and how much parking is needed to support build-out of the park special features.

The 2015 Memorial Park Master Plan (MPMP) addresses, among other improvements, additional and improved parking areas that are needed throughout the park totaling an additional 214 parking spaces. The 2015 MPMP phasing assumes the proposed facility upgrades and new amenities will be developed in three separate phases. Within the immediate area of the existing Community Garden, Phase 1 of the MPMP includes:

1. The Addition of the Northeast Parking Lot (Dog Park and Community Garden Parking Lot)
2. The Relocation of the Off-Leash Dog Park
3. An Additional Restroom Facility (Dog Park/Community Garden)
4. Community Garden Expansion and Improvements (Completed)

The new parking lot will be located at the current site of the Memorial Park Community Garden (and future site of the relocated dog park) located at 7524 SW Schroeder Way. The current parking area is a compacted gravel site used solely for the Community Garden. Proposed improvements include parking lot pavement, stormwater management facilities, utilities, landscaping, a trail connection across the parking lot, access roadway, and a restroom facility. The City has contracted AKS Engineering & Forestry, LLC to provide the engineering services which will include boundary and site surveying, geotechnical investigations, hydrologic analysis, arborist, public involvement, preparation of contract plans, technical specifications, cost estimates, and bidding assistance.

Engineering/Design Process

1. Develop 3 conceptual parking lot design layouts
2. Present design concepts to the Parks & Recreation Advisory Board (December 2016)
3. Prepare design and construction documents for the selected concept
4. Award/execute construction contract
5. Construction
6. Parking lot open for use



Site of the proposed parking lot, adjacent to the existing Community Garden.

PROJECT SCHEDULE 2016/2017			
WINTER	SPRING	SUMMER	FALL
DESIGN & ENGINEERING		CONTRACTOR SELECTION	CONSTRUCTION

A project update will be mailed to neighbors and other interested residents prior to construction.

Tree Survey and Preservation Plan

AKS' certified arborist will assess the condition of the existing trees in the Memorial Park parking lot project area. The arborist will make recommendations about how to preserve trees and identify trees that are candidates for removal due to poor health or constraints on their growth. The arborist will also provide guidance on what actions the project contractor should take to protect trees during construction.

Questions or Comments?

Contact the Project Managers:

Kerry Rappold

Natural Resources Program Manager

Phone: 503-570-1570

Email: rappold@ci.wilsonville.or.us

Tod Blankenship

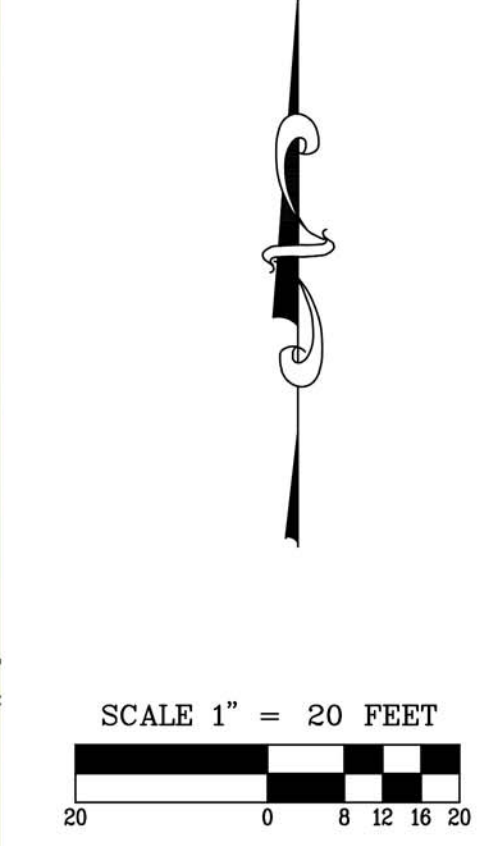
Parks Supervisor

Phone: 503-570-1544

Email: blankenship@ci.wilsonville.or.us



NOTE: TRAIL AND SIDEWALK IMPROVEMENTS ASSOCIATED WITH THE PARKING LOT DEVELOPMENT WILL BE LIMITED TO THE AREA IMMEDIATELY SURROUNDING THE PARKING LOT. ADDITIONAL TRAILS SHOWN ON THIS PLAN ARE BASED ON THE MEMORIAL PARK MASTER PLAN AND ARE SHOWN FOR REFERENCE ONLY.



**COMMUNITY GARDEN
 PARKING AREA
 WILSONVILLE OREGON**

CONCEPT 1

DESIGNED BY:	JPC
DRAWN BY:	JPC
CHECKED BY:	JPC
SCALE:	AS NOTED
DATE:	11/30/2016
REVISIONS	
JOB NUMBER	5603
SHEET	1 OF 1

AKS DRAWING FILE: 5603DWPL_LAYOUT2.DWG | LAYOUT: PLAN1



NOTE: TRAIL AND SIDEWALK IMPROVEMENTS ASSOCIATED WITH THE PARKING LOT DEVELOPMENT WILL BE LIMITED TO THE AREA IMMEDIATELY SURROUNDING THE PARKING LOT. ADDITIONAL TRAILS SHOWN ON THIS PLAN ARE BASED ON THE MEMORIAL PARK MASTER PLAN AND ARE SHOWN FOR REFERENCE ONLY.

SCALE 1" = 20 FEET

0 8 12 16 20

AKS
 AKS ENGINEERING & FORESTRY, LLC
 12965 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 P: 503.563.6151
 F: 503.563.6152
 aks-eng.com

**COMMUNITY GARDEN
 PARKING AREA
 WILSONVILLE OREGON**

CONCEPT 2

DESIGNED BY:	JPC
DRAWN BY:	JPC
CHECKED BY:	JPC
SCALE:	AS NOTED
DATE:	11/30/2016
REVISIONS	
JOB NUMBER	5603
SHEET	1 OF 1

Parking Lot Concept Evaluation Scoring Matrix

Parking Area for Community Garden/Dog Park At Memorial Park City of Wilsonville

Evaluation Scoring Matrix

CRITERIA*	CONCEPT #1	CONCEPT #2	CONCEPT #3
Anticipated Construction Cost	2	1	3
Sequencing & Constructability	2	2	2
Vehicle/Pedestrian Circulation	2	3	2
Aesthetic Appeal	2	2	3
Tree/Vegetation Impacts	2	1	2
Future Development/Expansion	1	1	2
Number of Parking Stalls	2	2	2
Total Score:	13	12	16
Rank:	2 nd	3 rd	1 st

(*) See below for additional information on Scoring Criteria

Rating (relative to each other):

1 = Poor

2 = Average

3 = Excellent

Additional Scoring Criteria Information

Anticipated Construction Cost: High level forecasted construction cost based on big ticket construction item quantities (i.e. asphalt, aggregate base, sidewalks, stormwater facilities).

Sequencing & Constructability: Ease of keeping the existing Community Garden in operation while the improvements are constructed.

Vehicle/Pedestrian Circulation: Overall ease for vehicles/pedestrians to enter/circulate and exit the proposed parking lot.

Aesthetic Appeal: How well do the proposed improvements fit the existing site?

Tree/Vegetation Impacts: Degree of impacts to the existing trees/vegetation.

Future Development/Expansion: Ability of the proposed parking lot to be expanded and does it mesh with the other planned improvements (i.e. Bee Steward Habitat, Dog Park).

Number of Parking Stalls: Score for overall number of proposed parking stalls.