

# City of Wilsonville

## Parks & Recreation Advisory Board

Thursday April 11, 2013  
City Hall - Council Chambers  
6:30pm

**Meeting Agenda**  
**Wilsonville Parks & Recreation Advisory Board**  
**April 11, 2013 6:30 p.m.**  
**Wilsonville City Hall - Council Chambers**

- I. Call to Order
  - Roll Call
  - Approval of Minutes: March 14, 2013
  
- II. Citizen Input/Items not on the agenda
  
- III. Opportunity Grant Review Board
  
- IV. Memorial Park Parking Lot Project Staff - Rappold
  
- V. Memorial Park Pump Station Siting Staff - Ward
  
- VI. Reports
  - Staff
    - \*Bresica - WERK Day Information and Volunteer Sign Up
    - \*Stevenson - Recreation Program Update
  - Council Liaison - Starr
  - Board Members
  - Board Chair
  
- VII. Adjournment and next meeting announcement:
  - Next Meeting - Wednesday July 17, 2013
  - Annual Park Tour: time and meeting location TBA

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  
March 14, 2013 6:30 p.m.  
Wilsonville City Hall-Council Chambers

*The Parks and Recreation Department exists: To coordinate programs and their supporting services based on common interests and appreciation of diversity through community awareness and involvement. It "ensures proper planning, use, development and maintenance of parks and facilities for fully accessible community enjoyment"*

WILSONVILLE PARKS AND RECREATION ADVISORY BOARD

Eric Bohard   Parker Johnstone   Ken Rice   Mary Closson   Elaine Marie Swyt

Alan Johnson   Katharine Johnson

Staff:

Brian Stevenson   Chris Neamtzu   Patty Brescia

Kristin Retherford   Steve Munsterman   Nancy Kraushaar

Jeanna Troha   Angela Handran

Guests Present:

Shawna Frien- 8540 SW Ash Meadows Rd. #121, Wilsonville, Or

Chris Perry-11529 SW Zurich St #10, Wilsonville, Or

Elizabeth Perry-11529 SW Zurich St #10, Wilsonville, Or

Mindy Close-30900 SW Parkway Ave, Wilsonville, Or

Dick Brisseunden, 13920 SW Secretariat Ln, Beaverton, Or

Theonie Gilmore-PO Box 861, Wilsonville, Or

Jerry Greenfield-7698 SW Emry Cir, Wilsonville, Or

Donna Bane-31179 SW Couley View Ln, Wilsonville, Or

Bob Woodle-7932 SW Sacajawea Way, Wilsonville, Or

Daun Wilbur-30640 SW Magnolia, Wilsonville, Or

Gary Wappes-11688 Palermo, Wilsonville, Or

Mary Stewart-28955 SW Meadows Lp., Wilsonville, Or

I. Call to Order

The meeting was called to order by Board Chair Eric Bohard at 6:35 pm.  
Members present: Eric Bohard, Parker Johnstone, Ken Rice, Mary Closson, Elaine Marie Swyt, Alan J. Johnson, and Katharine Johnson.

Introductions were made by all Parks and Recreations Board Members.

II. Approval of Minutes

Parker Johnstone moved to approved the October 11, 2012 minutes. Alan J. Johnson seconded the motion and the minutes were unanimously approved by the board.

III. Public Input  
None

IV. Tobacco Free Parks Signage

Patty Brescia presented the background on the ACHIEVE program. City staff created a design for two different tobacco free parks signs and mock ups of these signs were created at the County Sign shop, where the City receives a discounted price. The county sign shop is also able to apply a graffiti resistant coating to the surface of the signs. The cost of the signs will be paid for using the ACHIEVE grant funding. Staff will tour City owned and maintained parks and determine the appropriate number and size of sign for each park, and park maintenance staff will install the signs.

Ms. Brescia showed signage of two different forms, one large sign and a smaller sign. The signage will be determined based on park specifics.

V. Villebois Neighborhood Park 6

City staff Daniel Pauly presented the background and summary of Villebois Neighborhood Park 6. Neighborhood parks in Villebois are designed and owned by the HOA with public access. In the Fall of 2012 the Development Review Board (DRB) and City Council approved a new 93-lot single-family home subdivision known as "Tonquin Meadows No. 2" adjacent to Lowrie Primary school to the north and west. A major recreational component of the planned subdivision is a privately constructed neighborhood park with public access shown in the Villebois Village Master Plan and other documents as Neighborhood Park 6 (NP 6). The final programming and design of the park, known in the development code as a "Final Development Plan", was not approved with the subdivision because additional planning and design work still needed to be done. Also, a broader conversation with the community, including the

Parks Board, was desired due to changes in the recreational amenities available in the area following the relocation of primary school and associated Community Park 1. During the March 14 meeting City Staff would like to gather the Parks Boards input on the programming and design of the proposed park. The Parks Board comments are in the form of a recommendation to Development Review Board Panel B who will be reviewing the Final Development Plan for the park in their March 25<sup>th</sup> meeting.

The four features in question for removal from the original master plan are a Child Play Structure, Half-Court BB Court, Multi-Purpose Court, and Transit stop. Statements were made by Daniel Pauley to give support for the reasoning for removal of the above features for the master plan.

Stacy Connery with Pacific Community Design and Erin Holsonback with Otten Landscape Architects spoke to the process taken to keep the park consistent with the Villebois Master Plan and making it user friendly.

Parker Johnston moved to approve the plan as stated with consideration made to dog refuse and safety concerns. M Elaine Marie Swyt seconded the motion. The motion was unanimously approved.

## VI. Tourism Grant Review

- a. Korean War Veterans Association: 60<sup>th</sup> Anniversary of Korean War-Cease Fire Agreement -\$5,500. Chuck Lusardi President and Don Cohen presented on the ceremony stating that the anticipated attendance will be over 1000 people.
- b. The American Cancer Society: Relay for Life-\$1,200 Dick B. Event Chair for American Cancer Society presented on this 24 hour walk supporting cancer research.
- c. Wilsonville Arts and Culture Council: Festival of the Arts-\$5,000 Theonie Gilmore, Executive Director of Wilsonville Arts and Culture Council presented on this all volunteer organization and that all proceeds go to Art Scholarship for Wilsonville High school students.
- d. Wilsonville Celebration Days: Fun in the Park-\$8,000  
Bob Woodle and Dawn Wilbur presented on Fun in The Park, which provides child friendly services. This event is free to the public and volunteer run.
- e. Wilsonville Farmers Market: Wilsonville Farmers Market-\$7,500  
Chris Perry, organizer and Shauna Fruin, Financial Advisor for Farmers Market shared their outreach efforts that attracted venders and participants from the Portland Metro vicinity. The market runs 14 Thursdays throughout the summer. Mr. Perry expects the attendance to triple this year.
- f. Wilsonville Kiwanis Club: Kiwanis Kids Fun Run-\$4000.Gary Wappes and Donna Bane presented on this free fun run. The run has increased in the last 10 years from

50 participants to an anticipated number of 750 this year. The proceeds provide activities that encourage health and fitness and leadership.

- g. Wilsonville Rotary Foundation: Summer Concert Series-\$8,230 Mindy Close, President of Wilsonville Rotary Foundation gave a description of this year's upcoming concert series. More local personalities will be featured and local media will be invited to promote the concert series.
- h. Wilsonville, West Linn, Milwaukie Farm Loop/West Linn Chamber of Commerce: Formation of Wilsonville, West Linn, Milwaukie Collaborative Marketing Group-\$3,000. Mary Stewart, Farm Loop Coordinator. Ms. Stewart explained a tourism venue called a Farm Loop. Nutrition. Increase family farm revenue. Agri-tourism. Agri-Tourism program supported by Clackamas County. Ms. Stewart read a letter written by Mayor Tim Knapp in support of this idea of a Farm Loop.

Discussion followed after all applicants had a chance to give a 5 minute presentation on their application. The grant was awarded as follows:

Korean War Veterans- \$5,500

The American Cancer Society-\$600

Wilsonville Arts & Culture-\$1000

Wilsonville Celebration Days-\$6575

Wilsonville Farmers Market-\$3250

Wilsonville Kiwanis Club- \$3075

Wilsonville Rotary Foundation-\$3,500

Wilsonville , West Linn, Milwaukie Farm Loop/West Linn Chamber of Commerce-\$1,500

## VII. Reports

- a. Staff: Stevenson- Parks and Recreation Program Update
  - 1. Wilsonville Community Garden: The garden is located on Schroeder Way via Rose Lane just off of Wilsonville Road. There are 58 garden plots and 15 raised beds. The Plot fee is \$18 and Raised bed \$22. Contact Brian Stevenson at 503.570.1523 for more information.
  - 2. Wilsonville Easter Egg Hunt in Memorial Park will be on Saturday March 30<sup>th</sup> at 10:00 am for 1-11 year olds. This is a free event.
  - 3. Spring Program Brochure- Is online and will be in mailboxes next week.
- b. Council Liaison- Councilor Scott Starr welcomed the service of the board and looks forward to working with them on the new Community Center and the New Park on Advance Road. Councilor Starr discussed waiving park fees for certain organizations. Jeanna noted that the tourism and opportunity grants are intended to offset city park fees. Scott suggested the opportunity grant be rewritten and brought to City Council for review.
- c. Board Members- No comments
- d. Board Chair- Member Bohard welcomed new board members and gave a briefing of upcoming duties and activities that the Board can look forward to.

VIII. Adjournment and next meeting announcement:

Meeting was moved to adjourn by Parker Johnston at 9:57 p.m and seconded by Mary Closson.

- a. Next meeting –April 11, 2013 at 6:30 pm Wilsonville City Hall Council Chambers

# Community Services Opportunity Grant

## April 2013 Application/Award Log

Organization	Description	\$ Request	\$ Award	Fund Agreement Received
<b>Just Us Guys</b> Chris DeGroat <hr style="border: 0.5px solid blue;"/>	<b>Start up/registration costs, web develop., insurances, operation expenses</b>	\$5,000		
<b>Lowrie Primary PTA</b> Carrie Keith <hr style="border: 0.5px solid blue;"/>	<b>Cover City fees associated with street closure for wheel-a-thon fundraiser</b>	\$225		
<b>Wilsonville Robotics Stewardship Group</b> Craig Faiman, Fundraising Director <hr style="border: 0.5px solid blue;"/>	<b>Funding and leadership for students in WLWV S.D. and surrounding areas to participate in FIRST robotics</b>	\$5,000		
<b>Wilsonville Rotary Foundation</b> Steve Perry, Membership Chair <hr style="border: 0.5px solid blue;"/>	<b>An afterschool chess program to help children develop skill for success in school and life</b>	\$6,000		
<b>Wilsonville Theater Company</b> MaryAnn Creason, President <hr style="border: 0.5px solid blue;"/>	<b>Funds for spring production of "James and the Giant Peach"</b>	\$2,000		
<b>TOTALS</b>		<b>\$18,225.00</b>		



## Staff Report

Date: April 4, 2013

To: Parks and Recreation Advisory Board

From: Kerry Rappold, Natural Resources Program Manager

**Subject: Memorial Park Parking Lot Project**

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### ***Background:***

Due to asphalt failure and inadequate stormwater infrastructure, repairs are needed to the Memorial Park parking lot. The existing orientation and configuration of the parking lot creates some inefficient use of the available space, and creates confusion on the part of motorists using the parking lot.

Situated at the base of a steep slope, the parking lot is partially within the 100-year floodplain of a tributary to Boeckman Creek. It's also located partially within the Significant Resource Overlay Zone for the creek. Groundwater and stormwater have significantly impacted the parking lot, and appear to be the primary cause for much of the asphalt failure.

The 2012 Stormwater Master Plan identified a Low Impact Development project for the parking lot. In conjunction with reconfiguring the parking lot, vegetated swales were proposed to be included for stormwater treatment.

An informational kiosk and a corresponding trail connection adjacent to the parking lot were included in the 2004 Memorial Park Trails Plan. The trail will provide access to a bus turnout, and a connection to the Day Dream Ranch neighborhood. SMART buses occasionally access the parking lot, and the turnout will provide a safe place for buses to park.

### ***Concept Design:***

Wallis Engineering, and a team of consultants, was selected to complete the preliminary and final designs for the project. The concept design developed by the consultant team was reviewed by staff, and has been made available to the public through a virtual open house on the City's website.

The key features of the concept design include:

1. Providing a "new" orientation and configuration for the parking lot. Staff and the consultant team determined the best option for reconstructing the parking lot was to reorient the parking aisles from North-South to East-West, and reconfiguring the islands. This allowed important elements to be included in the design, such as a one-way perimeter drive aisle, and better and safer pedestrian flow from the parking area to the park.
2. The parking lot has been extended to the south of the existing parking lot footprint. The additional parking area allows for better site circulation (i.e., one-way perimeter drive aisle), the preservation of more trees (i.e., increasing the size of islands), and the addition of parking spaces.

3. The proposed configuration of the parking lot increases the parking count from 131 to 143. All parking stalls are full size. Additional parking spaces could be added by including compact stalls in some locations.
4. A traffic circle has been added at the intersection of the entry drive and the access road. The traffic circle will be a mountable curb with a landscaped interior. The circle will provide a traffic calming benefit.
5. Perimeter pedestrian paths have been included, which provide better trail connectivity and a safer route for pedestrians.
6. Raised pedestrian crossings have been designated for the pedestrian crossings on the north and south sides of the parking lot. In addition, ADA parking stalls have been included.
7. A bus turnout has been added. Periodically, SMART buses and school buses access the site.
8. Rain gardens have been incorporated into the parking lot islands to treat stormwater runoff. Currently, untreated stormwater from the parking lot flows into a tributary of Boeckman Creek.
9. A landscape buffer along the west and southeast sides of the parking lot has been included. The buffer could be increased through the use of compact stalls in some locations.
10. To the extent possible, tree removal has been minimized. Most of the trees proposed for removal are in moderate to poor condition. Twenty-four (24) trees will be added to the parking lot.

The concept design includes one of the three potential locations for relocating the sanitary pump station. A footprint has been depicted on the plan, but the selection of the preferred site will be determined through a separate process.

***Public Involvement:***

The consultant team and staff have developed a fact sheet about the project and a virtual open house on the City's website. The open house went online March 25<sup>th</sup> and will conclude on April 8<sup>th</sup>. Comments will be compiled and presented to the Parks and Recreation Advisory Board and the City Council as part of the staff presentations.

To date, open house comments have been primarily provided by the adjacent Day Dream Ranch residents. They have raised concerns about extending the parking lot to the south, and placing the sanitary pump station in the new parking lot.

***Next Steps:***

Once the Parks and Recreation Advisory Board has reviewed and provided any recommendations, staff will summarize the Board's input and present the concept design to the Development Review Board on May 30, 2013.

Staff Report

After the Development Review Board has approved the concept design, staff will develop the construction plans and prepare the project for bid. Actual construction on the park is anticipated to begin in September 2013.

***Requested Action:***

Staff requests the Parks and Recreation Advisory Board review the concept design for the Memorial Park Parking Lot project, and forward a recommendation of approval 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](mailto:rappold@ci.wilsonville.or.us).

Exhibits:

1. Concept Design



**Concept Design**  
 Memorial Park Parking Improvements



## Staff Report

Date: April 4, 2013  
To: Parks and Recreation Advisory Board  
From: Michael Ward, Civil Engineer  
**Subject: Memorial Park Pump Station**

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### ***Background:***

The current Memorial Park Pump Station was constructed in 1993 on the Boeckman Creek sanitary sewer line. It is within the 100-year floodplain and in 1996, Public Works was forced to place sandbags around the existing pump station to prevent failure. Models indicate the pump station will be near capacity with the build out of the Frog Pond area and the Advance Road schools. Because of the capacity limitation and the potential for flooding, Staff anticipates reconstruction of a new pump station being necessary in 2 to 5 years.

Three sites are being considered and are shown on the attached map. Site A is against the hillside with access from Memorial Park access road. Site B is adjacent to the tennis courts and parking lot sidewalk. Site C is immediately south of the existing parking lot (and inside the proposed reconstructed parking lot). Both Sites B and C would have access from Daydream Ranch during the 100-year flood.

### ***Next Steps:***

Once the Parks and Recreation Advisory Board has reviewed and provided any recommendations, staff will summarize the Board's input and present the siting criteria to the City Council on April 15, 2013.

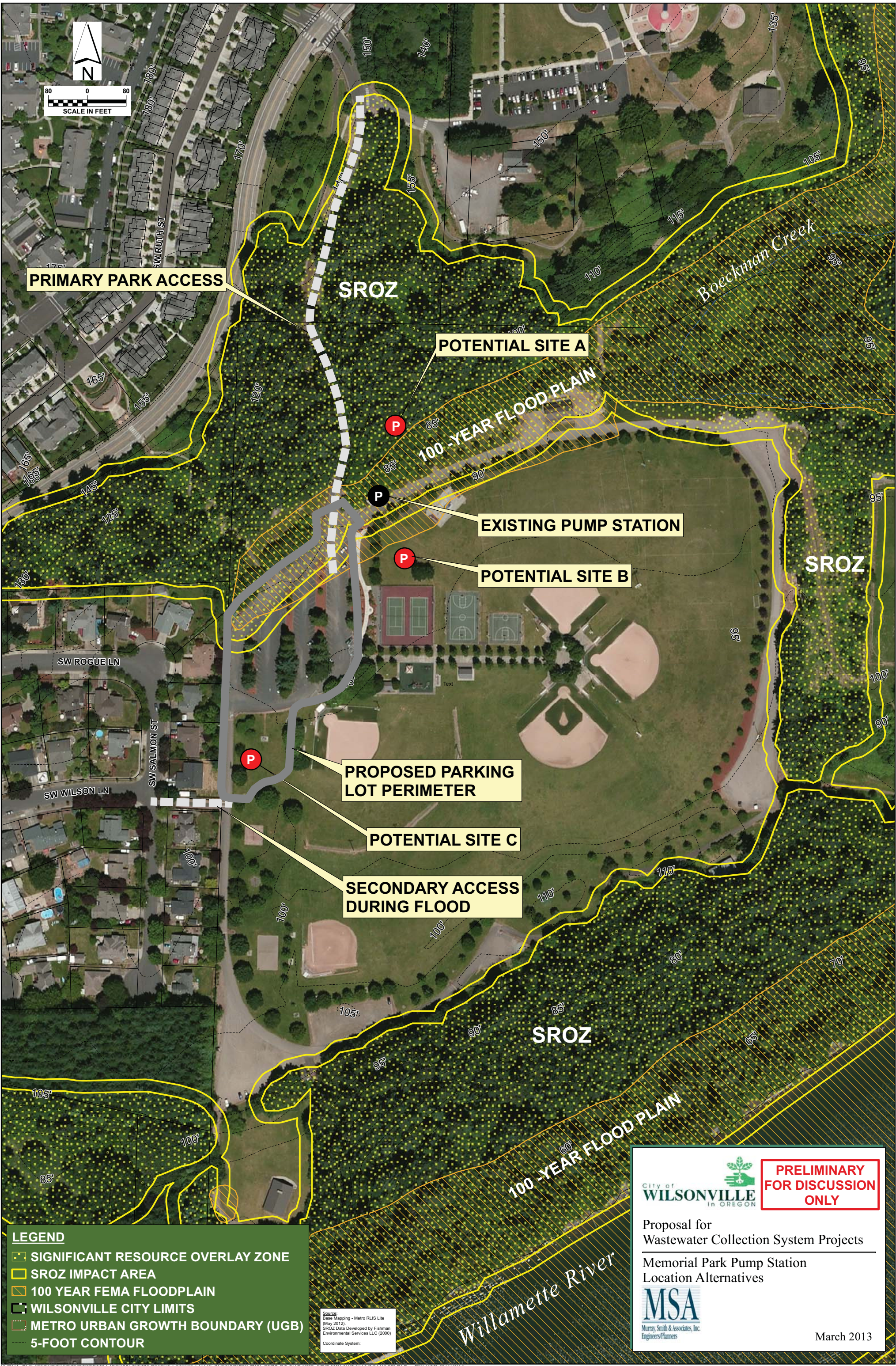
### ***Requested Action:***

Staff requests the Parks and Recreation Advisory Board review the site locations for the Memorial Park Pump Station project, and forward a recommendation to the City Council.

If you have any questions regarding the project, please contact Michael Ward, Civil Engineer at (503) 570-1546 or [ward@ci.wilsonville.or.us](mailto:ward@ci.wilsonville.or.us).

Exhibits:

1. Memorial Park PS Site Map



**PRIMARY PARK ACCESS**

**SROZ**

**POTENTIAL SITE A**

**100 YEAR FLOOD PLAIN**

**EXISTING PUMP STATION**

**POTENTIAL SITE B**

**SROZ**

**PROPOSED PARKING LOT PERIMETER**

**POTENTIAL SITE C**

**SECONDARY ACCESS DURING FLOOD**

**SROZ**

**100 YEAR FLOOD PLAIN**

*Willamette River*

*Boeckman Creek*

- LEGEND**
- SIGNIFICANT RESOURCE OVERLAY ZONE
  - SROZ IMPACT AREA
  - 100 YEAR FEMA FLOODPLAIN
  - WILSONVILLE CITY LIMITS
  - METRO URBAN GROWTH BOUNDARY (UGB)
  - 5-FOOT CONTOUR

Sources:  
 Base Mapping - Metro RLIS Lite  
 (May 2012)  
 SROZ Data Developed by Fishman  
 Environmental Services LLC (2000)  
 Coordinate System:

**PRELIMINARY FOR DISCUSSION ONLY**

Proposal for Wastewater Collection System Projects  
 Memorial Park Pump Station Location Alternatives



March 2013

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**MEMORANDUM**

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**TO:** CITY OF WILSONVILLE PARKS AND RECREATION BOARD  
**FROM:** PATTY BRESCIA, SENIOR PROGRAMS MANAGER  
**SUBJECT:** WERK DAY 2013  
**DATE:** 4/3/2013  
**CC:**

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THE PARKS AND RECREATION DEPARTMENT WOULD LIKE TO ASK PARKS AND RECREATION BOARD MEMBERS TO ATTEND 13<sup>TH</sup> ANNUAL WERK DAY EVENT. THE EVENT WILL BE HELD ON SATURDAY, MAY 13<sup>TH</sup> AT THE WILSONVILLE COMMUNITY CENTER. EVENT REGISTRATION, WORK SITE ASSIGNMENTS AND BREAKFAST WILL BE OPEN FROM 8:00 AM TO 9:00 AM. SITE COORDINATORS WILL LEAD PARTICIPANTS TO WORK SITES IN MEMORIAL PARK AT 9:00 AM. THIS YEAR WERK DAY IS FOCUSING AGAIN ON MEMORIAL PARK, WITH THE GOAL OF ENHANCING THE EVERY DAY EFFORTS OF THE PARKS MAINTENANCE CREWS.

THE COMMUNITY SERVICES TEAM RECOMMENDS THAT PARKS BOARD MEMBERS TEAM UP WITH STAFF SITE COORDINATORS AT EACH WERK DAY SITE THIS YEAR. THIS WILL OFFER PARKS BOARD MEMBERS THE OPPORTUNITY TO LEARN MORE ABOUT THE ISSUES THAT ARISE WITH EVERY DAY MAINTENANCE AND PROGRAMMING OF THE PARKS. STAFF WILL CONTACT YOU AFTER THIS MEETING TO CONFIRM YOUR SITE SELECTION. PLEASE FEEL FREE TO CONTACT ME IF I CAN ANSWER ANY FURTHER QUESTIONS- PATTY BRESCIA, SENIOR PROGRAMS MANAGER 503-570-1525. THANK YOU!

**2012 WERK DAY SITES**

1. Boeckman Creek near Bridge Creek apartment – Removal of invasive species/trash
2. Ivy Removal on Trees near Dog Park- Memorial Park
3. Ridgeline- Ivy and Blackberry removal
4. Entrance Road- Memorial Park- Ivy and Blackberry removal
5. Dog Park- Rock a walking path inside perimeter of dog park
6. Outside Dog Park- Rock trail leading up to dog park