

**CITY OF DUNDEE**  
**PARKS ADVISORY COMMITTEE MEETING**  
City Council Meeting Chambers  
620 SW 5<sup>th</sup> Street  
Dundee, OR 97115

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**February 5, 2020**  
**7:00 P.M.**

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- 1. Call to Order**
- 2. Public Comments**
- 3. Approval of Minutes – December 4, 2019**
- 4. 2020 State Park Grant Application**
- 5. Adjournment**

The Fire Station Community Meeting Room is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Rob Daykin, City Administrator at 503-538-3922.

**City of Dundee**  
**Parks Advisory Committee Meeting Minutes**  
**December 4, 2019**

**Call to Order**

Jeannette Adlong, Chair, called the meeting to order at 7:01 P.M.

**Staff Attendance**

Present: Jeannette Adlong, Jill Bilka, Noel Johnson, David Dixon, Kristin Gorton, Nick Gilbert and Beth Humphrey. Staff members: Rob Daykin, City Administrator and Greg Reid, City Engineer.

**Public Attendance**

None.

**Public Comment**

None.

**Approval of Minutes**

A **motion** was made and seconded to approve the Parks Advisory Committee Meeting Minutes for September 4, 2019. **The motion** passed unanimously.

**Business**

**2020 State Park Grant Application**

C.A. Daykin presented a concept plan prepared by City Engineer Reid for the layout of a path connection from Dogwood Drive to Hawthorne Court along the Third Street right of way. Reid noted that the right of way is depicted at 50 feet in width but is actually 60 feet along the side property line of the residential lot on Hawthorne. Photos were reviewed of the area and Daykin stated as part of the grant application a survey should be included to assist in the final design. At the Dogwood Drive location, the two adjacent residences each have a driveway connection. While the driveway for the residence to the north is the only feasible access to the garage structure and parking area, the residence to the south has its main driveway connected directly to Dogwood Avenue with a looped side connection through Third Street. Daykin explained that in order for the Third Street right of way to become eligible for a State Parks grant, there would need to be a deed restriction on the right of way to ensure the park improvements funded with the grant will not be replaced with street improvements. The concept plan shows the proposed boundary for the deed restriction that omits part of the Third Street right of way to allow continuation of the driveway to the residence on the north. The path connection to Dogwood would be located on the south half of the right of way and crosses the secondary driveway to the south residence. Reid noted that the concept plan also has a side path to a viewpoint of the Cascade Range.

Daykin stated that the City may only use the grant funds in the boundaries of the park area, as defined by the deed restriction. He confirmed the boundary for Viewmont Greenway Park stopped at Laurel Street at the upper end instead of Dogwood due to the driveway access to a residence. Daykin expressed concerns that shrinking the deed restriction area to allow for continued use of the

secondary driveway for the south residence may have a detrimental effect on the rating of the grant application. Jill Bilka also noted it is also a safety issue with the potential conflict of pedestrians and vehicles. Reid noted the plan depicted a privacy fence next to the north side driveway and viewpoint path, a similar improvement with landscaping may be completed on the south side. Also, the driveway approach on Dogwood Drive next to Third Street is very wide and should be reduced and reconstructed to current ADA standards. The Committee supported the concept plan boundaries and the removal of the driveway improvements located within the proposed park area.

C.E. Reid explained he was unable to keep the grade of the trail from exceeding ten percent and is similar to the middle section of the Viewmont Greenway Park trail. He noted that the 8-foot width of the path is dictated by the minimum width available for a paving machine. The 8-foot width appears oversize for the limited park area, but a 6-foot wide asphalt path would involve a lot more manual labor and cost. David Dixon suggested bark chips for the surface, but it was noted that the bark chips tend to trap water and will become displaced on the slopes. Gravel surfaces require more maintenance due to weed growth and erosion. Daykin suggested the side path to the viewpoint could be an alternate material, such as pavers. Daykin also suggested concrete for the main path using a 6-foot path with stamping to enhance the appearance. Also, concrete would have a much longer life and require less maintenance. Reid will evaluate the use of concrete and potential cost to be brought back to the Committee for their recommendation.

C.A. Daykin shared images of benches and roofed/awning structures for the viewpoint area. The Committee preferred a less formal sitting area, possibly with a table that could be used as a game platform. Also, several members liked a swing type seat. There was agreement that the sitting area be covered for rain and sun protection, but not be intrusive. Daykin noted that these details could be worked out in a final design if the City is able to obtain the grant. The grant application should have sufficient detail to identify the key elements and costs.

C.A. Daykin indicated that he and C.E. Reid have enough information to provide a central question back to City Council regarding the dedication for park use, with the idea being that this would be the primary project that the Committee would like to submit for the State Park Grant Application. He explained that Council approval is needed first and indicated that this information can likely be added to a January Council meeting agenda. C.A. Daykin explained that the adjacent property owners with driveways connecting to Third Street will be notified of the issue. He will also provide Committee members with the meeting date of when the State Park Grant application will be on the City Council agenda; Committee members were encouraged to attend if they desire. C.A. Daykin explained that the State Parks grant application process opens in January; a training session is always offered, and he encouraged any interested Committee members to participate in the free training.

### **Other Business**

Jill Bilka discussed that she did talk with Staff about the City website and how improvements could be made. She explained that at some time in the future it is the goal of the City to complete a total overhaul on the website though doing so is not included in the current budget. Bilka discussed that at this point their best option is to work with Staff to create content on the existing website. Bilka discussed that presently only some of the Dundee City parks & trails are included on the Chehalem Park & Recreation District website, and none are shown on the City website. She emphasized the

importance of there being some sort of a cohesive user-friendly park/trail content location; discussion ensued. The idea of potentially cross-linking with CPRD was discussed, though it was noted that at this time no all of the parks/trails are included on their website. Including a list of existing parks/trails on the City website, along with a brief description of each, was discussed at length. It was also suggested that providing information about current and/or future park projects would also be helpful. Detailed discussion ensued. Bilka offered to draft an outline on Google Docs to share with the Committee; members could then add information prior to sending it to City Staff for website update. She discussed that she has some content she can provide and encouraged Committee members to add additional information, including photos, and also voiced support of the inclusion of a PDF map as well. It was noted that this type of Parks/Trails content update should suffice until the entire website is updated at some point in the future. A Committee member suggested that providing a donation link on the website for Dundee Parks might be beneficial. Bilka suggested that an email list subscription link on the City website could also be helpful to provide communication about park-related issues. It was suggested that a periodic newsletter about the parks could be helpful; Bilka suggested that an article in the quarterly City newsletter would also be another option. Discussion ensued with regard to the recent improvements at Viewmont Park.

Bilka informed that she shared concerns about the restrooms at Billick Park at a recent CPRD meeting. She explained that she also assists with the annual Dundee Elementary School auction where they do a paddle raise for a specific cause each year; Bilka discussed that this year she has suggested that the funds raised from the paddle raise portion go to support Billick Park, whether for a water feature or improvements to the restroom facilities. Bilka discussed this idea with the CPRD Board and indicated that they voiced strong support of restroom improvements in the near future. Lengthy discussion ensued; C.A. Daykin pointed out that this type of project could potentially be eligible for the State Parks Grant, especially with collaborative support. Committee members voiced the importance of improvements being made to the restroom facilities at Billick Park, which is frequently used for a variety of events.

C.A. Daykin noted that the next quarterly City newsletter will likely be published by the end of December. Committee members voiced interest in potentially assisting with parks-related articles for upcoming newsletters and C.A. Daykin will add them to the list of contacts to receive newsletter information.

The next meeting of the Parks Advisory Committee will be February 5, 2019 at 7:00 p.m.

The meeting was adjourned at 8:20 P.M.

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Jeannette Adlong, Chair

Attest:

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Rob Daykin  
City Administrator/Recorder



**To:** Rob Daykin, City Administrator

**From:** Greg Reid, City Engineer

**Date:** 1/31/2020

**Subject:** 3rd Street Pedestrian Path & View Park  
Project Update

### **Current Status of Project**

After consideration of comments from the neighbors, City Council has approved the restrictive deed for the park area including the closure of the portion of the private, pull through driveway extending through the 3rd Street right-of-way (proposed park). At this time, City Staff would like to get the committee's input on additional park amenities desired including but not limited to:

- Fencing/Screening
- Seating Area (Covered?)
- Stairs (Materials?)
- Lighting (Type: PGE or other?)
- Landscaping (Features?)
- Irrigation (or Drought Tolerant?)
- Path Material & Width (See below)

Path Materials: As previously discussed, concrete and asphalt are being evaluated for the pathway surface. Discussions with paving contractors revealed that the existing terrain would likely require an asphalt path to be placed by hand instead of the more cost effective paving machine. Therefore, the width of the path (6' or 8') will not dictate whether a paving machine can be utilized (8' minimum width for a paving machine). Below are preliminary costs provided by the contractors for the two material types including base rock and assuming a 6 foot width.

4" Thick Concrete: \$21,400  
2" Thick Asphalt: \$ 9,400

