# CITY OF DUNDEE
# PARKS ADVISORY COMMITTEE MEETING

**Fire Station Community Meeting Room**
**801 N. Highway 99W**
**Dundee, OR 97115**

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**June 5, 2019**
**7:00 P.M.**

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1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes – January 9, 2019**
4. **Harvey Creek Trail Eagle Scout Project**
5. **Harvey Creek Trail Map Review**
6. **First Street Property Improvements**
7. **Viewmont Greenway Park Grant Update**
8. **2020 State Park Grant Application**
9. **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
# January 9, 2019

## Call to Order
Jeannette Adlong, Chair, called the meeting to order at 7:02 P.M.

## Staff Attendance
Present: Jeannette Adlong, Jill Bilka, Jesse Dillow, Nick Gilbert and David Dixon. Absent: Christopher Fanger. Staff members: Rob Daykin, City Administrator; Casey Creighton, Chehalem Parks & Recreation District (CPRD); and Melissa Lemen, Administrative Assistant.

## Public Attendance
Tom Schaad & Michelle Cannon, 610 SW Alder; John Peterson, 10623 NE Fox Farm Road; and Lynne Taccogna & Bob Donough, 920 SW 7th Street; Bud & Linda Holtgreve, 623 SW 5th Street; Matthew Bilka, 740 SW Graystone Place; Janis Sander, 1301 Fulton Street, Newberg; John Kester, 29425 NE David Lane; Dennis Sword, 809 SW Alder; David & Kristen Svicarovich, 729 SW Graystone Place; Bruce & Karen Mowrey, 580 SW 7th Street; Brigitt Hoss, 10305 NE Fox Farm Road; Travis & Shannon Green, 749 SW Graystone Place; and Zachary Goft, 10623 NE Fox Farm Road.

## Public Comment
Michelle Cannon, 610 SW Alder Street, explained that at the last Parks Advisory Committee meeting she was encouraged to approach the Chehalem Park & Recreation District (CPRD) Board to discuss potential consideration of leasing the house on the Sander Estate property to the City of Dundee for the purpose of a library. She noted that she has sent an email to each of the Board members though she has not yet heard back. Cannon also explained that she and her neighbor, Lynne Taccogna, are in the process of doing extensive research about libraries in similar sized communities as Dundee in the State of Oregon. C. Adlong discussed that additional information will be provided tonight by C.A. Daykin with regard to the formation of a library district, though explained that if this were something pursued it would need to be done through the City Council.

Tom Schaad, 610 SW Alder Street, reminded the Parks Advisory Committee that it's not unheard of to work with CPRD; he pointed out that they like to work with local governments when doing a project which has cash flow issues. He also discussed that in his opinion it seems reasonable to ask for a reasonable small cost rather than a fair market value on leasing the house on the Sander Estate property for a library.

John Peterson, 10623 NE Fox Farm Road, owner of Pollinate Flowers, introduced himself and informed the Committee that he would like to do a fundraiser through their company to help raise money for trees and shrubs for the park. Peterson also discussed that it is his understanding that there is also a need for trees and shrubs in other parks in Dundee as well. He discussed the he looked at Viewmont Greenway Park and noted that there could be some additional work done there. Peterson explained that they will look to do a GoFundMe; they have a couple of prizes which could be used as incentive to encourage donations. He also explained that they would like to raise funds for the trees, stakes and PVC tubing to go into the ground for deep watering to ensure the trees

become well established. Through their company, Peterson explained, they would like to see some beautiful trees and plant material put into the new park. He encouraged the Committee to reach out when it's appropriate as they would like to commit to help raising funds for the project. He also noted that they do have contacts within the wine industry as well, and could potentially work with them in the future as a fundraising option as well.

## Approval of Minutes

**A motion** was made and seconded to approve the Parks Advisory Committee Meeting Minutes for December 5, 2018. **The motion** passed unanimously.

## Business

### Sander Estate Property – Community Survey

**CONSENSUS APPROACH:** C. Adlong discussed that the Committee will use a consensus approach with regard to their recommendations for park features for Sander Estate Park; there will be no individual votes on issues if consensus is reached.

**LIBRARY USE:** C. Adlong acknowledged that there has been a lot of interest in creating a library in the Sander Estate house. C.A. Daykin discussed that since the December Parks Advisory Committee meeting; he met with the Library Director for the Newberg Public Library. He explained that the Newberg Public Library is a Department of the City of Newberg, and that they also extend services beyond their City boundaries (for a fee), which includes Dundee residents. He discussed that residents can elect to pay $79 for a household ($70 for seniors) to receive full service use of their library facility. C.A. Daykin also noted that children up through High School can use the library services without fee, though there are some limited restrictions. He discussed that there was some initiative in 2001 to form a District, though the intent of that was to shore up the funding for the Newberg Library facility and not with the intent of creating another library in Dundee. Additional discussion ensued and C.A. Daykin explained that for whatever reason, the County Commissioners declined to put it on the ballot for the voters to decide one way or the other, and no further efforts were made thereafter. He discussed that the Library Director made it very clear that CPRD does not have the authority to operate a public library as defined under the State law, though the City may do so. Additional discussion ensued with regard to the process involved with forming a public library. C.A. Daykin explained that Newberg is not part of the Chemeketa Cooperative Regional Library Service as a taxing entity; Newberg/Dundee is part of the Portland Community College taxing district, though the rest of Yamhill County is part of the Chemeketa Library Service. It was noted that in order for Newberg Public Library to receive full circulation benefits of the Chemeketa system, they pay a fee as if they were part of that taxing district. Additionally, C.A. Daykin explained that an additional requirement in order to be a part of the Chemeketa Library Service is to maintain a minimum of a half-time librarian position. He explained that the fee for Dundee (to participate at the same level as Newberg) would be at a cost of approximately $24,000, though it is unknown whether Chemeketa would be accepting of a small library from a non-district member given the limited benefits a small facility could contribute to the other participants in the District, though this could be explored. C.A. Daykin discussed that if there were an interest to pursue a library option it would need to start with the City Council first.

Jill Bilka inquired as to whether there would be any possibility of a Dundee library facility being in cooperation with the Newberg Public Library. C.A. Daykin explained that he posed that question to the Library Director who did not express an interest in that option as an efficient use of resources, especially given Dundee's close proximity to Newberg, and likely didn't see a benefit to overall users. It was noted, however that there are 1,245 users in the Dundee zip code, which includes the City of Dundee as well as outside of the City. C.A. Daykin noted that the $79 fee for non-resident users is a good value when equated with property taxes paid by those in-district; additional discussion ensued.

**LAND USE PROCESS FOR NEW PARKS:** C. Adlong explained that the Committee is present tonight to discuss possible uses and potentially provide recommendation for Sander Estate Park, though will not be designing the park. C.A. Daykin discussed that a facility plan for the proposed Sander Estate Park must be approved by the Planning Commission and is part of the Dundee's Development Code (Section 17.203.130), which was reviewed. It was also noted that the Park must be compatible with the Dundee Parks & Open Space Plan.

C.A. Daykin discussed that in the Dundee Transportation Plan there is a requirement for an extension of Graystone Drive to connect to Fifth Street. He explained that this would need to be accomplished when the property is either subdivided or developed. In addition, C.A. Daykin discussed that the street improvements on Fifth Street would also need to be completed, including new curbs, widening of the street, sidewalks, and undergrounding of the existing overhead utilities. Additional discussion ensued.

C. Adlong provided an overhead projection of a map of Sander Estate and the surrounding areas. The map was reviewed and discussed in detail. C. Adlong pointed out that Billick Park (the Dundee School Park portion) is owned by the Newberg School District and though had been leased to CPRD, the lease has since expired. C. Adlong voiced her hope that in the future there will be a new lease agreement in writing between the two entities to secure the future of Billick Park.

C. Adlong provided an overhead projection of the Riverside District Land Uses map. This map was reviewed and discussed in detail. C. Adlong reviewed that approximately ten years ago a large effort was made to try to get the State to purchase the area of land alongside the river which is located in the flood plain, along with Ash Island, and make this area into a State Park. It was noted that the State had other priorities at that time, and the City of Dundee has no funds set aside to purchase that property. C. Adlong explained that it is her hope that someday the City will be able to acquire that property and have a wonderful area by the river. Additional desired park areas were reviewed on the map. C.A. Daykin explained that at this time the brown areas on the map are agricultural fields; the City is going through a land use process presently to develop new Codes (which should be completed by early spring); once the Codes are completed, the property owners would then be in the position to move forward with development of those lands. He discussed that one of the requirements for that development would be for them to provide a Master Plan for each subarea; there will likely be 5-6 subareas varying in size from 20 acres to 50 acres. C.A. Daykin explained that each of those subareas would be required to demonstrate how they are providing for parks. It was noted that the Dundee City standard in the adopted Plan is 2.5 acres per thousand population, with a minimum requirement of 2 acres. Discussion ensued with regard to the information which will be provided on the subarea Master Plans; once the Plans are approved things will move to the next stage of land division and development. It was noted that this is a lengthy process, and creating

the Master Plans is a new process for the City of Dundee. C.A. Daykin pointed out that CPRD does own a 5-acre piece of property in the blue shaded area on the map; there may be some opportunity to have that asset traded for property along the river in the future. Additional discussion ensued.

**JAN SANDER PROPERTY DEVELOPMENT:**

C. Adlong discussed the results from the online Dundee Parks Survey with regard to facilities desired for development in Dundee. The most desired facilities in Dundee that are not present now include a Willamette River park/kayak launch and a bike/pedestrian trail to Newberg. C. Adlong indicated that the City will try to focus on some of these priorities and will provide this information to CPRD in an attempt to get them to focus on them for the future as well.

C. Adlong provided an overhead projection of an aerial view of Sander Estate Park. With regard to the hazelnut trees, C. Adlong discussed that prior to tonight's meeting she spoke with Jan Sander who indicated that the trees are in really bad shape and need removed.

C. Adlong provided Committee members with an outline of Guidelines to Evaluate Options for Sander Park, which she reviewed and discussed in detail. She welcomed Committee feedback and encouraged the Committee to provide their suggestions for any additional considerations they may feel are important in this process as well. Bilka suggested the addition of a guideline which encompasses a design or a plan inclusive of all ages for recreation. She discussed her belief that many local facilities are geared more towards younger children and young families, and suggested that great things could be done to accommodate for all ages. C.A. Daykin suggested that discussing compatible park uses, potentially grouping 3-4 uses together to be in the same location, could be a valuable approach. He noted that the more detailed design elements will be the responsibility of CPRD though a planning process. Casey Creighton pointed out that space is not limited just to the buildings present on the property at this time, and noted that the addition of parking will also need to be considered for the space. Creighton discussed that this part of the process is part of the planning; costs, etc., will all be determined at a later date once the Master Plan has been developed. C. Adlong discussed that she would like to see the property begin being used sooner rather than later, and discussed that using facilities already in place to start with should help move this process along.

**•Cultural Recreation**

An **Outdoor Gathering** space which could accommodate multigenerational activities such as outdoor games and farmer's market was recommended by the Committee. Space would not have to be linear or symmetric; it could be a series of smaller connected hardscaped areas, perhaps with brick pavers. Flexible functional available space easily converted to suit a variety of needs; this could be Dundee's "living room".

C. Adlong provided the Committee with a copy of a proposed site plan for the Dundee Community Center for their review. Discussion ensued with regard to the details of their intended amenities, which was noted to include a large 200+ seating capacity indoor theater and stage. C.A. Daykin reviewed some of the historical uses of the facility including rental for receptions/events, use for lecture series, musical events, and community dinners twice monthly. C.A. Daykin discussed his hope that eventually CPRD would form a partnership with them. It was noted that the Dundee

Women's Club has raised almost $300,000 through members, grants, fundraisers and donations for the Community Center.

A small **Indoor Theater** on the second floor was recommended as a cool, unique space for youth to watch movies. This would be dependent on making the barn space ADA accessible which was noted to be a building/planning and potentially challenging issue; if it becomes occupied space the area where the public is invited to must be ADA accessible. The Committee noted that the community is in favor of keeping the historic and picturesque barn. The barn offers many unique opportunities for small gatherings, game playing, movie viewing, etc. The Committee recommended that CPRD look into the possibility of upgrading both floors of the barn to meet ADA and other planning requirements, so that the barn can be an integral asset to the park. Interior photos of the barn were also reviewed. Bilka pointed out that utilizing the barn could provide a low cost movie option; concessions could be considered a small revenue generating source as well.

**Horticultural Learning Areas** which could include educational interpretive signage to identify plants along a pathway planted in flowers, shrubs and trees were recommended. Other elements of horticultural learning would be an arboretum or groomed garden, and a community garden where residents can plant and grow flowers and vegetables.

A **Maker Space** in the existing garage was recommended; dependent on staffing and resources.

A **Multi-Age Program Facility** was very highly rated by survey respondents and recommended by the Committee. A facility which would serve all ages was envisioned. Initially this facility could be in the existing residential house and the hours could be limited as budget and staffing permits. Hours would be variable depending on the day. Eventually, a new building could be constructed to replace or augment the existing house.

A **Reading Room** where book could be borrowed on the honor system was recommended. This would be a quiet space which would be within the multi-age program facility. C.A. Daykin offered that a lending library (free library using the honor system) was also a use suggested by the Newberg Library Director as well. Bilka suggested that if a Senior Center also occupied space within the house, the hours of the lending library/reading room could also be the same limited hours. C.A. Daykin discussed that this would presumably be a CPRD facility; they have similar facilities in Newberg.

The consensus of the Committee was not to pursue a daycare/preschool option at this time.

•**Revenue Generation**

**Education and Fitness Classes** were highly supported in the survey results and recommended by the Committee, along with potentially some type of **Small Concessions/Coffee Shop** which might accompany activities. Residents could potentially pay a fee for these classes or activities which could be coordinated by CPRD as the district does in many facilities in Newberg. Jesse Dillow suggested the idea of a game check out system for board games as well as lawn games when staff is present

It was noted that the population in Dundee would not likely support bike rentals, mini golf or a zip line at this time; financially these would be challenging as well. Brief discussion ensued regarding

the fact that there are other entities nearby which provide bike rental options. C.A. Daykin discussed that in the Riverside area there are approximately 8 acres which could be zoned for a destination resort classification; he pointed out that likely if that land is developed in that manner there could potentially be some similar activities in this location.

**•Active Recreation**

A small **Climbing Rock Wall** was recommended at Sander Park, in addition to a **Challenge Course** and **Rope Course**, and **Nature Play features to include a water pump**. The Committee also suggested that a portion of the play area be covered. Areas of nicely maintained plantings were also recommended for this area, though not necessarily formal gardens.

Other features, such as Disc Golf, Tennis Courts, Basketball Courts, Bike Course, and Volleyball Courts were discussed though not recommended for inclusion at Sander Estate Park. C.A. Daykin pointed out that if these types of facilities are needed in the future, locating them in the Riverside District could be a potential option as well given the anticipated population growth. C.A. Daykin discussed that he spoke with Don Clements regarding the use of the Dundee school basketball court facility. He explained that though the facility is presently used for league practices, Clements indicated that the school gym could be used as more of an "open gym" facility in the future.

**All Abilities Playground**: It was noted that the all-abilities playground was the most popular active recreation item in the survey. The consensus of the Committee was to recommend that CPRD take care of the facilities which already exist in Dundee by maintaining and upgrading the existing playgrounds in Dundee/Billick Park. It was noted that the Committee doesn't feel that the playground area for younger children in Billick Park is safe given its present condition.

**Water Feature/Splash Pad**: A water feature was noted to be one of the most highly desired recreational amenities in Dundee, as expressed by the survey and comments. The consensus of the Committee was that CPRD build a water feature in a Dundee park. It was noted that the best location for this would be in the upper portion of Billick Park, near the parking, restrooms and skate area. It was recommended that the water feature have a style similar (but smaller) to the one in Wilsonville Town Center park.

**•Passive Recreation**

Following a lengthy discussion, a **Perimeter Trail** was noted to be desired and recommended, the design and placement of which is dependent on the features of the site and connectivity to other walking paths, sidewalks or gathering spaces.

A **Community Garden** area was recommended for residents who wish to have a small plot to grow food or flowers. It was noted that the community garden area could be located on the back side of the park, in full sun, and would need to be fenced. C. Adlong discussed a potential concept for a community garden and voiced strong support of this idea as well.

A **Game Area** for horseshoe pits, bocce ball, tetherball, corn hole, etc. was recommended. It was noted that some games could be stored in the shed and donated, borrowed and shared by the public.

A **Covered Seating Area** with chairs to play board games or chess, or to use as an outdoor eating space was recommended by the Committee. Games such as foursquare, hopscotch and wall ball could also potentially be played in this area.

An **Arboretum** was recommended by the Committee which could contain educational interpretive signage, perhaps about historic crops.

Though C.A. Daykin acknowledged the need for an off-leash dog park, it was discussed that Sander Park would not be an appropriate location for this.

C.A. Daykin discussed the process moving forward and explained that the Committee will have an opportunity to provide input on specific design as the process moves forward through the hearing process. C. Adlong reviewed the Committee recommendations with those present.

C.A. Daykin discussed that February 5, 2019 is the next City Council meeting. He explained that at that time the Committee's findings and recommendations will be presented. Following this, a joint meeting will be set up between the City Council and CPRD to discuss the development of the Jan Sander property, as well some other park issues and regarding the future development of parks in the Riverside area. C. Adlong advised that there will be no Parks Advisory Committee meeting in February.

The meeting was adjourned at 9:11 P.M.

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Jeannette Adlong, Chair

Attest:

_____
Rob Daykin
City Administrator/Recorder

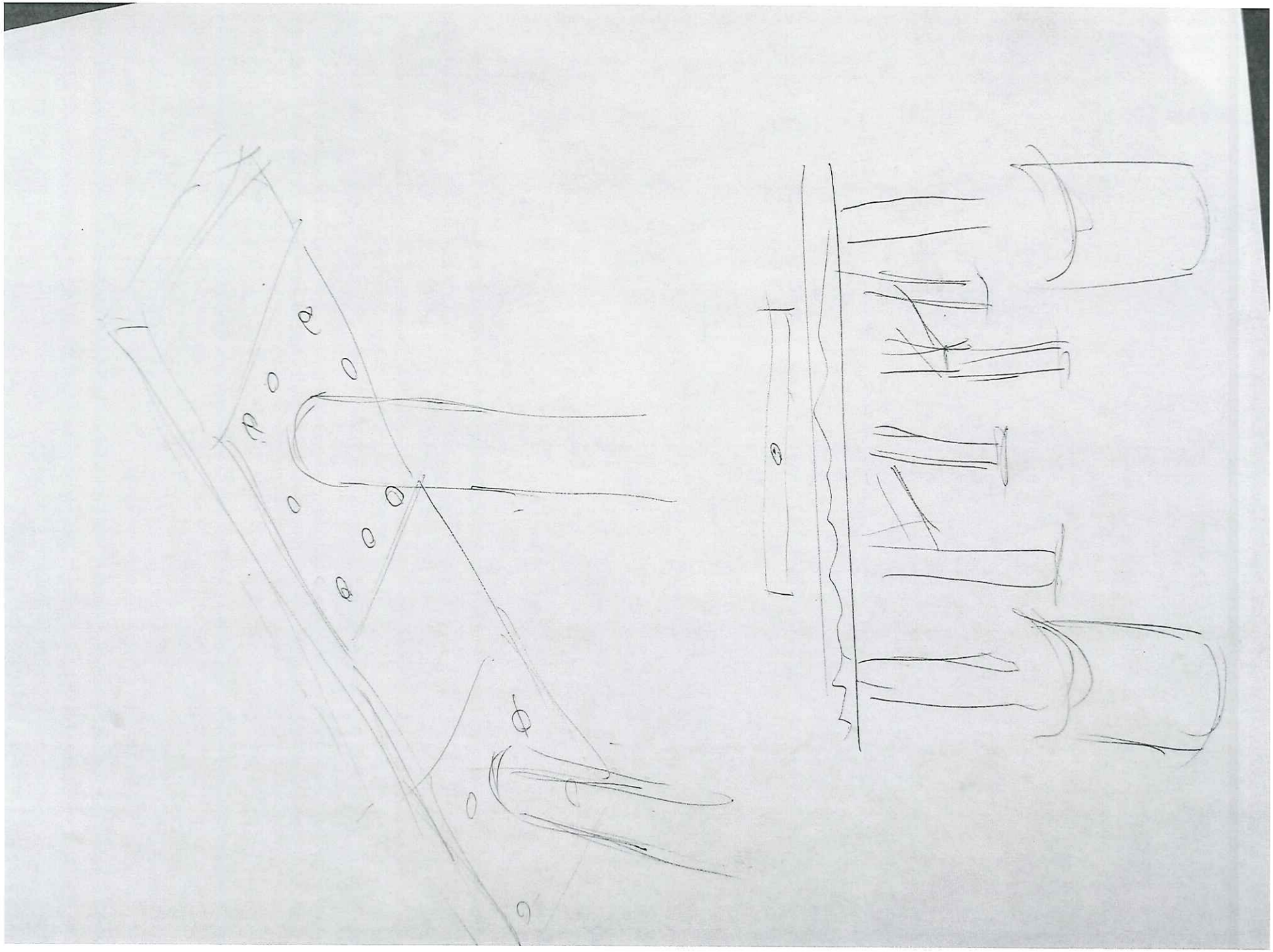
From the discussion we had in March, through my mom I contacted people to obtain cedar planks. I've gotten trees cut down and am working on having them milled to be used for live end planks. One design idea has a plank bolted to metal stands which will be secured by concrete buried in the ground. Right now I'm just waiting for the planks to be milled from the trees cut down this weekend. I have a sketch for a design attached, but I welcome other suggestions. I look forward to working together on this.

Respectfully yours,

Philip Staats, Life Scout

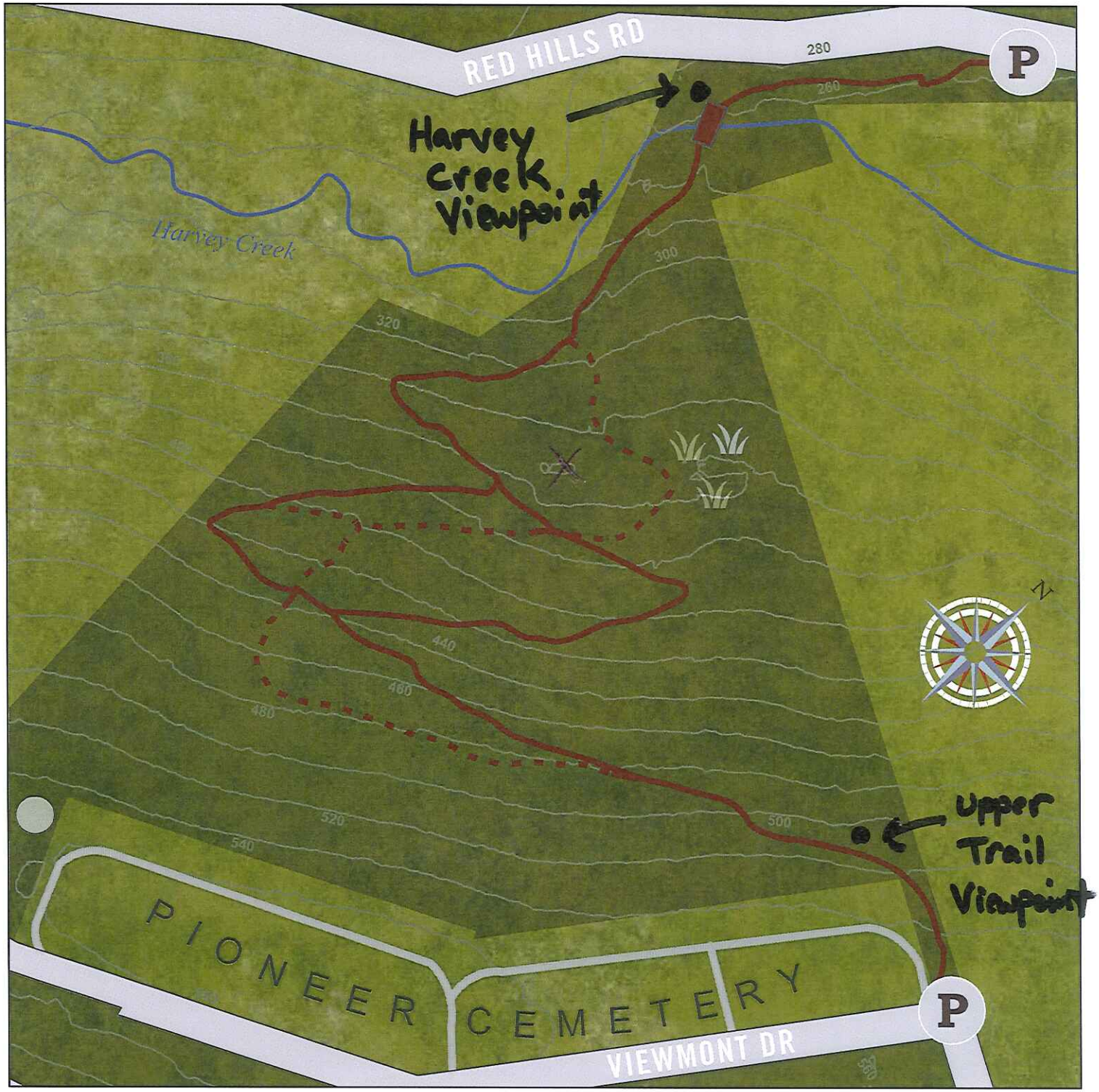
## Upper Trail Viewpoint

## Harvey Creek Viewpoint



CITY of DUNDEE Oregon

# Harvey Creek Trail




MAIN TRAIL

SECONDARY TRAIL

P PARKING

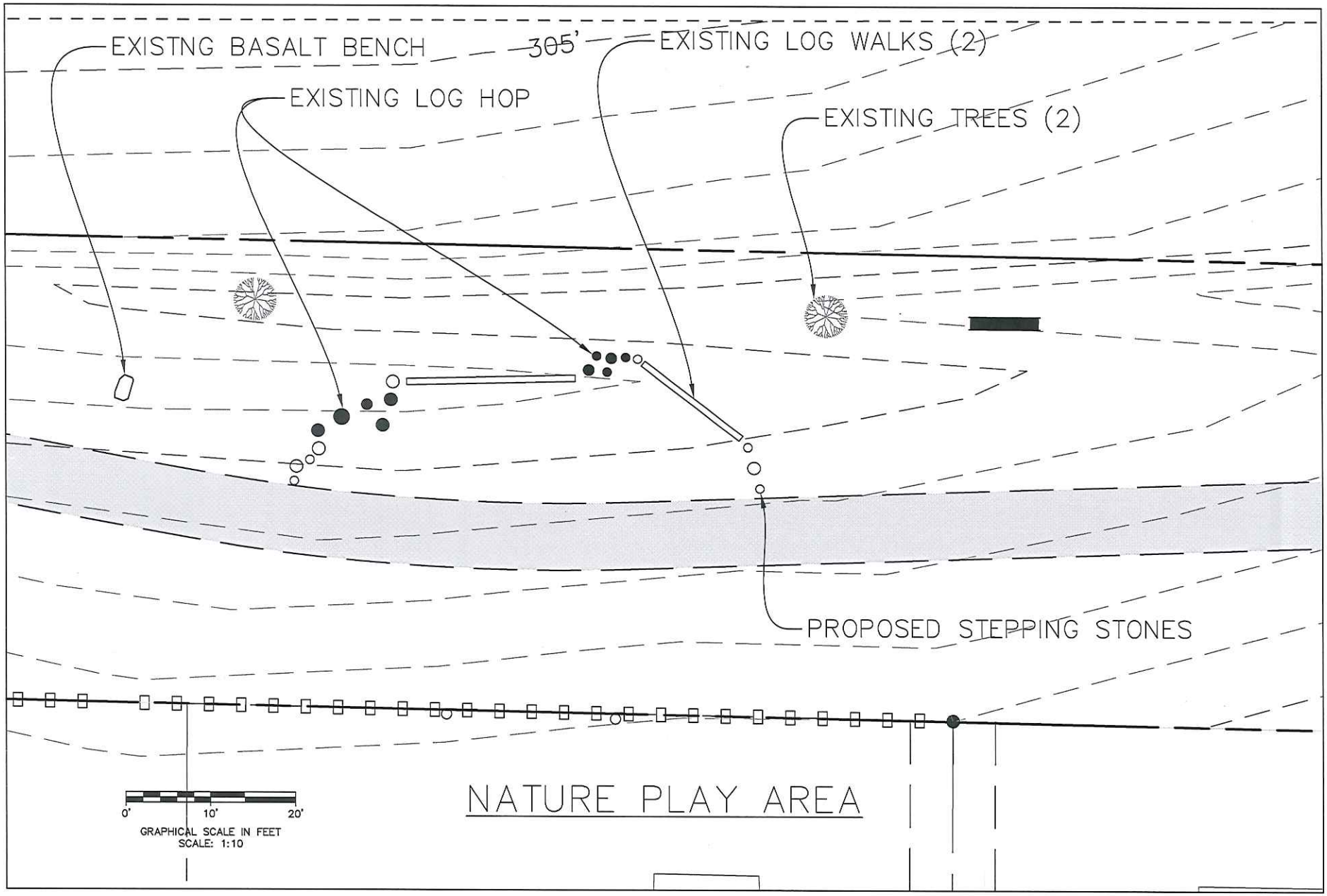
FOOT BRIDGE

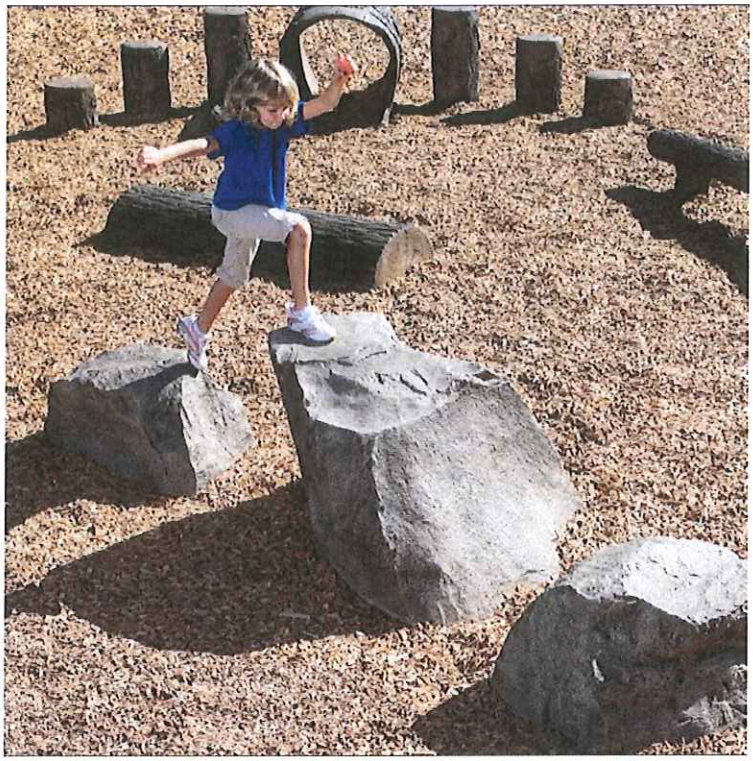
UPLAND PRAIRIE

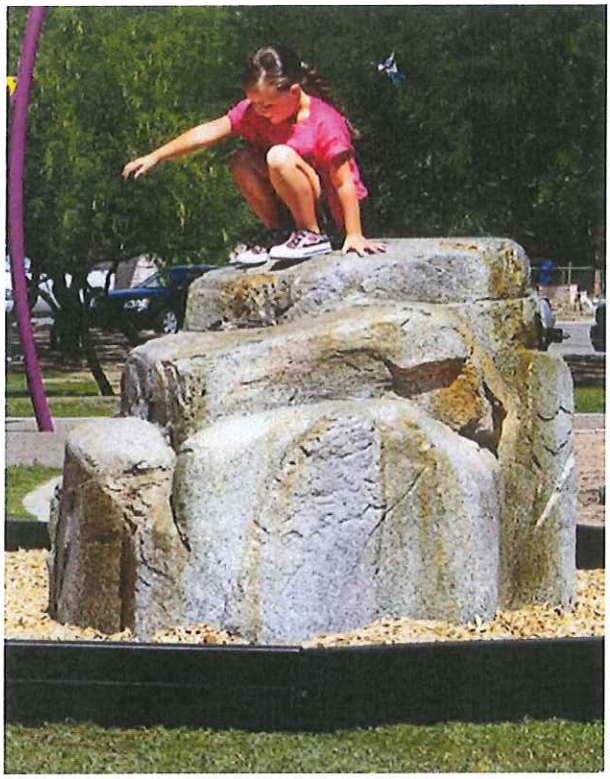
0 125 250 Feet

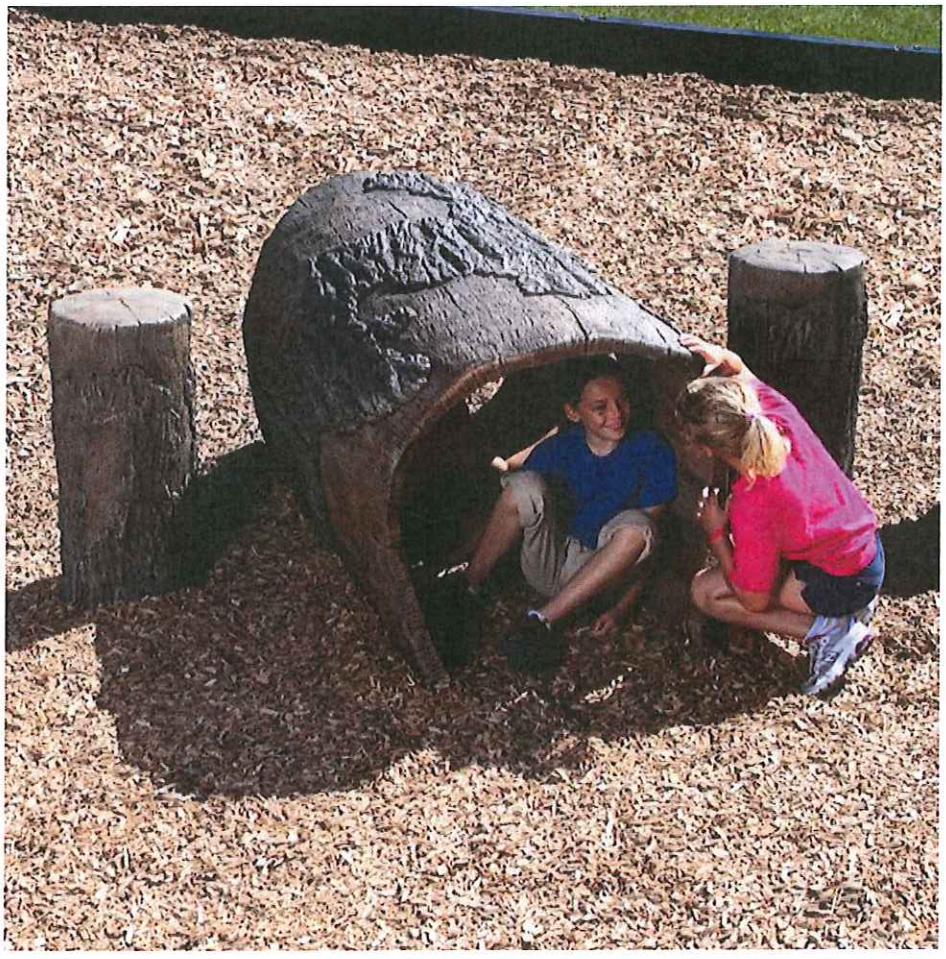
**Note:** Total elevation change from top to bottom is 300 feet and is about . 0.6 miles in length one-way

03500
1st Street
Northwest Lone Street
Northw
Court


EXISTNG BASALT BENCH
305'
EXISTING LOG WALKS (2)
EXISTING LOG HOP
EXISTING TREES (2)
PROPOSED STEPPING STONES
NATURE PLAY AREA
0'
10'
20'
GRAPHICAL SCALE IN FEET
SCALE: 1:10







CITY of DUNDEE
Oregon

# Harvey Creek Trail

- MAIN TRAIL
- SECONDARY TRAIL
- P PARKING
- FOOT BRIDGE
- UPLAND PRAIRIE

errors
OR A
.Y INFORMATION HEREIN.

**Note:** Total elevation change from top to bottom is 300 feet and is about 0.6 miles in length one-way