CITY OF DUNDEE
PARKS ADVISORY COMMITTEE MEETING

City Council Meeting Chambers
620 SW 5th Street
Dundee, OR 97115

December 4, 2019
7:00 P.M.

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1. **Call to Order**

2. **Public Comments**

3. **Approval of Minutes – September 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
September 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, and Beth Humphrey. Staff members: Rob Daykin, City Administrator; and Melissa Lemen, Administrative Assistant.

Committee members introduced themselves, including the two newly appointed members, Beth Humphrey and Noel Johnson.

Public Attendance
Kristin Gorton, 1240 SW First Street; Ryan Hess; and Brian Staats (7:05 pm).

Public Comment
Brian Staats provided an update on behalf his son, Phillip Staat, with regard to his Eagle Scout bench project on the Viewmont Trail. He discussed that they have contacted a galvanizer through email this week and are waiting to hear back. Mr. Staats indicated that if all goes as planned, the benches should be installed by the end of the month.

Approval of Minutes
A motion was made and seconded to approve the Parks Advisory Committee Meeting Minutes for August 7, 2019. **The motion** passed unanimously.

Business

Jan Sander Property Update
C.A. Daykin discussed that it is his understanding that Jan Sander had previously requested the removal of the hazelnut trees on the Sander estate property, which has now been completed. Sander was present at the removal. It was noted that a large walnut tree which was rotten on the inside was also removed. C.A. Daykin explained that Chehalem Park & Recreation District (CPRD) does plan to bring a chipper onsite to chip up the trees, incorporate them into the soil, and then grass seed for erosion control. He provided the Committee with a copy of the proposal which the CPRD Board will be reviewing at their next meeting on September 26, 2019 at 6:00 p.m.; C.A. Daykin and C. Adlong will both plan to attend.

Noel Johnson suggested the placement of a weatherproof sign at the Jan Sander property to identify that it will be the future home of Sander Park. C. Adlong voiced support of this and will make the suggestion to CPRD.

C. Adlong provided a historical overview of the Jan Sander property and the fact that it is now owned by CPRD. She also discussed the role of the Committee as well as public input in the

process; the property is owned by CPRD and they will have the ultimate decision on the future development of the property.

2020 State Park Grant Application

C.A. Daykin discussed the State Parks Local Government Grant process and the provided 2018 grant program award information. He pointed out that the grant application process is very competitive; if unsuccessful on the first attempt, reapplication can be made the following year. C.A. Daykin also pointed out that as a small City, Dundee's local match to the grant is only 20%. Discussion ensued and some of the potential project types were discussed. It was noted that in order to apply for the grant, the property must be owned by the applicant where the project is located or at least have controlling interest for an extended period.

C.A. Daykin suggested that the Committee may also wish to consider lobbying Chehalem Park & Recreation District (CPRD) to prepare an application for rehabilitation of Billick Park, as they would be eligible to apply for a second grant; an entity is allowed to have a maximum of two open grants at a time.

C.A. Daykin reviewed the map contained in the agenda packet with the Committee. Properties owned by the City were reviewed and discussed. C.A. Daykin explained that he recently spoke with the new owner of the Inn at Red Hills (see map of Alder Street Park), and she expressed interest in partnering in some way financially with the development of a park if it will be compatible with the kind of uses that they would envision there as well. Daykin noted the Dundee Parks and Open Space Plan (Park Plan) describe a park at this location to serve as a buffer between the commercial uses and adjacent residential neighborhood. A concept plan prepared in 2007 for a park at this location was discussed in detail. Additional possible project candidates were discussed, including the WWTP Nature Park (see map of the area included in the packet), though this would be a large project of over $1 million and a candidate for a large grant. Complexities associated with this project were discussed, including continued use of the property for tertiary treatment of effluent. C. Adlong noted that in the lagoon 4 area there are western pond turtles, a sensitive species in the State of Oregon; in order to retain the turtles their habitat needs would need to be taken into consideration as the area is developed. Discussion ensued.

C.A. Daykin discussed the unused 13th Street stub at Charles Street; this might be ideal for a pocket park to serve the needs of the nearby residents. It was noted that this park is not included on the Park Plan and, therefore, additional public outreach would need to be completed if this project were of interest to the Committee. C.A. Daykin discussed that the area is currently paved, though pavement can be removed, and there are some underground utilities in this location as well.

C.A. Daykin discussed the Third Street right-of-way area, which is included in the Park Plan, identified as a potential path for a trail. Discussion ensued and C.A. Daykin suggested that the addition of a graded pathway from the upper street down to the lower street could be a potential project idea. C.A. Daykin discussed the Harvey Creek Trail property, which is located outside of the City limits though the 20-acre parcel is owned by the City. He explained that some trail improvements have been completed by the City; he had discussions with the new owners of the 20-acre property directly to the South about the idea of trying to extend the trail over a year ago. At that

time the property owners elected to hold off on making decisions pertaining to the property for the time being. Detailed discussion ensued with regard to this potential project idea.

C. Adlong suggested that if the City desired to potentially pursue a project with CPRD, outreach with them would need to be done in a timely fashion to assess their interest. Jill Bilka noted CPRD's heavy workload of projects, including working together with them on the Sander Estate property, and suggested the addition of another project may not be desired at this time. C.A. Daykin discussed that CPRD Superintendent Don Clements stated that when they hired the architect to design the Jan Sander property, they were also planning to use the same architect to complete a review of Billick Park as to deficiencies, potential improvements, etc. It was noted that there is nothing pertaining to this contained in the consultant's proposal for CPRD, and C.A. Daykin suggested initiating discussion pertaining to the review of Billick Park. Bilka voiced concern about caring for the parks which already exist. Clarification was provided regarding the ownership of Billick Park: CPRD owns the uphill portion of Billick Park while the ball fields and other amenities towards Dundee Elementary are located on property owned by the Newberg School District. Ownership of the other existing parks in Dundee were discussed.

C. Adlong discussed the value of having nice restroom facilities and voiced support of CPRD improving/replacing the restrooms at Billick Park; and suggested that restrooms at the top of Harvey Creek Trail might be another potential option. The park development for the Alder Street lots was discussed in detail; though restrooms are not shown in the concept plan though if a community gathering spot was planned, they would be a nice amenity. Detailed discussion ensued and C.A. C.A. Daykin suggested that if this type of project were pursued, it would likely need to be pursued in three phases to fit within the parameters of the small grant process: general site improvements, the hardscaping/landscaping/irrigation, and then the additional improvements of the gazebo/lighting and potential restroom facility. C.A. Daykin also pointed out that the Alder Street lots are located within the Urban Renewal District as well. C.A. Daykin discussed the benefits of receiving support from multiple entities towards the completion of larger projects.

David Dixon voiced support of a more defined permanent pathway to accommodate the foot traffic to Billick Park from/along Fifth Street would be beneficial, especially for kids on their way to school. C.A. Daykin noted that this could potentially be a project idea as well. C.A. Daykin explained that there are inconsistences associated with right-of-way on both sides of the street in this area. Discussion ensued. Support for a pathway was expressed by several Committee members, as well as the addition of benches and additional landscaping.

C.A. Daykin discussed the SCORP (Statewide Comprehensive Outdoor Recreation Plan) evaluation process and their support of interconnecting trail systems, both urban and regional.

The consensus of the Committee was to move forward with application for the discussed pathway/trail project. C.A. Daykin explained that to show public support for this project he recommended once the engineer is able to put together some cost information as well as a plan to show how this trail would fit in, to hold a public meeting and gather public comment.

Detailed discussion ensued with regarding to updating City website content, as well as more expanded promotion of local Dundee Parks. Bilka indicated that she is available on Mondays and Wednesdays to meet with Staff who work on the website. She also discussed social media and

whether there is enough information to share to warrant having a Facebook page for the City or for the Parks Committee. Bilka noted that the Community Committee does have a Facebook page though C.A. Daykin pointed out that the Committee is supported by CPRD. Bilka shared her opinion that due to the fact that the local park information has not been clearly identified, many in the community are not aware of everything that is available. It was suggested that contacting CPRD to make sure that local parks in Dundee are more adequately advertised. Providing park photos may also be helpful. Bilka suggested that cross-linking from CPRD to the City website would also be beneficial; setting up the information on the City website would need to be done first. Bilka volunteers to reach out to Kat Ricker at CPRD with regard to website connections once the City website is enhanced.

Jill Bilka inquired about the appropriate next steps pertaining to the street connection between Graystone Place and Fifth Street, and whether the Transportation Plan can be amended. C.A. Daykin discussed the process involved in changing the Comp Plan; Council action is required to initiate that process.

Bilka requested an update on the Harvey Creek Trail map sign. C. Adlong explained that there is an inset which will be provided at the bottom where the map will be; it seems it will be too low on the sign and a separate sign may be needed. C.A. Daykin discussed that the sign manufacturer provided him a couple of different options which he discussed in detail. A map on a separate post at eye level was favored to be a good option. QR Codes were briefly discussed. A brochure holder was suggested to be a good idea and a way of providing updated information to those visiting the park.

The meeting was adjourned at 8:12 P.M.

_____
Jeannette Adlong, Chair

Attest:

_____
Rob Daykin
City Administrator/Recorder

CITY of DUNDEE Oregon

To: Rob Daykin, City Administrator

From: Greg Reid, City Engineer

Date: 11/27/2019

Re: 3rd Street Pedestrian Path & View Park
Project Update

Concept Plan (See Attached Plan)

The 3rd Street Pedestrian Path & View Park consists of a proposed 8' wide path extending between SW Dogwood Street and SW 3rd Street. The proposed layout includes a path branching off the main path leading to a viewpoint with bench and a possible trash receptacle. The following provides a discussion of the issues and opportunities associated with the project. Photographs of the site follow the conceptual plan

Adjoining Properties

- Driveway conflicts exist at the Dogwood Street connection
  - Reduce width and reconfigure driveway to north
  - Remove pull through to driveway to the south
- Fences extending into right-of-way (ROW) - Remove from ROW?
- Remove overgrown shrubs and trees within ROW at property to the north at 3rd Street
- Should privacy fencing or shrubs be planted along adjoining properties?

Park Amenities

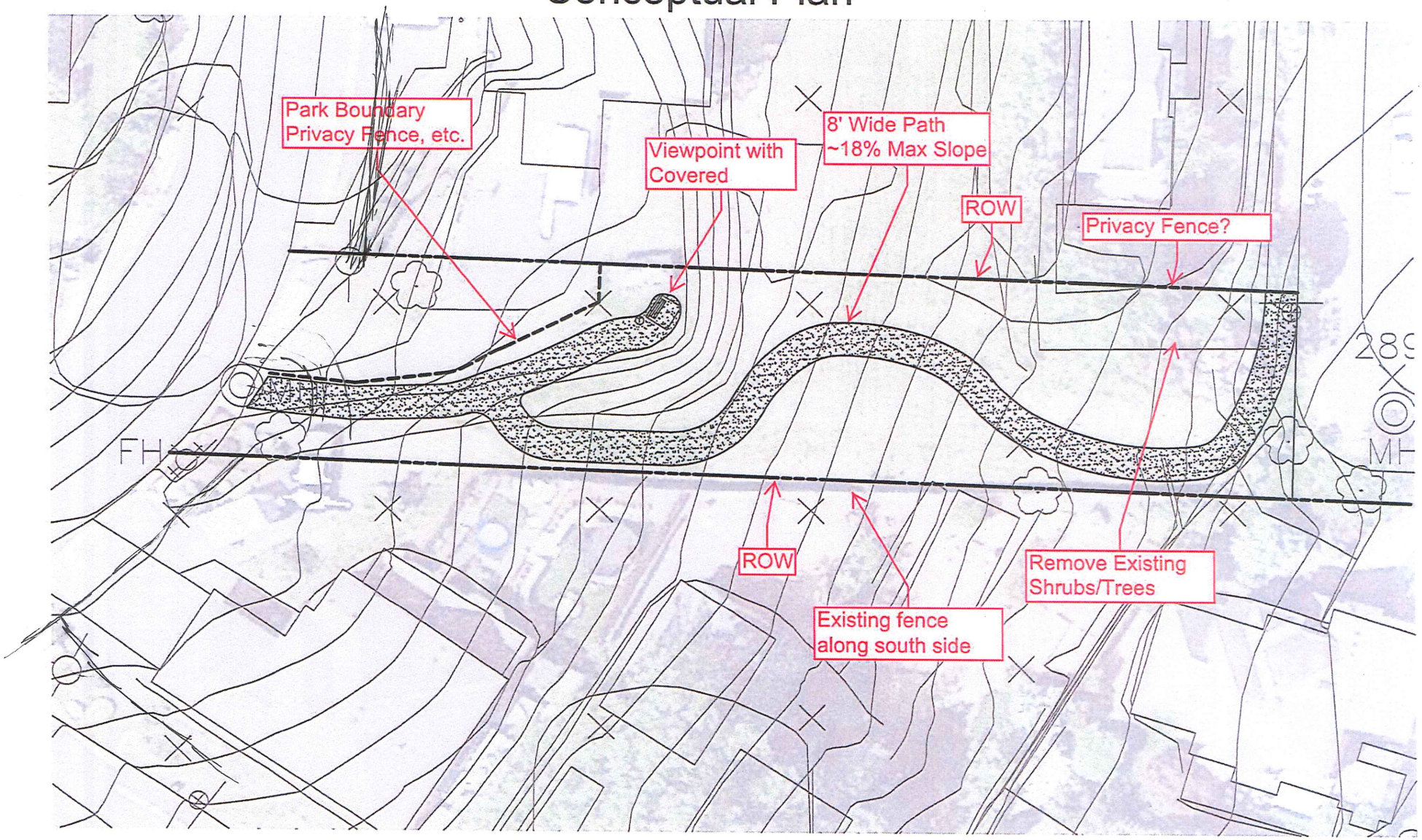
- Path:
  - Surface ACP or other?
  - Are slopes up to 18% acceptalble (similar to steep section along Viewmont)?
- Viewpoint:
  - See attached bench and cover options
  - Trash receptacle, dog bag station?

Design Needs

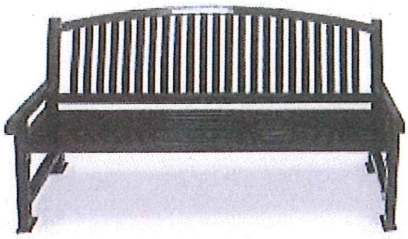
- Site survey to establish adjoining property conflicts, ROW lines and park boundary

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: DundeeCity3@comcast.net

3rd Street Pedestrian Path & View Park
Conceptual Plan



Looking east from Dogwood Drive



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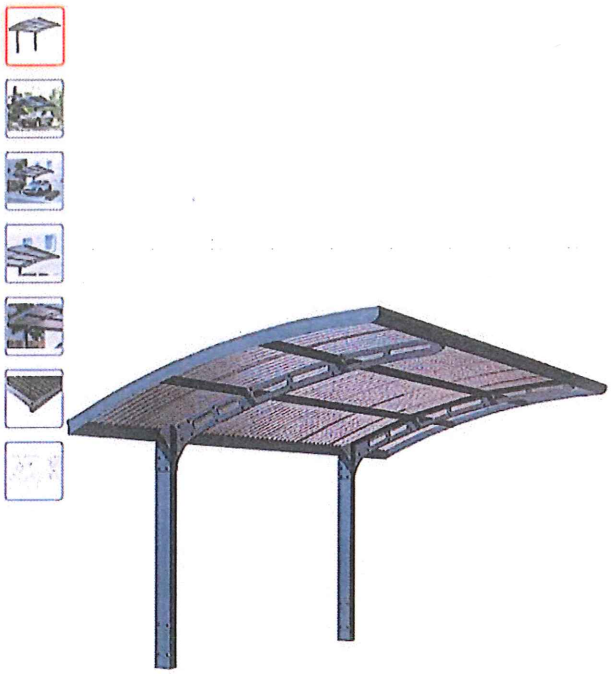

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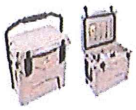

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