

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

Meeting will be Teleconferenced via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/86913332837>

By Phone: 1-301-715-8592 Meeting ID: 869 1333 2837

October 7, 2020
7:00 P.M.

- 1. Call to Order**
- 2. Public Comments**
- 3. Approval of Minutes – February 5, 2020 and August 5, 2020**
- 4. First Street Property**
- 5. Jan Sander Estate Park Update**
- 6. 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
February 5, 2020

Call to Order

Jeannette Adlong, Chair, called the meeting to order at 7:00 P.M.

Staff Attendance

Present: Jeannette Adlong, Jill Bilka, Noel Johnson, David Dixon and Kristin Gorton. Absent: Beth Humphrey and Nick Gilbert. Staff members: Rob Daykin, City Administrator; Greg Reid, City Engineer; Melissa Lemen, Administrative Assistant; and Casey Creighton, Chehalem Park & Recreation District (CPRD).

Public Attendance

Brian and Beth Staats, 792 SE Boysen Lane; and Phillip Staats, Boy Scout.

Public Comment

Phillip Staats provided an update on the benches installed on the Harvey Creek Trail for his Eagle Scout project. He reviewed that the benches were installed on October 5, 2019 and the project is complete; they have been finalizing things for the Eagle Scout Board of Review. Chair Adlong voiced her appreciation of this great project for the trail. She noted that she has seen people enjoying the benches and believes it to be a great asset for the trail. Brief discussion ensued. C.A. Daykin offered to provide Phillip Staats with a letter of support.

Approval of Minutes

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

Business

2020 State Park Grant Application

C. Adlong provided a project overview/update and discussed that City Council completed a deed restriction on the property so that it can only be used for park purposes. C.A. Daykin reviewed the State Park Grant application process and noted that the application is due May 1, 2020. He explained that tonight all of the park amenities and material quantities need to be discussed so that Staff can provide a project description and budget in the grant application. David Dixon inquired about whether the property easement across the driveway will negatively impact the grant application to which C.A. Daykin does not believe it will; a map of the project was reviewed. Potential park amenities were discussed. C.E. Reid provided a memo and packet of possible park amenity photo ideas to Committee members.

Path Materials: Though C.E. Reid had initially thought the width of the path would need to be 8 feet to accommodate the minimum size of a paving machine, due to the constraints of the steep hillside and turns of the path, asphalt will likely be applied manually as paving equipment would likely not be able complete the work. The surface of this type of asphalt path would not be quite as smooth as would be accomplished with a machine but it will still look nice and a smaller 6-foot wide path

could be accomplished. C.A. Daykin discussed that one of the benefits of a concrete path would be a longer lifespan with a lot less maintenance over time, as well as opportunities to do unique things including concrete stamping. It was noted that the cost of using concrete for the pathway would be almost double though it would still be well within the range of the grant application. The pros and cons of using 2" asphalt versus 4" thick concrete for the pathway material was discussed. Concern was expressed that moss could grow on a concrete or asphalt pathway in shady areas and the importance of keeping it clean and well maintained was discussed. The Committee voiced their preference of a 4" concrete option for the path material.

Trail Configuration: The configuration of the trail on the map was reviewed and discussed. The Committee opted to enlarge the first curve in the path on the north end of the trail. There was discussion about potentially adding a table in this area though the original thought had been to place a picnic table in a viewpoint area. Various fencing and seating wall options were reviewed.

Fencing/Screening/Seating Area: Fencing options were reviewed. The Committee favored providing seating only and omit the placement of a table in the viewpoint location. The Committee preferred a smaller structure at the viewpoint itself but including fencing for separation of the private vs. the public areas and incorporate seating with the structure. Decorative paving or the placement of pavers were discussed as an option for defining the seating area. It was noted that landscaping and the orientation of the seating area could have a big impact on maintaining privacy for nearby neighbors. Various bench material ideas and configurations were discussed, and the costs associated with those choices. The Committee indicated their preference for shrub-type border landscaping (under 6 feet in height) to delineate the walking path from the private property in this area where it leads downhill. C.A. Daykin indicated that he will also discuss this with the nearby property owner and if they prefer fencing in this area the Committee would be open to that idea as well. Fencing was also desired by Committee members to create separation along driveway areas.

Stairs: C.A. Daykin suggested that the addition of steps from where the viewpoint is to connect down to the trail might be a favorable option. Pictures of concrete and stone steps were reviewed. C.E. Reid suggested that if pavers were used in the seating area, the stairs could also be made to tie in. Elements which match each other were desired by the Committee and pavers were preferred.

Park Theme: C. Adlong suggested that utilizing City colors or potentially adding the City logo or other custom metalwork might be nice. Ideas of ways to incorporate a theme into the pathway park were discussed including stamped concrete designs, custom metalwork designs, etc. Potential theme ideas were also discussed; additional thoughts and ideas were shared.

Lighting: C.A. Daykin discussed that presently there is no lighting on any park paths including Billick Park or Viewmont Trail. C. Adlong noted that this is a path that children will be walking on to go to school. C.A. Daykin voiced that if lighting the path was desired, he would suggest the LED variety on a 12 foot pole. Bilka pointed out that this neighborhood pathway differs from the more nature trail style type of system at Viewmont and the Harvey Creek Trail; this pathway connects people from two different areas within town and lighting may make more sense in this location. C. Adlong offered to check to see if lighting is present at the north end of the trail on the corner. She suggested that only 1 or 2 lights would likely be adequate for the pathway. C.A. Daykin voiced support that lighting would be needed at the Hawthorne connection. This topic will be revisited

before final submittal. It was suggested that consideration be given to the nearby neighbors and whether they would support lighting for the pathway. It was also noted that lighting is present on Dogwood Street directly across the street from the driveway.

Covered Structure: The Committee discussed that a covered area would not only provide a sheltered area from rain and provide shade, but also would provide a visual enhancement as well. The Committee preferred that a roof structure be included though not large in size. C.A. Daykin suggested that a shelter consisting of poles supporting a colorful fabric-type shade shelter might be a favorable option though would require a bit more maintenance; the fabric would need replaced periodically. Casey Creighton discussed that a fabric-type cover could potentially last 7-10 years though would need cleaned periodically. Additional simple shade structures were reviewed and discussed. C.E. Reid suggested that if the semi-circular seating wall were desired, a simple shade structure could potentially be attached to the back-rest area. A smaller simple and more open style of structure was desired by the Committee and would also keep the costs lower.

Landscaping/Irrigation: C.A. Daykin noted that one of the property owners to the north is a landscape designer and a potential resource. The Committee discussed that strategic placement of landscaping could provide a potential screening effect in desired locations and aid in providing privacy for nearby neighbors. Landscaping was desired along the back and around the seating area. Bilka suggested planting landscape beds on the offset of the pathway curves to border them. C. Adlong discussed that the area near Hawthorne needs to be cleared out some though supported preserving an oak tree in the area. She also suggested that planting a few auxiliary shrubs in that area would likely be adequate. Bilka suggested that consideration be given to the nearby visual elements along the pathway below the viewpoint area. C. Adlong supported no tall trees be planted in the park area and favors planting mainly shrubbery. She also noted that the neighbors up at the top of the pathway were interested in shrubs. Creighton suggested that planting native plants may eliminate the need for irrigation if they are taken care of well for at least two years in a conducive location. Bilka suggested potentially contacting the owner of Pollinate Flowers, who attended a previous Committee meeting, to discuss their expertise in the area of native plants for the park. Creighton suggested that a full irrigation system may not be needed; adding drip irrigation where needed and keeping things to a bare minimum would help keep costs down.

Signage/Trash Can: The placement of entry signs at both ends of the park was favored; a name for the park/trail will be discussed further at a later date. The addition of a trash can and pet waste station along with a sign was favored at the lower end of the trail.

Jan Sander Property Update

Casey Creighton, CPRD, discussed that CPRD had put things on hold but the Board has decided to begin talks with Jan and the architects and will be meeting with them in March. He indicated that the Board has discussed a potential splash pad feature for Billick Park, as well as noted the need to address the restrooms. He explained that depending on what moves forward with Dundee Elementary School building, there may be some discussions regarding that moving forward. C.A. Daykin requested to be notified if there are upcoming public meetings scheduled. Creighton discussed that Jan Sander has indicated her willingness to potentially fund whatever comes up with the property though it may not happen all at one time; she is very interested in seeing things move forward. Creighton explained that the architects have put together a base plan for the Jan Sander

property and that CPRD will move forward from that point. He acknowledged the recommendations received from the Dundee residents as well. He also explained that Jan Sander has voiced some of her ideas for the community use of the property as well.

Creighton provide an update on some of CPRD's current and ongoing projects. He explained that CPRD is still working with ODOT to try to get a multiuse pathway on the bypass right-of-way, though this will be a long-term project given the costs involved. Discussion ensued.

C.A. Daykin inquired about a time when CPRD tried to coordinate having State Parks look at the purchase of Ash Island. Creighton recalled some discussion about State Parks potentially looking at that though was unsure of who is involved. C.A. Daykin noted that Dundee would be a good access point to Ash Island.

Bilka inquired about whether the restroom structure at Billick Park will remain intact. She reviewed the idea she presented at a recent CPRD meeting about the possibility of having the restroom improvement at Billick Park as the paddle raise project for the Dundee Elementary auction. She inquired about whether (if they brought in a certain amount of funds) this would push the project to the top of the priority list of improvements. Creighton discussed that the restroom structure would remain at its present location even if changes were made to the Dundee school. He noted that the addition of a splash pad feature had been discussed as potentially being placed nearby this area and off of the gravel parking lot. It was noted that a splash pad project would tie in well with a restroom improvement. Bilka discussed that in the past the paddle raise has brought in \$10,000-\$15,000 depending on the draw of the project. She pointed out that many community members use the restrooms at Billick Park including sports organizations, though explained that if the restroom project were selected there would need to be a specific project outlined which could be completed in a reasonable timeframe. Bilka discussed her timeframe planning the auction paddle raise and the short-term planning deadline; Creighton will consider the project idea and report back to Bilka. Many thoughts and ideas were shared and discussed. Creighton voiced support of potentially installing timed locks on future restroom doors at Billick Park; most problems with the restrooms in Newberg occur at night. Bilka suggested that compiling a wish list of amenities/features which would need to be updated or repaired would be helpful.

C. Adlong inquired about whether CPRD will be applying for any grants this year. Creighton discussed that he is still working on the grant for Friends Park though CPRD may be applying for an additional grant as well. Discussion ensued about potential grant funding which might allow improvement or replacement of the restroom facilities.

The meeting was adjourned at 8:34 P.M.

Jeannette Adlong, Chair

Attest:

Rob Daykin
City Administrator/Recorder

First Street Mini-Park Project

The Dundee Parks Advisory Committee wants to hear from you regarding improvements to a triangular-shaped property that the City of Dundee obtained from Yamhill County. The property is located at the northwest corner of First Street and Lone Street. A draft concept plan (below) was prepared to start the dialog. The Committee will hear comments and suggestions at their **October 7, 2020** regular meeting starting at 7:00 pm. This will be a teleconferenced Zoom meeting. Interested persons may participate by joining the Zoom meeting via the link: <https://us02web.zoom.us/j/86913332837> or by phone (1-301-715-8592). The Zoom meeting ID is: **869 1333 2837**.



Draft Concept Plan



