



PARKS & RECREATION ADVISORY BOARD

MINUTES

February 17, 2016

Co-Chair Nancy Gronowski called the meeting to order at 6:05 p.m. Palisades Oswego Room

Present: Co-Chair Nancy Gronowski, Dave Barra, Bill Gordon, Mark Hoyt, Ryan Hubbard, Chris Stewart, Rhys Richmond, PRAB Youth Member, Joe Buck, Council Liaison

Absent: Scott Bullard, PRAB Co-Chair, Todd Van Rysselberghe, NRAB Co-Chair, Kristen Gottlieb, PRAB alternate, Sean Sweeny, NRAB, Rebecca Lumbantobing, NRAB Youth member.

Staff: Ivan Anderholm, Director of Parks & Recreation, Jan Wirtz, Parks & Recreation Superintendent, Dina Balogh, Parks & Recreation Administrative Support, Jessica Numanoglu, City Senior Planner

Guests: Heidi Schrimsher, NRAB (left at 6:45), Fraser Wick, NRAB, Mike Buck, Chair of Tree Code Committee

APPROVAL OF MINUTES

The Parks, Recreation and Natural Resources Advisory Board (PNAB) reviewed and unanimously approved the minutes from January 20, 2016.

CITIZEN COMMENT

None

CITY COUNCIL UPDATE

Councilor Joe Buck, Council Liaison to PRAB

- At the Boards and Commissions Summit the Mayor presented an overview of City Council 2016 goals. The Boards and Commissions presented 2015 accomplishments and 2016 goals. PRAB Co-chair Scott Bullard did a great job presenting 2015 accomplishments and the new 2016 PNAB goals.
- The design for Phase 1 of the Boones Ferry Road Improvement Project is now 30% complete. Phase 1 is approximately one half mile in length from south of Madrona Street to north of the Oakridge Road/Reese Road intersection. It also includes a new traffic signal at Lanewood Street for pedestrian crossings.
- There has been significant progress on the Operations Center Project. The City anticipates breaking ground on the first part of this project in July pending permit approvals. The first structure to be built will be a new wash pad/debris decant structure. This structure is needed to allow the City to dispose of the material that is vacuumed from catch basins and picked up by street sweepers. This structure needs to be built first because the old decant area will be demolished to allow for the construction of the buildings. The early stages of construction will

begin on the two buildings in September (pending permit approvals). Design of operations center is being designed ... working on a sustainability package. Council approved the sustainability package. In addition, the design team believes that the main building is at a Leadership in Energy & Environmental Design (LEED) silver certification standard; however, the City does not anticipate pursuing the LEED silver certification because of the cost involved in this process.

- City Council discussed whether the Lake Oswego Planning Commission should be asked to consider and recommend time, place and manner restrictions for marijuana facilities, beyond the restrictions already imposed by state law. The ordinance will be referred to city voters at the November 8, 2016 election. The Oregon Health Authority and the Oregon Liquor Control Commission will not register or license medical or recreational marijuana facilities in the city pending the election results.

Medical marijuana dispensaries are prohibited in residential zones. A medical dispensary may not be within 1,000 feet of most elementary and secondary schools (specifically public schools teaching children between ages five and 18 who have not completed 12th grade, or private schools teaching children in courses of study usually taught in grades 1 through 12 in public schools). Medical dispensaries also may not be within 1,000 feet of an existing dispensary, or at the same address as a grow site. State law does not restrict locations for recreational marijuana producers (manufacturing, planting, cultivating, growing and harvesting). Recreational marijuana processors (processing, compounding or converting marijuana into products, concentrates or extracts) are prohibited in exclusively residential zones if marijuana extracts are processed. Nursery Stock Production and Sale (not retail) is allowed only in the Industrial (I) Zone; the Foothills District contains the only land in the city zoned Industrial.

- City Council approved and adopted Ordinance 2708, Concluding both the Natural Resources and Parks and Recreation Advisory Boards and creating a new Parks, Recreation and Natural Resources Advisory Board (PNAB). The City Council will be approving the resolution for board appointments in March. Some terms had to be readjusted for incoming PRAB and NRAB members to the new PRAB. Recruitment for PNAB is open and will close March 31. Current board members of PRAB and NRAB have been contacted regarding term adjustments and open recruitment.
- City Council finalized stormwater-related Code amendments. The purpose of the amendments is to meet the requirements of the City's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit, and to improve stormwater management practices for development within the City.

REGULAR BUSINESS

Update 2015 Tree Code Project

Jessica Numanoglu, City Senior Planner

Mike Buck, Chair of Tree Code Committee

Proposed Code provisions for planting native trees.

Jessica gave the board a brief background of the Ad Hoc Tree Committee. In May 2015, the City Council invited members of the community to volunteer to serve on an ad hoc tree committee to review the Tree Code. Jessica gave the first update on the Tree Code Review project to NRAB September 2015. The first update to NRAB proposed code provisions for Parks and planting of trees charged with enhancing

the tree code. The policy issues are Science based/Sustainability and Ecosystems. The Committee selected main policy issues for discussion:

- Adjust Code for Type I and Type II tree permits
- Dead hazard and emergency trees
- Building/development standards and Tree Code compatibility
- Heritage and significant trees
- Mitigation
- Administration of tree regulations
- Science-based/Sustainability and Ecosystems

The Tree Code Committee are working on a draft of tree code amendments which include Building/Development Code and Tree Code Compatibility and Heritage Trees policy issues. The committee will meet in February to review and complete the draft of Tree Code amendments. The draft will be released to the public for comment in March. In April the committee will meet to review public comments on draft code amendments and direct staff to make revisions as needed. The committee would like to be finished in June or July to bring to the City Council public hearing to adopt Committee-recommended Tree Code Amendments.

Jessica asked the board to consider tree code section LOC 55.02.084(3), Mitigation – Replanting off site. The language in the code is confusing to the public.

The board was asked to reconsider the issue in the Tree code that speaks to planting. The board was asked for direction if the provision be removed, change the language or keep the code as is with a fee.

Code section is LOC 55.02.084(3)

3. *The mitigation requirement shall be satisfied as follows:*

a. *Replanting on Site. The applicant shall plant, for each tree removed:*

i. *Invasive Tree Species Removal Permit: Removal from a public right-of-way or from an approved landscape plan, either a minimum two-inch caliper deciduous tree or a six- to eight-foot-tall evergreen tree for each tree removed. Removal from a Resource Conservation or Resource Protection Overlay District, either a minimum one-half-inch caliper deciduous tree or a minimum two-foot-tall evergreen tree.*

ii. *Other Tree Cutting Permits: Either a minimum two-inch caliper deciduous tree or a six- to eight-foot-tall evergreen tree for each tree removed.*

The tree shall be planted according to the specifications in the City Tree Planting and Maintenance Guidelines as approved by the City Council.

b. *Replanting off Site. If in the City's determination there is insufficient available space on the subject property, the replanting required in subsection (1) of this section shall occur on other property in the applicant's ownership or control within the City, in an open space tract that is part of the same subdivision, or in a City-owned or dedicated open space or park. Such mitigation planting is subject to the approval of the authorized property owners. If planting on City-owned or dedicated property, the City may specify the species and size of the tree. Nothing in this section shall be construed as an obligation of the City to allow trees to be planted on City-owned or dedicated property.*

c. Payment in Lieu of Planting. If in the City's determination no feasible alternative exists to plant the required mitigation, the applicant shall pay into the tree fund an amount as established by resolution of the City Council.

Board recommends that there is a structure to how the tree fund is used. The board would like to see options for use of the fund. Permit fees taken into the fund are managed by the department.

Board recommendation: Take option for replanting on City-owned or dedicated open space or park out of code and allow a fee to be paid to the tree fund in lieu of replanting. The code needs to be made clear that the funds are used for replanting projects.

Actions:

Ivan will schedule monthly check-ins with Scott Siegel regarding parks mitigation and planting projects. Ivan will bring to the board monthly meeting reports with Scott Siegel.

Board unanimously voted yes.

The board was asked to provide direction and opinion on some of the Incentives and regulations of planting native trees. Provisions to replanting of native tree mitigation. Reduce the required size of mitigation trees to 1.5" caliper from 2" caliper. Require native tree removal to be mitigated with native trees. Incentivize the planting of Douglas Firs. Douglas firs were identified as a species of particular importance to the character of Lake Owego. In order to incentivize the planting of these trees, it was proposed that mitigation requirements could be reduced if Douglas firs were planted. The reduction ratio for Douglas firs would need to be established. The City currently provides a list of trees that may be used to mitigate tree removal.

The board agreed that educating the public is important.

The board agreed to the provision changes.

The Tree Code amendment will be released for public review in April. Jessica would like to come back in April to present to the board the public review and revisions. The Committee would like to have amendment completed by June to present to City Council for adoption.

Boards and Commissions Summit Report

Ivan Anderholm, Director of Parks & Recreation

Boards and Commissions chairs presented individual board goals and accomplishments. One observation to note was that each board had a goal for 2016 that integrated with Parks and Recreation. Ivan answered questions regarding the Golf course management. The Golf Course proposal regarding privatizing the golf course was discussed.

The dock on the Walker property not showing on the parks website as a parks property was addressed. The parks property map is being updated to show all parks properties as well amenities that citizens can use. The old philosophy was that undeveloped open spaces were not on the website. The website will now include all City owned open space the department manages.

Scott Bullard presented PNAB goals as well as presenting PRAB goal accomplishments. Each board presentation was consistent and clear.

Parks and Recreation Budget

Ivan Anderholm, Director of Parks & Recreation-

Parks and Recreation Budget will be presented at the budget meeting March 17.

Parks budget is healthy. Department and general revenue has increased. Required personnel and materials services as well as department contingencies holds steady due to changes in personnel (retirements) and program spending.

2016-17 proposed revenue budget will increase due to department revenue and spending changes as well as department services. Number of participants in recreation activities, programs and events has increased by almost 13,000.

Golf Course shows a major transfer from general fund of \$238,000. Inventory reflects a negative - \$72,000 because of inventory in the pro-shop. Looking at ways to change the end year inventory numbers. The Golf Course cost recover holds at 75%. Beginning balance reflects funds to cover inventory. The resources budget is affected by inventory in the pro-shop.

Tennis Facility had an 87% recovery 2014-15. This is due to the storage space addition because of fire code requirements. 2015 – 16 is estimated to show a 100% recovery. The, revenue in 2013-14 and 2014-15 was low. There have been adjustments in the master fees. The adjustments have been to increase the program fees that have not seen an increase in a few years. The use of the building and tennis programs has stayed the same. Adjustment in fees have been made and the fund is now stable.

Adult Community Center and Endowment beginning balance is shrinking each year. The funds from the County are not enough to fund the senior programs. Money from the county is reflected in the department revenues. Parks and Recreation subsidizes the fund. Funds pay for senior services. The ACC has seen a decline in the requested senior services. The decline is not unique to Lake Oswego. The decline is a reflection of a national trend. The County funds have to be used for a set minimum of senior services.

Ann Adrian is working to find ways to use the funds from the County. Ann Adrian has been asked to look at and review the management of the funds that the ACC receives. To cut costs the ACC hours have been changed to better utilize the building.

Parks and Open Spaces CIP

Ivan Anderholm, Director of Parks & Recreation.

Scott Lazenby puts in provisions and allocations for capital projects in the general fund 2020 – 21 are prioritized by Safety, Function, and Aesthetics.

Prioritized projects for Fiscal Year 2016-2017:

George Rogers Park

- Foot Bridge railing replacement \$15,000 Safety
- Dugout & backstop mesh replacement \$55,000 Safety

Luscher Farm

- Culvert replacement (Brock) \$15,000 Function
- Split rail fence replacement (Trail) \$25,000 Safety/Function/Aesthetic
- Driveway paving \$30,000 Safety/Function/Aesthetic

Parks

- Irrigation clock replacement (15) \$25,000 Function

Total \$165,000

Funding is included in the Parks Maintenance Budget and Management Services.

The CIP allocations align with the general fund. Projects over \$100,000 were scrutinized to get on the CIP list. Some of the projects on the expanded list can be phased out or pushed out based on how long the department can go without the need to replace or upgrade. Ivan will bring a final list to the Board.

Action:

Ivan will be going to the budget meeting on March 17 to present the complete list of CIP budget needs.

STAFF AND BOARD UPDATE

Nancy Gronowski Parks Foundation:

Nancy asked for a volunteer from the board with legal experience to help set up 301C3 nonprofit status. The foundation has a good start with the basic goals, mission, objectives and core to get started. The bond project is coming up in a couple of years. Bill Gordon and Chris Stewart volunteered to help set up the 501 (c) (3).

Ivan Anderholm Meadows –Childs Road Property:

Ivan told the board that the City has been approached regarding the sale of two pieces of property off of Childs Road. The City Manager asked Ivan to examine the reverse process of selling parks property. The property in question is near Meadows and borders Childs Road. The two property owners are open to selling parcels and believe that it makes more sense to sell the property to the City because of the location and the advantage of connecting the two parks to make one contiguous park. The total property is 10 ½ acres. Ivan has been asked by the City manager to take a look and evaluate the property. Ivan has a meeting with Metro to talk about the property and available funds on February 19. Ivan will bring a report to the board in March.

On Going Actions:

- **Booth at Arbor Day Celebration – Millennium Park April 3.**
- **PNAB booth at Farmers Market June 18 and August 20.**
- **Propose to invite Friends groups to future PNAB meetings.**

ADJOURNMENT

The next scheduled meeting will be March 16, 2016 at Luscher Farm, 125 Rosemont Rd.

Co-Chair Nancy Gronowski adjourned the meeting at approximately 8:15 p.m.

Prepared by,
Dina Balogh, Administrative Support