

**Astoria Parks and Recreation Master Plan
Citizen Advisory Committee
May 19, 2016**

Ian Sisson called Meeting #8 to Order at 8:08 am.

Roll Call

Committee Members- Craig Hoppes, Jim Holen, Scott Tucker, Patrick Wingard, Michelle Bisek, Brooke Stanley, Kassia Nye, and Dulcye Taylor.

Staff- Angela Cosby and Ian Sisson

Absent- Ken Hageman, Jan Nybakke, Ed Overbay, Zetty Nemlowill

Approval of Minutes

- A. The minutes of meeting # 6 on March 31, 2016 were approved as submitted.
- B. The minutes of meeting # 7 on April 21, 2016 were approved as submitted.

Review of Work Session Feedback

- A. Mr. Sisson reviewed the feedback given by the Planning Commission, Parks Advisory Board, and City Council at recent work sessions. The Planning Commission would be involved with the sale of park properties if the adopted Master Plan recommends selling excess properties. The Parks Board was concerned about who would be responsible for implementing the Plan. City Council generally agreed with the input provided during the planning process and believed more discussions were needed about funding the Parks Department, priorities, goals, and appropriate services. Committee members believed City Council understood the needs of the Parks Department well. Staff said they still need to determine which recommendations are priorities, how the Plan will be implemented, how to ensure continued use of the Plan over the years, and the vision of the Parks Department. He asked the Committee to provide guidance on these decisions so the Parks Board and Staff can implement the Master Plan.

Agenda Items 4 through 6, below, were discussed as one topic.

Review of Survey Results

Updates to Draft Comprehensive Plan

Draft Implementation Strategy

- A. Mr. Sisson reviewed the updates made to the Plan, which included a draft implementation strategy. Once adopted, the Parks Master Plan will be added to the City's Comprehensive Plan as a reference document. Comprehensive Plan policies will be updated to align with the Parks Master Plan at a later date. Committee members and Staff discussed specific details of each recommendation, as follows:
 - Maintenance Plan – Maintenance is a high priority so recommendations should be implemented in the next one to two years. Committee members listed the following entities that could assist with implementation and/or funding: Master Gardeners, CREST, the Northcoast Watershed Association, Clatsop Community College, and Tongue Point.
 - Community Stewardship – Increasing community stewardship is an ongoing priority. The Committee and Staff discussed the Chip-In program, high school students' senior projects, a recent job fair, and potential Eagle Scout projects. Volunteer projects must have Staff oversight and the work completed will need continued maintenance.

- The Committee and Staff discussed the difference between Friends groups and an Adopt-a-Park program. The Committee recommended the Adopt-a-Park program be added to the Community Stewardship section of the Plan.
- Planning Initiatives – The Capital Improvement Plan should be complete in one to two years and projects should be prioritized based on community support and available funding. The Committee and Staff discussed which projects should be prioritized and appropriate timelines for each one. Some projects will be more visible to the public than others will. Additionally, City Council has indicated strong support for certain projects, but other City projects like the library might still be a higher priority than any of the Parks Department's projects.
 - The Committee agreed that consolidating facilities would take some time to complete, possibly longer than the Plan recommended. However, revenue could be generated by renting out unused portions of facilities if consolidation progresses slowly.
 - Staff noted that site-specific park plans would help Staff coordinate with community stewardship programs. Additionally, trails were not included in the site-specific plans because the Trails Master Plan was adopted in 2013. However, the Parks Master Plan does recommend that the Trails Master Plan be implemented. Funding sources for ongoing trails maintenance needs to be identified because many of the city's trails are not within Parks Department properties.
- Communications and Marketing – A communications and marketing plan should be done annually.
 - The Committee discussed how data from the visitor and non-resident use study would be collected and used to leverage new funding sources. They agreed the study should be completed as soon as possible.
- Operations – The Committee discussed appropriate language for a target completion time for acquiring sufficient staff, which should not be an ongoing goal. The Parks Board and City Council will have to discuss funding for staff, so specific dates and numbers should not be included. The Committee and Staff agreed sufficient staffing levels should be attained within one to two years.
 - Staff should determine the Aquatic Center's hours of operation instead of listing them in the Plan.
 - Staff noted that for the recommendation regarding playgrounds, should include evaluating removal of play equipment from over served neighborhoods, installing play equipment in underserved neighborhoods, and adding ADA accessible play equipment.
 - The Committee agreed that an designated off-leash dog area could be completed in less time and for less money than a fenced-in dog park with amenities. An off-leash area could be converted to a dog park in the future, or the City could have multiple facilities.
 - Staff and the Committee agreed that restrooms should be completed before Riverwalk lighting.
- Staff explained that funding new projects is always easier than funding ongoing maintenance and operations. This can impact target completion dates.
- The Committee and Staff discussed the existing wayfinding signage plan, which focuses on Downtown and the Riverwalk. The Parks Master Plan also recommends signage in parks, including park identification signs.

Mr. Sisson asked the Committee to consider whether any other changes or additions were necessary before recommending the Master Plan for adoption. The Committee will be asked to recommend the

Master Plan at their meeting in June. Committee members confirmed they believed Staff was on the right track.

Other Business

Director Cosby confirmed that after the Committee's last meeting in June, Committee members would be expected to support the adoption of the Master Plan by City Council. Committee members could speak at Council meetings or submit letters of support to Staff.

Next Steps

- a. Planning Commission
 - i. First Public Hearing – Tuesday May 24, 2016 from 6:30 PM — 8:00 PM
 - ii. Continuance – Tuesday June 28, 2016 from 6:30 PM — 8:30 PM
- b. Parks Advisory Board
 - i. Work Session – Wednesday May 25, 2016 from 6:45 AM — 8:00 AM
- c. City Council
 - i. First Reading – Tuesday July 5, 2016
 - ii. Second Reading – Monday July 18, 2016
- d. Upcoming Citizen Advisory Committee Meetings
 - i. June 16, 2016 from 8:00 AM — 9:30 AM at the Astoria Recreation Center
 1. Review final draft of Plan, request recommendation of Plan

Adjournment

The meeting was adjourned at 9:39 am.

Next meeting will be held June 16, 2016 at 8:00 am at the Astoria Recreation Center.